



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

**NOTICE AND AGENDA
MEETING OF THE PERSONNEL COMMITTEE**

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

Tuesday, June 16, 2026 - 4:30 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.gov/document-category/personnel-committee-agendas/>

PERSONNEL COMMITTEE MEETING – JUNE 16, 2026

Call to Order: Chair Covington

Roll Call

	John Covington, Chair
	Lona Williams

	Andy Ramirez (alternate)
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PERSONNEL COMMITTEE MEETING – JUNE 16, 2026 - *continued*

Public Comment

PUBLIC COMMENT: RAISE HAND OR PRESS *9 to request to speak when prompted. If you are present in the Conference Room, please fill out a Request to Speak card and deliver it to the Recording Secretary.

At this time, any person may address the Committee on matters within its jurisdiction. However, state law prohibits the Committee from discussing or taking action on any item not listed on the agenda. 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 unanimous vote of the legislative body 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. **Acceptance of Personnel Committee Meeting minutes**

Minutes may be accepted by consensus

- a. May 19, 2026 Regular Meeting (pages 4 - 6)

3. **Report / Update from BCVWD Employees Association** (no staff report)

Association Representatives		
Justin Petruescu	Luis Lomeli	Ericka Enriquez

4. **Comments / Reports / Updates from BCVWD Unrepresented Employees**
No staff report. Individual exempt employees are invited to provide comments at this time

5. **Human Resources Report for May 2026** (pages 7 - 8)

6. **Policies and Procedures Manual Updates / Revisions** (pages 9 - 18)

- a. **Policy 3150 District Vehicle Usage**

7. **BCVWD 2026 Operating Budget Timeline** (pages 19 - 20)

8. **Action List for Future Meetings**

9. **Next Meeting Date: July 21, 2026**

10. **Adjournment**

NOTICES

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 an open meeting of the 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 Board Members, 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: <https://bcvwd.gov/>. (GC 54957.5)

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

REQUIREMENTS RE: DISABLED ACCESS - In accordance with Government Code §54954.2(a), and the Americans with Disabilities Act (ADA), 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. Notification of at least 48 hours (two workdays) in advance of the meeting will generally enable staff to make reasonable arrangements to ensure accessibility. The Office may be contacted by telephone at (951) 845-9581, email at info@bcvwd.gov 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 Personnel Committee of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54954.2(a)).



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, May 19, 2026, at 4:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 4:35 p.m.

ROLL CALL

<i>Directors present:</i>	John Covington, Lona Williams
<i>Directors absent:</i>	None
<i>Staff present:</i>	General Manager Dan Jagers Director of Information Technology and Cybersecurity Robert Rasha Director of Finance and Administration Sylvia Molina Human Resources and Risk Manager Ren Berioso Executive Assistant Lynda Kerney
<i>BCVWD Employee Association reps:</i>	Ericka Enriquez, Luis Lomeli, Justin Petruescu
<i>Members of the Public:</i>	None

PUBLIC COMMENT: None.

ACTION ITEMS

1. **Adjustments to the Agenda:** None.
2. **Acceptance of Personnel Committee Meeting minutes**
 - a. April 21, 2026 Regular Meeting

The Committee accepted the meeting minutes by the following vote:

MOVED: Williams	SECONDED: Covington	APPROVED
AYES:	Covington, Williams	
NOES:	None.	

3. **Report / Update from BCVWD Employees Association:** General Manager Jagers reported that meetings with the Memorandum of Understanding (MOU) group are ongoing every three weeks.
4. **Report / Update from BCVWD Exempt Employees:** None.

5. Human Resources Report

Human Resources and Risk Manager Ren Berioso presented highlights of the April 2026 report:

- Currently 49 employees
- Notable anniversaries including Jaime Munoz (21 years), Julian Herrera (19 years), and Sylvia Molina (14 years)
- Turnover Rates:
 - April 2026 monthly turnover: 0%

Committee members noted the anniversary milestones.

6. Policy 3225 Employee Leave Donations Program and Policy

Human Resources and Risk Manager Ren Berioso presented Policy 3225 for further review following discussion at the April Personnel Committee meeting. Mr. Berioso explained that the policy was originally adopted in 2019 to allow employees to donate leave to coworkers experiencing hardship, but the program was never utilized due to restrictive eligibility requirements. Staff undertook a comprehensive review of the policy to modernize its language, expand qualifying circumstances, strengthen confidentiality protections, add safeguards against misuse, and make the program more practical and accessible for employees.

