

RESOLUTION NO. 2025 – 05

**AUTHORIZING AN OPERATING BUDGET AMENDMENT TO SALARIES & WAGES
IN THE AMOUNT OF \$40,000 FOR
ONE-TIME TRANSITION AND RETENTION BONUSES FOR ALL PHWD EMPLOYEES
IN RECOGNITION OF THEIR DEDICATION AND EXTRA WORK
DURING THE GENERAL MANAGER TRANSITION**

PURISSIMA HILLS WATER DISTRICT

WHEREAS, the Purissima Hills Water District (District) is served by a total of eight (8) employees—two (2) in Administration, (5) in Operations, and one (1) General Manager, and many of them are long-term employees; and

WHEREAS, the District is currently in a management transition between General Managers, including a period of several months without a General Manager after the resignation of the former General Manager, as well as the current period with an interim General Manager before the intended appointment of a new General Manager which may take up to six months; and

WHEREAS, during this management transition, the District Board of Directors and staff have stepped up and performed many extra duties and tasks and engaged in decision-making that would have normally been within the General Manager's responsibilities; and

WHEREAS, District employees Sam Vu, Cory Burkett, and Erik Walter, and Board President Lucille Glassman deserve special acknowledgement for their leadership, valued assistance, and hard work in maintaining District operations during this management transition; and

WHEREAS, the General Manager recommends that payment of a one-time transition and retention bonus to all District employees for their ongoing efforts would be well-deserved and warranted, and that the District's Operating Budget should be increased by a total of \$40,000, to cover the expense; and

WHEREAS, the transition and retention bonuses will be paid to each District employee at the next full payroll period, conditioned on each employee remaining employed with the

District for at least six months from the date of this resolution, or in the event of a premature departure must refund a pro-rata amount of the bonus received based on the date of departure from the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Purissima Hills Water District approves an increase in the Operating Budget line item for Salaries & Wages in the total amount of \$40,000 to cover the cost of one-time transition and retention bonuses for all District employees, effective the next full payroll period.

PASSED AND ADOPTED this 21st day of May 2025, by the following votes:


AYES: Directors Stone, Jordan, and Ranganathan.

NOES:

ABSTENTIONS:

ABSENCES: Directors Glassman and Holtz.

ATTEST:


Secretary of the District
President, Board of Directors
Purissima Hills Water District