



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

PERSONNEL COMMITTEE MEETING AGENDA
Monday, November 23, 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=SXlzMFZCMGh0YTFIL2tnUGlpU3h0UT09>

To telephone in, please dial: (669) 900-9128
Enter Meeting ID: 843 1855 9070
Enter Passcode: 321852

*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:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members

present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.

- a. Item(s) to be removed or continued from the Agenda
- b. Emergency Item(s) to be added to the Agenda
- c. Changes to the order of the agenda

2. Acceptance of Personnel Committee Meeting minutes:

- a. September 28, 2020 (pages 4 - 5)
- b. October 1, 2020 (pages 6 – 11)

ACTION ITEMS

3. District Residences and Emergency Facility Policy and properties
(pages 12 - 52)

- a. District Residences and Emergency Facility Policy revision
- b. Draft Occupancy and Employment Agreement
- c. Cost Analysis

4. Equitable Compensation to Elected Members of the Board of Directors: Health and Other Benefits (pages 53 - 68)

5. 2020 Employee Engagement Survey Results Presentation
(pages 69 - 92)

6. Report from Human Resources Department (pages 93 - 95)

7. Report / Update from BCWVD Employees Association

8. Action List for Future Meetings

- *Employee Association topics*
- *Policy manual updates*

9. Next Meeting Date: January 25, 2021

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. November 20, 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 72 hours in advance of the meeting (Government Code §54956(a)).



Lynda J. Kerney, Admin Asst, for:

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, September 28, 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 5:50 p.m. via Zoom teleconference.

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 Brandy Llanes</i>
<i>BCVWD Employee Association reps:</i>	<i>Dustin Smith Julian Herrera</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.

5:55 p.m.: Director of Finance and Administration Yolanda Rodriguez prepared to call roll of staff members present. At this time, a participant on the teleconference disrupted the meeting with noise and visual blight (commonly known as "Zoom bombing" of a meeting) and made it impossible to continue the meeting.

After several minutes of attempting to overcome the technical difficulties, Chair Covington adjourned the meeting to October 1, 2020 pursuant to Government Code Section 54955. No action was taken on any item on the agenda.

Next Meeting Date:

Thursday, October 1, 2020 at 5:30 p.m.
Monday, November 23, 2020 at 5:30 p.m.

ADJOURNMENT: 6:10 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 AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
ADJOURNED MEETING from Sept. 29, 2020
Thursday, October 1, 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 5:37 p.m.

Announcement of Teleconference Participation

Director of Finance and Administrative Services 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 Assistant Director of Operations James Bean Administrative Assistant Brandy Llanes Administrative Assistant Lynda Kerney Field Superintendent Knute Dahlstrom Crew Leader Michael Morales</i>
<i>BCVWD Employee Association reps:</i>	<i>Dustin Smith Julian Herrera</i>

Director of Finance and Administrative Services 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:

General Manager Jagers indicated that the revised agenda does not include the Employee Association item. Chair Covington added Item 11.

2. Approval of the July 27, 2020 Meeting minutes

The Committee accepted the minutes of the Personnel Committee meeting by unanimous vote.

3. District Residences and Emergency Facility Policy and properties

- a. District Residences and Emergency Facility Policy revision
- b. Draft Occupancy and Employment Agreement

General Manager Jagers introduced the revised drafts and pointed out the fair market value report and cost analysis. He noted the intentions are to finalize a policy that the Personnel Committee is interested in moving forward, and to update the agreements with the current residents in District housing in a fair and equitable manner. Chair Covington reviewed the revisions and proposed changes in the staff report.

Chair Covington directed staff to retain the option of rental to non-employees to assure they remain occupied for security purposes and so as not to tie the hands of the General Manager. He noted that the properties were previously leased to Cal FIRE.

The Committee accepted the definition of "immediate family" consistent with the Healthy Workplaces, Healthy Families Act as recommended by staff. The District does not need to take on additional liability by having extended family members residing in the homes, Covington stated. Mr. Jagers pointed out that the policy language allows for variances at the discretion of the General Manager.

Chair Covington directed staff to set the amount of the security deposit at two (2) times the amount of the monthly maintenance fee. He recommended setting a payment plan to allow current residents to provide the security deposit.

The policy section regarding vehicles was amended by the Committee to allow only short term stays in a parked RV not to exceed 14 days in a 30-day period.

Chair Covington pointed to the Utilities section and indicated that BCVWD maintenance of the septic system should exclude the laterals from the house to the septic tank, which

should be the responsibility of the employee-occupant. He suggested that the verbiage include utilities to be provide by the employee “at their discretion.”

Chair Covington pointed out that the section on Maintenance provides for an annual inspection by a licensed contractor or inspector for the benefit of the employee and the District to identify any defaults in the residence, and suggested it should be a three-year inspection. Mr. Jagers suggested three years “unless determined by the General Manager” to offer flexibility.

The current rental agreements provide 60 days upon termination for the employee to vacate the residence, Covington noted. He said he would be more inclined to offer 30 days upon termination, 45 days upon separation from the District on good terms, and 45 days based on notice with or without cause. Ms. Foley indicated the concern regarding 60 days’ notice is compliance with a potential Labor Code issue and suggested obtaining advice from legal counsel.

Chair Covington opined that any Employee Occupancy Agreements need to be approved by the Board. He acknowledged that the Scope of Work is an exhibit to the Agreement and should also be subject to Board review on a regular basis. Mr. Jagers explained that the Scope of Work is in discussion to reach a well-balanced document. Each employee resident serves a different function for the organization and therefore will have a different Scope of Work, he noted.

Discussion ensued on values assigned to work. In response to a concern from Director Ramirez, Ms. Foley explained the nuances of overtime for non-exempt employees.

Chair Covington agreed with staff to remove the mandate for dogs to be spayed or neutered. He indicated that vaccination records should be required to be provided to the District at time of occupancy as related to potential liability.

Chair Covington directed staff to further define maintenance activities.

Director Ramirez initiated discussion on the District’s supplying of water at no charge to the residences. Mr. Jagers explained that the intent was to assure irrigation of the landscaping and upkeep of District property. He pointed out that the septic system offers some groundwater recharge and total water loss is marginal. Ramirez maintained that to assure no excessive use and to promote conservation, there should be a cost, and requested information. Discussion ensued. Chair Covington indicated there is a level of expectation as to what the District wants its facilities to look like, and if there is landscaping to keep up the cost of water to the employee should be negated. Ramirez posited that tenants on any rental property are usually paying for water to the landscape. Three options were suggested for staff to bring back: (a) install an irrigation meter for landscaping, and a potable meter for household use; (b) charge a monthly flat rate for water use, (c) charge 30 percent of the total use for indoor household use. Mr. Jagers indicated that there is water use data available for the Committee to review and discuss further.

Chair Covington also reiterated that if the employee-occupant was adversely using the septic system, they should be responsible for repair. Mr. Jagers agreed: normal wear and tear will be maintained by the District, adverse conditions such as abnormal grease will be the responsibility of the employee-occupant.

Chair Covington indicated that employee-occupants should be sure to utilize the pest control offered. He indicated that someone would need to manage the situations to assure

all responsibilities are being fulfilled. Director Ramirez pointed out the potential for maintenance items to be neglected. Mr. Jagers said he would explore options.

Chair Covington invited comment from District employees and the public. There was none. He requested feedback from employee-occupants at the next meeting.

Chair Covington requested the policy assure that use of the existing deep pit barbecue would still be allowed. Ms. Foley pointed out this is a rural, high fire risk area.

4. Proposed BCVWD Policies and Procedures Manual Updates

- a. Policy Section 1000 General
 - i. Policy 1000 Definitions
 - ii. Policy 1010 Policy Manual

Human Resources Coordinator Sabrina Foley reminded the Committee that the Policy Manual revision is ongoing from July 2018. She presented an updated Definitions section and a new policy 1010 regarding the policy manual and requested feedback from the Committee.

Chair Covington reminded staff that the policies will need to be presented for consideration in redline format, requested additional flagging of new policy items, and noted the policies should not move to the full Board in a piecemeal fashion. Ms. Foley reported that the goal is to present the revisions to the Board by section. Ms. Rodriguez concurred that staff would make the process as easy as possible for the Board.

Chair Covington invited public comment. There was none.

5. Proposed Personnel Committee Meeting Schedule for 2021

Mr. Jagers introduced the suggested schedule. Chair Covington concurred that two months between Personnel Committee meetings is too long to accomplish the tasks. He recommended the proposed monthly schedule to be presented to the Board for approval in December. Director Ramirez concurred.

Chair Covington invited public comment. There was none.

6. Proposed Information Systems Manager Classification Change

Mr. Jagers explained that for the last two years, the District has budgeted an updated position for the Information Systems Manager to more accurately reflect his duties for the District. Staff proposes to formalize the action to make the change, he said.

Ms. Foley indicated that the suggested title would be Chief Technology Officer / Chief Information Security Officer which is the industry standard for the role.

Chair Covington asked about the salary schedule. General Manager Jagers said the proposed modification is to the 2020 salary schedule due to effects on CalPERS calculations. Jagers and Director Ramirez acknowledged the work of IT Manager Robert Rasha. He noted that in city government, for an organization this size, the norm

is IT Director and indicated concern that the District places itself in the correct position. Mr. Jaggars explained the title designation. He said he will review with the incumbent. Ms. Foley acknowledged the importance of correctly classifying employees and pointed out that the incumbent is also advising the GM on other matters and participating in organizational and strategic decisions which go beyond the responsibility of a manager.

Foley noted that a title of Director would be consistent with the District's other designations, but said she understood the concern that this would be a Director who did not manage others. Chair Covington indicated that a title of Chief might suggest a position side by side with the General Manager, which would not be appropriate. He said he would be comfortable with the Director of Information Technology; Director Ramirez concurred.

Chair Covington invited public comment. There was none.

7. Proposed Maintenance Utility Classification

General Manager Jaggars indicated this would be a new classification to provide a dedicated staff member for maintenance utility activities in the 2021 budget. The District is now of a size with a fair amount of facilities and combining the production activities with building and facilities maintenance is becoming burdensome, he explained.

More facilities are in progress, Jaggars advised, and other buildings need attention while there is not enough staff to address the needs. He reminded the Committee of the Board's direction to improve the District's sites. Chair Covington asked about the position's dedication to facilities maintenance and its relationship to the contract with Urban Habitat. Mr. Jaggars indicated it is not in the near-term plan to cancel the landscapers' contract; the idea is to bring a new person on board to make headway on maintenance. In an emergency situation, Jaggars noted, the individual would have to have some flexibility.

Ms. Foley added that the job description specifies that the position would coordinate with outside vendors to complete more complex repairs and maintenance, and inspects the work to assure quality, completeness, and overall unity of the projects. She noted that the production team currently provides much of the general building maintenance such as changing light bulbs; this position would allow the production team more time to do their specialized duties.

Chair Covington pointed out that hiring a contractor requires prevailing wage, and Director Ramirez added that a new staff member adds to pension obligations. Covington acknowledged that work on facilities would not be able to be done with the current staffing level. He expressed concern that the job description alludes to an entry level position and asked how an entry level employee gets to a point of more complex tasks. Mr. Jaggars said the job description could be reviewed.

Chair Covington opined that this job may be beyond one employee, as there is so much work. Jaggars suggested temporary staffing if needed to avoid overgrowing the District. The idea is to get started and work through the budget, he said. Covington expressed support for dedicated facilities personnel. Director Ramirez concurred and again pointed out future pension liabilities and suggested contract services. Covington suggested a cost analysis to determine if this is an in-house or contract position for the Board to make a decision.

8. 2020 Employee Engagement Survey Status Results Presentation

At the request of Director Ramirez, President Covington continued this item to the November 23, 2020 meeting.

9. Water Professionals Appreciation Week – Oct. 3 – 11, 2020

Human Resources Coordinator Sabrina Foley advised this is always the second week of October. Some small things will be done to celebrate, she noted, including posts on social media about the essential service provided.

10. Report from Human Resources Department

Ms. Foley reported that a few temporary employees have started, and she highlighted work anniversaries. There have been many communications to employees regarding open enrollment, COVID-19, and other area emergencies. Training opportunities have been made available, she added. The required annual Nepotism Disclosure has been completed, as has the Engagement Survey, she stated.

11. Emergency Item: Report from Employee Association

Mr. Herrera reported that the new policy on uniform shorts is appreciated and employees look forward to wearing shorts on Monday for meter reading.

12. Action List for Future Meetings

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

13. Next Meeting Date:

Monday, November 23, 2020 at 5:30 p.m.

ADJOURNMENT: *8:07 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
November 23, 2020**

Item 3

STAFF REPORT

TO: Personnel Committee
FROM: Yolanda Rodriguez, Director of Finance and Administrative Services
SUBJECT: **District Residences and Facility Emergency Policy**

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. The Personnel Committee reviewed the drafts again at the October 1, 2020 meeting and gave further direction to staff. Legal Counsel has also reviewed the documents and input has been incorporated into the drafts, and noted in the staff report.

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 (ref. IRS Publication 5137) and is instead a working condition fringe benefit and does not create a legal tenancy. At the same time, typical tenant norms 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 8: Section 5)

The Committee directed staff to leave available the option for rental to non-employees.

2. Definition of "immediate family"

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

Personnel Committee members had pointed out that often a family unit may consist of others beyond the typical definition of family members. Given any number of varied family circumstances, the General Manager may be granted the discretion to allow variances from this policy (Section 8h).

3. Security Deposit

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

At its October 1, 2020 meeting, the Personnel Committee set the security deposit at two (2) times the monthly maintenance fee. The Personnel Committee also noted that any failure of an Employee-Occupant to reimburse the District for utilities including propane gas and electricity would also be deducted from the security deposit upon departure.

The security deposit must be substantial enough to cover damages and expenses. Staff continues to recommend at least three (3) times the amount of the monthly maintenance fee, since the fee is anticipated to be much lower than the fair market value of rent (see Attachment C - Cost Analysis) and may leave the District responsible for costs exceeding the deposit. The Committee could also consider setting a flat rate for the security deposit, but this would not allow for automatic increases for inflation tied to the monthly maintenance fee.

The Committee requested establishment of a short-term payment plan for existing employee-occupants to provide a security deposit to the District.

4. Vehicle parking on the properties

(District Residences and Facility Emergency Policy Draft 8: 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.

At its October 1, 2020 meeting, the Committee requested modifications to the section on vehicles, which have been made on the policy draft and in the Employee-Occupancy Agreement. Staff recognizes that situations vary, and the policy provides for variance at the discretion of the General Manager. It will be the responsibility of the supervisor of the Employee-Occupant or the General Manager to monitor the premises for compliance.

5. Utilities

The Personnel Committee held substantive discussion at its meeting of October 1, 2020.

Water. Water has been historically provided to the District residences at no charge to the Employee-Occupant, as the District is in the business of providing water and also because it is in the best interest of the District to have the landscaping properly irrigated.

Staff has considered the concern of the Personnel Committee regarding water conservation and provision of an amenity at the expense of the District; however staff posits that the benefit to the District of proper irrigation and maintenance of its assets is paramount.

