

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
June 10, 2026

I. CALL TO ORDER

Chair Moore called the meeting to order at 5:02 p.m.

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

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 has been successful in establishing the first Summer Internship Program. In addition, an overview of the current recruitment and selection process was presented staff will include this process in the standard operating procedures.

2. Minutes of May 13, 2026, HR Committee Meeting

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 that Public Outreach and Government Affairs Representative I first interviews took place June 10th. The Board Secretary recruitment second interviews scheduled June 20th with the Board of Directors. Senior Accountant has been selected and started June 1st. Electrical Instrument Technician first interviews scheduled June 11th. Director of Technical Services open for recruitment will close July 10th.

7. Proposed Job Description – Customer Service Assistant 1000 Hour

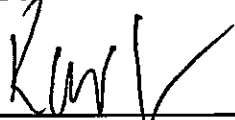
Human Resources and Risk Manager Sainz reported that as part of the recent organizational review conducted by Finance, the vacancy created by the Customer Service Representative III (CSR III) position was evaluated to determine the most effective use of existing resources. Finance confirmed that this vacant position could be reclassified into the GIS Technician role. This adjustment does not increase the total number of full-time positions, which remains at 88.

During the same review, staff identified an operational need within the Customer Service Division. The division continues to experience limited staffing capacity on Mondays and Fridays, creating challenges in maintaining consistent coverage and customer support.

IV. ADJOURN

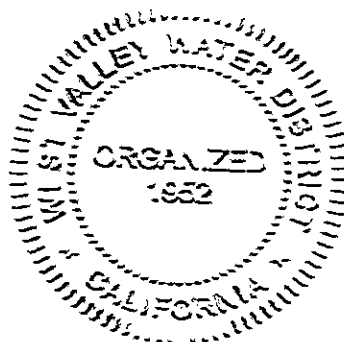
Chair Kelvin Moore adjourned the meeting at 5:36 p.m.

ATTEST:



Kara Johnson, Acting Board Secretary

Minutes were approved on July 8, 2026, by the Human Resources Committee of the West Valley Water District.



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Minutes: 6/10/2026