



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

PERSONNEL COMMITTEE MEETING AGENDA
Thursday, October 1, 2020 - 5:30 p.m.

TELECONFERENCE NOTICE

*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq. and
California Governor's Executive Orders N-29-20 and N-33-20
Personnel Committee members will attend via Zoom video conference*

To access the **Zoom conference**, use the link below:
<https://us02web.zoom.us/j/84318559070?pwd=MG9pYW50ZXZBRENTZWt5L25IMGR6UT09>

To telephone in, please dial: **(669) 900-9128**

Enter Meeting ID: **843 1855 9070**

Enter Passcode: **956254**

*For Public Comment, use the **"Raise Hand"** feature if on
the video call when prompted. If dialing in, please **dial *9**
to **"Raise Hand"** when prompted*

*Meeting materials will be available on the BCVWD's website:
<https://bcvwd.org/document-category/personnel-committee-agendas/>*

Call to Order: Chair Covington

Announcement of Teleconference Participation

Roll Call

Teleconference Verification

Public Comment

PUBLIC COMMENT: At this time, any person may address the Personnel 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. Please limit your comments to three minutes. Sharing or passing time to another speaker is not permitted.

1. **Adjustments to the Agenda**
2. **Acceptance of Personnel Committee Meeting minutes:**
 - a. July 27, 2020 (pages 4 - 10)

ACTION ITEMS

- 3. District Residences and Emergency Facility Policy and properties**
(pages 11 - 48)
 - a. District Residences and Emergency Facility Policy revision
 - b. Draft Occupancy and Employment Agreement

- 4. Proposed BCVWD Policies and Procedures Manual Updates**
(pages 49 - 52)
 - a. Policy Section 1000 General
 - i. Policy 1000 Definitions
 - ii. Policy 1010 Policy Manual

- 5. Proposed Personnel Committee Meeting Schedule for 2021**
(pages 53 - 54)

- 6. Proposed Information Systems Manager Classification Change**
(pages 55 - 64)

- 7. Proposed Maintenance Utility Classification** (pages 65 - 70)

- 8. 2020 Employee Engagement Survey Results Presentation**
(pages 71 - 94)

- 9. Water Professionals Appreciation Week – Oct. 3 – 11, 2020** (No Staff Report)

- 10. Report from Human Resources Department** (pages 95 - 96)

- 11. Action List for Future Meetings**
 - *Employee Association topics*
 - *Policy manual updates*

- 12. Next Meeting Date: November 23, 2020**

Adjournment

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 Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Personnel Committee of the Board of Directors 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 Board less than 72 hours prior to the meeting, they will be available from the District website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Special Meeting Agenda may be made up to 24 hours before the 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 24 hours prior to the 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 or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

CERTIFICATION OF POSTING

I certify that on or before 5:29 p.m. September 24, 2020, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 24 hours in advance of the meeting (Government Code §54956(a)).


Digitally signed by Yolanda Rodriguez
DN: cn=Yolanda Rodriguez, o=Finance and Administration, ou=Finance and Administration, email=yolanda.rodriquez@bcvwd.org, c=US
Date: 2020.09.24 16:15:20 -0700

Yolanda Rodriguez
Director of Finance and Administration



BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, July 27, 2020 at 5:30 p.m.

***Meeting held via teleconference pursuant to
California Government Code Section 54950 et. seq. and
California Governor's Executive Orders N-29-20 and N-33-20***

CALL TO ORDER

Chair Covington called the meeting to order at 5:33 p.m. at 560 Magnolia Avenue, Beaumont, California.

Announcement of Teleconference Participation

Director of Finance and Administration Yolanda Rodriguez clarified that this meeting is conducted via teleconference pursuant to California Government Code Section 54953, and under Executive Order N-29-20 and N-33-20 of the Governor of California.

The teleconference capabilities of this meeting have been identified in the Notice and Agenda for this meeting, pursuant to the Brown Act and the Governor's Executive Order. Under the Governor's Executive Order and the Gathering Guidelines of the California Department of Health due to the danger of COVID-19, the teleconference locations are not publicly accessible. The public's right to comment and participate in the meeting is being assured via teleconference capabilities.

The Beaumont-Cherry Valley Water District (BCVWD) will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to meetings.

Attendance

<i>Directors present:</i>	<i>Ramirez, Covington</i>
<i>Directors absent:</i>	<i>None.</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers; Director of Finance and Administrative Services Yolanda Rodriguez, Human Resources Coordinator Sabrina Foley, Senior Finance and Administrative Analyst William Clayton, Assistant Director of Operations James Bean, Field Superintendent Knute Dahlstrom, Crew Leader Michael Morales, Senior Engineer Mark Swanson, Administrative Assistant Erica Gonzales</i>
<i>BCVWD Employee Association reps:</i>	<i>Dustin Smith Erica Gonzales</i>

Director of Finance and Administration Yolanda Rodriguez verified that all members of the Personnel Committee and staff have indicated that they are able to hear the other directors clearly on the teleconference. No committee members or staff expressed any reason to believe, based on voice recognition or otherwise, that those persons representing themselves to be committee members are not truly so.

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None.
2. Approval of the June 1, 2020 Special Meeting minutes

The Committee accepted the minutes of the Personnel Committee meeting.

3. District Residences and Emergency Facility Policy and properties

- a. District Residences and Emergency Facility Policy revision
- b. Draft Occupancy and Employment Agreement
- c. Scope of Work

General Manager Jagers introduced the item. Based on the discussion and requests of the Personnel Committee at the last meeting, three documents have been prepared to reflect current requirements of the District to reasonably provide service to the residences or the employees and maintain the properties. For discussion and direction are a proposed revision to the District Residences and Emergency Facility Policy, draft Occupancy and Employment Agreement and a list of items that could reasonably have to be maintained over the course of the residency, Jagers explained.

There is no Exhibit A: Scope of Work, Jagers confirmed. This will be finalized based on Committee direction.

President Covington first noted that staff has done a good job combining to update and create a more legible and responsible version and asked several questions.

Ms. Foley explained the inclusion of sections 6a and 6b to confirm that District residences are not provided to the employee as a benefit. By stating the requirement, the taxable liability to the District and employee is removed, she noted. Mr. Jagers added that legal counsel's labor law expert was also consulted. If the housing is a benefit, there are potential tax and Cal PERS calculation implications. There are activities required of the employee, Jagers continued, which will be concisely crafted.

Ms. Foley noted that under Section 12, Termination of Employment and Occupancy, 60 days is consistent with California law and was confirmed by legal counsel. Mr. Jagers will re-confirm, as Covington indicated a preference for 45 days since this is not a rental agreement.

Director Ramirez said he is glad to have staff in the Canyon residences and appreciated the accomplishments of staff. He questioned having the District responsible for all plumbing repairs and things of that nature related to gross negligence. Mr. Jagers agreed, noting that minor things would likely be handled by the residents, but mainline piping and similar activities eventually reach the end of their service lives and if the District does not take responsibility there is a disconnect.

Ramirez compared the situation to that of residents being responsible for their lines out to the street. Mr. Jagers noted the component for non-employee occupancy and pointed out that with a non-employee occupant, they would be crossing District facilities and the District would not have control of observation of its facilities. Some of the things in the list of BCVWD's responsibilities may be more descriptive than would be with a non-employee occupied residence, he added.

In response to Director Ramirez, General Manager Jagers explained that typically, staff maintains the access roads in the canyon as part of daily operations and maintenance. If the housing unit is on the main access road, BCVWD will want to be responsible to assure maintenance access. Ramirez said he wants to make sure there is clarity in responsibility. Jagers indicated this could be addressed in the Scope of Work.

President Covington concurred with Director Ramirez and suggested removing redundancy and clarifying responsibilities of the District in all three documents. Mr. Jagers suggested that restructuring the items as an exhibit may be the best solution, as it is the piece that has the highest opportunity for updating.

The Scope of Work should be a standalone item, Covington agreed, and said it should correlate with some level of reduction in normal fair market value rent, i.e. maintenance fee.

Regarding vehicles located at the residences as indicated in the draft Occupancy and Employment Agreement, Covington suggested that all vehicles must be licensed and operable, and meet applicable state laws. Three vehicles is more than appropriate, he noted. Mr. Jagers suggested modification to allow the opportunity to have the number of vehicles match the number of licensed drivers, plus stored unoccupied recreational vehicles. President Covington indicated the goal is to assure vehicles are licensed and operable while avoiding a car lot. President Covington also suggested specifying that RVs are not to be permanently occupied.

Director Ramirez asked about clarifications on length of stay for extended family; President Covington referred to the Occupancy Agreement and Mr. Jagers noted there may be pre-existing conditions that will need to be addressed separately. Covington acknowledged, and indicated that the general manager should work out any pre-existing conditions and noted that all employees are aware that these changes are coming. Director Ramirez concurred and stressed the need to get a grasp on pre-existing conditions.

GM Jagers noted that if standards for the future are set, current conditions and waivers can be considered. President Covington agreed that the District can be sensitive to pre-existing conditions but only to a certain level.

President Covington noted that a requirement for renter's insurance is not in the District's current policy and asked about its inclusion. Mr. Jagers said he is aware there are issues with procuring certain types of insurance, specifically fire, for these

residences due to location. Jagers indicated he needs to review this requirement, but believes a certain amount of liability coverage is needed. President Covington pointed out that it would behoove the employees to insure their personal property and indicated that “shall maintain” liability for themselves and guests on District property is appropriate to assure the District is protected.

Director of Finance and Administrative Services Yolanda Rodriguez clarified that the District pays for propane and electricity up front, then bills the occupant. President Covington suggested the security deposit should be at least enough to cover outstanding electric or propane bills.

Jagers explained the Housing Unit Cost Analysis. Although a monthly fee began to be collected in 2009, staff was unable to find a justification of that amount. The \$200 per month has been consistent since at least 1997, Jagers noted, and the origin is uncertain.

Costs to maintain the structure in a way that it continues to have value and to service the District were examined to create an overall set of maintenance activities then house-specific general costs were noted taking into account the 20-year average cost index and interest accrued by the District, Jagers stated. The analysis shows life cycle costs, but not what has been expended to date, he explained.

Items that may or should be performed by the occupant are indicated in red, Jagers noted, and include painting and repairs. Items in black are more the responsibility and expense of the District. Covington acknowledged that the analysis is a good starting point to understand true costs to operate and maintain the District houses.

President Covington request staff bring back the changes as suggested, provide the fair market value of rent on like houses in the area and define the scope of work and a mechanism for assuring the work is performed. Jagers advised that there is a value to having a presence in the Canyon for oversight and security and it will be listed as a value.

President Covington indicated that it is important to the ratepayers that the District is not just giving away a benefit to specific employees. He said he would like to make sure that a policy is developed that the District can stand behind and makes the District and employees comfortable.

Director Ramirez concurred and said he appreciated the thorough conversation.

Mr. Jagers said he believes a next step is to meet with the individual employees to develop the Scope of Work and determine what work is currently being done.

President Covington invited public comment. There was none.

4. Proposed BCVWD Policies and Procedures Manual Updates

a. Policy Sections 100-3125

Human Resources Coordinator Sabrina Foley explained that policy manual revisions have been ongoing since the July 2018 Personnel Committee meeting. Foley said that she has taken over primary responsibility since her hire in fall of 2019. She shared

proposed revisions and explained the new numbering system, use of APA Style, and addition of gender-neutral pronouns.

Some revisions are upon recommendation of the District's human resources consultant, and others are at the request of the Employee Association, Foley noted. General Manager Jagers pointed to Attachment 1 which identifies the changes to the manual and Ms. Foley reviewed the table of Recommended Policy Changes and Edits.

Proposed new policies include definitions of employee and Board of Directors, Employee Information and Emergency Data, Whistleblower Policy, Infections Disease Control, Workplace Violence, and Uniforms and Protective Clothing.

Ms. Foley introduced new policy section 1010, related to maintenance and responsibilities regarding the policy manual.

President Covington expressed concern that the Board would not be seeing the extent of the changes without a redline. Ms. Foley indicated that a redline seemed very difficult to read and suggested instead highlighting changes. In response to President Covington, Ms. Foley acknowledged she had been working with HR Dynamics, but these policies had not yet been to legal counsel for review.

Mr. Jagers advised that the employee Memorandum of Understanding (MOU) would also transition into a document of similar format using reference numbers. He drew attention to policy numbering and suggested a side-by-side comparison could be produced on 11 x 17 pages with color coding.

President Covington asked if the policies previously adopted by the Board are proposed to be re-amended. Ms. Foley said some have minor changes suggested for consistency. Covington requested a redline of changes to provide a comfort level for the Committee. Jagers suggested detailed review of a comparison by the Personnel Committee. Covington suggested a meeting solely focused on the manual. Foley noted there is an extensive number of policies recommended for editing by HR Dynamics and the process has been ongoing for a couple of years.

Foley requested discussion of the uniforms policy prior to close of the meeting due to the hot weather and employees' request.

President Covington indicated the proposed format and concept are on the right track. He recommended a transitional period for the Committee to understand by seeing the existing policy and the proposed changes in order to be comfortable moving the revisions forward to the Board. He pointed out there are some proposed sections that are not consistent with what was previously approved by the Board.

Director Ramirez said he appreciated the work and the concept of bringing all things together with references. He said it would be helpful to have the suggested comparison early for perusal.

GM Jagers pointed out that the Employee Association also needs to walk through the proposed changes.

5. Proposed Vendor Agreement: USA Fact

Ms. Foley explained that this item resulted from the COVID-19 situation and the current practice of doing the background checks, which depends on the UPS Store providing

Live Scan services. There was a point when the UPS Store was closed and not doing Live Scan, she noted. Although the District is not currently hiring, she said, Staff wanted to identify an alternative in case the vendor again becomes inaccessible.

Additionally, there may be some fiscal efficiencies from switching to an alternate method and vendor, she said. The current vendor processes check via the Department of Justice which legal counsel confirmed is a higher standard than the District is required to meet. Foley explained the current process is also cumbersome.

Foley introduced USA Fact for online background screening and pointed out the service agreement, noting the pricing is competitive. The results are sent directly to HR, not the potential employee, she pointed out.

President Covington asked how the process changes for the employee; Ms. Foley said it is an electronic process where the employee enters personal information via a website and results are sent directly to HR, and a copy to the candidate. This also maintains physical distance and increases efficiency and convenience for candidates who may be working and unable to make a Live Scan appointment.

Covington indicated support and suggested recommendation to the Board. Director Ramirez concurred.

6. BCVWD Return to Work Protocols

Ms. Foley reminded the Committee that on March 19, 2020 the GM declared a state of emergency due to the COVID-19 pandemic and it was ratified by the Board of Directors on March 26. Due to public health orders, she continued, the District closed the office and lobby to the public and most administrative and engineering staff are instructed to work remotely. Emergency temporary policies have been enacted. Operations and Production staff is working with additional precautions, in-person meetings are being avoided and social distancing and face coverings have been implemented.

If public officials lift or change social distancing restrictions, the District would like to develop a written plan for returning employees to in-person work in the future or for allowing vendors and members of the public access to the main office, Foley stated.

She introduced a draft Return to Work Protocol for COVID-19 Emergency with the intention to create a framework for the GM when it is determined that it is safe to return and reviewed the proposed provisions. Mr. Jagers added that this is a challenging subject and said he appreciated all the work to prepare for opening. He reminded the Committee of discussion at the Board meeting last week.

Jagers said it is important not to wait to establish these protocols at the time of need in order to have time to work through them and keep them updated. This is a significant beginning to a live, dynamic, document, he explained. He said he expects this document will morph over time until the end of the pandemic.

Covington noted this is a protocol rather than a policy and does not require Board approval. He noted that employees should all follow the same guidelines in returning to work and have protocols in place to limit potential exposure.

Director Ramirez indicated that if the office can open in a very safe manner then it should be done, as the District is an essential entity. In response to Director Ramirez' question, Mr. Jagers noted that the office was closed as a result of a declaration of emergency

ratified by the Board. Director Ramirez opined that the document should go to the Board since the office had been closed by declaration. GM Jagers suggested an informational item to the Board with updates, Foley and Covington concurred.

7. Report from Human Resources Department

Ms. Foley reported there were no new hires or separations, and no promotions or transfers. Employee communications include a calendar and newsletter, she stated. A CalPERS 457 plan presentation was delivered by webinar for staff to attend.

HR distributed a memo regarding the Riverside County emergency curfew, she advised, and there have been directives regarding COVID-19.

Annual required acknowledgements of the harassment policy were completed and an employee engagement survey is underway, Foley noted. Results will be available for Personnel Committee review at the next meeting.

In response to President Covington, Ms. Foley detailed the content of the anonymous survey and confirmed that the results will be available to management staff and the Committee.

8. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates*

9. Next Meeting Date:

Monday, September 28, 2020 at 5:30 p.m.

ADJOURNMENT: 7:55 p.m.

Attest:

DRAFT UNTIL APPROVED

John Covington, Chairman
to the Personnel Committee of the Beaumont-Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 28, 2020**

Item 3

STAFF REPORT

TO: Board of Directors
FROM: Yolanda Rodriguez, Director of Finance and Administrative Services
SUBJECT: **District Residences and Facility Emergency Policy and properties**

Staff Recommendation

Review the proposed revision to the District Residences and Emergency Facility Policy, provide comment and/or direction to staff, and/or recommend presentation of the final draft to the full Board for adoption.

Background

As the Beaumont-Cherry Valley Water District boundaries grew to encompass the more rural areas of Cherry Valley and the Bonita Vista Water Company, it acquired various properties in Edgar Canyon, such as well sites and other facilities, three of which included residential dwelling structures, with one property containing two residential dwelling structures.

Over time, BCVWD employees have been installed at these residences to provide security, maintenance, and report to any emergency need that arises. The District's historic intent upon installing District employees at these residences "is in furtherance of providing ongoing security for the District's wells and transmission facilities."

At its meeting of June 1, 2020, the Personnel Committee reviewed the District Residences and Facility Emergency Policy and samples of the Rental (or Housing) Agreement and directed staff to prepare revisions that assure transparency and represent the interests of both the employees residing in the District-owned residences and those not in residences.

The Policy having been last revised in 2009 in response to a Grand Jury investigation in 2008, the Personnel Committee identified several areas of needed revision:

- The Policy and the Agreement should be complementary and coordinated
- Provide for the potential to rent to a tenant other than a District employee
- Delineate the responsibilities of the employee residing in the District-owned residence

The Personnel Committee reviewed the first drafts of the proposed revisions at the meeting of July 27 and gave further direction to staff.

Summary

District Residences and Emergency Facility Policy

The objective in policy design is to arrive at a final document to serve the District's needs moving forward. It is understood that there are currently a number of situations at the District residences



that may not meet the standards of the ultimate policy document; however these situations should be addressed with variance agreements outside of the adopted policy and standard agreement, in order to reach a conclusion and set a policy goal for the long term.

Again, of important note: the policy has been designed to assure that the residency does not constitute a taxable fringe benefit to the employee and is instead a working condition fringe benefit and does not create a legal tenancy. At the same time, typical legal tenant protections have been included to assure the safety and peace of mind of the employee.

Items for discussion:

1. Rental to non-employees (availability for lease to the general public)

(District Residences and Facility Emergency Policy Draft 6: Sections 3 and 5)

Staff identifies issues with the potential for rental to non-employees and suggests against said activity.

The primary reasons for installing BCVWD employees in these residences are for security, emergency response, and maintenance purposes. A non-employee would not fulfill this role, and further, may present a security risk. If the houses are open to non-employee lease, this would defeat the ultimate goal and would allow non-employee direct access to the District's wells, reservoirs, and other facilities located on the properties, resulting in potential threat to the public's water system.

Additionally, the residences are located in an area of severe fire danger. This was recently all too apparent as the Apple Fire and El Dorado Fire burned through Cherry Valley necessitating evacuations in the area. Current employee-occupants of the District residences provided services during both fires to protect District interests and ensure availability of water to combat the fire. In staff's experience, the occupants have been unable to procure full renters' insurance policies due to the fire exposure. Rental to non-employees may result in potential liability to the District, as the District is aware of this inherent danger. District employees are advised, aware, and trained to respond to this danger.

2. Definition of "immediate family"

(District Residences and Facility Emergency Policy Draft 6: Section 8c)

Personnel Committee members had pointed out that often a family unit may consist of others beyond the typical definition of family members. The District uses the California Healthy Workplaces, Healthy Families Act definitions as enumerated in the BCVWD Policies and Procedures Manual Part I Section 24 D and recommends its reference in the District Residences and Facility Emergency Policy:

24D. Family members covered include parents, children, spouses, registered domestic partners, grandparents, grandchildren, and siblings which are defined as follows:

- i. A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.*



- ii. *A “parent” means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered “parents for purposes of this division.*
- iii. *The term “spouse” is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.*
- iv. *A registered domestic partnership shall be established in California when both persons file a Declaration of Domestic Partnership and are registered with the Secretary of State.*
- v. *Any other definition of Family Member as defined by the State of California.*

If desired, the Personnel Committee may discuss and recommend any additions to this policy section specifically as applied to the District Residences and Facility Emergency Policy.

3. Security Deposit: Negligence and Gross Negligence

(District Residences and Facility Emergency Policy Draft 6: Purpose, Section 6g)

The Personnel Committee pointed out that the District should not be responsible for damage or situations caused by the negligence of the residents of the District residence.

Negligence is defined as an act of carelessness; the failure to use the level of care and caution that an ordinary person would use in similar circumstances. Defaults and damages resulting from a party’s negligence may be cured by retention of an amount from the occupant’s security deposit.

California law provides that deductions from a security deposit may be made for the cost of repairing any damages caused by the occupant or occupant’s guests, not including ordinary wear and tear.

A negligence clause has been included in the policy and in the Employment and Occupancy Agreement.

4. Assurance that the Scope of Work is being completed

(District Residences and Facility Emergency Policy Draft 6: Purpose, Section 7d)

Staff recommends the following:

Oversight of the responsibilities of the Employee-Occupant will be assigned to the Employee-Occupant’s immediate supervisor.



5. Vehicle parking on the properties

(District Residences and Facility Emergency Policy Draft 6: Purpose, Section 8g)

Staff acknowledges that these are rural properties and are not as likely as urban residences to cause neighborhood blight due to parking of vehicles. However, it is the District's intention to limit vehicle parking to a reasonable standard in order to avoid creating an aesthetic nuisance and maintain the integrity of the neighborhood. The following is suggested:

- a. *Passenger vehicles and trucks: one vehicle per licensed driver in residence plus one additional vehicle, (i.e. tow vehicle for RV, etc.)*

Vehicles must be in operable condition, currently registered in the State of California with current valid tags displayed,

- b. *No commercial vehicles other than the employee's assigned District vehicle, or other by permission of the General Manager only*

- c. *RVs*

One Recreational Vehicle of any size may be parked on the property.

The RV may be occupied by no more than two persons on a temporary basis (not to exceed six months in a 12-month period).

Must adhere to all applicable County ordinances

RV must be in in operable condition, currently registered in the State of California with current valid tags displayed

- d. *Boats, ATVs, personal watercraft, trailers, golf carts and other vehicles*

These types of other vehicles are limited to one such vehicle on the property and must be parked as much as possible to be out of sight from the street.