Berioso reported that the principal revision under consideration involved removing sick leave as an eligible source of donated leave. Resulting from discussions with management, employee groups, and other stakeholders, it was concluded that limiting donations to vacation leave would reduce potential financial and administrative risks to the District. While employee representatives initially supported retaining sick leave donations, they ultimately agreed to support the revised approach to facilitate implementation of a workable program.

Mr. Jagers expressed support for excluding sick leave, citing concerns regarding the existing sick leave cash-out provisions and the potential for unintended financial consequences. He stated that vacation leave donations more closely align with the program’s intent as a voluntary employee benefit and represent a reasonable compromise that would allow the District to implement the program while maintaining appropriate safeguards. Committee and staff discussion also addressed differences in employee sick leave usage patterns and the importance of preserving sick leave for its intended purpose.

The Committee discussed whether donated sick leave could be converted at a reduced value to address financial concerns and reviewed eligibility provisions related to receiving donated leave. Chair Covington suggested increasing the minimum period of employment required before an employee could receive donated leave from three months to six months. Jagers emphasized that the proposed revisions were intended to create a program that could be effectively administered while protecting the District from misuse and future liabilities.

The Committee recommended Policy 3225 Employee Leave Donations Program and Policy be forwarded to the full Board for consideration by the following vote:

MOVED: Covington	SECONDED: Williams	APPROVED
AYES:	Covington, Williams	
NOES:	None.	

7. American Heart Association (AHA) Well-being Works Better™ Gold Recognition – 2026

Berioso reported that the District received a Gold-level recognition from the American Heart Association for its commitment to employee health, safety, and well-being. He explained that the District submitted extensive documentation of its wellness, safety, emergency preparedness, ergonomic, return-to-work, mental health, workers' compensation, training, and related policy programs, which resulted in a score of 126 out of 138 points. Berioso expressed a goal of achieving Platinum, the highest recognition level, next year.

Employee representative Luis Lomeli stated that the recognition reflects the District's strong commitment to employee safety and wellness and thanked the Personnel Committee, Board, management, and Human Resources staff for their support. Committee members and staff discussed the evaluation criteria used by the AHA, and Chair Covington commended the District-wide effort that contributed to the achievement.

General Manager Jagers noted that the District has made significant progress in strengthening its safety culture over the years and continues to pursue opportunities to improve employee health and wellness. He added that maintaining strong safety and wellness programs benefits both employees and the District by supporting a healthy work environment and contributing to favorable insurance and risk management outcomes.

Director Williams requested that the Board be advised of this award.

8. Action List for Future Meetings

- Employee Association topics
- Employee Group 2027 Memorandum of Understanding

9. Next Meeting Date: June 16, 2026

ADJOURNMENT: 5:05 *p.m.*

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
June 16, 2026**

Item 5

HUMAN RESOURCES REPORT

TO: Personnel Committee
FROM: Human Resources and Risk Management
SUBJECT: Human Resources Report for the Month of May 2026

Table 1: Personnel

The table below represents the District's current Workforce.

As of May 31, 2026

Total Current Employees (Excluding Board Members)	49
Full-Time Employees	47
Part-Time	1
Temporary	0
Interns	1
Separations	0
Retired Employee(s)	0

Table 2: New Hires

The table below represents newly hired employees.

As of May 31, 2026

Employee Name	Job Title	Department
None		

Table 3: Anniversaries*

The table below represents BCVWD employee anniversaries.

As of May 31, 2026

Employee Name	Department	Years of Service
Anthony Cove	Operations	31 years
Dwan Lee Jr.	Operations	28 years
Mark Swanson	Engineering	8 years
Andrew Becerra	Operations	8 years
Justin Petruescu	Operations	4 years
Robert Saiz III	Operations	3 years
Edith Garcia	Finance and Administration	2 years

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



Table 4: Promotions or Division/Title Change

The table below represents promotions or Division/Title Changes.

