

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
July 9, 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 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 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 and Risk Manager Sainz reported that staff are working with ACWA JPIA, to finalize the process of securing EPLI insurance, and are working to provide requested information so JPIA can review the loss run and determine the next steps in the process. A meeting is anticipated to be scheduled in September with the ACWA Board.

Mrs. Sainz provided an update on the HR Policies, and discussed the HR Policy Section 2305 Use of District Vehicle and Finance Policy - Vehicle Use and Fleet Replacement Policy to communicate that the language referring to use of vehicle for personal reasons reflected in the latter will be established in both policies to eliminate subjective interpretation.

Staff communicated that the proposed Management Leave of 40 hours for Chief Operators and Senior Public Affairs Representative is recommended due to the number of hours they work above the regular scheduled hours. This would align with industry standards as these positions are exempt from overtime. The HR committee requested additional information regarding the number of calls received and other criteria to justify the recommendation of the proposed Management Leave. Staff will bring this item back to the committee.

WVWD

Minutes: 7/9/2025

2. June 11, 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.

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 Public Outreach and Government Affairs Representative I candidate started July 7th. The Customer Service Representative I candidate will start July 21st. Water Distribution Operator II interviews took place July 9th and 7 candidates passed, the second interviews will be scheduled. The Project Manager position is open for recruitment it will close on August 8th. Chief Water Operator – Production hiring manager is assessing the structure of the Division and will make a recommendation. The Support Services Supervisor is open for recruitment it will close on August 8th. Customer Service Representative III hiring manager is assessing the need for the position.

7. Update on Conflict-of-Interest Code.

Board Secretary Dominguez presented the Conflict-of-Interest Code for designated positions and reported that staff has been working with FPPC to update our Conflict of Interest Code which needs to be updated every two years. They are currently reviewing our two newest positions and will then certify the Conflict of Interest Code which will then be taken to the Board for review and approval.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:30 p.m.

ATTEST:

Paola Lara

Paola Lara, Acting Board Secretary

Minutes were approved on September 10, 2025 by the Human Resources Committee of the West Valley Water District.

WVWD

Minutes: 7/9/2025