

From: [Jesse Stephens](#)
To: [Drew Perkins](#)
Subject: Headquarters Renovation + Boone Electric Lease - Item I)(1)(A)
Date: Friday, December 12, 2025 2:35:53 PM
Attachments: [Outlook-tcttsed1.png](#)

Dear Board Of Trustees:

We have begun work on the contract with PCE for the headquarters renovation project. Angela Burke is currently reviewing a draft of the agreement, but it will not be ready for the December board meeting. We will continue to work with PCE to get the contract in a format ready for approval at the January board meeting.

Additionally, Boone Electric has extended an offer to rent the former Garcia's restaurant building that is located on the Business Loop between Crazy Burrito and the Family Pawn shop. This facility would be an ideal location to temporarily relocate to while the building is under construction and would speed up the overall timeframe of construction. Both of these will be forthcoming for consideration and approval. The lease with Boone Electric is expected to be a month-to-month lease with a lease rate of \$5,000 per month plus the cost of utilities which is anticipated at \$1,000 per month.



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