

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

**I. CALL TO ORDER**

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

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
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 & Risk Manager Sainz provided an update on a change to the job classification of Water Conservation Analyst to a Water Conservation Specialist. After careful consideration staff determined that it is best to develop an entry level position that would provide an opportunity for candidates that have an interest in this field but do not possess the minimum qualifications of an analyst position. Staff recommended that the Water Conservation Analyst position be reclassified and changed to a Water Conservation Specialist. The committee approved moving this item to the January 16<sup>th</sup> Board of Directors meeting for review and approval.

**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.**

WVWD

Minutes: 01/08/25

Human Resources and Risk Manager Sainz provided the update.

**5. Update on Recruitments.**

Human Resources & Risk Manager Sainz reported that the Chief Financial Officer recruitment would close on January 10<sup>th</sup> and staff will meet with the recruiter to discuss the candidate pool and schedule interviews; the Water Conservation Analyst position is currently open for recruitment until it is filled, however, if the Water Conservation Specialist is approved this new position will replace the recruitment; Senior Engineer interviews are scheduled for January 22<sup>nd</sup>; GIS Intern interviews are scheduled for January 23<sup>rd</sup>; and Field Assistant/1000-hour applications are being reviewed and interviews to be scheduled.

**IV. ADJOURN**

Chair Kelvin Moore adjourned the meeting at 6:19 p.m.

**ATTEST:**



---

**Elvia Dominguez, Board Secretary**

Minutes were approved on March 12, 2025 by the Human Resources Committee of the West Valley Water District.