



**WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
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**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

WEDNESDAY, DECEMBER 11, 2024 – 6:00 P.M.

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

**Director Kelvin Moore, Chair
Director Estevan Bennett**

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.

If you require additional assistance, please contact 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 Human Resources Committee
2. Update on Employees on FMLA and Medical Leave
3. Update on Liability Claims
4. Update on Workers Compensation Claims
5. Update on Recruitments
6. Video Surveillance Camera Policy
7. November 13, 2024 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 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 December 5, 2024.

Elvia Dominguez

Elvia Dominguez, Board Secretary

Date Posted: December 5, 2024



STAFF REPORT

DATE: December 11, 2024
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Video Surveillance Camera Policy

MEETING HISTORY:

BACKGROUND:

The West Valley Water District is dedicated to protecting its assets and ensuring the safety and security of its premises. To achieve this, the District proposes the implementation of a comprehensive video camera surveillance policy. This policy will detail the rationale behind the surveillance system, its benefits, and the protocols for its operation.

The District recognizes the need to balance individual privacy rights against the broader need for community safety and security for staff and service providers. Security video surveillance is an integral component of the District's security framework. Surveillance footage allows the District to monitor the integrity of capital assets while maintaining public safety and assisting law enforcement in the investigation of suspected unlawful activity. The District's Security Video Surveillance Policy has been developed to govern security video surveillance of public areas, access, and disclosure.

DISCUSSION:

To develop this policy, staff reviewed existing security measures, consulted with security experts, and analyzed incident reports. We also examined best practices from similar institutions and considered the legal implications of surveillance. Staff's findings are as follows:

1. **Current Security Measures:** The District had minimal standard security procedures, which have proven insufficient in preventing unauthorized access and vandalism.
2. **Incident Reports:** There has been a rise in theft, vandalism, and unauthorized entry incidents, necessitating enhanced security measures.
3. **Expert Recommendations:** Security experts recommend the installation of video surveillance cameras to deter criminal activity and assist in incident investigations.

The implementation of a video camera surveillance policy will offer several advantages, which are as follows:

- **Asset Protection:** Cameras will act as a deterrent to theft and vandalism.
- **Enhanced Safety:** Surveillance will help in monitoring and ensuring the safety of employees and visitors.

- **Incident Documentation:** Recorded footage can be used as evidence in investigations, aiding law enforcement and internal reviews.
- **Cost-Effectiveness:** Over time, the reduction in losses and incidents will offset the installation and maintenance costs of the surveillance system.

Implementing the video camera surveillance policy is crucial for safeguarding the West Valley Water District's assets and ensuring a secure environment for everyone. Therefore, staff recommends that the Board of Directors approve this policy to enhance our security measures effectively.

FISCAL IMPACT:

The recommendations in this report have no financial impact beyond what has already been approved in the current year's budget.

STAFF RECOMMENDATION:

Approve the Video Surveillance Camera Policy.

Attachments

[WVWD Audio and Video Surveillance Policy draft_12.2.2024.pdf](#)

2309. VIDEO SURVEILLANCE CAMERAS

Purpose:

West Valley Water District ("WVWD" or "District") is committed to public safety, crime prevention and stewardship of publicly owned assets.

Where warranted, WVWD may use video surveillance systems in or on WVWD-owned or -operated buildings/sites to increase situational awareness in the event of public safety incidents and in the investigation of criminal activity where appropriate, including theft, vandalism and property crimes.

This policy provides guidance for the placement and monitoring of department video surveillance, as well as the storage and release of the captured images to regulate the use of the video surveillance used to observe and record public areas for the purpose of safety and security. Adoption of this policy will ensure that all video surveillance cameras are used in a manner that protects the legal rights and privacy interests of District employees and the community at large.

WVWD shall maintain control of, and responsibility for, its video surveillance at all times. The existence of this policy does not imply or guarantee the cameras will be monitored in real time.

Applicability:

Monitoring of video surveillance systems will be conducted in a professional, ethical and legal manner. The District and its employees shall comply with all federal, state and WVWD laws, rules and regulations regarding privacy and the use of the video surveillance systems .

This policy applies to all WVWD employees or other personnel authorized to operate and utilize the District's video surveillance systems, and they shall be familiar with the laws, policies, and procedures regarding its use. The use of video surveillance systems for monitoring or recording must be conducted in a manner consistent with this policy, and all other District administrative policies and procedures. Unauthorized use of the District's video surveillance systems may result in disciplinary action.

