



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

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
Wednesday, May 12, 2021 at 6:00 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: *President Slawson began the meeting at 6:01 p.m.*

Pledge of Allegiance: *Led by Director Ramirez*

Invocation: *Given by President Slawson*

Announcement of Teleconference Participation

Acting Director of Finance and Administrative Services William Clayton clarified that this meeting is conducted via teleconference pursuant to California Government Code Section 54953, and under Executive Orders 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, pursuant to the Brown Act and the Governor's Executive Order. Under the Governor's Executive Order 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.

Roll Call:

Directors present:	Covington, Hoffman, Ramirez, Williams (6:15 p.m.), Slawson
Directors absent:	None
Staff present:	General Manager Dan Jagers Senior Engineer Mark Swanson Assistant Director of Operations James Bean Acting Director of Finance and Administrative Services William Clayton Senior Accountant Sylvia Molina Human Resources Coordinator Sabrina Foley Administrative Assistant Erica Gonzales

Legal Counsel	James Markman
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Members of the public who registered attendance: San Geronio Pass Water Agency Board members Larry Smith and Blair Ball.

Acting Director of Finance and Administrative Services William Clayton verified that all present members of the Board of Directors have indicated that they are able to hear the other directors clearly on the teleconference. No directors expressed any reason to believe, based on voice recognition or otherwise, that those persons representing themselves to be directors are not truly so.

Public Comment: None.

1. Adjustments to the Agenda: None.

2. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- a. Review of the March 2021 Budget Variance Reports
- b. Review of the March 31, 2021 Cash/Investment Balance Report
- c. Review of Check Register for the Month of April 2021
- d. Review of April 2021 Invoices Pending Approval
- e. Minutes of the Regular Meeting of April 14, 2021
- f. Minutes of the Regular Meeting of April 22, 2021

MOVED: Covington	SECONDED: Hoffman	APPROVED 4-0
AYES:	Covington, Hoffman, Ramirez, Slawson	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Williams	

Director Williams joined the meeting at 6:15 p.m.

3. Ratification of the General Manager's Declaration of a District Emergency regarding Necessary Immediate Repairs to Well 25

General Manager Dan Jagers explained the identification of issues with Well 25 which prompted the declaration of emergency and preliminary work. He advised that he consulted with President Slawson and Director Covington in preparation for the request.

Assistant Director of Operations James Bean detailed the investigation of the problem and findings and advised of some repairs. Until the Well 25 pumping unit is returned to full service, it cannot be determined if further repairs will be required, he noted. Bean explained issues with the 800 hp electric motor and advised the Board of options and costs. The 2021 budget includes \$140,829 for purchase of an 800 hp spare motor, he noted.

Staff recommends action totaling \$147,640 as it is in the best interest of the District to get the well back into service quickly, Mr. Bean advised. Jagers added that the objective is to assure options. He noted that the costs are reasonable and staff

would like to directly purchase a motor from the vendor. He added that there may be some potential additional costs for tax and freight and noted that the emergency spending authorization limit is \$250,000.

Director Covington noted that the sheer volume and size of the well motors presents a level of risk. Mr. Bean responded with detail on the well motor history and Mr. Jagers added information on previous motor issues. Covington questioned the recommended expenditure of \$48,441 on a rotor, just one component, contrasted with purchase of a new motor for \$84,199 and Mr. Jagers explained the plan and responded to technical questions.

Director Hoffman suggested exploring the possibility of improving the cooling of the motors; Mr. Bean explained the cooling systems and assured that the temperature issues have been addressed. Director Williams asked about the cost share with the City of Banning. Mr. Jagers indicated that the City may have a proportionate share and he will work with them regarding the motor designated in the Capital Improvement Program, but his preference is that BCVWD retains ownership of the 800 hp motor so it can be used on BCVWD wells without reimbursement to Banning.

President Slawson asked about the budgeted amount of \$140,829 and wondered if current supply issues would affect the purchase. Mr. Jagers explained this is why the two-pronged approach is being considered and detailed the original budgeted cost.

