



**WEST VALLEY WATER DISTRICT**  
855 W. Base Line Road, Rialto, CA 92376  
PH: (909) 875-1804 FAX: (909) 875-1849

**HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**

**MONDAY, JUNE 10, 2024 - 6:00 PM**

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

**BOARD OF DIRECTORS**

**Director Kelvin Moore, Chair**  
**Director Channing Hawkins**

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](mailto:administration@wvwd.org).

If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).

## **I. CALL TO ORDER**

## **II. PUBLIC PARTICIPATION**

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

### **CLOSED SESSION**

#### **CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6

Agency designated representatives: John Thiel, General Manager, Haydee Sainz, Human Resources Manager, Oliver Yee, Special Counsel

Employee Groups: International Union of Operating Engineers, Local 12

## **III. DISCUSSION ITEMS**

1. Updates to the Human Resources Committee
2. January 8, 2024, February 2, 2024, and May 13, 2024 Regular Meeting Minutes.
3. Update on Employees on COVID-19 Leave
4. Update on Employees on FMLA and Medical Leave
5. Update on Liability Claims
6. Update on Workers Compensation Claims
7. Update on Recruitments
8. Sustainability Coordinator - New Position
9. EPLI Coverage - ACWA JPIA
10. Workplace Violence Prevention Program – Develop and Implement the required plan by 6/30/2024

## **IV. ADJOURN**

### **DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee Agenda at the District Offices on June 5, 2024.**

*Elvia Dominguez*

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Elvia Dominguez, Board Secretary

**MINUTES**  
**HUMAN RESOURCES COMMITTEE MEETING**  
**OF THE**  
**WEST VALLEY WATER DISTRICT**  
**January 8, 2024**

**I. CALL TO ORDER**

Chair Kelvin Moore called the Human Resources Committee Meeting of the West Valley Water District to order at 6:00 p.m.

Attendee Name	Present	Absent
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Socorro Pantaleon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Jo Hartley	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**II. PUBLIC PARTICIPATION**

Chair Kelvin 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 Haydee Sainz provided the report. No direction was given.
2. Update on Employees on Covid-19 Leave.  
Human Resources & Risk Manager Haydee Sainz provided the report. No direction was given.
3. Update On Employees on FMLA and Medical Leave.  
Human Resources & Risk Manager Haydee Sainz provided the report. No direction was given.

## 4. Update on Liability Claims.

Human Resources & Risk Manager Haydee Sainz provided the report. No direction was given.

## 5. Update on Workers Compensation Claims.

Human Resources & Risk Manager Haydee Sainz provided the report. No direction was given.

## 6. Update on Recruitments.

Human Resources & Risk Manager Haydee Sainz provided the report. No direction was given.

## 7. Reclassification - Engineering Manager

Human Resources & Risk Manager Haydee Sainz provided the report. After a brief discussion, the committee directed staff to move forward with the recruitment of a Director of Engineering.

## 8. Public Outreach And Governmental Affairs Department Restructure

Human Resources & Risk Manager Haydee Sainz provided the report. The committee discussed briefly and directed staff to take the item to the next Board of Directors meeting for consideration and approval.

**RESULT: REFERRED TO BOARD**

**Next: 1/18/2024 6:00 PM**

Director Hawkins requested information regarding Employment Practices Liability Insurance (EPLI). Staff was directed to revisit the possibility of obtaining EPLI insurance and will meet with ACWA JPIA.

#### IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:17 p.m.

**ATTEST:**

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**Elvia Dominguez, Board Secretary**

WVWD

Minutes: 1/8/24

**MINUTES  
HUMAN RESOURCES COMMITTEE MEETING  
OF THE  
WEST VALLEY WATER DISTRICT  
February 20, 2024**

**I. CALL TO ORDER**

Chair Moore called the Human Resources Committee Meeting of the West Valley Water District to order at 5:09 p.m.

Attendee Name	Present	Absent
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" 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 provided updates on the IE Works agreement, staff was directed to present the item for review and approval at the March 7, 2024 Board of Directors Meeting; and Field Assistant/1000-hour program, staff was directed to present the item for review and approval at the March 7, 2024 Board of Directors Meeting.
2. Update on Employees on COVID-19 Leave.  
Human Resources & Risk Manager Sainz provided the report. No direction was given.
3. Update on Employees on FMLA and Medical Leave.  
Human Resources & Risk Manager Sainz provided the report. No direction was given.
4. Update on Liability Claims.  
Human Resources & Risk Manager Sainz provided the report. No direction was given.

5. Update on Workers Compensation Claims.

Human Resources & Risk Manager Sainz provided the report. No direction was given.