6. Termination of Agreement – Vacation of premises

(District Residences and Facility Emergency Policy Draft 6: Purpose, Section 12)

The Personnel Committee had suggested a policy of 45 days for vacation of the premises upon termination of the Occupancy Agreement. Staff recommends retaining the 60-day period to vacate the residence after termination of employment or upon written notice. Although this may seem generous, California law provides for 60-day notice if the occupancy has been longer than one year. For the sake of consistency, staff suggested 60 days' notice for any length of occupancy, and still recommends retaining this period even though the Employment and Occupancy Agreement is designed not to create a tenancy. This is consistent with the effort to provide some standard tenant protections regardless of tenancy status.

7. Variances for current situations

(District Residences and Facility Emergency Policy Draft 6: Purpose, Section 8v)



Staff suggests the following:

Variances to the above policies may be made at the discretion of the general manager.

Staff requests that the Board authorize the General Manager to enter Variance Agreements with the current occupants of the District residences who may have situations not in compliance with the proposed policy document and/or Employment and Occupancy Agreement. This can be achieved via the suggested inclusion in the policy document, or by separate authorization by the Board. The General Manager would negotiate with the affected employees to come to a resolution of mutual benefit in order to bring the property situation into eventual compliance with the desired policies.

For the purposes of recommendation to the Board, staff has prepared several accompanying documents. These do not require Board action and are not part of the recommendation to the Board, they are for information only.

Draft Occupancy and Employment Agreement

The revision of this document reflects policy items and delineates the legal terms for occupation of the District-owned residences. It is a standalone document and will not be a part of the policy adoption, allowing the District flexibility in terms (while remaining within the policy) and to respond to potential legal environment changes.

Scope of Work

The proposed Scope of Work has been prepared based on current conditions and work being performed and will be attached to the Occupancy and Employment Agreement.

Any detailed references to work requirements previously noted in the Policy and the Employment and Occupancy Agreement have been relocated into the Scope of Work.

Cost Analysis

The Cost Analysis prepared by staff and presented at the previous meeting shows that a monthly maintenance fee is reasonable for each residence. Each residence may require a different maintenance fee cost due to square footage of the residence, garage, and other factors. Staff recommends an increase in maintenance fee be phased in at the renewal of each Employment and Occupancy Agreement term for existing employee-occupants.

Although the Employment and Occupancy Agreement is designed not to create a legal tenancy, the District desires to assure fair treatment of all occupants of District residences and looks to typical landlord-tenant relations to inform the policy.

New Agreements will reflect the new monthly maintenance fee.



Attachments

- A. Proposed revision District Residences and Emergency Facility Policy
- B. Draft Occupancy and Employment Agreement
- C. Fair Market Value Comparisons to District Housing
- D. Cost Analysis



POLICY DRAFT – VERSION 6
DISTRICT RESIDENCES AND FACILITY EMERGENCY POLICY

PURPOSE

1. **District facilities.** BCVWD owns and maintains domestic water facilities and associated structures located in Edgar Canyon and other properties within the City of Beaumont, the community of Cherry Valley and unincorporated areas within Riverside and San Bernardino Counties.
2. **Properties.**
District-owned residence properties include four (4) separate residence dwelling units in close proximity to water system facilities necessary for the provision of water service, including but not limited to wells, pipelines, reservoirs and other facilities necessary for delivery of water. These facilities are located in remote locations in the District-owned watershed area.
3. **Emergency Capability.** It is critical that the District have the capability to respond to emergencies or other problems which may arise at any time at the remotely located water system facilities.
 - a. Local Emergencies include:
 - i. Acts of vandalism
 - ii. Security breaches
 - iii. Power failures
 - iv. Operational failures
 - v. Floods
 - vi. Fires
 - vii. Earthquakes
 - viii. Monitor damage caused by wildlife
 - ix. Other natural or human-caused emergencies
 - b. Regional emergencies
It is also necessary to have the capability to respond to regional emergencies, in conjunction with other public agencies, in order to provide mutual response to a major and/or natural disaster.
4. **Practicality.** The housing of District personnel in said residences is the most practical alternative to provide emergency and safeguarding services to remote water facilities.
5. **Non-Employee Occupancy**
 - a. In the event that it is determined by the General Manager that a District-owned Residence does not require occupancy by a BCVWD employee for the above-stated purposes, whether on a long- or short-term basis, a District-owned Residence may be leased to a private tenant on a 12-month basis at fair market value.

- b. The District's needs shall be evaluated by the General Manager after 11 months following the date of execution of the lease, and a determination made as to whether to offer a 12-month renewal of the lease.
- c. If a District-owned Residence will be leased to a private party, all of the landlord-tenant laws of the State of California will apply, and a California Association of Realtors standard Residential Lease Agreement form shall be used along with appropriate disclosures and District rules as outlined in the District's Employment and Occupancy Agreement.

POLICY

6. Occupancy of District-owned Residences

- a. Occupancy of District-owned residences is provided for the convenience of BCVWD.
- b. The Employee is required to accept this lodging as a condition of employment.
- c. Management will determine which employees are eligible for occupancy of District-owned residences based on organizational criteria, such as the employee's job functions, availability of residences, and the qualifications of the employee.
- d. Employment and Occupancy Agreements for District-owned residences are provided to Employees with the experience and qualifications necessary to perform required duties in order to safeguard the District's facilities and respond to emergencies or other potential problems that may arise.
- e. Upon selection and prior to moving into a District-owned residence, Employee shall enter into an Employment and Occupancy Agreement as provided by the District.
- f. Employees residing in District-owned residences shall pay a monthly maintenance fee which will accrue to pay for major maintenance expenses of the residence.
- g. Upon selection and prior to moving into a District-owned residence, Employee shall furnish to the District a reasonable security deposit based on three (3) times the amount of the monthly maintenance fee . The security deposit is fully refundable upon move-out; unless deductions are necessary for:
 - i. Default on payment of the monthly maintenance fee
 - ii. Default on reimbursement for electric or propane service
 - iii. Damage in excess of normal wear and tear
 - iv. Cleaning due to excessive filth / trash / debris

7. Responsibilities

- a. The General Manager or their designee will prepare a Scope of Work to be performed by Employees living in District-owned residences, to be designated Exhibit A to the Employment and Occupancy Agreement.
- b. The primary responsibilities of the Employee residing in a District residence include but are not limited to:
 - i. Safeguarding property and facilities from trespassers and potential vandalism
 - ii. Monitoring property and facilities daily

- iii. Responding immediately to facilities nearest the residence in the event of a natural disaster or other emergency
- c. Management will provide procedures for the Employee to follow for situations that may occur, to be included in the Scope of Work document.
- d. Oversight of the responsibilities of the Employee-Occupant will be assigned to the Employee-Occupant's immediate supervisor.
- e.

8. Occupancy.

- a. Occupancy by the Employee is not a benefit of employment but is required due to the need for oversight of the BCVWD property.
- b. Employee shall pay any possessory interest tax as invoiced by the respective County Tax Assessor / Collector.
- c. During Employee's employment, **Employee's spouse or Registered Domestic Partner, and dependent children**, if any, may occupy said Residence. Employee is required to advise the District of any updates to the list of occupants.
- d. Maximum occupancy of District-owned residences is two (2) persons per bedroom.
- e. Employee may have up to two (2) pre-approved indoor pets in the residence. Other domestic animals may be considered if the property is appropriate (i.e. horses). All animals in residence on BCVWD property are governed under Title 6 of the Riverside county Code or Title 3, Division 2 of the San Bernardino County Code and must be approved by BCVWD prior to locating them at the residence.
- f. Wild or undomesticated animals are deemed potentially dangerous and are not allowed to be maintained on BCVWD property.

- g. Vehicles. It is the intention of the District to limit the parking of vehicles on the properties so as to avoid aesthetic nuisance.

- i. Passenger vehicles and trucks: one vehicle per licensed driver in residence plus one additional vehicle (i.e. tow vehicle or truck, etc.)

Vehicles must be in operable condition, currently registered in the State of California with current valid tags displayed,

- ii. No commercial vehicles other than the employee's assigned District vehicle, or other by permission of the General Manager only

- iii. RVs

One Recreational Vehicle of any size may be parked on the property.

The RV may be occupied by no more than two persons on a temporary basis (not to exceed six months in a 12-month period).

Must adhere to all applicable County ordinances

RV must be in in operable condition, currently registered in the State of California with current valid tags displayed

- iv. Boats, ATVs, personal watercraft, trailers, golf carts and other vehicles

These types of other vehicles are limited to one such vehicle on the property and must be parked as much as possible to be out of sight from the street.

- h. Variances to the above policies may be made at the discretion of the General Manager.

9. Utilities

- a. Provided by BCVWD free of charge to the residence:
 - i. Water
 - ii. Septic tank service and related maintenance
 - iii. Pest control
 - 1. Pest control shall be provided upon request as needed for interior of residence and garage.
 - 2. Pest control shall be provided upon recommendation by annual inspection as needed.
- b. To be reimbursed by the Employee-Occupant to the District upon receipt of bill:
 - i. Propane gas
 - 1. Employee shall be responsible for payment within 15 days of presentation of such invoice by the District.
 - ii. Electricity
- c. To be established and provided by Employee:
 - i. Telephone service
 - ii. Internet service
 - iii. Television (cable or satellite)
- d. Trash removal: There is no trash pick-up service for the residence. Employee will be responsible for daily removal to an approved waste management site; Residence trash may be disposed of in dumpsters at District facilities.

9. Maintenance

- a.
 - A. BCVWD responsibility.
 - a. BCVWD shall perform or cause to be performed by a qualified contractor an annual inspection of the Residence and property to determine any maintenance needs.
 - b. Unless repair or replacement of property is deemed to be the result of negligence or misuse by the Employee or occupants otherwise beyond normal wear and tear (in which case, Employee will be held responsible for payment in full of all costs associated with restoration of the property), BCVWD shall be responsible for the interior, exterior and replacements as specified below:
 - (i) All residence structural items including but not limited to joists, roof members and shingles, foundation, gutters and downspouts, window frames and glass, doors and associated hardware.
 - (ii) All appliances purchased and installed by BCVWD.
 - (iii) All fencing, gates, locks, and associated hardware.
 - (iv) Exterior maintenance:, roof repair, wood trim, and siding.

- (v) All major plumbing repairs including but not limited to piping, valves, drain lines, septic system, and faucets.
- (vi) All internal and external electrical which was previously installed by BCVWD (conduit and associated hardware and switches, circuit breakers, attached lighting fixtures).
- (vii) All items integral to residence or garage structure or design, including but not limited to, framing, roof, drywall, foundation, window frames and glass, and doors and associated hardware.
- (viii) Maintenance, repair and/or replacement of air conditioner and/or heating unit, and associated hardware, duct work, and electrical.
- (ix) Maintenance, repair and/or replacement of propane fuel tank, and associated hardware and piping.

11. Insurance.

a. BCVWD shall carry and maintain, at BCVWD's sole cost and expense, at all times during the term of the Employment and Occupancy Agreement, with respect to the premises, broad form General Public Liability Insurance for Bodily Injury and Property Damage in the amount of \$1,000,000 per person, \$3,000,000 per occurrence. The policy may contain and aggregate limit not less than the occurrence limit. The required limits may be satisfied by a combination of primary policy and an excess or umbrella policy.

- b. All insurance required pursuant to the express provisions of the Employment and Occupancy Agreement shall provide that coverage shall not be revised, canceled or reduced until at least thirty (30) days written notice of such revision, cancellation or reduction shall have been given to Employee.
- c. The comprehensive general liability insurance to be maintained by BCVWD pursuant to this section shall name the Employee as additional insured.

12. Termination of Employment and Occupancy

- a. Employee's right to use and occupy a District-owned residence is a condition of employment, subject to review, and is on a periodic basis.
- b. Upon termination of employment, the right is also terminated.
- c. Vacation of premises will occur on the earlier of:
 - i. Sixty (60) days following written notice from BCVWD to vacate the residence; or
 - ii. Sixty (60) days following the date upon which Employee's employment with BCVWD is terminated; or
- d. Occupancy of the District-owned residence may be terminated at any time by BCVWD with or without cause upon 60 days written notice.



EMPLOYMENT AND OCCUPANCY AGREEMENT – AGENCY FACILITIES

This Employment and Occupancy Agreement (“Agreement”) is made and executed effective:

_____, _____ by and between Beaumont-Cherry Valley Water District, an independent special district of the State of California (BCVWD or “DISTRICT”), and:

_____ (“EMPLOYEE”), an individual.

RECITALS

1. BCVWD owns and maintains domestic water facilities and associated structures located in Edgar Canyon and other properties within the City of Beaumont, the community of Cherry Valley and unincorporated areas within Riverside and San Bernardino Counties.
2. For the convenience of the DISTRICT, and in the best interest of the DISTRICT, BCVWD desires to engage the services of EMPLOYEE to perform duties as specified herein with respect to said facilities and associated structures.
3. EMPLOYEE has the experience and qualifications necessary to perform required duties.
4. The purpose of this Agreement is to set forth the terms by which BCVWD has engaged EMPLOYEE to perform various duties at BCVWD’s facilities located at:

and other miscellaneous properties; and the terms and conditions under which EMPLOYEE shall occupy the residential premises owned by BCVWD (“Residence”) located at:

5. The parties hereby acknowledge that EMPLOYEE shall pay \$_____ per month which will accrue to pay for major maintenance of the DISTRICT-owned Residence.
6. The parties to this Agreement understand and acknowledge that BCVWD is a public agency and as such is exempt from most real property taxes and assessments. However, the County may require BCVWD to pay a possessory interest tax. The parties hereby agree that the EMPLOYEE shall pay the possessory interest tax.

SCOPE OF WORK

1. **Location.** In consideration of occupancy of the DISTRICT-owned Residence ("Residence") at:

_____ :

2. **Residence.** EMPLOYEE shall reside full-time at the BCVWD above-identified Residence located on BCVWD property as part of the terms of this Agreement.

3. **Services to be Provided**

- a. Effectively safeguard the DISTRICT property and facilities from trespassers and potential vandalism
- b. Monitor property and facilities daily
- c. Respond immediately to facilities nearest the Residence in the event of a natural disaster or other emergency
- d. Perform the duties as outlined in Exhibit A, Scope of Work
- e. EMPLOYEE's regular duties, responsibilities, and obligations are defined in, and are hereby incorporated by reference, in the EMPLOYEE's regular Job Classification Specification (job description).

4. **Site/Facility Security**

EMPLOYEE shall be alert to the fact that Edgar Canyon facilities are important sources of potable water. The safety and protection of these sources is of foremost importance to BCVWD. All activity in and around the streams is prohibited. Guests of the EMPLOYEE are not allowed tours, nor will photography, videography, or recordation of any type of any facility, structure or property be allowed. The location of security equipment is strictly confidential and shall not be disclosed to anyone other than BCVWD management.

5. **Compensation and Job Status**

- A. EMPLOYEE's employment status under this Agreement shall be at-will and governed by the BCVWD Employees MOU and/or District Policy.
- B. EMPLOYEE shall observe adherence to all BCVWD Employee Rules and Regulations, Policies, and the Policies and Procedures Manual.
- C. EMPLOYEE's regular Job Classification Specification is attached as Exhibit B and such duties are in addition to the Scope of Work (Exhibit A) as the course of regular employment.

TERMS OF OCCUPANCY OF RESIDENCE

Occupancy by the EMPLOYEE is not a benefit of employment but is required due to the need for oversight of the BCVWD property.

1. **Occupancy**

- A. A Residence consisting of a **three (3) bedroom** structure and detached garage are located on BCVWD's property in the area where EMPLOYEE performs work for BCVWD.

- B. EMPLOYEE agrees that they carefully examined the Residence prior to occupancy, including the grounds and all buildings and improvements, and that the facilities are, at the time of this Agreement, in good order and repair, and in a safe and clean condition. EMPLOYEE accepts occupancy of the Residence “as is.”
- C. No Residential Tenancy Created. This Agreement does not establish a leasehold interest in the Residence or the property upon which the Residence is situated. This Agreement does not establish a landlord-tenant relationship between EMPLOYEE and BCVWD. The Residence is corporate housing provided to EMPLOYEE under a license as part of the position of EMPLOYEE. To the extent that any rights under California residency laws apply, EMPLOYEE hereby explicitly waives them.
- D. BCVWD recognizes the presence of occupants in said Residence is beneficial to BCVWD in terms of maintenance, security and emergency response. Accordingly, BCVWD shall permit EMPLOYEE and Family Members as defined in the District’s Policies and Procedures Manual Part I Section 24 D, if any, to occupy said Residence during EMPLOYEE’s employment together with an appropriate (monthly) maintenance fee as well as exchange of the performance of certain associated job duties and activities set forth on Schedule A – Scope of Work including but not limited to maintaining and securing the Residence in accordance with the terms established herein.
- E. The maximum occupancy of the Residence is two (2) persons per bedroom.
- F. EMPLOYEE may have guests in the Residence for not more than 14 consecutive days or 30 days total in one calendar year, and no more than two (2) guests at any one time. At no time may the maximum occupancy (Section E, above) be exceeded.
- G. Within two (2) days of any change, EMPLOYEE shall advise BCVWD of any additional inhabitants or change of inhabitants at Residence (including family or overnight guests and persons overnighing in any RV parked on the property) and shall, if requested, provide the license plate and vehicle description of said inhabitants.

Occupant List

Date:

- H. The Residence shall be used as a private dwelling and will be occupied only by those persons named above. The Residence shall not be used for any other purposes without the consent of the General Manager.

2. Rules.

A. Pets and animals.

- i. Under no circumstances shall EMPLOYEE maintain on the property wild or undomesticated animals, which are deemed as potentially dangerous by BCVWD.
- ii. All animals in residence on BCVWD property are governed under Title 6 - Animals of the County of Riverside Code or Title 3, Division 2 of the San Bernardino County Code and must be approved by BCVWD prior to locating them at the Residence.

1. Dogs must be properly and currently licensed, vaccinated and spayed/neutered according to the ordinances of the County of Riverside or County of San Bernardino.
 - iii. All animals approved by BCVWD shall be quartered as deemed appropriate by BCVWD.
 - iv. Pets to be maintained indoors shall be subject to an additional Pet Deposit.
- B. Smoking or vaping. Smoking or vaping inside or within 25 feet of operable doors or windows of the Residence or other buildings on the property is prohibited.
- C. Fires. No fires shall be permitted on BCVWD property except in facilities such as wood burning stoves, fireplaces, or similar devices. Use of a barbeque will be acceptable as long as the barbeque is a self-contained and covered/lidded device – no open fires or burning pits/receptacles will be allowed.
- D. EMPLOYEE shall not permit anything dangerous, flammable, or explosive on the DISTRICT Property or within the Residential Unit.
- E. Firearms. Legal firearms/weapons and associated ammunition are permitted on BCVWD property as permitted by law.
- F. EMPLOYEE shall not erect any television or radio antenna, flagpole, or similar structure on the exterior of the Residential Unit or on any other location on the DISTRICT Property without written permission from the General Manager or their designee.
- G. EMPLOYEE shall not allow unlawful, or offensive use of the DISTRICT Property or Residential Unit.
- H. EMPLOYEE shall not conduct any business at the District Property without prior written permission from the General Manager.
- I. EMPLOYEE shall not operate or use the DISTRICT Property or Residential Unit in such a manner as to create a nuisance on the property.
- J. EMPLOYEE shall not grow, or allow others to grow, any crops on the DISTRICT Property or within the Residential Unit without prior written permission from the DISTRICT Manager.
- K. EMPLOYEE shall not grow, use, or store, or allow others to grow, use, or store cannabis plants or products, on or at the DISTRICT Property or within the Residential Unit.
- L. EMPLOYEE agrees to comply with all federal, state and local laws, ordinances and rules affecting the cleanliness, occupancy and preservation of the Premises during the term of this Agreement.
- M. EMPLOYEE agrees to comply with all federal, state and local laws, ordinances and rules with regards to illegal drugs or substances.

3. Utilities

- A. Provided by BCVWD free of charge to the Residence:
 - i. Water
 - ii. Septic tank service and related maintenance
 - iii. Pest control
 1. Pest control shall be provided upon request as needed for interior of Residence and garage.

2. Pest control shall be provided upon recommendation by annual inspection as needed.
- B. To be reimbursed to the District upon receipt of bill:
- i. Propane gas
 1. Employee shall be responsible for payment within 15 days of presentation of such invoice by the District.
 - ii. Electricity
 1. Employee shall be responsible for payment within 15 days of presentation of such invoice by the District.
- C. To be established and provided by EMPLOYEE:
- i. Telephone service
 - ii. Internet service
 - iii. Television (cable or satellite)
- D. Trash removal: There is no trash pick-up service for the Residence. EMPLOYEE will be responsible for daily removal to an approved waste management site; Residence trash may be disposed of in dumpsters at District facilities.

4. Maintenance

A. EMPLOYEE Responsibility

- a. EMPLOYEE shall maintain cleanliness and order of both the interior and exterior areas of said Residence structures, as well as the surface of the surrounding roadway so as to have a clear, neat and orderly appearance.
- b. EMPLOYEE shall maintain the lawn, front and back yards of the Residence as applicable.
- c. EMPLOYEE shall make minor repairs and maintain the property in good order including furnishings, appliances, and fixtures in the Residence.
- d. Under no circumstances shall EMPLOYEE make any modifications, additions, or improvements of any nature to any BCVWD structure, landscaping or property without first obtaining written authorization from BCVWD.
- e. All permitted modifications, additions, or improvements and any fixtures installed by EMPLOYEE shall be the property of the DISTRICT.
- f. Requests for repair, maintenance items or improvements to the Residence must obtain prior approval in accordance with District Policy (5080 Purchasing).
- g. EMPLOYEE is required to alert BCVWD of defective or dangerous conditions at the property immediately upon discovery.

B. BCVWD Responsibility

- a. Unless repair or replacement of property is deemed to be the result of negligence or misuse by the EMPLOYEE or occupants otherwise beyond normal wear and tear (in which case, EMPLOYEE will be held responsible for payment in full of all costs associated with restoration of the property), BCVWD shall be responsible for all interior, exterior and replacements as specified below:

- i. All Residence structural items including but not limited to joists, roof members and shingles, foundation, gutters and downspouts, window frames and glass, doors and associated hardware.
- ii. All appliances purchased and installed by BCVWD.
- iii. All fencing, gates, locks, and associated hardware.
- iv. All exterior maintenance, , roof repair, wood trim and siding.
- v. All major plumbing repairs including but not limited to piping, valves, drain lines, septic system, and faucets.
- vi. All internal and external electrical which was previously installed by BCVWD (conduit and associated hardware and switches, circuit breakers, attached lighting fixtures).
- vii. All items integral to Residence or garage structure or design, including but not limited to, framing, roof, drywall, foundation, window frames and glass, and doors and associated hardware.
- viii. Maintenance, repair and/or replacement of air conditioner and/or heating unit.
- ix. Maintenance, repair and/or replacement of propane fuel tank, and associated hardware and piping.
- x. All requests for maintenance of any of the aforementioned shall be directed to BCVWD, and subsequent follow-up and approval of work shall be solely at the discretion of BCVWD.

5. Unauthorized Individuals/Trespassers

- A. In the event EMPLOYEE encounters or observes trespassers on BCVWD properties, EMPLOYEE shall:
 - (i) Inform said trespasser that they are trespassing on BCVWD property and request they vacate.
 - (ii) If the trespasser refuses to cooperate when asked to vacate, EMPLOYEE shall notify BCVWD management and the County of Riverside Sheriff's Department. Under no circumstance shall EMPLOYEE use force, brandish weapons or provoke violence. BCVWD shall be notified of all incidents involving trespass no later than the next working day.
 - (iii) EMPLOYEE shall not grant access to BCVWD facilities by non-DISTRICT personnel, nor shall EMPLOYEE grant permission to any person(s) to hike on or through BCVWD property unless written permission has been obtained from the General Manager.

