

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
January 14, 2026

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:01 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	☒	☐	☐	
Estevan Bennett	☒	☐	☐	
John Thiel	☒	☐	☐	
Linda Jadeski	☒	☐	☐	
Haydee Sainz	☒	☐	☐	

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 and Risk Manager Sainz reported that the Personnel Policies and Procedures Manual will be presented to the Committee in February for final review and discussion of additional amendments to the manual since the last review.

The Committee was advised that staff are evaluating the need to recommend changing the District to a Monday through Thursday 4/10 schedule. Staff will bring this item for discussion in the following months.

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 and Risk Manager Sainz reported the Customer Service Supervisor interviews are scheduled for February 4, 2026. GIS Technician recruitment closes January 30th. Public Outreach and Government Affairs Representative 1, hiring manager, is assessing the position. Senior Engineer position will be vacant on January 22nd, hiring manager will evaluate the department's needs. Board Secretary, RFP for recruitment firm closed January 12th, staff will review, evaluate and select the firm to handle the recruitment. In the interim, staff have contracted with Apple One to have Kara Johnson as temporary Board Secretary until the position is filled. Filed Assistant 1000 interviews will be scheduled in February. Public Outreach and Government Affairs Intern selected candidate started January 13th and is doing well.

6. Proposed New Position

Human Resources and Risk Manager Sainz reported that after the accountant position became vacant last year, the CFO conducted a full assessment of the Accounting Division's workload, structure, and long-term needs. That review made it clear that the department would benefit from a higher-level accounting role that can take on more complex financial responsibilities while also creating a clear path for internal advancement.

Adding a Senior Accountant strengthens our succession planning by establishing a defined progression within the accounting series, which helps us retain institutional knowledge and reduce vulnerability when key positions turn over. It also supports employee retention by offering visible opportunities for growth and development.

IV. ADJOURN

Chair Moore adjourned the meeting at 6:20 p.m.

ATTEST:


Kara Johnson, Acting Board Secretary

Minutes were approved on March 11, 2026, by the Human Resources Committee of the West Valley Water District.

WWWD

Minutes: 1/14/2026

