



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
PERSONNEL COMMITTEE MEETING AGENDA
560 Magnolia Avenue, Beaumont, CA 92223
Monday, January 27, 2020 - 5:30 p.m.**

Call to Order: Chair Covington

Roll Call

Public Comment

PUBLIC COMMENT: At this time, any person may address the Personnel 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.

- 1. Adjustments to the Agenda**
- 2. Approval of Personnel Committee Meeting minutes:**
 - a. November 25, 2019 (pages 4 - 8)

ACTION ITEMS

- 3. Update on action related to benefits**
 - a. Update on Contract with Broker of Record for Health Benefits
 - b. Employee Benefits
 - c. Director Benefits
 - i. Health coverage for Directors
 - ii. Medical reimbursement program
- 4. Director Per Diem Rate – Proposed Ordinance 2020-__ (pages 9-10)**
 - a. Public Hearing Date recommended for March 11, 2020
 - b. Effective Date June 1, 2020 (60 days after adoption)
- 5. Summary of 2019 Topics Requested by Employee Association**
 - a. Steel Toe and Shank Rubber Boots
 - b. Uniform Shorts for Meter Reading Activities

6. **Update Regarding Section I-Personnel Policies and Procedures Manual**
7. **2019 Summary of District Safety** (pages 11-15)
8. **Report on Employee Training Activities**
9. **Human Resources Department Report** (page 16)
10. **Action List for Future Meetings**
 - *Employee Association topics*
 - *Policy manual updates*
 - *Part I of Policy Manual*
 - *District training*
 - *Update on Broker of Record*
11. **Next Meeting Date: March 23, 2020**

Adjournment

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 Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Personnel Committee of the Board of Directors 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 Board 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 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 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.

**CERTIFICATION OF POSTING
REGULAR MEETING**

I certify that on or before 5:29 p.m. Jan. 23, 2020, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54956(a)).



Yolanda Rodriguez
Director of Finance and Administration



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

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 Jagers; 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 Jagers 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, Jagers explained, which satisfies the need for checks and balances.

Section 6C regarding Director Requests for agenda items was added, Jagers 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:

DRAFT UNTIL APPROVED

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

ORDINANCE 2020-__

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BEAUMONT - CHERRY VALLEY WATER DISTRICT PROVIDING FOR COMPENSATION OF THE MEMBERS OF THE BOARD OF DIRECTORS OF THE DISTRICT AND SUPERSEDING ORDINANCE 2007-01

WHEREAS, Section 20201 of the California Water Code states that compensation to be received by the governing board of a water district may be increased each calendar year in an amount equal to 5 percent following the operative date of the last adjustment; and

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District last increased its compensation pursuant to Water Code Section 20200 et. seq. on December 12, 2007; and

WHEREAS, a duly noticed public hearing was held on March __, 2020 to receive and consider public comments regarding the adoption of an ordinance to amend the per diem compensation for the members of the Beaumont-Cherry Valley Water District Board of Directors; and

WHEREAS, this Ordinance was presented to the Board of Directors and was reviewed thoroughly and found to be acceptable to the Board,

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:

1. Ordinance 2007-01 and all other previously enacted ordinances providing for Board of Directors compensation are hereby superseded by this Ordinance.
2. Director compensation shall be \$260 for each day's service rendered (per diem) as a Director on behalf of the District.
3. The payment of Director compensation shall be governed by the Beaumont-Cherry Valley Water District Policies and Procedures Manual, Part II, Section 13.
4. In no event shall members of the Board of Directors receive compensation for more than ten (10) days' service in any calendar month, pursuant to Water Code Section 20202.
5. This Ordinance will take effect on June 1, 2020, which is at least sixty (60) days from the date of adoption pursuant to Water Code Section 20204.
6. If any section, subsection, clause or phrase in this Ordinance is for any reason held invalid, the validity of the remainder of this Ordinance shall not be affected thereby.
7. The Recording Secretary is hereby directed to cause this Ordinance to be published once in full in a newspaper of general circulation within the District.

ADOPTED this _____ day of _____, _____, by the following vote:

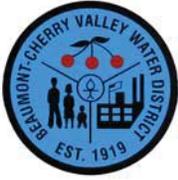
AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Director John Covington, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Lona Williams, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

DRAFT



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
January 27, 2020**

Item 7

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: 2019 Summary of District Safety

Staff Recommendation

No recommendation.

Background

During the November 25, 2019 Personnel Committee Meeting, the Committee requested a summary report of the District's safety record for 2019.

Please see Attachment 1 for the requested report.

Fiscal Impact

This report was produced by staff and has no fiscal impact for the District.

