



**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 14, 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@wwwd.org](mailto:administration@wwwd.org).**

**If you require additional assistance, please contact [administration@wwwd.org](mailto:administration@wwwd.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. Update on Employees on FMLA and Medical Leave
3. Update on Liability Claims
4. Update on Workers Compensation Claims
5. Update on Recruitments
6. Approve Minutes of September 9, 2026, Committee Meeting PG. 4
7. IE Works Annual Membership Fee Renewal for Fiscal Year 2025/26 PG. 6
8. Holiday Closure 2026 PG.10

## **ADJOURN**

**Please Note:**

Material related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet is available for public inspection in the District's office located at 855 W. Base Line Road, Rialto, CA 92376, 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, to attend or participate in the above agendized public meeting should be directed to the Board Secretary, Brandon Yoshida, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Brandon Yoshida 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 hereby declare under penalty of perjury, that I am employed by the West Valley Water District, and that the foregoing agenda was posted at the District Office's bulletin boards and the District website at [www.wvwd.org](http://www.wvwd.org) on October 8, 2026, by 6:00 pm., in compliance with the provisions of the Brown Act.

*Brandon Yoshida*

Brandon Yoshida, Board Secretary

*Date Posted: October 8, 2026*

**MINUTES**  
**HUMAN RESOURCES COMMITTEE MEETING**  
**WEST VALLEY WATER DISTRICT**  
**September 9, 2026**

**I. CALL TO ORDER**

Director Bennett called the Human Resources Committee meeting to order at 6:01 p.m.

| <b>Attendee Name</b> | <b>Present</b>                      | <b>Absent</b>            | <b>Arrived</b> |
|----------------------|-------------------------------------|--------------------------|----------------|
| Kelvin Moore         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                |
| Estevan Bennett      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                |
| John Thiel           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                |
| Haydee Sainz         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                |
| Linda Jadeski        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                |

**II. PUBLIC PARTICIPATION**

Director Bennett inquired if anyone from the public would like to speak. No requests were received; therefore, Director Bennett 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 preparing the holiday closure recommendation for this year. General Manager Thiel proposed closing the District from December 24 through January 3, with regular work hours resuming on January 4, 2027. The two-day closure will provide all staff with the same number of days off. The Committee agreed to approve two days of closure. Staff will review scheduling options and bring the item back to the Human Resources Committee for further discussion and final consideration.

Staff has been collaborating with the Blue Group and Black IE Works to explore internship programs.

**2. Minutes for the August 12, 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 & Recruitment Process**

Human Resources & Risk Manager Sainz reported that the Director of Technical Services interviews are being scheduled for late September and/or early October depending on external rater availability. Customer Service Assistant 1000-hour the second candidate selected will start on 9/28.

**7. Proposed Job Description – Engineering Assistant – Intern, 1000 hour**

As part of the recent organizational review conducted by the Gen

eral Manager and in alignment with the Board's desire to create more entry-level opportunities and expand local workforce development, staff developed the Engineering Assistant - Intern, 1000-hr classification. The review also identified an opportunity to enhance hands-on training within the Engineering Division.

Staff recommended that the Human Resources Committee review and discuss the proposed reallocation of one 1,000-hour position to the Engineering Division; review the draft Engineering Assistant - Intern, 1000-hr job description; and consider forwarding the recommendation to the Board of Directors for approval at a future Regular Board Meeting.

**8. Proposed Job Description – Administrative Assistant – Intern, 1000 hour**

As part of the recent organizational review conducted by the General Manager and in alignment with the Board's desire to create more entry-level opportunities and expand local workforce development, staff developed the Administrative Assistant - Intern, 1000-hr classification. The review identified opportunities to strengthen administrative support throughout the District while expanding hands-on training for individuals interested in public sector administration.

Staff recommended that the Human Resources Committee review and discuss the proposed Administrative Assistant - Intern, 1,000-hour position; review the Salary Schedule; and consider forwarding the recommendation to the Board of Directors for approval at a future Regular Board Meeting. For both positions the committee members recommended that the announcement of the positions be included as a bill insert.

**IV. ADJOURN**

Director Bennett adjourned the meeting at 6:14 p.m.