6. Vehicles

All vehicles stored at Residence area must be operable and must meet applicable State of California emissions requirements. BCVWD reserves the right to limit the number of vehicles stored on property if BCVWD deems their presence to be unsightly or unsafe. Vehicles are to be maintained in safe condition in order to insure they are not a threat to BCVWD structures, facilities, or personnel. Vehicles. It is the intention of the District to limit the parking of vehicles on the properties so as to avoid aesthetic nuisance.

- a. Passenger vehicles and trucks: one vehicle per licensed driver in residence plus one additional vehicle (i.e. RV tow vehicle or truck, etc.)
 Vehicles must be in operable condition, currently registered in the State of California with current valid tags displayed,

- b. No commercial vehicles other than the employee's assigned District vehicle, or other by permission of the General Manager only
- c. RVs

One Recreational Vehicle of any size may be parked on the property.

The RV may be occupied by no more than two persons on a temporary basis (not to exceed six months in a 12-month period).

Must adhere to all applicable County ordinances

RV must be in in operable condition, currently registered in the State of California with current valid tags displayed

- d. Boats, ATVs, personal watercraft, trailers, golf carts and other vehicles

These types of other vehicles are limited to one such vehicle on the property and must be parked as much as possible to be out of sight from the street

7. Smoke and Carbon Monoxide Detectors.

EMPLOYEE acknowledges and agrees that smoke and carbon monoxide detectors are in place and are operational. EMPLOYEE agrees to test the smoke and carbon monoxide detectors at least once a month. If the detectors are battery powered, EMPLOYEE agrees to replace the batteries at least annually. If, after replacing the batteries, the smoke and carbon monoxide detectors do not work, EMPLOYEE agrees to inform the DISTRICT immediately. If the detectors are not battery powered, EMPLOYEE agrees to inform the DISTRICT immediately of any malfunction.

8. Demand to Vacate Premises

BCVWD reserves the right to require the EMPLOYEE to vacate the premises in the event of a disaster or life threatening situation such as, but not limited to, earthquake, flood, rockslide, fire, power outage, or any other such condition, which could cause potential harm to the EMPLOYEE and related occupant(s) of the Residence. EMPLOYEE and any related occupants will, without argument, abandon the property immediately upon the verbal request of the BCVWD General Manager (or designated spokesperson), or a Department Head. EMPLOYEE and related occupants shall not return to the property until authorization is given by any one of the above named BCVWD representatives.

9. Personal Property

- A. EMPLOYEE shall have sole responsibility for the personal contents of the property.
- B. Insurance. EMPLOYEE shall maintain at their sole cost and expense and provide proof of insurance including coverage for Personal Property (if possible / discretionary) and Liability. Coverage should be sufficient to include household furniture and furnishings, including without limitation art, silverware, dishes, antiques, personal clothing, jewelry, and items of similar nature. EMPLOYEE understands, acknowledges and agrees that neither the forgoing assets nor any other property of EMPLOYEE shall be covered under and insurance policy held by BCVWD. The Insurance policy shall be issued under the name of the EMPLOYEE and BCVWD named additional insured.
- C. DISTRICT is not responsible for EMPLOYEE'S personal property. In the event that EMPLOYEE'S personal property or equipment on the DISTRICT Property is damaged in any way, irrespective of the cause, DISTRICT shall not be liable therefore. EMPLOYEE does hereby release and waive on behalf of itself and any insurer by subrogation or otherwise, all claims against DISTRICT on account of any loss or other casualty to

EMPLOYEE'S personal property or equipment whether or not such loss or other casualty shall have resulted in whole or in part from the negligence of DISTRICT. This clause is intended as a complete release of liability in favor of DISTRICT without limitation for all claims whether known or unknown, liquidated or unliquidated, contingent or absolute.

10. Access to Residence

BCVWD reserves the right to enter the property at its discretion by written 24-hour notice in a non-emergency situation, or with no notice in the event of an emergency related to, but not limited to, a natural disaster, serious illness or accident, or a situation where there is just cause to believe a harmful or life threatening situation may exist.

11. Termination of Employment and Occupancy.

- A. EMPLOYEE acknowledges and agrees that occupancy of the Residence is a condition of employment and that upon termination of employment, EMPLOYEE's right to use and occupy the Residence will also terminate.
- B. In connection with termination by BCVWD of EMPLOYEE's employment, EMPLOYEE agrees to vacate the Residence on the earlier of:
 - 1. Sixty (60) days following written notice from BCVWD to vacate the Residence; or
 - 2. Sixty (60) days following the date upon which EMPLOYEE's employment with BCVWD is terminated.
- C. If EMPLOYEE remains in the Residence following expiration of the period described above, such occupancy will be deemed a tenancy at sufferance. EMPLOYEE will be liable to BCVWD for liquidated damages in the amount of Two Hundred Fifty Dollars (\$250) per day until occupancy is terminated and BCVWD may utilize all legal rights and remedies to cause EMPLOYEE's occupancy of the Residence to be terminated.
- D. Occupancy of the DISTRICT-owned Residence may be terminated at any time by BCVWD with or without cause upon 60 days written notice.

12. Indemnification and Hold Harmless

- A. BCVWD shall be indemnified against any personal loss, damage, theft or injury suffered by EMPLOYEE during the term of this service contract and occupation of the DISTRICT-owned Residence. EMPLOYEE agrees to indemnify and hold harmless BCVWD for any liabilities, theft, damage, cost or expense whatsoever arising from or related to any claim or litigation which may arise out of or in connection with use and occupancy of the DISTRICT's property, including but not limited to any claim or liability for personal injury or damage or theft of property which is made, incurred or sustained by EMPLOYEE or family or guests of EMPLOYEE.
- B. The term BCVWD as used in this Agreement shall include employees, board members, agents, and representatives where the context requires or permits. The term "EMPLOYEE" as used in this Agreement shall include Guest(s), heirs, successors, assigns, invitees, representatives and other persons on the property during EMPLOYEE's occupancy (without regard to whether such persons have authority under this Agreement to be upon the property), where the context requires or permits.

13. Assignment of Agreement

Under no circumstance shall the EMPLOYEE assign the terms of this agreement to any other individual. EMPLOYEE shall have no right to assign, or otherwise transfer this Employment and

Occupancy Agreement either voluntarily or by operation of law, in whole or in part, nor to sublet or permit occupancy by any party other than EMPLOYEE of all or any part of the premises without the prior written consent of BCVWD in each instance, which consent may be withheld in BCVWD's sole and absolute discretion. Any purported assignment or subletting of BCVWD's interest shall be null and void and shall, at the option of BCVWD, terminate this Employment and Occupancy Agreement.

14. Term of this Agreement

The term of this Agreement shall be for a period of one (1) year from the date of signing, with provision to extend the Agreement through the mutual execution of a new Agreement.

15. Default.

A party shall be deemed to be in default under the terms of this Employment and Occupancy Agreement if a party shall fail to promptly perform or observe any covenant, condition or responsibility to be performed by any party under this Employment and Occupancy Agreement within thirty (30) days after written notice from the other party describing in reasonable terms the manner in which such party has failed to perform their obligation under this Employment and Occupancy Agreement and specifying the action that must be taken to cure the claimed nonperformance.

16. Surrender or Abandonment.

If at any time during the Term of this Agreement, EMPLOYEE abandons the DISTRICT Property or any part thereof, DISTRICT automatically obtains possession of the Residential Unit without becoming liable to EMPLOYEE for damages or for any payment of any kind whatever. DISTRICT shall consider any personal property belonging to EMPLOYEE and left on the Property to also have been abandoned, in which case DISTRICT may dispose of all such personal property in any manner DISTRICT shall deem proper and DISTRICT is hereby relieved of all liability for doing so. EMPLOYEE agrees that upon surrender or abandonment, DISTRICT shall not be liable or responsible for storage or disposition of EMPLOYEE'S personal property.

17. Remedies.

In the event of a default by a party, the non-defaulting party without further notice to the defaulting party shall have all available remedies provided by law or equity.

18. General Provisions

- a. All notices hereunder must be in writing and, unless otherwise provided herein, shall be deemed validly given if sent by certified mail, return receipt requested, addresses as follows (or to any other mailing address which the party to be notified may designate to the other party by such notice). Should BCVWD or EMPLOYEE have a change of address, the other party shall be immediately notified as provided in this paragraph of such change.

EMPLOYEE

BCVWD Beaumont-Cherry Valley Water District

P.O. Box 2037
Beaumont, CA 92223

- b. No verbal or oral agreement, promises, or understandings shall be binding upon either BCVWD or EMPLOYEE and any modification to this Agreement shall be void and ineffective unless made in writing and signed by the parties hereto.
- c. This Agreement shall be binding on and shall inure to the benefit of heirs, successors, executors, administrators, assigns, and personal representatives of the respective parties.
- d. In the event of litigation arising out of this Agreement, or the performance thereof, the Court shall award attorneys' fees to the justly entitled party.
- e. Should any part, clause, provision or condition of this Agreement be held void, invalid, or inoperative, such invalidity shall not affect any other provision hereof, which shall be effective as though such invalid provisions had not been made.
- f. A party hereto, at any time upon reasonable request of the other party, will execute, acknowledge and deliver all such additional agreements, documents, instruments and all such further assurances and will do or cause to be done further acts and things, in each case, as may be proper or reasonably necessary to carry out the purposes of this Agreement
- g. This Agreement and performance hereof shall be governed, interpreted, construed and regulated by the laws of the State of California.
- h. No failure by either BCVWD or EMPLOYEE to insist upon strict performance by the other of any covenant, agreement, term or condition of this Agreement, or to exercise any right or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or of such covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition, agreement and term of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach.
- i. Nothing contained in this Agreement shall be deemed or construed by the parties or by any third person to create the relationship of principal and agent or of partnership or of joint venture or of any association between BCVWD and EMPLOYEE, and no provisions contained in this Agreement not any acts of the parties shall be deemed to create any relationship between BCVWD and EMPLOYEE other than the relationship of employer and employee.
- j. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto, except having additional signature pages executed by other parties to this Agreement attached hereto.
- k. All of the Recitals are hereby incorporated herein by this reference to the same extent as though herein again set forth in full.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, effective the date first written above.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DATED:

DAN JAGGERS, GENERAL MANAGER

EMPLOYEE, _____: I have read and agree to comply with the terms of this Employment and Occupancy Agreement and the Scope of Work (Exhibit A) as may be amended from time to time. I understand that failure to comply with the terms of the Agreement will result in the Agreement being terminated and my having to vacate the DISTRICT-owned Residence.

Upon signing this Agreement, I agree to pay the DISTRICT the first month's (monthly) maintenance fee of \$ _____

and a Security Deposit of \$ _____. This Deposit shall be held by the DISTRICT as security for EMPLOYEE'S unpaid rent and the full and timely performance by EMPLOYEE of EMPLOYEE'S obligations under this Agreement, including cleaning, maintaining and repairing the Residence after termination of this Agreement.

I understand and agree to all of the above terms and conditions.

DATED:

EMPLOYEE – OCCUPANT

PRINT NAME

Residence: _____
(ADDRESS)

Monies Received			
Security Deposit	Amount	Received By	Date
Pet Deposit	Amount	Received By	Date
Advance (monthly) maintenance fee	Amount	Received By	Date

Attachments	Received (Date)	EMPLOYEE Initials

Exhibit A – Scope of Work		
Exhibit B - EMPLOYEE's Job Classification Specification		
Exhibit C – BCVWD District Facilities and Emergency Policy		
Exhibit D – List of Residents at Property (to be updated annually)		

DRAFT

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
FAIR MARKET VALUE COMPARISONS TO DISTRICT HOUSING**

TABLE 1 - Summary of Comparison Houses					
Address	City/Town	Monthly Rent	Square Footage (Sq Ft)	Monthly Rent/Sq Ft	Source
Brick and Mortar					
1299 Pennsylvania Ave	Cherry Valley	\$ 1,795	1499	\$ 1.20	zillow.com
11060 Karen Rd	Cherry Valley	\$ 1,200	967	\$ 1.24	rent.com
11684 Oak Ln	Yucaipa	\$ 1,950	1400	\$ 0.72	rent.com
35835 Santa Maria St	Yucaipa	\$ 2,295	2315	\$ 0.99	zillow.com
34576 Wildwood Canyon Rd	Yucaipa	\$ 2,400	2100	\$ 1.14	zillow.com
Average		\$ 1,961		\$ 1.06	
Mobile Homes					
10130 Frontier Trl	Cherry Valley	\$ 1,650	1368	\$ 1.21	zillow.com
Average		\$ 1,650		\$ 1.21	

TABLE 2 - Averages Applied to District Housing					
District Address	Estimated Square Footage (Sq Ft)	Monthly Market Rent/Sq Ft	Monthly Market Rent		
12303 Oak Glen Road	2070	\$ 1.06	\$ 2,190		
13695 Oak Glen Road	1300	\$ 1.06	\$ 1,376		
13697 Oak Glen Road	1460	\$ 1.06	\$ 1,545		
9781 Avenida Miravilla	1200	\$ 1.06	\$ 1,270		

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
FAIR MARKET VALUE BRICK AND MORTAR COMPARISON 1**

Address	City/Town	Monthly Rent	Square Footage (Sq Ft)	Monthly Rent/Sq Ft	Source
1299 Pennsylvania Ave	Cherry Valley	\$ 1,795	1499	\$ 1.20	zillow.com



Save Share More

\$1,795/mo 2 bd 3 ba 1,499 Square Feet

1299 Pennsylvania Ave, Cherry Valley, CA 92223

Request a tour

Request to apply

Overview Facts and features Rent Zestimate Price and tax >

Days listed 0

Contacts 31

Center courtyard with seating area and outside fireplace makes this home a must see. Nicely appointed home that features updated kitchen with corian counter tops. Updated bathrooms with tile bath/showers. Extra large living room with fireplace and ceiling fans. Large fenced yard. Garage partially covered to room but not being considered a 3rd bedroom.

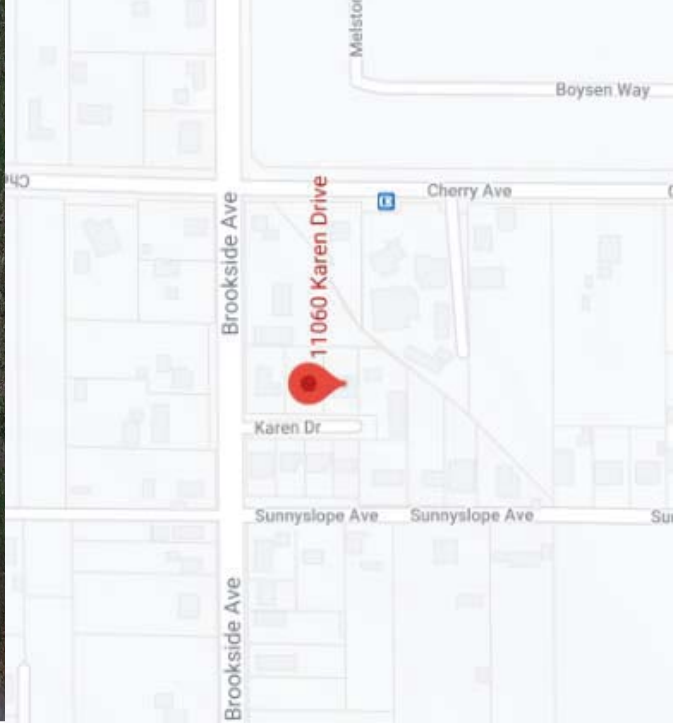


**BEAUMONT-CHERRY VALLEY WATER DISTRICT
FAIR MARKET VALUE BRICK AND MORTAR COMPARISON 2**

Address	City/Town	Monthly Rent	Square Footage (Sq Ft)	Monthly Rent/Sq Ft	Source
11060 Karen Rd	Cherry Valley	\$ 1,200	967	\$ 1.24	rent.com

rent.com
Home · California · Cherry Valley Houses

\$1,200
11060 Karen Dr
Cherry Valley, California 92223
2 Beds | 1 Bath | 967 Sqft



Description

Learn more about this property

2 Bedroom, 1 Bathroom Duplex w/ Updated Features, Available Now. - 2 Bedroom, 1 Bathroom Duplex w/ updated features, \$1,200 Monthly/ \$1,200 Deposit, Month-to-Month Lease Agreement. Tenant pays ALL utilities. Unit comes with carpet and vinyl tile floors, central AC/heat, one-car garage, gas stove, washer/dryer hook-up, and fenced back yard. Smalls pets allowed w/ additional \$500 deposit. Going north on Beaumont Ave., turn right onto Brookside Ave. Follow for about 1 mile, then turn right onto Karen Dr., unit is at the end of the street on the right side.

Building Type

House

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
FAIR MARKET VALUE BRICK AND MORTAR COMPARISON 3**

Address	City/Town	Monthly Rent	Square Footage	Monthly Rent/Sq Ft	Source
11684 Oak Ln	Yucaipa	\$ 1,950	1400	\$ 0.72	rent.com

rent.com
Home · California · Yucaipa Houses
\$1,950
11684 Oak Ln
Yucaipa, California 92399 · Central Yucaipa
3 Beds | 2 Bath | 1400 Sqft

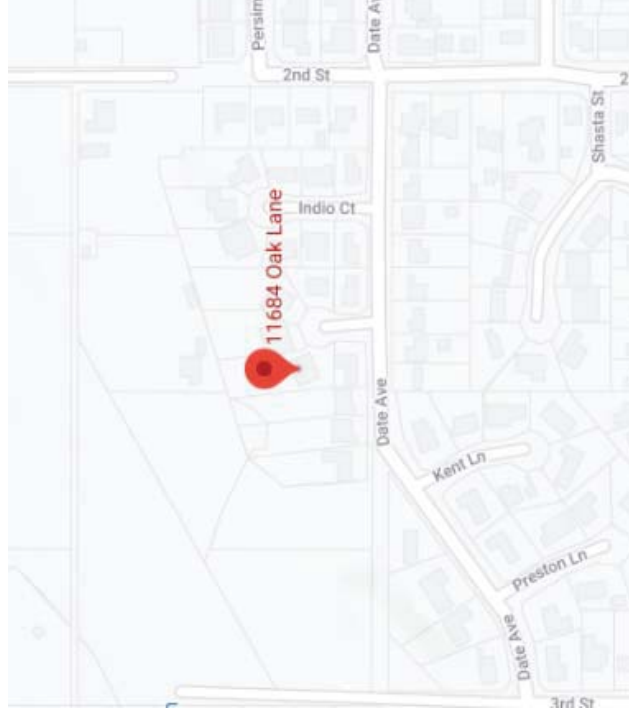


Description

Learn more about this property

11684 Oak Lane - 3D Tour <https://my.matterport.com/show/?m=dzau6bYfaw&ts=5> Beautiful 3 bedroom 2 bath home in upper Yucaipa. Hardwood and tile floors. Sun room with Great views! Dishwasher and refrigerator. Central heat and air. Fireplace. 2 car garage w/opener and RV/ trailer storage. Includes gardener, water, sewer and trash. NO PETS. Available 9/15/2020.

Building Type
House



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
FAIR MARKET VALUE BRICK AND MORTAR COMPARISON 4**

Address	City/Town	Monthly Rent	Square Footage (Sq Ft)	Monthly Rent/Sq Ft	Source
35835 Santa Maria St	Yucaipa	\$ 2,295	2315	\$ 0.99	zillow.com



Save Share More

\$2,295/mo | 3 bd | 2 ba | 2,315 Square Feet

35835 Santa Maria St, Yucaipa, CA 92399

Request a tour

Request to apply

Overview Facts and features Rent Zestimate Price and tax

Days listed 26

Contacts 54

Spacious upper Yucaipa ranch style home features 3 large bedrooms, 2 full baths, formal living room, large family room with fireplace, kitchen open to family room and dining room, enclosed rear sun room, separate office and inside laundry room. Central heat and air and ceiling fans. Fenced rear yard area and covered patio. Water and trash included with rent. This is a NO PET property.



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
FAIR MARKET VALUE BRICK AND MORTAR COMPARISON 5**

Address	City/Town	Monthly Rent	Square Footage (Sq Ft)	Monthly Rent/Sq Ft	Source
34576 Wildwood Canyon Rd	Yucaipa	\$ 2,400	2100	\$ 1.14	zillow.com



Save Share More

\$2,400/mo 4 bd | 2 ba | 2,100 Square Feet

34576 Wildwood Canyon Rd, Yucaipa, CA 92399

Request a tour

Apply now

Overview Facts and features Rent Zestimate Price and tax

Add work destination

Overview

Days listed 22 | Contacts 65 | Applications 9

Freshly painted new laminate floors blinds through out
Granite countertops stove dishwasher ceiling fans inc

Owner pays for water,electric, trash and sewer up to \$400
per month



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
FAIR MARKET VALUE MOBILE HOME COMPARISON 1A**

Address	City/Town	Monthly Rent	Square Footage (Sq Ft)	Monthly Rent/Sq Ft	Source
10130 Frontier Trl	Cherry Valley	\$ 1,650	1368	\$ 1.21	zillow.com



Save Share Mo

\$1,650/mo 2 bd | 2 ba | 1,368 Square Feet
10130 Frontier Trl, Cherry Valley, CA 92223

[Request a tour](#)

[Request to apply](#)

[Overview](#) [Facts and features](#) [Rent Zestimate](#) [Price and tax](#)

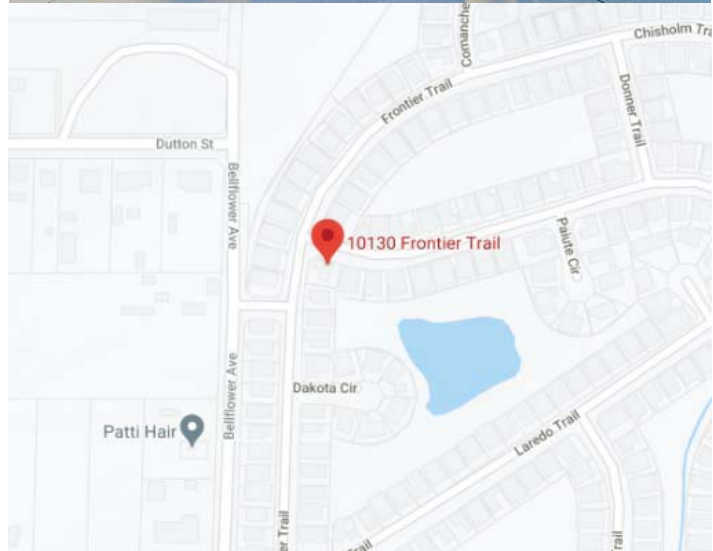
[Add work destination](#)

Overview

Days listed 6

Contacts 17

55 plus Community in Cherry Valley @ Bedroom @ Bath Free Golf,swimming,pool,sauna,jacuzzi and more. This is a 55+ community. You need to be 55 + to live here.



