

**ADMINISTRATION AND FINANCE
COMMITTEE MEETING
AND
SPECIAL MEETING OF THE
BOARD OF DIRECTORS**

**Tuesday, June 1, 2021
4:00 P.M.**

Committee Members:

Jennifer Santana, Chair
Tony R. Fellow, Vice-Chair



602 E. Huntington Drive, Suite B
Monrovia, CA 91016
(626) 443-2297
www.upperdistrict.org

SPECIAL NOTICE - Teleconference Accessibility

Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak, the Upper District will hold this meeting via teleconference or the most rapid means of communication available at the time. Instructions to participate in the teleconference are below:

Attendee Join Zoom Webinar

<https://us02web.zoom.us/j/82281348609>

Telephone Dial: 1 (669) 900-6833

Webinar ID: 822 8134 8609

Public comments may be made through teleconference when prompted by the Chair during the public comment period. Public comments may also be provided by emailing Christy@usgvmwd.org in advance of the meeting. Please indicate "PUBLIC COMMENT" in the subject line.

If you have difficulty connecting to the teleconference line, please call (626) 443-2297 or email Ruben@usgvmwd.org. It may take a few minutes to join Zoom or connect via telephone so please join early.

*The Administration and Finance Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to the Administration and Finance Committee may attend and participate as members of the Board, whether or not a quorum of the Board is present. To preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Administration and Finance Committee will not vote on matters before the Committee.

Communications

1. Call to Order
2. Public Comment

Discussion/Action

3. Lease Term Extension for the Monrovia Office Space. *(Staff memorandum enclosed.)*
4. Update on District Benefits.
5. Staffing Assessment and Organization Structure.

Oral Reports

6.

Other Matters

7.

Adjournment

Next Meeting: Tuesday, July 6, 2021.



American Disabilities Act Compliance *(Government Code Section 54954.2(a))*

To request special assistance to participate in this meeting, please contact the Upper District office at (626) 443-2297 or valeria@usgvmwd.org at least 24 hours prior to meeting.





MEMORANDUM



ITEM 3.

DATE: May 28, 2021
TO: Administration and Finance Committee and Board of Directors
FROM: General Manager
SUBJECT: Lease Term Extension for the Monrovia Office Space

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute Amendment No. 4 to the Monrovia office lease agreement, extending the term through March 31, 2022.

Background

The current lease for the Monrovia office will end on October 29, 2021. Based on the most recent construction estimate, office renovation work for the new building will be completed in March 2022. The proposed amendment extends the lease term for Upper District's current office space through the end of March 2022.