

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:

A handwritten signature in black ink, appearing to read 'B. Yoshida', written over a horizontal line.

Brandon Yoshida, Board Secretary

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