



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

**SPECIAL HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**

**Wednesday, April 22, 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@wvwd.org](mailto:administration@wvwd.org).**

**If you require additional assistance, please contact [administration@wvwd.org](mailto: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. Minutes for the March 11, 2026, Regular Committee Meeting
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. Inland Empire Black Worker Center's Transformative IE Works Program
8. Customer Service Representative III replaced by GIS Technician

## **ADJOURN**

**Please Note:**

**Material related to an item on this Agenda submitted to the Board 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](http://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, Kara Johnson, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Johnson 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 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 April 16, 2026.**

*Kara Johnson*

**Kara Johnson, Acting Board Secretary**

*Date Posted: April 16, 2026*



**MINUTES**  
**HUMAN RESOURCES COMMITTEE MEETING**  
**of the**  
**WEST VALLEY WATER DISTRICT**  
**March 11, 2026**

**I. CALL TO ORDER**

Chair Moore called the meeting to order at 6:14 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"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jose Velasquez	<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 are working to finalize the EPLI review process with ACWA JPIA in evaluating the District's ability to become insured. The JPIA has advised that they are still processing the application. They have received all information requested; however, there has been transition with staff and they are working to train and prepare the incoming staff to take on the process. They advised that they would contact staff when the process progresses to the next step.

The Committee was advised that staff continue to evaluate the need to change the work schedule to a Monday through Thursday 4/10 schedule for the District. Staff advised that the change would not impact the ratepayers and that it would allow staff to become more efficient and effective in terms of staffing coverage. Staff will bring this item for discussion in the following months.

General Manager Thiel reported that the Director of Engineering, Director of Operations, and Assistant General Manager were assessing and evaluating the need to reorganize

their respective Departments. With the Chief Production and Senior Engineer vacancies a review is currently underway to determine the recommended changes that are in the District's best interest in terms of the need and the opportunities for career pathways and staff development.

**2. December 8, 2025, and January 14, 2026, Meeting Minutes**

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 on following positions that the Customer Service Representative III, Chief Water Systems Operator-Production, and Senior Engineer is under management evaluation. Public Outreach and Government Affairs Representative I is currently on hold. Board Secretary position, staff is finalizing agreement with Koff and Associates and the recruitment is slated to begin the week of March 16<sup>th</sup>. GIS Technician, internal candidate selected and officially starts March 16<sup>th</sup>. Field Assistant/1000 hour, two candidates selected and going through pre-employment process. Tentative start date for both is March 30<sup>th</sup>. Senior Accountant closed March 6<sup>th</sup>, SME is reviewing applications. Customer Service Lead was changed to continuously open for a better candidate pool. The recruitment will close March 12<sup>th</sup>.

**7. Personnel Policies and Procedures Handbook**

Human Resources and Risk Manager Sainz reported that the Personnel Policies and Procedures Manual will be presented to the Board in April for a final review, discussion, and adoption. In addition, the most recent changes/additional amendments to the manual since the last review was presented to the Committee. Staff was directed to present the item at the next Board meeting for approval.

<b>RESULT:</b>	<b>REFERRED TO BOARD</b>
	<b>Next: 03/19/2026 6:00 PM</b>

#### **IV. ADJOURN**

Chair Kelvin Moore adjourned the meeting at 6:48 p.m.

#### **ATTEST:**

**Kara Johnson, Acting Board Secretary**

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