



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA  
MEETING OF THE PERSONNEL COMMITTEE  
Wednesday, February 22<sup>nd</sup>, 2017 at 5:30 p.m.  
560 Magnolia Avenue, Beaumont, CA 92223**

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**CALL TO ORDER**

**PUBLIC INPUT**

**PUBLIC COMMENT:** At this time, any person may address the Finance and Audit Committee on matters within its jurisdiction which are not on the agenda. However, any non-agenda matters that require action will be referred to staff for a report and possible action at a subsequent meeting. To provide comments on specific agenda items, please complete a Request to Address the Committee form and provide the completed form to the Committee President prior to the committee meeting. Please limit your comments to three minutes. Sharing or passing time to another speaker is not permitted.

**ACTION ITEMS**

1. Adjustments to the Agenda
2. Personnel Committee
  - a) Salary Survey Status and Next Steps\*\* (pages 3-16)
  - b) Review of Employment Contracts and Consideration for Updating
  - c) All Staff Questionnaire: Third Party to Administer and Provide Feedback (Survey Monkey).
3. Action List for Future Meetings
4. Next Meeting Date:

**ADJOURNMENT**

\*\* Information included in the agenda packet

**AVAILABILITY OF AGENDA MATERIALS** - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Finance and Audit Committee in connection with a matter subject to discussion or consideration at a meeting of the Finance and Audit Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") If such writings are distributed to members of the Committee less than 72 hours prior to the meeting, they will be available from the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available from the District Office in the Board Room of the District's Office.

**REVISIONS TO THE AGENDA** -In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Agenda may be made up to 72 hours before the Finance and Audit Committee Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District's Main Office, located at 560

Magnolia Avenue, Beaumont, California, up to 72 hours prior to the Finance and Audit Committee Meeting.

**REQUIREMENTS RE: DISABLED ACCESS** - In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the District Office, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. The District Office may be contacted by telephone at (951) 845-9581, email at [info@bcvwd.org](mailto:info@bcvwd.org) or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.



DRAFT

**Beaumont-Cherry Valley Water District**  
**Request for Proposals**  
**For**  
**Compensation Study**

**Beaumont-Cherry Valley Water District**  
**560 Magnolia Ave,**  
**Beaumont, California 92223**  
**(951) 845-9581**

RFP Posting Date  
**January 12, 2017**

RFP Due Date  
**February 16, 2017**  
**at 5:00 P.M.**

## CONTENTS

- A. BACKGROUND
- B. SCOPE OF WORK
- C. SPECIAL PROVISIONS
- D. SAMPLE OF PROFESSIONAL SERVICE AGREEMENT

DRAFT

## SECTION A BACKGROUND

### I. INTRODUCTION

Beaumont-Cherry Valley Water District (District) invites qualified firms/consultants to submit proposals for conducting a comprehensive compensation study. The required services are herein described in the Scope of Work.

### II. DISTRICT PROFILE

The District was formed in 1919 as the Beaumont Irrigation District under California Irrigation District Law, Water Code Section §20500 *et seq.* The name was changed to the Beaumont-Cherry Valley Water District in 1973. Beaumont-Cherry Valley Water District (BCVWD) is a California Special District that provides potable and non-potable water service within its 28 square mile service area.

The District is located in the foothills of the San Bernardino Mountains, approximately 75 miles east of Los Angeles along interstate 10. With a service area encompassing approximately 28 square miles, the District provides potable water and non-potable water service to over 48,000 residents within the City of Beaumont and the unincorporated Community of Cherry Valley in Riverside and San Bernardino Counties in Southern California.

