

**MINUTES**  
**HUMAN RESOURCES COMMITTEE MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
February 12, 2025

**I. CALL TO ORDER**

Chair Moore called the meeting to order at 6:01 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 & Risk Manager Sainz provided an update that in Customer Service, our staffing levels are currently low because several staff are out on leave and we are working with a Temp Agency to provide short-term support; Staff are currently working with ACWA/JPIA and SDRMA to seek proposals to provided EPLI insurance and staff will report back in April on proposals submitted; and the review for Board Secretary will be on the February 13<sup>th</sup> agenda under closed session.

Additionally, an update was provided on the HR Policies and Procedures which are currently under legal review to ensure all necessary changes are included, including language on the new job progression process. Once the review is complete, the policies will be brought back to the Committee for review.

**2. Update on Employees on FMLA and Medical Leave.**

Human Resources and Risk Manager Sainz provided the update.

**3. Update on Liability Claims.**

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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 Financial Officer interviews are scheduled for February 19<sup>th</sup> and 20<sup>th</sup>; an offer was extended to another candidate for the Senior Engineer position; two GIS Interns start on February 18<sup>th</sup>; two Field Assistant/1000 Hour candidates are going through background process; Customer Service Lead interviews are being coordinated; Lead Water Treatment Operator (2) recruitment closes February 20<sup>th</sup>; Lead Water Distribution Operator recruitment closes February 14<sup>th</sup>; Water Conservation Specialist recruitment closes February 21<sup>st</sup>; and Associate Engineer with P.E. position is under review for possible reclassification.

**IV. ADJOURN**

Chair Kelvin Moore adjourned the meeting at 6:22p.m.

**ATTEST:**



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**Elvia Dominguez, Board Secretary**

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