The Board ratified the General Manager's Declaration of a District Emergency to address the emergency regarding necessary immediate repairs to Well 25 on Monday, May 3, 2021 by the following vote:

MOVED: Ramirez	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

4. Resolution 2021-__ Revising the District's Salary Schedule and Organization Chart – NOT ADOPTED

Human Resources Coordinator Sabrina Foley explained recent changes and short staffing in the accounting department including the resignation of the Director of Finance and Administrative Services and the budgeted, but still vacant, Account Clerk position. She reminded the Board that there was previously a full-time position of an Accounting Technician and detailed the duties and reclassification of the position in 2021. The designation of a part time position was to save on health insurance and benefit costs, however the hours required by the tasks exceed the 19.23 hours for CalPERS benefits.

The current option to hire the Account Clerk as budgeted is not viable, Foley explained. She presented the organization chart, detailed additional functions needed of the position and requested replacement of the part-time entry-level Account Clerk to a full-time journeyman level Accounting Technician classification.

Acting Director of Finance and Administrative Services William Clayton detailed the fiscal impact of making the change: a budget adjustment of \$3,420 for fiscal year 2021 and ongoing costs starting in 2022 at \$102,117.

Mr. Jagers added that envisioned savings would not be realized with the Account Clerk position, and it was expected to increase the position to full time in 2022 to meet the needs of the department. Ms. Foley added that this is a return to staffing levels from 2019.

Ms. Foley noted that the Accounting Technician job description in the packet is in draft form awaiting feedback from the Accounting Department. Mr. Jagers added that a part time Customer Service Representative was also budgeted and hired, and the intent is to hold the position under the health benefit minimum. He advised that there will be some increased costs including some health benefit costs that were not budgeted with the Accounting Technician position, but there will be savings in other areas, such as recruitment of a new Director of Finance and Administrative Services.

This is a multi-year commitment as the real need is identified, and the intent is to get to a healthy staffing position, Jagers stated.

Director Covington noted that the proposed Accounting Technician salary step 1 is \$27.28. In response to President Slawson, Ms. Foley and Mr. Clayton detailed the tasks of the position. A degree would be preferred for this position, Clayton noted.

Director Williams noted that the job description does not indicate education or certificate requirements. In response to a question from Williams, Ms. Foley explained that the position is needed due to the department workload and has been exacerbated by current staffing conditions. Mr. Jagers added that a staff member is being loaned to accounting from another department and is providing at least 20 hours of support.

Director Williams pointed out that there will be a Classification Study and the new hire would possibly receive an increase resulting from the study. Ms. Foley said it was possible that there would be change if the Compensation Study shows a market rate different than the proposed rate. Ms. Williams pointed out that flying a job with a description that has not yet been evaluated by the study is at cross purposes. She suggested the study address this position first. Ms. Foley explained that in order to have a successful study, there needs to be an incumbent in the position to give feedback.

Director Covington pointed out that the compensation study could show the positions are paid less than they were three years ago. Ms. Foley explained it will be up to the Board to determine the strategy for pay and whether to lead, lag or match the market.

Director Covington posited that the proposed Accounting Technician pay is high for the job description. Ms. Foley noted that the rate of pay is based on what was previously approved for this position in 2019 and 2020 with a cost-of-living adjustment added. An accounting degree would be preferred for this position and the District is looking for significantly more experience than entry level, Foley explained, as the level of responsibility is greater.

Covington pointed out that the job description does not reflect the responsibility. Ms. Foley assured that the description is being modified prior to posting and staff is recommending posting as soon as possible.

Director Ramirez questioned whether the position was ready for posting and requested a redline of the job description. Ms. Foley explained the requested Board action, noting that the job description is typically under staff purview. She suggested the updated job description be presented to the Personnel Committee. General Manager Jaggars noted that there is ongoing staff discussion about the job description.

Director Covington asked whether job descriptions must be approved by the Personnel Committee; Ms. Foley indicated that is not policy. Ms. Williams asked whether it could be requested that the job description be reviewed by the Personnel Committee. Ms. Foley said yes; but noted that would slow up the recruiting process as the May 17 Personnel Committee meeting agenda has been posted, but it could be agendaized in June. Director Williams stated that the concern is that the most qualified person is recruited to avoid turnover and that the person is not a liability in the department.

President Slawson tabled the item to the May 27, 2021 Engineering Workshop.