At the October 1, 2020 meeting, the Committee heard four potential options for consideration of the value of water:

- a. Install an irrigation meter for landscaping, and a potable meter for household use
- b. Charge a monthly flat rate for water use
- c. Charge 30 percent of the total use for indoor household use
- d. Continue to supply water as an inclusion in the occupancy

Staff posits that to address the Committee's concern about water conservation or excessive use, that the Employee Occupancy Agreement may make allowance for a reasonable amount of water use per month, and usage over that amount would incur a charge. However, even this solution does not consider the potential for extenuating circumstances, such as protection of the District's assets in the event of fire.

Staff recommends retaining the current practice of providing water service to the District residences, and will continue to monitor water use and address any excessive use.

Septic. The Committee also expressed concern for proper use and maintenance of the septic system by the Employee-Occupant. The Committee stated that septic system maintenance would be limited to regular wear and tear, and would not include servicing in the event of adverse use by the Employee-Occupant, such as grease buildup. Staff has added language to the Agreement and will provide the Employee-Occupant a guide to use of the system upon move-in.



Draft Occupancy and Employment Agreement (Version 9)

The Occupancy and Employment Agreement with the inclusion of Exhibit A – Scope of Work, is intended as a type of employment contract. At its October 1, 2020 meeting, the Personnel Committee indicated that any Employment and Occupancy Agreement should come before the Board for approval.

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 norms to inform the policy. This agreement is intended as an administrative document and will be separate from the Board action (by resolution) to adopt the policy.

The Agreement is a standalone administrative document that may be customized to suit the needs of each District residence situation, reflective of policy but is not a part of the policy adoption. This allows the District flexibility in terms (while remaining within the policy) and to respond to potential legal environment changes. Each Agreement will come before the Board individually at the time of employee consideration.

Following review by legal counsel on October 20, 2020, staff has made several substantive changes based on counsel's advice. These changes are noted in blue strikethrough type on the revised (Version 9) document.

Scope of Work

The sample Scope of Work has been prepared based on current conditions and work being performed and will be attached to the Occupancy and Employment Agreement. Each of the District residences will require a different and customized scope of work. These documents will be attached to and be part of the Employee Occupancy Agreement. Staff advises that the Scope of Work may contain sensitive security information.

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

Staff acknowledges the request of the Personnel Committee to have full Board review of the Scope of Work on a regular basis.

Conclusion

Upon finalization and recommendation by the Personnel Committee, the draft Policy and draft Employee Occupancy Agreement will be submitted to the full Board for adoption.

Attachments

- A. Proposed revision District Residences and Emergency Facility Policy (Version 9)
- B. Draft Occupancy and Employment Agreement
- C. Cost Analysis



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

**Please ignore formatting,
numbering and indentation
inconsistencies. These will be
addressed in the final version.**

**POLICY DRAFT – VERSION 9
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.

POLICY

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 or public agency 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.

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 two (2) 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.

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-Occupant's immediate family as defined in the BCVWD Policies and Procedures Manual Part I Section 24D 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).
 - i. 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.
 - ii. Certificates of proper vaccinations must be submitted to the District for all animals prior to locating them on the premises.
- 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.)
 - ii. All vehicles must be in operable condition, currently registered in the State of California to the Employee-Occupant, their spouse, or other licensed driver residing on the property. Valid registration tags must be displayed.
 - iii. No commercial vehicles other than the employee's assigned District vehicle, or other by permission of the General Manager only
 - iv. RVs
One Recreational Vehicle (RV) of any size may be parked on the property.

Commented [KL(1)]: Removed per legal counsel

The RV may be occupied by no more than two persons on a temporary basis (not to exceed 14 days in a 30-day period).

The RV must adhere to all applicable County ordinances.

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

- v. 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. All variance requests must be submitted in writing to the General Manager.

9. Utilities

- a. Provided by BCVWD free of charge to the residence:

- i. **Water**

- ii. Septic tank service and routine related maintenance (normal wear and tear)
 - 1. Employee-Occupant acknowledges that the residence is on a septic system and agrees to properly use and care for the system including drains and laterals.
 - 2. Employee-Occupant acknowledges receipt of the guide "Do's and Don'ts of the Septic System" and understands the information
 - 3. Adverse use such as grease buildup, drainage of excessive household chemicals, or flushing of non-biodegradables are not covered by District maintenance and repairs are the responsibility of the Employee-Occupant
 - 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

- 1. Employee shall be responsible for payment within 15 days of presentation of such invoice by the District.

- iii.

- c. To be established and provided by Employee at their discretion:

- 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.

Commented [KL(2)]: To be finalized by Committee or Board

9. Maintenance

BCVWD responsibility.

- a. BCVWD shall perform or cause to be performed by a qualified contractor an inspection of the Residence and property to determine any maintenance needs every three years or as determined by the General Manager.
- 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

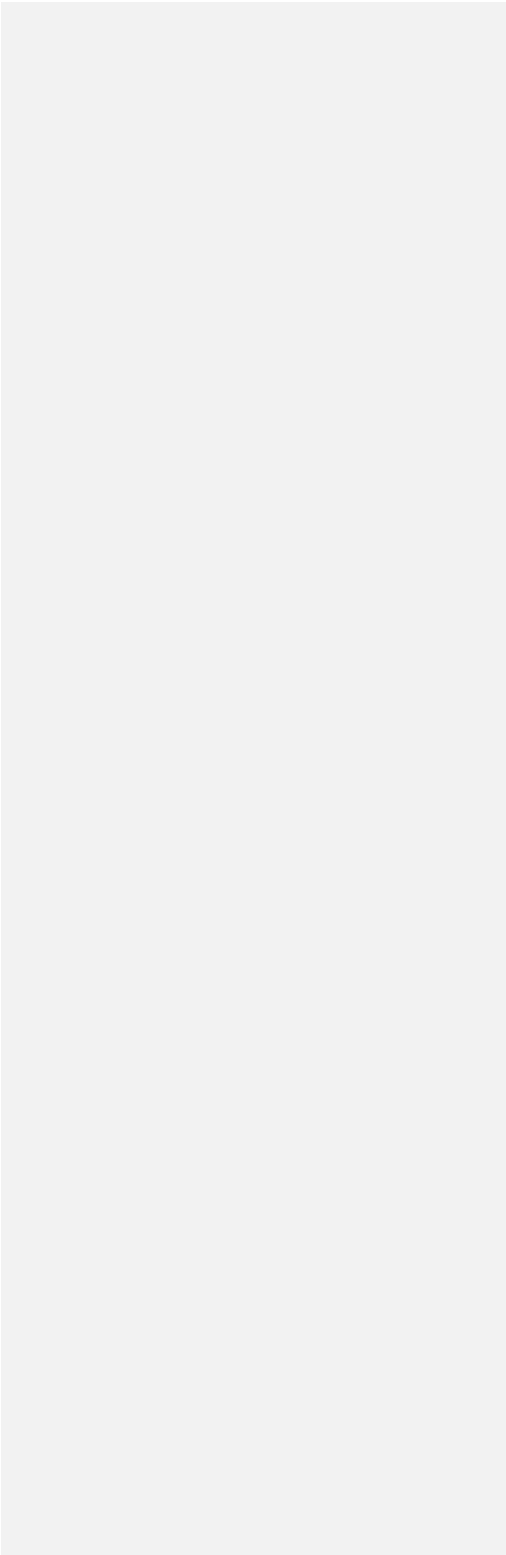
- a. Employee's right to use and occupy a District-owned residence is a condition of employment, subject to review, and is on a periodic basis.
- b. Upon termination of employment, the right is also terminated.

c. Vacation of premises will occur on the earlier of:

- i. Forty-five (45) days following written notice from BCVWD to vacate the residence; or
- ii. Thirty (30) days following the date upon which Employee's employment with BCVWD is terminated; or

b. Occupancy of the District-owned residence may be terminated at any time by BCVWD with or without cause upon forty-five (45) days' written notice.

DRAFT





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

DRAFT 9
For Personnel
Committee
11/23/20

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.

PART I - 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 including in the Scope of Work 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.~~

Commented [KL(1): Deleted per legal counsel advice

PART II - 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.

PART III - 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 _____ 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 in compliance with the ordinances of the County of Riverside or County of San Bernardino.
- 2. Proof of required vaccinations must be submitted at time of occupancy.
- 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.~~

Commented [KL(2)]: Deleted per legal counsel

C. Fires. No fires shall be permitted on BCVWD property except in facilities such as wood burning stoves, fireplaces, the existing fire pit, or similar devices. Use of a barbeque will be acceptable as long as the barbeque is a self-contained and covered/lidded device – no other open fires 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.

Commented [KL(3)]: Removed per legal counsel

~~H. EMPLOYEE shall not conduct any business at the District Property without prior written permission from the General Manager.~~

Commented [KL(4)]: Deleted per legal counsel

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 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.~~

Commented [KL(5)]: Removed per legal counsel

L. 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

Commented [KL(6)]: To be determined by Committee

ii. Septic tank service and routine related maintenance (normal wear and tear)

- 1. Employee-Occupant acknowledges that the residence is on a septic system and agrees to properly use and care for the system including drains and laterals.

2. Employee-Occupant acknowledges receipt of the guide "Do's and Don'ts of the Septic System" and understands the information.
 3. Adverse use such as grease buildup, drainage of excessive household chemicals, or flushing of non-biodegradables are not covered by District maintenance and repairs are the responsibility of the Employee-Occupant.
- 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 at their discretion:
- 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.
 - i. Minor repairs would include such tasks as leaky faucets and other water leaks, loose handles, blemishes on walls, and the like
 - ii. Maintenance of furniture, fixtures and appliances would include such tasks as replacing light bulbs, tightening bolts or screws, repairing tears, proper cleaning and the like
 - 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.)
- b. All vehicles must be in operable condition, currently registered in the State of California to the Employee-Occupant, their spouse, registered domestic partner, or other licensed driver residing on the property and listed on the Occupant List. Valid registration tags must be displayed.
- c. No commercial vehicles other than the employee's assigned District vehicle, or other by permission of the General Manager only
- d. RVs

One Recreational Vehicle (RV) 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 14 days in a 30-day period).

The RV must adhere to all applicable County ordinances,

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

- e. 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. Forty-five (45) days following written notice from BCVWD to vacate the Residence; or
 - 2. Thirty (30) 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 forty-five (45) 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 and Beaumont-Cherry Valley Water District 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 monthly maintenance fee, any utilities outstanding, damages and situations beyond normal wear and tear, 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)		
Exhibit E – Do's and Don'ts of the Septic System		
Documents provided to District	Received (Date)	District acknowledgment
1. Vaccination records of pets to be maintained on the property		
2. Liability Insurance declarations page		
3. Personal Property insurance declarations page		

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
EXTRA WORK VALUE CALCULATION
12303 OAK GLEN RD**

DRAFT

Employee: Employee D Wage Rate: Fully Burdened Rate: \$ 88.11
Address: 9781 Avenida Miravilla

Item	Local Area Housing Cost Analysis (\$/Month)	Monthly Maintenance Cost (Example of Resident Payment)	Employee Provided Maintenance Credit	Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities
1	\$ 2,190.00 ⁽¹⁾	511.05 ⁽²⁾	86.7 ⁽²⁾	\$ 1,592.25

Item	Analysis of Possible Cost Offsets	Daily Maintenance Activity	Number of Days Per Year (Days)	Hours of Credit Per Year (Hrs.)	Monthly Activity (Hrs.)	Value Per Month
2	Canyon Time Per Trip (in/out in minutes each way) (mins./day)	10.00				
	Canyon Review during Driving Activity Per Day (hrs./day)	0.33	344 ⁽⁴⁾	114.67	9.56	\$ 88.11 \$ 841.94
3	Weekly Active Time Devoted to Maintenance (hrs./week)	2.00				
	Active Canyon Area Activities & Maintenance (hrs./day)	0.28	344 ⁽⁴⁾	98.02	8.17	\$ 88.11 \$ 719.69
4	Passive Security Value (\$/hr.)	\$ 0.25 ⁽³⁾				
	Passive Security Presence (12 hrs./day)	\$ 3.00	344 ⁽⁴⁾	\$ 1,032.00	\$ 86.00	\$ 86.00
5	Illegal Dump Cleanup & Disposal	Emp. Cost out of Pocket	Hours	Days Per Year: 16		
		0.25		Hrs./Yr.	Days/Month	\$/Hr.
				4.00	0.33	\$ 88.11 \$ 29.37

Sub Total of Employee Provided Maintenance and Security Presence Activities: \$ 1,677.00
Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities: \$ 1,592.25
Difference in Cost vs. Offsets: (\$84.75)

Disaster Event Response	1.00					
Fire Response (hrs./day)	24.00	10	240	240.00	\$ 88.11	\$ 21,146.40
						60 ⁽⁵⁾
						\$ 352.44

Footnotes:

- (1) From FAIR MARKET VALUE COMPARISONS TO DISTRICT HOUSING presented at 9-28-2020 Personnel Committee Meeting
- (2) From HOUSING UNIT COST ANALYSIS 13697 Oak Glen Road presented at 7-27-2020 Personnel Committee Meeting
- (3) Analysis of BCVRPD shows active security cost of \$23/hr.
- (4) Assumed 21 days of vacancy (vacation, etc.)
- (5) Spread over 5 years

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
EXTRA WORK VALUE CALCULATION
13695 OAK GLEN ROAD**

DRAFT

Employee: Employee B Wage Rate: Fully Burdened Rate: \$ 60.67
Address: 13695 Oak Glen Road

Item	Local Area Housing Cost Analysis (\$/Month)	Monthly Maintenance Cost (Example of Resident Payment)	Employee Provided Maintenance Credit	Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities
1	\$ 1,376.00 ⁽¹⁾	475.83 ⁽²⁾	71.16 ⁽²⁾	\$ 829.01

Item	Analysis of Possible Cost Offsets)	Daily Maintenance Activity	Number of Days Per Year (Days)	Hours of Credit Per Year (Hrs.)	Monthly Activity (Hrs.)	Value Per Month
2	Canyon Time Per Trip (in/out in minutes each way) (mins./day)	4.50				
	Canyon Review during Driving Activity Per Day (hrs./day)	0.15	344 ⁽⁴⁾	51.60	4.30	\$ 60.67 \$ 260.88
3	Weekly Active Time Devoted to Maintenance (hrs./week)	5.00				
	Active Canyon Area Activities & Maintenance (hrs./day)	0.71	344 ⁽⁴⁾	245.04	20.42	\$ 60.67 \$ 1,238.89
4	Passive Security Value (\$/hr.)	\$ 0.25 ⁽³⁾				
	Passive Security Presence (12 hrs./day)	\$ 3.00	344 ⁽⁴⁾	\$ 1,032.00	\$ 86.00	\$ 86.00
5	Emp. Cost out of Pocket		Hours	Days Per Year:	4	
	Illegal Dump Cleanup & Disposal		1	Hrs./Yr. Days/Month	4.00 0.33	\$ 60.67 \$ 20.22

Sub Total of Employee Provided Maintenance and Security Presence Activities: \$ 1,605.99
Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities: \$ 829.01
Difference in Cost vs. Offsets: (\$776.98)

Footnotes:

- (1) From FAIR MARKET VALUE COMPARISONS TO DISTRICT HOUSING presented at 9-28-2020 Personnel Committee Meeting
- (2) From HOUSING UNIT COST ANALYSIS 13697 Oak Glen Road presented at 7-27-2020 Personnel Committee Meeting
- (3) Analysis of BCVRPD shows active security cost of \$23/hr.
- (4) Assumed 21 days of vacancy (vacation, etc.)