Procedure:

Surveillance Equipment Placement

- Strategic location, placement and direction of cameras will be based on coordination/consultation with a surveillance professional.
- The Director of Operations, Chief Water Systems Operator – Distribution, Chief Water System Operator – Production, HR/RM and IT will work with staff for proper camera equipment selection, installation, and review of specific camera locations to ensure that the perimeter of view of the cameras conforms to this policy, and will make recommendations to the General Manager, or designee.
- Surveillance cameras may be placed in strategic locations throughout the WVWD facilities with the approval from the General Manager, or designee.
- All camera installations are subject to federal and state laws.
- Placement of cameras for video surveillance may include, but is not limited to:
 - All WVWD owned property, including but not limited to; buildings, parks, trails, well sites and parking lots.

- In conjunction with the placement of a kiosk.
- Temporary cameras for special events.
- Other areas deemed appropriate by Law Enforcement.

Signage:

All public areas that are monitored by WVWD video surveillance will be marked in a conspicuous manner with appropriate signs to inform the public that the area is under surveillance. Signs shall be well lit to ensure visibility. Signage will state the following or similar wording: "THIS AREA IS SUBJECT TO VIDEO SURVEILLANCE BY THE WEST VALLEY WATER DISTRICT." In addition, such signage will provide a telephone number that individuals may call for further information.

Monitoring

- By default, images from each camera will be recorded on a 24-hour basis every day of the week. In the event that a site is determined by the General Manager, or designee, to best served by motion activated cameras, images at the specified location will be recorded as triggered by the motion system. When activity warranting further investigation is reported or detected at any camera location, the General Manager, or designee, may selectively view the appropriate camera and relay any available information to Law Enforcement, subject to a lawful request, compliance with applicable law, and relevant privacy protections. The General Manager, or designee, is authorized to adjust the cameras to other public vantage points to more effectively view a particular area for any legitimate public safety purpose.
- The video surveillance only records images and do not record sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the video surveillance may be useful for the following purposes:
 - a) To assist in identifying, apprehending and prosecuting offenders.
 - b) Assist in gathering evidence for criminal and civil court actions.
 - c) Help emergency services personnel maintain public order.
 - d) Help improve the general environment.
 - e) Assist in providing effective public services.
- Surveillance monitoring will be conducted in a professional, ethical and legal manner. The surveillance cameras will not be used to invade the privacy of individuals or to look into areas where a reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Surveillance monitoring shall not be used to harass, intimidate, or discriminate against any individual or group, including surveilling citizens based solely on race, gender, ethnicity, sexual orientation, disability, or any other classifications protected by ordinance or statute.
- Copying, duplicating and/or retransmission of live or recorded video shall be limited to the General Manager, or designee.
- No unauthorized personnel, staff or member of the public is allowed to view or record camera data without District's permission (for example, no use of cellular phone or device to record from District's monitor).

Review or Release of Video Images

- The review or the release of video images shall be done only with the authorization of the General Manager, or designee, in consultation with legal counsel.
- Video images needed for a criminal investigation, or other official reason, shall be collected and released to Law Enforcement subject to a lawful request, compliance with applicable law, and relevant privacy protections.
- Requests for recorded video images from other government agencies, or by a submission of a court order or subpoena, shall be promptly submitted to the General Manager, or designee, and submit results to the requesting agency. Every reasonable effort should be made to preserve data requested.
- Video images captured that are requested will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will not be disclosed to the public when such video images are evidence in an ongoing criminal investigation.
- Legal Counsel will be consulted on all Public Records Act requests prior to the release of any video images.

Roles & Responsibilities:

The consistent and appropriate implementation of this policy is incumbent upon the coordinated actions of various members of the WVWD team. The following serves as a guideline for various roles and responsibilities. In the event that issues or concerns are identified with this policy or the system, it is expected that information will be immediately brought to the attention of the General Manager.

Authorized WVWD Video Operators

- Be trained in the technical, legal, and ethical parameters of appropriate use of video surveillance systems.
- Guarantee that video surveillance systems are not used to invade the privacy of individuals or to harass, intimidate or discriminate against any individual or group.
- Agree to monitor video surveillance footage based on suspicious behavior and not individual characteristics.
- Guarantee not to view private rooms or areas through windows.
- Not tamper with or otherwise alter any part of video surveillance system footage (which may open the WVWD Video Operator up to possible criminal charges).
- Not release, store or delete video surveillance system footage without express acknowledgement pursuant to this policy.
- Receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.