As of May 31, 2026

Employee Name	Former Title	Changed to
None		

Table 5: Recruitment

The table below represents active/closed recruitment(s).

As of May 31, 2026

Position	Department	Update
None		

Tables 6 to 7: Separation/Retirement

Table 6 below represents employees separating from BCVWD.

As of May 31, 2026

Employee Name	Position Held	Department	Last Day
None			

Table 7 below represents the monthly and year-to-date Turnover Rate comparing 2025 and 2026

As of May 2026, vs. 2025

Turnover Rate as of May 30, 2026	0%	No Separation for this month
2026 Turnover Rate Year-to-Date	0%	0 Separation as of May 30, 2026
Turnover Rate as of May 30, 2025	0%	No Separation for this month
2025 Turnover Rate Year-to-Date	4.12%	2 Separations as of May 30, 2025

Table 9: Communications

The table below represents HR communications to BCVWD employees.

As of May 31, 2026

Communication	Topic
CPR & First Aid Training – May 26, 2026	Training
Snake Awareness Training – May 28, 2026	Training
Memorial Day Holiday Closure and Timesheet Completion Reminder	Holiday
Employee Benefits Survey – 06/01/2026 – Action Required	Survey
BCVWD Summer BBQ Event — June 11, 2026	Engagement



**Beaumont-Cherry Valley Water District
Personnel Committee
June 16, 2026**

Item 6

STAFF REPORT

TO: Personnel Committee

FROM: Human Resources and Risk Management

**SUBJECT: Policies and Procedures Manual Updates / Revisions for Policy 3150
District Vehicle Usage**

Staff Recommendation

Review the proposed revision to Policy 3150, District Vehicles, and forward the revised policy to the Board of Directors for adoption or provide direction to staff as desired.

Executive Summary

Staff is proposing revisions to Policy 3150, District Vehicle Usage, to clarify employee tax responsibility associated with District vehicles authorized for take-home use during standby and on-call assignments. The proposed revision aligns the policy with existing Memorandum of Understanding (MOU) provisions and Internal Revenue Service (IRS) regulations regarding taxable commuting benefits. Additionally, the revision establishes a new section addressing District Vehicle Tax Liability to promote consistency, reduce employee confusion, and support regulatory compliance.

Background

Policy 3150, District Vehicle Usage, was adopted by the Board of Directors on May 5, 2024, through Resolution No. 2024-07. The policy establishes guidelines for the appropriate use of District-owned vehicles and provides direction regarding vehicle assignments, exceptions, limitations, employee responsibilities, and vehicle safety.

As part of the ongoing review process of all District policies, Human Resources and Finance reviewed Policy 3150 and presented the proposed revision to Legal Counsel to ensure compliance with applicable federal, state, and local laws and regulatory requirements.

During the review process, staff identified confusion regarding the tax responsibility associated with District vehicles taken home during authorized standby and on-call assignments, particularly among Operations employees. While the District has historically required employees assigned standby vehicles to acknowledge responsibility for any applicable taxes through a signed agreement, and similar language already exists within the Memorandum of Understanding (MOU), this requirement was not expressly addressed within Policy 3150.

To promote consistency among District policies, labor agreements, and administrative practices, staff is proposing the addition of Section 3150.5, District Vehicle Tax Liability. The proposed section clarifies that employees authorized to take a District vehicle home during standby or on-call assignments are responsible for any applicable taxes associated with the commuting benefit in accordance with IRS regulations, and that the District will establish and apply the required fringe benefit commuting valuation.



As part of the ongoing review process of all District policies, Human Resources staff, in partnership with the Information Technology Department, reviewed Policy 3150 and presented the proposed revisions to Legal Counsel to ensure compliance with applicable federal, state, and local laws, as well as regulatory requirements.

Discussion

The proposed revision is essential because it clarifies employee responsibilities, aligns Policy 3150 with existing MOU provisions and IRS requirements, reduces confusion among employees, and supports the District's ongoing compliance and risk management efforts. Table A, Summary of Policy Changes, outlines the proposed changes to the current policy that are in reference to the redlined draft version attached herewith.

