

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
March 12, 2025

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:02 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estevan Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. PUBLIC PARTICIPATION

Chair Moore inquired if anyone from the public would like to speak. No requests were received therefore, Chair Moore closed the public comment period.

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee.

Human Resources & Risk Manager Sainz presented a new job classification that was developed for a Development Services Supervisor. After careful consideration staff determined it was best to develop a supervisory level position that would provide managerial accountability as necessary to drive efficiency, effectiveness, and improve and maintain high service standards. The committee approved moving this item to the March 20th Board of Directors meeting for review and approval.

Mrs. Sainz provided an update on the HR Policies and Procedures, indicating the redlined version will be ready to be presented to the Human Resources and Policy Committees next month.

Mrs. Sainz also reported that the Class and Comp study has been completed and all job descriptions and current salary schedule, as approved and adopted on December 19, 2024, are available on the WVWD website; staff has submitted applications to ACWA JPIA, SDRMA, and CIRA to obtain EPLI insurance and will meet with ACWA JPIA to discuss important changes the District has made which will allow us to become insured again without being a risk; and HR is working together with Finance to plan a Customer Service Training that includes phone etiquette, customer surveys, and internally streamlining processes.

2. Update on Employees on FMLA and Medical Leave.

Human Resources and Risk Manager Sainz provided the update.

3. Update on Liability Claims.

Human Resources and Risk Manager Sainz provided the update.

4. Update on Workers Compensation Claims.

Human Resources and Risk Manager Sainz provided the update.

5. Update on Recruitments.

Human Resources & Risk Manager Sainz reported that an offer has been made for the Chief Financial Officer position and we are awaiting a response; Water Conservation Specialist interviews are scheduled for March 26th; Senior Engineer is set to start on March 17th; two Field Assistant/1000 Hour employees have begun working; Customer Service Lead interviews are scheduled for March 19th; Lead Water Distribution Operator interviews are scheduled for March 24th; Associate Engineer with P.E. position will be changed to Project Manager and will be presented to the HR Committee in April; and Public Outreach & Government Affairs II position has been evaluated and there is a need for a level I instead, recruitments closes on March 28th.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 7:05 p.m.

ATTEST:



Elvia Dominguez, Board Secretary

Minutes were approved on May 14, 2025 by the Human Resources Committee of the West Valley Water District.