



WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
PH: (909) 875-1804
WWW.WVWD.ORG

HUMAN RESOURCES COMMITTEE MEETING
AGENDA

Wednesday, October 8, 2025, 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

Director 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@wvwd.org.

If you require additional assistance, please contact administration@wvwd.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. Updates to the Human Resources Committee
2. September 10, 2025 Meeting Minutes
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments

ADJOURN

Please Note:

Material related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, 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, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Paola Lara, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Lara may be contacted by telephone at (909) 875-1804 ext. 702, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on October 2, 2025.

Paola Lara

Paola Lara, Acting Board Secretary

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
September 10, 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 type="checkbox"/>	<input checked="" 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 HR is working with Finance to finalize the attorney fees report for cases that have been settled from 2018 to the present. The report will be submitted to ACWA JPIA for review and consideration for participation in their EPLI insurance program.

2. July 9, 2025, and August 13, 2025, Meeting Minutes.

The committee approved 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.

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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 Project Manager first interviews are scheduled for September 11, 2025, with ten candidates. Chief Water Operator – Production hiring manager is assessing the structure of the Division and will make a recommendation to consolidate the two divisions and phase in the requirements of the job. The Support Services Supervisor first interviews are scheduled for September 17, 2025, with 12 candidates. Customer Service Representative III hiring manager is assessing the need for the position.

7. IE Works Annual Membership Fee Renewal for 2025/26.

Human Resources & Risk Manager Sainz provided an update on the IE Works membership fees that are due for this fiscal year. The committee discussed the membership renewal and directed staff to present the item to the Board of Directors for consideration and direction.

RESULT: REFERRED TO BOARD

Next: 9/18/2025 6:00 PM

8. Modification to the Water Distribution Operator I & II

Human Resources and Risk Manager Sainz communicated that staff has proposed to include “On Call” duties to the Water Distribution positions I and II job descriptions. Currently, only the III and Lead job descriptions have the “On Call” duties included, and the union has brought forth a concern from their members about possible burn out. In response to the concern the “On Call” duties will be included for Water Distribution Operators I and II. The change will go into effect September 11, 2025

9. Discussion on Upcoming Holiday Closure

Human Resources and Risk Manager Sainz provided an overview of Holiday Closures in recent years, including last year, in which the Board of Directors approved a winter closure of the District's normal business operations during the period between Christmas and New Year's Day. This gesture has served as a recognition of the loyal and dedicated service provided by District employees. Staff is recommending continuing this tradition which would result in a three-day administrative closure from Friday, December 26 through Tuesday, December 30, 2025, which would otherwise be regular business days.

The committee discussed and directed staff to present the item at an upcoming Board of Directors meeting for discussion.

IV. ADJOURN

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

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ATTEST:

Paola Lara, Acting Board Secretary

Minutes were approved on _____ by the Human Resources Committee of the West Valley Water District.

WVWD

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