



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
MINUTES OF THE PERSONNEL COMMITTEE
Monday, September 23, 2019 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

Chair Covington called the meeting to order at 5:35 p.m. at 560 Magnolia Avenue, Beaumont, California.

Attendance

<i>Directors present:</i>	<i>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers; Director of Finance and Administrative Services Yolanda Rodriguez, Assistant Director of Operations James Bean and Administrative Assistant Erica Gonzales</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales, Dustin Smith, and Julian Herrera</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None.
2. Approval of the July 22, 2019 Meeting minutes

The Committee accepted the minutes of the Personnel Committee meeting of July 22, 2019 by the following vote:

MOVED: Covington	SECONDED: --	APPROVED 2-0
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

3. Proposed BCVWD Policies and Procedures Manual Updates

- a. Proposed Sick Leave Donation Policy

General Manager Jagers reminded the Committee of action at previous meetings and asked if there were further comments. Director Ramirez indicated the policy appears to be what was agreed upon. There were no comments from the Employee Association.

The Committee approved Item 3a – Proposed Sick Leave Donation Policy for recommendation to the Board of Directors by the following vote:

MOVED: Covington	SECONDED: Ramirez	APPROVED 2-0
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

b. Proposed Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff

Chair Covington noted the Committee has been working on this policy for several months. He said he compared the redline versions and found them consistent. Director Ramirez pointed to the following sections:

- 6A – Maintain the Vice President as part of the agenda setting team. Mr. Jagers requested the policy read “and / or” Vice President to allow staff flexibility; Covington concurred.
- 6D – Ramirez asked about the deadline of 10 working days in advance for submission of an agenda matter. Mr. Jagers noted the intent is to allow staff to review without last-minute preparations. Ramirez said he agreed with the intent but would like to allow for items that come late to the Board’s attention. Mr. Jagers pointed also to item 6Bi – Public Requests which should be consistent at 10 days. Mr. Ramirez asked for a shorter period for Board members as opposed to items submitted by the public. Chair Covington suggested “at the discretion of the President or Vice President, a Board member may suggest item(s) to be placed on the agenda within five (5) working days of the meeting.” For the public, allow 10 working days to submit, and strike the deadline from 6D. Mr. Jagers noted that the goal is to get the agenda to the Board for weekend review.
- 7Di – Ramirez recommended three minutes “shall” be allotted to each speaker per agenda item, and no 20-minute maximum. Mr. Jagers pointed out that the 20-minute maximum per subject matter allows the President to control the length of the meeting. President Covington supported striking the 20-minute maximum.
- 8Dvi – In response to Director Ramirez, Mr. Jagers indicated staff had left this open for discussion related to a Board member having the opportunity to follow up on something. Chair Covington pointed out that, per policy, no single Board member speaks for the entire Board nor gives direction to staff, so this is a communication and recommendation item. Any director would be looking for clarification of when desired information would be provided, Covington noted. If an item has been approved by the Board, Ramirez said, direct communication is with the general manager, and “there is no need for micromanagement.” After discussion, the Committee settled on: “The General Manager, or assigned staff, shall make every effort to communicate a definitive answer in a timely manner.”
- 10Aii – Director Ramirez asked if meeting recordings would be deleted after 100 days. Mr. Jagers explained that historically, they have been kept on file indefinitely, as they are electronic, and policy does not indicate they would be destroyed after 100 days. Ms. Rodriguez noted the minutes are kept indefinitely.
- 13E – After discussion, Ramirez and Covington suggested deletion of the following from the “non-authorized activities:”

- “Other districts’ Board meetings other than listed under Eligible Matters of District business...”
 - “Harassment awareness training...”
 - Chamber of Commerce meetings or mixers
- 19E – Ramirez suggested adding that Board members may deal with other staff on ethical matters if necessary. Mr. Jagers noted ethical issues are covered under in the GM’s contract. Covington concurred.

Mr. Jagers drew attention to the following:

9B – Mr. Jagers suggested that a Board member shall be deemed present even if arrival is later than 10 minutes after the start of the meeting. Committee members concurred.

