

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

I. CALL TO ORDER

Chair Moore called the meeting to order at 4:00 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"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<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 Staff is working to finalize the RFP for the Board Secretary vacancy. Staff is actively seeking to bring in temporary assistance to help with the workload.

2. Professional Services Agreement with Shuster Advisory Group, LLC, for Defined Contribution Plan Consulting and Investment Fiduciary Services

CEO Mark Shuster presented the proposal to the Committee to transition the 457(b) and 401(a) plans to Mission Square and to authorize staff to present the item to the Board of Directors for approval and authorize the General Manager to begin the transition to the new recordkeeper and provider.

3. October 8, 2025, and November 12, 2025, Meeting Minutes

The Committee approved the minutes as presented.

4. Update on Employees on FMLA and Medical Leave

Human Resources and Risk Manager Sainz provided the update.

5. Update on Liability Claims

Human Resources and Risk Manager Sainz provided the update.

6. Update on Workers Compensation Claims

Human Resources and Risk Manager Sainz provided the update.

7. Update on Recruitments

Human Resources and Risk Manager Sainz reported that the Customer Service Representative III is under management evaluation. Chief Water Systems Operator-Production is under management evaluation. Accountant is under management evaluation. GIS Specialist will be presented to the Board of Directors for adoption and approval. Customer Service Supervisor position has been posted and is scheduled to close December 25th. Field Assistant/1000 hours, working on an outside rater to set up interviews. Public Outreach and Government Affairs Intern, working on scheduling interviews.

IV. ADJOURN

Chair Moore adjourned the meeting at 5:20 p.m.

ATTEST:

Paola Lara

Paola Lara, Acting Board Secretary

Minutes were approved on 02/12/26 by the Human Resources Committee of the West Valley Water District.

WVWD

Minutes: 12/8/2025