

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
August 13, 2025

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:01 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"/>	
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.

Human Resources and Risk Manager Sainz communicated that staff has proposed to include “On-Call” duties to the Water Distribution positions I and II job descriptions. Currently only the III and Lead job descriptions have the “On-Call” duties included and the union has brought forth a concern from their members about possible burn out. In response to the concern the “On Call” duties will be included for Water Distribution Operators I and II.

2. Update on Employees on FMLA and Medical Leave.

Human Resources and Risk Manager Sainz provided the update.

3. Update on Liability Claims.

Human Resources and Risk Manager Sainz provided the update.

4. Update on Workers Compensation Claims.

Human Resources and Risk Manager Sainz provided the update.

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5. Update on Recruitments.

Human Resources & Risk Manager Sainz reported that the Public Outreach and Government Affairs Representative I candidate started July 7th. Water Distribution Operator II candidate will start on August 19th. The Project Manager recruitment position closed on August 8th and applications are being reviewed. Chief Water Operator – Production hiring manager is assessing the structure of the Division and will make a recommendation. The Support Services Supervisor recruitment closed on August 8th, applications are being reviewed. Customer Service Representative III, hiring manager is assessing the need for the position.

6. Update on HR Policies and Procedures Manual Proposed Changes.

Human Resources & Risk Manager Sainz provided an update on changes made to Sections 102, 202, 404, and 1005. Staff has proposed Management Leave for Chief Operators and Senior Public Affairs Representative is recommended due to the number of hours they work above the regular scheduled hours. This will align with industry standard as District comparable agencies provide Management Leave hours to supervisory staff as they are exempt from earning overtime when responding to an emergency call after hours.

The Committee also reviewed and discussed section 2307 “Cell Phone Use While Driving.”

Staff indicated the policies and procedures manual will be presented to the Policy Committee and if approved, the manual will be presented to the Union. Thereafter, the final draft will be presented to the Board of Directors in September 2025 for adoption.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:23 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.

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