



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

NOTICE AND AGENDA
SPECIAL MEETING OF THE PERSONNEL COMMITTEE

*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq.*

Monday, November 6, 2023 - 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

TELECONFERENCE NOTICE

*The BCVWD Personnel Committee members will attend in person at the
BCVWD Administrative Office*

This meeting is available to the public via Zoom teleconference

To access the Zoom conference, use the link below:

<https://us02web.zoom.us/j/85792068838?pwd=cFArZHZ4aHRSUmJLeTBCZVpnUGRmdz09>

To telephone in, please dial: (669) 900-9128
Enter Meeting ID: 857 9206 8838 • Enter Passcode: 457586

*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/>

PERSONNEL COMMITTEE SPECIAL MEETING – NOVEMBER 6, 2023

Call to Order: Chair Covington

Roll Call

	John Covington, Chair
	Andy Ramirez

	Lona Williams (alternate)
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PERSONNEL SPECIAL MEETING – NOVEMBER 6, 2023 - *continued*

Public Comment

PUBLIC COMMENT: RAISE HAND OR PRESS *9 to request to speak when prompted. At this time, any person may address the Personnel Committee on matters within its jurisdiction which are not on the agenda. However, 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

ACTION ITEMS

2. **Fiscal Year 2024 Operating Budget Update** (page 4)
3. **Action List for Future Meetings**
 - a. Employee Association topics
 - b. Policy manual updates (ongoing)
4. **Next Meeting Date: November 21, 2023 (Thanksgiving Week)**
5. **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 Personnel Committee in connection with a matter subject to discussion or consideration at a meeting of the Personnel Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") during business hours, Monday through Thursday from 7:30 a.m. to 5 p.m. 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 Office at the same time or within 24 hours' time as they are distributed to all or a majority of the Board of Directors, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available in the Board Room at the District Office. Materials may also be available on the District's website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this 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, or download from the District's website: www.bcvwd.org.

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: A copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 24 hours in advance of the meeting (Government Code §54956(a)).



**Beaumont-Cherry Valley Water District
Special Personnel Committee Meeting
November 6, 2023**

Item 2

STAFF REPORT

TO: Personnel Committee
FROM: Sylvia Molina, Assistant Director of Finance and Administration
SUBJECT: Fiscal Year 2024 Operating Budget Update

Staff Recommendation

Direct staff as desired.

Executive Summary

Staff has evaluated the projected revenues and expenses for 2023 and, based on those estimates, as well as historical averages and industry trends, has prepared the proposed 2024 Operating Budget and 2024-2028 Capital Improvement Budget (Budget). The Budget includes personnel changes that incorporate the 3.7% Cost of Living Adjustment, an increase to the number of attended meetings for the Board of Directors, and new positions in the Operations department to encourage professional development and succession planning.

Background

In June 2023, the BCVWD Finance department provided projected revenues and expenses for 2023 to all District departments. An evaluation process began for each department that included an evaluation of historical averages, and industry trends, to propose a request for each department's account set forth in the General Ledger. Included with these were requests for personnel changes for each department. The changes were included in the budget discussion with the Finance and Audit Committee on October 5, 2023 and October 19, 2023.

The budget presented is a balanced budget. The Net Revenues proposed are \$21,482,500 and Net Expenses are \$20,606,900. This creates a Net Increase of \$875,600 (Net Revenues less Net Expenses). The Budget reflects a 3.7% Cost of Living Adjustment (COLA) applied to District staff. The per diem rate for the Board of Directors is subject to a public hearing and could be adjusted by 0% to 5%. The rate applied in the budget is 3.7%, the same COLA as District staff. The public hearing for the per diem rate is in place and could close as early as November 8, 2023.

A list of the future activity for the Budget is listed in Table 1, Budget Calendar.

