

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
May 14, 2025

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:00 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estevan Bennett	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Angela Garcia	<input checked="" 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 type="checkbox"/>	<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 an update on the Personnel Policies and Procedures Handbook indicating that the proposed draft will be presented to the committee next month. The proposed changes will be presented in a red line version and the final proposed will be included. The union will also have an opportunity to review and opine before the Board is presented with the final draft. The updates include changes in the law and recommended changes such as the job progression series and improvements to our on-call and overtime policy.

Mrs. Sainz provided an update on IE Works indicating the program is currently seeking grants to fund the program. There have been no internship participants this fiscal year mainly due to the lack of funding and the departure of the project manager. Currently, the Board has appointed JVS to seek grants and continue providing administrative support. The Board is seeking grants, more agency participation in order to continue the program, and is planning to release an RFP for a consultant to assist in these efforts.

Mrs. Sainz indicated that Public Outreach and Government Affairs and Human Resources are collaborating to develop Community Education and Workforce Development Programs to engage the youth within the District's service area. A proposed outline was presented and discussed, and the Committee directed staff to coordinate with local school districts and partner agencies, such as the Boys and Girls Club, to ensure the program is inclusive and accessible to all eligible participants.

Additionally, staff is working towards integrating local colleges that offer water-related courses, providing participants with valuable educational opportunities and hands-on learning experiences that align with the program's objectives. Staff will consider opportunities to include scholarships in the program.

Mrs. Sainz also reported that staff is working with ACWA JPIA to finalize the process of obtaining EPLI insurance. Their committee is reviewing our loss history and other District information.

2. March 12, 2025 and April 9, 2024 Meeting Minutes

The Committee approved the minutes.

3. Update on Employees on FMLA and Medical Leave.

Human Resources & Risk Manager Sainz provided the update.

4. Update on Liability Claims.

Human Resources & Risk Manager Sainz provided the update.

5. Update on Workers Compensation Claims.

Human Resources & Risk Manager Sainz provided the update.

6. Update on Recruitments.

Human Resources & Risk Manager Sainz reported that the new Chief Financial Officer has started; Water Conservation Specialist candidate is scheduled to start on May 28th; Public Outreach and Government Affairs Representative I second interviews took place and the hiring manager is working on making a selection; Customer Service Representative I second interviews took place and the hiring manager is working on making a selection; Water Distribution Operator II recruitment closes May 23rd; and Associate Engineer with P.E. position is going to be reclassified as a Project Manager.

7. Annual AB 2561 Staffing Vacancies Report

Human Resources & Risk Manager Sainz presented the report and indicated this is a new state regulatory requirement. In order to comply with Government Code this item will require a public hearing and a resolution to be adopted.

Staff was directed to present the item at the next Board meeting for approval.

RESULT:	REFERRED TO BOARD
Next: 6/5/2025 6:00 PM	

8. New Job Classification - Project Manager

Human Resources & Risk Manager Sainz reported that the Engineering Department has determined that there is a need to have a project manager that will be tasked with specific projects that need constant oversight. The plan is to establish a series classification that will allow the District to have dedicated project managers with different levels of experience that will allow for the distribution/assignment of projects based on the need and experience. The job specification will be provided to the union for their review.

Staff was directed to present the item at the second Board meeting in June for approval.

RESULT: REFERRED TO BOARD
Next: 6/26/2025 6:00 PM

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:43 p.m.

ATTEST:



Elvia Dominguez, Board Secretary

Minutes were approved on June 11, 2025 by the Human Resources Committee of the West Valley Water District.