BEAUMONT-CHERRY VALLEY WATER DISTRICT

DRAFT

HOUSING UNIT COST ANALYSIS 12303 Oak Glen Road

Item	Frequency (Years)	Cost of M&R Today	20 Year		Future Cost of M&R	Average Interest (2)	Frequency Per Year	Monthly Payment	By Renter	By District
			Average CPI (1)	Average Interest						
Yearly Maintenance/Upkeep (By Renter)										
Clean Clothes Dryer Exhaust	1	\$ 100.00	2.51%	1.85%	\$102.51	12	(\$8.46)	(\$8.46)		
Lubricate Garage Door Springs	1	\$ 50.00	2.51%	1.85%	\$51.26	12	(\$4.23)	(\$4.23)		
Drain Hot Water Heater	1	\$ 25.00	2.51%	1.85%	\$25.63	12	(\$2.11)	(\$2.11)		
Look for signs of termites	1	\$ 25.00	2.51%	1.85%	\$25.63	12	(\$2.11)	(\$2.11)		
									(\$16.91)	\$0.00
Home Maintenance Period 2-5 Years										
Clean Heat Ducts	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)		(\$4.50)
Home Inspection	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)		(\$4.50)
Install New Dish Washer	5	\$ 500.00	2.51%	1.85%	\$565.98	12	(\$9.00)	(\$9.00)		(\$9.00)
Replace Kitchen Sink	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)		(\$4.50)
Service HVAC	5	\$ 500.00	2.51%	1.85%	\$565.98	12	(\$9.00)	(\$9.00)		(\$9.00)
Paint Exterior Fencing	5	\$ -	2.51%	1.85%	\$0.00	12	\$0.00	\$0.00		\$0.00
Inspect Roof	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)		(\$4.50)
Seal Grout	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)		(\$4.50)
Termite Inspection & Minor Treatment	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)		(\$4.50)
Pump Service Septic Tank and System	5	\$ 1,200.00	2.51%	1.85%	\$1,358.35	12	(\$21.59)	(\$21.59)		(\$21.59)
									(\$4.50)	(\$21.59)
									(\$18.00)	(\$53.09)
Home Maintenance Period 5-10 Years										
Paint Exterior House Structure	10	\$ 1,122.00	2.51%	1.85%	\$1,437.66	12	(\$10.90)	(\$10.90)		(\$10.90)
Paint Exterior Garage Structure	10	\$ 552.00	2.51%	1.85%	\$707.30	12	(\$5.36)	(\$5.36)		(\$5.36)
Paint Interior	10	\$ 2,500.00	2.51%	1.85%	\$3,203.33	12	(\$24.28)	(\$24.28)		(\$24.28)
Framing Repair & Drywall	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	12	(\$14.57)	(\$14.57)		(\$14.57)
Repair Interior Doors & Trim	10	\$ 500.00	2.51%	1.85%	\$640.67	12	(\$4.86)	(\$4.86)		(\$4.86)
Re-Caulk window and doors	10	\$ 250.00	2.51%	1.85%	\$320.33	12	(\$2.43)	(\$2.43)		(\$2.43)
Replace Carpet	10	\$ 2,000.00	2.51%	1.85%	\$2,562.67	12	(\$19.43)	(\$19.43)		(\$19.43)
Replace Flooring	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	12	(\$14.57)	(\$14.57)		(\$14.57)
Hardwood Flooring	10	\$ 2,000.00	2.51%	1.85%	\$2,562.67	12	(\$19.43)	(\$19.43)		(\$19.43)
Update Landscaping	10	\$ 500.00	2.51%	1.85%	\$640.67	12	(\$4.86)	(\$4.86)		(\$4.86)
Replace Garage Door Opener	10	\$ 400.00	2.51%	1.85%	\$512.53	12	(\$3.89)	(\$3.89)		(\$3.89)
Replace Hot Water Heater	10	\$ 800.00	2.51%	1.85%	\$1,025.07	12	(\$7.77)	(\$7.77)		(\$7.77)
									(\$46.14)	(\$86.21)

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DRAFT

HOUSING UNIT COST ANALYSIS 12303 Oak Glen Road

Item	Maintenance and Repair Frequency (Years)	Cost of M&R Today	20 Year		Future Cost of M&R	Average Interest (2)	Payment Frequency Per Year	Monthly Payment	By Renter	By District
			Average CPI (1)	Average Interest						
Home Maintenance Beyond 15 Years										
Replace Housing Unit Roof	25	\$ 9,265.98	2.51%	1.85%	\$17,220.56	1.85%	12	(\$45.12)		(\$45.12)
Replace Garage Roof	25	\$ 2,304.00	2.51%	1.85%	\$4,281.92	1.85%	12	(\$11.22)		(\$11.22)
Replace Kitchen and Bathroom Sink/Faucet	20	\$ 1,000.00	2.51%	1.85%	\$1,641.82	1.85%	12	(\$5.65)		(\$5.65)
Replace HVAC Unit	25	\$ 6,000.00	2.51%	1.85%	\$11,150.83	1.85%	12	(\$29.22)		(\$29.22)
Replace Tile Kitchen	15	\$ 500.00	2.51%	1.85%	\$725.21	1.85%	12	(\$3.49)		(\$3.49)
Replace Tile Bathrooms	15	\$ 500.00	2.51%	1.85%	\$725.21	1.85%	12	(\$3.49)		(\$3.49)
Replace HVAC Ducting/System	25	\$ 2,000.00	2.51%	1.85%	\$3,716.94	1.85%	12	(\$9.74)		(\$9.74)
Replace Siding	30	\$ 8,000.00	2.51%	1.85%	\$16,829.72	1.85%	12	(\$34.95)		(\$34.95)
Rehabilitate Garage Stucco	30	\$ 2,500.00	2.51%	1.85%	\$5,259.29	1.85%	12	(\$10.92)		(\$10.92)
Repair or replace fencing/railing/etc.	20	\$ 2,500.00	2.51%	1.85%	\$4,104.54	1.85%	12	(\$14.12)		(\$14.12)
Replace Windows	20	\$ 6,800.00	2.51%	1.85%	\$11,164.35	1.85%	12	(\$38.42)		(\$38.42)
Replace Doors	20	\$ 1,400.00	2.51%	1.85%	\$2,298.54	1.85%	12	(\$7.91)		(\$7.91)
Replace Garage Doors	20	\$ 2,000.00	2.51%	1.85%	\$3,283.63	1.85%	12	(\$11.30)		(\$11.30)
Update Electrical Service	30	\$ 3,000.00	2.51%	1.85%	\$6,311.15	1.85%	12	(\$13.11)		(\$13.11)
Update/Re-Plumb House	30	\$ 5,000.00	2.51%	1.85%	\$10,518.58	1.85%	12	(\$21.84)		(\$21.84)
Replace/Update Septic System	25	\$ 15,000.00	2.51%	1.85%	\$27,877.07	1.85%	12	(\$73.04)		(\$73.04)
Replace Sidewalks	25	\$ 220.00	2.51%	1.85%	\$408.86	1.85%	12	(\$1.07)		(\$1.07)
Replace AC Driveways	40	\$ 1,732.50	2.51%	1.85%	\$4,670.06	1.85%	12	(\$6.57)		(\$6.57)
Replace Driveways	40	\$ 1,222.22	2.51%	1.85%	\$3,294.58	1.85%	12	(\$4.63)		(\$4.63)
Miscellaneous Repairs (interior/exterior)	20	\$ 2,500.00	2.51%	1.85%	\$4,104.54	1.85%	12	(\$14.12)		(\$14.12)
Major Termite Treatment/Repair	15	\$ 2,500.00	2.51%	1.85%	\$3,626.05	1.85%	12	(\$17.47)		(\$17.47)
									(\$5.65)	(\$371.75)

Cost of M&R Today	Future Cost of M&R
-------------------	--------------------

SUBTOTAL ESTIMATE \$ 93,718.71 \$ 165,346.62 **(\$86.70)** **(\$511.05)**

(1) All Urban Consumers: Los Angeles - Long Beach - Anaheim: 2000-2019 (December)
 (2) LAIF Pooled Money Investment Account: 2001-2020 (June)

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DRAFT

HOUSING UNIT COST ANALYSIS 13695 Oak Glen Rd

Item	Maintenance and Repair Frequency (Years)	Cost of M&R Today	20 Year		Future Cost of M&R	Average Interest (2)	Payment Frequency Per Year	Monthly Payment	By Renter	By District
			Average CPI (1)	Average Interest						
Yearly Maintenance/Upkeep (By Renter)										
Clean Dryer Exhaust	1	\$ 100.00	2.51%	1.85%	\$102.51	1.85%	12	(\$8.46)	(\$8.46)	
Lubricate Garage Door Springs	1	\$ 50.00	2.51%	1.85%	\$51.26	1.85%	12	(\$4.23)	(\$4.23)	
Drain Hot Water Heater	1	\$ 25.00	2.51%	1.85%	\$25.63	1.85%	12	(\$2.11)	(\$2.11)	
Look for signs of termites	1	\$ 25.00	2.51%	1.85%	\$25.63	1.85%	12	(\$2.11)	(\$2.11)	
									(\$16.91)	\$0.00
Home Maintenance Period 2-5 Years										
Clean Heat Ducts	5	\$ 250.00	2.51%	1.85%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)	
Seal Grout	5	\$ 250.00	2.51%	1.85%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)	
Paint Exterior Fencing	5	\$ 2,275.00	2.51%	1.85%	\$2,575.21	1.85%	12	(\$40.94)	(\$40.94)	
Home Inspection	5	\$ 250.00	2.51%	1.85%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)	
Replace Kitchen Sink	5	\$ 250.00	2.51%	1.85%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)	
Service HVAC	5	\$ 500.00	2.51%	1.85%	\$565.98	1.85%	12	(\$9.00)	(\$9.00)	
Inspect Roof	5	\$ 250.00	2.51%	1.85%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)	
Install New Dish Washer	5	\$ 500.00	2.51%	1.85%	\$565.98	1.85%	12	(\$9.00)	(\$9.00)	
Termite Inspection & Minor Treatment	5	\$ 250.00	2.51%	1.85%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)	
Pump Service Septic Tank and System	5	\$ 800.00	2.51%	1.85%	\$905.57	1.85%	12	(\$14.39)	(\$14.39)	
Replace Smoke and Carbon Monoxide Detectors	5	\$ 250.00	2.51%	1.85%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)	
									(\$18.00)	(\$86.83)
Home Maintenance Period 5-10 Years										
Paint Exterior House Structure (Wood Siding)	10	\$ 1,392.00	2.51%	1.85%	\$1,783.62	1.85%	12	(\$13.52)	(\$13.52)	
Paint Exterior Garage Structure (Siding)	10	\$ 756.00	2.51%	1.85%	\$968.69	1.85%	12	(\$7.34)	(\$7.34)	
Paint Interior	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	1.85%	12	(\$14.57)	(\$14.57)	
Framing Repair & Drywall	10	\$ 1,000.00	2.51%	1.85%	\$1,281.33	1.85%	12	(\$9.71)	(\$9.71)	
Re-Caulk window and doors	10	\$ 250.00	2.51%	1.85%	\$320.33	1.85%	12	(\$2.43)	(\$2.43)	
Repair Interior Doors & Trim	10	\$ 400.00	2.51%	1.85%	\$512.53	1.85%	12	(\$3.89)	(\$3.89)	
Update Landscaping	10	\$ 500.00	2.51%	1.85%	\$640.67	1.85%	12	(\$4.86)	(\$4.86)	
Replace Carpet	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	1.85%	12	(\$14.57)	(\$14.57)	
Replace Flooring	10	\$ 1,200.00	2.51%	1.85%	\$1,537.60	1.85%	12	(\$11.66)	(\$11.66)	
Hardwood Flooring	10	\$ 1,200.00	2.51%	1.85%	\$1,537.60	1.85%	12	(\$11.66)	(\$11.66)	
Replace Garage Door Opener	10	\$ 400.00	2.51%	1.85%	\$512.53	1.85%	12	(\$3.89)	(\$3.89)	
Replace Hot Water Heater	10	\$ 800.00	2.51%	1.85%	\$1,025.07	1.85%	12	(\$7.77)	(\$7.77)	
									(\$30.60)	(\$75.27)

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DRAFT

HOUSING UNIT COST ANALYSIS 13695 Oak Glen Rd

Item	Maintenance and Repair Frequency (Years)	Cost of M&R Today	20 Year		Future Cost of M&R	Average Interest (2)	Payment Frequency Per Year	Monthly Payment	By Renter	By District
			Average CPI (1)	Average Interest						
Home Maintenance Beyond 15 Years										
Replace Housing Unit Roof	25	\$ 5,813.60	2.51%	1.85%	\$10,804.41	1.85%	12	(\$28.31)		(\$28.31)
Replace Garage Roof	25	\$ 2,640.00	2.51%	1.85%	\$4,906.36	1.85%	12	(\$12.86)		(\$12.86)
Replace Tile Kitchen	15	\$ 500.00	2.51%	1.85%	\$725.21	1.85%	12	(\$3.49)		(\$3.49)
Replace Tile Bathrooms	15	\$ 500.00	2.51%	1.85%	\$725.21	1.85%	12	(\$3.49)		(\$3.49)
Replace Kitchen and Bathroom Sink/Faucet	20	\$ 1,000.00	2.51%	1.85%	\$1,641.82	1.85%	12	(\$5.65)		(\$5.65)
Replace HVAC Unit	25	\$ 3,500.00	2.51%	1.85%	\$6,504.65	1.85%	12	(\$17.04)		(\$17.04)
Replace HVAC Ducting/System	25	\$ 1,500.00	2.51%	1.85%	\$2,787.71	1.85%	12	(\$7.30)		(\$7.30)
Replace Siding	30	\$ 8,000.00	2.51%	1.85%	\$16,829.72	1.85%	12	(\$34.95)		(\$34.95)
Rehabilitate Garage Stucco	30	\$ 2,500.00	2.51%	1.85%	\$5,259.29	1.85%	12	(\$10.92)		(\$10.92)
Repair or replace fencing/railing/etc.	20	\$ 1,500.00	2.51%	1.85%	\$2,462.73	1.85%	12	(\$8.47)		(\$8.47)
Replace Windows	20	\$ 4,400.00	2.51%	1.85%	\$7,223.99	1.85%	12	(\$24.86)		(\$24.86)
Replace Doors	20	\$ 1,750.00	2.51%	1.85%	\$2,873.18	1.85%	12	(\$9.89)		(\$9.89)
Replace Garage Doors	20	\$ 2,000.00	2.51%	1.85%	\$3,283.63	1.85%	12	(\$11.30)		(\$11.30)
Replace Garage Man Doors	20	\$ 600.00	2.51%	1.85%	\$985.09	1.85%	12	(\$3.39)		(\$3.39)
Replace Garage Windows	20	\$ 600.00	2.51%	1.85%	\$985.09	1.85%	12	(\$3.39)		(\$3.39)
Update Electrical Service	30	\$ 3,000.00	2.51%	1.85%	\$6,311.15	1.85%	12	(\$13.11)		(\$13.11)
Update/Re-Plumb House	30	\$ 5,000.00	2.51%	1.85%	\$10,518.58	1.85%	12	(\$21.84)		(\$21.84)
Replace/Update Septic System	25	\$ 8,500.00	2.51%	1.85%	\$15,797.01	1.85%	12	(\$41.39)		(\$41.39)
Replace Sidewalks	25	\$ 2,121.78	2.51%	1.85%	\$3,943.26	1.85%	12	(\$10.33)		(\$10.33)
Replace AC Driveways	40	\$ 4,172.44	2.51%	1.85%	\$11,247.06	1.85%	12	(\$15.81)		(\$15.81)
Replace Concrete Driveways	40	\$ -	2.51%	1.85%	\$0.00	1.85%	12	\$0.00		\$0.00
Miscellaneous Repairs (interior/exterior)	20	\$ 2,500.00	2.51%	1.85%	\$4,104.54	1.85%	12	(\$14.12)		(\$14.12)
Major Termite Treatment/Repair	15	\$ 2,500.00	2.51%	1.85%	\$3,626.05	1.85%	12	(\$17.47)		(\$17.47)
									(\$5.65)	(\$313.73)

Cost of M&R Today	Future Cost of M&R
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SUBTOTAL ESTIMATE

\$ 81,520.82

\$ 144,308.41

(\$71.16) (\$475.83)

(1) All Urban Consumers: Los Angeles - Long Beach - Anaheim: 2000-2019 (December)
 (2) LAIF Pooled Money Investment Account: 2001-2020 (June)

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DRAFT

HOUSING UNIT COST ANALYSIS 13697 Oak Glen Rd

Item	Maintenance and Repair		20 Year		20 Year		Payment Frequency	By District
	Frequency (Years)	Cost of M&R Today	Average CPI (1)	Average Interest (2)	Future Cost of M&R	Per Year		
Yearly Maintenance/Upkeep (By Renter)								
Clean Dryer Exhaust	1	\$ 100.00	2.51%	1.85%	\$102.51	12	(\$8.46)	
Lubricate Garage Door Springs	1	\$ 50.00	2.51%	1.85%	\$51.26	12	(\$4.23)	
Drain Hot Water Heater	1	\$ 25.00	2.51%	1.85%	\$25.63	12	(\$2.11)	
Look for signs of termites	1	\$ 25.00	2.51%	1.85%	\$25.63	12	(\$2.11)	
							(\$16.91)	\$0.00
Home Maintenance Period 2-5 Years								
Clean Heat Ducts	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Paint Exterior Fencing	5	\$ -	2.51%	1.85%	\$0.00	12	\$0.00	\$0.00
Inspect Roof	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Home Inspection	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Seal Grout	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Install New Dish Washer	5	\$ 500.00	2.51%	1.85%	\$565.98	12	(\$9.00)	(\$9.00)
Replace Kitchen Sink	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Service HVAC	5	\$ 500.00	2.51%	1.85%	\$565.98	12	(\$9.00)	(\$9.00)
Termite Inspection & Minor Treatment	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Pump Service Septic Tank and System	5	\$ 800.00	2.51%	1.85%	\$905.57	12	(\$14.39)	(\$14.39)
Replace Smoke and Carbon Monoxide Detectors	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
							(\$18.00)	(\$45.89)
Home Maintenance Period 5-10 Years								
Paint Exterior House Structure (Wood Siding)	10	\$ 2,200.00	2.51%	1.85%	\$2,818.93	12	(\$21.37)	(\$21.37)
Paint Exterior Garage Structure (Siding)	10	\$ 756.00	2.51%	1.85%	\$968.69	12	(\$7.34)	(\$7.34)
Paint Interior	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	12	(\$14.57)	(\$14.57)
Framing Repair & Drywall	10	\$ 1,000.00	2.51%	1.85%	\$1,281.33	12	(\$9.71)	(\$9.71)
Repair Interior Doors & Trim	10	\$ 400.00	2.51%	1.85%	\$512.53	12	(\$3.89)	(\$3.89)
Replace Carpet	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	12	(\$14.57)	(\$14.57)
Replace Flooring	10	\$ 1,200.00	2.51%	1.85%	\$1,537.60	12	(\$11.66)	(\$11.66)
Hardwood Flooring	10	\$ 1,200.00	2.51%	1.85%	\$1,537.60	12	(\$11.66)	(\$11.66)
Update Landscaping	10	\$ 500.00	2.51%	1.85%	\$640.67	12	(\$4.86)	(\$4.86)
Re-Caulk window and doors	10	\$ 250.00	2.51%	1.85%	\$320.33	12	(\$2.43)	(\$2.43)
Replace Garage Door Opener	10	\$ 400.00	2.51%	1.85%	\$512.53	12	(\$3.89)	(\$3.89)
Replace Hot Water Heater	10	\$ 800.00	2.51%	1.85%	\$1,025.07	12	(\$7.77)	(\$7.77)
							(\$30.60)	(\$83.12)

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DRAFT

HOUSING UNIT COST ANALYSIS 13697 Oak Glen Rd

Item	Maintenance and Repair Frequency (Years)	20 Year		Future Cost of M&R	Average Interest (2)	Payment Frequency	Monthly Payment	By District
		Cost of M&R Today	CPI (1)					
Home Maintenance Beyond 15 Years								
Replace Housing Unit Roof	25	\$ 12,074.40	2.51%	\$22,439.92	1.85%	12	(\$58.80)	(\$58.80)
Replace Garage Roof	25	\$ 2,640.00	2.51%	\$4,906.36	1.85%	12	(\$12.86)	(\$12.86)
Replace Kitchen and Bathroom Sink/Faucet	20	\$ 1,000.00	2.51%	\$1,641.82	1.85%	12	(\$5.65)	(\$5.65)
Replace Tile Kitchen	15	\$ 500.00	2.51%	\$725.21	1.85%	12	(\$3.49)	(\$3.49)
Replace Tile Bathrooms	15	\$ 500.00	2.51%	\$725.21	1.85%	12	(\$3.49)	(\$3.49)
Replace HVAC Unit	25	\$ 3,500.00	2.51%	\$6,504.65	1.85%	12	(\$17.04)	(\$17.04)
Replace HVAC Ducting/System	25	\$ 1,500.00	2.51%	\$2,787.71	1.85%	12	(\$7.30)	(\$7.30)
Replace Siding	30	\$ 8,000.00	2.51%	\$16,829.72	1.85%	12	(\$34.95)	(\$34.95)
Rehabilitate Garage Stucco	30	\$ 2,500.00	2.51%	\$5,259.29	1.85%	12	(\$10.92)	(\$10.92)
Repair or replace fencing/railing/etc.	20	\$ 1,500.00	2.51%	\$2,462.73	1.85%	12	(\$8.47)	(\$8.47)
Replace Windows	20	\$ 4,400.00	2.51%	\$7,223.99	1.85%	12	(\$24.86)	(\$24.86)
Replace Doors	20	\$ 1,750.00	2.51%	\$2,873.18	1.85%	12	(\$9.89)	(\$9.89)
Replace Garage Doors	20	\$ 2,000.00	2.51%	\$3,283.63	1.85%	12	(\$11.30)	(\$11.30)
Replace Garage Man Doors	20	\$ 600.00	2.51%	\$985.09	1.85%	12	(\$3.39)	(\$3.39)
Replace Garage Windows	20	\$ 600.00	2.51%	\$985.09	1.85%	12	(\$3.39)	(\$3.39)
Update Electrical Service	30	\$ 3,000.00	2.51%	\$6,311.15	1.85%	12	(\$13.11)	(\$13.11)
Update/Re-Plumb House	30	\$ 5,000.00	2.51%	\$10,518.58	1.85%	12	(\$21.84)	(\$21.84)
Replace/Update Septic System	25	\$ 8,500.00	2.51%	\$15,797.01	1.85%	12	(\$41.39)	(\$41.39)
Replace Sidewalks	25	\$ 2,121.78	2.51%	\$3,943.26	1.85%	12	(\$10.33)	(\$10.33)
Replace AC Driveways	40	\$ 4,172.44	2.51%	\$11,247.06	1.85%	12	(\$15.81)	(\$15.81)
Replace Concrete Driveways	40	\$ -	2.51%	\$0.00	1.85%	12	\$0.00	\$0.00
Miscellaneous Repairs (interior/exterior)	20	\$ 2,500.00	2.51%	\$4,104.54	1.85%	12	(\$14.12)	(\$14.12)
Major Termite Treatment/Repair	15	\$ 2,500.00	2.51%	\$3,626.05	1.85%	12	(\$17.47)	(\$17.47)
							(\$5.65)	(\$344.22)

Cost of M&R Today	\$ 86,314.62
Future Cost of M&R	\$ 154,404.02

SUBTOTAL ESTIMATE

(\$71.16) (\$473.23)

(1) All Urban Consumers: Los Angeles - Long Beach - Anaheim: 2000-2019 (December)
 (2) LAIF Pooled Money Investment Account: 2001-2020 (June)