5. Authorize the General Manager to Enter into an Agreement with Koff and Associates for a Classification Study in an amount not to exceed \$29,915

Human Resources Coordinator Sabrina Foley reminded the Board about discussion regarding the need for a classification study and a compensation study in preparation for the renegotiation of the employee Memorandum of Understanding (MOU) as required by the agreement in 2017.

In the past, differing levels of attention have been paid to job descriptions, she advised. Some have been updated recently with the HR consultant but there are some that were created prior to 2016 that are outdated. There are also inconsistencies in format and items included, she indicated. This study will bring all job descriptions to a current format and will give employees opportunity to participate in a feedback process to ensure accuracy.

Ms. Foley explained the Request for Proposals procedure and the responses received. Koff and Associates (Koff) had the strongest technical score and the strongest cost score and stood out for the detail of the proposal, she advised. Koff also completed the classification and compensation study for BCVWD to the Board's satisfaction in 2017, she added.

Both proposals evaluated suggested that the deadline for the deliverables be pushed out approximately four weeks to ensure quality results and an adequate feedback process, which staff will take under advisement, Foley noted. Koff can begin work as soon as tomorrow, she said.

The cost proposal includes all expenses, such as travel, Foley advised. The project is currently budgeted for \$25,000 within the Human Resources budget as adopted. Staff proposes to make up the different with other funds budgeted for the HR Department, she said. There may be additional expenses should the Board choose to retain Koff in the event of a formal appeal.

The project should be concluded in the summer of 2021, Foley continued. The study results with any long-term financial considerations would be considered and the study recommendations would be reviewed by the Board before implementation. There may be potential changes to the salary schedule and organization chart and benefits offerings based on the results of the studies, she explained.

In response to Director Covington, Ms. Foley clarified that the classification study will overlap the compensation study. A third study, time allowing, would be a succession planning study, she noted.

Director Williams asked about completion prior to budget discussion. Ms. Foley estimated the classification study would be completed around the end of July and the compensation study at the end of August and indicated it will be ongoing as the District begins the budget process. It is a goal to start the budget process earlier this year which puts pressure on to complete the studies timely, and there will be changes based on what is adopted in the MOU, she said.

President Slawson invited public comment. There was none.

The Board authorized the General Manager to execute an agreement with Koff & Associates for a classification study for an amount not to exceed \$29,915 by the following vote:

MOVED: Williams	SECONDED: Ramirez	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

6. Request for Update to Will-Serve Letter for Proposed Housing Project – Allegheny Street (Riverside County Assessor's Parcel No. 419-150-050) located between 6th Street and 8th Street and west of Highland Springs Avenue in the City of Beaumont

Senior Engineer Mark Swanson advised this Will-Serve Letter (WSL) was previously approved in June 2019. It is coming back to the Board for consideration as it has been longer than two years, he said. Originally approved was a four-building project of 48 apartment units but is now two buildings of 48 units. Plans include a rec center room, he added.

Swanson explained the reduction in Equivalent Dwelling Units (EDUs) to 32 for the multi-family project and presented project detail. He noted the District's conditions to reduce potable water usage. Swanson gave an overview of the area facilities and suggested that as infill development occurs, it may be considered to bring a recycled water line eastward, which is not currently in the master plan. The report assumes the project would need to upsize the line through a main extension agreement, he explained.

Mr. Jagers added that the project will likely have on-site fire suppression required and most likely a main line extension will be required; it would not feed from a transmission main. These details remain to be finalized, he stated.

President Slawson asked about requirements for existing customers to connect to a new 8-inch line. Mr. Jagers detailed the reconfiguration of existing services.

Director Hoffman asked about the City of Beaumont's pavement moratorium implications on Allegheny Street. Mr. Jagers noted that the City is the lead planning agency on the project and if Allegheny were paved in advance of the project, they would likely have to make an exception. During the plan check process, Swanson added, he had advised the developer to communicate with the City that part of their improvements may be to construct a pipeline. It would not fall to the water district, as BCVWD is not installing the line.

President Slawson invited public comment. There was none.