13E1c(1) – Mr. Jagers suggested that all Board members should be authorized to attend San Gorgonio Pass Water Agency meetings that are of particular interest to District business.

14E i and ii – Mr. Jagers asked the Committee to read the sections for accuracy. The Committee concurred.

14K – Mr. Jagers reminded the Committee that the language was amended regarding personal credit card charges.

Chair Covington suggested including the new policy revisions with comments rather than additional strikeouts, and concluding further work via email prior to agendaing for the full Board. He suggested the updated Policy Manual delineate what sections have been changed. Mr. Jagers suggested a matrix of changes with dates of Board approval. Ms. Rodriguez indicated that other agencies note in a page corner the date the policy was revised.

4. Update on Current and Ongoing Safety Program Activities

Assistant Director of Operations James Bean briefed the Committee on recent activities including development of a customized Injury and Illness Prevention Plan and facility inspections by Safety Compliance Company and the Association of California Water Agencies / Joint Powers Insurance Authority (ACWA/JPIA).

Mr. Bean detailed training activities and safety equipment upgrades. Mr. Jagers acknowledged new safety shirts and responded to comment from Mr. Smith regarding potential uniform guidelines for supervisors. Mr. Bean answered a question from Chair Covington regarding nighttime safety Personal Protective Equipment (PPE). Mr. Jagers added that LED flashers and a light tower were procured. Director Ramirez suggested use of delineators.

A confined space retrieval system was purchased this year and Mr. Bean described its use. Mr. Jagers added that areas requiring new structural designs are being addressed to be brought up to code. Mr. Smith requested additional PPE: steel-toed boots. Mr. Jagers indicated the boot allowance and the request would be reviewed and brought back to the Personnel Committee. Mr. Smith also shared a pro-con list of the field crew’s request to wear shorts during meter reading activities.

In response to Director Ramirez, Mr. Jagers explained the current Operations organizational chart and routing of potential policy changes / employee requests. Director Ramirez indicated confidence that the General Manager could address the

concerns. Covington concurred that such items do not need to come to the Personnel Committee unless there is an issue. Ms. Rodriguez added that there will soon be an HR person on board to whom employees can bring concerns. Chair Covington cautioned against supervisory stifling of employee requests and advocated for a positive process to hear concerns. Jagers concurred and explained some steps.

Mr. Herrera commented that safety has improved over the last two years and it has been noticed by both employees and customers. Director Ramirez offered assurance of focus on safety. Assistant Director Bean advised that regular safety meetings have been held and inspections have been done.

Chair Covington suggested a detailed memo to employees regarding the functions of the new HR Coordinator.

5. Topics Requested by Employee Association

Director of Finance and Administrative Services Yolanda Rodriguez reminded the Committee that employees had requested the District look for additional choices for dental and vision coverage. These benefits are voluntary; the District does not contribute toward the premiums, she explained. ACWA / JPIA offers only an "all or nothing" package. The project is ongoing, she said.

The current rates paid by employees are reasonable as they are in a pool with other agencies, Rodriguez continued. Covington clarified that employees would like to have a PPO available. He suggested investigating an EPO.

6. Action List for Future Meetings

- *Employee Association topics*
- *Policy manual updates*

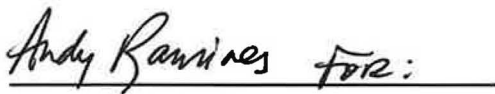
Mr. Jagers noted that work is ongoing on revision of other parts of the Manual. With the rate study activity and work on the budget, the target is to get the next part to the Personnel Committee in November.

Mr. Smith asked about policy for District houses. Mr. Jagers indicated that terms are set by contract, and availability of housing is addressed on an informal basis. Chair Covington suggested a comprehensive policy for all District residential facilities and said he would like clarity on the houses. In response, Mr. Jagers noted this would be appropriate to come to the Personnel Committee. Director Ramirez suggested a Committee field trip to the houses. Covington stated that he anticipates major changes to the housing arrangements.

7. Next Meeting Date: *November 25, 2019 at 5:30 p.m.*

ADJOURNMENT: *7:30 p.m.*

Attest:



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