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DRAFT

HOUSING UNIT COST ANALYSIS 9781 Avenida Miravilla

Item	Maintenance and Repair		20 Year		20 Year		Payment Frequency	By District
	Frequency (Years)	Cost of M&R Today	Average CPI (1)	Average Interest (2)	Future Cost of M&R	Per Year Payment		
Yearly Maintenance/Upkeep (By Renter)								
Clean Dryer Exhaust	1	\$ 100.00	2.51%	1.85%	\$102.51	12	(\$8.46)	(\$8.46)
Lubricate Garage Door Springs	1	\$ 50.00	2.51%	1.85%	\$51.26	12	(\$4.23)	(\$4.23)
Drain Hot Water Heater	1	\$ 25.00	2.51%	1.85%	\$25.63	12	(\$2.11)	(\$2.11)
Look for signs of termites	1	\$ 25.00	2.51%	1.85%	\$25.63	12	(\$2.11)	(\$2.11)
							(\$16.91)	\$0.00
Home Maintenance Period 2-5 Years								
Clean Heat Ducts	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Seal Grout	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Paint Exterior Fencing	5	\$ 1,052.00	2.51%	1.85%	\$1,190.82	12	(\$18.93)	(\$18.93)
Home Inspection	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Replace Kitchen Sink	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Service HVAC	5	\$ 500.00	2.51%	1.85%	\$565.98	12	(\$9.00)	(\$9.00)
Inspect Roof	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Install New Dish Washer	5	\$ 500.00	2.51%	1.85%	\$565.98	12	(\$9.00)	(\$9.00)
Termite Inspection & Minor Treatment	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Pump Service Septic Tank and System	5	\$ 800.00	2.51%	1.85%	\$905.57	12	(\$14.39)	(\$14.39)
Replace Smoke and Carbon Monoxide Detectors	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
							(\$18.00)	(\$64.82)
Home Maintenance Period 5-10 Years								
Paint Exterior House Structure (Wood Siding)	10	\$ 1,436.00	2.51%	1.85%	\$1,840.00	12	(\$13.95)	(\$13.95)
Paint Exterior Garage Structure (Stucco)	10	\$ 960.00	2.51%	1.85%	\$1,230.08	12	(\$9.33)	(\$9.33)
Paint Interior	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	12	(\$14.57)	(\$14.57)
Framing Repair & Drywall	10	\$ 1,000.00	2.51%	1.85%	\$1,281.33	12	(\$9.71)	(\$9.71)
Repair Interior Doors & Trim	10	\$ 400.00	2.51%	1.85%	\$512.53	12	(\$3.89)	(\$3.89)
Re-Caulk window and doors	10	\$ 250.00	2.51%	1.85%	\$320.33	12	(\$2.43)	(\$2.43)
Replace Carpet	10	\$ 1,500.00	2.51%	1.85%	\$1,922.00	12	(\$14.57)	(\$14.57)
Replace Flooring	10	\$ 1,200.00	2.51%	1.85%	\$1,537.60	12	(\$11.66)	(\$11.66)
Hardwood Flooring	10	\$ 1,200.00	2.51%	1.85%	\$1,537.60	12	(\$11.66)	(\$11.66)
Update Landscaping	10	\$ 500.00	2.51%	1.85%	\$640.67	12	(\$4.86)	(\$4.86)
Replace Garage Door Opener	10	\$ 400.00	2.51%	1.85%	\$512.53	12	(\$3.89)	(\$3.89)
Replace Hot Water Heater	10	\$ 800.00	2.51%	1.85%	\$1,025.07	12	(\$7.77)	(\$7.77)
							(\$30.60)	(\$77.69)

BEAUMONT-CHERRY VALLEY WATER DISTRICT
HOUSING UNIT COST ANALYSIS 9781 Avenida Miravilla

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Item	Maintenance and Repair Frequency (Years)	Cost of M&R Today	20 Year		Future Cost of M&R	Average Interest (2)	Payment Frequency Per Year	Monthly Payment By Renter	By District
			Average CPI (1)	Average					
Home Maintenance Beyond 15 Years									
Replace Housing Unit Roof	25	\$ 6,260.80	2.51%	1.85%	\$11,635.52	1.85%	12	(\$30.49)	(\$30.49)
Replace Garage Roof	25	\$ 2,496.00	2.51%	1.85%	\$4,638.74	1.85%	12	(\$12.15)	(\$12.15)
Replace Kitchen and Bathroom Sink/Faucet	20	\$ 1,000.00	2.51%	1.85%	\$1,641.82	1.85%	12	(\$5.65)	(\$5.65)
Replace Tile Kitchen	15	\$ 500.00	2.51%	1.85%	\$725.21	1.85%	12	(\$3.49)	(\$3.49)
Replace Tile Bathrooms	15	\$ 500.00	2.51%	1.85%	\$725.21	1.85%	12	(\$3.49)	(\$3.49)
Replace HVAC Unit	25	\$ 3,500.00	2.51%	1.85%	\$6,504.65	1.85%	12	(\$17.04)	(\$17.04)
Replace HVAC Ducting/System	25	\$ 1,500.00	2.51%	1.85%	\$2,787.71	1.85%	12	(\$7.30)	(\$7.30)
Replace Siding	30	\$ 8,000.00	2.51%	1.85%	\$16,829.72	1.85%	12	(\$34.95)	(\$34.95)
Rehabilitate Garage Stucco	30	\$ 2,500.00	2.51%	1.85%	\$5,259.29	1.85%	12	(\$10.92)	(\$10.92)
Repair or replace fencing/railing/etc.	20	\$ 1,500.00	2.51%	1.85%	\$2,462.73	1.85%	12	(\$8.47)	(\$8.47)
Replace Windows	20	\$ 3,600.00	2.51%	1.85%	\$5,910.54	1.85%	12	(\$20.34)	(\$20.34)
Replace Doors	20	\$ 1,050.00	2.51%	1.85%	\$1,723.91	1.85%	12	(\$5.93)	(\$5.93)
Replace Garage Doors	20	\$ 2,000.00	2.51%	1.85%	\$3,283.63	1.85%	12	(\$11.30)	(\$11.30)
Update Electrical Service	30	\$ 3,000.00	2.51%	1.85%	\$6,311.15	1.85%	12	(\$13.11)	(\$13.11)
Update/Re-Plumb House	30	\$ 5,000.00	2.51%	1.85%	\$10,518.58	1.85%	12	(\$21.84)	(\$21.84)
Replace/Update Septic System	25	\$ 8,500.00	2.51%	1.85%	\$15,797.01	1.85%	12	(\$41.39)	(\$41.39)
Replace Sidewalks	25	\$ 938.67	2.51%	1.85%	\$1,744.48	1.85%	12	(\$4.57)	(\$4.57)
Replace AC Driveways	40	\$ 1,386.00	2.51%	1.85%	\$3,736.05	1.85%	12	(\$5.25)	(\$5.25)
Replace Concrete Driveways	40	\$ -	2.51%	1.85%	\$0.00	1.85%	12	\$0.00	\$0.00
Miscellaneous Repairs (interior/exterior)	20	\$ 2,500.00	2.51%	1.85%	\$4,104.54	1.85%	12	(\$14.12)	(\$14.12)
Major Termite Treatment/Repair	15	\$ 2,500.00	2.51%	1.85%	\$3,626.05	1.85%	12	(\$17.47)	(\$17.47)
								(\$5.65)	(\$283.62)

Cost of M&R Today	Future Cost of M&R
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SUBTOTAL ESTIMATE \$ 74,179.47 \$ 129,662.59 **(\$71.16)** **(\$426.13)**

(1) All Urban Consumers: Los Angeles - Long Beach - Anaheim: 2000-2019 (December)
(2) LAIF Pooled Money Investment Account: 2001-2020 (June)



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 28, 2020**

Item 4

STAFF REPORT

TO: Personnel Committee
FROM: Sabrina Foley, HR Coordinator
SUBJECT: Proposed BCVWD Policies and Procedures Manual Updates

Staff Recommendation

- Review the proposed Revision of the District Policy Manual and recommend to the Board of Directors as presented; or
- Direct staff to make additional revisions.

Background

At the July 23, 2018 Personnel Committee Meeting, Committee members directed staff to review, revise and update the District's Policies and Procedures. The project has been addressed by staff in sections. At the July 27, 2020 meeting, an overview of the proposed changes to the organization of the document was presented, and the Committee requested "redlined" versions of changes in order to thoroughly review each item.

Summary

Staff consulted several sources to update the content and verbiage of Part II, including sample policies from the California Special Districts Association, articles published by the California League of Cities and Institute for Local Government, and recently updated manuals of other special districts. The aim of reorganization of the Policy Manual is to introduce consistency and modernize the document to align with the organizational goals of the District.

Policy #1, "Definitions" has proposed additions for clarity. Attachment #1 is the original, adopted language of the policy, and Attachment #2 shows the proposed new policy with tracked changes for the Committee's consideration.

Policy #1010, "Policy Manual" is a proposed new policy, and there is no existing adopted policy. Staff proposes this policy in order to establish Human Resources as the responsible department for adaptations and maintenance of the Policy Manual and proposes several guidelines to establish document continuity.

Fiscal Impact

No fiscal impact to the District.

Attachment(s)

1. Original Policy #1 Definitions
2. Proposed Policy #1000 Definitions, with tracked changes
3. Proposed New Policy #1010 Policy Manual

1. DEFINITIONS

- A. District. Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."
- B. Designees. Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

POLICY TITLE: DEFINITIONS

POLICY NUMBER: ~~1~~1000

1000.1 **District.** The Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."

1000.2 **Designee(s).** Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

1000.3 **Employee.** See Policy 3000.

1000.4 **Board of Directors.** The Board of Directors are an elected body and therefore not considered employees of the District. The Board of Directors may be referred to as "the Board" herein. Section 4000 of this Manual defines the roles, responsibilities, and powers of the Board of Directors.

Adopted by Resolution 20-XX, Date

POLICY TITLE: POLICY MANUAL
POLICY NUMBER: 1010

- 1010.1 A manual of District policies shall be maintained by the Human Resources Department.
- 1010.2 The Policy Manual will be available to all employees and members of the public in accordance with the Public Records Act and under applicable law.
- 1010.3 Revisions to the Policy Manual are subject to approval by the Board of Directors.
1. The Table of Contents, Title Pages, Page Numbering, and Dividers are exempt from Board approval.
 2. Changes of format, font, spacing, and corrections of typographical (typo) and spelling errors are exempt from board approval.
 3. Reorganization of the Policy Manual, such as changes to Policy Numbering, are exempt from board approval.
- 1015.4 Upon hire, employees will receive a copy of the Policy Manual and sign an acknowledgement of receipt.
- 1015.5 If revisions of the Policy Manual are approved by the Board of Directors, all employees will receive a copy of approved revision and sign an acknowledgement of receipt.
- 1015.6 Individual District departments, divisions, and employees may maintain additional department or desk manuals separately from the Policy Manual. Adoption or revision of these internal procedural documents are not subject to Board approval.
- 1015.7 The Policy Manual will be written with clarity, precision, and inclusion. The Policy Manual will be written using APA (American Psychological Association) style and grammar guidelines to increase the ease of reading comprehension.
1. The Policy Manual will use a standardized format and numbering system.
 2. The Policy Manual will use the singular "they" as a generic third-person pronoun.
 3. The Policy Manual will use the serial comma, also known as the Oxford comma.
 4. Law, Government Code, etc. will be cited via parenthetical citations.
 5. Policies may cite other policies within the text to provide context via parenthetical citations.
 6. Abbreviations must be defined upon first use for each individual policy. Terms defined under the Definitions policy (Policy 1000) need not be defined in subsequent policies. For example, "District" is always defined as "Beaumont-Cherry Valley Water District" (Policy 1000.1).
- 1015.8 **Reservation of Rights.** As circumstances change, the District may revise, supplement, or rescind policies or portions of this Manual. Employees will be notified in writing of such changes as they occur. Only written changes adopted by the Board of Directors are recognized or binding.

Adopted by Resolution 20-XX, Date



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 28, 2020**

Item 5

STAFF REPORT

TO: Board of Directors
FROM: Yolanda Rodriguez, Director of Finance and Administrative Services
SUBJECT: **Personnel Committee Meeting Schedule for 2021**

Staff Recommendation

Consider increasing the frequency of Personnel Committee meetings to once per month.

Discussion

As the Beaumont-Cherry Valley Water District continues to grow in number of connections, and prepares for the future with professionalism and forethought, the Board has been accommodating to staffing needs, including the employment of a Human Resources Coordinator.

With an increased focus on compliance, plus employee recruitment and retention and other matters, the workload of the HR Coordinator has easily grown and now impacts the workload of the Personnel Committee and its goals for the District.

In order to continue progress toward goals such as revision of the Policies and Procedures Manual, and with the upcoming renewal period for the District Employees Memorandum of Understanding, the Personnel Committee will be further called upon for input, decision making, and recommendations to the full Board. It is expected that the workload will necessitate meeting more frequently and staff recommends the 2021 schedule reflect a meeting each month, going dark in the summer season (July and August).

Proposed 2021 Personnel Committee meeting schedule (4th Mondays of the month):

January 25	May 24	September 27
February 22	June 28	October 25
March 22	July 26 (or DARK)	November 22 (Thanksgiving Week)
April 26	August 23 (or DARK)	December 27 (Monday following Christmas)

If desired, staff requests the Personnel Committee vote to recommend the schedule to the full Board, to be adopted with the 2021 Regular Meeting Schedule in December.

Attachments

- A. 2020 Adopted Regular Meeting Schedule



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
BOARD OF DIRECTORS AND COMMITTEES
2020 REGULAR MEETING SCHEDULE**

Adopted by the Board of Directors 12/18/2019

Regular Meetings
Second Wednesday of every month
Meeting time is 6:00 p.m. unless otherwise noted on posted agendas.
January 8
February 12
March 11
April 8
May 13
June 10
July 8
August 12
September 9
October 14
November 4 (date change due to Veteran's Day Holiday)
Thurs., December 3 (Budget Workshop)

Engineering Workshop
Fourth Thursday of every month
Meeting time is 6:00 p.m. unless otherwise noted on posted agendas.
January 23
February 27
March 26
April 23
May 28
June 25
July 23
August 27
September 24
October 22
November 19
Monday, December 14 (date change due to holidays and conflicting events)

Finance and Audit Committee
First Thursday of the month
Meeting time is 3:00 p.m. unless otherwise noted on posted agendas.
January 2
February 6
March 5
April 2
May 7
June 4
July 1 (Wednesday, due to Holiday)
August 6
September 3
October 1
November 5
December 3

Personnel Committee
Fourth Monday, odd months
Meeting time is 5:30 p.m. unless otherwise noted on posted agendas.
January 27
March 23
May 25 – No meeting, Memorial Day
July 27
September 28
November 23

District Holidays 2020	
Jan. 1	New Year's Day
Jan. 20	Martin Luther King Day
Feb. 17	President's Day
May 25	Memorial Day
July 2	Independence Day (observed)
Sept. 7	Labor Day
Nov. 11	Veterans Day
Nov. 26	Thanksgiving
Dec. 24	Christmas Day (observed)

Agendas are posted at least 72 hours in advance of a regular meeting and 24 hours in advance of a special meeting and are also available on the District's website at www.bcvwd.org. At regular meetings, members of the public may address the Board of Directors on any item within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda, unless the action is otherwise authorized by Government Code Subdivision 54954.2(b). Unless otherwise noted, meetings are held at the BCVWD office at

560 Magnolia Avenue, Beaumont, CA 92223

For additional information, please contact the Director of Finance and Administrative Services at

(951) 845-9581.



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 28, 2020**

Item 6

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Proposed Information Systems Manager Classification Change**

Staff Recommendation

Recommend to the Board of Directors the amendment to the Beaumont-Cherry Valley Water District Organizational Chart and 2020 Salary Schedule to change the title of Information Systems Manager to Chief Technology Officer (CTO).

Background

The organizational structure of BCWVD adjusts from time to time to maximize efficiency, improve service levels, and assure regulatory compliance. The staffing levels are projected and set to assure the accomplishment of District goals and objectives, to implement the recycled water program, provide development support, move forward the capital improvement program, and expedite capital replacement projects.

The Information Technology department maintains the District's cyber security, District website communications with ratepayers, technology resources, and provides help desk services to staff and the public.

Summary

As the District has grown and modernized, the Information Systems Manager classification has required greater depth of responsibility, expertise, and complexity of work. The position is solely responsible for all IT functions and manages the department budget, advises the General Manager on cyber security measures, and implements strategic infrastructure improvements to improve District communication and efficiency. These increases in responsibility have led to the need for a revision of the job description, organizational chart, and range for this position.

Fiscal Impact

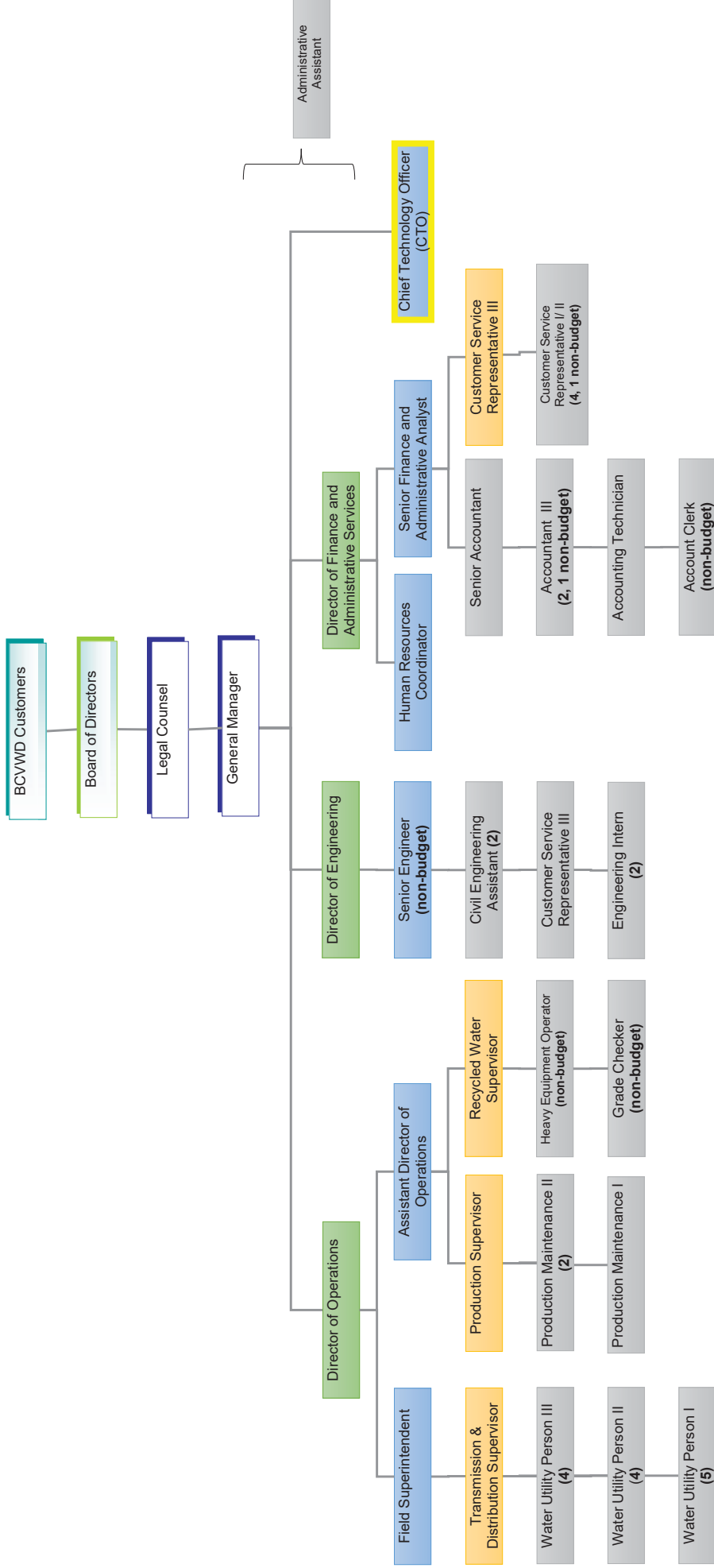
There is no change in fiscal impact to the adopted Fiscal Year 2020 Budget. This classification adjustment was planned for the 2020 Fiscal Year.