Attachment(s)

1. 2019 Summary of District Safety Report

Report prepared by Sabrina Foley, HR Coordinator



Item 7

BEAUMONT-CHERRY VALLEY WATER DISTRICT

2019 Summary of District Safety

Scope and Summary of Report:

This report includes workers' compensation data, workplace incident data, training information, and a description of any inspections as they are related to safety from January 1, 2019 through December 31, 2019. The report uses internal data as well as data from the District's workers' compensation insurance holder, ACWA / JPIA. This report excludes identifying information and protects all employee rights as defined by HIPAA (Health Insurance Portability and Accountability Act).

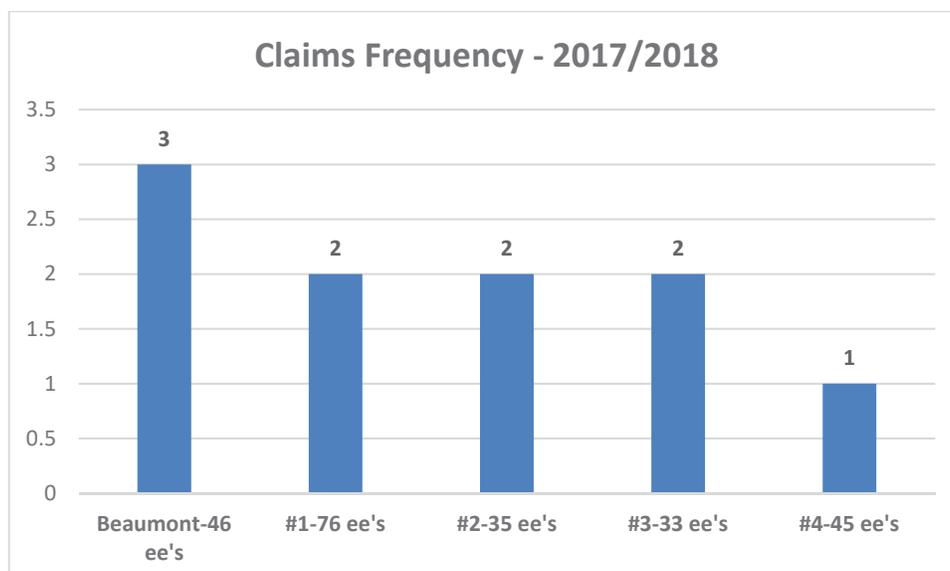
OSHA:

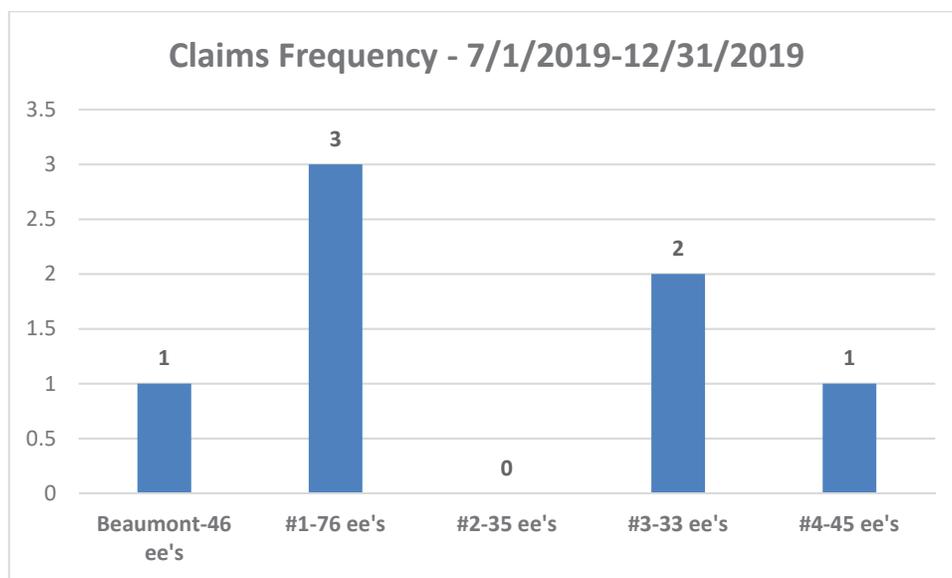
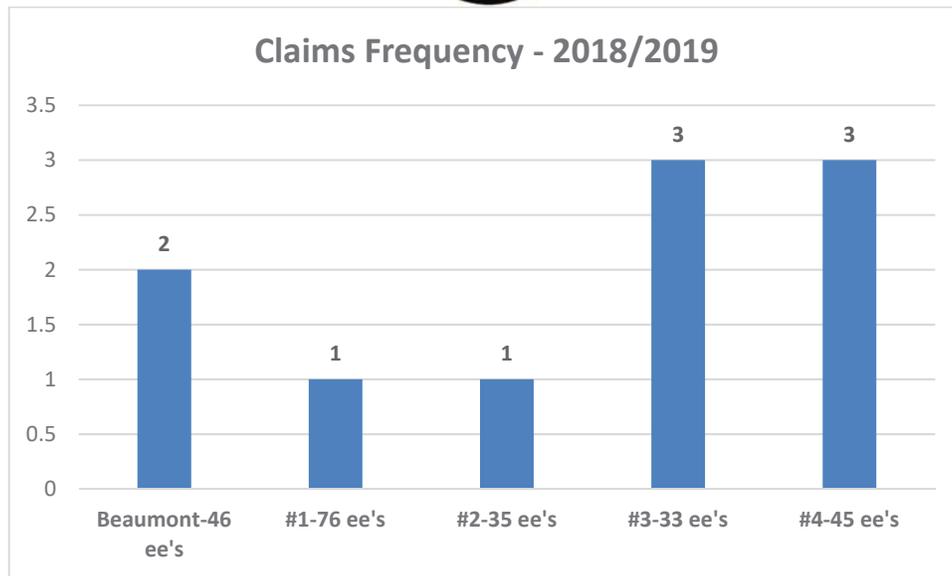
OSHA made no inspection of the District's operations in 2019. The District had no "recordable" injuries during 2019 under OSHA's definition for the 2019 OSHA 300 log.

