

**MINUTES**  
**POLICY REVIEW AND OVERSIGHT COMMITTEE MEETING**  
**of the**  
**WEST VALLEY WATER DISTRICT**  
**January 10, 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>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elvia Dominguez	<input checked="" 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.**

Human Resources & Risk Manager Sainz provided an update on Human Resources Policies and Procedure Manual being revised by BBK and indicated a draft should be available by April for review.

Board Secretary Dominguez provided an update on Records Retention and Email Policies currently under review, indicated each department has identified a records management liaison, and the draft policies should be available for review in the upcoming months.

**IV. ADJOURN**

Chair Young adjourned the Policy Committee Meeting of the West Valley Water District to order at 6:25 p.m.

WVWD

Minutes: 1/10/24

**ATTEST:**



**Elvia Dominguez, Board Secretary**

Minutes were approved on April 17, 2024 by the Policy Review & Oversight Committee of the West Valley Water District.

WVWD

Minutes: 1/10/24