Table A – Summary of Policy Sections

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider
2	None	IRS Regulations	The District will establish a fringe benefit for commuting valuation. Employees are responsible for applicable IRS commuting benefit taxes. Finance provides the forms.	Added Section 3150.5 District Vehicle Tax Liability
3	Sections 3150.5, 3150.6, 3150.7	None	N/A	Renumbered as Sections 3150.6, 3150.7, 3150.8

Fiscal Impact:

There is no direct fiscal impact to the District associated with this revision.

Attachments

1. Redlined version Policy 3150 District Vehicle Usage
2. Side-by-Side version Policy 3150 District Vehicle Usage
3. Clean version Policy 3150 District Vehicle Usage
4. Article 12 of 2022-2026 Memorandum of Understanding (MOU)

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

BEAUMONT-CHERRY VALLEY WATER DISTRICT

POLICY TITLE: DISTRICT VEHICLE USAGE

POLICY NUMBER: 3150

3150.1. District Vehicle Usage Policy for Employees who Drive Assigned District Vehicles to and from Work.

- A. Application. This policy applies to all management, supervisory and field employees who drive an assigned District vehicle to and from work.
- B. Exceptions. Other than de minimis use or emergency where there is a threat to life or property while commuting to and from work, the employee shall not use the District vehicle for any personal business and shall not transport non-District employees not conducting District business. No alcohol shall be purchased while driving a District vehicle.
- C. Limitations. Other than the foregoing uses, District vehicles will not be used for any other personal purposes without prior written approval from the immediate supervisor or General Manager or his/her designee, or if it is stipulated in the employment agreement.

3150.2. ~~District Vehicle Usage Policy for Employees who Drive Assigned District Vehicles During their Assigned Work Shift.~~

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- A. Application. This policy applies to all employees who drive a District vehicle during the course of their assigned duties and during their assigned work shift.
- B. Exceptions. During working hours, District vehicles may not be used for personal purposes. Employees may use the assigned vehicle for the permitted meal period, or for rest breaks within close proximity of the assigned work location. District Vehicle may also be used for emergency situations where there is an imminent threat to life or property. No alcohol shall be purchased while driving a District vehicle.
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3150.3 Responsibility for Vehicle and Tickets. Employees who drive a vehicle on District business must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are responsible for any driving infractions or fines as a result of their driving.

3150.4 Reimbursement for Expenses. Employees driving on District business while driving a District vehicle may only claim reimbursement for parking fees actually incurred.

3150.5 District Vehicle Tax Liability. When a District vehicle is authorized to be taken home during an employee's standby or on-call assignment, the employee shall be responsible for any applicable taxes associated with the commuting benefit in accordance with the Internal Revenue Service (IRS) regulations. The District shall establish and apply a fringe "benefit commuting valuation" for each one-way commute at the rate permitted by the IRS.

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3150.65 Safety While Driving. Employees are not permitted, under any circumstances, to operate a District vehicle when any physical or mental impairment causes the employee to be

BEAUMONT-CHERRY VALLEY WATER DISTRICT

unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication. Employees must follow all District rules and laws related to use of technology while driving a District vehicle.

3150.~~76~~ **Accidents and Theft.** Employees must report any accident, theft, or damage involving a District vehicle to their supervisor and the Human Resources Manager, regardless of the extent of damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.

3150.~~87~~ **Insurance.** All employees who are assigned or required to drive District-owned vehicles shall be insurable by the District's insurance carrier, as a condition of employment. Regular full, part-time and temporary employees who are assigned or required to drive District-owned vehicles and become uninsurable shall be reviewed accordingly by the General Manager, his/her designee, or Personnel Committee for possible termination. However, the General Manager or his/her designee may not be obligated to assign the uninsurable employee to a temporary assigned duties that do not require driving the District vehicle while the uninsurable employee's disposition is being reviewed. Refer to District policy on Driver Training and Record Review, Disciplinary Procedures for more information on this topic.