BCVWD is compliant with all OSHA regulations, such as maintaining Safety Data Sheets (SDS) on worksites, providing Personal Protective Equipment (PPE), and providing all mandated training for employees.

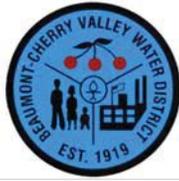
Workers' Compensation:

The District had one workers' compensation claim in 2019. ACWA / JPIA compared our claims with four other Districts of similar size from 2018 to 2019. BCVWD's claims frequency has declined from 2017 to 2019. In comparison with other districts of a similar size, BCVWD's claims are occurring at approximately the same frequency.

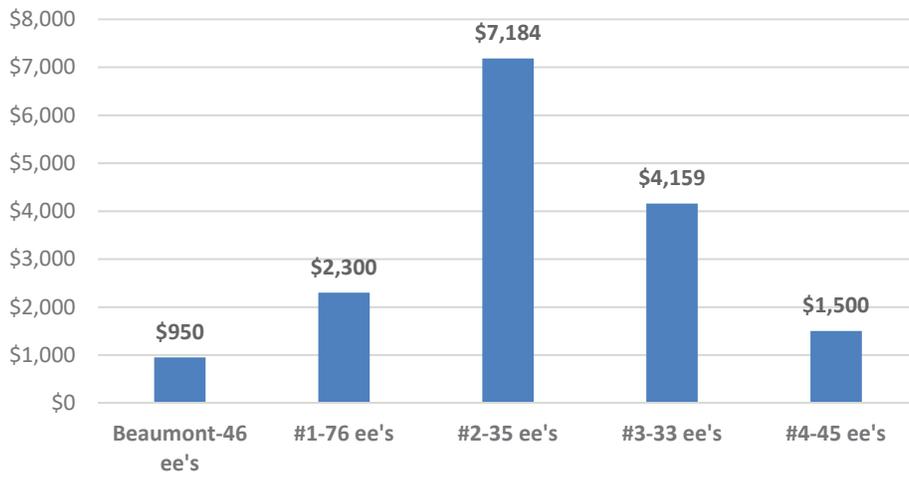




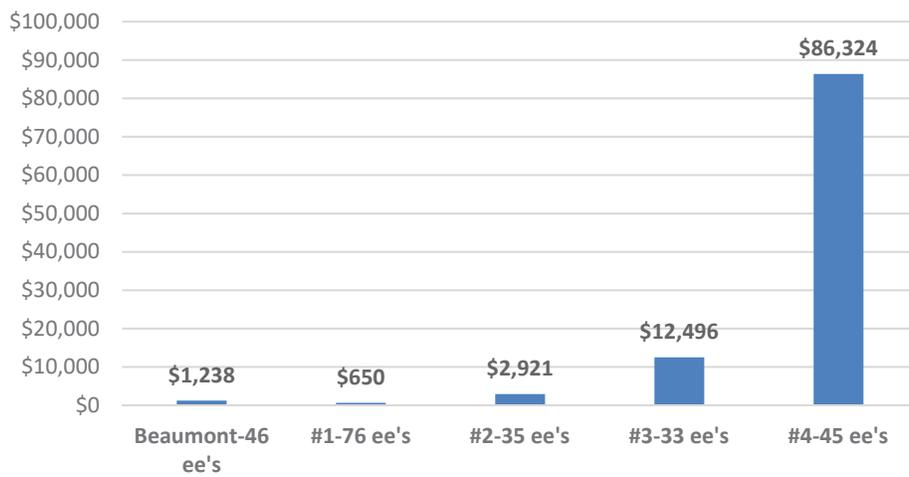
ACWA JPIA also provided data regarding the average costs of workers' compensation claims for the District from 2017-2019. In comparison with other districts of similar size, BCVWD's costs per claim are lower.