6. ACWA/JPIA - EPLI Coverage

Human Resources & Risk Manager Sainz provided the report. After a brief discussion, staff was directed to continue seeking EPLI insurance coverage from ACWA/JPIA.

7. Update on Recruitments.

Human Resources & Risk Manager Sainz provided updates on recruitments including the preemployment process for Customer Service Representative I and GIS Administrator; scheduled interviews for Water Systems Operator III-Cross Connection, Accountant, Senior Public Outreach and Government Affairs Representative, and Public Outreach and Government Affairs Representative I; and Director of Engineering position which closes on March 11, 2024.

The report was received, no direction was given.

8. Classification and Compensation Study

Human Resources & Risk Manager Sainz provided the report. There was brief discussion on the current salary schedule, staff confirmed the salary schedule is being reviewed and amended as part of the classification and compensation study. No direction was given.

9. Change to Minimum Qualifications – Director of Engineering

Human Resources & Risk Manager Sainz provided the report. After a brief discussion, staff was directed to make the recommended changes to the minimum requirements for the Director of Engineering job specification and present the item for review and approval at the March 7, 2024, Board of Directors Meeting.

**RESULT: REFERRED TO BOARD**

**Next: 3/7/2024 6:00 PM**

10. Employee Development Program

Human Resources & Risk Manager Sainz provided an update indicating the program would be completed and presented to staff at the All Hands meeting on March 19, 2024. No direction was given.

**IV. ADJOURN**

Chair Kelvin Moore adjourned the meeting at 5:35 p.m.

**ATTEST:**

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Elvia Dominguez, Board Secretary

WVWD

Minutes: 2/20/2024

**MINUTES**  
**HUMAN RESOURCES COMMITTEE MEETING**  
**of the**  
**WEST VALLEY WATER DISTRICT**  
**May 13, 2024**

**I. CALL TO ORDER**

Chair Moore called the Human Resources Committee Meeting of the West Valley Water District to order at 6:00 p.m.

Attendee Name	Present	Absent
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Thiel	<input checked="" 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.  
None.
2. January 8, 2024, and February 20, 2024, Regular Meeting Minutes  
Human Resources & Risk Manager Sainz introduced the item. There was discussion about the approval and implementation process of committee minutes. Director Hawkins voiced concern about keeping committee minutes and indicated he would like to gather additional information and bring this back to the Board of Directors for further discussion.  
The minutes were tabled to a future meeting.
3. Update on Employees on COVID-19 Leave.  
Human Resources & Risk Manager Sainz provided an update that there were no reported exposures to Covid 19.

4. Update on Employees on FMLA and Medical Leave.

Human Resources & Risk Manager Sainz provided an update that there is an employee on FMLA medical leave and an employee on FMLA baby bonding leave.

5. Update on Liability Claims.

Human Resources & Risk Manager Sainz provided an update that there were no liability claims received.

6. Update on Workers Compensation Claims.

Human Resources & Risk Manager Sainz provided an update that there were no workers compensation claims received.

7. Update on Recruitments.

Human Resources & Risk Manager Sainz provided an update on recruitments including the preemployment process of the Senior Public Outreach and Government Affairs Representative II; scheduled interview for Assistant Water System Operator; and preemployment process of the two 1000-hour Field Service Worker.

8. Classification and Compensation Study

CLOSED SESSION.

The Committee entered into closed session at 6:15 p.m.

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representatives: John Thiel, General Manager, Haydee Sainz, Human Resources Manager, Oliver Yee, Special Counsel

Employee Groups: International Union of Operating Engineers, Local 12

The Committee adjourned the closed session at 6:40 p.m. to continue the business portion of the meeting which commenced at 6:41 p.m. with all Committee members present. There was no reportable action.

9. HR HOTLINE - Ethics and Whistleblower Platform.

Human Resources & Risk Manager Sainz provided an update on the selection of Navex E&C, an ethics and whistleblower platform that provides a hotline and incident management program and ethics and compliance training, and indicated the program will be effective July 1, 2024.

10. EPLI Coverage - ACWA JPIA.

Human Resources & Risk Manager Sainz provided an update on EPLI insurance coverage indicating staff has been in contact with ACWA who has requested additional information and staff intends to meet with the ACWA Board in June. Staff were directed to seek EPLI insurance coverage through additional agencies.

WVWD

Minutes: 5/13/24



**IV. ADJOURN**

Chair Kelvin Moore adjourned the meeting at 6:53 p.m.

**ATTEST:**

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**Elvia Dominguez, Board Secretary**

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

WVWD

Minutes: 5/13/24