WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
PH: (909) 875-1804
WWW.WVWD.ORG

SPECIAL BOARD OF DIRECTORS MEETING WORKSHOP

Wednesday, July 22, 2026, 5:00 PM

BOARD OF DIRECTORS

Kelvin Moore, President
Angela Garcia, Vice President
Estevan Bennett, Director
Daniel Jenkins, Director
Gregory Young, Director

"In order to comply with legal requirements for posting of agendas, only those items listed in this NOTICE OF CALL AND SPECIAL AGENDA MEETING will be considered by the Board of Directors."

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.

OPENING CEREMONIES

1. Call to Order

2. Roll Call of Board Members

3. Approval of Any Board Member Requests for Remote Participation

ADOPT AGENDA

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.

BUSINESS MATTERS

Consideration Of:

1. Board Policies and Procedures Manual - Proposed Updates

ADJOURN

Please Note:

Material related to an item on this Agenda submitted to the Board 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, Brandon Yoshida, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Brandon Yoshida 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 July 16, 2026, by 6:00 pm.

Brandon Yoshida

Brandon Yoshida, Board Secretary

Date Posted: July 16, 2026

STAFF REPORT

DATE: July 22, 2026

TO: Board of Directors

FROM: Paola Lara, Executive Assistant II

SUBJECT: Board Policies and Procedures Manual - Proposed Updates

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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
05.13.26 - Special Policy Review and Oversight Committee
06.11.26 - Special Policy Review and Oversight Committee
07.09.26 - Special 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 already, as the Board has already given staff direction for various sections at the April 9th Board Policies Workshop. As the discussions developed following the Workshop, 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 has worked 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. Throughout the discussions, staff has brought supporting information as needed or requested which aided in the development of these alternatives.

The purpose of this workshop is to continue the discussion following the last Workshop, and present, review and discuss the remaining alternatives developed as detailed on the PowerPoint attached to this staff report, make selections, and direct staff accordingly.

FISCAL IMPACT:

N/A

REQUESTED ACTION:

Staff recommends that Board review, discuss, select the desired revisions, and direct staff to bring back the a final/updated version for consideration at a future Board meeting.

Attachments

Proposed Updates to Board Policies.pdf

Draft Policy - Calling for a Special Board Meeting.pdf

BOARD POLICIES AND PROCEDURES

Proposed Updates

7/22/26

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 normal consecutive work days. All Board Members will be notified when out of the office for two or more normal consecutive work days. Committee Recommendation: Option C

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.	*Please refer to draft policy attached to staff report.* Committee Recommendation: Incorporate the new policy.

Section 12.2 Board Censorship Policy Procedure

Current Text	Potential Edit Options
Outlines that the Executive Committee would be the reviewing body of the censorship request. [See existing text]	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 both the President and the Vice President are conflicted, then the most tenured, non-conflicted Board Member, will appoint the Ad-Hoc Committee. Committee Recommendation: Incorporate edits.

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 TextS	Potential Edit Options
If a Director wishes to attend an Outside Meeting or Conference not listed on Schedule “A”, “B”, “C”, ~~“D”;~~ the Director must receive prior approval from the full Board. The Director shall provide details of the meeting including the dates, agenda, estimated costs, and how attendance will benefit the District to the ~~General Manager~~ who will place the request on the next regular meeting agenda as a business item for consideration.	A. If a Director wishes to attend an Outside Meeting or Conference not listed on Schedule “A”, “B”, “C”, the Director must receive prior approval from the full Board. The Director shall provide details of the meeting including the dates, agenda, estimated costs, and how attendance will benefit the District and place the request on the next regular meeting agenda as a business item for consideration. B. No change. Committee Recommendation: Incorporate edits. Committee Note: We want this edit to indicate the request is going to the Board, not General Manager.

Section 17.1 Director Education and Conferences

Current TextS	Potential Edit Options
The Board Policies are currently silent on budget guidelines.	A. There are no individual budget limits for Board Meetings and Events listed on Schedules A, B, and C. For events outside of Schedule A, B, and C, each Board Member shall have a $5,000 limit. 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. For events outside of Schedule A, B, and C, each Board Member shall have a $5,000 limit. Finance will track expenditures and advise the Board when a Board Member is approaching their allocated budget. If requested, the Board may exclude some or all expenses related to legislative advocacy trips from individual travel budgets. Committee Recommendation: A

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 Recommendation: Incorporate 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~~ full-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 Recommendation: Incorporate 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 Recommendation: Incorporate edits.