### III. BACKGROUND AND OBJECTIVE (BCVWD)

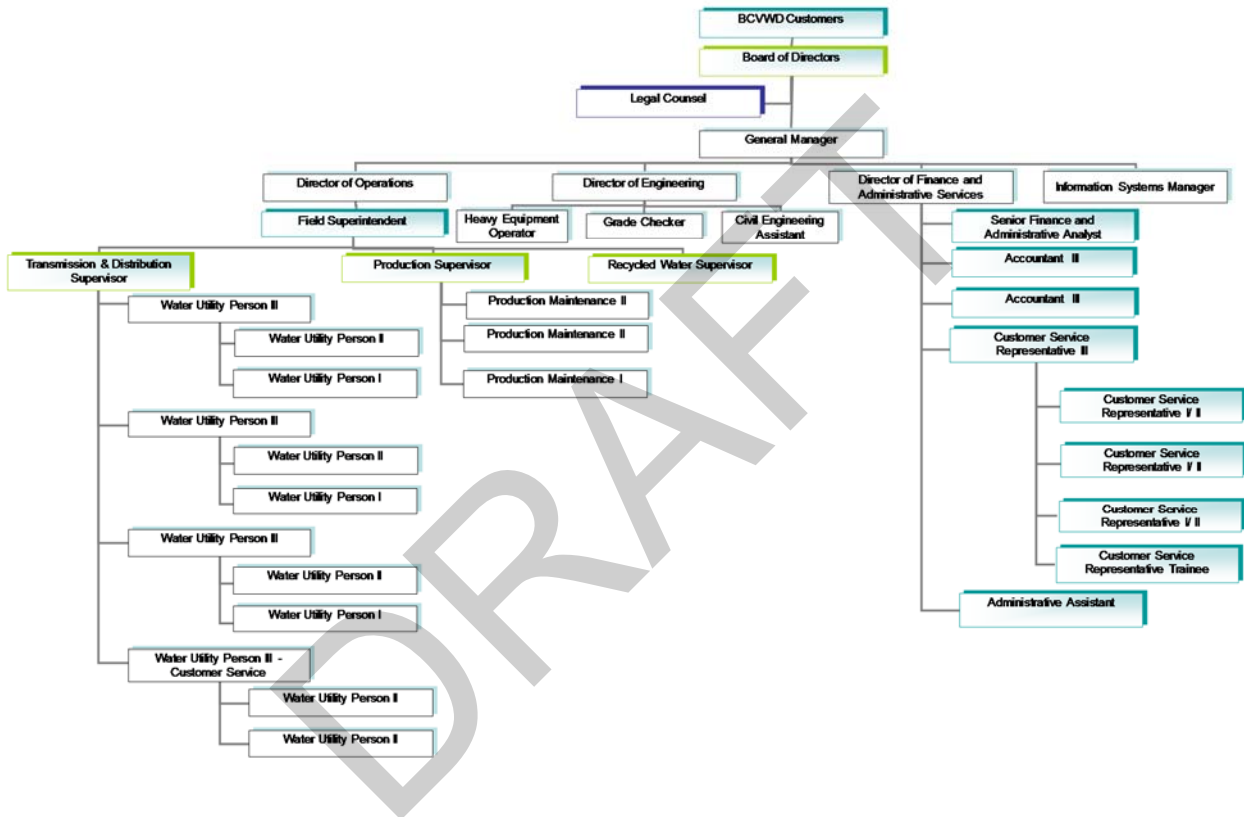
The District is governed by a five-member Board of Directors elected at-large to four year terms by BCVWD's constituents. The General Manager administers the day-to-day operations of the District in accordance with policies and procedures established by the Board of Directors.

The District currently employs twenty-nine (29) full time employees in 16 classifications. The employees are represented by the District's Employee Association bargaining team, with three employee representatives.

Terms in the current Memorandum of Understanding (MOU) require the District to conduct a compensation survey prior to the expiration of the MOU agreement. The MOU went into effect on March 9, 2016 and expires on December 31, 2017. For this reason, the District is seeking proposals from qualified firms/consultants to perform a compensation study in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP). Specific information on the District's existing classification plan and salary schedule is included.

The District's Budget authorizes staffing of 29 full-time employees and is organized into the following Departments with the organizational structure and salary schedule below:

1. Finance and Administrative Services
2. Customer Services
3. Information Systems
4. Operations
5. Transmission and Distribution
6. Production Maintenance
7. Recycled Water
8. Engineering



