

**MINUTES**  
**HUMAN RESOURCES COMMITTEE MEETING**  
**of the**  
**WEST VALLEY WATER DISTRICT**  
**June 11, 2025**

**I. CALL TO ORDER**

Chair Moore called the meeting to order at 6:58 p.m.

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
Kelvin Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6:58 p.m.
Estevan Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Angela Garcia	<input 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 checked="" type="checkbox"/>	<input 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.**

Staff is working with ACWA JPIA to finalize the process of being considered for EPLI insurance. Their committee has requested information regarding settlement amounts and legal fees associated to each claim during 2018 through the present. Once staff provides the requested information, they will review our loss run and determine the next steps in the process. Staff anticipates a meeting to be scheduled in September with the ACWA Board to be reconsidered.

**2. May 14, 2025, Meeting Minutes.**

The Committee approved the minutes.

**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.

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Minutes: 06/11/25

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 the Water Conservation Specialist candidate started on May 28<sup>th</sup>; Public Outreach and Government Affairs Representative I candidate will start July 7<sup>th</sup>; the Customer Service Representative I hiring manager is assessing the needs and will make a recommendation in July; Water Distribution Operator II interviews will take place on July 9<sup>th</sup>; Associate Engineer with P.E. position to be reclassified as a Project Manager will be presented to the Board for approval on June 26<sup>th</sup>; and Chief Water Operator – Production hiring manager is assessing the need and will be making a recommendation.

7. Personnel Policies and Procedures Proposed Changes.

Human Resources & Risk Manager Sainz presented the draft of the proposed changes to the Personnel Policies and Procedures Handbook and advised that the proposed draft will be presented to the Policy Committee next. The Committee reviewed and discussed all proposed changes which were made due to changes in the law and recommended changes such as series reclassifications, on call, standby, and management leave. The union will also have an opportunity to review and opine before the item is presented to the Board.

#### IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 8:12 p.m.

**ATTEST:**



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**Elvia Dominguez, Board Secretary**

Minutes were approved on July 9, 2025 by the Human Resources Committee of the West Valley Water District.