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
EXTRA WORK VALUE CALCULATION
13697 OAK GLEN ROAD**

DRAFT

Employee: Employee A Wage Rate: \$ 91.36
Address: 13697 Oak Glen Road Fully Burdened Rate: \$ 91.36

Item	Local Area Housing Cost Analysis (\$/Month)	Monthly Maintenance Cost (Example of Resident Payment)	Employee Provided Maintenance Credit	Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities
1	\$ 1,545.00 ⁽¹⁾	473.23 ⁽²⁾	71.16 ⁽²⁾	\$ 1,000.61

Item	Analysis of Possible Cost Offsets	Daily Maintenance Activity	Number of Days Per Year (Days)	Hours of Credit Per Year (Hrs.)	Monthly Activity (Hrs.)	Value Per Month
2	Canyon Time Per Trip (in/out in minutes each way) (mins./day)	7.50				
	Canyon Review during Driving Activity Per Day (hrs./day)	0.25	344 ⁽⁴⁾	86.00	7.17	\$ 91.36
3	Weekly Active Time Devoted to Maintenance (hrs./week)	3.00				
	Active Canyon Area Activities & Maintenance (hrs./day)	0.43	344 ⁽⁴⁾	147.02	12.25	\$ 91.36
4	Passive Security Value (\$/hr.)	\$ 0.25 ⁽³⁾				
	Passive Security Presence (12 hrs./day)	\$ 3.00	344 ⁽⁴⁾	\$ 1,032.00	\$ 86.00	\$ 86.00
5	Illegal Dump Cleanup & Disposal	Emp. Cost out of Pocket	Hours	Days Per Year: 4		
		\$ 30.00	2	Hrs./Yr.	Days/Month	\$/Hr.
				8.00	0.67	\$ 91.36

Sub Total of Employee Provided Maintenance and Security Presence Activities: \$ 1,931.00
Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities: \$ 1,000.61
Difference in Cost vs. Offsets: (\$930.39)

6	Disaster Event Response	1.00				
	Fire Response (hrs./day)	24.00	10	240	240.00	\$ 91.36
						\$ 365.44 ⁽⁵⁾

Footnotes:

- (1) From FAIR MARKET VALUE COMPARISONS TO DISTRICT HOUSING presented at 9-28-2020 Personnel Committee Meeting
- (2) From HOUSING UNIT COST ANALYSIS 13697 Oak Glen Road presented at 7-27-2020 Personnel Committee Meeting
- (3) Analysis of BCVRPD shows active security cost of \$23/hr.
- (4) Assumed 21 days of vacancy (vacation, etc.)
- (5) Spread over 5 years

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
EXTRA WORK VALUE CALCULATION
9781 AVENIDA MIRAVILLA**

DRAFT

Employee: **Employee C** Wage Rate: Fully Burdened Rate: \$ 59.62
Address: **9781 Avenida Miravilla**

Item	Local Area Housing Cost Analysis (\$/Month)	Monthly Maintenance Cost (Example of Resident Payment)	Employee Provided Maintenance Credit	Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities
1	\$ 1,270.00 ⁽¹⁾	426.13 ⁽²⁾	71.16 ⁽²⁾	\$ 772.71

Item	Analysis of Possible Cost Offsets)	Daily Maintenance Activity	Number of Days Per Year (Days)	Hours of Credit Per Year (Hrs.)	Monthly Activity (Hrs.)	Value Per Month	
2	Canyon Time Per Trip (in/out in minutes each way) (mins./day)	5.50					
	Canyon Review during Driving Activity Per Day (hrs./day)	0.18	344 ⁽⁴⁾	63.07	5.26	\$ 59.62 \$ 313.34	
3	Weekly Active Time Devoted to Maintenance (hrs./week)	1.50					
	Active Canyon Area Activities & Maintenance (hrs./day)	0.21	344 ⁽⁴⁾	73.51	6.13	\$ 59.62 \$ 365.23	
4	Passive Security Value (\$/hr.)	\$ 0.50 ⁽³⁾					
	Passive Security Presence (12 hrs./day)	\$ 6.00	344 ⁽⁴⁾	\$ 2,064.00	\$ 172.00	\$ 172.00	
5	Illegal Dump Cleanup & Disposal	Emp. Cost out of Pocket \$ 25.00	Hours 2	Days Per Year: 4	Hrs./Yr. 8.00	Days/Month 0.67	\$/Hr. \$ 59.62
						\$ 48.08	

Sub Total of Employee Provided Maintenance and Security Presence Activities: \$ 898.65
Adjusted Housing Cost Analysis due to O&M and Employee House Maintenance Activities: \$ 772.71
Difference in Cost vs. Offsets: (\$125.94)

Footnotes:

- (1) From FAIR MARKET VALUE COMPARISONS TO DISTRICT HOUSING presented at 9-28-2020 Personnel Committee Meeting
- (2) From HOUSING UNIT COST ANALYSIS 13697 Oak Glen Road presented at 7-27-2020 Personnel Committee Meeting
- (3) Analysis of BCVRPD shows active security cost of \$23/hr. The location of this house is deemed slightly more valuable from a security standpoint due to flow and amount of traffic
- (4) Assumed 21 days of vacancy (vacation, etc.)

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

DRAFT

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**

DRAFT

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**

DRAFT

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

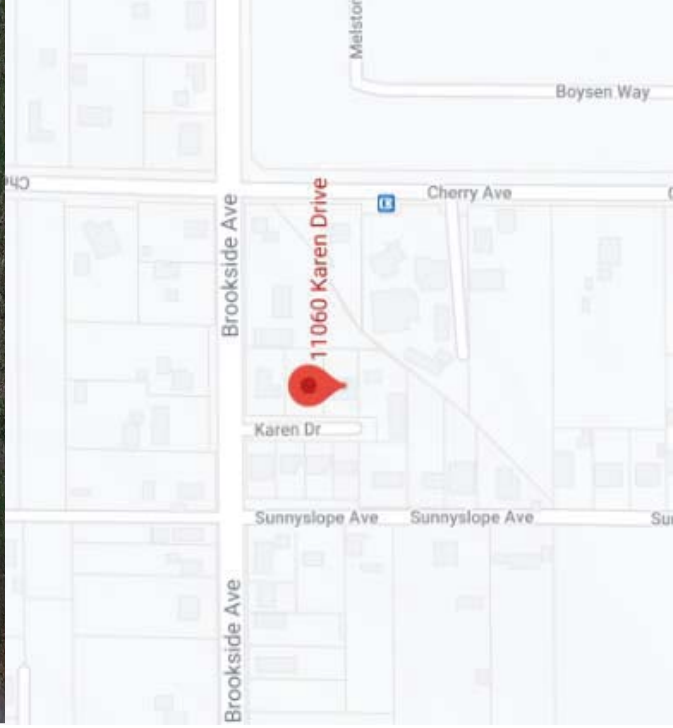
Description

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. Small 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**

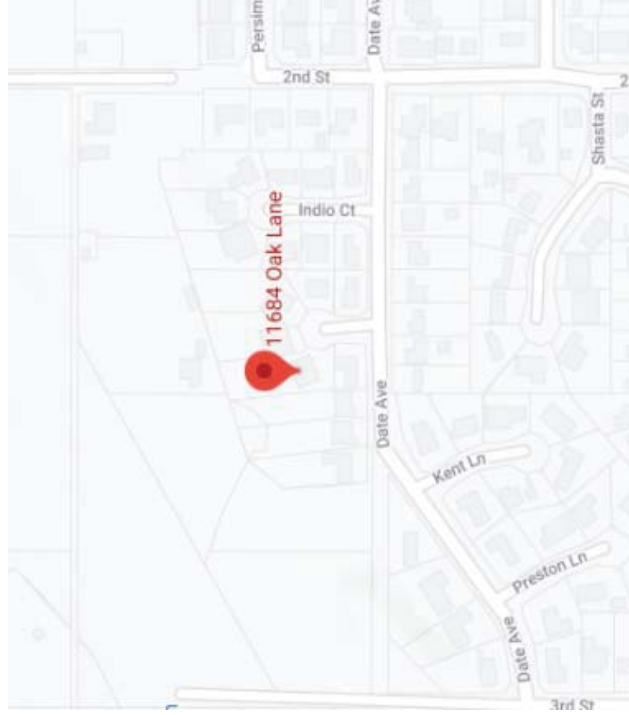
DRAFT

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**

DRAFT

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

DRAFT

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**

DRAFT

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](#)

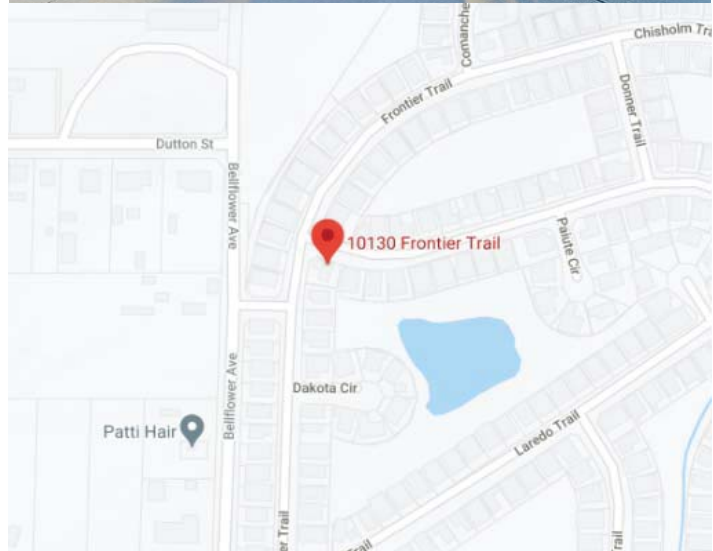
[Add work destination](#)

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

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)	Average Interest (2)	Frequency Per Year	Monthly Payment	By Renter	District
			Cost of M&R Today	CPI (1)							
Yearly Maintenance/Upkeep (By Renter)											
Clean Clothes Dryer Exhaust	1	\$ 100.00	2.51%	\$102.51	1.85%	12	(\$8.46)	(\$8.46)			
Lubricate Garage Door Springs	1	\$ 50.00	2.51%	\$51.26	1.85%	12	(\$4.23)	(\$4.23)			
Drain Hot Water Heater	1	\$ 25.00	2.51%	\$25.63	1.85%	12	(\$2.11)	(\$2.11)			
Look for signs of termites	1	\$ 25.00	2.51%	\$25.63	1.85%	12	(\$2.11)	(\$2.11)			
											(\$16.91)
Home Maintenance Period 2-5 Years											
Clean Heat Ducts	5	\$ 250.00	2.51%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)			
Home Inspection	5	\$ 250.00	2.51%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)			
Install New Dish Washer	5	\$ 500.00	2.51%	\$565.98	1.85%	12	(\$9.00)	(\$9.00)			
Replace Kitchen Sink	5	\$ 250.00	2.51%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)			
Service HVAC	5	\$ 500.00	2.51%	\$565.98	1.85%	12	(\$9.00)	(\$9.00)			
Paint Exterior Fencing	5	\$ -	2.51%	\$0.00	1.85%	12	\$0.00	\$0.00			
Inspect Roof	5	\$ 250.00	2.51%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)			
Seal Grout	5	\$ 250.00	2.51%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)			
Termite Inspection & Minor Treatment	5	\$ 250.00	2.51%	\$282.99	1.85%	12	(\$4.50)	(\$4.50)			
Pump Service Septic Tank and System	5	\$ 1,200.00	2.51%	\$1,358.35	1.85%	12	(\$21.59)	(\$21.59)			
											(\$18.09)
Home Maintenance Period 5-10 Years											
Paint Exterior House Structure	10	\$ 1,122.00	2.51%	\$1,437.66	1.85%	12	(\$10.90)	(\$10.90)			
Paint Exterior Garage Structure	10	\$ 552.00	2.51%	\$707.30	1.85%	12	(\$5.36)	(\$5.36)			
Paint Interior	10	\$ 2,500.00	2.51%	\$3,203.33	1.85%	12	(\$24.28)	(\$24.28)			
Framing Repair & Drywall	10	\$ 1,500.00	2.51%	\$1,922.00	1.85%	12	(\$14.57)	(\$14.57)			
Repair Interior Doors & Trim	10	\$ 500.00	2.51%	\$640.67	1.85%	12	(\$4.86)	(\$4.86)			
Re-Caulk window and doors	10	\$ 250.00	2.51%	\$320.33	1.85%	12	(\$2.43)	(\$2.43)			
Replace Carpet	10	\$ 2,000.00	2.51%	\$2,562.67	1.85%	12	(\$19.43)	(\$19.43)			
Replace Flooring	10	\$ 1,500.00	2.51%	\$1,922.00	1.85%	12	(\$14.57)	(\$14.57)			
Hardwood Flooring	10	\$ 2,000.00	2.51%	\$2,562.67	1.85%	12	(\$19.43)	(\$19.43)			
Update Landscaping	10	\$ 500.00	2.51%	\$640.67	1.85%	12	(\$4.86)	(\$4.86)			
Replace Garage Door Opener	10	\$ 400.00	2.51%	\$512.53	1.85%	12	(\$3.89)	(\$3.89)			
Replace Hot Water Heater	10	\$ 800.00	2.51%	\$1,025.07	1.85%	12	(\$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
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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		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)
Seal Grout	5	\$ 250.00	2.51%	1.85%	\$282.99	12	(\$4.50)	(\$4.50)
Paint Exterior Fencing	5	\$ 2,275.00	2.51%	1.85%	\$2,575.21	12	(\$40.94)	(\$40.94)
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)	(\$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	12	(\$13.52)	(\$13.52)
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)
Re-Caulk window and doors	10	\$ 250.00	2.51%	1.85%	\$320.33	12	(\$2.43)	(\$2.43)
Repair Interior Doors & Trim	10	\$ 400.00	2.51%	1.85%	\$512.53	12	(\$3.89)	(\$3.89)
Update Landscaping	10	\$ 500.00	2.51%	1.85%	\$640.67	12	(\$4.86)	(\$4.86)
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)
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)	(\$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		20 Year		Monthly Payment	By Renter	By District
			Average CPI (1)	Average Interest (2)	Future Cost of M&R	Payment Frequency Per Year			
Home Maintenance Beyond 15 Years									
Replace Housing Unit Roof	25	\$ 5,813.60	2.51%	1.85%	\$10,804.41	12	(\$28.31)		(\$28.31)
Replace Garage Roof	25	\$ 2,640.00	2.51%	1.85%	\$4,906.36	12	(\$12.86)		(\$12.86)
Replace Tile Kitchen	15	\$ 500.00	2.51%	1.85%	\$725.21	12	(\$3.49)		(\$3.49)
Replace Tile Bathrooms	15	\$ 500.00	2.51%	1.85%	\$725.21	12	(\$3.49)		(\$3.49)
Replace Kitchen and Bathroom Sink/Faucet	20	\$ 1,000.00	2.51%	1.85%	\$1,641.82	12	(\$5.65)		(\$5.65)
Replace HVAC Unit	25	\$ 3,500.00	2.51%	1.85%	\$6,504.65	12	(\$17.04)		(\$17.04)
Replace HVAC Ducting/System	25	\$ 1,500.00	2.51%	1.85%	\$2,787.71	12	(\$7.30)		(\$7.30)
Replace Siding	30	\$ 8,000.00	2.51%	1.85%	\$16,829.72	12	(\$34.95)		(\$34.95)
Rehabilitate Garage Stucco	30	\$ 2,500.00	2.51%	1.85%	\$5,259.29	12	(\$10.92)		(\$10.92)
Repair or replace fencing/railing/etc.	20	\$ 1,500.00	2.51%	1.85%	\$2,462.73	12	(\$8.47)		(\$8.47)
Replace Windows	20	\$ 4,400.00	2.51%	1.85%	\$7,223.99	12	(\$24.86)		(\$24.86)
Replace Doors	20	\$ 1,750.00	2.51%	1.85%	\$2,873.18	12	(\$9.89)		(\$9.89)
Replace Garage Doors	20	\$ 2,000.00	2.51%	1.85%	\$3,283.63	12	(\$11.30)		(\$11.30)
Replace Garage Man Doors	20	\$ 600.00	2.51%	1.85%	\$985.09	12	(\$3.39)		(\$3.39)
Replace Garage Windows	20	\$ 600.00	2.51%	1.85%	\$985.09	12	(\$3.39)		(\$3.39)
Update Electrical Service	30	\$ 3,000.00	2.51%	1.85%	\$6,311.15	12	(\$13.11)		(\$13.11)
Update/Re-Plumb House	30	\$ 5,000.00	2.51%	1.85%	\$10,518.58	12	(\$21.84)		(\$21.84)
Replace/Update Septic System	25	\$ 8,500.00	2.51%	1.85%	\$15,797.01	12	(\$41.39)		(\$41.39)
Replace Sidewalks	25	\$ 2,121.78	2.51%	1.85%	\$3,943.26	12	(\$10.33)		(\$10.33)
Replace AC Driveways	40	\$ 4,172.44	2.51%	1.85%	\$11,247.06	12	(\$15.81)		(\$15.81)
Replace Concrete Driveways	40	\$ -	2.51%	1.85%	\$0.00	12	\$0.00		\$0.00
Miscellaneous Repairs (interior/exterior)	20	\$ 2,500.00	2.51%	1.85%	\$4,104.54	12	(\$14.12)		(\$14.12)
Major Termite Treatment/Repair	15	\$ 2,500.00	2.51%	1.85%	\$3,626.05	12	(\$17.47)		(\$17.47)
							(\$5.65)		(\$313.73)

