

**RESOLUTION 2026-08**

**APPROVING AND ADOPTING EMPLOYEE PERFORMANCE REVIEW PLAN,  
ADJUSTED SALARY SCHEDULE, COMPENSATION ADJUSTMENTS, AND  
MARKET EQUITY, COST-OF-LIVING, AND INTERNAL EQUITY  
SALARY ADJUSTMENTS FOR EMPLOYEES EFFECTIVE MAY 16, 2026**

**PURISSIMA HILLS WATER DISTRICT**

WHEREAS, the Purissima Hills Water District ("District") understands that attracting and retaining top talent is imperative to achieve its operational goals; and

WHEREAS, the District understands it must remain competitive in the job market in order to achieve this goal; and

WHEREAS, to remain competitive, the District's strategic priorities for fiscal year 2025-2026 include the development of appropriate programs and procedures to promote employee development; and

WHEREAS, the District recognizes that salary competitiveness is also an essential part of attracting and retaining a high-quality workforce; and

WHEREAS, staff worked to develop and test an employee review and evaluation procedure that includes Employee Classification Specifications that reflect responsibilities and expectations of each position within the organization, employee review procedure, employee evaluation form, and other documents to encourage employee development; and

WHEREAS, the resulting Employee Performance Review Plan, including a rating matrix and supporting forms and documents, was reviewed with employees and the Employee Resource Board Ad Hoc Committee during meetings held in 2025 and 2026, and presented to the Board for consideration on May 13, 2026; and

WHEREAS, staff also conducted an informal review of salary competitiveness that benchmarked against publicly available information from similarly situated water districts and neighboring cities; and

WHEREAS, staff reviewed the San Francisco/Oakland/San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office at December 31, 2025, for which was 3.1%, and upgraded to 3.5% given the later application of a cost-of-living (COLA) this year, and all new salary ranges were increased by that amount; and

2. Approves and adopts the attached updated Salary Schedule effective May 16, 2026; and
3. Approves the policies on compensation adjustments, including annual COLAs, annual merit increases, topped out merit bonus, and longevity incentives as outlined within the Employee Performance Review Plan; and
4. Approves the market equity salary adjustments itemized hereinabove for all employees, plus the 3.5% cost-of-living salary adjustment for all employees, except the General Manager, and the internal salary adjustments for the Administrative Services Supervisor and one of the Water Worker/OITs, all effective May 16, 2026.

PASSED AND ADOPTED this 13<sup>th</sup> day of May 2026, by the following votes:

AYES: Directors Holtz, Jordan, Stone, Ranganathan, and Glassman.

NOES:


ABSENCES:

ABSTENTIONS:

ATTEST:



Secretary of the District



President, Board of Directors  
Purissima Hills Water District