



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA  
MINUTES OF THE PERSONNEL COMMITTEE  
Monday, November 25, 2019 at 5:30 p.m.  
560 Magnolia Avenue, Beaumont, CA 92223**

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**CALL TO ORDER**

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

*Attendance*

<i>Directors present:</i>	<i>Ramirez, Hoffman (alternate)</i>
<i>Directors absent:</i>	<i>Covington</i>
<i>Staff present:</i>	<i>General Manager Dan Jagggers; Director of Finance and Administrative Services Yolanda Rodriguez, Assistant Director of Operations James Bean, Human Resources Coordinator Sabrina Foley, Accountant III Lorena Lopez and Administrative Assistant Erica Gonzales</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales and Julian Herrera</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

1. Adjustments to the Agenda: None.
2. Approval of the September 23, 2019 Meeting minutes

*The Committee accepted the minutes of the Personnel Committee meeting.*

3. Proposed BCVWD Policies and Procedures Manual Updates

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

General Manager Jagggers indicated this was remanded to the Personnel Committee by the Board of Directors to resolve one item: Section 6C regarding addition of agenda items. The agenda is ultimately approved by the General Manager in cooperation with the Board President and/or Vice President, Jagggers explained, which satisfies the need for checks and balances.

Section 6C regarding Director Requests for agenda items was added, Jagggers pointed out, and the concern was the discretion of the President and General Manager in Section 6Cii.

Jaggers explained the number of days for agenda preparation. Staff has always strived to publish the agenda prior to the weekend in order for the Board to have opportunity to review it over the weekend. In that case, items would be required by noon on the Thursday prior to the meeting in order to publish by 5 p.m.; he recommended eight days in advance or specifying the Thursday prior to the meeting. Director Hoffman expressed concern regarding allowing enough time for staff to organize and not be against a deadline. He said he supported eight working days prior. Director Ramirez suggested eight days OR the Thursday prior.

Director Ramirez indicated preference for the sample language provided by the California Special Districts Association, as included as Section 6A. He indicated the "agenda will be set at the discretion of the President and GM" as in Section 6Cii may not be needed. Mr. Jaggers agreed. Director Ramirez suggested the second sentence of Section 6Cii should state that any director may contact the GM and President to request any item be placed on the next agenda.

After discussion, the following language compromise was reached for Section 6C:

Director Requests. A Director may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

The request must be in writing and submitted to the Board President and General Manager together with supporting documents and information, if any, by noon at least six (6) working days or the Thursday prior to the date of the next scheduled regular meeting.

For public requests, the deadline will remain ten (10) working days.

#### 4. Employee Benefits

Director of Finance and Administrative Services Yolanda Rodriguez explained that employees have asked for different options for dental and vision plans. Currently, the District participates in HMOs MetLife Vision, MetLife Dental and Western Dental. Staff would like to look at a PPO option, she said. Of 41 employees, 25 participate in the plans and pay 100 percent of the cost. Employees also participate in supplemental vision and dental via AFLAC, paid 100 percent by the employee.

Because the District has fewer than 50 employees, Rodriguez explained, firms seem less likely to respond to inquiries. HR Dynamics, the contracted human resource consultant, suggested use of a benefits broker, Rodriguez said, and recommended Keenan and Associates (Keenan) and Human Resources Coordinator Sabrina Foley has reached out to them for information. A broker would not incur cost to the District as they are paid by the vendor. Ms. Foley indicated that a Broker of Record contract with Keenan would be required before moving forward on research and providing options.

Mr. Jaggers added this is still a fact-finding mission and a determination must be made on a path moving forward. Benefits add value to the District's employees, he noted. Ms. Foley added that there may be some cost savings to the District, also. Director Ramirez asked if a broker contract was made, could the District contract with a separate broker that would work with the District's current broker; Ms. Foley said that is not her impression of how their business structure works. The broker of record agreement is intended to address HIPAA privacy concerns, she explained.

Director Ramirez asked about opportunities to reduce costs such as wellness programs. Ms. Foley said she would follow up.

## 5. Director Benefits

Director of Finance and Administrative Services Yolanda Rodriguez advised of a legal opinion determining that Board members may not accept cash in lieu of benefits. Currently, the District does not offer health benefits to the Board members and cannot offer an option of a stipend.

GM Jagers reminded the Committee members of Board discussion on per diem rates. Although the cash-in-lieu is not an option, some districts such as the San Geronio Pass Water Agency provide the opportunity for reimbursement of co-pays and other such expenses. The other option is to pursue an insurance broker to determine what the group of five directors might cost in health benefits. Although the average monthly premium is \$1,818, with a small group the costs may be higher, Jagers said.

Jagers asked for direction. There is no cost information available to make a decision, Jagers explained. Potential broker Keenan wants a contract in order to begin looking at rates, he said. The Board initially reviewed the per diem rate then directed staff in a two-track activity to include health benefits, Jagers said. When looking at the aggregate benefits, he pointed out, 80 percent of the boards included in the provided matrix receive insurance benefits so the Board may want to raise the per diem. If continuing to pursue insurance, the per diem could remain at its current rate.