Cost of M&R Today	Future Cost of M&R
\$ 81,520.82	\$ 144,308.41
SUBTOTAL ESTIMATE	
	(\$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	Future Cost of M&R
\$ 86,314.62	\$ 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)	
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)
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

DRAFT

HOUSING UNIT COST ANALYSIS 9781 Avenida Miravilla

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)

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
November 23, 2020**

Item 4

STAFF REPORT

TO: Personnel Committee
FROM: Sabrina Foley, Human Resources Coordinator
SUBJECT: **Equitable Compensation to Elected Members of the Board of Directors**

Staff Recommendation

Staff requests Committee action and / or direction on the following potential recommendations to the full Board:

1. Recommend Resolution 2020-__ Fixing the Employer's Contribution Under the Employees Medical and Hospital Care Act (PEMHCA) with Respect to Non-CalPERS Elected Directors, and Review of Director Benefits to the Board of Directors for adoption.
2. If desired, provide direction to staff regarding drafting of a Resolution to increase the District's contribution to Health Premiums in order to equitably compensate Directors, including preferred deferred compensation plan if Option #4 is selected.

Background

This item was tabled without discussion at the June 1, 2020 Personnel Committee Special Meeting. To prepare for Board consideration at a future Regular Board Meeting in conjunction with the annual review of the director per diem fees, staff requests direction from the Personnel Committee.

An analysis of current director per diem rates at comparable agencies was presented to the Board at the October 9, 2019 regular meeting. An updated analysis has been performed and is provided as **Attachment 1**. These items demonstrate the value of Director Compensation and Benefits from comparable agencies, assuming an average of three meetings or "per diem" qualifying events per month. Since the majority other comparable agencies offer health insurance benefits to their elected Board members, at the Committee's direction, staff investigated the possibility of offering comparable health benefits to BCVWD directors or an equitable per diem compensation rate in lieu of the health benefit.

The objective of this direction is to compensate the Board of Directors fairly based on data for the region. Equitable and fair compensation for the Board of Directors is recommended in order to attract and maintain quality candidates, and to compensate elected members for the time and effort spent in service to the District.

At its meeting of December 18, 2019, the Board discussed options for offering health insurance or other equitable benefits to Board members. Options such as a medical reimbursement program were discussed, and the Board directed staff to bring back options for primary healthcare and medical reimbursement.



Staff presented detailed information to the Personnel Committee at its January 27, 2020 and March 30, 2020 meetings. The Committee recommended that the Board of Directors consider adoption of a benefits Resolution in order to clarify available benefits for directors. There is an existing Resolution 99-8 (**Attachment 2**) which permits members of the Board of Directors to enroll in health benefits through CalPERS. Resolution 99-8 has outdated information not compliant with PEMHCA (Public Employees' Medical and Hospital Care Act), and staff recommended that the Resolution be updated. Additionally, the current Resolution does not clearly define availability of other benefits to Directors, such as life insurance, Ancillary benefits, 457 Plan eligibility, and EAP (Employee Assistance Program) participation, and the proposed updated Resolution would do so.

Summary

Currently, BCVWD contracts for health insurance through CalPERS (California Public Employees' Retirement System), which offers a variety of health plans through its Health Program. CalPERS restricts eligibility for these plans to full time employees who meet the minimum requirements for CalPERS Pension membership. However, CalPERS classifies elected officials separately and permits Board Members to participate in the CalPERS Health Program without enrollment in the CalPERS Pension Program.

According to CalPERS, it is allowable for Board Members to enroll in the CalPERS Health Program, if the Board has resolved to do so and filed the Resolution with CalPERS. The currently adopted 99-8 Resolution establishes CalPERS Health Program participation for the Board of Directors, which was appropriately filed with CalPERS via letter dated May 19, 1999. CalPERS verbally confirmed the 99-8 Resolution is still active and confirmed in their records for this purpose.

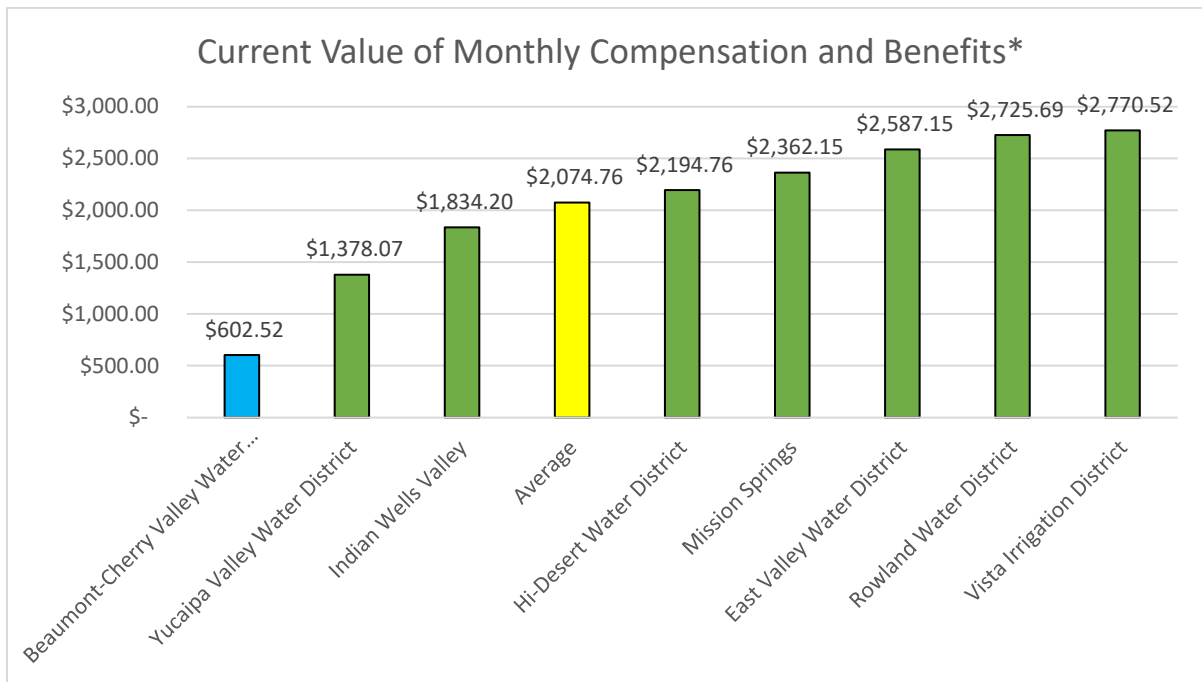
This resolution establishes the Board Members as "contracted" with CalPERS for the CalPERS Health Program for health and welfare benefits. The current resolution specifies that the District will pay the minimum enrollment amount which is established by CalPERS each year (also known as the PEMHCA Minimum), for Board members should they elect to enroll in medical coverage for themselves and eligible dependents. Should a Board Member elect benefits, they would pay the difference for the plan's premium at their own cost. Board Members are currently eligible to enroll in a CalPERS health plan during the established open enrollment period, upon election to the Board, or due to a Qualifying Life Event as defined by the Affordable Care Act (ACA). However, Resolution 99-8 does not define the party financially responsible for the plan premium, nor does it allow for the District to comply with the requirements for the PEMHCA Minimum. Therefore, the current Resolution does not practically allow for health benefits enrollment by members of the Board.

In addition to updating the 99-8 Resolution to address the PEMHCA minimum, staff advises the Board to clearly define what benefits will be offered to Board Members. Some factors for consideration are Ancillary (non-medical) benefits, a vesting schedule for benefits into retirement, and options for board members who decline health benefits. Some benefits may be offered to Directors at no additional cost to the District, such as the CalPERS 457 Plan, supplemental insurance, Dental benefits, and Vision benefits, to be purchased at each Director's own cost and option. Staff has determined that "Cash-in-Lieu" of benefit is not an option for elected officials, which was presented during the November 25, 2019 Personnel Committee Meeting.



Additional factors for consideration are that the Board of Directors' benefits offerings should not exceed those offered to a non-safety employee group (such as the Management group). For the purposes of offering benefits, the Board of Directors are considered an "employee group," and the same benefits options must be offered to all Directors (i.e. one single list of options for all Directors). The Board of Directors as an employee group are subject to the same regulations which permit employees to enroll during the Open Enrollment period or for a Qualifying Life Event.

As established with **Attachments 1 and 3**, the Beaumont-Cherry Valley Water District offers benefits of significantly less value to its Board of Directors than comparable agencies in the region. Thus, the Personnel Committee requested staff to provide data on the cost to provide District-paid medical benefits to Board Members. Cost estimates are approximated using the highest cost plan with the highest level of enrollment for budgeting considerations and fiscal impact. However, it is unlikely that all Directors would select the highest cost plan or enroll with multiple dependents.



*Approximate Value based on CalPERS 2021 Plan Premiums.

Attachment 4 illustrates Board Member compensation under different scenarios and options. In order to bring Director compensation to a level equitable with comparable agencies, staff recommends consideration of one of the following options:

- *Option #1:* The Board keeps Director benefits at the existing level, providing the PEMHCA minimum as established by CalPERS each year. The Personnel Committee recommends Resolution 2020-__ to the Board of Directors to update the existing Resolution #99-8 and to list all benefits currently available to Directors.
- *Option #2:* The Personnel Committee recommends that the District provide health benefits to the Board of Directors at the same level as current full-time employees of



the District (100% District covered for the Board Member and their eligible dependents). The Personnel Committee also recommends Resolution 2020-__ to the Board of Directors to update the existing Resolution 99-8 and to list all benefits currently available to Directors.

- *Option #3:* The Personnel Committee recommends that the District provide health benefits to the Board of Directors at 75% of the cost of the employee's selected health premium (75% District covered for the Board Member and their eligible dependents). The Personnel Committee also recommends Resolution 2020-__ to the Board of Directors to update the existing Resolution 99-8 and to list all benefits currently available to Directors.
- *Option #4:* The Personnel Committee recommends that the District provide health benefits to the Board of Directors at 50% of the cost of the employee's selected health premium (50% District covered for the Board Member and their eligible dependents). The Personnel Committee also recommends Resolution 2020-__ to the Board of Directors to update the existing Resolution 99-8 and to list all benefits currently available to Directors.

Recommended Action Today

If desired:

- Recommend Resolution 2020-__ Fixing the Employer's Contribution Under the Employees Medical and Hospital Care Act (PEMHCA) with Respect to Non-CalPERS Elected Directors, and Review of Director Benefits to the Board of Directors for adoption; and
- Provide direction to Staff regarding the level of District-paid health benefit, if any.

Fiscal Impact

The Fiscal Impact will vary based on direction provided.

For CalPERS Health program participation under the currently adopted 99-8 Resolution, the impact is estimated to be up to \$8,580 annually to meet the required PEMHCA Minimum for 2021, which is \$143.00 per member per month. This estimate is based on the PEMHCA Minimum as established by CalPERS and will vary year to year, most likely increasing in the future. **This fiscal impact represents no change** to the current offerings to Directors of BCVWD, since the PEMHCA minimum contribution was established by the 99-8 Resolution in 1999.

Additional fiscal impact information for Options #1-4 described above are listed in **Attachment 4**.