**Beaumont-Cherry Valley Water District Salary Schedule**

Effective: January 1, 2017 Classification	Hourly Rates					Annual Range	
	1	2	3	4	5		
Customer Service Representative Trainee	10.50	11.05	11.63	12.24	12.88	21,840.00	26,790.40
Water Utility Person I	15.06	15.85	16.69	17.57	18.49	31,324.80	38,459.20
Customer Service Representative I	15.57	16.39	17.26	18.16	19.11	32,385.60	39,748.80
Production Maintenance I	18.16	19.11	20.12	21.17	22.29	37,772.80	46,363.20
Water Utility Person II	18.16	19.11	20.12	21.17	22.29	37,772.80	46,363.20
Customer Service Representative II	18.49	19.47	20.49	21.57	22.71	38,459.20	47,236.80
Administrative Assistant	18.49	19.47	20.49	21.57	22.71	38,459.20	47,236.80
Production Maintenance II	20.24	21.30	22.42	23.60	24.84	42,099.20	51,667.20
Water Utility Person III	20.24	21.30	22.42	23.60	24.84	42,099.20	51,667.20
Customer Service Representative III	24.19	25.46	26.80	28.21	29.69	50,315.20	61,755.20
Transmission & Distribution Supervisor	27.39	28.84	30.36	31.96	33.64	56,971.20	69,971.20
Recycled Water Supervisor	27.39	28.84	30.36	31.96	33.64	56,971.20	69,971.20
Production Supervisor	27.39	28.84	30.36	31.96	33.64	56,971.20	69,971.20
Grade Checker (1000 HR)	28.57	30.07	31.65	33.32	35.07	59,425.60	72,945.60
Civil Engineering Assistant	29.01	30.54	32.16	33.85	35.63	60,340.80	74,110.40
Heavy Equipment Operator (1000 HR)	31.02	32.65	34.37	36.18	38.08	64,521.60	79,206.40
Accountant III	32.40	34.10	35.90	37.79	39.78	67,392.00	82,742.40
Information Systems Manager	42.12	44.34	46.67	49.13	51.71	87,609.60	107,556.80
Sr. Finance and Administrative Analyst	37.91	39.91	42.01	44.22	46.55	78,852.80	96,824.00
Field Superintendent	38.73	40.77	42.91	45.17	47.54	80,558.40	98,883.20
Director of Operations	54.68	57.55	60.58	63.76	67.12	113,734.40	139,609.60
Director of Engineering	54.68	57.55	60.58	63.76	67.12	113,734.40	139,609.60
Director of Finance and Administrative Services	54.68	57.55	60.58	63.76	67.12	113,734.40	139,609.60
General Manager	76.97	81.02	85.28	89.77	94.49	160,097.60	196,539.20
Board of Directors	\$200 per diem for meeting attendance in accordance with District rules						

## IV. DISTRICT BENEFITS AS PART OF THE COMPENSATION PACKAGE

### 1. Retirement

The District contracts with CalPERS to provide the 2.7% at 55 retirement formula for all employees hired before January 1, 2013. The District pays the required PERS employer contribution as well as a % of the employees' contribution as set forth below:

- a. 8% for employees hired before 2001;
- b. 1% for employees hired between 2001 – 2010; and
- c. 0% for employees hired after 2011.

New employees who are new members to CalPERS and fall under the California Public Employees' Pension Reform Act (PEPRA), hired on or after January 1, 2013, are contracted with CalPERS under the 2% at 62 retirement formula, required by PEPRA. The District additionally participates in the U.S. Federal Social Security program.

Employees hired after January 1, 2013 pay a contribution of 8% of annual salary.

### 2. Health Benefits - Medical

The District provides 100% of medical benefits for the employees and their eligible family members. The District offers four HMO health plans to choose from. Enrollment in one of the plans is mandatory. Coverage is effective the first day of the month following the date of hire.

### 3. Life & Accidental Death and Dismemberment (AD&D) Insurance

Employees are provided with a district-paid Life and AD&D policy of the equivalency of one year's salary.

### 4. Deferred Compensation

A 457(b) plan is available to all employees. Enrollment is voluntary. The District does not contribute to the 457 Plan.

### 5. Holidays

The District offers 10 paid holidays plus employee's birthday.

### 6. Administrative Leave

Administrative Leave is offered to the General Manager at an accrual rate of 10.93 hours per pay period, which includes vacation and sick accruals.

