



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

TUESDAY, SEPTEMBER 28TH, 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. Policies Spreadsheet Discussion

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 September 23rd, 2021.



Maisha Mesa, Executive Assistant



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: September 23rd, 2021

TO: Board of Directors

FROM: Shamindra Manbahal, General Manager

SUBJECT: WVWD Policy List Review

DISCUSSION:

The Policy Review & Oversight Committee was formed in December 2020 with the goal of reviewing existing WVWD policies for updates and revisions as appropriate. Since then, the Committee has reviewed & made recommendations for updates to several policies. District staff has also gone through the process of creating new policies that were previously recommended by the Committee (Fleet Policy, Inventory Policy for example).

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff is requesting that the Policy Review & Oversight Committee review the existing list of policies and provide recommendation on next steps to review current District policies.

ATTACHMENTS:

List of WVWD Policies.

Respectfully Submitted,

Shamindra Manbahal
Interim General Manager

List of Current Policies

Policy	Department	Date Sent to Committee	Last Updated
WVWD Investment Policy	Accounting	3/23/2021	
Surplus Policy	Purchasing	4/27/2021	1/26/2021
Contract Management Policy	Accounting	5/25/2021	
Records Retention & Destruction Policy	All	6/22/2021	
IIPP (Injury & Illness Protection Policy)	Human Resources	7/27/2021	
SB998- Discontinuation of Residential Water Service for Non-Payment	Customer Service	8/24/2021	
Water Rules & Regulations	All		
Board Policies & Procedures Manual	Board		10/20/2020
Ordinance No. 86 w/Respect to Compensation & Policies	Board		10/20/2020
Conflict of Interest Code	Board		
Code of Ethics/Board Conduct Policy (Resolution No. 2018-15)	Board		
Agenda Setting Policy (Resolution No. 2017-16)	Board		
Board Censorship Policy (Resolution No. 2018-35)	Board		
District Standard Drawings	Engineering		2/25/2021

Policy	Department	Date Sent to Committee	Last Updated
Service Rules & Regulations	Engineering		
Social Media	External Affairs	6/11/2020	
Media Policies	External Affairs	6/11/2020	
Human Resources Policy & Procedures Manual	Human Resources	9/1/21	
Telecommuting Policy	Human Resources	6/1/2020	
Pandemic Response Plan	Human Resources	6/1/2020	
AB 685, COVID-19 Report Workplace Outbreaks	Human Resources		Required by Cal-OSHA Jon Stephenson will work on this
Information Technology Policy	I.T.		
Purchasing Policy	Purchasing	9/4/2020	
Fleet Policy	Purchasing		Needs to be created-HR working on this now.
Inventory Policy	Purchasing		Needs to be created