**ATTEST:**

---

**Brandon Yoshida, Board Secretary**



## STAFF REPORT

**DATE:** October 14, 2026

**TO:** Human Resources Committee

**FROM:** Haydee Sainz, Human Resources & Risk Manager

**SUBJECT:** IE Works Annual Membership Fee Renewal for Fiscal Year 2025/26

---

### **STRATEGIC GOAL:**

Strategic Goal 2 - Be an Exemplary Employer. Objective; C. Advance Community Workforce Development

### **MEETING HISTORY:**

09/10/2025 Human Resources Committee

### **BACKGROUND:**

Since 2021, the District has participated in the IE Works Skilled Trades Internship Program, a non-sectarian 501(c)(3) nonprofit organization. The program was designed to provide students with hands-on field instruction, allowing them to apply classroom learning in a professional environment while receiving mentorship from experienced staff. Through this partnership, the District has successfully trained twelve interns, three of whom have been hired as Assistant Water System Operators and are now gainfully employed.

This initiative has served as an effective workforce development model, connecting emerging talent with experienced water professionals and supporting the broader goal of preparing the next generation of workers in the water industry. Separate from IE Works, the District has continued to advance its own community education and workforce development initiatives that directly serve its customer base.

### **DISCUSSION:**

IE Works continues to pursue new grant opportunities aimed at evolving and expanding its current internship model. Grant awards are still pending. If awarded, the funding would support the launch of a redesigned program projected to begin in April 2027. The proposed enhancements are intended to broaden training opportunities, strengthen career pathways, and better align with evolving industry needs. The District has expressed support for this transition and remains committed to cultivating a skilled and diverse water workforce.

On September 18, 2025, direction was given to delay payment of the annual membership fee of \$6,000 until the redesigned program is launched and staff can report back to the Board regarding its progress and benefits.

On September 21, 2026, the IE Works Board of Directors met to discuss pending grant applications, the program budget, and membership commitments. During this meeting, the Board noted that West Valley Water District's annual membership fee remained unpaid and emphasized the importance of the District's continued participation as an active partner. District staff was asked to bring this matter back for discussion and seek direction from the Board.

While the District has successfully participated in the IE Works internship program in the past training twelve interns and hiring three into full-time operator roles there is currently no active cohort or formal internship program in place. In light of this, staff is seeking direction on whether the District should continue its membership in IE Works and authorize the annual fee in anticipation of future program developments. Continued membership would maintain the District's seat on the IE Works Board and preserve its role in shaping the redesigned program.

**FISCAL IMPACT:**

The District does not currently have an established internship program or funding allocated for this purpose in the adopted FY 2026/27 budget. If the Board elects to establish and fund the proposed program with a new cohort of IE Works workers, a budget appropriation of up to \$50,000 would be required. Funding would need to be identified from available resources and may require reductions or reprioritization of other budgeted programs or expenditures.

**REQUESTED ACTION:**

Discuss and provide direction on the IE Works 2024/25 Skilled Trades Internship annual membership fee renewal.

**Attachments**

[09.26 ie-works-renewal.pdf](#)

[IE Works-WVWD 2025-26-Invoice 1034.pdf](#)



September 21, 2026

Dear IEWorks members,

On behalf of IEWorks, thank you for your continued membership and commitment to building a stronger water/wastewater workforce throughout the Inland Empire. As we begin the 2026-27 program year, we are writing with two requests: first, to submit payment for your agency's outstanding 2025-26 pledge, and second, to renew your membership for 2026-27. Both invoices are enclosed with this letter.

We recognize this outstanding balance may simply have been overlooked, and we want to explain why. Since its founding in 2020, IEWorks thrived with robust support from BayWork, a full-time Program Manager, and dedicated grant funding. Beginning in 2025, that support came to a close and IEWorks transitioned to a new model, engaging Beyond the Message to provide administrative support, pursue new signatory agencies, and help identify grant opportunities to sustain the program going forward. Some administrative processes, including invoicing, were affected during that transition, and we appreciate your understanding as we work to get things back on track. Your continued membership is what allows us to keep this work moving, and we hope we can count on your partnership again this year.