Table 1-Budget Calendar

Date	Meeting	Task
November 6, 2023	Special Personnel Committee	Review Personnel changes and Organization Chart draft
November 2, 2023	Finance and Audit Committee	Review changes to Budget document, vote to send to full Board
November 8, 2023	Regular Board	Presentation of Budget draft, budget discussion
November 16, 2023	Engineering Workshop	Review changes to Budget document, budget discussion
December 7, 2023	Finance and Audit Committee	Final review of changes to Budget document
December 13, 2023	Regular Board	Budget review and approval



Discussion

In addition to the COLA application of 3.7%, the proposed Budget included three new divisions. Each division is a split from an existing department. All of the new divisions are filled by existing positions and the changes have zero fiscal impact.

1. Development Services - Budget based on a percentage of expected staff time
2. Customer Service – Budget based on 5 employees pulled from the Administration division
3. Cross-Connection/Non-Potable Water – Budget based on 1 employee pulled from the Source of Supply Division

In addition to the division changes, there were 5 proposed staffing changes and 2 proposed title changes to the organization. These changes are reflected in Table 2- Employee Counts for proposed Budget as well as the 2024 Organization Chart Draft (Attachment 2).

1. Board meetings increased from 335 to 421 meetings
2. Qty 1 Engineering Assistant position changed to Associate Civil Engineer I
3. Qty 1 New Senior Water Utility Worker
4. Replace 10 temporary Water Utility Worker 1 positions with 2 New Water Utility Worker I and 2 Temporary Water Utility Worker I positions
5. Qty 1 Maintenance Technician I position
6. Title Change – Added “Flex” to Director, and Assistant Director, of Finance and Administration for transparency on position where only 1 role would be filled
7. Title Change – Added “II” to existing Maintenance Technician position to reflect apprenticeship for new position and to align with title structure of all other departments

Table 2- Employee Counts for Proposed 2024 Operating Budget

Full and Part-Time District Employees	2022 Budget (FT)	2022 Budget (PT) ⁽⁹⁾	2023 Budget (FT)	2023 Budget (PT) ⁽⁹⁾	2024 Budget (FT)	2024 Budget (PT) ⁽⁹⁾
Engineering						
Engineering	4	3 ⁽¹⁾	4	3 ⁽¹⁾	4	3 ⁽¹⁾
Finance and Administration						
Administration ⁽²⁾	7	4 ^(3,4,5)	7	2 ^(4,6)	3	0
Finance	5	0	5	0	5	0
Human Resources	1	0	1	0	1	0
Customer Service					5	0
Information Technology						
Information Technology	1	0	1	0	1	0
Operations						
Source of Supply	6	0	6	0	5	0
Cross Connection/ Non-Potable					1	0
Transmission and Distribution	13	6 ⁽⁷⁾	13	10 ⁽⁸⁾	17	2



Table 2- Employee Counts for Proposed 2024 Operating Budget (continued)

Full and Part-Time District Employees	2022 Budget (FT)	2022 Budget (PT) ⁽⁹⁾	2023 Budget (FT)	2023 Budget (PT) ⁽⁹⁾	2024 Budget (FT)	2024 Budget (PT) ⁽⁹⁾
Operations						
Field Inspections	0	0	0	0	0	0
Customer Service and Meter Reading	3	0	3	0	2	0
Maintenance and General Plant	1	0	1	0	2	0
Total Positions	41	13	41	15	46	5
			FTE	48.5	FTE	48.5

- (1) Includes 2 part-time District Engineers at a max of 640 hours and 1 Intern at a max of 988 hours
- (2) Includes General Manager, Administrative Assistants, and, until 2024, Customer Service Representatives
- (3) Included 1 part-time Customer Service Rep I for a maximum of 988 hours and 1 part-time Accountant III for a maximum of 640 hours
- (4) Includes an Administrative Assistant for a maximum of 988 hours
- (5) Included 2 temporary part-time employees to implement the AMR/AMI program
- (6) Consolidated 2 part-time, temporary employees to implement the AMR/AMI program into 1 temporary position for a maximum of 2,000 hours
- (7) Included 4 part-time Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each as well as 2 temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each
- (8) Includes 8 part-time Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each as well as 2 temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each
- (9) A part-time position is any position that is scheduled for less than 2,080 hours and does not qualify for certain benefits, including vacation accruals or holiday pay.