Section 18.3 Lodging, Meals, and Other Expenses

Meals New Proposed Section	Additional New Proposed Addition
Meals: The District reimbursement rate for Board member meals when traveling on District business shall be the actual amount incurred, not to exceed $140.00 per day. The District does not pay for or reimburse for alcoholic beverages. Board Members are encouraged to take advantage of meals which are included in a conference/seminar registration packet, when available. Receipts are required to obtain reimbursement for actual costs. Committee Recommends: Incorporate edits.	For multi-day travel, the daily limit will be assessed on the average for all days traveled on district business. A. Incorporate new text. B. Do not incorporate new text. Committee Recommendation: B

Proposed Policy Language

9.2 Special Board Meetings. 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.

Special Board Meetings can be called for instances including but not limited to:

a) Board Workshops
b) Urgent business matters requiring Board action prior to the next Regular Board Meeting
c) To discuss business matters per the request of a Board Member or a majority of the Board.

To call a Special Board Meeting pursuant to section 9.2(a) and 9.2(b), if it is called by the Board President in conjunction with staff recommendation, the Board Secretary shall follow the procedure as outlined in Government Code Section 54956.

9.3 Policy for When a Board Member Requests to call for a Special Meeting pursuant to section 9.2(c).

When a Board Member desires to call for a Special Board Meeting they shall give notice to the Board Secretary or designee in writing, and include the business matter to be transacted or discussed. The Board Secretary shall communicate to the General Manager and Board President regarding the Board Member request to call for a Special Board Meeting.

The Board Secretary or designee shall respond in writing to the Board Member who requested the Special Board Meeting that their request was received and inquire whether the matter needs to be discussed prior to the next Regular Board Meeting. The Board Member shall provide their response in writing.

A. If the requesting Board Member responds that the matter can wait until the next Regular Board Meeting, the Board Secretary or designee shall contact the Board Member to inquire if they would like the item placed on the next Regular Board Meeting agenda on their behalf. The Board Secretary or designee shall proceed accordingly and notify the General Manager and Board President.

B. If the requesting Board Member responds that the matter cannot wait until the next Regular Board Meeting, the Board Secretary or designee shall submit in writing an inquiry to all remaining Board Members, separately, to determine if there is a majority of the legislative body in agreement that the matter should be discussed prior to the next Regular Board Meeting.

   The Board Members shall provide their response in writing.

   I. If there is a majority of the legislative body in agreement with the need to discuss the matter prior to the next Regular Board Meeting, the Board

Secretary or designee, in conjunction with the General Manager and Board President, shall proceed to schedule a Special Board Meeting, taking into consideration Board Member schedules and making every effort to be as inclusive as possible for Board Member participation in the meeting, as well as required staff and legal counsel as needed.

II. If there is not a majority of the legislative body in agreement with the need to discuss the matter prior to the next Regular Board Meeting, the Board Secretary or designee shall notify the requestor, and inquire if they would like the item placed on the next Regular Board Meeting agenda on their behalf. The Board Secretary or designee shall proceed accordingly and notify the General Manager and Board President.

C. At any time during this process, the Board President can decide to call for a Special Meeting per Government Code Section 54956.

D. Nothing in this policy will be construed to discourage Board Members from requesting to call for a Special Board Meeting or adding items to Regular Board Meeting agendas as otherwise provided for under the applicable policies and procedures of the District.

Examples Responses:

"Dear ___,

The Board Secretary's Office has received your request to call for a Special Board Meeting to discuss the business matter of _________.

Per policy, please confirm whether this matter is urgent and needs to be discussed prior to the next Regular Board Meeting scheduled for _______, and include the reason for the urgency.

Dear ____,

The Board Secretary's Office received a request from Board Member ____ requesting to call a Special Board Meeting to discuss the business matter of ______. Per policy, in order to determine if we have a majority of the legislative body who would like to call for a Special Board Meeting, please confirm if you are in agreement that this matter should be discussed prior to the next Regular Board Meeting scheduled on _____.