Director Ramirez indicated the goal is to balance. The Board first focused on the health of the organization, safety, and a salary survey for the staff, he said. Those priorities have shown success, he said, now it is important to keep the Board healthy, Ramirez noted, by looking at health benefits such as those offered at other districts. The \$200 per diem has not changed in 13 years, Ramirez pointed out.

Director Hoffman said he would not want to burden the District with the medical expenses. He said the per diem would be something to discuss. Director Ramirez suggested the compromise is having Board members submit their co-pays to the District, as it seems a more balanced approach.

Directors Ramirez and Hoffman concurred, and the Personnel Committee recommended the issue return to the Board with the option of submitting co-pays for reimbursement. This will not impact the district as much as \$2,000 per month for benefit premiums, he said.

Jagers suggested establishing a policy that includes a limit to the reimbursement. A staff report will be crafted with some sample policies, he suggested. The SGPWA medical reimbursement policy is capped at \$2,000 per year, Jagers advised. Rodriguez added that the reimbursement could be reviewed every year with the per diem rates. Ms. Foley suggested tabling the idea until benefits broker options are considered and pointed out it is nearing the end of the year for establishment of new policies. In response to Director Ramirez, Ms. Foley indicated initial research is done but it will move forward with as much detail and as timely as the Board is comfortable. Additional factors will lengthen the process, she noted.

Mr. Jagers also pointed out that staff is currently working on the budget to take to the Board next week. Staff is aware of a rate deficit item which is cast forward and there will be a budget amendment to complete next year after the water rate is established.

The Board may be requested to approve an imbalanced budget due to the anticipated rate increase. The funding will have to come from reserves to make up the balance, Jagers warned. A decision must be made for inclusion in the 2020 budget, or it will be included in the amendment, but he said he did not anticipate having real numbers available to include in the budget next week.

The target date for rate adoption and budget amendment is March, Ms. Rodriguez said, which gives a little more time to research options and costs for the benefits as a total package.

Directors Ramirez and Hoffman concurred, and the Personnel Committee recommended the option of submitting co-pays for reimbursement up to a limit of \$3,000 per year be forwarded to the full Board for consideration.

After discussion, Directors Ramirez and Hoffman concurred and the Personnel Committee recommended that discussion regarding an increase in the per diem rates return to the Board for further consideration. Mr. Jagers indicated that options could be presented; Director Ramirez asked for figures on a 50 percent, 60 percent, and 75 percent increase.

Director Ramirez pointed out that in other agencies, directors participate in CalPERS, in cell phone plans, and other benefits, and requested information. Ms. Foley reported that elected officials are not eligible for CalPERS. Mr. Jagers noted that wi-fi tablets are under consideration, but cell phones have not been discussed at staff level. Director Hoffman indicated there is no rush to obtain this information.

## 6. Topics Requested by Employee Association

### a. Steel Toe and Shank Rubber Boots

Mr. Jagers explained that employees submitted a preferred style of boots and the District bought three versions at \$65 to test. Jagers advised that District Policies and Procedures Manual Part I Section 32B-ii provides for reimbursement up to \$130. Jagers also noted that the District currently supplies rubber boots as Personal Protective Equipment (PPE) to field staff for use on leak repairs that are purchased from Do It Best. Jagers noted that once a model is decided upon, the District will begin supplying boots rather than the rubber boots currently supplied.

Director Hoffman stressed the need for comfort given differing weather conditions and that employees wear the boots for 10 to 11 hours per day. Mr. Bean added if the PPE is not comfortable, the tendency is to not use it.

Mr. Herrera indicated he has tried the boots and believes them to be comfortable. They appear durable, are thicker rubber than what is currently supplied, and have a steel shank, he said.

### b. Uniform Shorts for Meter Reading Activities

Mr. Jagers explained current trigger points for short-sleeved shirts could also apply to the wearing of shorts. In four to five years, with the completion of installation of the automatic meter reading technology, this is probably a limited

term policy, he said. In response to Director Ramirez, Mr. Herrera noted there are currently six to seven field employees currently affected.

Director Ramirez asked about laundering uniforms. Mr. Jagers responded that each employee does his own laundry. Director Ramirez asked for research on durability given each employee's responsibility for laundering and care. Mr. Jagers suggested addressing this after January 1 but before it becomes too warm. He pointed out that management is listening to employees, but analysis must be done, and costs plugged into the budget.

#### 7. Action List for Future Meetings

- *Update on potential Broker of Record (Ramirez)*
- *Summary of Safety Program / Operations Management (Ramirez)*
- *Employee Association topics*
- *Policy manual updates*  
Part I Section 32 - Uniforms
- *District Training*

8. Next Meeting Date: *January 27, 2020 at 5:30 p.m.*

**ADJOURNMENT:** *6:42 p.m.*

Attest:



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