Information Technology

- Monitor system alarms that are generated through digital camera systems.
- Report any alarms or adverse conditions to the appropriate Operations staff.
- Conduct a quarterly audit of surveillance equipment and video storage to ensure that data is being effectively viewed and stored in compliance with this policy.
- Responsible for the overall operation of the surveillance system (including water and facility sites).
- Ensures that all cameras are functional, properly aimed, and recording by conducting a system check of these assets on a weekly basis. This check will be logged for future reference if needed.

- Immediately report any issues with the surveillance system to the Facilities Maintenance Technician and submit the appropriate work order for repair/replacement on a timely basis such that the repairs can be made. In addition, IT staff shall immediately notify the Manager overseeing the affected camera asset of the issue and plan for repair.
- Develop/update training materials that will be presented to all camera system users on an annual basis. This training will consist of operational, technical, ethical, and legal requirements associated with system use and operation and in accordance with the language of this policy.
- Monitor new developments in the relevant law and in security industry practices to ensure that video surveillance systems operated within the District are consistent with the highest standards and protections and are compliant with all federal, state and local laws.

Operations

- General camera system users must comply with this policy and the training materials referenced above.

Facilities Management

- Any issues or damage with surveillance system equipment should be immediately assessed and addressed as quickly as possible with IT. Repair or replacement must be initiated within 1-week and status must be communicated to IT and the Manager overseeing the affected camera asset area.
- Take leadership role in helping WVWD staff plan and install surveillance equipment within the District.

Recording Access

Recorded information captured by video surveillance systems shall be indexed in such a way as to permit retrieval by date and time. Requests for access to recorded information must be made through the Director of General Services, stating the location(s) and time frame requested. All persons having access to recordings shall receive training and unique user identification in order to access recordings. Stored images shall only be accessed and retrieved by authorized system users. Information that will be used for evidentiary purposes shall be maintained and secured as evidence in accordance with policies and procedures for evidence.

Video Retention

The Director of General Services must keep a log of all video surveillance systems that includes each camera's activation date, dates representing the video surveillance system's rotation cycle and dates of routine footage destruction. In addition, the Director of General Services must also maintain an access log for all instances of access to, or use of, video surveillance system records. This log shall include the date, time, and identification of the person or persons to whom access was granted, as well as a summary of the reason for which access was necessary. All logs will be made available upon request pursuant to the provisions of the California Public Records Act. (Cal. Gov. Code § 6250 *et seq.*).

Additional Information:

- The Human Resources and Risk Manager will review any complaints regarding the utilization of video surveillance and determine whether this policy is being followed and render a decision on the complaint. An appeal of the Division Director's decision may be taken to the General Manager or designee who will render a decision that will be final, in the General Manager's sole discretion.
- This policy does not address the use of the following:
 - Webcams for general use by WVWD staff.
 - Video equipment for recording of public performances or events, interviews or other use for broadcast or educational purposes.

DRAFT

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
November 13, 2024

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:00 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estevan Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

II. PUBLIC PARTICIPATION

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

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee.

Human Resources Analyst Alvarado provided an update that the District met with the union and are scheduled to meet again to discuss negotiations.

2. Update on Employees on FMLA and Medical Leave.

Human Resources Analyst Alvarado provided the update.

3. Update on Liability Claims.

Human Resources Analyst Alvarado provided the update.

4. Update on Workers Compensation Claims.

Human Resources Analyst Alvarado provided the update.

5. Update on Recruitments.

Human Resources Analyst Alvarado reported that interviews are scheduled for the CFO position and the Water Conservation Analyst position.

WVWD

Minutes: 11/13/24

6. September 17, 2024 and October 10, 2024 Committee Meeting Minutes

The Committee approved the minutes.

7. WVWD Audio and Video Surveillance Policy

Human Resources Analyst Alvarado reported that the cameras have been installed at District Headquarters and staff is currently working on developing a policy for audio and video surveillance. The policy will be brought back to the committee for review at a future meeting.

8. Paid Family Leave Policy

Human Resources Analyst Alvarado provided the report and indicated this item would be presented to the Policy Committee for review.

9. Electronic Tracking and Geofencing Policy

Human Resources Analyst Alvarado reported that District vehicles have been equipped with GPS trackers and staff is working on developing an Electronic Tracking and Geofencing Policy which will be brought back to the committee for review at a future meeting.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:31 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Human Resources Committee of the West Valley Water District.