### 7. Vacation Leave

Annual Vacation Leave for employees covered under the MOU is earned at:

- a. 0 – 4 years of service: 80 hours/annually
- b. 5 – 14 years of service: 120 hours/annually



- c. 15 - + years of service: 160 hours/annually

Note: Contract employees earn annual vacation leave based upon the terms of their individual contracts. Those contracts include the following positions:

Director of Engineering  
Director of Operations  
Director of Finance & Administrative Services  
Information Systems Manager

8. Sick Leave

Sick Leave is earned at:

- a. Part-time employees: 1 hour earned per 30 hours worked: 24 hours annual cap.
- b. Full-time employees: 3.7 hours earned per pay period/or 96.2 hours per year (no cap)
- c. Salary employees: 4.62 hours earned per pay period/or 120.12 hours per year (no cap)

Unused sick leave in a 12-month period is eligible for a payout up to 12 months, at half the employee's regular pay rate.

9. Bereavement Leave

The District offers bereavement leave to full-time employees, accordance with District Policy:

- a. 2 days for parents & parent in-law
- b. 4 days for employee's spouse/child

## SECTION B SCOPE OF WORK

### I. SCOPE OF SERVICES

Beaumont-Cherry Valley Water District (District) is seeking proposals from qualified human resources firms/consultants to perform the following tasks:

Total Compensation Study – shall include but no limited to:

A. Required Tasks

1. Develop an expansive list of 8-10 regional water districts a potential comparable agencies.
2. Conduct a preliminary study of the identified 8-10 regional water districts and determine which represent most closely to BCVWD.
3. Review of current compensation, practices and related issues.
4. Conduct a comprehensive total compensation survey, including benefits, using the final list of comparable water districts as agreed upon by BCVWD, using not

only job titles, but duties and responsibilities based upon the classifications specifications from BCVWD.

5. Recommend appropriate benchmark classifications.
6. Assess each classification systematically in relation to comparable water districts as appropriate.
7. Provide written report of methods, techniques, and data for the assessment of each position.
8. Develop externally competitive and internally equitable salary recommendations for each job class included in the study.
9. Provide recommendations covering special compensation issues such as salaries above the maximum, seniority, market conditions, maintenance of the salary schedules; education rewards; and other creative recommendations that include performance based incentives as part of total compensation.
10. Define how compensation elements will be valued to provide appropriate comparison (for example, tiered retirement system or different retirement formulas).
11. Contact identified comparable water districts/agencies to develop compensation data for comparison.
12. The survey should examine what similar water districts/agencies in the vicinity are offering as compensation. The completed survey will provide an analysis and recommendations, if necessary, for the adjustment of salaries.
13. Report shall include a list of recommendations that shall be prioritized in order of measured level of importance with clearly defensible justification in support of each recommendation and a cost benefit analysis for any funding required for implementing a particular recommendation, the cost benefit analysis shall include both short and long term anticipated savings and net savings.
14. Present a final draft compensation report for review by BCVWD's key staff.
15. Present final compensation report to the Board of Directors.

#### B. Deliverables

1. Monthly progress reports on project status.
2. Draft compensation study report no later than [June 8, 2017](#).
3. Final compensation study report no later than [June 29, 2017](#). BCVWD shall be provided with both electronic and hard copy reports. The final report shall also include a description of the general methodology utilized to calculate the various elements of compensation.

#### C. Service To Be Provided By District

The services provided by BCVWD include but are not necessarily limited to the following:

1. Furnish all reasonable available data, records, reports, and information related to the scope of work; and
2. Provide staff support and assistance as required and agreed to in advance of the studies.

## II. CONTRACT AWARD

Issuance of the Request for Proposal (RFP) and receipt of proposals does not commit BCVWD to award a contract. BCVWD reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected company should negotiations with the selected company be terminated, or to cancel any section of this RFP.

Any agreement resulting from this RFP will be signed only after successful negotiation of contract terms and conditions and all applicable procedural requirements have been met.

An award under this RFP will not be based solely on the lowest price. If an award is made, it will go to the bidder(s) with the best overall proposal and price combination. The successful proposal will be competitively priced and provide for adequate service to meet BCVWD's needs. The District shall be the sole judge as to the successful firm/consultant.

## III. PROPOSAL REQUIREMENTS: FORMAT AND CONTENT

So that competing proposals can be compared equally, firms/consultants must assemble their proposals in strict adherence to the layout requirements. Failure to follow all proposal layout requirements may result in disqualification of your proposal for being non-responsive.