Over the past year, IEWorks has continued to strengthen and expand its work. With six participating water agencies, we are building greater regional coordination around workforce development, recruitment, training, and career pathways, with our Operator-in-Training pathway remaining a central focus alongside efforts to expand into additional entry-level water careers such as distribution, treatment, and maintenance. Our partnership with San Bernardino Valley College and local nonprofits continues to support this work, and we are actively pursuing new funding to cover program coordination, participant wages, work-based learning, and support with transportation, childcare, and certification costs — building the infrastructure IEWorks needs for long-term sustainability.

None of this would be possible without our signatory agencies. Your participation provides more than financial support — it brings industry expertise, employment opportunities, mentorship, and organizational leadership, and represents a meaningful investment of both resources and staff time that we deeply appreciate. There is still significant work ahead, but also tremendous opportunity, and together we can continue building a stronger, more sustainable water workforce pipeline for the Inland Empire.

Thank you for being a member of IEWorks. We look forward to another year of collaboration, growth, and results.

Sincerely,

A handwritten signature in blue ink that reads "Gracie Torres".

Gracie Torres

**Inland Empire Works**

2344 Trafalgar Ave  
Riverside, CA 92506-4626 USA



**INVOICE**

BILL TO  
Haydee Sainz  
West Valley Water District  
855 W Baseline Road  
Rialto, CA 92376

INVOICE 1034  
DATE 08/23/2025  
TERMS Net 30  
DUE DATE 09/22/2025

| DESCRIPTION                                | AMOUNT            |
|--------------------------------------------|-------------------|
| Membership Fee July 1, 2025 - June 30,2026 | 6,000.00          |
| <hr/>                                      |                   |
| BALANCE DUE                                | <b>\$6,000.00</b> |

IEWorks taxpayer identification number is 88-3447136  
Make check payable to:  
Inland Empire Works  
2344 Trafalgar Ave  
Riverside, CA, 92506-4626

ACH Payments  
Routing Number: 122235821  
Account Number: 157523981585  
Page 1 of 1



## STAFF REPORT

**DATE:** October 14, 2026  
**TO:** Human Resources Committee  
**FROM:** Haydee Sainz, Human Resources & Risk Manager  
**SUBJECT:** Holiday Closure 2026

---

### **MEETING HISTORY:**

09/09/26 Human Resources Committee

### **BACKGROUND:**

In recent years, the Board of Directors has approved a holiday closure of the District's normal business operations during the period between Christmas Eve and New Year's Day. This closure was initially implemented prior to the completion of the Classification and Compensation Study as a gesture of appreciation for District employees' dedicated service.

A District-wide office closure also allows more employees to take time off during the holiday season by eliminating the need to maintain base staffing levels of supervisors and support staff during this period. Customer and system needs will continue to be met through the existing on-call processes already in place for nights, weekends, and holidays.

### **DISCUSSION:**

A potential 2026 holiday closure would run from December 24th through January 1st, resulting in the closure of three additional business days—December 28, 29, and 30—and providing exactly two additional paid days off for all employees. Normal work schedules would resume on Monday, January 4th, 2027.

Customer Service has requested that the front office be closed to walk-in customers on Monday, December 28th, to accommodate staff interest in taking that day off; however, employees who choose to be off that day would still need to use their own accrued leave time.

The intent of continuing this holiday closure tradition is to provide staff with additional time to spend with their families during the holidays while maintaining business continuity through established on-call protocols. Without a closure, the District would be required to maintain base staffing levels of supervisors and support staff during this period, limiting the number of time-off requests that could be approved.

On September 9, 2026, the Human Resources Committee reviewed the proposed closure and recommended bringing the item back for additional discussion so that the Committee could finalize its review and determine whether to forward a recommendation to the Board for consideration.

### **FISCAL IMPACT:**

The FY 2026–27 Budget includes full-year salary and benefit costs for all employees. As such, the District will not incur any additional costs as a result of the proposed holiday closure.

**REQUESTED ACTION:**

Discuss and provide direction on presenting the 2026 Holiday Closure Proposal to the Board of Directors for approval and implementation.