One of the biggest changes to the proposed Budget is within the Operations department. The 2023 Operating Budget included 10 temporary Water Utility Worker I positions to be used for specific activity, like weed abatement and the AMR/AMI project. With the positions being temporary by nature, the training required for the positions was ongoing for much of the year and, based on the loss of productivity and separation and hiring costs, the cost of each turnover is estimated at \$27,640 for each employee. Based on this productivity loss, Table 2 and Table 3 notate the replacement of the 10 temporary Water Utility Worker I positions with 2 full time and 2 part time Water Utility I positions.

Table 3 – Changes in Operations for 2024 Operating Budget by title

2023			2024		
Qty	Position	Duties	Qty	Position	Duties
2	Water Utility I-Temp	AMR/AMI	0	Water Utility I-Temp	AMR/AMI
2	Water Utility I-Temp	Summer Leaks	2	Water Utility I-Temp	Summer Leaks
2	Water Utility I-Temp	Summer Weed Abatement	2	Water Utility I	Weed Abatement and Valve Flushing
2	Water Utility I-Temp	Winter Valve Maintenance Flushing			
2	Water Utility I-Temp	Winter Weed Abatement			
			1	Senior Water Utility Worker	Customer Service/Meter Reading
			1	Maintenance Technician I	Maintenance Apprentice



Fiscal Impact

The fiscal impact of the personnel portion of the proposed Budget is \$8,055,000. This is a \$339,500, or 4.21% increase above the approved 2023 Operating Budget portion for personnel expenses. A detail of the fiscal impact by department is provided on Attachment 3. A summary for the changes can be found on Tables 4 and 5.

Table 4 – Summary of fiscal impact by department

Department	2023 Approved Budget	2024 Proposed Budget	\$ Difference	% Difference
Directors	182,000.00	220,000.00	38,000.00	20.88%
Engineering	940,000.00	914,000.00	(26,000.00)	-2.77%
Finance and Administration	2,575,500.00	2,663,000.00	87,500.00	3.40%
Information Technology	277,500.00	284,000.00	6,500.00	2.34%
Operations	4,080,000.00	4,313,500.00	233,500.00	5.72%
	8,055,000.00	8,394,500.00	339,500.00	45.89%

Table 5 – Summary of fiscal impact by expense type

Description	2024 Proposed (rounded)	2023 Approved budget	Difference	% Difference	Notes
Labor	4,552,000	4,413,000	139,000	3.15%	<i>Including per diem for the Board of Directors. COLA rate is 3.7%. Total difference is lower than 3.7% because multiple positions filled at step 1 during 2023 instead of at maximum step</i>
Overtime	202,000	220,000	(18,000)	-8.18%	<i>Includes regular overtime, doubletime, FSLA overtime, and Standby</i>
Health Insurance	1,328,500	1,171,500	157,000	13.40%	<i>For all departments, the budget is the maximum plan for a family, including 3 Board of Directors</i>
Vacation and Sick Leave	848,500	784,000	64,500	8.23%	<i>Includes earned Vacation and Sick leave for 2024 as well as potential roll over from 2023 as of 09/30/2023. If Vacation or Sick leave earned is used, reduces Labor.</i>
Additional Benefits	1,463,500	1,466,500	(3,000)	-0.20%	<i>All other District benefits: Retirement/CalPERS, EAP Program, Incentive Pay, Life Insurance, Medicare, Social Security, Workers' Compensation, and Unemployment Insurance</i>
All expenses	8,394,500.00	8,055,000.00	339,500.00	4.21%	

Attachments

1. U.S. Department of Labor – Consumer Price Index – August 2023
2. 2024 Organization Chart – Draft
3. Listing of Changes to Personnel Budget from 2023 to 2024

Staff Report prepared by Sylvia Molina, Assistant Director of Finance and Administration

NEWS RELEASE
 BUREAU OF LABOR STATISTICS
 U. S. D E P A R T M E N T O F L A B O R



Transmission of material in this release is embargoed until 8:30 a.m. (ET) Wednesday, September 13, 2023

USDL-23-1972

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
 Media contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – AUGUST 2023

The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.6 percent in August on a seasonally adjusted basis, after increasing 0.2 percent in July, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased **3.7 percent** before seasonal adjustment.

