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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, October 20, 2026, at 4:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 4:32 p.m.

ROLL CALL

Directors present:	John Covington, Lona Williams
Directors absent:	None
Staff present:	General Manager Dan Jaggers Director of Information Technology and Cybersecurity Robert Rasha Director of Finance and Administration Sylvia Molina Director of Operations James Bean Human Resources and Risk Manager Ren Berioso Executive Assistant Lynda Kerney
BCVWD Employee Association reps:	Ericka Enriquez, Luis Lomeli, Jordan Smith
Members of the Public:	None

PUBLIC COMMENT: None.

1. **Adjustments to the Agenda:** None.

2. **Acceptance of Personnel Committee Meeting minutes**

   a. September 22, 2026 Special Meeting
   The September 15, 2026 meeting was cancelled

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**

   Human Resources and Risk Manager Ren Berioso introduced new Association representative Jordan Smith. Luis Lomeli advised that the Memorandum of Understanding negotiations are ongoing. Mr. Jaggers confirmed there had been a Meet and Confer, and progress is being made.

4. **Report / Update from BCVWD Exempt Employees:** None.

5. **Human Resources Report**

Mr. Berioso presented highlights of the August 2026 report:

- Currently 47 employees
- There were three new hires, two of which are temporary
- A flex position for Engineering Assistant and Associate Engineer I has been opened
- Turnover Rates:
  - September 2026 monthly turnover: 0%

Chair Covington confirmed that three current employees were added since the last report.

6. **2026 Risk Management Report for Third Quarter – July to September**

Mr. Berioso presented the report, covering workers' compensation, property loss and damage, general liability claims, and emergency preparedness activities.

Workers' Compensation. Berioso reported a 50 percent reduction in workers' compensation incidents compared with the second quarter. He attributed the improvement to collaborative efforts between Human Resources and Operations to reinforce proper body mechanics, ergonomic practices, and employee safety training. Continued improvement could position the District for recognition from insurer ACWA JPIA.

Property Loss and Damage. Berioso reported four property loss and damage incidents during the quarter, including two fire hydrant thefts. General Manager Jaggers described the District's expanded public outreach efforts. Director Williams expressed support for the outreach program and asked whether brass hydrants could be distinguished visually from iron hydrants. Staff confirmed they can be distinguished by individuals familiar with the equipment.

In response to Chair Covington, Director of Operations James Bean confirmed that incidents are reported to the Police Department and explained that outreach emphasizes that residents should report suspicious activity even when individuals appear to be authorized utility workers.

Chair Covington also asked whether the District was experiencing thefts of backflow prevention devices. Mr. Bean confirmed that such thefts have occurred and explained that most affected devices are privately owned. Staff coordinates with law enforcement and provides identifying information, including device serial numbers, to assist with investigations. Covington and Williams asked about local recycling facilities and whether recyclers were being notified. Mr. Bean explained that law enforcement was communicating with recycling facilities to help identify stolen equipment.

Covington also inquired about damage to a District vehicle on Highway 60. Berioso explained that another motorist struck the vehicle and fled before information could be exchanged. Damage to the District vehicle was minor.

Berioso reported an estimated property loss and damage impact of $10,650 for the quarter, primarily attributable to the fire hydrant thefts.

General Liability Claims. Berioso reviewed the status of general liability matters, including an ongoing claim which remains under monitoring by ACWA JPIA. Mr. Jaggers responded to questions from Director Covington.

Berioso also reported that a minor irrigation-system damage claim had been resolved for $25, with a release obtained from the claimant.

Emergency Preparedness and Training. Berioso reported that the Emergency Response Team continues meeting every other month. Topics included the Great ShakeOut earthquake drill and plans for additional active shooter training slated for December. He also reported that completion of required FEMA training remained unchanged from the previous quarter.

Berioso concluded that workers' compensation claims are covered through ACWA JPIA, general liability costs for the quarter were limited to the $25 settlement, and emergency preparedness training expenses are included in the existing operating budget.

The Committee received and filed the report by the following vote:

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

7. BCVWD Fiscal Year 2027

a. Final Review of 2027 Authorized Positions and Organizational Chart

Mr. Berioso presented the second phase of the proposed FY 2027 staffing plan, incorporating revisions requested by the Personnel Committee in September along with additional organizational changes. The Committee voted individually to recommend each item to the full Board of Directors.

