



**WEST VALLEY WATER DISTRICT  
855 W. BASE LINE ROAD, RIALTO, CA 92376  
PH: (909) 875-1804  
WWW.WVWD.ORG**

**POLICY REVIEW AND OVERSIGHT COMMITTEE MEETING  
AGENDA**

**Thursday, March 13, 2025, 6:00 PM**

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Engineering, Operations and Planning Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**BOARD OF DIRECTORS**

**President Gregory Young  
Vice President Daniel Jenkins**

**Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to [administration@wvwd.org](mailto:administration@wvwd.org).**

**If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).**

## **CALL TO ORDER**

### **PUBLIC PARTICIPATION**

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

### **DISCUSSION ITEMS**

- 1. Updates to the Policy Review and Oversight Committee**
- 2. December 12, 2024 and January 9, 2025 Regular Meeting Minutes**

### **ADJOURN**

#### **Please Note:**

**Material related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at [www.wvwd.org](http://www.wvwd.org) subject to staff's ability to post the documents before the meeting.**

**Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Board Secretary, Elvia Dominguez, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Dominguez may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.**

#### **DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on March 6, 2025.**

*Elvia Dominguez*

**Elvia Dominguez, Board Secretary**

**MINUTES**  
**POLICY REVIEW AND OVERSIGHT COMMITTEE MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
**December 12, 2024**

**I. CALL TO ORDER**

Chair Young called the Policy Committee Meeting of the West Valley Water District to order at 6:00 p.m.

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**II. PUBLIC PARTICIPATION**

Chair Young inquired if anyone from the public would like to speak. No requests were received, therefore Chair Young closed the public comment period.

**III. DISCUSSION ITEMS**

1. Updates to the Policy Review and Oversight Committee.

None.

2. Video Surveillance Camera Policy

Human Resources and Risk Manager Sainz presented the proposed policy and explained the safety element of the installation of cameras and the intent of the policy which is to provide the rules on the use and maintenance of the equipment. The policy will be presented to the Policy Committee and the Board of Directors for review and approval.

**RESULT: REFERRED TO BOARD**

**Next: 12/19/2024 6:00 PM**

3. October 15, 2024 and November 20, 2024 Committee Meeting Minutes

WVWD

Minutes: 12/12/24

The Committee approved the minutes.

**IV. ADJOURN**

Chair Young adjourned the meeting at 6:15 p.m.

**ATTEST:**

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**Elvia Dominguez, Board Secretary**

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Minutes: 12/12/24

**MINUTES**  
**POLICY REVIEW AND OVERSIGHT COMMITTEE MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
**January 9, 2025**

**I. CALL TO ORDER**

Chair Young called the Policy Committee Meeting of the West Valley Water District to order at 6:00 p.m.

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elvia Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**II. PUBLIC PARTICIPATION**

Chair Young inquired if anyone from the public would like to speak. No requests were received, therefore Chair Young closed the public comment period.

**III. DISCUSSION ITEMS**

**1. Updates to the Policy Review and Oversight Committee.**

Board Secretary Dominguez provided an overview of policies that were adopted in 2024 including Board Policies, Records Retention, Video Surveillance Policy, Travel Reimbursement Policy, and Paid Family Leave Policy. An overview was also provided of the policies still in progress including SB 998, Water Service Rules and Regulations, HR Policies, Email Policy, Electronic Signature policy, GPS/Geofencing Policy, and Conflict of Interest Code.

The Committee discussed and reaffirmed their goal to review agency policies every 1-2 years and to have staff review all policies for compliance with state and local laws, and to standardize the naming and format of the policies.

Staff was requested to present the Water Service Rules and Regulations in batches when they are ready for Committee review. Additionally, there was a recommendation to do a biannual review and approval of policies in their entirety one all the policies have been updated.

#### **IV. ADJOURN**

Chair Young adjourned the meeting at 6:46 p.m.

**ATTEST:**

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**Elvia Dominguez, Board Secretary**

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Minutes: 01/09/25