



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
MEETING OF THE PERSONNEL COMMITTEE
Wednesday, September 13th, 2017 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

PUBLIC INPUT

PUBLIC COMMENT: At this time, any person may address the Finance and Audit Committee on matters within its jurisdiction which are not on the agenda. However, any non-agenda matters that require action will be referred to staff for a report and possible action at a subsequent meeting. To provide comments on specific agenda items, please complete a Request to Address the Committee form and provide the completed form to the Committee President prior to the committee meeting. Please limit your comments to three minutes. Sharing or passing time to another speaker is not permitted.

ACTION ITEMS

1. Recessed to Closed Session
 - a. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6

District Representatives: Directors John Covington and Andrew Ramirez
and Interim General Manager Daniel Jagers
BCVWD Employee Association: Julian Herrera Jr, Eric Dahlstrom and
Alma Frausto

2. Adjustments to the Agenda
3. Personnel Committee
 - a) Approval of July 26th, 2017 Meeting minutes**(pages 3-5)
 - b) Employee MOU Renewal Status and Any Proposed Changes
 - c) Compensation Study Update
 - d) District Policy Manual – Continued Discussion
4. Action List for Future Meetings
5. Next Meeting Date:

ADJOURNMENT

** Information included in the agenda packet

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 Finance and Audit Committee in connection with a matter subject to discussion or consideration at a meeting of the Finance and Audit Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") If such writings are distributed to members of the Committee less than 72 hours prior to

the meeting, they will be available from the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available from the District Office in the Board Room of the District's Office.

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 Finance and Audit 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 72 hours prior to the Finance and Audit Committee Meeting.

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.



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF THE PERSONNEL COMMITTEE MEETING
Wednesday, July 26th, 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, Ramirez, and Director Diaz. Director of Finance and Administrative Services: Yolanda Rodriguez, Director of Engineering: Dan Jagers, and Director of Operations: Tony Lara. 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: Fran Flanders.

PUBLIC INPUT

Ms. Fran Flanders stated that she is a confused customer and didn't understand the changes currently happening in the District. She stated that she has seen the positive changes since General Manager Eric Fraser was employed at the District and does not understand why he is being terminated.

ACTION ITEMS

1. Adjustments to the Agenda

There were no changes to the Agenda.

2. Personnel Committee

- a) Approval of April 12, 2017 Meeting minutes**(pages 3-4)

The Committee accepted the minutes of the April 12, 2017 Personnel Committee minutes.

- b) Employee Survey Update**(pages 5-6)

Director Covington asked Director of Finance and Administrative Services Rodriguez, for a brief summary of the Scope of Services.

Director of Finance and Administrative Services Rodriguez, shared the process in sending out the Request for Proposal (RFP) to ten (10) different companies of which five (5) responded with a proposal.

Ms. Rodriguez gave a summary of the Scope of Services in the Compensation Study proposal as well as the timeline and the current status of the timeline.

Director Ramirez asked regarding the employee's annual reviews and urged staff to get all employee's reviews caught up. He shared the importance of having employee's reviews for all employees up to date and shared that the lack of information makes it hard to work with.

c) Employee MOU Renewal Status and Any Proposed Changes

Employee Association representative, Eric Dahlstrom, handed a list of requests to the Personnel Committee which included concerns regarding the number of employees per job, sufficient tools to do the job in an efficient manner, safety tools, a request for updated safety classes, on-call schedule for the Distribution Center to include personnel rotation, certification incentives, etc. The Association requested these items should be included in either the BCVWD Policy or the BCVWD MOU.

Director Covington asked for the Employee Association to draft a redline MOU for the next Personnel Committee meeting.

Director Ramirez asked about the Confined Space policy. Mr. James Bean, Production Maintenance II staff member, explained the policy in detail.

The Employee Association proposed to add/and or modify the language and in the policy and the MOU regarding working out of classification, conflict of interest being followed-up, HR representation conflict of interest, shortage of staff and time-off concerns, clarification/modify "normal working hours" by department in the MOU.

The Employee Association requested some of the personnel items be discussed with the Personnel Committee behind closed session.

Director Covington thanked the employees for their years of service and their dedication.

d) District Policy Manual – Discussion**(pages 7-133)

Director Covington asked regarding the age of the policy, which District staff shared that the existing policy was created in 2009 and amended throughout the years.

Director Covington shared that the Personnel Committee would like to see some updates to the existing policy to make sure the employees and the District are being protected.

3. Action List for Future Meetings

Director Covington requested leaving the agenda as it currently stands since these issues are ongoing.

4. Next Meeting Date: September 13th, 2017 at 5:30 p.m.

ADJOURNMENT

Director Covington adjourned the meeting at 6:35 p.m.

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

** Information included in the agenda packet