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CURRENT POLICY

POLICY TITLE: DISTRICT VEHICLE USAGE
POLICY NUMBER: 3150

3150.1. District Vehicle Usage Policy for Employees who Drive Assigned District Vehicles to and from Work.

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PROPOSED POLICY

POLICY TITLE: DISTRICT VEHICLE USAGE
POLICY NUMBER: 3150

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3150.7 **Insurance.** All employees who are assigned or required to drive District-owned vehicles shall be insurable by the District's insurance carrier, as a condition of employment. Regular full, part-time and temporary employees who are assigned or required to drive District-owned vehicles and become uninsurable shall be reviewed accordingly by the General Manager, his/her designee, or Personnel Committee for possible termination. However, the General Manager or his/her designee may not be obligated to assign the uninsurable employee to a temporary assigned duties that do not require driving the District vehicle while the uninsurable employee's disposition is being reviewed. Refer to District policy on Driver Training and Record Review, Disciplinary Procedures for more information on this topic.

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BEAUMONT-CHERRY VALLEY WATER DISTRICT

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normal hourly rate. Employees who are scheduled to work on a District recognized Holiday, shall be paid their regular rate of pay for the holiday and their regular rate of pay for all hours worked and shall also be eligible for overtime as stated above.

During normal work week schedules (non-standby period), non-exempt employees will receive overtime, at the rate as set forth above. All hours in excess of twelve (12) hours worked in-a single workday shall be paid at double the employee's normal hourly rate. In the event that an employee works overtime that goes beyond a single workday (i.e., after midnight, in excess of 12 hours in a single day), that employee shall continue to be paid overtime for all consecutive hours worked and shall not return to normal hourly rates until they return to work after a period of rest, no less than eight (8) hours. If an employee is required to return to work before the minimum rest period of eight (8) hours, that employee shall start the next work shift at the overtime rate for all hours worked until a minimum rest period of eight (8) hours is achieved.

It is the intent of the District to make honest efforts to ensure that all full-time employees are given the opportunity to work forty (40) hours per week at the employee's normal hourly rate. In the event that an employee's eight (8) hour rest period, between work shifts, interferes with the employee's ability to achieve the typical working hours of a workday, the District reserves the right to:

- A. Schedule the employee to work hours outside of a workday, providing there is a need and available work to do so.
- B. Authorize the employee to use vacation time to make up the deficit.
- C. Compensate the employee for all hours worked, including overtime, and allow the deficit, without an adverse effect to the employee's full-time status and/or benefit compensation.

An eight (8) hour rest period shall not be required when a "Call-Out" for stand-by personnel can be achieved in less than one hour of actual time away from the employee's home.

Article 12: Standby and On-Call Duties

Production Operator:

A Production Operator(s) assigned to standby duty for the purposes of being on-call to handle emergency situations arising at times other than normal scheduled working hours, and not as an extension of a regularly scheduled shift, shall be paid a flat fee of forty dollars (\$40) per day.

A "standby day" for purposes of calculating standby compensation shall be the period of time when an employee has been assigned to be available for purposes of handling emergency situations arising at times other than normally scheduled working hours and not as an extension of a regularly scheduled shift.

It is understood that standby duty for Production Operator(s) will be provided by qualified and available employees as assigned by the supervisor and/or Director of Operations. Standby rotation for Production Operator(s) shall be, at a planned minimum, four (4) operators in rotation. A single Production Operator shall be on standby from Thursday to the following Thursday (one week). The intent of the rotation is to provide, a planned minimum, three (3) weeks off of standby rotation before reporting for another standby shift. In the event it is not

possible to accommodate a 3-week lapse in on-call duty, the District shall reserve the right to fill the vacancy with appropriate Production Operators. Employee supervisors and/or the Director of Operations reserve the right to assign any employee they deem fit to standby rotation to provide the District with the planned minimum of four (4) operators in standby rotation (this is the District planned rotation period but in no way guarantee's this rotation cycle period will always be able to be maintained). While on standby, the operator shall be provided with a District vehicle to drive home after normal working hours for use during after-hours emergencies. The District vehicle shall be taken home to provide a reasonable response time of twenty minutes to any actual emergency. It is understood that District Vehicles are for official District business only. District vehicles shall only be used to drive to and from work and/or to and from an actual emergency. Any misuse of District vehicles (i.e. using a District vehicle to run personal errands) shall be subject to disciplinary action as deemed fit by the employee's supervisor and/or the Director of Operations. The District shall pay any fuel, or additional charges, associated with standby vehicles. The District will establish a fringe benefit commuting valuation for the commuting benefit of each one-way commute at the current rate allowed by the IRS.