Attachments

- A. Proposed Organizational Chart
- B. Current Organizational Chart
- C. Proposed Salary Schedule
- D. Current Salary Schedule
- E. Classification Specification – Chief Technology Officer (CTO)

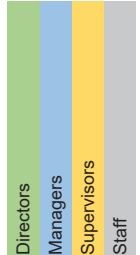
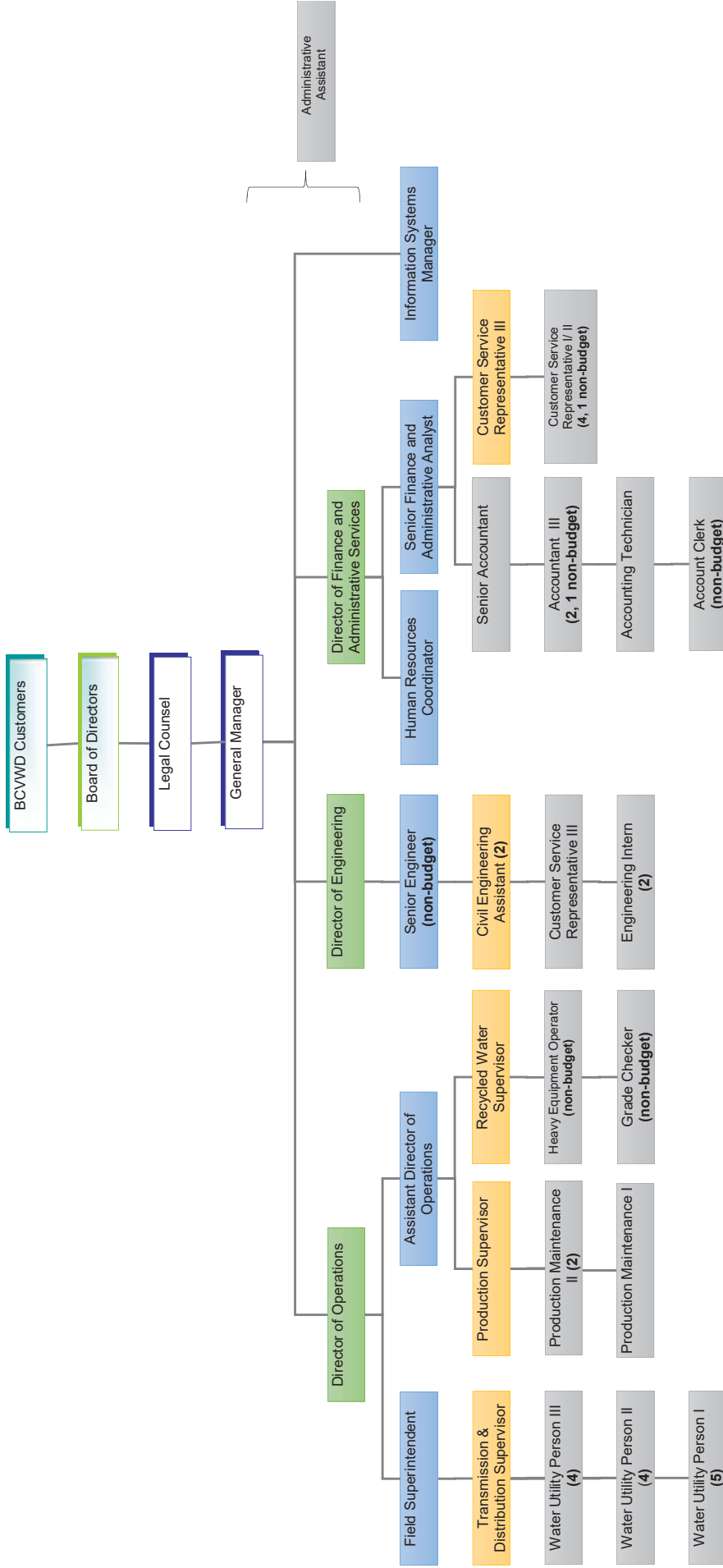
Report prepared by Sabrina Foley, Human Resources Coordinator

BCVWD Organization Chart 2020-- DRAFT



Effective 01/01/2020

BCVWD Organization Chart 2020



Effective 01/01/2020

Beaumont-Cherry Valley Water District Salary Schedule

Effective: TBD Classification	Hourly Rates					Annual Range
	1	2	3	4	5	
Accountant III	34.83	36.57	38.40	40.32	42.34	72,446.40 - 88,067.20
Accounting Assistant	21.70	22.79	23.92	25.12	26.38	45,136.00 - 54,870.40
Accounting Technician	26.39	27.71	29.10	30.55	32.08	54,891.20 - 66,726.40
Administrative Assistant	21.95	23.05	24.20	25.41	26.68	45,656.00 - 55,494.40
Assistant Director of Operations	41.63	43.71	45.90	48.19	50.60	86,590.40 - 105,248.00
Chief Technology Officer (CTO)	55.50	58.28	61.19	64.25	67.46	115,440.00 - 140,316.80
Civil Engineering Assistant	33.65	35.33	37.10	38.95	40.90	69,992.00 - 85,072.00
Customer Service Representative I	17.42	18.29	19.20	20.16	21.17	36,233.60 - 44,033.60
Customer Service Representative II	20.48	21.50	22.58	23.71	24.90	42,598.40 - 51,792.00
Customer Service Representative III	26.00	27.30	28.67	30.10	31.60	54,080.00 - 65,728.00
Director of Engineering	71.52	75.10	78.85	82.79	86.93	148,761.60 - 180,814.40
Director of Finance and Administrative Services	62.00	65.10	68.35	71.77	75.36	128,960.00 - 156,748.80
Director of Operations	60.55	63.58	66.76	70.10	73.61	125,944.00 - 153,108.80
District Engineer	92.62	97.25	102.11	107.22	112.58	192,649.60 - 234,166.40
Engineering Intern	14.80	15.54	16.32	17.14	18.00	30,784.00 - 37,440.00
Field Superintendent	41.63	43.71	45.90	48.19	50.60	86,590.40 - 105,248.00
General Manager	contract rate increased by COLA					219,440.00
Grade Checker (1000 HR)	28.79	30.23	31.74	33.33	35.00	59,883.20 - 72,800.00
Heavy Equipment Operator (1000 HR)	31.27	32.83	34.47	36.19	38.00	65,041.60 - 79,040.00
Human Resource Coordinator	26.00	27.30	28.67	30.10	31.60	54,080.00 - 65,728.00
Production Maintenance I	20.90	21.94	23.04	24.19	25.40	43,472.00 - 52,832.00
Production Maintenance II	25.62	26.90	28.24	29.65	31.13	53,289.60 - 64,750.40
Production Supervisor	33.82	35.51	37.29	39.15	41.11	70,345.60 - 85,508.80
Recycled Water Supervisor	33.49	35.16	36.92	38.77	40.71	69,659.20 - 84,676.80
Senior Accountant	36.57	38.40	40.32	42.34	44.46	76,065.60 - 92,476.80
Senior Engineer	57.77	60.66	63.69	66.87	70.21	120,161.60 - 146,036.80
Sr. Finance and Administrative Analyst	40.75	42.79	44.93	47.18	49.54	84,760.00 - 103,043.20
Transmission & Distribution Supervisor	33.49	35.16	36.92	38.77	40.71	69,659.20 - 84,676.80
Water Utility Person I	18.31	19.23	20.19	21.20	22.26	38,084.80 - 46,300.80
Water Utility Person II	21.53	22.61	23.74	24.93	26.18	44,782.40 - 54,454.40
Water Utility Person III	24.21	25.42	26.69	28.02	29.42	50,356.80 - 61,193.60
Board of Directors	\$200 per day for meeting attendance in accordance with District rules					

2020 Salary Schedule

Beaumont-Cherry Valley Water District Salary Schedule							
Effective: January 1, 2020	Hourly Rates					Annual Range	
	1	2	3	4	5		
Classification							
Account Clerk I	23.56	24.74	25.98	27.28	28.64	49,004.80	59,571.20
Accountant III	34.83	36.57	38.40	40.32	42.34	72,446.40	88,067.20
Accounting Technician	26.39	27.71	29.10	30.55	32.08	54,891.20	66,726.40
Administrative Assistant	21.95	23.05	24.20	25.41	26.68	45,656.00	55,494.40
Assistant Director of Operations	41.63	43.71	45.90	48.19	50.60	86,590.40	105,248.00
Civil Engineering Assistant	33.65	35.33	37.10	38.95	40.90	69,992.00	85,072.00
Customer Service Representative I	17.42	18.29	19.20	20.16	21.17	36,233.60	44,033.60
Customer Service Representative II	20.48	21.50	22.58	23.71	24.90	42,598.40	51,792.00
Customer Service Representative III	26.00	27.30	28.67	30.10	31.60	54,080.00	65,728.00
Director of Engineering	71.52	75.10	78.85	82.79	86.93	148,761.60	180,814.40
Director of Finance and Administrative Services	62.00	65.10	68.35	71.77	75.36	128,960.00	156,748.80
Director of Operations	60.55	63.58	66.76	70.10	73.61	125,944.00	153,108.80
Engineering Intern	14.80	15.54	16.32	17.14	18.00	30,784.00	37,440.00
Field Superintendent	41.63	43.71	45.90	48.19	50.60	86,590.40	105,248.00
General Manager	contract rate increased by COLA				105.50		219,440.00
Grade Checker (1000 HR)	28.79	30.23	31.74	33.33	35.00	59,883.20	72,800.00
Heavy Equipment Operator (1000 HR)	31.27	32.83	34.47	36.19	38.00	65,041.60	79,040.00
Human Resource Coordinator	26.00	27.30	28.67	30.10	31.60	54,080.00	65,728.00
Information Systems Manager	49.98	52.48	55.10	57.85	60.74	103,958.40	126,339.20
Production Maintenance I	20.90	21.94	23.04	24.19	25.40	43,472.00	52,832.00
Production Maintenance II	25.62	26.90	28.24	29.65	31.13	53,289.60	64,750.40
Production Supervisor	33.82	35.51	37.29	39.15	41.11	70,345.60	85,508.80
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Senior Engineer	57.77	60.66	63.69	66.87	70.21	120,161.60	146,036.80
Sr. Finance and Administrative Analyst	40.75	42.79	44.93	47.18	49.54	84,760.00	103,043.20
Transmission & Distribution Supervisor	33.49	35.16	36.92	38.77	40.71	69,659.20	84,676.80
Water Utility Person I	18.31	19.23	20.19	21.20	22.26	38,084.80	46,300.80
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Water Utility Person III	24.21	25.42	26.69	28.02	29.42	50,356.80	61,193.60
Board of Directors	\$200 per day for meeting attendance in accordance with District rules						



Beaumont-Cherry Valley Water District
Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
At-Will Exempt	Chief Technology Officer (CTO)	TBD	

JOB SUMMARY

Under general direction, to plan, organize, manage, and perform all aspects of the operation, maintenance, and integration of computer platforms and networks to provide effective systems and system availability, communication, and computing support to meet the present and future needs of the District; to identify, recommend, implement, and support a variety of new technology and business solutions; to manage the District's information security and cyber defense strategies; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Chief Technology Officer is a single-incumbent professional level classification reporting directly to the General Manager. This class may supervise professional, technical and support staff, as assigned, and assumes responsibility for developing and implementing information technology strategic plans, goals, policies, procedures, and budgets.

ESSENTIAL FUNCTIONS

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

Some of the essential duties include, but are not limited to the following:

Management Duties and Responsibilities

1. Plans, organizes, manages and performs all activities associated with the District's information systems requirements; develops, modifies and implements strategic plans, goals, and objectives.
2. Keeps abreast of industry trends, emerging technologies, and best practices; develops and administers policies and procedures, and recommends improvements to the District's information systems program.
3. Prepares, manages, and administers the information technology budget including server and network hardware, software, and related supplies, to meet the District's needs and requirements.
4. Develops specifications for purchases of computers and related equipment; issues requests for proposals, evaluates responses, and makes purchase recommendations.
5. Manages and performs project activities, including, but not limited to evaluation and selection of vendors and vendor packages; and project planning, implementation and evaluation.
6. Serves as liaison to other District departments, agencies and groups; provides technical expertise and guidance on issues related to information technology, systems, and services.



Beaumont-Cherry Valley Water District
Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
At-Will Exempt	Chief Technology Officer (CTO)	TBD	

7. Plans and manages the design, installation, modification, maintenance, integration, and security of new and existing information systems and applications; installs new operating systems and upgrades, and evaluates their effectiveness; and establishes standards to maximize system integrity and productivity.
8. Provides user support activities, including troubleshooting hardware and software problems, user training, preventive maintenance and repair, and related technical assistance and advice.
9. Develops information systems related standards, specifications and administrative procedures and practices; supervises assigned staff and/or consultants.
10. Performs system administration, analysis, programming and reporting for desktop computer hardware/software, network administration, and telecommunications operations and maintenance.
11. Manages and maintains the District's Supervisory Control and Data Acquisition (SCADA) systems including supervisory computers, remote terminal units, programmable logic controllers, point-to-point communication infrastructure, and human-machine interfaces.
12. Manages the District's Virtual Private Network (VPN) technologies; program and connect the District's network securely.
13. Provides technical support in the area of Geo Spatial Systems and products, Finance and Administration software, workflow management, utility billing, and related business and operational systems; reviews and recommends software to aid in the automated management of system performance.
14. Manages and performs website management and design.
15. Troubleshoots meter reading devices and related software, and oversees the various functions assigned in conjunction with the meter reading program.
16. Develops and manages a backup policy; installs, configures and performs daily backups of physical and virtual servers; monitors and recommends the cleanup of system disk storage.
17. Plans, designs, and administers the District's Local and Wide-Area Networks and telecommunications systems; installs, configures and maintains large storage area networks; installs, configures, and maintains physical and virtual servers; configures systems to maintain operation in the event of failure; installs, configures, and troubleshoots network switches, bridges, routers, hubs, wireless access points, and security appliances with a high degree of proficiency.
18. Maintains system security and compliance with applicable laws; ensures safeguards are in place to defend against malicious attacks such as viruses, malware, and spyware; keeps current with the latest threats and modifies safeguards as needed; serves as the District's Information Security Officer.
19. Oversees the development and implementation of District-wide information security policies and procedures to protect the District from internal/external information systems threats and vulnerabilities.



Beaumont-Cherry Valley Water District
Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
At-Will Exempt	Chief Technology Officer (CTO)	TBD	

- 20. Develops, recommends, and implements short/long term strategies for optimizing the District's information security plan, and formulates the recommended District-wide policies for detecting, deterring, and mitigating information security threats.
- 21. Monitors and identifies security risks; manage activities related to security breaches and related incidents.
- 22. Develops and implements disaster recovery and business continuity plans to ensure that appropriate security measures are addressed.
- 23. Selects and keeps current maintenance agreements for District's computer, network, phone, and electronic devices; initiates repair and service calls as needed.
- 24. Installs, configures, and maintains firewalls, network intrusion/network prevention systems, and web filtering rules; manage internet security software, virus protection, and endpoint security software.
- 25. Reviews existing and proposed State and Federal legislation and regulatory laws regarding information systems, security and privacy; participates in seminars and study programs to obtain state of the art security concepts.
- 26. Prepares and presents a variety of studies, reports, and correspondence; presents information technology related staff reports to the Board of Directors.
- 27. Coordinates with District's attorney as needed related to legal issues.
- 28. Establishes positive working relationships with District staff and the general public.
- 29. Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner.
- 30. Interacts with co-workers at all levels in the District in a collaborative and customer service-oriented manner.

DESIRED MINIMUM QUALIFICATIONS

Education, Training and Experience:

Any combination of education and experience which may provide the required knowledge and abilities and skills is qualifying. A typical way is a Bachelor's Degree in information systems, engineering, or a related field; and a minimum of five (5) years of professional and progressively responsible experience in performing and managing diverse information technology systems with at least two (2) years at a managerial level. A Master's Degree in information systems, geographic information systems, computer engineering, business administration, or a related field is highly desirable and preferred. Professional certifications in the areas of Information Technology are highly desired.

Knowledge of:



Beaumont-Cherry Valley Water District
Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
At-Will Exempt	Chief Technology Officer (CTO)	TBD	

Principles, practices, methods and current technologies of Information Systems Management as applied to systems analysis, design, development, implementation, maintenance, and security; principles, practices, and current technologies of database and network design, security, and administration; management principles, methods and techniques related to budgeting, project planning and administration, purchasing, and contracts; principles, practices and techniques of effective employee supervision, including selection, training, work assignment, and performance evaluation; various computer platforms and programming languages used by the District; basic principles and procedures of record keeping; business letter writing and report preparation; principles and practices of customer service; office procedures, methods, and equipment including computers and applicable software applications; pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Plan, organize, integrate, manage and personally perform all information systems services and operations for the District in a multi-platform environment; identify Information systems issues and opportunities; formulate and evaluate technology strategies and business solutions; set priorities, and allocate resources to most effectively meet needs; establish and maintain project and production schedules; develop and Implement standards, procedures, and controls; analyze complex technical problems and develop sound conclusions and recommendations; prepare clear, concise and accurate budgets, reports, analysis, records and correspondence; communicate effectively, both orally and in writing, including providing technical information In non-technical terms; establish and maintain effective working relationships with those contacted in the course of the work.

Licenses, Certificates, Special Requirements:

Driver's License: Possession of a valid California Class C Driver's License and ability to maintain insurability under the District's Vehicle Insurance Policy is required at the time of appointment. Failure to obtain or maintain such required license(s) and status may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of an acceptable driving record, free of multiple and/or serious traffic violations and/or accidents for two (2) consecutive years.

Physical and Mental Demands and Work Environment:

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Work is performed in a standard office environment requiring intermittent sitting, standing and walking, reaching with hands and arms, and twisting. In addition, bending, stooping, and kneeling may be required to access and



Beaumont-Cherry Valley Water District
Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
At-Will Exempt	Chief Technology Officer (CTO)	TBD	

service equipment. Strength to lift and carry equipment up to 50 pounds. Manual dexterity to operate equipment and keyboards. Speech and hearing to communicate in person and by telephone. Vision to read computer screens and documents, and color vision to distinguish wiring and Indicator lights. Sense of smell to perceive overheated equipment.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with others encountered in the course of work.

Work Environment:

The employee works under typical office conditions, and the noise level is usually quiet. However, in the performance of project management and field activities this position may work in a variety of weather conditions and sun exposure.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

GM Approval: _____



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 28, 2020**

Item 7

STAFF REPORT

TO: Personnel Committee
FROM: Dan Jagers, General Manager
SUBJECT: **Proposed Maintenance Utility Classification**

Staff Recommendation

No Recommendation.

Background

The Beaumont-Cherry Valley Water District continues to grow due to ongoing community development, and there is a need for maintenance of District facilities due to an aging infrastructure. The maintenance and professional appearance of District facilities is critical for public relations and extending the life of District infrastructure, such as buildings and equipment. Additionally, many District facilities are located in residential or public areas, and the appearance of District facilities has an impact on community appearance.

Summary

Currently, the Transmission and Distribution division of the Operations department is responsible for the maintenance of District facilities. However, the priority of the department is safe delivery of essential water services to the community, and the maintenance of facilities has taken a lower priority.

Staff proposes that a new classification, a Maintenance Utility Worker, be considered for the 2021 Fiscal Budget. This classification would address the maintenance and appearance of District facilities as the priority task.

Fiscal Impact

The annual fiscal impact to the District for this full-time position is to be determined.

Attachment(s)

- A. Maintenance Utility Worker Classification Specification
- B. Proposed Organizational Chart
- C. Current Organizational Chart

Report prepared by Sabrina Foley, Human Resources Coordinator



FLSA STATUS Non-Exempt	TITLE Maintenance Utility Worker	ISSUE DATE TBD	REVISION DATE
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JOB SUMMARY

Under close supervision, the Maintenance Utility Worker classification performs routine and repetitive maintenance, installation, and repair assignments. This classification is responsible for cleaning and maintaining District premises and equipment. This is an entry-level position with no supervisory responsibilities, reporting to the Production Supervisor.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

1. Clears weeds and bushes, and trims trees on meter services.
2. Makes simple repairs to District equipment and facilities, including simple vehicle repairs.
3. Performs general cleaning duties and maintenance duties, such as painting.
4. Performs landscaping duties.
5. Maintain stock levels of supplies, and receive, stock, and track inventory.
6. Troubleshoots tools and equipment and replaces broken components.
7. Tracks maintenance schedules for District vehicles and equipment.
8. Comply with health and safety regulations and maintain a safe working area.
9. Wears appropriate Personal Protective Equipment (PPE), and uses power tools safely and effectively.
10. Coordinates with outside vendors to complete more complex repairs and maintenance. Inspects completed work to ensure quality and completeness of projects.
11. Coordinates well with others, takes direction from supervisor, and conducts themselves professionally.
12. Communicates clearly with staff members and members of the public.
13. Performs other related duties, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Tools required for the maintenance and repair of District premises and equipment.
2. Proper work safety standards.
3. Basic repair knowledge for vehicle, plumbing, and electrical systems.

Ability to:

1. Learn and apply new repair techniques.



Beaumont-Cherry Valley Water District

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
Non-Exempt	Maintenance Utility Worker	TBD	

2. Operate motor vehicles and power tools.
3. Deal tactfully and courteously with the public.
4. Follow oral and written directions.

Training & Experience:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Training and experience substantially equivalent to graduation from high school or G.E.D. equivalent; and

One year of responsible work experience in maintenance work.

Licenses, Certificates, Special Requirements:

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles and ability to maintain insurability under the District's Vehicle Insurance Policy.

A Water Distribution Operator D-1 Certification issued by the state of California is desired, but not required.

Physical and Mental Demands and Work Environment:

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

- Operates and works in direct vicinity of vehicles and equipment in water facilities construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.



FLSA STATUS Non-Exempt	TITLE Maintenance Utility Worker	ISSUE DATE TBD	REVISION DATE
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Work Environment:

Work is performed outdoors in hot or cold weather under dusty, noisy conditions. Temperature extremes will vary depending on the seasonal exposure. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents), and to allergy causing agents (such as poison oak, grasses and insect bites). Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and contusion.

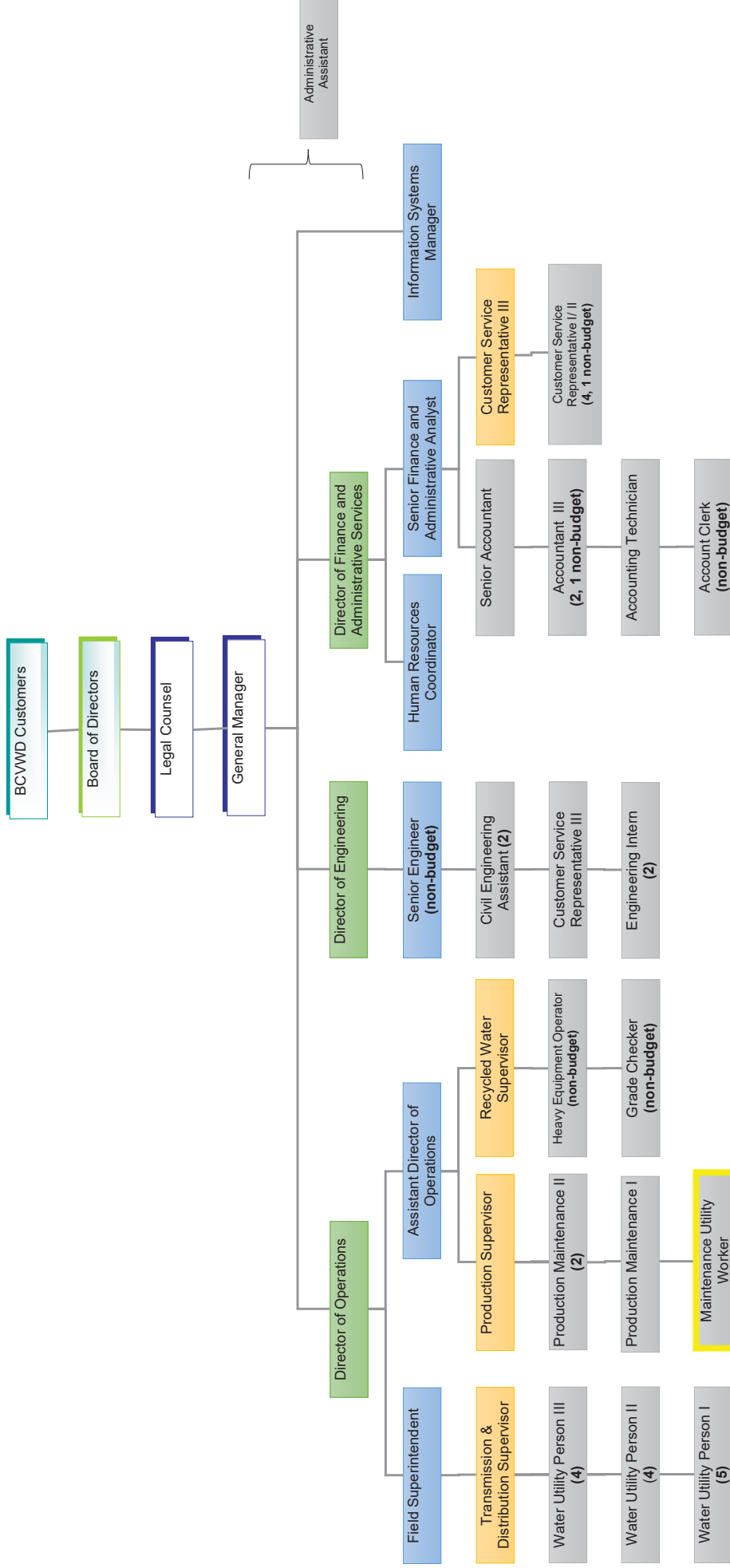
- Exposure to the sun: 80% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground. May be required to climb water tanks and other facilities up to 40 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

FLSA CLASSIFICATION

This position is classified as non-exempt from state and federal overtime pay provisions, as the duties and responsibilities do not meet the requirements for exemption under the Fair Labor Standards Act.

