

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

## **Weeks of November 21, 2025 – December 4, 2025**

### **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.*

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### **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 has been providing a monthly report on staffing levels and vacancies per the Board's request. As a result of budget challenges, Valley Water has paused several positions until we can achieve some budget relief. The following information is effective as of November 30, 2025.

#### Valley Water Staffing Levels:

876 - Total Positions

836 - Number of positions filled

40 - Total Vacant Unpaused Position Codes

4.6% - Vacancy Factor

1 - Separations and/or Retirements

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.

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