

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
October 8, 2025

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:02 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 type="checkbox"/>	<input checked="" 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 reported that the union requested an extension to review the Personnel Policies and Procedures. HR has provided an extension through October 24, 2025 and staff anticipates bringing the item to the Board for review and approval in November.

The Committee was advised about Open enrollment which is open October 1 – 26 and indicated any changes made will become effective January 1, 2026. The Board Secretary will schedule meetings with HR to allow Board member to complete the process.

2. September 10, 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.

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 will start October 27, 2025. Chief Water Operator – Production hiring manager is continuing to assess 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 has been selected and is scheduled to start October 27, 2025. Customer Service Representative III hiring manager is assessing the need for the position.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:27 p.m.

ATTEST:

Paola Lara

Paola Lara, Acting Board Secretary

Minutes were approved on 12/08/25 by the Human Resources Committee of the West Valley Water District.