The index for gasoline was the largest contributor to the monthly all items increase, accounting for over half of the increase. Also contributing to the August monthly increase was continued advancement in the shelter index, which rose for the 40th consecutive month. The energy index rose 5.6 percent in August as all the major energy component indexes increased. The food index increased 0.2 percent in August, as it did in July. The index for food at home increased 0.2 percent over the month while the index for food away from home rose 0.3 percent in August.

The index for all items less food and energy rose 0.3 percent in August, following a 0.2-percent increase in July. Indexes which increased in August include rent, owners’ equivalent rent, motor vehicle insurance, medical care, and personal care. The indexes for lodging away from home, used cars and trucks, and recreation were among those that decreased over the month.

The all items index increased 3.7 percent for the 12 months ending August, a larger increase than the 3.2-percent increase for the 12 months ending in July. The all items less food and energy index rose 4.3 percent over the last 12 months. The energy index decreased 3.6 percent for the 12 months ending August, and the food index increased 4.3 percent over the last year.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Aug. 2022 - Aug. 2023
 Percent change

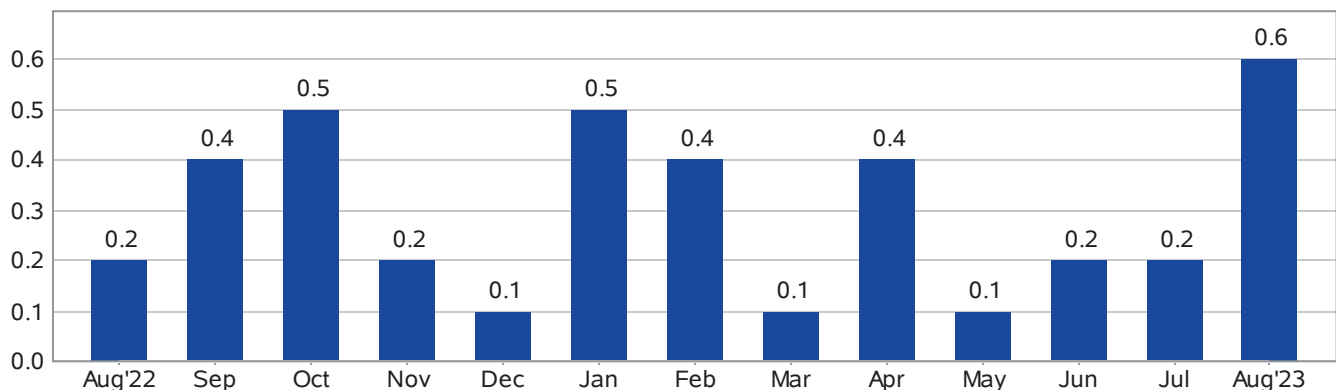


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Aug. 2022 - Aug. 2023

Percent change

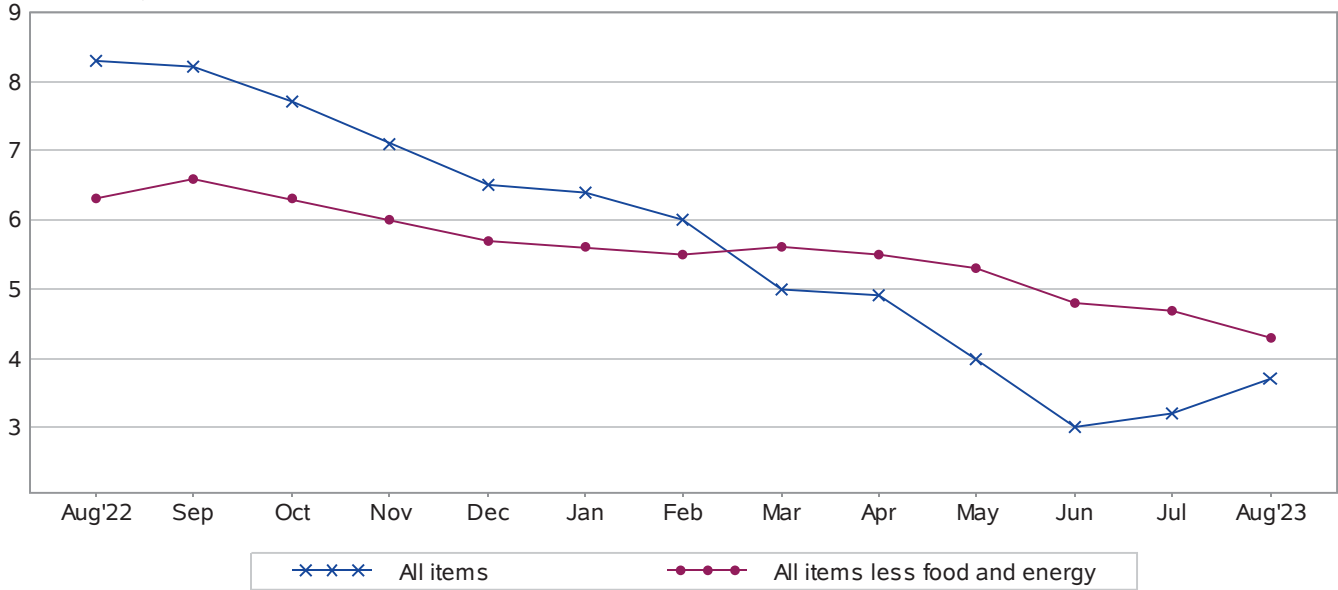
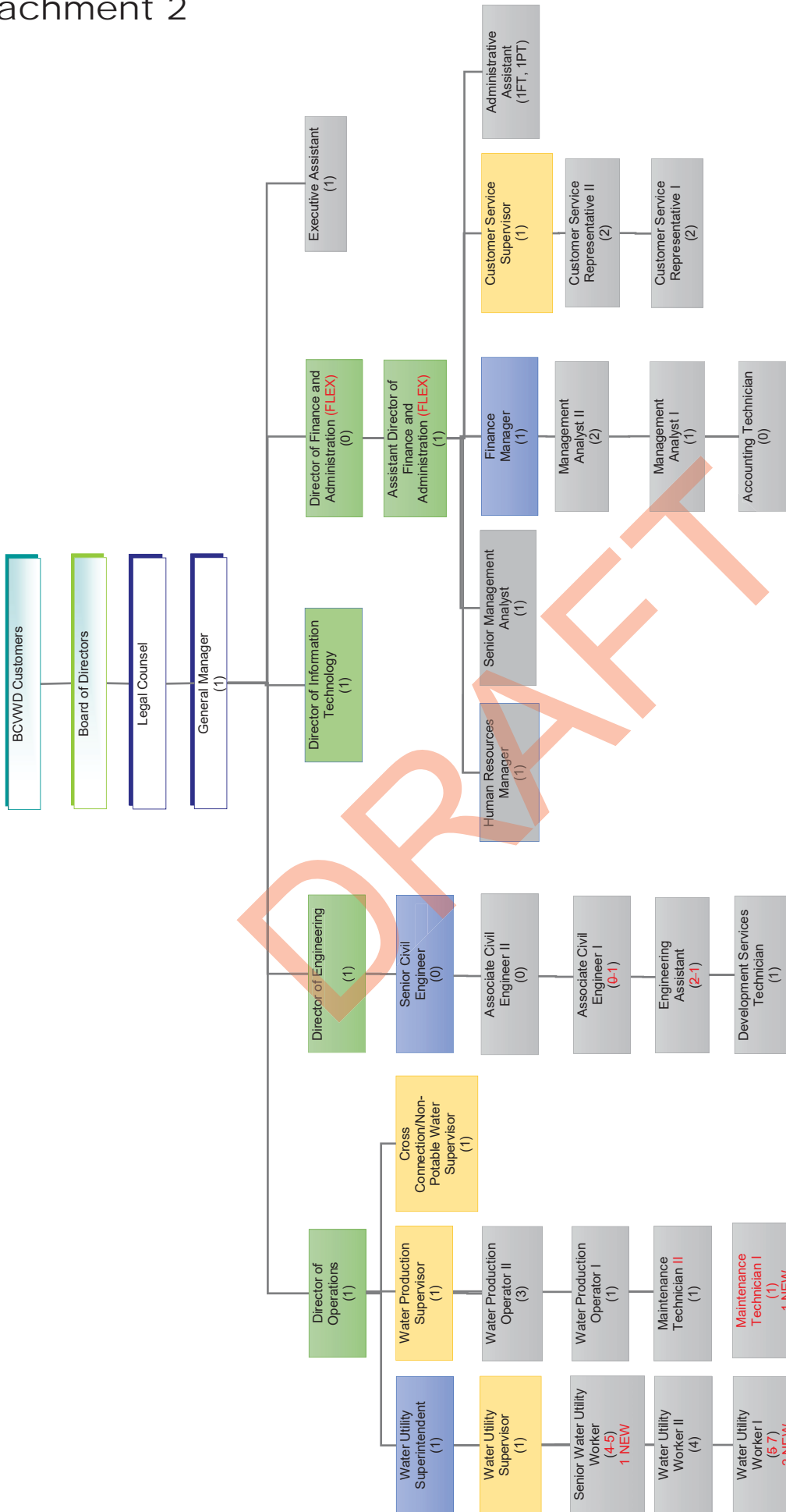