All Questions should be in writing and directed to Yolanda Rodriguez, Director of Finance and Administrative Services.

The signature of an authorized representative must appear on the cover sheet of the firm's/consultant's proposal. The signature will be interpreted by the District to indicate the firm's/consultant's willingness to comply with all the terms and conditions set forth in this solicitation, unless specific written exceptions are noted.

Proposals should be brief and concise, devoid of extraneous material and promotional information. They should be in sufficient detail to allow a thorough evaluation of the plan of work and its correlated costs. The proposal must be assembled in the following order, with tabs separating each section.

1. A description of the organization's professional qualifications.
2. A statement indicating the number of employees, by level, which will perform the study.
3. A resume for each employee who will be assigned to the District's Organizational Assessment and Compensation study, including:
  - a. Name of individual
  - b. Education/professional credentials

- c. Experience with compensation study
  - d. Hourly rates to be charged for each employee
  - e. Amount of time each employee will be dedicated to preparation of this study
  - f. Their position/role for this study
4. A separate listing of current and prior Assessments and Compensation study clients indicating the following:
  - a. Types of service performed; and
  - b. Names, addresses and telephone numbers of persons who may be contacted by BCVWD staff as references.
5. Indicate availability to proceed with work on or about [March 9, 2017](#) and include a tentative schedule for completing the study (District anticipated a 90 day schedule would be appropriate).
6. A written work plan outlining, in detail, how the firm/consultant proposes to perform the study requested and any information pertaining to any area of the compensation study which is customarily reviewed during such a study which has not been mentioned in the "Scope of Services" section of the RFP. Such information includes tasks, services, activities, etc. with sufficient detail to convey the proposer's knowledge of the subjects and skills necessary to successfully complete the project. The firm/consultant may also present any creative approaches that might be appropriate and may provide any supporting documentation.
7. In a separate sealed envelope, provide a not-to-exceed cost estimate adequate to cover the scope of the project. The cost estimate should be itemized by task and include a list of charge out rates related to the names of key personnel to be used by the firm during this project. Include time, materials, travel, and other expenses, which may be associated with the duties and obligations under this Request for Proposal. All costs must be identified. This process is not considered a bid, nor will cost alone decide who is selected. Please note that BCVWD relies heavily on the not to exceed amount and is reluctant to grant further increases unless substantial reasons are made for overage. A requested payment schedule should accompany the work schedule.

#### IV. EVALUATION PROCESS AND SELECTION CRITERIA

The District will review all submittals and make a recommendation based upon the established evaluation criteria. After the proposals have been evaluated, the highest ranked firm/consultant may be interviewed. All firms/consultants submitting a proposal will be notified in writing as to their status in the selection process.

The criteria for selection will be based on, but not limited to, the following:

- Experience and qualifications of personnel assigned to this project and their availability.
- References from clients with similar projects.
- The quality of the proposed project approach, scope, value-added, manner and thoroughness in which it is presented in the proposal.
- Price proposal (including expenses)

Final selection will be made based upon both the written proposals and the interview (if applicable). Information contained in the cost envelope will be secondary and will be opened after the proposals have been reviewed; how that information is used is at the discretion of the District.

Selection is contingent upon final negotiation of a mutually agreed upon Professional Service Agreement approved by the Board of Directors of the Beaumont-Cherry Valley Water District.

## V. DISCRETION AND LIABILITY WAIVER

The District reserves the right to reject all proposals or to request and obtain from one or more of the firms/consultants submitting proposals, supplementary information as may be necessary for District staff to analyze the proposals pursuant to the firm's/consultant's selection criteria.

The District is not liable for costs incurred by the firm/consultant for the cost of the proposal. The firm/consultant, by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

All proposals shall be binding for a period of 90 days after the proposal due date. The District also reserves the following rights and options with respect to this RFP:

- To re-issue this RFP with or without change or modification, at any time prior to the District's execution of a Professional Services Agreement pursuant to this RFP;
- To cancel this RFP with or without issuing another request for proposals;
- To supplement, amend, substitute or otherwise modify this RFP at any time prior to the District's execution of a Professional Services Agreement pursuant to this RFP;
- To waive informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the District's sole judgment, material to the proposal;
- To request modification of some or all of the proposals following evaluation by the District;
- To request clarifications of any proposals;
- To negotiate simultaneously, or otherwise, with one or more Respondents; and
- To discontinue and resume negotiations with one or more Respondents.

