



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

**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

Wednesday, July 9, 2025, 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Engineering, Operations and Planning Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

BOARD OF DIRECTORS

**Director Kelvin Moore, Chair
Director Estevan Bennett**

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 Human Resources Committee
2. June 11, 2025 Meeting Minutes
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. Updated Conflict of Interest Code

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 Board Secretary, Elvia Dominguez, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Dominguez 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 3, 2025.

Elvia Dominguez

Elvia Dominguez, Board Secretary

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
June 11, 2025

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:58 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6:58 p.m.
Estevan Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Angela Garcia	<input 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.

Staff is working with ACWA JPIA to finalize the process of being considered for EPLI insurance. Their committee has requested information regarding settlement amounts and legal fees associated to each claim during 2018 through the present. Once staff provides the requested information, they will review our loss run and determine the next steps in the process. Staff anticipates a meeting to be scheduled in September with the ACWA Board to be reconsidered.

2. May 14, 2025, Meeting Minutes.

The Committee approved the minutes.

3. Update on Employees on FMLA and Medical Leave.

Human Resources and Risk Manager Sainz provided the update.

4. Update on Liability Claims.

Human Resources and Risk Manager Sainz provided the update.

WVWD

Minutes: 06/11/25

5. Update on Workers Compensation Claims.

Human Resources and Risk Manager Sainz provided the update.

6. Update on Recruitments.

Human Resources & Risk Manager Sainz reported that the Water Conservation Specialist candidate started on May 28th; Public Outreach and Government Affairs Representative I candidate will start July 7th; the Customer Service Representative I hiring manager is assessing the needs and will make a recommendation in July; Water Distribution Operator II interviews will take place on July 9th; Associate Engineer with P.E. position to be reclassified as a Project Manager will be presented to the Board for approval on June 26th; and Chief Water Operator – Production hiring manager is assessing the need and will be making a recommendation.

7. Personnel Policies and Procedures Proposed Changes.

Human Resources & Risk Manager Sainz presented the draft of the proposed changes to the Personnel Policies and Procedures Handbook and advised that the proposed draft will be presented to the Policy Committee next. The Committee reviewed and discussed all proposed changes which were made due to changes in the law and recommended changes such as series reclassifications, on call, standby, and management leave. The union will also have an opportunity to review and opine before the item is presented to the Board.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 8:12 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Human Resources Committee of the West Valley Water District.

CONFLICT OF INTEREST CODE WEST VALLEY WATER DISTRICT

APPENDIX A DESIGNATED POSITIONS

Designated Positions	Disclosure Categories
Assistant General Manager	1, 2, 4
Legal Counsel*	1, 2, 4
Director of Engineering	1, 2, 4
Director of General Services Director of Technical Services	1, 2, 4
Director of Operations	1, 2, 4
Government and Legislative Affairs Manager	1, 2, 4
Human Resources & Risk Manager	1, 2, 4
Board Secretary	3
Business Systems Manager	3
Chief Water System Operator	3 Add
Customer Service Supervisor	3 • Chief Water Systems Operator -Distribution and Meter Services
Purchasing Supervisor Support Service Supervisor	3 • Chief Water Systems Operator - Production
Senior Engineer	3 • Chief Water Systems Operator – Treatment
Supervising Water System Operator Water Quality Supervisor	3
Consultants/New Positions	**

*The position of Legal Counsel is filled by an outside consultant, but acts in staff capacity.

**The General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based on that description, a statement of the extent of the disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

Officials Who Manage Public Investments

The following positions are NOT covered by the code because they must file under Gov. Code Sec. 87200 and, therefore, are listed for informational purposes only:

Members of the Board of Directors
General Manager
Chief Financial Officer
~~----Director of Finance~~ **ADD: Finance Manager**

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Gov. Code Sec. 87200.

APPENDIX B

DISCLOSURE CATEGORIES

CATEGORY 1

Designated positions required to disclose economic interests under Category I shall report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) from, any source of the type to provide services, supplies, materials, products, or equipment to the District.

CATEGORY 2

Designated positions required to disclose economic interests under Category 2 shall report interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District as well as investments and business positions in business entities, and income, including receipt of gifts, loans, and travel payments, from sources, that provide real estate services (e.g., consulting, appraisal, development, construction) of the type used by the District.

CATEGORY 3

Designated positions required to disclose economic interests under Category 3 shall report all investments, business positions, and sources of income (including receipt of gifts, loans, and travel payments) from, entities of the type to provide goods or services of the type purchased or leased by the designated position's division/department.

CATEGORY 4

Designated positions required to disclose economic interests under Category 4 shall report investments and business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from, entities that have filed a claim, or have a claim pending against the District.

WEST VALLEY WATER DISTRICT

CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section, 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **West Valley Water District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

APPENDIX A DESIGNATED POSITIONS

Designated Positions	Disclosure Categories
Assistant General Manager	1, 2
Legal Counsel**	1, 2
Director of Engineering	1, 2
Director of Technical Services	1
Director of Operations	1
Government and Legislative Affairs Manager	1
Human Resources & Risk Manager	1, 4
Board Secretary	3
Business Systems Manager	3
Chief Water Systems Operator – Distribution and Meter Services	3
Chief Water Systems Operator – Production	3
Chief Water Systems Operator – Treatment	3
Customer Service Supervisor	3
Support Service Supervisor	3
Senior Engineer	3
Water Quality Supervisor	3
Consultants/New Positions	*

**The position of Legal Counsel is filled by an outside consultant, but acts in a staff capacity.

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based on that description, a statement of the extent of the disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008.)

Officials Who Manage Public Investments

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only. Section 87200 requires disclosure of all investments and business positions in business entities, all income, including gifts, loans and travel payments, and real property.

- Members of the Board of Directors
- General Manager
- Chief Financial Officer
- Finance Manager

APPENDIX B DISCLOSURE CATEGORIES

CATEGORY 1

Designated positions required to disclose economic interests under Category 1 shall report investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) from, any source of the type to provide services, supplies, materials, products, or equipment to the District.

CATEGORY 2

Designated positions required to disclose economic interests under Category 2 shall report interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District as well as investments and business positions in business entities, and income, including receipt of gifts, loans, and travel payments, from sources, that provide real estate services (e.g., consulting, appraisal, development, construction) of the type used by the District.

CATEGORY 3

Designated positions required to disclose economic interests under Category 3 shall report all investments and business positions in business entities and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source provides leased facilities, products, equipment, vehicles, machinery or services (including training or consulting services) of the type utilized by the positions division/department.

CATEGORY 4

Designated positions required to disclose economic interests under Category 4 shall report investments and business positions in business entities and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source has, during the reporting period, filed a claim or has a claim pending before the District.

This is the last page of the conflict of interest code for the .



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the
was approved on .

This code will become effective on .

Sukhi K. Brar

Assistant Chief Counsel

Fair Political Practices Commission