



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

MINUTES OF THE PERSONNEL COMMITTEE SPECIAL MEETING
Tuesday, September 22, 2026, at 4:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 4:31 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 Director of Operations James Bean Director of Engineering Mark Swanson Human Resources and Risk Manager Ren Berioso Executive Assistant Lynda Kerney
<i>BCVWD Employee Association reps:</i>	Ericka Enriquez
<i>Members of the Public:</i>	None

PUBLIC COMMENT: None.

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of Personnel Committee Meeting minutes**

- August 18, 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:** None.
- 4. Report / Update from BCVWD Exempt Employees:** None.
- 5. Human Resources Report**
Human Resources and Risk Manager Ren Berioso presented highlights of the August 2026 report:
 - Currently 45 employees

- Interviews were in progress for a Temporary Water Utility Worker I position and a Maintenance Technician I position
- Turnover Rates:
 - August 2026 monthly turnover: 0%
 - YTD turnover rate: 8.42%

6. Review of 2027 Authorized Positions and Organizational Chart

Mr. Berioso introduced the proposed 2027 personnel and organizational changes as the first phase of the annual workforce-planning process. He explained that requests originate with department heads and are reviewed by Human Resources for workforce planning, classification and compensation, by Finance for budget oversight, and ultimately by the General Manager. Staff evaluates whether requests align with the District's mission and vision, address a demonstrated business or long-term workforce need, mitigate organizational or safety risk, and are fiscally supportable. Berioso advised that additional Finance and Information Technology items were anticipated for the October Personnel Committee meeting.

Department of Operations

Senior Water Utility Worker / Field Customer Service Reclassification. Berioso presented a proposal to reclassify two Senior Water Utility Worker positions to Senior Field Customer Service Representative / Meter Reading. He explained that the employees perform specialized field customer service functions, including meter investigations, service orders, customer account support, and related operational work, and that aligning the classification with the actual work performed is important for training, risk management, workplace injury review, and Cal/OSHA compliance. The proposed classification would retain the same salary range and therefore would have no fiscal impact.

Director Williams asked how job descriptions are developed and whether they are based upon employee input or broader research. Berioso described the position questionnaire process, which includes input from the incumbent and review by the department head, along with consideration of job complexity, physical demands and working conditions. HR then performs job analysis and a compensation study using external comparators while also considering internal equity. He confirmed that the proposed job description had already been developed as part of that process.

Chair Covington expressed concern that the proposed title did not adequately convey the expertise and system knowledge required of the employees. Director of Operations James Bean explained that these employees must understand the water system sufficiently to investigate pressure problems, pressure-regulating and booster stations, plans, AMR/AMI systems, billing issues, and other complex customer concerns. General Manager Jagers characterized the work as requiring significant institutional knowledge and high-level problem solving. Covington said that, while he supported separating the functions into an appropriate classification, a title emphasizing "customer service representative" and "meter reading" could understate the position and make future recruitment difficult because an applicant might not understand the technical nature of the work. Williams agreed that the title gave her a similar impression.

Mr. Bean clarified that the intent is to distinguish the employees performing specialized field customer service from Senior Water Utility Workers who actually lead crews, although both groups currently share the same classification. Williams characterized the situation as two employees effectively "working out of class." Director of Finance and Administration Sylvia Molina added that the employees proposed for reclassification have substantial direct interaction with customers, including scheduled appointments, explaining systems and services to commercial accounts, billing-related work and handling more complicated customer issues before they escalate to a supervisor or superintendent.

Director Covington reiterated his support for revising the classification but requested that staff reconsider the title and provide the job description so the Committee could better evaluate whether the title and duties correspond. Jagers said staff would refine the proposal based on the Committee's comments and return in October.

Water Utility Worker II / Underground Water Utility Locator Reclassification. Berioso presented the proposed reclassification of one Water Utility Worker II to Underground Water Utility Locator. He explained that, although locating is included among Water Utility Worker duties, one employee performs locating as his primary full-time function and possesses specialized institutional knowledge relied upon by both Operations and Engineering. The proposed reclassification would use the same salary range and have no fiscal impact.

Bean described the position as substantially more specialized than routine utility locating, requiring interpretation of maps and drawings, use of various locating methods and equipment, investigation when field conditions do not match plans, and coordination with Engineering to redline and correct records. He noted that the incumbent has performed the function daily for more than 15 years. In response to Covington's concern about relying upon a single locator, Bean and Jagers explained that other employees are cross-trained, accompany the incumbent in the field, and provide backup, while the incumbent handles the more difficult locates. Jagers also emphasized the safety exposure associated with employees working in streets and the importance of having a job description that accurately reflects the employee's primary duties and required training.

Director Williams asked whether converting one of the four Water Utility Worker II positions would eventually create a need to add another position. Staff clarified that the current staffing model remains four positions in total, with three Water Utility Worker II and one Underground Water Utility Locator. In response to Chair Covington, Bean confirmed that locating is essentially a full-time function but that the job description would include other duties as assigned. Covington stated that he supported the reclassification but requested that the Committee review both the Water Utility Worker and Underground Water Utility Locator job descriptions before making its recommendation to the full Board. Berioso agreed to provide the job descriptions in October.