Senior Field Services and Meter Program Specialist. Pursuant to Committee direction in September, Berioso presented the revised title and job description for the proposed reclassification of two Senior Water Utility Worker positions. Director of Operations James Bean explained that the revised title more accurately reflects the employees' existing technical responsibilities and would better communicate the nature of the position to prospective applicants. General Manager Jaggers noted that the job description also provides flexibility for related field and construction activities.

Director Covington stated the revised title and job description appropriately represent the position's responsibilities and address his earlier concerns. Staff confirmed the reclassification would have no fiscal impact and would become effective through approval of the FY 2027 budget.

The Committee recommended approval of the reclassification and organizational changes for the Senior Field Services and Meter Program Specialist by the following vote:

MOVED: Covington | SECONDED: Williams | APPROVED: 2–0

Underground Water Utility Locator. Berioso presented the proposed reclassification from Water Utility Worker II to Underground Water Utility Locator, including the requested job description. Bean explained that the description retains provisions allowing the employee to perform other water utility duties when necessary. Director Covington expressed support for the description, observing that it appropriately identifies responsibilities beyond underground utility locating.

The Committee recommended approval of the reclassification, job description, and inclusion in the FY 2027 organizational chart by the following vote:

MOVED: Williams | SECONDED: Covington | APPROVED: 2–0

Cross Connection Control Technician. Berioso presented the revised title and job description for the proposed new position. Bean explained that the revised classification more accurately reflects the position's primary responsibilities for hazard assessments, cross-connection control activities, regulatory compliance, and administration of the program, rather than primarily testing backflow devices.

A compensation review determined the proposed Salary Range 28 to be consistent with the market, correcting the preliminary assessment presented in September. Director Williams acknowledged the revised title, detailed qualifications, and confirmation of market-level compensation. Director Covington questioned whether the position should require cross-connection control specialist certification. Bean explained that the technician would work under a certified specialist and would not be required to hold that certification. Berioso added that specialist-level qualifications would affect the classification and compensation analysis.

In response to questions from Chair Covington, staff reported an estimated annual fiscal impact of $145,760 using 2026 compensation figures and confirmed that an existing vehicle and testing equipment would be available. Covington also identified an inconsistency in the organizational chart's labeling of the position. Staff will ensure the final chart accurately reflects the revised title.

> *The Committee recommended approval of the new Cross Connection Control Technician position and job description for inclusion in the FY 2027 budget by the following vote:*
>
> *MOVED: Williams | SECONDED: Covington | APPROVED: 2–0*

Temporary Water Utility Worker I Positions. Berioso presented a request for four additional temporary Water Utility Worker I positions, totaling 4,000 labor hours, with an estimated FY 2027 cost of $166,000. Bean explained that two positions would provide temporary assistance for Board-approved projects requiring additional field labor, while the other two would focus on resolving outstanding Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) installation and communication problems.

Jaggers described the temporary staffing as a means of addressing intermittent workload demands without creating permanent positions. The AMR/AMI implementation had been completed below its original budget, with remaining project work involving meter communication problems and additional collectors. Director of IT and Cybersecurity Rasha reported that approximately 3,000 to 3,500 meters still require manual reading because of damaged wiring, programming issues, buried meter boxes, and other conditions requiring field investigation.

Director Covington questioned the funding sources, allocation of labor costs to capital projects, and whether additional vehicles would be necessary. Jaggers explained that labor costs are charged to the appropriate projects and funding sources, and that the temporary employees would use existing equipment and vehicles.

Director Williams supported the temporary positions as a cost-effective means of completing outstanding work without adding permanent staffing commitments. Jaggers and Molina explained that actual personnel expenditures frequently fall below budgeted amounts because of vacancies, recruitment periods, and the timing of merit increases.

> *The Committee recommended approval of the four temporary Water Utility Worker I positions by the following vote:*
>
> *MOVED: Williams | SECONDED: Covington | APPROVED: 2–0*

Senior Management Analyst – Finance and Administration. Berioso reported that staff had decided to defer funding the existing Senior Management Analyst position. Jaggers indicated that the proposal could return for consideration in a subsequent budget year.

Department of Information Technology and Cybersecurity. Berioso presented a proposal to add three unfunded classifications to the FY 2027 organizational chart: Senior Network Engineer, Application Support Analyst, and Help Desk Specialist. He explained that the classifications support departmental workforce and succession planning. Compensation ranges would remain undetermined pending formal studies.

