

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
September 10, 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	☒	☐	☐	
Estevan Bennett	☒	☐	☐	
Haydee Sainz	☒	☐	☐	
John Thiel	☒	☐	☐	
Linda Jadeski	☐	☒	☐	

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 HR is working with Finance to finalize the attorney fees report for cases that have been settled from 2018 to the present. The report will be submitted to ACWA JPIA for review and consideration for participation in their EPLI insurance program.

2. July 9, 2025, and August 13, 2025, Meeting Minutes.

The committee approved as presented.

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.

WVWD

Minutes: 9/10/2025

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 Project Manager first interviews are scheduled for September 11, 2025, with ten candidates. Chief Water Operator – Production hiring manager is assessing the structure of the Division and will make a recommendation to consolidate the two divisions and phase in the requirements of the job. The Support Services Supervisor first interviews are scheduled for September 17, 2025, with 12 candidates. Customer Service Representative III hiring manager is assessing the need for the position.

7. IE Works Annual Membership Fee Renewal for 2025/26.

Human Resources & Risk Manager Sainz provided an update on the IE Works membership fees that are due for this fiscal year. The committee discussed the membership renewal and directed staff to present the item to the Board of Directors for consideration and direction.

RESULT: REFERRED TO BOARD

Next: 9/18/2025 6:00 PM

8. Modification to the Water Distribution Operator I & II

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. The change will go into effect September 11, 2025

9. Discussion on Upcoming Holiday Closure

Human Resources and Risk Manager Sainz provided an overview of Holiday Closures in recent years, including last year, in which the Board of Directors approved a winter closure of the District's normal business operations during the period between Christmas and New Year's Day. This gesture has served as a recognition of the loyal and dedicated service provided by District employees. Staff is recommending continuing this tradition which would result in a three-day administrative closure from Friday, December 26 through Tuesday, December 30, 2025, which would otherwise be regular business days.

The committee discussed and directed staff to present the item at an upcoming Board of Directors meeting for discussion.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:33 p.m.

WVWD

Minutes: 9/10/2025

ATTEST:

Paola Lara

Paola Lara, Acting Board Secretary

Minutes were approved on October 8, 2025 by the Human Resources Committee of the West Valley Water District.

WVWD

Minutes: 9/10/2025