



WEST VALLEY WATER DISTRICT
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**POLICY REVIEW AND OVERSIGHT
COMMITTEE MEETING AGENDA**

TUESDAY, APRIL 27TH, 2021 - 6:00 PM

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

Teleconference Notice: In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Committee Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact the Executive Assistant at administration@wvwd.org.

BOARD OF DIRECTORS

Director Greg Young (Chair)

Director Dr. Michael Taylor

1. **CONVENE MEETING**
2. **PUBLIC PARTICIPATION**

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

3. **DISCUSSION ITEMS**

A. General Updates to Policy Review & Oversight Committee

B. Surplus Policy

4. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Policy Review and Oversight Committee Agenda at the District Offices on April 22nd, 2021.



Maisha Mesa, Executive Assistant

RESOLUTION NO. 748
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT
ADOPTING A SURPLUS PERSONAL PROPERTY POLICY

WHEREAS, during the normal course of operations, personal property owned by the West Valley Water District ("District") becomes surplus, unusable or no longer needed; and

WHEREAS, The Board of Directors ("Board") of the District has determined that there is a need to promote uniformity in the procedures for the sale or transfer of surplus personal property owned by the District;

NOW, THEREFORE, the Board of the District does hereby resolve and determine as follows:

Section 1. A detailed list clearly identifying the surplus personal property of the District shall be approved by the Board in advance of any sale thereof. Such list shall identify items thereon that are fixed assets of the District.

Section 2. Each item on a list of surplus personal property shall include: (a) the estimated value of such item, and (b) the basis used for determining the value thereof. Any item on such list with an estimated value of at less than ten (\$10.00) shall be identified with the phrase "no inherent value."

Section 3. Any item on a list of surplus personal property with a value in excess of ten dollars (\$10.00) shall be sold by the District through a publicly noticed sale, with the highest bid taking title and possession of such personal property. Bids shall not be accepted for less than the value approved by the Board.

Section 4. Notice of a sale of surplus personal property shall be: (a) posted at least seventy-two (72) hours prior to the sale; and (b) advertised in a newspaper of general circulation at least once prior to the sale. Sale notices may include any number of items approved for sale by the Board but do not have to include every item. In addition to publication in a newspaper of general circulation, if the surplus personal property is determined to have value in a particular restricted market, the sale may be advertised in a trade publication specific to that market.

Section 5. All surplus personal property shall be sold "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the personal property offered for sale.

Section 6. All interested parties may review the personal property the day of the sale. No inspection of the personal property for sale may be made prior to the day of the sale.

Section 7. Prospective purchasers may submit bids for any items of personal property beginning at 9:00 a.m. (or such other time set forth in the notice of sale) and ending at 2:00 p.m. (or such other time as set forth in the notice of sale) on the day noticed for the sale of the personal property. The General Manager or his or her designee will open the bids. All final bids will be posted. The General Manager or his or her designee shall determine the highest bidder for each item. The final bid list and determination of highest bidder for each item will be kept by the Treasurer.

Section 8. As per Government Code Section 1090, members of the Board, officers and employees of the District may not be purchasers of surplus personal property of the District if such persons. used, had control over, or were involved in purchasing such personal property items.

Section 9. Payment for the personal property is due at the time of the sale. Payment shall be collected by the Treasurer or his or her designee. All sales will be recorded with a receipt from the District. The issuance of a receipt shall follow the District's standard payment receipt practices. Payment shall be in the form of cash, cashier's check, or debit card. The receipt will include the name and mailing address of the purchaser of the item of personal property. The Treasurer or his or her designee, shall ensure that the payment is the same amount as the highest bid. Payments will be deposited no later than the next business day.

Section 10. The personal property shall be removed by the purchaser immediately following the sale. Personal property not picked up after five (5) days will be held for future sale or disposed of as described in this resolution. In the event such personal property is sold at a later sale, a refund of the payment, less administrative costs and storage, will be mailed to the purchaser of such item of personal property within thirty (30) days after the subsequent sale thereof.

Section 11. Personal property with no inherent value and personal property which was has not been purchased during the sale may be held for a future sale or may be deemed unwanted surplus and may be given to a public agency which is a customer of the District. If no such public agency expresses an interest in acquiring the personal property, it may be given to a local, nonprofit organization which is a customer of the District, or may be disposed of in an appropriate disposal or recycling site, all as shall be determined by the General Manager of District (or his or her designee).

Section 12. Computer equipment. Recognizing that employees who are skilled in technology are an asset to the District, before presenting recommendations to the Board to declare computer equipment as surplus, it will first be offered to purchase to District employees subject to the following conditions:

- a. The employee must demonstrate that he/she legally owns licensed copies of the District's standard desktop operating system and word processing software for his/her personal use.
- b. The employee is currently enrolled in college or trade school.
- c. The employee did not use, have control over, and was not involved in the purchase of the computer equipment.

Section 13. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was duly adopted at a Regular Meeting of the Board of Directors of West Valley Water District by motion made, seconded, and duly carried on April 21, 2005.

ROLL CALL:

AYES:	DIRECTORS:	TILLMAN, GOSNEY, DYER, OLINGER, COX
NOES:	DIRECTORS:	NONE
ABSENT:	DIRECTORS:	NONE
ABSTAIN:	DIRECTORS:	NONE

ATTEST:


 Anthony W. Araiza, Secretary of the Board
 of Directors of West Valley Water District

WEST VALLEY WATER DISTRICT


 Earl Tillman, Jr., President of the Board of
 Directors of West Valley Water District