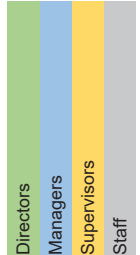
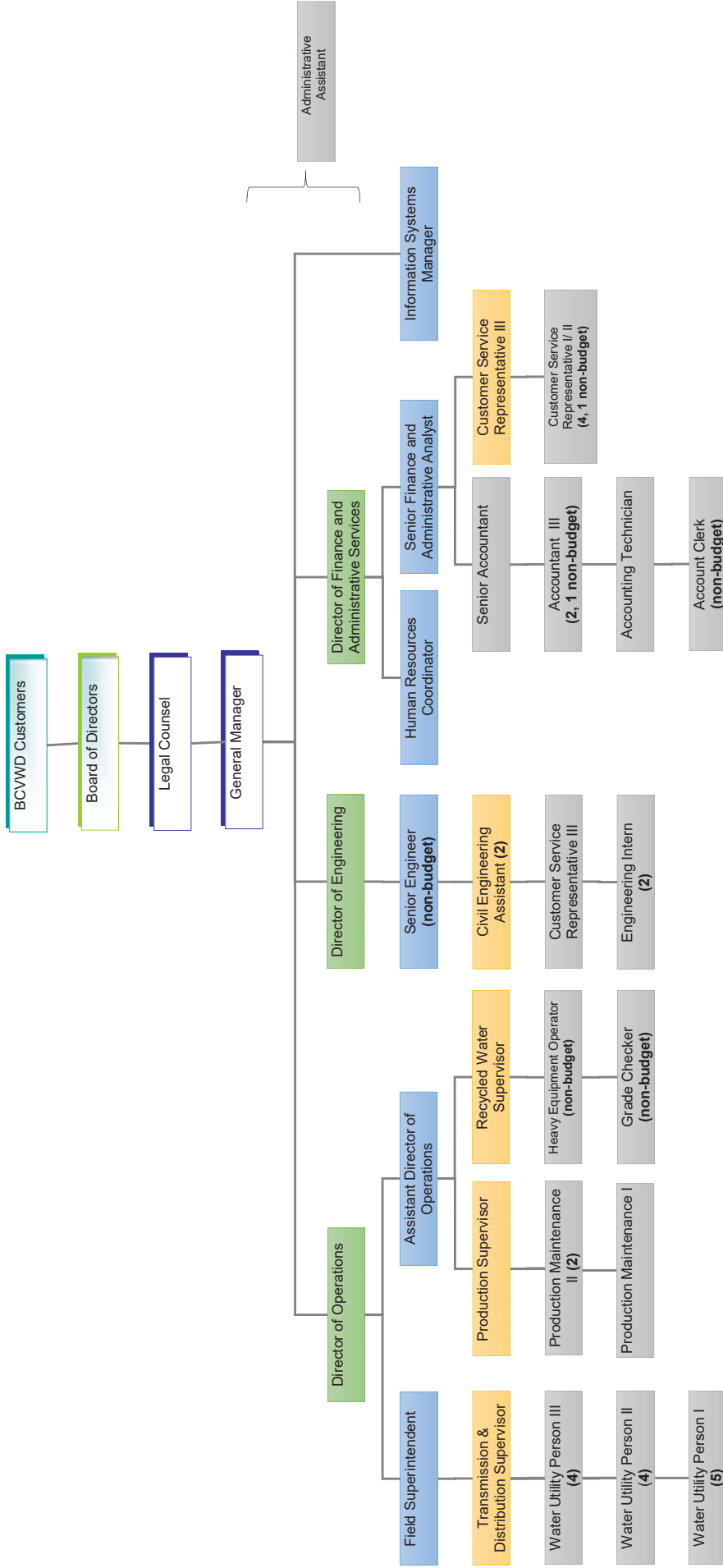
The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

BCVWD Organization Chart 2020-- DRAFT



Directors
Managers
Supervisors
Staff

BCVWD Organization Chart 2020



Effective 01/01/2020

Item 8



1



2

PURPOSE OF SURVEY



Engagement surveys are best practice for measuring key employee metrics, such as employee satisfaction and intent to stay with the organization.



Human Resources will use the data from the survey to determine priorities for the department for the next year.



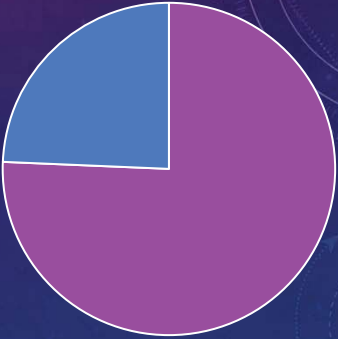
This year's survey will be used as a baseline for next year's survey to measure District growth.

3

SURVEY PARTICIPATION

- 37 employees, including part-time, full-time, and temporary staff were eligible to participate
- 28 survey responses (75.6% participation rate)
- Survey was administered online-only through the BCVWD website.
- Responses were collected anonymously, and the survey did not collect identifying information about participants such as department or job title.
- Response window was 14 days.
- Survey took approximately 25 minutes to complete on average.
- The average response for all ranked questions was an 8 out of 10.

Survey Participation



Category	Percentage
Participated	75.6%
Did Not Participate	24.4%

4



5

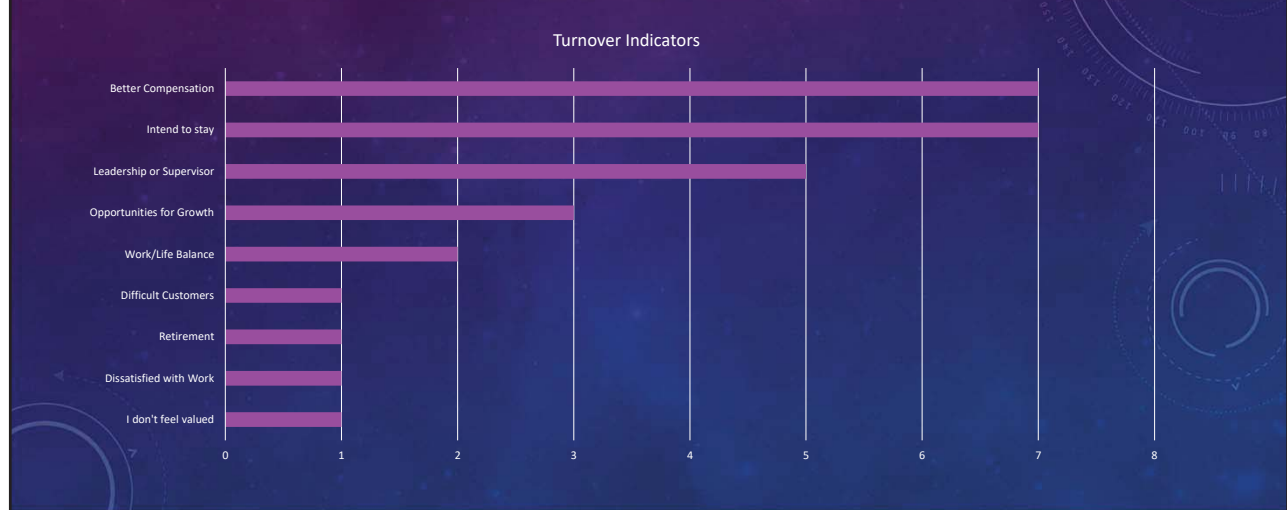
OVERALL EMPLOYEE ENGAGEMENT SCORE: 8.12

- Questions sought information about intent to stay, work satisfaction, work meaningfulness, and feelings of appreciation at work.

<u>Correlations to Engagement Score</u>	
Intent to Stay	0.36
Having Appropriate Equipment	0.42
Feeling Happy at work	0.50
Having Work-Life Balance	0.20
Having Fun at Work	0.22
Feeling a Sense of Purpose	0.60
Feeling Valued at Work	0.44

6

INDICATORS FOR TURNOVER



7

CONCLUSIONS ABOUT ENGAGEMENT AT BCVWD

- Overall engagement of employees is high based on an average of all responses in this category.
- Employees who are strongly connected with the Purpose of the District are more likely to feel engaged.
- Feeling happy and valued at work also strongly correlated with engagement.
- Area of Strength: Employees feel a strong sense of meaning and purpose connected with their work.
- Areas for Growth: Improving employee work/life balance may increase employee engagement.
- Some "Outlier" responses indicated that some employees don't feel that their work is valued by District Leadership.

8



9

OVERALL SAFETY SCORE: 8.77

- Questions sought information regarding employee perception of District safety and the importance of safety to the District, their Department, and their supervisor.
- “Outliers” indicated that safety may be perceived as less relevant in some departments.

Correlations to Safety Score

Safety Training	0.65
Department Priorities	0.37
Supervisor Priorities	0.73

10

ANECDOTAL: WHAT COULD THE DISTRICT DO TO IMPROVE SAFETY?

- “Make employees equally accountable.”
- “COVID-19 better ways to process mail payments.”
- Quarterly department safety meetings
- Fix broken equipment
- Plan field jobs ahead of time
- More hands-on training in addition to meetings
- Security in the office and active shooter training
- Hire a Risk Manager
- “The District is doing an excellent job to promote safety”
- “I believe our District takes safety very seriously and they do an amazing job.”

11

CONCLUSIONS ABOUT SAFETY AT BCVWD

- Employees perceive that safety is a priority for the District.
- There is some variation in responses about department priorities, since every department has different safety needs
- Area of Growth: Hands-on safety training

12



13

OVERALL LEADERSHIP SCORE: 8.06

- Questions sought information about feedback and recognition, District communication, and response to concerns and complaints.
- The leadership section focuses on how supervisors and managers affect perception of the District.

Correlations to Leadership Score

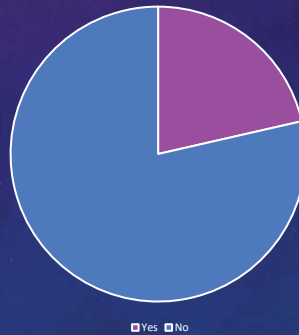
Supervisor Communication	0.62
District Communication	0.77
Performance Feedback	0.78
Response to Complaints	0.75
Supervisor's Investment in Employee	0.64
Positive Working Environment	0.65
Clear Expectations	0.48
Job Autonomy	0.55
Supervisor Trust	0.32
Trust in Supervisor	0.67
Recognition	0.62

14

FEEDBACK AND RECOGNITION

Feedback & Recognition Correlation: 0.71

Have you received a performance review in the last 12 months?

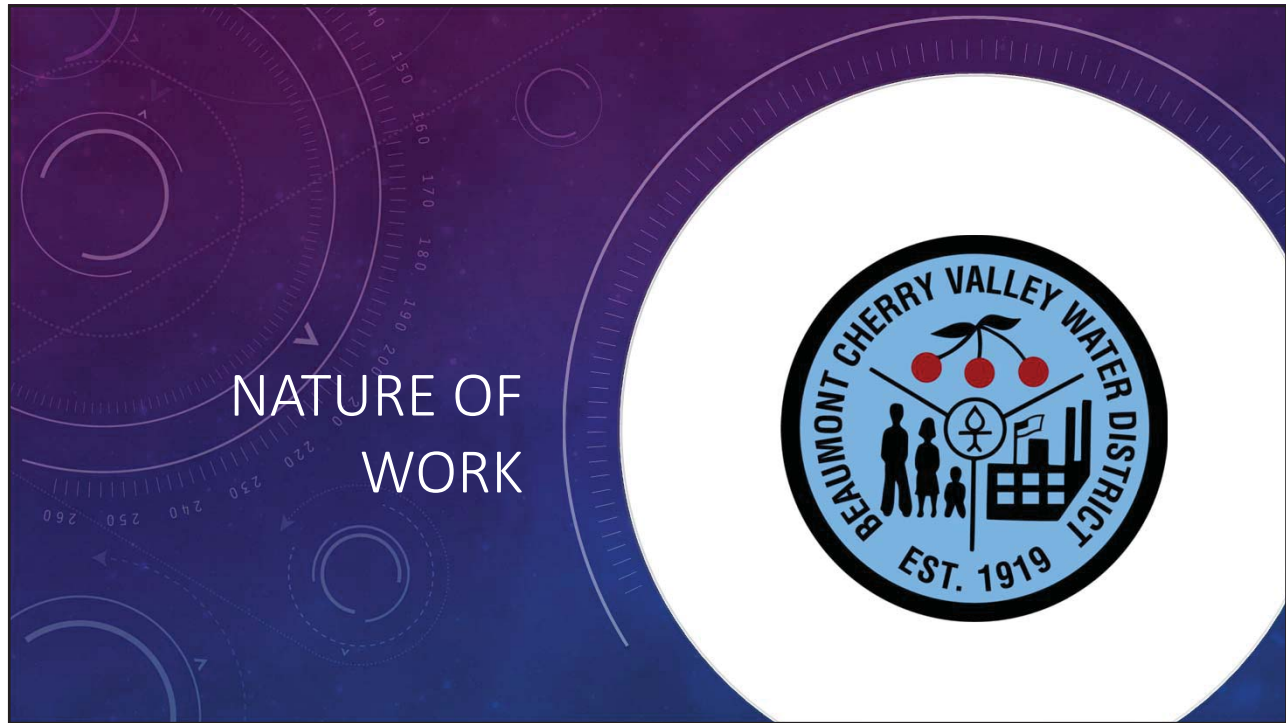


15

CONCLUSIONS ABOUT LEADERSHIP AT BCVWD

- Employees feel that they understand District expectations and have the authority to do their work effectively.
- Employee responses varied when asked about the District's resolution of concerns and complaints, indicating employee satisfaction in this area may vary by department or other factors.
- Areas of Growth: Supervisor feedback and District communication.

16



17

OVERALL NATURE OF WORK SCORE: 8.52

- Questions sought information about the complexity and meaningfulness of work at the District.
- Employees view their work for the District as interesting and meaningful.
- An area of improvement in this area is appreciation of employee work.

18



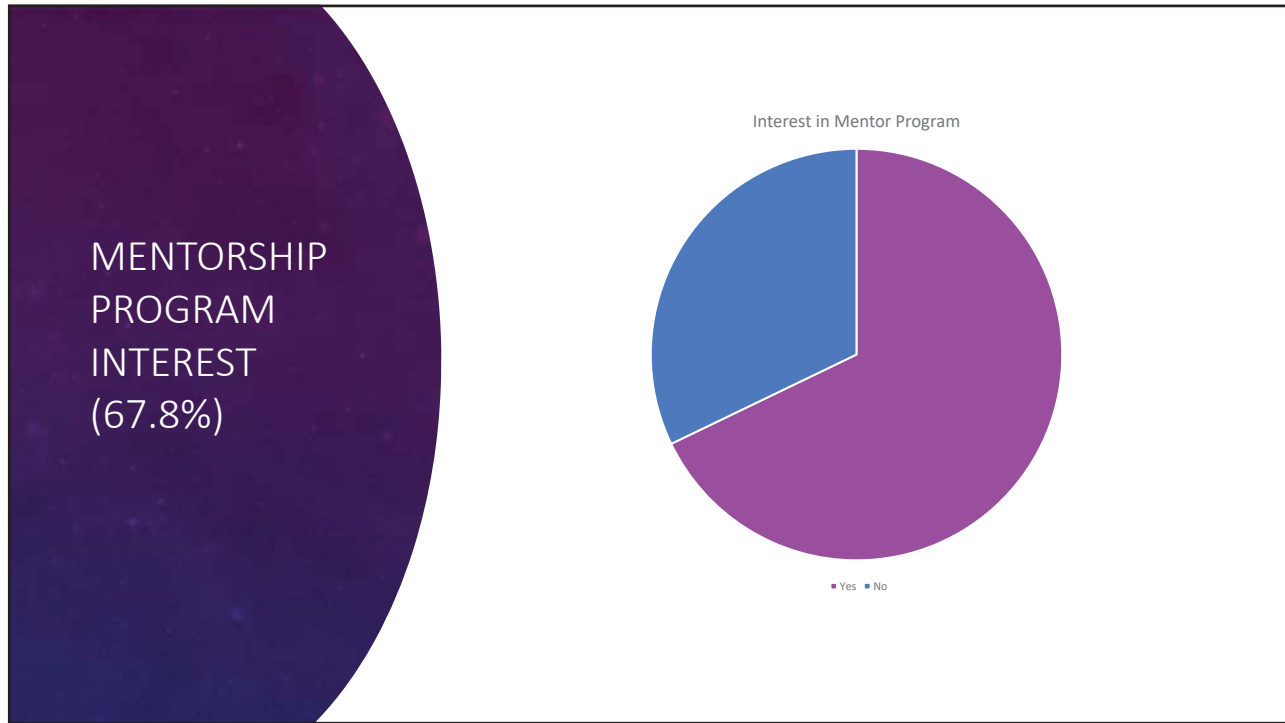
19

OVERALL CAREER DEVELOPMENT SCORE: 7.08

- Questions in this area sought information about training and development opportunities in the District, and opportunities for advancement.

<u>Correlations to Career Development Score</u>	
Opportunities for Training	0.84
Opportunities for Advancement	0.77
Quality and Relevance of Training	0.80

20



21



22

CONCLUSIONS ABOUT TRAINING AND DEVELOPMENT AT BCVWD

- Quality and relevance of available training ranked strongly with employees.
- There is significant interest in a mentorship program, with 67.8% of respondents stating they would be willing to act as a mentor.
- Areas of suggested training and development include District Systems (knowledge of District infrastructure as well as institutional knowledge), Computers and Software, and Leadership.
- Area of Growth: Opportunities for Advancement

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ORGANIZATIONAL CULTURE



24

OVERALL ORGANIZATIONAL CULTURE SCORE: 8.25

Correlations to Organizational Culture Score

Transparency of Leadership	0.75	
District Ethics	0.69	
Executive Leadership	0.68	• Questions in this area sought information about District transparency and ethics, employee pride in the organization, and District objectives.
Organizational Planning	0.67	
Delivering Quality Service to Ratepayers	0.76	

25

WHAT 3 WORDS WOULD YOU USE TO DESCRIBE BCVWD?

26

CONCLUSIONS ABOUT ORGANIZATIONAL CULTURE AT BCVWD

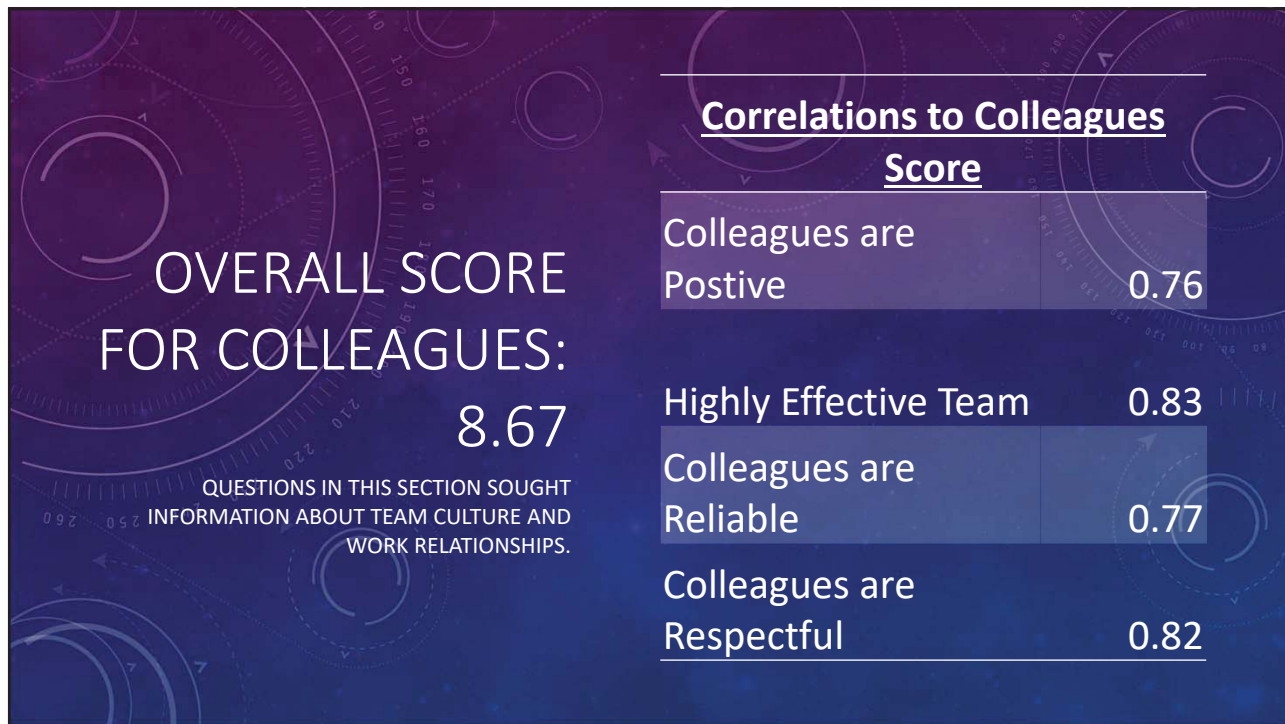
- Employees are proud to work at BCVWD and believe that the District provides quality service for the ratepayers in an ethical and transparent way.
- Employees are dedicated to the mission of the District.
- Employees think the District has integrity.
- Area of Growth: Employees believe the District is outdated.