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Aug. 2023
	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	
All items.....	0.4	0.1	0.4	0.1	0.2	0.2	0.6	3.7
Food.....	0.4	0.0	0.0	0.2	0.1	0.2	0.2	4.3
Food at home.....	0.3	-0.3	-0.2	0.1	0.0	0.3	0.2	3.0
Food away from home ¹	0.6	0.6	0.4	0.5	0.4	0.2	0.3	6.5
Energy.....	-0.6	-3.5	0.6	-3.6	0.6	0.1	5.6	-3.6
Energy commodities.....	0.5	-4.6	2.7	-5.6	0.8	0.3	10.5	-4.2
Gasoline (all types).....	1.0	-4.6	3.0	-5.6	1.0	0.2	10.6	-3.3
Fuel oil ¹	-7.9	-4.0	-4.5	-7.7	-0.4	3.0	9.1	-14.8
Energy services.....	-1.7	-2.3	-1.7	-1.4	0.4	-0.1	0.2	-2.7
Electricity.....	0.5	-0.7	-0.7	-1.0	0.9	-0.7	0.2	2.1
Utility (piped) gas service.....	-8.0	-7.1	-4.9	-2.6	-1.7	2.0	0.1	-16.5
All items less food and energy.....	0.5	0.4	0.4	0.4	0.2	0.2	0.3	4.3
Commodities less food and energy								
commodities.....	0.0	0.2	0.6	0.6	-0.1	-0.3	-0.1	0.2
New vehicles.....	0.2	0.4	-0.2	-0.1	0.0	-0.1	0.3	2.9
Used cars and trucks.....	-2.8	-0.9	4.4	4.4	-0.5	-1.3	-1.2	-6.6
Apparel.....	0.8	0.3	0.3	0.3	0.3	0.0	0.2	3.1
Medical care commodities ¹	0.1	0.6	0.5	0.6	0.2	0.5	0.6	4.5
Services less energy services.....	0.6	0.4	0.4	0.4	0.3	0.4	0.4	5.9
Shelter.....	0.8	0.6	0.4	0.6	0.4	0.4	0.3	7.3
Transportation services.....	1.1	1.4	-0.2	0.8	0.1	0.3	2.0	10.3
Medical care services.....	-0.7	-0.5	-0.1	-0.1	0.0	-0.4	0.1	-2.1

¹ Not seasonally adjusted.

