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

Wednesday, May 13, 2026, 4:30 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.

BOARD OF DIRECTORS

Director Gregory Young, Chair
Director 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.

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 Policy Review and Oversight Committee

2. Minutes of the April 14, 2026, Special Committee Meeting

3. Change to Committee Meeting Time

4. Board Policies and Procedures - Continued Development of Potential Changes on Additional Items

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 Acting Board Secretary, Kara Johnson, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Johnson 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 May 7, 2026.

Kara Johnson

Kara Johnson, Acting Board Secretary
Date Posted: May 7, 2026

MINUTES

SPECIAL POLICY REVIEW AND OVERSIGHT

COMMITTEE MEETING

of the

WEST VALLEY WATER DISTRICT

April 14, 2026

I. CALL TO ORDER

Chair Young called the Policy Review and Oversight Committee meeting to order at 6:05 p.m.

Attendee Name	Present	Absent	Late	Arrived
Gregory Young	☑	☐	☐	
Daniel Jenkins	☑	☐	☐	
John Thiel	☑	☐	☐	
Linda Jadeski	☑	☐	☐	
Jose Velasquez	☑	☐	☐	
Paola Lara	☑	☐	☐	

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 to report at this time.

2. Minutes for the January 14, 2026, January 21, 2026, February 3, 2026, February 12, 2026, and March 18, 2026, Special Committee Meeting

The committee approved the minutes as presented.

3. Change to Committee Meeting Time

Executive Assistant Lara presented the staff report, indicating that Acting Board Secretary Johnson found that a resolution approved by the Board is required in order to formalize all of the Districts committee's meeting times, even though it has not been done in the past. The Committee voiced concern with needing a resolution to be adopted to change the committee meeting times due to changing often. The Committee directed staff to reach out to legal in order to verify that a resolution is required, and bring the item back with addition options, if any.

4. Board Policies and Procedures Manual – Continued Development of Potential Changes on Additional Items

Executive Assistant Lara presented a PowerPoint and distributed a survey conducted of local and comparable agencies; containing information on Board budgets for conferences, events, compensation, per diem information, and etc.

The Committee, General Manager Thiel, and Chief Financial Officer Velasquez discussed Director education and conferences, and if there should be internal budget controls, whether advocacy trips should be addressed separately, and began developing different options for policy taking those items into consideration.

Additionally, the Committee discussed the travel policy as it relates to transportation, lodging, and setting a per diem for meals.

Staff will continue to refine the options for the Board Policies based on Committee direction and will bring the item back for further discussion to committee.

5. Review of Water Service Rules and Regulations Updates

Assistant General Manager Jadeski distributed a summary of proposed updates to the Water Service Rules and Regulations Articles 14-26.

Chief Financial Officer Velasquez provided information on additional updates that were made to the document Articles that were presented at the March 18, 2026, committee meeting.

IV. ADJOURN

Chair Young adjourned the meeting at 7:27 p.m.

ATTEST:

____

Kara Johnson, Acting Board Secretary

Minutes were approved on ______ by the Policy Review and Oversight Committee of the West Valley Water District.

STAFF REPORT

DATE: May 13, 2026

TO: Policy Review and Oversight Committee

FROM: Kara Johnson, Acting Board Secretary

SUBJECT: Change to Committee Meeting Time

STRATEGIC GOAL:

Strategic Goal 3, Objective 3A - Advance Effective Internal and External Communication Processes

Strategic Goal 5, Objective 5E - Define, Develop, and Implement Best Practices

MEETING HISTORY:

04.14.26 - Policy Review and Oversight Committee

BACKGROUND:

On September 11, 2025, the Policy Review and Oversight Committee updated their regular meeting times from 6:00 p.m. to 5:00 p.m. The Committee would like to update their meeting time once again to to the second Thursday of every month at 6:00 p.m.

DISCUSSION:

In September 2025 when the Committee updated their meeting time, it was done via Committee action and certified in the minutes. While researching best practice for updating committee meeting times, staff found that a Resolution approved by the Board, listing all of our standing committees, members, and meeting dates and times would be appropriate. Staff will inform all of the standing committees of this information and prepare said Resolution to be reviewed and approved by the Board of Directors.

FISCAL IMPACT:

None.