Backflow Tester. Berioso presented a request for a new position within the Cross-Connection / Non-Potable Water function due to increased regulatory workload. California's new Cross-Connection Control Policy Handbook substantially increased the District's workload, Bean stated. The District must conduct initial hazard assessments at approximately 23,000 service connections and additional assessments when service changes hands, in addition to new-service inspections, annual backflow-device requirements, recordkeeping, and existing program responsibilities. Staff estimated the current workload at approximately 40 hazard assessments per week.

Bean explained that staff had already implemented in-house technology and electronic reporting to streamline the program, but those efficiencies were insufficient to absorb the workload. Berioso estimated a fully burdened cost of approximately \$143,558 at Step 1 using 2026 rates and stated that the proposed range was approximately 18 percent below the comparable-agency median. Williams questioned the rationale for proposing compensation below the median, noting that the District could otherwise remain in a cycle of trying to catch up. Jagers said he would examine the compensation data more closely and return with additional information.

Covington questioned whether "Backflow Tester" adequately described the position because the employee would perform functions beyond simply testing devices. Bean confirmed that the employee would test District devices and assist in managing the program. Berioso suggested adding a cross-connection component to the title, and Covington requested that staff reconsider the title and return with the job description. He supported adding the staff position.

Maintenance Division Realignment. Berioso presented a proposal to separate Maintenance organizationally and establish a separate maintenance cost center. He explained that the organizational-chart component was before the Personnel Committee, while the budgetary component would be addressed through the Finance and Audit Committee. Bean explained that Maintenance had initially been placed under Production but had evolved to include fleet, facilities, and other responsibilities, with the Maintenance Technicians now reporting directly to him for daily assignments. He characterized the change primarily as organizational and budgetary housekeeping to better reflect current operations. Williams and Covington expressed support.

Department of Engineering – Associate Civil Engineer II. Berioso presented the request to fund the existing Associate Civil Engineer II classification as part of Engineering succession planning, employee retention, and career development. He noted the difficulty of recruiting qualified engineering personnel and estimated an approximately \$11,257 fully burdened increase if the current incumbent progressed into the position. Jagers reviewed the career ladder previously established for Engineering, explaining that the Engineering Assistant, Associate Civil Engineer I, and Associate Civil Engineer II salary ranges intentionally overlap to permit advancement as employees obtain professional registration and experience.

Director of Engineering Swanson emphasized the need for succession planning within the small department and said District projects are becoming increasingly complex, requiring development and retention of technically advanced staff. Covington expressed support for the proposal and for the changes being made within Engineering. Jagers noted the salary ranges and explained that the overlapping ranges were established intentionally to allow employees to progress through the Engineering career ladder as they obtain the appropriate qualifications and experience.

Human Resources and Risk Management. Berioso requested that Human Resources and Risk Management be established as its own cost center to reflect the function's evolution beyond administrative support into an organization-wide HR and risk management role. He noted that HR already reports directly to the General Manager on the organizational chart; Jagers confirmed that the reporting change had been made during the prior year's budget cycle. No concerns were raised by the Committee.

Assistant General Manager. Berioso presented the proposal to restore the Assistant General Manager classification to the organizational chart for long-term succession planning and leadership continuity. The position had been removed during the prior budget process at the request of a Board member. Jagers explained that staff proposed restoring it as a non-funded position to preserve organizational flexibility and future succession options and noted that an Assistant General Manager had been contemplated in the District's rate structure.

Covington initially suggested that consideration also be given to funding the Assistant General Manager position, reasoning that budgeting the position would not require the District to fill it. After staff previewed a proposal to fund the currently unfunded Senior Management Analyst position, however, Covington suggested that the Assistant General Manager might instead be restored to the organizational chart as unfunded while funding the Senior Management Analyst. Following discussion of internal advancement, potential backfilling, staffing needs, technology changes, office capacity, and other costs associated with additional positions, Covington asked staff to further evaluate the appropriate funded or unfunded status of the positions. Jagers indicated that staff would return in October with additional background for further Committee consideration. Staff also previewed potential October discussion regarding funding the currently unfunded Senior Management Analyst classification and adding IT classifications to the organizational chart. Jagers explained that these proposals had not yet received sufficient internal review for inclusion in the present item.

7. California Assembly Bill 2561 – Annual Public Hearing Requirement on Job Vacancies, Recruitment, and Retention

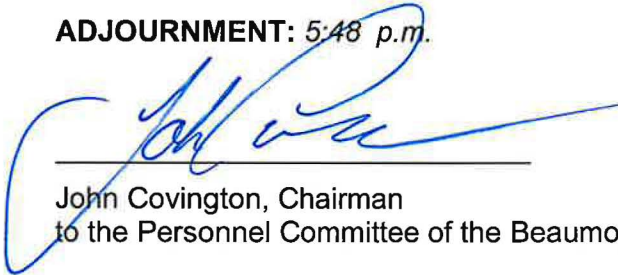
Mr. Berioso advised of the statutory requirements and indicated the public hearing would be agendaized for the October 22, 2026 Board meeting. Mr. Jagers added that the District takes a conservative approach to staffing and avoids maintaining unfunded positions that could artificially inflate available budget resources. He stated that staffing levels have evolved substantially in recent years and that the District seeks to remain appropriately staffed to meet workload and anticipated development without adding unnecessary personnel.

8. Action List for Future Meetings

- Employee Association topics
- Employee Group 2027 Memorandum of Understanding
- Track / present policies that have been returned for further revision (Covington)

9. Next Meeting Date: October 20, 2026

ADJOURNMENT: 5:48 p.m.



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