BCVWD Organization Chart 2024
 Approved by Board of Directors _____



Effective 01/01/2024

Attachment 3

Listing of Changes to Personnel Budget from 2023 to 2024

Department	Description	2023 Approved Budget	2024 Proposed Budget	\$ Difference	% Difference	Notes
Directors	Board of Directors	182,000.00	220,000.00	38,000.00	20.88%	Increase from 335 to 421 meetings, based on increased participation in events
Engineering	Engineering	940,000.00	795,500.00	(144,500.00)	-15.37%	Reduced by split of Development Services by % per position, see accounts in 01-20-220 series
Engineering	Development Services	-	118,500.00	118,500.00	0.00%	New division created to specifically track Development related time from Engineering staff for transparency on billings and direct project costs, 12% of Director of Engineering Fully burdened rate, 19% of 2 Engineering Assistants and the Development Services Representative
Finance and Administration	Finance and Administration	2,424,500.00	1,890,500.00	(534,000.00)	-22.03%	Includes split with new 330 division for customer services and 2023 mid-year positions changes for Assistant Director of Finance and Executive Assistant
Finance and Administration	Human Resources	151,000.00	162,500.00	11,500.00	7.62%	Vacancy in position was transferred for funding for HR Dynamics contract amendments
Finance and Administration	Customer Service	-	610,000.00	610,000.00	0.00%	NEW division created to specifically track expenses related to customer service activity including staffing and customer notifications. Reduces expenses in 310 account series for 5 specific employees all identified as Customer Service in Organization chart. Researched 10 other agencies and 7 separate out Customer Service as their own division with their own accounting series. The remaining 3 reference Customer Service as a division but the accounting series remains under Finance
Information Technology	Information Technology	277,500.00	284,000.00	6,500.00	2.34%	No staffing changes
Operations	Source of Supply	983,000.00	940,000.00	(43,000.00)	-4.37%	Reduced by Cross Connection/Non-Potable Water Supervisor in new division 430

Department	Description	2023 Approved Budget	2024 Proposed Budget	\$ Difference	% Difference	Notes
Operations	Cross Connection/Non-Potable Water	-	195,000.00	195,000.00	0.00%	NEW division created to specifically track expenses related to the cross-connection/backflow program. The program confirms compliance with State and County Health Department requirements and District Cross-Connection Control Plan for new and existing accounts to avoid water contamination due to backflow through a cross-connection. Reduces expenses in 410 and 440 account series for 1 specific employee and related work activities, identified as the Cross-Connection/Non-Potable Water Supervisor in the Organization chart.
Operations	Transmission and Distribution	2,341,500.00	2,419,000.00	77,500.00	3.31%	2023 budget included 10 temporary employees. Removed 2 Temps for AMR/AMI tasks performed by full time staff; Kept 2 Temp Water Utility Worker I positions. Added 2 new Water Utility Worker I positions and transferred IN 2 Water Utility Worker II employees budgeted in department 460 but primarily working in this division.
Operations	Inspections	79,500.00	138,500.00	59,000.00	74.21%	Estimated increase for 2024, filled by employees with home department of 440
Operations	Customer Service and Meter Reading	475,500.00	328,500.00	(147,000.00)	-30.91%	Added Senior Water Utility Person. Transferred 2 Water Utility Worker II positions OUT to division 440
Operations	Maintenance and General Plannt	200,500.00	292,500.00	92,000.00	45.89%	Added Maintenance Technician I
		8,055,000.00	8,394,500.00	339,500.00	4.21%	