

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

**Tuesday, October 3, 2023  
4:00 P.M.**

**Committee Members:**

Jennifer Santana, Chair  
Charles Treviño, Vice-Chair



248 E. Foothill Blvd, Room 103  
Monrovia, CA 91016

(626) 443-2297  
[www.upperdistrict.org](http://www.upperdistrict.org)

\*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. Professional Services Agreement with VC3 for Information Technology (IT) Management and Support Services  
(*Staff memorandum enclosed.*)
4. Amendment to the Temporary Staffing Services Agreement with Kelly Services, Inc. (*Staff memorandum enclosed.*)

**Oral Reports**

- 5.

**Other Matters**

- 6.

**Adjournment**

**Next Meeting:** Tuesday, November 7, 2023 at 4:00 p.m.

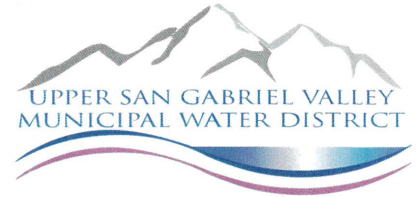


**American Disabilities Act Compliance** (*Government Code Section 54954.2(a)*)

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



# MEMORANDUM



## ITEM 3. ACTION

**DATE:** September 27, 2023  
**TO:** Administration and Finance Committee and the Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Professional Services Agreement with VC3 for Information Technology (IT) Management and Support Services

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### **Recommendation**

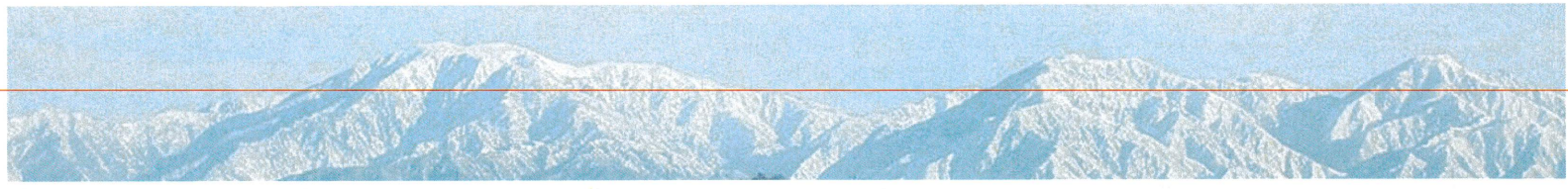
Staff recommends that the Board of Directors authorize the General Manager to execute a professional services agreement with VC3 (formerly Accent Computer Solutions, Inc.) for information technology management and support services for a term commencing January 1, 2024 through December 31, 2025 for a total not-to-exceed amount of \$100,000.

### **Background**

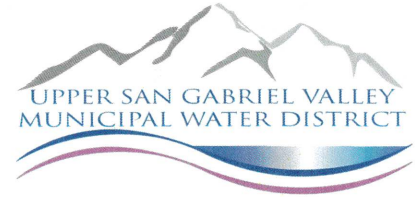
Upper District has a relatively limited need for specialized IT services and has historically outsourced this work. In 2015, Upper District issued a formal Request for Proposals (RFP) for IT services and awarded an IT consulting services agreement to Accent Computer Solutions, Inc. (Accent) for \$100,000 which has had four amendments.

In 2022, Accent was acquired by VC3, a leading managed service provider headquartered in South Carolina and specializing in municipal government and small and medium-sized businesses. This partnership increased the depth and breadth of capabilities in both firms and empowered them to provide more tailored services to their clients.

Under the agreement, VC3 will provide unlimited technical support for Upper District directors and staff. VC3 will also handle server and network maintenance and monitoring, troubleshooting and repair, hardware and software acquisition, system maintenance and update, security management, data backup, offsite storage, and disaster recovery solutions.



# MEMORANDUM



## ITEM 4. ACTION

**DATE:** September 27, 2023  
**TO:** Administration and Finance Committee and the Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Amendment to Temporary Staffing Services Agreement

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### **Recommendation**

Staff recommends that the Board of Directors approve an amendment to the temporary staffing services agreement with Kelly Services, Inc., extending the term through December 31, 2025 and increasing the contract amount by \$100,000 for a not-to-exceed total of \$200,000.

### **Background**

Upper District has historically relied on temporary staffing services provided by Kelly Services, Inc. to fill seasonal fluctuation in workload or short-term gaps in staffing. Upper District has used temporary staff in the implementation of several conservation and community outreach programs including the annual summer concert series and WaterFest. Temporary staff also assumed various community outreach, administrative and basic accounting functions while the recruitment process for full time staff positions were ongoing or when a District staff goes on an extended leave of absence. Upper District's temporary staffing services agreement with Kelly Services, Inc. also provided funding for an internship program in 2013.

Over the years, Kelly Services, Inc. has maintained an excellent reputation for providing skilled and experienced temporary staff and has kept its hourly rates competitive with other staffing agencies.