27

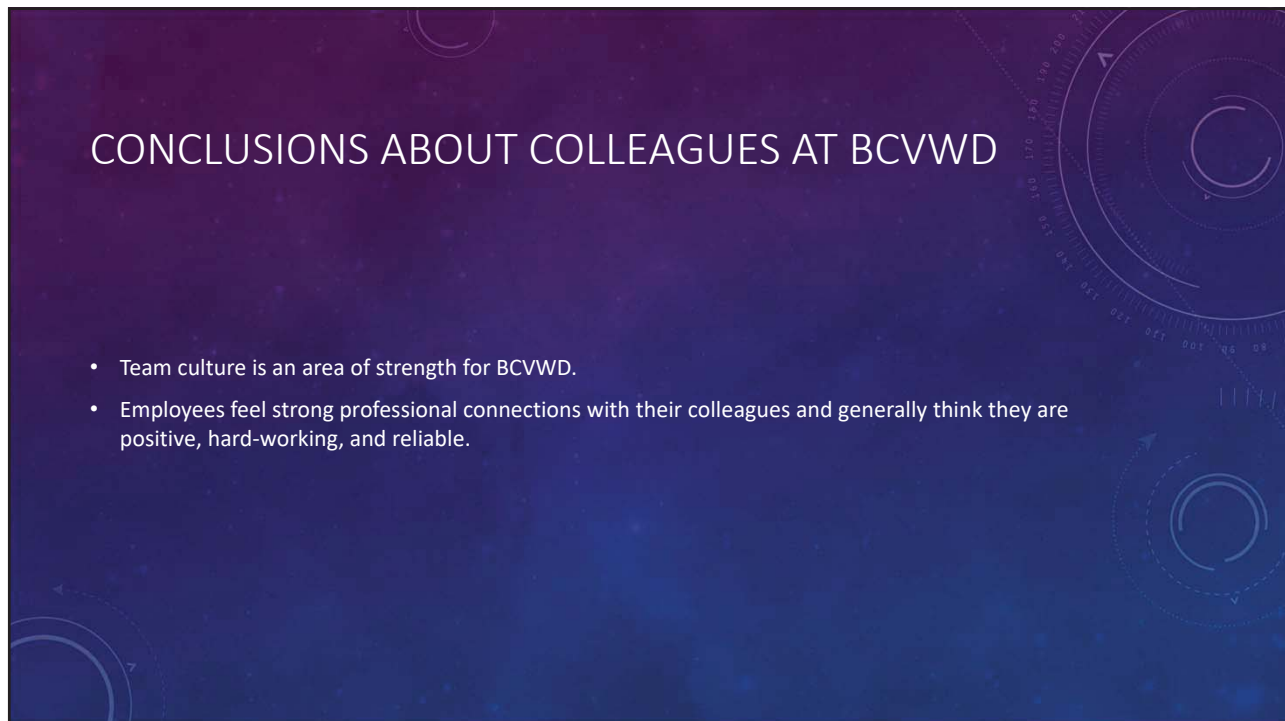
COLLEAGUES



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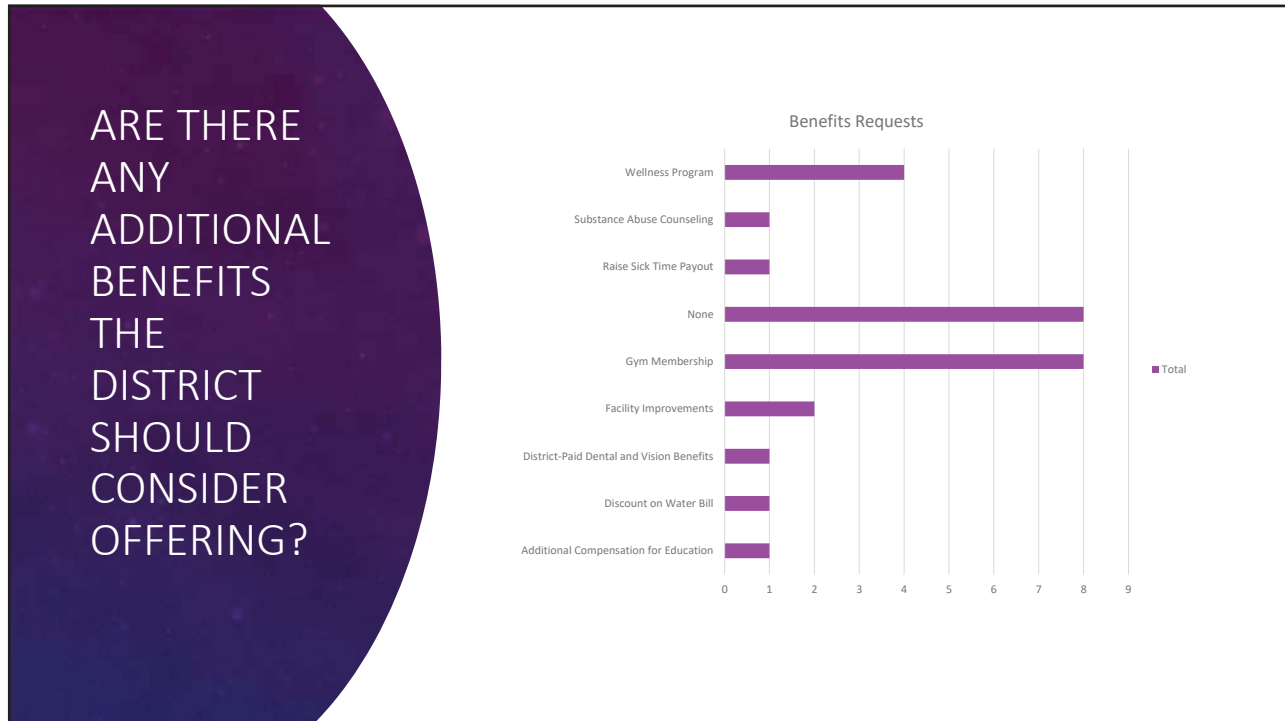
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31

<p>OVERALL COMPENSATION AND BENEFITS SCORE: 7.34</p> <ul style="list-style-type: none"> • Questions in this section sought information about District compensation, quality of benefits, and communication about benefits. 	<p><u>Correlations to Compensation and Benefits Score</u></p> <table border="0"> <tr> <td>Opportunities to Earn More</td> <td style="text-align: right;">0.57</td> </tr> <tr> <td>Value of Education and Training</td> <td style="text-align: right;">0.83</td> </tr> <tr> <td>Timely Adjustment of Salary Schedule</td> <td style="text-align: right;">0.78</td> </tr> <tr> <td>Understanding of Salary Schedule</td> <td style="text-align: right;">0.38</td> </tr> <tr> <td>Quality of Benefits</td> <td style="text-align: right;">0.61</td> </tr> <tr> <td>Benefits Communication</td> <td style="text-align: right;">0.51</td> </tr> <tr> <td>Variety and Choice of Benefits</td> <td style="text-align: right;">0.60</td> </tr> <tr> <td>Retirement Confidence</td> <td style="text-align: right;">0.32</td> </tr> </table>	Opportunities to Earn More	0.57	Value of Education and Training	0.83	Timely Adjustment of Salary Schedule	0.78	Understanding of Salary Schedule	0.38	Quality of Benefits	0.61	Benefits Communication	0.51	Variety and Choice of Benefits	0.60	Retirement Confidence	0.32
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32



33

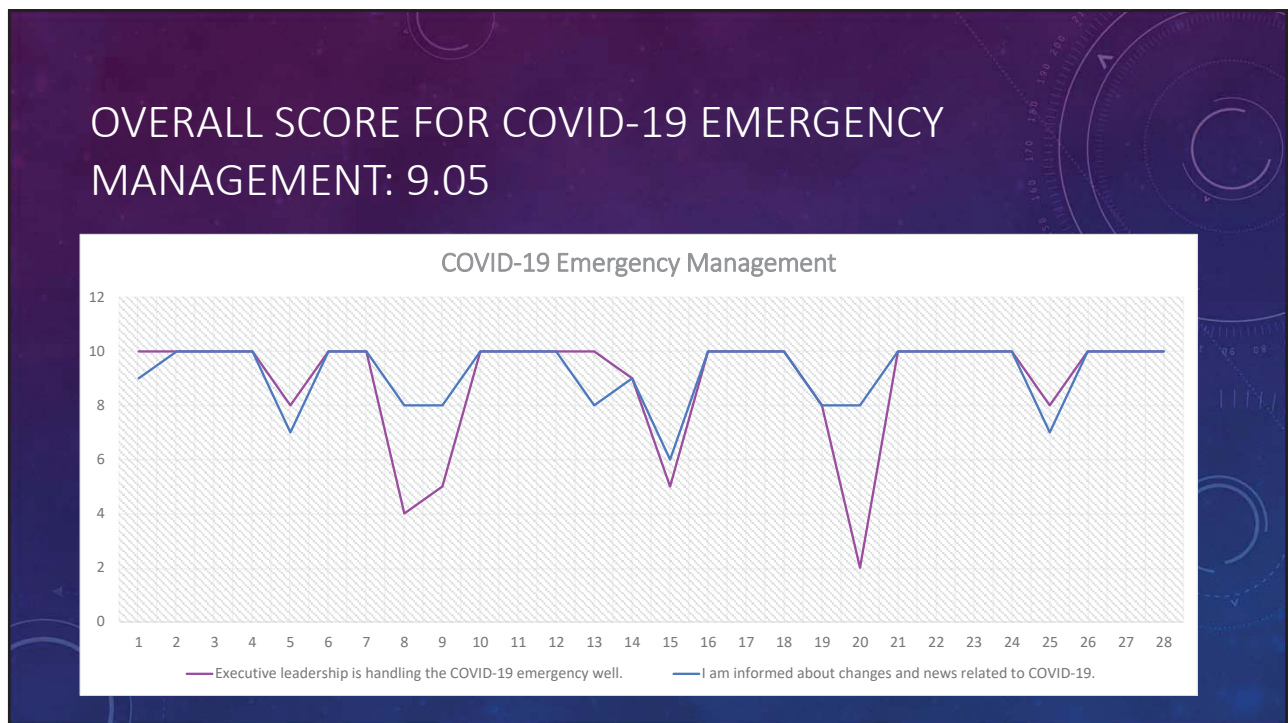
CONCLUSIONS ABOUT COMPENSATION AND BENEFITS AT BCVWD

- Average view of compensation is positive, and average view of benefits are very positive.
- Employees understand their grade and step on the salary schedule and feel well-informed about their benefits.
- On average, employees are confident they will be able to retire when they are ready.
- Areas for Growth: Routine adjustment of the salary schedule, Opportunities to earn more for additional education and training

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35



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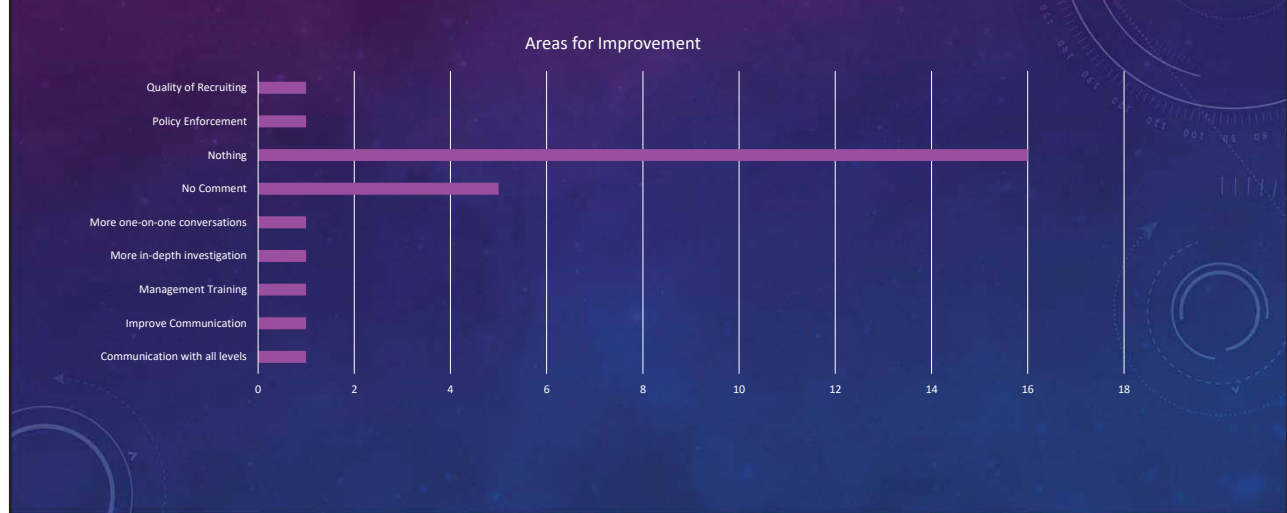
<u>Correlations to HR Score</u>	
Accessibility	0.89
Responsiveness	0.89
Communication Relevance	0.88
Change Management	0.97
Communication about Policies	0.78
HIPAA Compliance	0.94
Values Employee Input	0.87

OVERALL HUMAN RESOURCES SCORE: 8.95

- Questions in this section sought information about employee satisfaction with the HR department, including accessibility, communication, and change management.

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WHAT CAN HR DO TO IMPROVE?



39

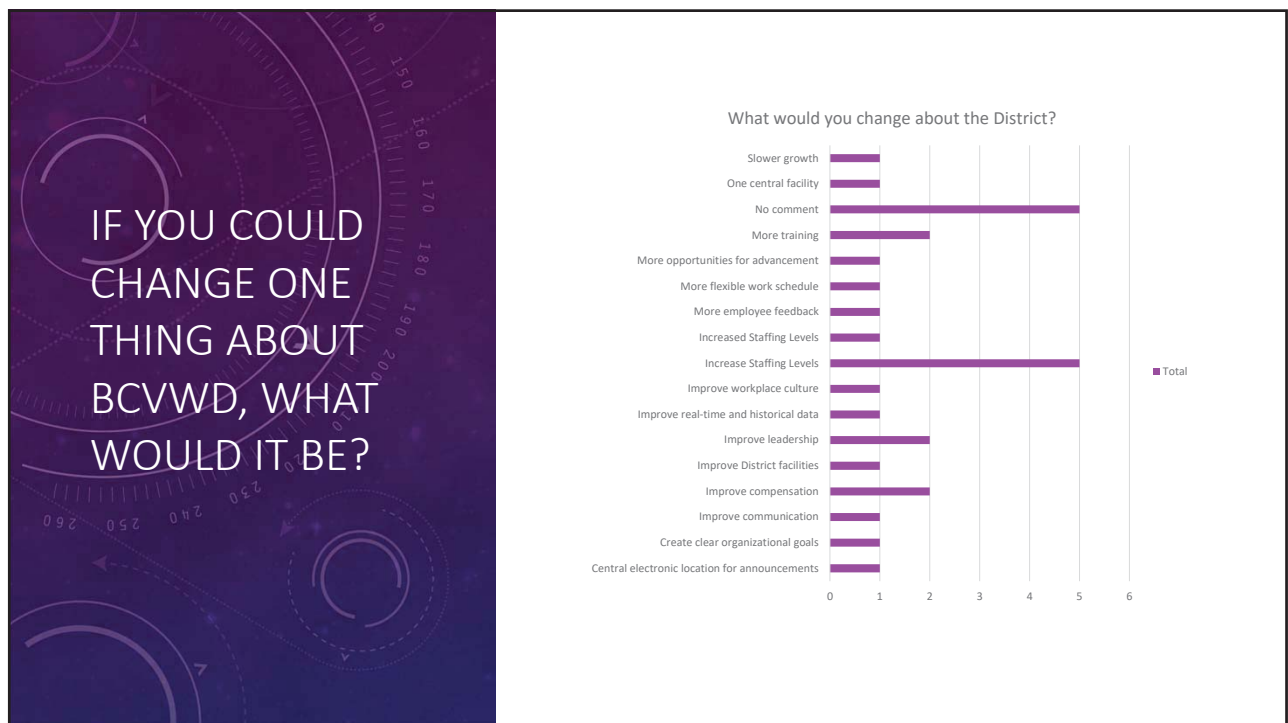
CONCLUSIONS ABOUT HR AT BCVWD

- HR generally communicates relevant information to staff, responds promptly to inquiries, and is easy to reach.
- HR's change management score was strongly correlated to the HR score, and varied strongly amongst respondents, perhaps due to variances by department.
- Area of Growth: Improve one-on-one communication with all employees.

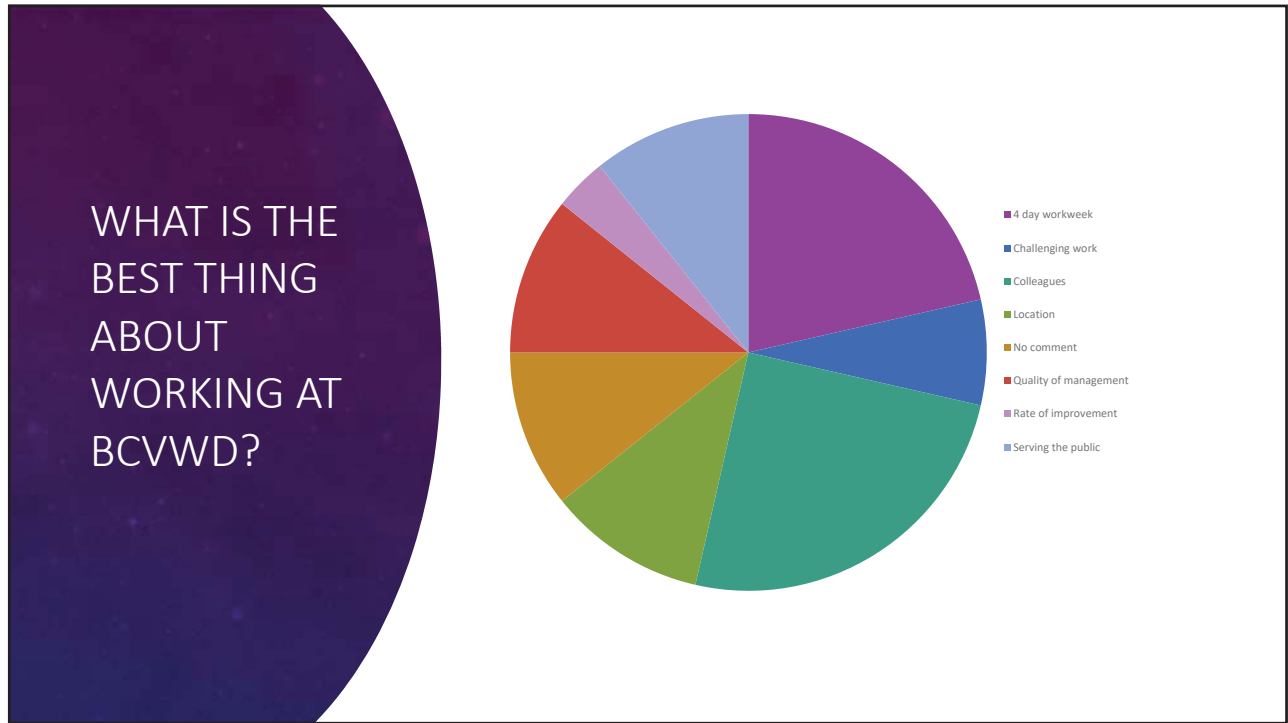
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41



42



43



44

AVERAGE SCORES

SECTION	SCORE
Employee Engagement	8.12
Safety	8.77
Leadership	8.06
Nature of Work	8.52
Career Development	7.08
Organizational Culture	8.25
Colleagues	8.67
Compensation and Benefits	7.34
COVID-19 Emergency	9.05
Human Resources	8.95

45

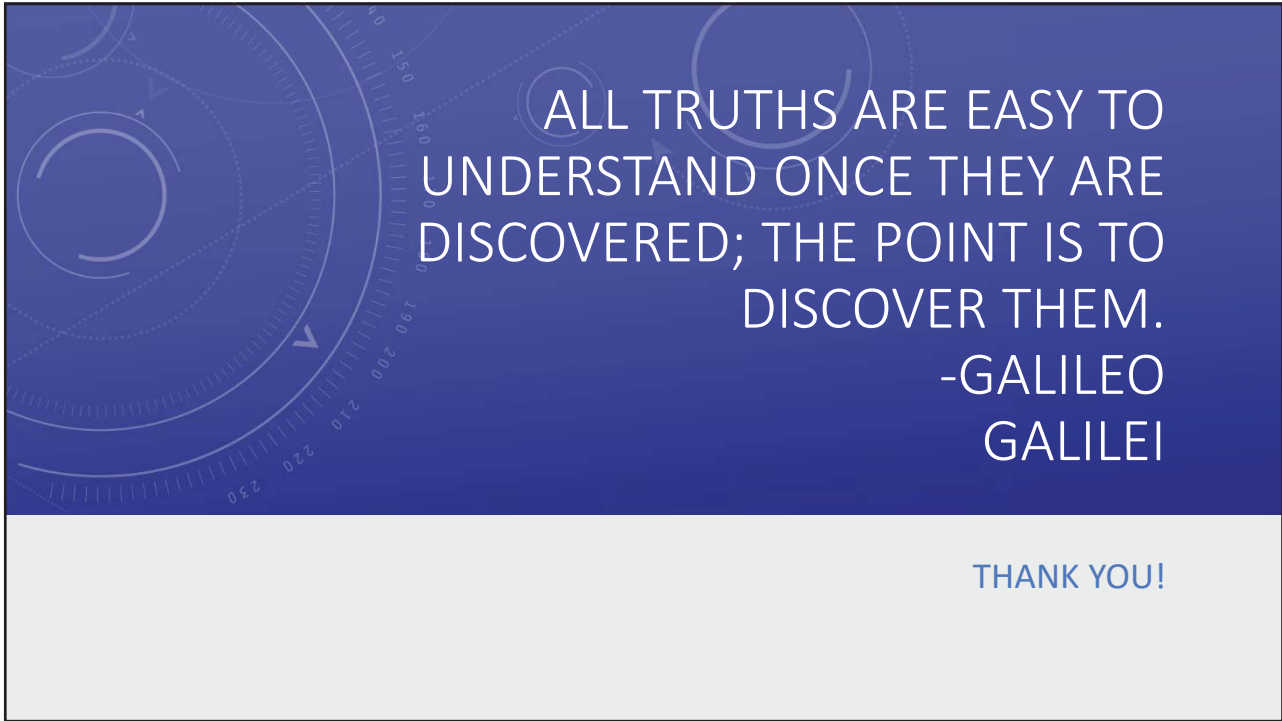
Areas of Strength

- Overall employee engagement
- Connection with District purpose and mission
- Safety is a District priority
- Leadership has clear expectations
- Employees have the authority to do their jobs well
- Employees believe their work is meaningful and important
- Employees are proud to work at BCVWD and believe that the District provides quality service for the ratepayers in an ethical and transparent way.
- Team Culture
- Strong professional connections
- 4 day workweek

Areas of Growth

- Work/Life Balance
- Need more hands-on safety training
- Improve feedback and recognition from supervisors
- Improve District communication
- Employee appreciation
- Improve opportunities for advancement
- Employees believe the District is outdated
- Routine adjustment of the salary schedule
- Increase staffing levels

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ALL TRUTHS ARE EASY TO
UNDERSTAND ONCE THEY ARE
DISCOVERED; THE POINT IS TO
DISCOVER THEM.
-GALILEO
GALILEI

THANK YOU!

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Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 28, 2020

Item 10

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee

FROM: Sabrina Foley, Human Resources Coordinator

SUBJECT: Human Resources Department Report for the Period of July 16, 2020 – September 21, 2020

Personnel

Total Current Employees (Excluding Board Members)	35
Part Time	3
Temporary	4
Interns	1
Separations	2
Retiring Employees	0

New Hires

Temporary Administrative Assistant started 8/10/2020.

Temporary Customer Service Representative started 8/18/2020.

Temporary Accounts Payable started 8/24/2020.

Temporary Engineer started 9/14/2020.

Anniversaries*

Brian Ortega	Water Utility Person I	2 years
Sarah Ath	Customer Service Rep. I	1 year
Luz Diaz	Customer Service Rep. I	1 year
Daniel Baguyo	Civil Engineering Assistant	1 year

**Work Anniversaries for the purposes of this report are calculated from the most recent hire date and do not determine employment conditions or terms. This report does not include elected officials.*

Promotions

There were no promotions during this period.



Employee Communications

Human Resources publishes an internal newsletter for employees, which is distributed via internal email and published to breakroom bulletin boards. The newsletter typically includes items such as employment announcements, information about CalPERS (Retirement and Health) programs, safety topics, and wellness tips.

Human Resources publishes a monthly calendar of events which includes holidays, recurring meeting dates, and employee birthdays for employees who elect to participate.

Human Resources scheduled a CalPERS 457 Plan Presentation which was delivered by webinar through our vendor.

Human Resources announced alternate COVID-19 testing through RiteAid.

Human Resources announced CalPERS Benefits Education Week.

Human Resources presented the 2020 Employee Engagement Survey Results to staff.

Human Resources sent a letter regarding COVID-19 and follow-up communications.

Human Resources shared a flyer from the EAP, "Be Money Savvy".

Human Resources shared a flyer from the CalPERS 457 plan.

Human Resources announced a free webinar, "CalPERS State of the Pension Fund".

Human Resources shared a Harvard Business Review article with the executive management team.

Human Resources published HR Memo #20-012, "Notice of Intent to Amend the Conflict of Interest Code".

Human Resources presented a webinar entitled "EAP Employee Orientation" to all staff.

Human Resources published HR Memo #20-013.

Human Resources shared the fall Wellness Connection newsletter from Keenan & Associates.

Human Resources shared the 2021 CalPERS Summary of Benefits and Coverage Notice.

Human Resources announced Suicide Prevention month and shared EAP resources for mental wellness.

Human Resources presented a webinar entitled "The Five Buckets Principle".

Other

Human Resources assigned annual Nepotism Disclosures and Policy Acknowledgements to all employees as required by District policy.

Human Resources conducted an employee engagement survey from 7/20/20 through 7/31/20.

Prepared by Sabrina Foley, Human Resources Coordinator, September 24, 2020