Rasha described the proposed responsibilities of each classification and explained that the positions represent the anticipated organizational structure needed to support future technology operations. He stated that staffing assumptions had been incorporated into the IT Department's five-year strategic plan and the District's rate study, but that he did not anticipate requesting funding for the positions in 2027. He emphasized the Department's continuing efforts to automate processes, maintain efficiency, and avoid unnecessary staffing expenditures.

Director Covington questioned the relationship between the IT Department's strategic plan and a District-wide strategic plan, emphasizing the need for long-term organizational planning. He also discussed the appropriateness of staffing levels relative to the District's size and expressed concern about creating management structures that could encourage unnecessary personnel expansion. Rasha explained the importance of specialized IT leadership, cybersecurity responsibilities, and succession planning, particularly where existing functions are concentrated in one employee.

Covington suggested that staff consider whether an additional support position might be warranted to reduce Rasha's workload. Jaggers stated that he would support requesting additional personnel whenever Rasha identified a need. Rasha indicated that current operations remain manageable and that no additional staffing was necessary at this time.

Covington emphasized that the availability of funding through water rates does not itself justify expenditures and encouraged continued fiscal restraint. He expressed support for the IT Department's work and reiterated that staff should request additional assistance when justified. Jaggers agreed, noting the District's emphasis on leveraging technology and operational efficiencies before increasing staffing.

> *The Committee recommended adding the three unfunded IT classifications to the FY 2027 organizational chart by the following vote:*
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> *MOVED: Covington | SECONDED: Williams | APPROVED: 2–0*

Additional Organizational Changes and Staffing Summary. Berioso briefly revisited the previously discussed funding of the Associate Civil Engineer II position, realignment of the Maintenance Division under the Director of Operations, and establishment of Human Resources and Risk Management as a separate department and budget cost center. No Committee action was taken on these changes.

Berioso reviewed the proposed authorized-position summary and explained that the chart distinguishes approved positions, proposed classifications, and current staffing. He reported 53 proposed authorized positions for 2027 and a current staffing count of 44, noting that the chart required updating to reflect a recent Senior Water Utility Worker resignation. Director Covington asked whether the District's rate study specified the number of positions funded through water rates. Molina indicated that the rate study included personnel funding assumptions and identified certain additional positions.

Board approval of the organizational chart and salary schedule. During the discussion, the Committee considered whether the organizational chart and salary schedule should be approved through separate Board resolutions rather than as part of the annual budget. Director Covington suggested that separate consideration could provide an opportunity to resolve directors' questions before budget adoption. Director Covington expressed concern that separate agenda items could generate additional discussion and complicate the budget approval process. Consensus of the Committee was to retain the existing process for 2027 and revisit the possibility of separate approvals next year.

b. Review of Proposed FY 2027 Salary Schedule and Cost-of-Living Adjustment (COLA)

Berioso presented the proposed FY 2027 Salary Schedule, incorporating the organizational changes discussed under Item 7(a) and a preliminary 3.4% cost-of-living adjustment based on the August-to-August U.S. City Average Consumer Price Index. He explained that the adjustment follows the methodology established in the existing Memorandum of Understanding (MOU), unless different provisions are negotiated before its expiration.

Director Covington confirmed that the proposed schedule would accompany the FY 2027 budget presentation to the Board in November. Jaggers emphasized that the salary schedule remains preliminary because MOU negotiations are ongoing and that revisions may be necessary before final consideration.

Berioso explained that the schedule incorporates the proposed classifications, while compensation for the additional IT positions remains undetermined pending formal compensation studies. Molina reported that the proposed personnel changes had been incorporated into preliminary budget projections and that the budget remained balanced. Jaggers explained that potential MOU-related adjustments had also been considered in preliminary financial modeling and were not expected to prevent a balanced budget. Covington acknowledged that these were draft projections.

> *The Committee recommended forwarding the revised FY 2027 Salary Schedule to the Board of Directors for consideration with the FY 2027 Operating Budget, subject to potential changes, by the following vote:*
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> *MOVED: Covington | SECONDED: Williams | APPROVED: 2–0*

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: November 17, 2026**

ADJOURNMENT: *6:10 p.m.*

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