## VI. INSURANCE REQUIREMENTS

The chosen firm/consultant will be required to maintain insurance coverage throughout the course of the Professional Services Agreement, and shall provide BCVWD with evidence of said coverage as set forth in the Professional Services Agreement. The requirement is subject to change and modification pursuant to review by the District's legal counsel. Please review contract language and insurance requirements prior to submitting proposal and note any proposed exceptions to the Agreement tenets in your proposal. The Professional Services Agreement is attached for reference.

## VII. PROPOSAL SCHEDULE

\*\*This is a tentative schedule and may be modified at the District's discretion.

Notice Inviting Proposals for Salary  
Compensation Study

January 12, 2017

Proposals Due

February 16, 2017

Evaluation & Possible Interview

February 22, 2017

Board of Directors Approval

March 8, 2017

## VIII. DIRECTION FOR SUBMITTING PROPOSAL

Closing Date: All proposals must be received by **5:00 p.m. on February 16, 2017.**

Proposals: Please submit one (1) original unbound copy, and six (6) copies in a sealed envelope marked – **Technical Proposal for BCVWD Salary Compensation Study** to the address below.

Not to Exceed Cost Estimate: Please submit one (1) original unbound copy, and six (6) copies in a sealed envelope separate from the Technical Proposal marked **Cost Proposal for BCVWD Salary Compensation Study** to the following:

Beaumont-Cherry Valley Water District  
Attn: Yolanda Rodriguez, Director of Finance & Administrative Svc.  
560 Magnolia Ave  
Beaumont, CA 92223  
[yolanda.rodriquez@bcvwd.org](mailto:yolanda.rodriquez@bcvwd.org)

Each sealed envelope containing a bid proposal must have, on the outside:

- The name of the bidder

- The bidder's address
- The statement "DO NOT OPEN UNTIL THE TIME OF BID OPENING"

The proposal must be received at the specified address by the closing date and time indicated above. Firms/consultants mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals. Late proposals will not be accepted.

Beaumont-Cherry Valley Water District reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposal received.

## SECTION C SPECIAL PROVISIONS

I. ACCURACY OF THIS SPECIFICATION. This specification is believed by the District to be accurate and to contain no affirmative misrepresentation or any concealment of fact. In preparing its bid, the bidder and all subcontractors named in its bid shall bear sole responsibility for bid preparation errors resulting from any misstatements or omissions in this specification which could easily have been ascertained. Although the effect of ambiguities or defects in this specification will be as determined by law, any patent ambiguity or defect shall give rise to a duty of the bidder to inquire prior to bid submittal. Failure to so inquire shall cause any such ambiguity or defect to be construed against the bidder. An ambiguity or defect shall be considered patent if it is of such a nature that the bidder, assuming reasonable skill, ability, and diligence on its part, knew or should have known of the existence of the ambiguity or defect. Furthermore, failure of the bidder or subcontractors to notify the District in writing of specification defects or ambiguities prior to bid submittal shall waive any right to assert said defects or ambiguities subsequent to submittal of the bid.

## II. QUESTIONS AND INQUIRIES

Questions concerning this RFP may be submitted in writing to:

Beaumont-Cherry Valley Water District  
Attn: Yolanda Rodriguez, Director of Finance and Administrative Svc.  
560 Magnolia Avenue  
Beaumont, CA 92333  
E-mail: [yolanda.rodriquez@bcvwd.org](mailto:yolanda.rodriquez@bcvwd.org)

All questions and responses will be published with the RFP document on the BCVWD website. This information will be located on the Home Page on the Current Solicitations Tab.

SECTION D  
DISTRICT'S SERVICES AGREEMENT

A **sample** of the District's Services Agreement is provided for review. Submission of a Proposal is the Contractor's willingness to accept the terms of the agreement. **Please specifically identify each and every term of the agreement that your firm/consultant is unwilling to accept and the reason therefore.**

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