The Board approved an updated Will Serve Letter for a proposed affordable housing apartment complex for special needs populations to be located on Allegheny Street between 6th Street and 8th Street and west of Highland Springs Avenue in Beaumont, CA (Assessor's Parcel Number 419-150-050) by the following vote:

MOVED: Ramirez	SECONDED: Hoffman	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

7. Request for Will-Serve Letter for Riverside County Assessor's Parcel No. (APN) 407-300-004 located at 38602 Jenni Lisa Court in the Community of Cherry Valley

Senior Engineer Mark Swanson explained there is an existing residence, and this is for building of a 1,000 square foot secondary unit on a tract that was discussed by the Board not long ago.

Swanson noted the new law regarding accessory dwelling units does not apply when the unit exceeds 800 square feet and instead becomes a multiple dwelling on a single lot. Per District policy, the capacity charges (facilities fees) impact is 1.3 of an EDU, Swanson noted. A second meter and fire flow will also be required, and this has been communicated to the applicant, he said.

In response to President Slawson, Mr. Swanson explained the Accessory Dwelling Unit state law. Director Williams read detail of the law and asked about the determination. Mr. Swanson assured that the County will process the project and the builder will have to return to the District and provide the County determination. The District will abide by the County determination and make any needed adjustments, he said.

President Slawson invited public comment. There was none.

The Board approved the request for water service Will-Serve Letter for a property located at 38602 Jenni Lisa Court, identified as Riverside County Assessor's Parcel No. (APN) 407-300-004 within the community of Cherry Valley, subject to payment of all fees to the District and securing all approvals from the County of Riverside by the following vote:

MOVED: Ramirez	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

8. Request for Will-Serve Letter for Proposed Single-Family Residence for Riverside County Assessor's Parcel No. (APN) 401-030-003 located on Oak Glen Road, south of Scenic Crest Drive and north of Apple Tree Lane in the Community of Cherry Valley

Senior Engineer Mark Swanson explained the location of this 2,800 square foot single-family home in the higher elevation in the water system and noted this is close to the edge of the District's service boundary. He described the District's facilities in Oak Glen Road and said it is not likely to require an upgrade but will need to satisfy the requirements of the fire department.

Front footage fees will be required, and drought tolerant landscaping will be required per County ordinance, Swanson said.

The Board approved the request for water service Will-Serve Letter for a property located at Riverside County Assessor's Parcel No. 401-030-003 within the community of Cherry Valley, subject to payment of all fees to the District and securing all approvals from the County of Riverside by the following vote:

MOVED: Ramirez	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

9. Status of Automatic Meter Read/Advanced Metering Infrastructure Deployment Project: Water Sustain and Manage America's Resources for Tomorrow: Water and Energy Efficiency Grant

General Manager Jagers reminded the Board that this is a quarterly report as requested and advised that staffing is a challenge due to the current employment situation in the U.S.

Acting Director of Finance and Administration William Clayton provided highlights of the report. He noted that 27 percent of the total project cost is expected to be grant funded.

President Slawson invited public comment. There was none.

10. Continued Review of Anticipated California Drought Conditions, District Urban Water Management Plan Drought Restrictions and BCVWD Resolution 2014-05 Regarding Issuance of Will-Serve Letters and Other Drought Response

General Manager Jagers advised the Board that this is a feverishly moving target in the State of California. He described current status and noted that the current conditions support the Sites Reservoir. The Reservoir is a hotly contested project, he noted.

The District's Urban Water Management Plan (UWMP) sets forth the strategy for water supply condition where the imported water supply allocation averages 50 percent over a two-year or longer period, which is the current condition, Jagers emphasized. From a real supply perspective, this warrants consideration and discussion, and decisions need to be made Jagers advised.

If there is continued drought next year, he warned, California is going to have some real problems. At the Monday meeting of the San Geronimo Pass Water Agency, General Manager Lance Eckhart noted that the annual snow survey was not performed as there was no snow to measure.

Jagers advised the Board that there will be more discussion at the Engineering Workshop about the UWMP Drought Contingency Plan and the stages of water shortage plan. He noted that BCVWD will be taking a fair amount of water out of its groundwater storage account this year.

President Slawson stated he looked forward to a more in-depth discussion and acknowledged there is no good news.

