

**Personnel Committee Meeting Minutes
San Juan Water District
February 3, 2026
10:00 a.m.**

Committee Members: George Machado, Chair
Pam Tobin, Member

District Staff: Adam Larsen, General Manager
Donna Silva, Director of Finance & Human Resources
Andrew Pierson, Director of Engineering
Elishia Sorensen-Pelle, Human Resources Specialist
Teri Grant, Clerk of the Board/Executive Assistant

Members of the Public: User 1

Topics: 2026 Compensation Study (W & R)
Other Personnel Matters
Public Comment

1. 2026 Compensation Study (W & R)

GM Larsen provided a written staff report which will be included in the Board packet. He explained that staff needs direction regarding the market position for the upcoming compensation study and staff recommends using the market position from the last compensation study. Ms. Silva explained this would retain the current total cash target of 5% above the market median, which has contributed to a reduction in voluntary turnover from eight to two employees. She explained that the "total cash" metric is fairer than "total compensation" (which includes benefits), as it reflects actual employee take-home pay, not just the maximum possible benefit value.

Ms. Silva further reported that Bryce Consulting will conduct the study based on its expertise and familiarity with the District. The study will include a comprehensive review of shift operator compensation, potentially requiring a three-year data analysis. The study is funded in the current fiscal year and is expected to take a few months to complete.

The Committee recommended continuing the existing strategy of maintaining total cash compensation at 5% above the market median. GM Larsen confirmed that staff will proceed with the study and return to the Committee with the completed report for review and recommendation to the Board.

2. Other Personnel Matters

The Committee welcomed Elishia Sorensen-Pelle, the newly appointed Human Resources Specialist, who will serve as the on-site lead for the Compensation Study. Ms. Sorensen-Pelle reported that three recruitments are currently underway, including a Distribution Operator scheduled to begin on February 24th.

3. Public Comment

There were no public comments.

The meeting was adjourned at 10:12 a.m.

STAFF REPORT

To: Personnel Committee
From: Adam Larsen, General Manager
Date: February 3, 2026
Subject: 2026 Compensation Study

RECOMMENDED ACTION

Staff recommends that the Personnel Committee discuss the upcoming compensation study and provide direction to staff to conduct the study using the same parameters and market position that were utilized in the District's 2022 Compensation Study.

BACKGROUND

The District conducts periodic compensation studies to evaluate employee classifications and salary ranges relative to the labor market. The most recent compensation study was completed in 2022.

Funding for a new compensation study has been included in the approved budget. Staff is seeking direction from the Personnel Committee regarding the scope and approach for the study, including whether to maintain consistency with the parameters and market position used in the 2022 study.

SUMMARY

This agenda item provides the Personnel Committee with an opportunity to provide direction to staff regarding the framework for the District's upcoming compensation study. Specifically, staff is requesting guidance on whether the study should be conducted using the same labor market, job matching methodology, and market position as the 2022 compensation study.

Direction from the Personnel Committee will allow staff to proceed with the study under a consistent and previously approved approach.

The Committee may provide direction regarding:

- Whether the compensation study should follow the same parameters and market position as the 2022 study; and
- Any additional considerations the Committee would like staff to incorporate.

No action is required at this time unless the Committee wishes to direct staff to proceed with the compensation study under the recommended framework.