REQUESTED ACTION:

Forward a recommendation to the Board of Directors to approve a Resolution certifying standing committee's meeting dates and times.

STAFF REPORT

DATE: May 13, 2026

TO: Policy Review and Oversight Committee

FROM: Paola Lara, Executive Assistant II

SUBJECT: Board Policies and Procedures - Continued Development of Potential Changes on Additional Items

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STRATEGIC GOAL:

Strategic Goal 5, Objective 5E - Define, Develop, and Implement Best Practices.

MEETING HISTORY:

04.14.26 - Policy Review and Oversight Committee

BACKGROUND:

Over the last few months the Policy Review and Oversight Committee and Board of Directors have reviewed the Board Policies and Procedures to update the policies and follow current and best practice. Great progress has been made in many areas. As the discussions developed over time, additional items in need of discussion were identified. These include the extent and process for Board attendance at conferences, training, seminars, etc., and the need for additional language regarding travel policy.

DISCUSSION:

Similar to the previous process, the Committee will work with staff to develop potential alternatives for adding, expanding, or changing certain additional policy statements related to Board conferences, training, seminars, and other events; travel policy language; and related budgets and reporting. Staff will bring supporting information as needed or requested. The Committee will make recommendation on proposed policy changes. Staff will then develop a PowerPoint presentation to facilitate a future Board discussion and final direction and approval of changes.

FISCAL IMPACT:

N/A

REQUESTED ACTION:

Discuss and provide direction to staff.

BOARD POLICIES AND PROCEDURES

Proposed Updates

5/13/26

Section 4.2.e The Board's Relationship with the General Manager

Current Text	Proposed New Text
The General Manager shall ~~advise~~ notify the Board of Directors when he/she is out of the office for an extended period of time.	Option A: No change. Option B: The General Manager shall notify the President, Vice President, and any other requesting Board Member when he/she is out of the office for one or more work days. All Board Members will be notified when out of the office for three or more consecutive work days. Option C: The General Manager shall notify any requesting Board Member when he/she is out of the office for one or more work days. All Board Members will be notified when out of the office for three or more consecutive work days. Committee Recommendation:

Section 9.2 Special Board Meetings

Current Text	Proposed Edit Options
Special meetings of the Board of Directors may be called in accordance with Government Code Section 54956 of the State of California.	Special meetings of the Board of Directors may be called by the presiding officer or a majority of the legislative body in accordance with Government Code Section 54956 of the State of California. Any director may request the Board Secretary, General Manager, or Legal Counsel conduct a poll of the Board of Directors to determine if there is a majority of the Board of Directors who wish to call for a special meeting. If there is a majority, said special meeting will be scheduled taking into consideration Board members schedules to be as inclusive as possible for Board member participation. Committee Recommendation:

Section 18.1 Board Member Rights and Privileges

Potential New Section 18.1.p	Potential Text Options
Purpose is to allow a Board Member to request a poll for a special meeting.	A. No change. B. Every director has a right to request the Board Secretary, General Manager, or Legal Counsel conduct a poll of the Board of Directors to determine if there is a majority of the Board of Directors who wish to call for a special meeting. If there is a majority, said special meeting will be scheduled taking into consideration Board members schedules to be as inclusive as possible for Board member participation. Committee Recommendation:

Section 12.2 Board Censureship Policy Procedure

Current Text	Potential Edit Options
Outlines that the Executive Committee would be the reviewing body of the censureship request.	The request for censure shall be considered by an Ad-Hoc Committee appointed by the President of the Board. The Ad-Hoc Committee shall not include the member making the request or the member who is the subject of the request. If the President is either the subject of the request or the member making the request, the Vice President will appoint the Ad-Hoc Committee. If neither the President nor the Vice President can appoint the Ad-Hoc Committee per the previous stated, then the remaining Board Members will appoint the Ad-Hoc Committee. Committee Recommendation:

Note: The rest of the section remains the same except for "Ad-Hoc Committee" replacing "Executive Committee"

Section 17.1 Director Education and Conferences

Current Text	Potential Edit Options
The Board Policies are currently silent on budget guidelines.	A. There are no budget limits for Board Meetings and Events. Finance will track expenditures and advise the Board on ongoing budget status. B. Each Board Member shall be allocated $20,000 for attendance at all Meetings and Events. Finance will track expenditures and advise the Board when a Board Member is approaching their allocated budget. C. The Board may exclude some or all of travel expenses from individual board member budgets for trips with a significant legislative advocacy component. D. For events outside of Schedule A, each Board Members shall have a $5,000 limit. Committee Recommendation:

Section 18.3 Lodging, Meals, and Other Expenses

Transportation Current Text	Potential Edit Options
District paid air travel shall be by coach class at the most economical fare available based on the itinerary of the Director. A Director may elect to voluntarily stay longer than necessary to discharge his or her duties as long as there is no additional expense to the District.	Transportation: District paid air travel shall be by coach class at the most economical and reasonable fare available based on the itinerary of the Director and efficiency of travel. A Director may elect to voluntarily stay longer than necessary to discharge his or her duties as long as there is no additional expense to the District. If additional costs are incurred, the Director will reimburse the District. Committee Recommends: incorporating edits.

Section 18.3 Lodging, Meals, and Other Expenses

Transportation Current Text	Potential Edit Options
In the event a Director is required to rent a vehicle to attend an authorized Outside Meeting, the District shall reimburse the Director for the cost of such rental vehicle, provided that the cost shall not exceed the cost of a midsized vehicle, regularly charged by such rental company for same day rentals. Any contractual agreements between the District and car rental agencies shall be considered first for booking of rental vehicles.	Rental vehicles may be reimbursed to attend an authorized Outside meeting when it is determined that renting a vehicle is reasonable, necessary, and more economical than other forms of transportation. In the event a Director is required to rent a vehicle to attend an authorized Outside Meeting, the District shall reimburse the Director for the cost of such rental vehicle, provided that the cost shall not exceed the cost of a mid-sized vehicle, regularly charged by such rental company for same day rentals. Any contractual agreements between the District and car rental agencies shall be considered first for booking of rental vehicles. Committee Recommends: incorporating edits.

Section 18.3 Lodging, Meals, and Other Expenses

Lodging Current Text

Whenever appropriate, lodging and meals will be prepaid by the District or paid for by District staff. When making prepayment of reservations for travel, meals, lodging or other related expenses, it may be beneficial to the District to include payment for spouses. Each Director shall reimburse the District for any prepayment of costs for his/her spouse except as otherwise set forth in this Policy. Directors shall clearly identify expenses for his/her spouse except as otherwise set forth in this Policy. Directors shall clearly identify expenses for his/her spouse, or may choose to pay for expenses for his/her spouse on a separate ticket or sales slip at the time of purchase.

Section 18.3 Lodging, Meals, and Other Expenses

Lodging Proposed Text

Lodging: Lodging expenses will be reimbursed or paid for when travel on District business requires an overnight stay. Whenever appropriate, lodging and meals will be prepaid by the District or paid for by District staff. Lodging shall be obtained at the most economical rate available for good quality lodging. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If group rates are not available, travelers must request government rates when available. In the event that group rates or government rates are not available, amounts exceeding the group and/or government rates for the destination are to be substantiated in a memorandum accompanying the expense report. Lodging rates that are equal to or less than group or government rates are presumed to be reasonable and hence reimbursable.

When Directors bring guest(s) they are responsible for all of their expenses including but not limited to travel, meals, and lodging.

Committee Recommends:

Section 18.3 Lodging, Meals, and Other Expenses

Meals New Proposed Section

Meals: The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed $140.00 per day. The District does not pay for or reimburse for alcoholic beverages. When the District pays for meals, which are included in a conference/seminar registration packet, outside meals will not be reimbursed. Receipts are required to obtain reimbursement for actual costs.

1. Gift Acceptance: On occasion at different events and/or conferences, a Director may be extended an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements on an individual Form 700 Statement of Economic Interest form if the amount of the dinner exceeds $50. The meal host (district vendor, consultant) should be asked to provide written documentation that includes an itemization of items consumed.
2. Distribution of Tickets and Passes In compliance with the Fair Political Practices Commission Regulation Section 18944.1, when complimentary tickets or passes are conveyed to a Director to attend an event that normally would have been paid for, the District will complete and file FPPC Form 802 – Ceremonial Role Events and Ticket / Pass Distribution. If the District completes and files a Form 802, individuals are not required to include the information on their annual Form 700.

Committee Recommends: incorporating edits.