11. Status of Local Emergency regarding the Impact of the Respiratory Illness Pandemic COVID-19 pursuant to Resolution 2020-07

General Manager Jagers reported that the office re-opened in April on a part-time scenario. The next step is to move toward the 60 percent mark and an open office strategy as previously discussed. The goal for May is to open for a full day on two days per week with a soft ramp-up into June to achieve the desired 80 to 100 percent. Staff challenges are driven by school and childcare logistics, he explained. Phones are now answered live, he added.

Jagers noted that Governor Newsom announced that it is expected that masks will not be required other than in mass congregations of people starting in approximately June.

Parts are being ordered for the upgrade to the Board room and in person meetings may be discussed for potential opening in the middle of June, Jagers posited.

Jagers advised he sees no concerns with current COVID numbers or hospitalizations and said Riverside County seems to be achieving safety.

Director Covington requested discussion of resuming in-person meetings at the June 9 Board meeting for the Board to make a decision.

12. Status of Declared Local Emergencies related to Fires

- a. **Impact of the Apple Fire pursuant to Resolution 2020-17**
- b. **Impact of the El Dorado Fire pursuant to Resolution 2020-20**

Mr. Jagers stated there was nothing to report.

13. Reports For Discussion

- a. Ad Hoc Committees: None.
- b. General Manager:

Mr. Jagers noted that things are moving along at the recharge facilities. He noted that the District is still struggling with the City of Beaumont encroachment permit activities. Some gritty, black materials showed up in recharge ponds causing concerns. It turned out to be blasting grit used during repairs at the Cherry Valley Pump Station. Any effects will be assessed, he stated.

- c. Directors' Reports:

President Slawson reported that he attended the Riverside County Water Task Force meeting. He noted it is not looking good for the Delta Conveyance.

Director Ramirez reported that he attended the Association of California Water Agencies conference. He noted that there are many water agencies making a good effort on social media and NextDoor.

- d. Legal Counsel Report:

Counsel Markman advised there is litigation surrounding the Delta Conveyance and it is not going well from the point of view of getting water south of the Delta. He provided a brief overview and said it is looking dour for reliance on State Water Project water moving south.

14. Announcements

All the following meetings will be held via teleconference unless otherwise indicated. President Slawson read the following announcements:

- Personnel Committee Meeting: Monday, May 17, 2021 at 5:30 p.m.
- Finance and Audit Committee Special Meeting: May 25, 2021 at 3 p.m.
- San Geronio Pass Regional Water Alliance: May 26 at 5 p.m.
- Engineering Workshop: Thursday, May 27, 2021 at 6 p.m.
- District Offices will be closed Monday, May 31, 2021 in observance of Memorial Day
- Beaumont Basin Watermaster Committee: Wednesday, Jun. 2, 2021 at 10 a.m.
- Finance and Audit Committee Meeting: Thursday, Jun. 3, 2021 at 3 p.m.
- Ad Hoc Communications Committee: Monday, Jun. 7 at 5:30

- Sites Reservoir Ad Hoc Committee: Tuesday, Jun. 8 at 5:30 p.m.
- Regular Board Meeting: Wednesday, Jun. 9, 2021 at 6 p.m.
- Collaborative Agencies Committee: Jul. 7, 2021 at 5 p.m.

15. Action List for Future Meetings:

- Water supply for BCVWD and the region
- Matrix for delivery of recycled water
- Update on the Delta Conveyance Project
- Legal perspective on the Delta Conveyance
- Legal Counsel report on changes in Proposition 218
- Legal update on drought conditions in the west

16. Convened in Closed Session: 8:25 p.m.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

Reconvened in Open Session: 8:52 p.m.

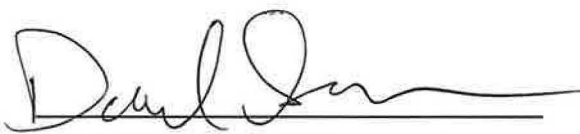
17. Report on Closed Session

President Slawson announced there was no reportable action taken.

18. Adjournment

President Slawson adjourned the meeting at 8:52 p.m.

ATTEST:



Director Daniel Slawson, President
to the Board of Directors of the
Beaumont-Cherry Valley Water District



Director Andy Ramirez, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District

