

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
March 11, 2026

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:14 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	☒	☐	☐	
Estevan Bennett	☒	☐	☐	
John Thiel	☒	☐	☐	
Linda Jadeski	☒	☐	☐	
Jose Velasquez	☒	☐	☐	
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 staff are working to finalize the EPLI review process with ACWA JPIA in evaluating the District's ability to become insured. The JPIA has advised that they are still processing the application. They have received all information requested; however, there has been transition with staff and they are working to train and prepare the incoming staff to take on the process. They advised that they would contact staff when the process progresses to the next step.

The Committee was advised that staff continue to evaluate the need to change the work schedule to a Monday through Thursday 4/10 schedule for the District. Staff advised that the change would not impact the ratepayers and that it would allow staff to become more efficient and effective in terms of staffing coverage. Staff will bring this item for discussion in the following months.

General Manager Thiel reported that the Director of Engineering, Director of Operations, and Assistant General Manager were assessing and evaluating the need to reorganize

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their respective Departments. With the Chief Production and Senior Engineer vacancies a review is currently underway to determine the recommended changes that are in the District's best interest in terms of the need and the opportunities for career pathways and staff development.

2. December 8, 2025, and January 14, 2026, Meeting Minutes

The Committee approved the minutes as presented.

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.

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 on following positions that the Customer Service Representative III, Chief Water Systems Operator-Production, and Senior Engineer is under management evaluation. Public Outreach and Government Affairs Representative I is currently on hold. Board Secretary position, staff is finalizing agreement with Koff and Associates and the recruitment is slated to begin the week of March 16th. GIS Technician, internal candidate selected and officially starts March 16th. Field Assistant/1000 hour, two candidates selected and going through pre-employment process. Tentative start date for both is March 30th. Senior Accountant closed March 6th. SME is reviewing applications. Customer Service Lead was changed to continuously open for a better candidate pool. The recruitment will close March 12th.

7. Personnel Policies and Procedures Handbook

Human Resources and Risk Manager Sainz reported that the Personnel Policies and Procedures Manual will be presented to the Board in April for a final review, discussion, and adoption. In addition, the most recent changes/additional amendments to the manual since the last review was presented to the Committee. Staff was directed to present the item at the next Board meeting for approval.

RESULT:	REFERRED TO BOARD
	Next: 03/19/2026 6:00 PM

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IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:48 p.m.

ATTEST:



Kara Johnson, Acting Board Secretary

Minutes were approved on April 22, 2026, by the Human Resources Committee of the West Valley Water District.