Attachments

1. Director Health Benefits and Per Diem Comparison



2. Resolution 99-8, Fixing the District's Contribution for Elected Members and the Employer's Contribution for Annuitants at Different Amounts
3. Agency Value Comparison
4. Cost Comparison
5. CalPERS 2021 Health Premiums
6. Draft, Resolution 2020-__

Prepared by Sabrina Foley, Human Resources Coordinator

Attachment #1: Director Health Benefits and Per Diem Comparison

PRINT VERSION		EXHIBIT A - DIRECTOR PER DIEM COMPARISON - SEPTEMBER 2020								
Methodology:		For the 2020 revision to the Analysis of Comparable Agencies, staff considered public comments made in 2019 and 2020 and developed two (2) tables. Table A excludes the state water contractors Desert Water Agency, SGPWA and San Bernardino Valley. Table B includes the state water contractors. Staff used the California Special Districts Association Map [https://www.csda.net/special-districts/map] to identify other water and water/wastewater districts within a 150-mile radius of BCVWD. Districts comparable to BCVWD were identified based on size of annual budget, number of water connections, and number of full-time equivalent employees (FTEs) given the number of connections. Additional considerations were whether a district also provided wastewater services (more FTEs, higher budget). This is an in-house produced analysis. Much of the data was gleaned from the various districts' websites – transparency pages, posted documents such as annual financial reports, budgets and policies – and with follow-up calls or emails as needed. As such, it is possible that some of the data is stale. Should the Board require a more robust analysis, staff recommends the engagement of a human resources consultant to perform a compensation study in 2021.								
TABLE A										
SORTED BY PER DIEM AMOUNT LOW TO HIGH		PER DIEM 2019	PER DIEM 2020	# FTEs	# WATER CONN	BUDGET \$MIL	HEALTH?	Miles from BCVWD	NOTES	
Beaumont-Cherry Valley WD		\$ 200.00	\$ 200.00	36	19,000	\$ 16.5	None offered			
1	Valley Center (NE San Diego County)	\$ 100.00	\$ 100.00	70	10,249	\$ 50.9	Yes, but 0% paid by agency	78	Water and wastewater	
2	Mission Springs Water District (Desert Hot Springs)	\$ 100.00	\$ 100.00	49	13,161	\$ 17.1	95% pd for EE and dependents	30	Water and wastewater	
3	Indian Wells Valley (Ridgecrest)	\$ 110.25	\$ 115.76	30	12,000	\$ 11.9	68.5% pd for EE and dependents	143	Per diem auto increase 5%	
4	Lakeside (San Diego County)	\$ 125.00	\$ 125.00	14	7,000	\$ 9.0	100% paid for EE and dependents	103		
5	Yucaipa Valley Water District	\$ 140.72	\$ 162.69	74	12,434	\$ 27.9	Cafeteria Plan \$890	10	Water & wastewater	
6	Rainbow Municipal (South of Temecula)	\$ 150.00	\$ 150.00	57	8,200	\$ 36.4	100% EE only	56	Mtgs limited to those assigned. Water, Wastewater	
7	Lake Hemet Municipal Water	\$ 150.00	\$ 150.00	52	14,500	\$ 13.5		17	Water. Wastewater lines only	
8	Olivenhain (Encinitas)	\$ 150.00	\$ 150.00	91	28,724	\$ 66.4	100% paid for EE and dependents	75	Water and wastewater	
9	La Puente (West Covina)	\$ 155.11	\$ 155.11	14	2,550	\$ 4.1	100% paid for EE and dependents	62		
10	Rincon del Diablo (Escondido)	\$ 160.00	\$ 160.00	21	8,000	\$ 20.5	100% paid for EE only	66	Water, wastewater and fire	
11	West Valley Water Dist (Rialto)	\$ 161.70	\$ 161.70	63	21,676	\$ 30.1	100% paid for EE and dependents	31	Water only. Automatic 5% annual per diem increase	
12	Joshua Basin Water (Joshua Tree)	\$ 173.63	\$ 173.63	27	5,400	\$ 7.6	None	49		
13	Hi-Desert Water District (Yucca Valley)	\$ 175.00	\$ 175.00	45	10,648	\$ 8.3	100% paid for EE and 1 dependent	41	Water and wastewater	
14	East Valley Water District (Highland)	\$ 175.00	\$ 175.00	68	21,613	\$ 39.2	95% pd for EE and dependents	20	Water & wastewater	
15	Rowland Water District (La Puente)	\$ 185.00	\$ 185.00	37	13,500	\$ 27.0	100% paid for EE and dependents	59		
16	Vista Irrigation Dist (Escondido, Oceanside)	\$ 200.00	\$ 200.00	89	28,688	\$ 53.4	100% paid for EE and dependents	89		
17	El Toro (Lake Forest / Laguna Woods)	\$ 219.00	\$ 219.00	60	9,568	\$ 22.7	None	74		

Attachment #1: Director Health Benefits and Per Diem Comparison

	Average, not incl BCVWD	\$ 154.73	\$ 156.35						
	Average, incl. BCVWD	\$ 157.25	\$ 158.77						
	Median, not incl BCVWD	\$ 155.11	\$ 155.11						
	Median, incl. BCVWD	\$ 160.00	\$ 160.00						
	TABLE B								
	State Water Contractor comparators								
A	San Bernardino Valley Muni	\$ 299.00	\$ 299.00	5	-	\$ 121.0		24	
B	San Gorgonio Pass Water Agcy	\$ 252.93	\$ 275.60		-	\$ 25.2	Medical Reimbursement up to \$2000	4	Per Diem annual auto increase by 3% or EE COLA.
C	Desert Water Agency (Palm Springs)	\$ 389.75	\$ 389.75	85	23,000	\$ 38.8	100% for EE, 80% for 1 dependent, 0 for more dependents	34	
	Including the State Water Contractors:								
	Average, not incl BCVWD	\$ 178.60	\$ 181.11						
	Average, incl. BCVWD	\$ 179.62	\$ 182.01						
	Median, not incl BCVWD	\$ 160.85	\$ 162.20						
	Median, incl. BCVWD	\$ 161.70	\$ 162.69						

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DIRECTORS

Gary McKenzie

President

Dave Andrews

Vice President

William Hurlbirt

David L. Sumner

Joseph Voigt

P.O. Box 2037

560 Magnolia Avenue

Beaumont, California 92223-2258

Telephone 909-845-9581

Fax 909-845-0159

OFFICERS

Jo Ellen Seick

Secretary of the Board

Dave L. Sumner

Treasurer

J.C. Reichenberger

Parsons Engineering Science

Engineer

Jeffry Ferre

General Counsel

May 19, 1999

Ms. Rosie Jimenez
CalPERS
Administrative/Contract Unit
P. O. Box 942714
Sacramento CA 94229-2714

Dear Ms. Jimenez:

Enclosed please find District Resolution 99-8 regarding health benefit coverage for the District's elected members. Although the resolution was adopted the present elected officials do not wish to participate at this time. Donna Beaumont suggested the District proceed with filing the resolution with CalPERS in order to afford coverage to elected members when they should choose to participate.

Thank you for your assistance throughout our decision-making process. Please feel free to contact me if you have any questions.

Sincerely,



Jo Ellen Seick
Finance/Business Manager

Enclosure

RESOLUTION 99-8

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY WATER DISTRICT
ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES'
MEDICAL AND HOSPITAL CARE ACT ONLY WITH RESPECT TO
ELECTED MEMBERS OF THE DISTRICT
FIXING
THE DISTRICT'S CONTRIBUTION FOR ELECTED MEMBERS
AND THE EMPLOYER'S CONTRIBUTION FOR ANNUITANTS
AT DIFFERENT AMOUNTS**

WHEREAS, (1) The Public Employees' Medical and Hospital Care Act provides that a contracting agency may elect, upon proper application, to participate under the Act with respect to its elected members of its Board of Directors ("Board Members"); and

WHEREAS, (2) Government Code Section 22754 (g) defines any Special District as a contracting agency; and

WHEREAS, (3) Government Code Section 22857 provides that a contracting agency may fix the amount of the employer's contribution for elected Board Members and the employer's contribution for retired elected Board Members and survivors at different amounts provided that the monthly contribution for retired elected Board Members and survivors shall be annually increased by an amount not less than 5 percent of the monthly contribution for elected Board Members, until such time as the amounts are equal; and

WHEREAS, (4) A Special District is hereby defined as a non-profit, self-governed public agency within the State of California, and comprised solely of public employees performing a governmental rather than proprietary function, and

WHEREAS, (5) Beaumont-Cherry Valley Water District hereinafter referred to as Special District is an entity meeting the above definition; and

WHEREAS, (6) The Special District desires to obtain for the members of the Board of Directors who are active and retired elected Board Members of the agency, the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and Regulations; and

WHEREAS, (7) Government Code Section 53208.5(b) prohibits any elective member of a legislative body whose service first commences on and after January 1, 1995, from receiving health and welfare benefits greater than the most generous schedule of benefits being received by any category of non-safety employees; and

WHEREAS, (8) Government Code Section 53201(c) (2) prohibits a local agency that did not provide benefits to former elective members of a legislative body before January 1, 1994, from providing benefits after January 1, 1994, unless the members participate on a self-pay basis; and

WHEREAS, (9) Government Code Section 53201(c)(1) provides that a legislative body that provided benefits to former elected Board Members shall not provide benefits to any person first elected to a term of office that begins on or after January 1, 1995, unless the members participate on a self-pay basis or was fully vested prior to January 1, 1995.

NOW THEREFORE BE IT RESOLVED,

- (a) That the Special District elect, and it does hereby elect, to be subject to the provisions of the Act; and be it further resolved
- (b) That the employer's contribution for each elected Board Member shall be the amount necessary to pay the full cost of their enrollment, including the enrollment of their family members in a health benefits plan up to a maximum of \$16 per month; and be it further resolved
- (c) That the employer's contribution for each retired elected Board Member or survivor shall be the amount necessary to pay the cost of their enrollment, including the enrollment of their family members, in a health benefits plan up to a maximum of \$1 per month; and be it further resolved
- (d) That the employer's contribution for each retired elected Board Member or survivor shall be increased annually by 5% of the monthly contribution for elected Board Members, until such time as the contributions are equal;

And that the contributions for active and retired elected Board Members and survivors shall be in addition to those amounts contributed by the Special District for administrative fees and to the contingency Reserve Funds; and be it further resolved,

- (e) That the executive body appoint and direct, and does hereby appoint and direct, the Assistant Manager to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Special District all functions required of it under the Act and Regulations of the Board of Administration; and be it further resolved
- (f) That coverage under the Act be effective on July 1, 1999.

ADOPTED at a Special meeting of the Board of Directors of the Beaumont-Cherry Valley Water District, at Beaumont, California, this 28th day of April 1999.

ATTEST:


Gary McKenzie, President


Jo Ellen Seick, Secretary of the Board

5-24-99

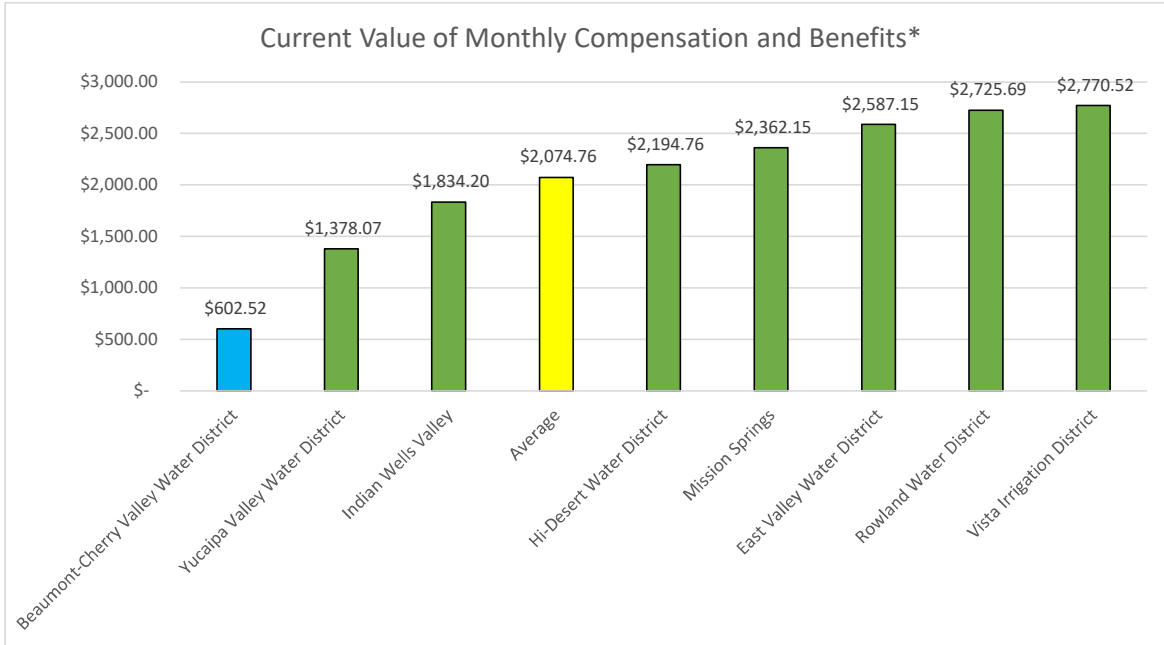
EFFECTIVE DATE: 7-1-99

APPROVED: 

PUBLIC AGENCY OF CALIFORNIA

Attachment 3: Agency Value Comparison

	Current Value of Monthly Compensation and Benefits*	Approximate Monthly Compensation based on 3 meetings	Value of Benefits
Beaumont-Cherry Valley Water District	\$ 602.52	\$ 600.00	\$ 145.52
Yucaipa Valley Water District	\$ 1,378.07	\$ 488.07	\$ 890.00
Indian Wells Valley	\$ 1,834.20	\$ 347.28	\$ 1,486.92
Average	\$ 2,074.76	\$ 492.54	\$ 1,582.21
Hi-Desert Water District	\$ 2,194.76	\$ 525.00	\$ 1,669.76
Mission Springs	\$ 2,362.15	\$ 300.00	\$ 2,062.15
East Valley Water District	\$ 2,587.15	\$ 525.00	\$ 2,062.15
Rowland Water District	\$ 2,725.69	\$ 555.00	\$ 2,170.69
Vista Irrigation District	\$ 2,770.52	\$ 600.00	\$ 2,170.52



*Approximate Value based on CalPERS 2021 Plan Premiums.
 2020-11-23 BCVWD Personnel Committee Meeting Page 63 of 95

Attachment 5: CalPERS 2021 Health Premiums

Plan	Plan Code	Monthly Premium			Annual Cost		
		Employee Only	Employee + 1	Employee +Family	Employee Only	Employee + 1	Employee + Family
Anthem Blue Cross HMO Select	508	\$ 639.10	\$ 1,278.20	\$ 1,661.66	\$ 7,669.20	\$ 15,338.40	\$ 19,939.92
Blue Shield Access +	527	\$ 834.88	\$ 1,669.76	\$ 2,170.69	\$ 10,018.56	\$ 20,037.12	\$ 26,048.28
Health Net SmartCare	530	\$ 691.48	\$ 1,382.96	\$ 1,797.85	\$ 8,297.76	\$ 16,595.52	\$ 21,574.20
Kaiser Permanente	535	\$ 669.84	\$ 1,339.68	\$ 1,741.58	\$ 8,038.08	\$ 16,076.16	\$ 20,898.96
United Healthcare	578	\$ 720.89	\$ 1,441.78	\$ 1,874.31	\$ 8,650.68	\$ 17,301.36	\$ 22,491.72

District-Paid Benefit Calculator by Percentage

Percentage/Amount Paid	100%
Annual Cost of Plan per Director	\$ 26,048.28
Monthly Cost per Director	\$ 2,170.69
Cost to District Annually per Director	\$ 26,048.28
For 5 Directors	\$ 130,241.40

PEMCHA Minimum Option

District Pays	\$ 143.00	Member Pays	\$ 2,027.69
Annually	\$ 1,716.00	Annually	\$ 24,332.28
For 5 Directors	\$ 8,580.00		

District-Paid Benefit Calculator by Percentage

Percentage/Amount Paid	75%
Annual Cost of Plan per Director	\$ 26,048.28
Monthly Cost per Director	\$ 1,628.02
Cost to District Annually per Director	\$ 19,536.21
For 5 Directors	\$ 97,681.05

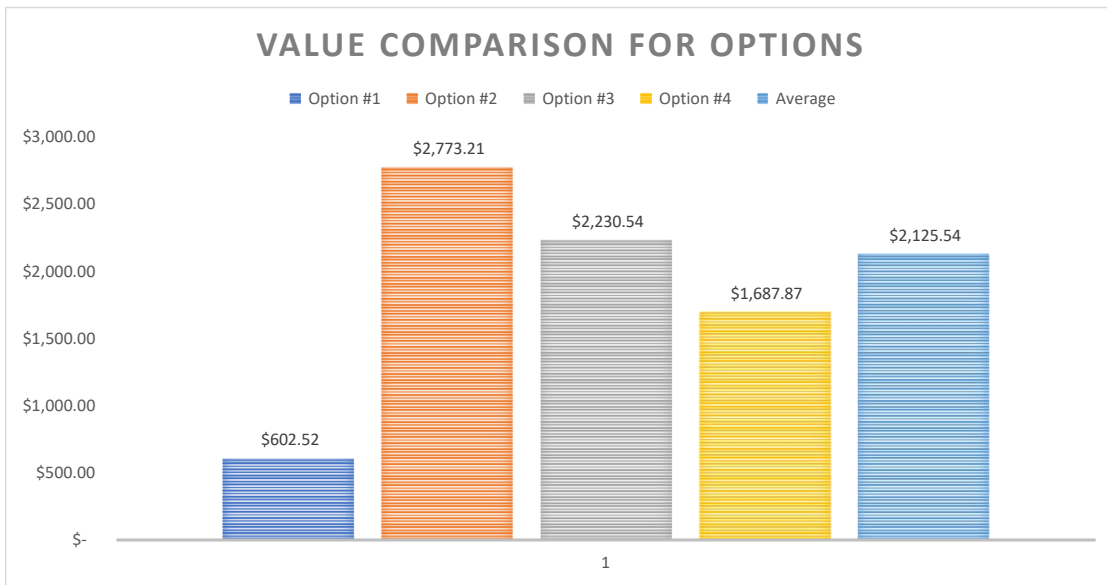
District-Paid Benefit Calculator by Percentage