The employee shall pay applicable taxes associated with the use of standby vehicles.

Utility Worker:

In addition to Production Operators, One (1) Utility Worker and one (1) Utility Worker Helper shall also be on standby rotation. It is understood that standby duty for distribution operations will be provided by qualified and available employees as assigned by the supervisor and/or Director of Operations.

Standby rotation for Utility Workers shall be, at a planned minimum, four (4) Utility Workers in rotation. A single Utility Worker shall be on standby with a single standby helper assigned to back up the Utility Worker on call.

Standby rotation for Water Utility Helpers shall be, at a planned minimum, eight (8) Water Utility Helpers in rotation. A single Water Utility Helper shall be on standby with a single Standby Production Operator assigned to supervise the Water Utility Helper on call.

Employee supervisors and/or the Director of Operations reserve the right to assign any employee they deem fit to standby rotation. The rotation shall provide, a planned minimum, three (3) weeks off of standby rotation for Distribution Operators and seven (7) weeks off of standby rotation for Distribution Helpers before reporting for another standby shift. In the event it is not possible to accommodate the planned lapse in on-call duty, the District shall reserve the right to fill the vacancy with appropriate distribution operators.

The primary on-call employee shall be compensated at forty dollars (\$40) per on call day, and thirty dollars (\$30) for the standby helper per on call day.

While on standby, the Water Utility Operator and possibly the Water Utility Helper shall be provided with a District vehicle to drive home after normal working hours for use during after-hours emergencies. The District vehicle shall be taken home to provide a reasonable response time of twenty (20) minutes to any actual emergency. It is understood that District Vehicles



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
June 16, 2026**

Item 7

STAFF REPORT

TO: Personnel Committee
FROM: Sylvia Molina, Director of Finance and Administration
SUBJECT: **BCVWD 2026 Operating Budget Timeline**

Staff Recommendation

No recommendation.

Executive Summary

Staff prepared the 2026 Operating Budget Timeline, which includes key dates and milestones associated with the annual mid-year review process and development of the Fiscal Year 2027 Operating Budget. The timeline identifies important meeting dates that will impact the Personnel Committee throughout the budget development and review process, as reflected in Table 1, Operating Budget Timeline.

Background

District policy requires the Board of Directors to approve the Operations Budget for the upcoming fiscal year no later than December 31 of the current year. Prior to presentation of the budget document to the Board for formal approval, several key steps must be completed throughout the budget development process. These efforts include the mid-year review, budget analysis, personnel reviews, and various internal discussions and meetings, as well as training sessions and evaluations of each department's accomplishments and goals. The process also includes preparation of staff reports and supporting documentation required for presentation of the budget resolution to the full Board of Directors.

Discussion

The budget development process consists of more than 200 individual tasks and milestones coordinated across multiple departments and committees. Included within the schedule are several key meeting dates involving the Finance and Audit Committee, the Personnel Committee, and the Board of Directors. Table 1, Operating Budget Timeline, outlines the anticipated schedule of events associated with the development, review, and adoption of the Operating Budget. The timeline was presented to the Finance and Audit Committee on June 4, 2026 and was approved to be presented to the Board of Directors. The Board of Directors approved the presented timeline at the June 10, 2026 regular meeting.

Table 1 – Operating Budget Timeline on the next page



Table 1 – Operating Budget Timeline

Line #	Date	Legislative Body	Topic(s)
1	06/16/2026	Personnel Committee	Budget Timeline
2	08/06/2026	Finance and Audit Committee	Mid-Year Budget Review
3	08/12/2026	Board of Directors	Mid-Year Budget Review
4	09/15/2026	Personnel Committee	Draft Organization Chart
5	10/01/2026	Finance and Audit Committee	Budget Status Report
6	10/15/2026	Finance and Audit Committee	Revenues/Expense Details
7	10/20/2026	Personnel Committee	Draft Salary Chart
8	11/05/2026	Finance and Audit Committee	Draft Budget Document
9	11/12/2026	Board of Directors	Budget presentation
10	11/19/20026	Board of Directors	Budget document revisions
11	12/3/2026	Finance and Audit Committee	Final Budget document review
12	12/09/2026	Board of Directors	Resolution for 2027 Operating Budget

Fiscal Impact

None.

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