



WEST VALLEY WATER DISTRICT
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HUMAN RESOURCES COMMITTEE MEETING
AGENDA

Wednesday, August 12, 2026, 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

BOARD OF DIRECTORS

President Kelvin Moore, Chair
Director Estevan Bennett

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wwwd.org.

If you require additional assistance, please contact administration@wwwd.org.

CALL TO ORDER

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

DISCUSSION ITEMS

1. Minutes of the July 8, 2026, Regular Committee Meeting
2. Updates to the Human Resources Committee
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments & Recruitment Process

ADJOURN

Please Note:

Material related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet is available for public inspection in the District's office located at 855 W. Base Line Road, Rialto, CA 92376, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, to attend or participate in the above agenda public meeting should be directed to the Board Secretary, Brandon Yoshida, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Brandon Yoshida may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING:

I hereby declare under penalty of perjury that I am employed by the West Valley Water District and that the foregoing agenda was posted at the District Office's bulletin boards and the District website at www.wvwd.org on August 6, 2026, by 6:00 pm., in compliance with the provisions of the Brown Act.

Brandon Yoshida

Brandon Yoshida, Board Secretary

Date Posted: August 6, 2026

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
July 8, 2026

I. CALL TO ORDER

Chair Moore called the Human Resources Committee meeting to order at 6:02 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	☒	☐	☐	
Estevan Bennett	☒	☐	☐	
John Thiel	☒	☐	☐	
Haydee Sainz	☒	☐	☐	
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 staff has prepared a flowchart to demonstrate the recruitment and selection process. Legal counsel reviewed the process and determined that it is consistent with industry standards and best practices. No changes are recommended to the current process. Staff will include the flowchart process in the standard operating procedures.

2. Minutes for the June 10, 2026, Committee Meeting

The Committee approved the minutes 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 Public Outreach and Government Affairs Representative I candidate will start July 20th. The Board Secretary candidate will start July 13th. Electrical Instrument Technician candidate will start July 20th. Director of Technical Services recruitment closes July 10th. Customer Service Assistant 1000-hour closed July 2nd, and applications are being screened and forwarded to the SME. Chief Water Systems Operator – Production management is recommending a reorganization of the Chief Water Systems Operator – Treatment to an Operations Superintendent.

7. Reorganization of Operations Department

Human Resources and Risk Manager Sainz reported that, as part of the recent organizational review conducted by the Assistant General Manager, there is a need to consolidate production and treatment duties; the position previously titled Chief Water Systems Operator – Treatment will be changed to Operations Superintendent. This updated job description and title reflect the broader scope of responsibility, which now includes oversight of both Treatment and Production operations and also aligns the role with industry-standard organizational structures.

With the expanded responsibilities assigned to the Operations Superintendent, the District conducted a comprehensive compensation analysis to ensure market-appropriate salary placement. This review focused on agencies operating T5-rated treatment plants, where comparable positions require advanced certifications, substantial technical expertise, and significant leadership oversight.

Concurrently, the District reviewed compensation for the Chief Water Systems Operator Distribution to maintain an appropriate internal equity objective. As the organizational counterpart to the Operations Superintendent, this position's compensation must remain aligned with comparable classifications at similar agencies and reflect the advanced certification requirements and leadership expectations of the role. The job description for this position also reflects a previous consolidation of the meters department into the distribution department.

Proposed Compensation Adjustments

- Range 153: Operations Superintendent
- Range 143: Chief Water Systems Operator – Distribution

IV. ADJOURN

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

ATTEST:

Brandon Yoshida, Board Secretary

Minutes were approved on August 12, 2026, by the Human Resources Committee of the West Valley Water District.