Percentage/Amount Paid	50%
Annual Cost of Plan per Director	\$ 26,048.28
Monthly Cost per Director	\$ 1,085.35
Cost to District Annually per Director	\$ 13,024.14
For 5 Directors	\$ 65,120.70

Attachment 4: Cost Comparison

Value Comparison for Options

	Option #1	Option #2	Option #3	Option #4	Average
	Stay the Same	District Pays 100% of Health Premium for EE and Dependents	District pays 75% of Health Premium for EE and Dependents	District Pays 50% of Health Premium for EE and Dependents	Average of Comparable Agencies
Compensation (3 per diems/month)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 543.33
Health Benefit	N/A	\$ 2,170.69	\$ 1,628.02	\$ 1,085.35	\$ 1,582.21
EAP	\$ 1.65	\$ 1.65	\$ 1.65	\$ 1.65	N/A
Life Insurance (based on approximate annual compensation)	\$ 0.65	\$ 0.65	\$ 0.65	\$ 0.65	N/A
AD&D Insurance (based on approximate annual compensation)	\$ 0.22	\$ 0.22	\$ 0.22	\$ 0.22	Unknown
Total Monthly Value	\$ 602.52	\$ 2,773.21	\$ 2,230.54	\$ 1,687.87	\$ 2,125.54
Total Annual Value	\$ 7,230.24	\$ 33,278.52	\$ 26,766.48	\$ 20,254.38	\$ 25,506.48
For 5 Directors	\$ 36,151.20	\$ 166,392.60	\$ 133,832.40	\$ 101,271.90	\$ 127,532.40



RESOLUTION 2020-____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE EMPLOYEES MEDICAL AND HOSPITAL CARE ACT (PEMHCA) WITH RESPECT TO NON-CALPERS ELECTED DIRECTORS, AND REVIEW OF DIRECTOR BENEFITS.

WHEREAS, it is recognized that each member of the Board of Directors expends a considerable amount of time and effort serving on committees and attending meetings including, but not limited to, meetings of the Board of Directors; and

WHEREAS, the office of Director is a public service position and should not be considered an employment position for the purpose of generating income for the Director. This Resolution seeks to establish a reasonable and equitable package of benefits for the time and effort put forward by Board members; and

WHEREAS, under Government Code sections 53201 and 53205.1, a special district may provide benefits to its Board members and their families, including medical, dental, vision and life insurance; and

WHEREAS, Government Code section 22850 provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees' Retirement System on proper application by a local agency; and

WHEREAS, the Beaumont-Cherry Valley Water District, hereafter referred to as Public Agency, is a local agency contracting with the Public Employees' Retirement System; and

WHEREAS, the Public Agency desires to obtain for its employees, annuitants, and Directors the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and regulations; and

WHEREAS, the California Public Employees' Retirement System will set the minimum contribution for employers by the authority of the Public Employees' Medical and Hospital Care Act each year,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that:

1. Members of the Board of Directors are eligible to enroll in District-sponsored group plans available to eligible employees for health (previously established in Ordinance 1999-8), dental, vision, life insurance, employee assistance program (EAP), Flexible Spending Account (FSA), CalPERS 457 Plan, and Ancillary benefits. The benefits allowed to the members of the Board of Directors shall not be greater than the most generous schedule of benefits being received by any District Employee Group. Available benefits are defined in Exhibit A.
2. The District may, subject to the same terms and conditions as may be established by the Board, contribute to the cost of health and welfare insurance coverage to current Board members, their spouses, and dependents. Such contribution will be equal to or greater

than the PEMHCA Minimum as established by CalPERS by the authority of the Public Employees' Medical and Hospital Care Act.

3. The benefits attached hereto as Exhibit A, are made a part of this Resolution and are hereby available to the elected Directors of the Beaumont-Cherry Valley Water District, effective January 1, 2021.

ADOPTED this _____ day of _____, 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

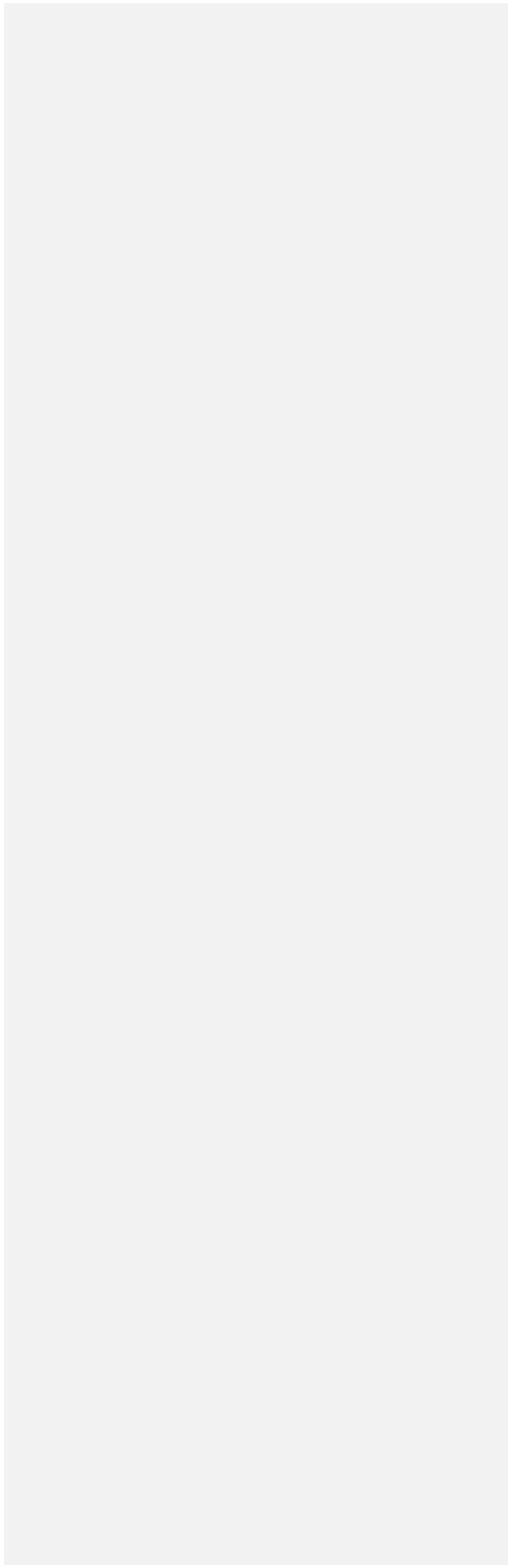
ATTEST:

Director John Covington, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Lona Williams, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachments: Exhibit A – Benefits of the Board of Directors and Resolution 99-8

DRAFT





BEAUMONT-CHERRY VALLEY WATER DISTRICT

EXHIBIT A

Benefits of the Board of Directors

Resolution 2020-__ adopted DATE TBD.

Type of Benefit	
Life Insurance (1x annual rate, calculated for an average of three (3) per diems / month)	Provided by District
AD&D insurance (1x annual rate, same as above)	Provided by District
Employee Assistance Program (EAP)	Provided by District
Voluntary Life Insurance for Spouse and Child(ren)	Available for purchase
Vision insurance plan	Available for purchase
Dental DHMO or DPPO (choice)	Available for purchase
Supplemental Life Insurance	Available for purchase
Flexible Spending Account (FSA)	Available for purchase
CalPERS 457 Savings Plan	Available for purchase
Medical Insurance Benefits through CalPERS Health Program for Director and all dependents (choice of Plan)	District pays <input type="text"/> ; Member pays the remaining cost
Benefits Upon Retirement	District does not provide benefits upon retirement unless required by Resolution, Code, or Law

Commented [FS(1): To Be Determined



BCVWD 2020 ENGAGEMENT SURVEY RESULTS

SABRINA FOLEY
HUMAN RESOURCES

1



OVERVIEW



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%

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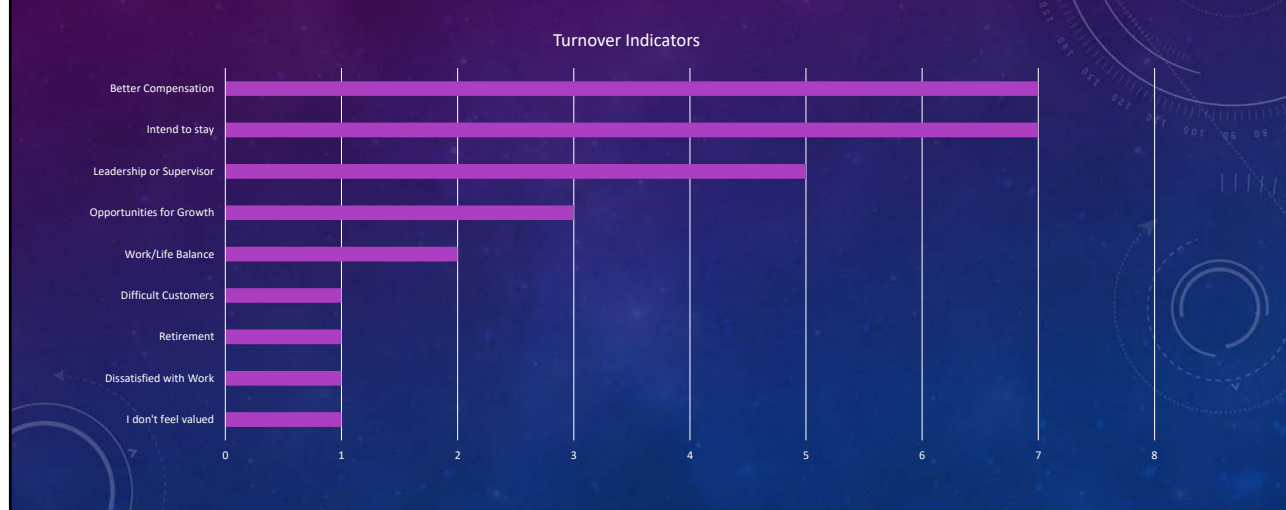
OVERALL EMPLOYEE ENGAGEMENT SCORE: 8.12

- 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

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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.

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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."

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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

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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

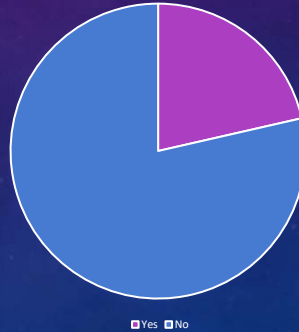
Supervisor Communication	0.62
District Communication	0.77
Performance Feedback	0.78
Response to Complaints	0.75
Supervisor's Investment in Employee	0.64
Positive Working Environment	0.65
Clear Expectations	0.48
Job Autonomy	0.55
Supervisor Trust	0.32
Trust in Supervisor	0.67
Recognition	0.62