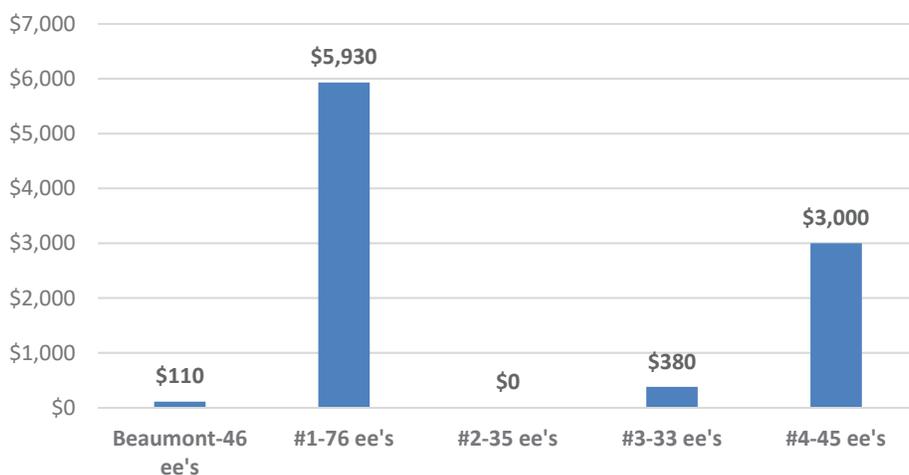
Average Cost of Claim - 2017/2018



Average Cost of Claim - 2018/2019



Average Cost of Claim - 7/1/2019-12/31/2019





Safety Training

BCVWD is committed to creating a safe environment for both the employees of the District and the public, and trains employees in best practices in order to achieve this goal. In 2019, BCVWD continued its partnership with Safety Compliance Company to provide OSHA-required training and additional support in the event of an inspection or similar event. Additionally, the District's safety employees participate in weekly "tailgate" safety meetings in which individual employees research various topics and provide training to each other. Tailgate-style meetings create buy-in and promote personal responsibility for safety.

As part of certification training, safety employees also participate in continuing professional development and safety training through resources provided by ACWA / JPIA.

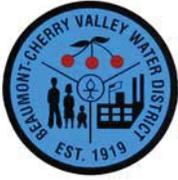
All district employees completed CPR/AED/First Aid certification in 2019.

Emergency Response

The District utilizes an Emergency Response Plan, and new employees receive an emergency response safety orientation. Worksites maintain an emergency roster to account for employees in the event of an emergency.

The Assistant Director of Operations is a member of a local emergency preparedness organization and collaborates with the community on the topic of emergency preparedness.

Prepared by Sabrina Foley, Human Resources Coordinator, January 13, 2020



Beaumont-Cherry Valley Water District
Personnel Committee Meeting
January 27, 2020

Item 9

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee

FROM: Sabrina Foley, Human Resources Coordinator

SUBJECT: **Human Resources Department Report for the Period of November 21, 2019-
January 15, 2020**

Personnel

Total Current Employees (Excluding Board Members)	41
Part Time	5
Interns	1
Separations (11/21/2019-1/15/2020)	0
Retiring Employees (11/21/2019-1/15/2020)	0

New Hires

There were no new hires during this period.

Promotions

One employee was promoted effective 1/1/2020 from Customer Service Representative I to Customer Service Representative II.

Employee Communications

Human Resources established a bi-weekly internal newsletter for employees, which is distributed via internal email and published to breakroom bulletin boards. The newsletter typically includes items such as employment announcements, information about CalPERS (Retirement and Health) programs, safety topics, and wellness tips.

In collaboration with payroll, Human Resources distributed an internal memo regarding the newly implemented 2020 W-4 form.

Other

Human Resources presented the matter of partnering with benefits broker Keenan & Associates to the Board of Directors for consideration, which was approved.

Human Resources completed a Benefits Census of current benefits programs and enrollment for the District's benefits broker, Keenan & Associates.

Prepared by Sabrina Foley, Human Resources Coordinator, January 15, 2020