



To: Board of Directors
From: Melanie Richardson, Interim CEO

Weeks of June 5, 2026 – June 18, 2026

Board Executive Limitation Policy EL-7:

The Board Appointed Officers shall inform and support the Board in its work. Further, a BAO shall 1) inform the Board of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established and 2) report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Item	IN THIS ISSUE
<u>1</u>	Recurring Report on Personnel Vacancies
<u>2</u>	Workforce Development: Recent and Upcoming Training Opportunities

1. Recurring Report on Personnel Vacancies

Valley Water strives to attract, develop, and retain a talented and diverse workforce. Our employees come from diverse cultural and professional backgrounds. Valley Water promotes high performance and equal employment opportunities.

Human Resources provides a monthly report on staffing levels and vacancies per the Board's request. The following information is effective as of April 30, 2026.

Valley Water Staffing Levels:

876 - Total Positions
840 - Number of positions filled
37 - Total Vacant Unpaused Position Codes
4.2% - Vacancy Factor
1 - Separations and/or Retirements
0.8% - Average Annual Turnover for 2026

Note - The agency had 921 positions and 45 are paused. This report will be provided before the second Board meeting to ensure we include complete monthly data.

For further information, please contact Patrice McElroy at (408) 630-3159.

2. Workforce Development: Recent and Upcoming Training Opportunities

Valley Water continues to take a proactive approach to developing its workforce by offering a range of employee training and development opportunities. The sessions described below are designed to enhance workplace culture, strengthen professional capabilities, and sustain technical skills.

Building a Safe and Supportive Workplace

The Trauma-Informed Support Through Restorative Conversations training was designed to provide employees with tools to navigate the emotional impact of workplace challenges with care, clarity, and a shared sense of responsibility. The sessions provide an understanding of what trauma is, how it may show up in the workplace, and how employees can support one another. Navigating Difficult Conversations equipped employees with strategies for handling interpersonal interactions and was offered for the Management Leadership Team (MLT) and for non-MLT employees. InsideOut GROW Coaching provided tools to develop coaching skills that foster ownership and improve team performance. Conflict Management trained employees in practical, constructive conflict resolution techniques.

Technical Training

The Water Quality Data Integrity Training covered the proper handling, documentation, and reporting of water quality data to ensure accuracy, transparency, and regulatory compliance. In the Taste-and-Odor Occurrence, Control, and Response Training, employees strengthened their ability to identify and respond to taste-and-odor events. The Water Distribution Operator Exam Prep Course was delivered to reinforce core competencies and prepare staff for certifications with the State Water Resources Control Board (SWRCB).

Beyond the sessions described above, Valley Water regularly offers employees ongoing development opportunities. These include Microsoft technical training, the Emerging Leaders Certification Program, LinkedIn Learning, and additional leadership and soft-skill development training.

For further information, please contact Patrice McElroy at (408) 630-3159.