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FEEDBACK AND RECOGNITION

Feedback & Recognition Correlation: 0.71

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

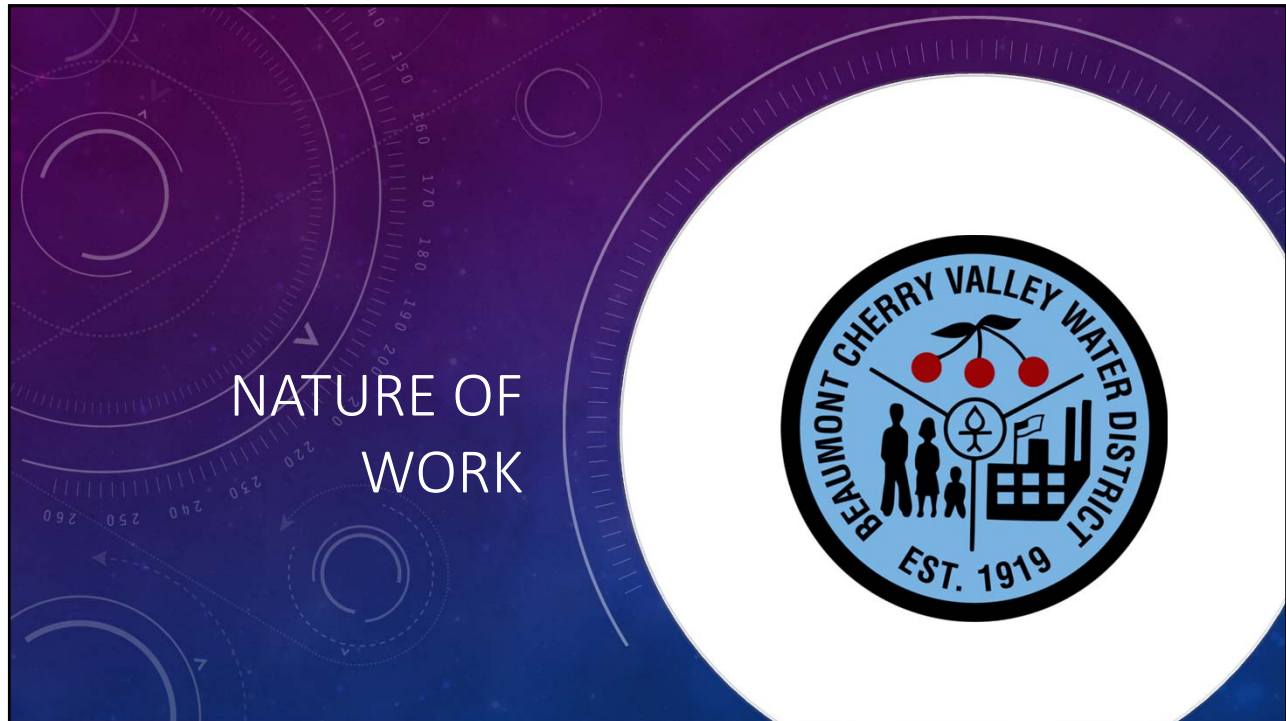


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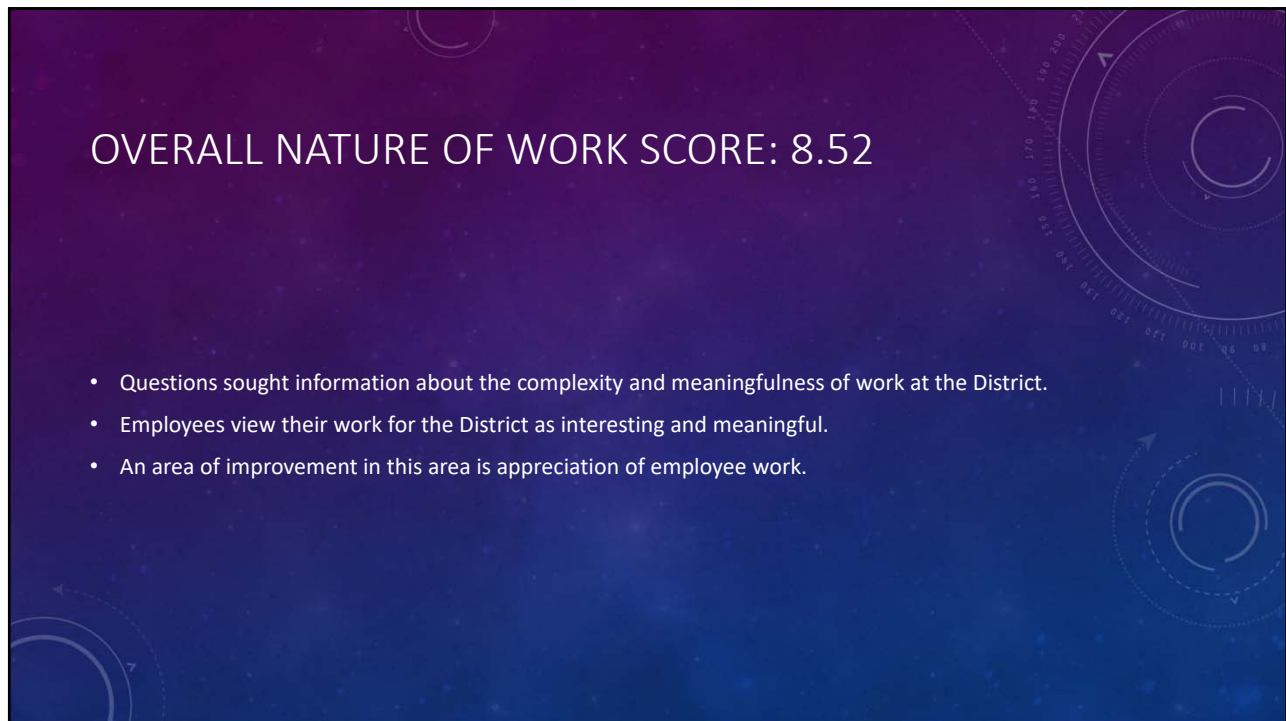
CONCLUSIONS ABOUT LEADERSHIP AT BCVWD

- 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.

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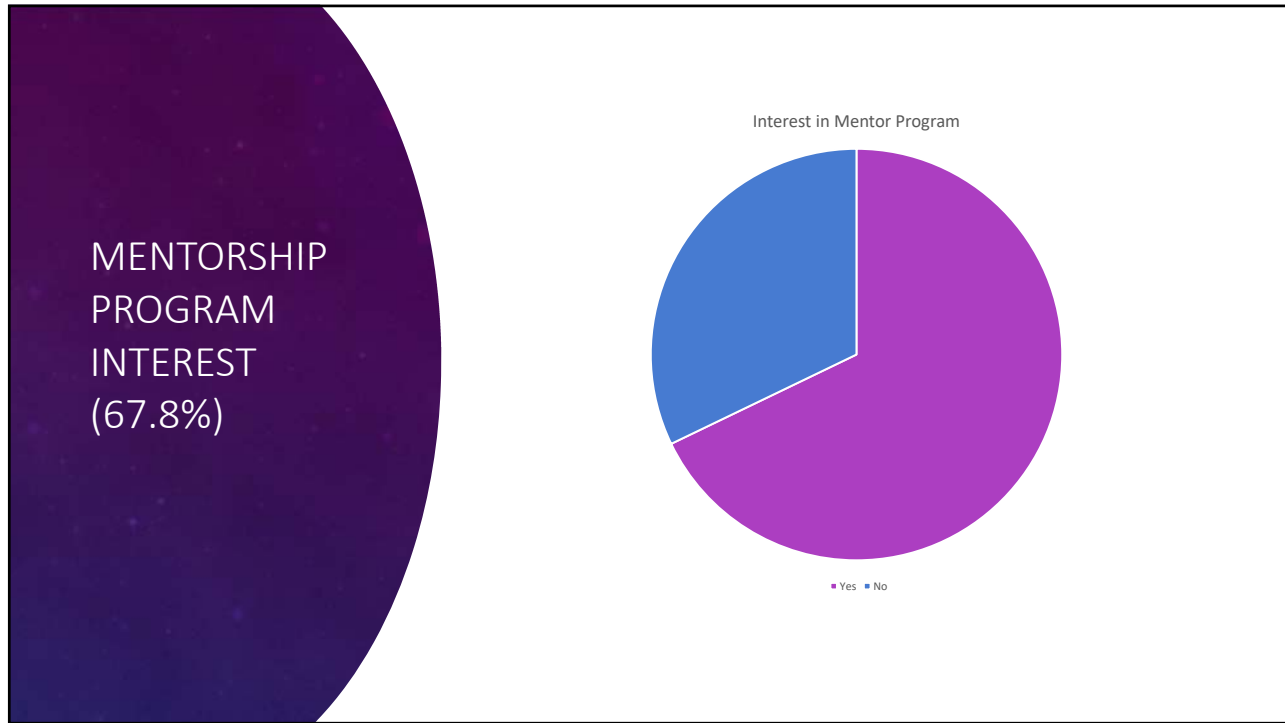
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OVERALL CAREER DEVELOPMENT SCORE: 7.08

- 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

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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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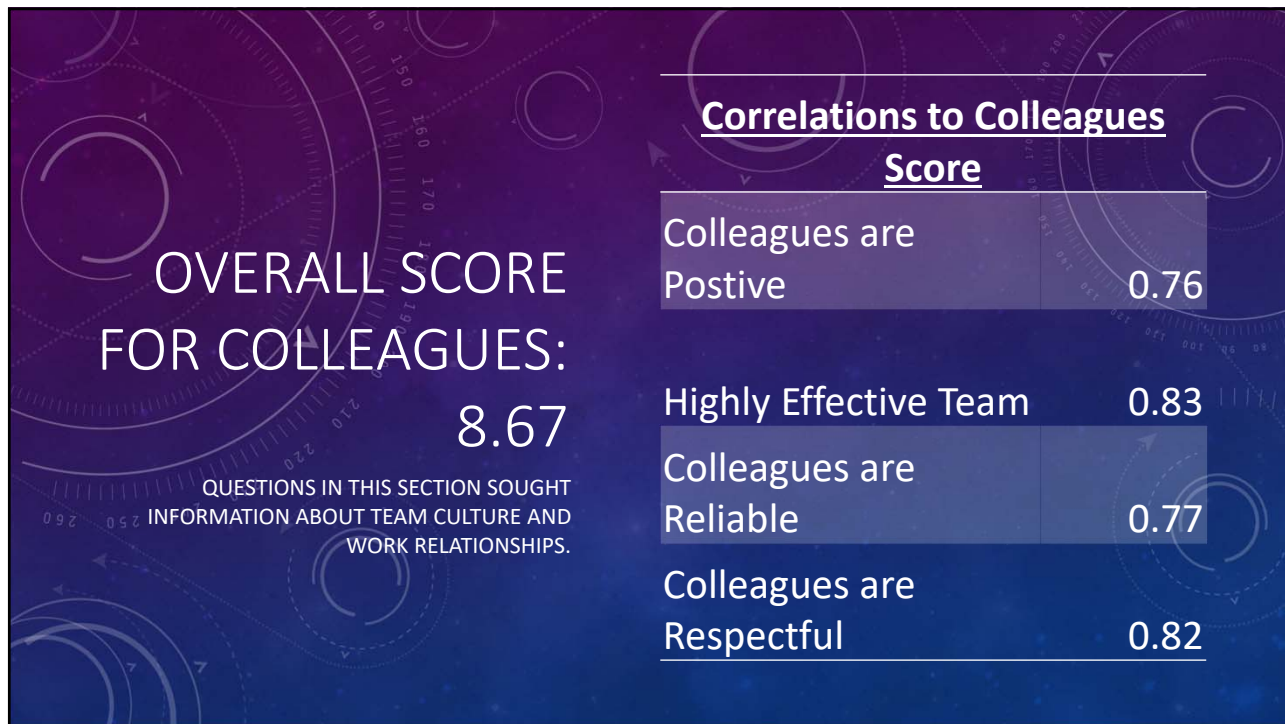
CONCLUSIONS ABOUT ORGANIZATIONAL CULTURE AT BCVWD

- 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.

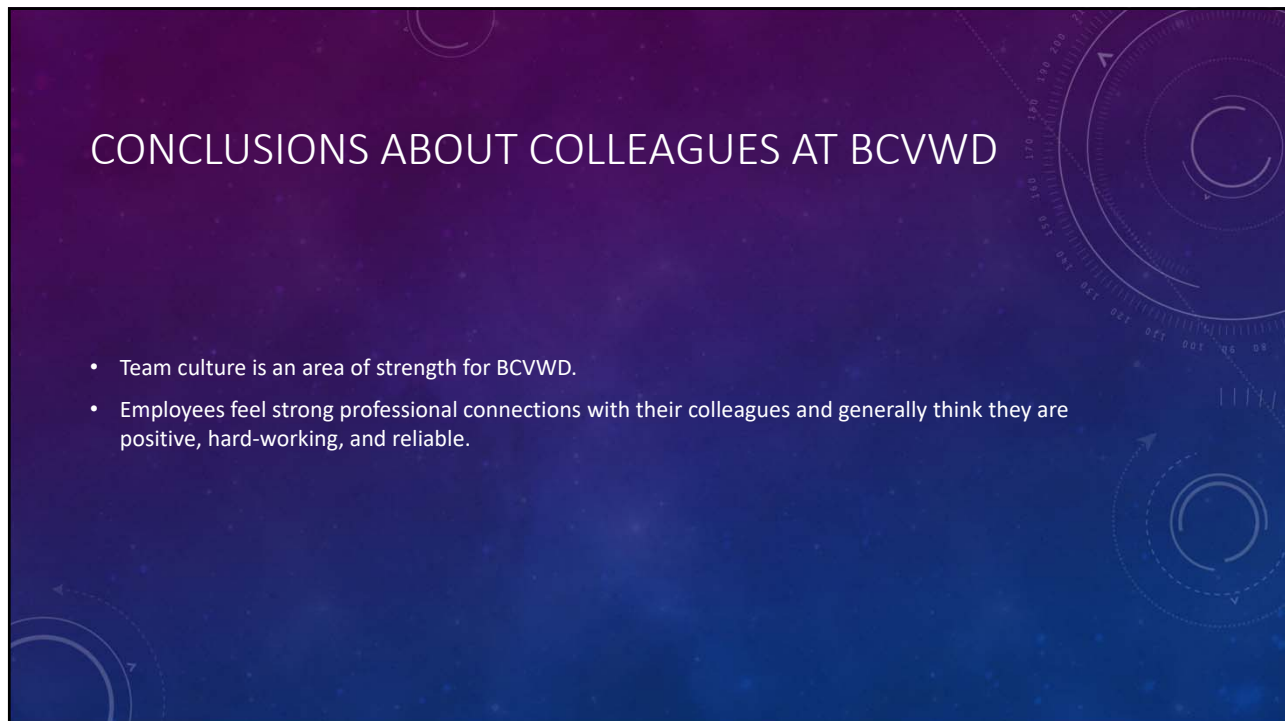
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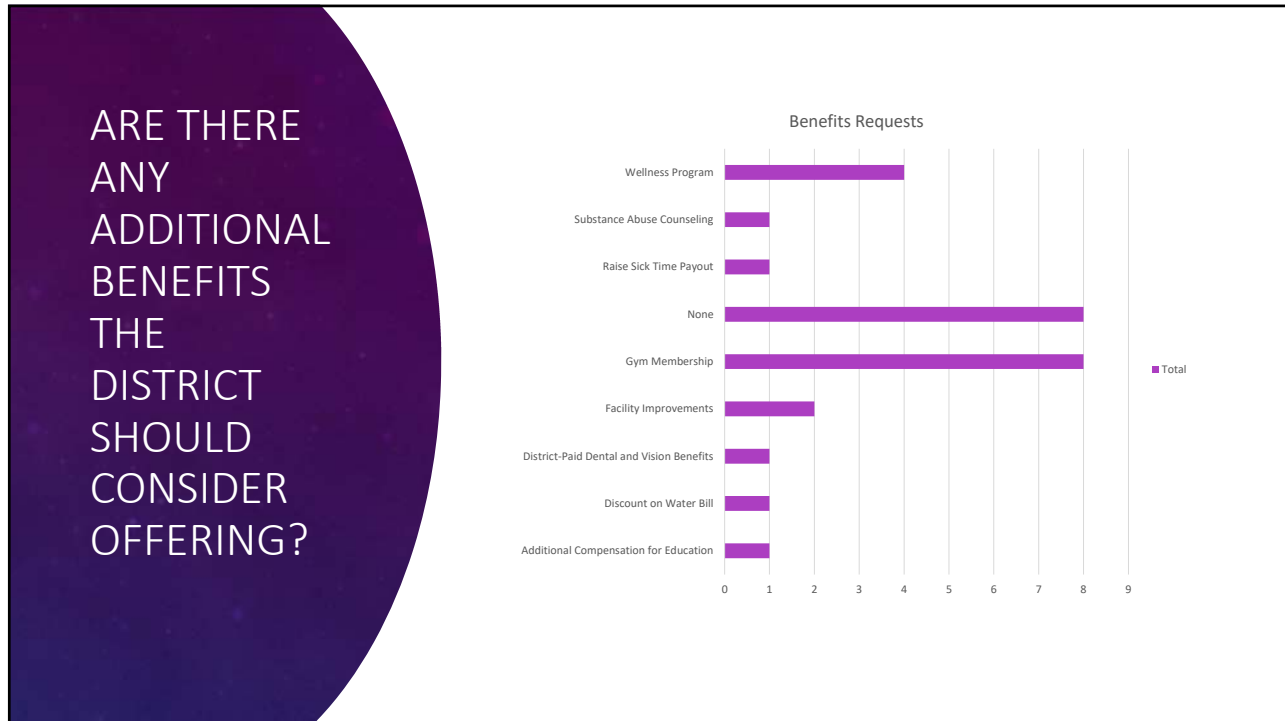
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<p>OVERALL COMPENSATION AND BENEFITS SCORE: 7.34</p> <ul style="list-style-type: none"> • Questions in this section sought information about District compensation, quality of benefits, and communication about benefits. 	<p style="text-align: center;"><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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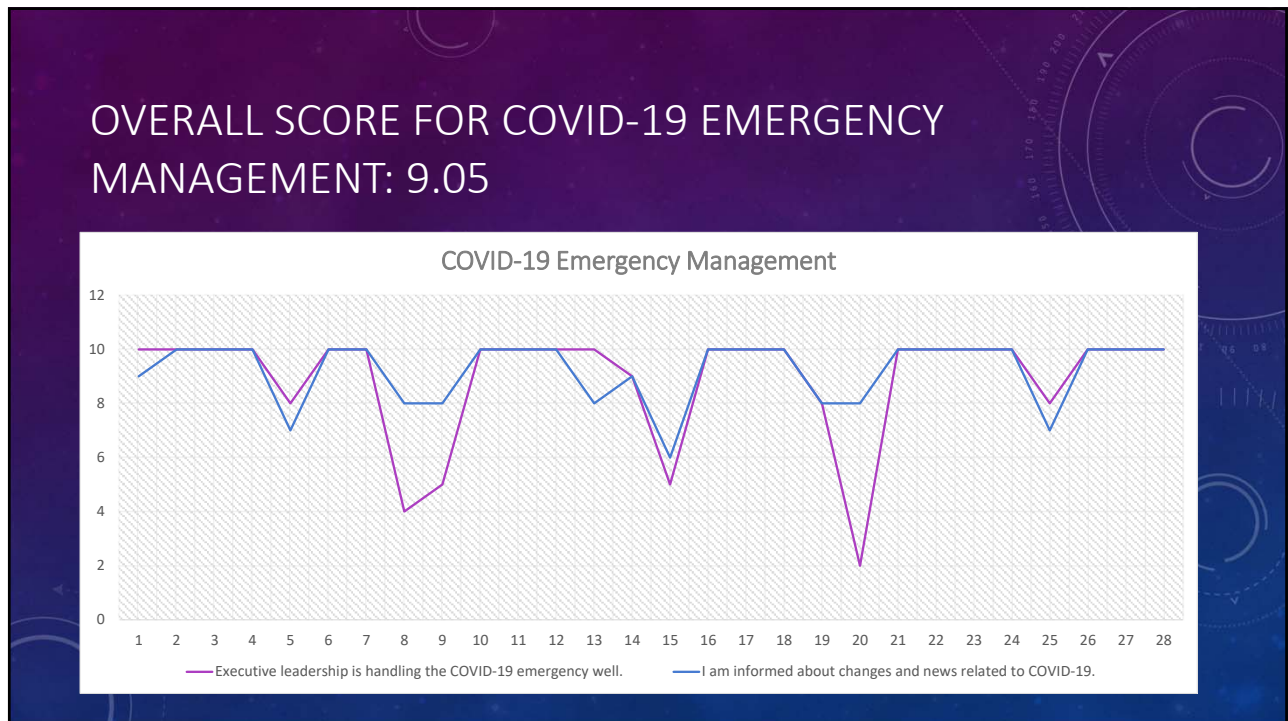
CONCLUSIONS ABOUT COMPENSATION AND BENEFITS AT BCVWD

- 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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<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?



