

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
November 12, 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 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 HR Policies and Procedures will be presented to the Board for approval and adoption in December 2025, once a final review by legal is completed.

The Committee was advised about the status of the EPLI insurance request for coverage to ACWA JPIA. The request is still under review and once action is taken by ACWA the committee will be advised on the next steps.

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.

5. Update on Recruitments.

Human Resources & Risk Manager Sainz reported that the 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 hiring manager for Customer Service Representative III is assessing the need for the position. Accountant hiring manager is also evaluating the position. Field Assistant 1000 interviews are scheduled for December 3, 2025. Public Outreach and Government Affairs Intern applications are being reviewed, and interviews will be scheduled.

6. Proposed New Position:

Human Resources & Risk Manager Sainz reported that the Engineering Department is requesting a GIS Technician, noting that the District's investment in GIS tools and software is not being fully leveraged due to staffing limitations. Their recommendation aligns with the District's strategic goals and supports the expansion of GIS capabilities to improve efficiency, compliance, and long-term planning. Staff prepared the GIS Technician job description, which reflects the current requirements, duties, and responsibilities of the position along with designating the proposed annual salary range.

The Committee approved moving the item forward for Board review and approval.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 6:22 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.