



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
MINUTES OF THE PERSONNEL COMMITTEE MEETING
Wednesday, February 22nd, 2017 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

Director Covington called the meeting to order at 5:30 p.m., 560 Magnolia Avenue, Beaumont, California.

Present at this meeting were Directors Covington and Ramirez, General Manager: Eric Fraser and Director of Finance & Administrative Services: Yolanda Rodriguez. Also present at this meeting were representatives of the Beaumont-Cherry Valley Water District (BCVWD) Employee Association: Eric Dahlstrom, Julian Herrera Jr. and Alma Frausto.

Public that registered their attendance: None.

PUBLIC INPUT

No public comment was received.

ACTION ITEMS

1. Adjustments to the Agenda

There were no changes to the Agenda.

2. Personnel Committee

a) Salary Survey Status and Next Steps** (pages 3-16)

General Manager Fraser gave an update on the Compensation Study Request For Proposal (RFP). He shared that the RFP was completed and that normally District staff would send it out, but stated that he took the opportunity to share the RFP with the Personnel Committee members first.

Director Covington shared that he was pleased with the RFP.

Director Ramirez shared that it was important to get the RFP out to good companies.

Employee Association members shared that it was important to the employees to get the Compensation Study done to ensure employee retention. They shared their frustration of training new staff only to lose them after they get the experience at our District.

b) Review of Employment Contracts and Consideration for Updating

Director Ramirez shared his concerns regarding the Field Foreman's contract regarding the eighteen months of severance pay, and expressed that it seemed a little excessive and be considered for future discussion.

Director Ramirez also shared his concern with General Manager Fraser's contract, specifically item 10.0- Dispute Resolution and shared that 10.0- Dispute Resolution puts the At-Will employment into jeopardy for the District, and suggested to be brought back for future discussion.

Both Director Covington and Ramirez thanked General Manager Fraser and staff for the consistent format of all the contracts.

- c) All Staff Questionnaire: Third Party to Administer and Provide Feedback (Survey Monkey).

Director Ramirez thanked the District staff for their hard work. He shared the importance of conducting a third party employee satisfaction survey to get a feel for the overall health of the District.

Director Covington thanked District staff. He explained his past experience with confidential surveys and the importance of conducting such a survey to gauge the health of the organization as it serves as a tool for management to understand their employees.

After discussion, the Personnel Committee agreed to have both the Committee and the Employee Association representatives make up the survey questions. The Committee suggested to have the District's IT Manager help with the creation of the survey using Survey Monkey. Personnel Committee concur to present the recommendation at the next board meeting, of conduction an employee survey using Survey Monkey.

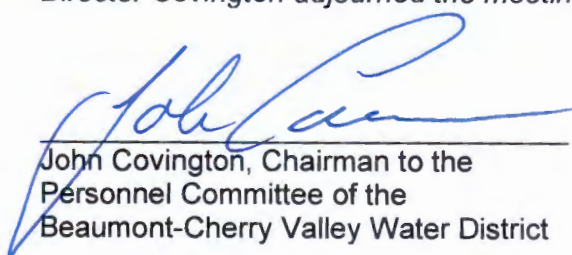
3. Action List for Future Meetings

- Employee Survey Results.
- Current MOU Status Update Review.

4. Next Meeting Date: April 12, 2017 at 5:30 p.m.

ADJOURNMENT

Director Covington adjourned the meeting at 5:58 p.m.



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

** Information included in the agenda packet