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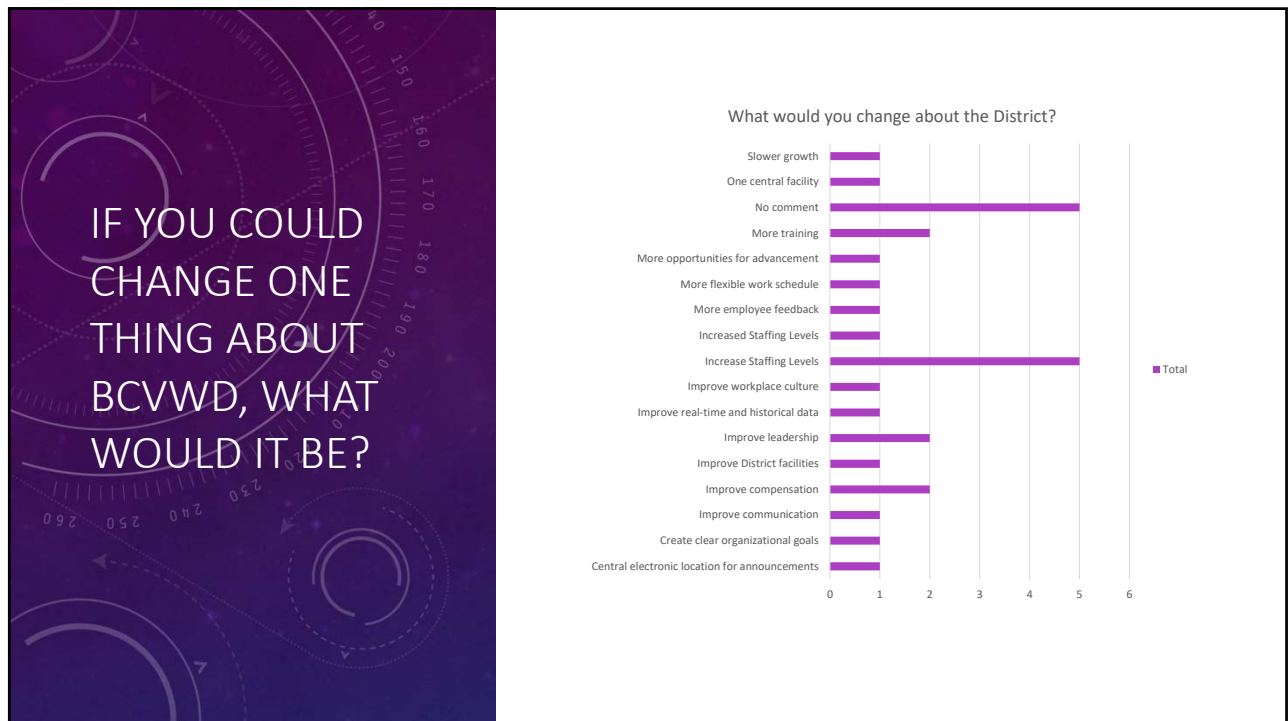
CONCLUSIONS ABOUT HR AT BCVWD

- 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.

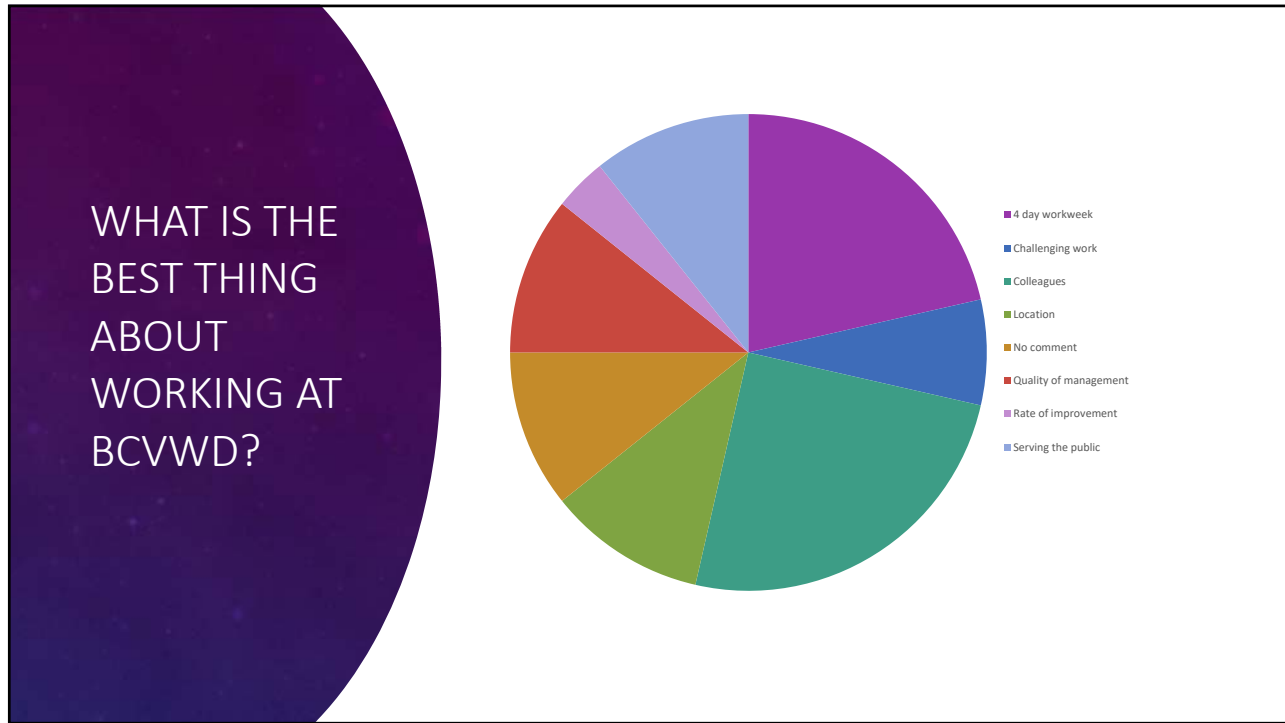
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AVERAGE SCORES

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

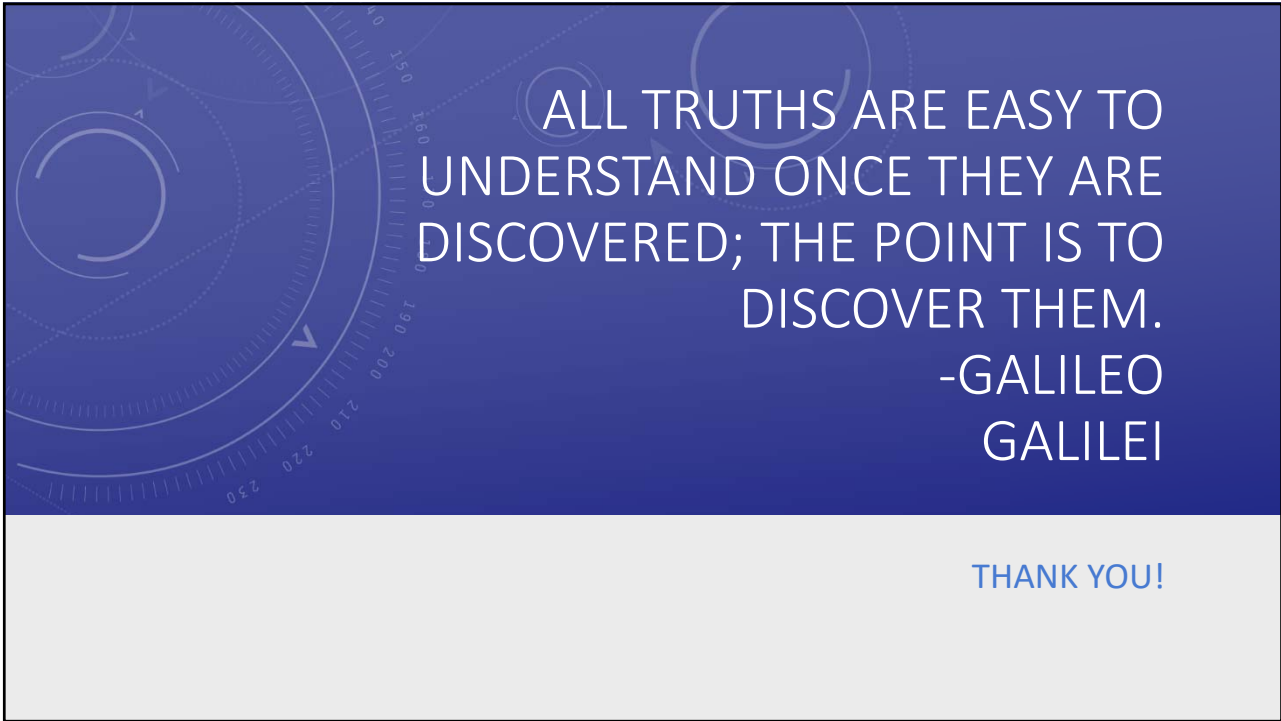
Areas of Strength

- 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
November 23, 2020**

Item 6

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee
FROM: Sabrina Foley, Human Resources Coordinator
SUBJECT: Human Resources Department Report for the Period of September 22 – November 16

Personnel

Total Current Employees (Excluding Board Members)	39
Part Time	3
Temporary	3
Interns	1
Separations	0
Retiring Employees	0

New Hires

Two Water Utility Person I positions were filled effective 11/2/2020.

Anniversaries*

Joseph Reichenberger	Engineer	14 years
Lynda Kerney	Administrative Assistant	3 years
Sabrina Foley	Human Resources Coordinator	1 year
Clayton Kitchen	Water Utility Person I	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

A current Water Utility Person III was promoted to the vacant Transmission & Distribution Supervisor position effective 11/16/2020.



2020 Legislation updates, Personnel and Human Resources

The following items were chaptered in 2020 and will affect BCVWD procedures. HR will make policy recommendations where necessary.

Bill/Legislation	Title	Description	Effective Date
AB 685	COVID-19 Exposure Notification	Requires employers to take action to notify employees of a known COVID-19 exposure within 24 hours.	1/1/2021
AB 1947	Workers Compensation Statute of Limitations	Increases the statute of limitations on workers compensation claims from six months to one year in the administrative process.	1/1/2021
AB 2257	Employee Classification: Independent Contractors	Adds public agencies to the business to business exemption in AB 5. Allows public agencies to use the Borello test ¹ rather than the ABC test when contracting with another business.	9/4/2020
AB 2967	CalPERS Membership Exclusion	Prevents employers from entering or amending their CalPERS contracts to exclude any particular group of employees from the contract.	1/1/2021
AB 2992	Leave Time for Domestic Violence, Stalking, and Victims of Crime	Expands current leave protections for employees who are the victim of a crime to include an employee whose family member is deceased as a direct result of a crime.	1/1/2021
SB 1159	COVID-19 Workers Compensation	Codifies the Governor's Executive Order which created a rebuttable presumption whereby any employee who is directed to work outside of their home by their employer that tests positive or is diagnosed by COVID-19 is presumed to have contracted COVID-19 in the workplace and therefore would be entitled to workers' compensation benefits.	7/6/2020-1/1/2023
SB 1383	California Family Rights Act, Time Off for School Activities	Expands FMLA and CFRA leave requirements for employers with five or more employees.	1/1/2021

¹ Borello Test: Less stringent than the ABC Test, the main factor of the Borello Test is the extent to which the employer has control over the worker.



Employee Communications

Human Resources shared a flyer regarding the 457 Plan's reduced fees which were effective in July 2020.

Human Resources published the internal calendar for October and November.

On 9/23/2020, HR sent out a reminder about the virtual benefits fair.

On 9/23/2020, HR sent out a flyer for a local flu shot clinic.

On 9/28/2020, HR shared webinar information from Kaiser Permanente.

On 10/1/2020, HR shared a flyer from the EAP.

On 10/8/2020, HR published Memo #20-015: HR Pulse Survey.

On 10/12/2020, HR invited applications for the vacant Transmission & Distribution Supervisor position.

On 10/12/2020, HR shared a flyer from the EAP about World Mental Health Day.

On 10/15/2020, HR sent a final reminder regarding Open Enrollment.

On 10/29/2020, HR shared a reminder about Daylight Saving Time.

On 11/2/2020, HR shared a flyer from the EAP about caregiver support.

On 11/3/2020, HR announced two new hires for the Water Utility Person I classification.

On 11/3/2020, HR announced the raffle winners from the virtual benefits fair.

On 11/9/2020, HR invited applications for a temporary Water Utility Person position.

On 11/10/2020, HR announced International Accounting Day.

On 11/12/2020, HR hosted a webinar for all staff called "Overcoming Burnout".

On 11/12/2020, HR published Memo #20-016, COVID-19 Update, Close Contact Definition.

On 11/12/2020, HR invited applications for a temporary Customer Service Representative position.

On 11/16/2020, HR published Memo #20-017, State of CA Travel Advisory.

On 11/16/2020, HR announced that the Transmission & Distribution Supervisor position was filled.

Other

Human Resources conducted a pulse survey from 10/8/2020 through 10/19/2020 regarding professional development requests through the end of the year.

Prepared by Sabrina Foley, Human Resources Coordinator, November 18, 2020