



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA**  
560 Magnolia Avenue, Beaumont, CA 92223

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Monday, November 23, 2020 at 5:30 p.m.**

***Meeting held via teleconference pursuant to  
California Government Code Section 54950 et. seq. and  
California Governor's Executive Orders N-29-20 and N-33-20***

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:34 p.m.*

**Announcement of Teleconference Participation**

Director of Finance and Administrative Services Yolanda Rodriguez clarified that this meeting is conducted via teleconference pursuant to California Government Code Section 54953, and under Executive Order N-29-20 and N-33-20 of the Governor of California.

The teleconference capabilities of this meeting have been identified in the Notice and Agenda for this meeting, pursuant to the Brown Act and the Governor's Executive Order. Under the Governor's Executive Order and the Gathering Guidelines of the California Department of Health due to the danger of COVID-19, the teleconference locations are not publicly accessible. The public's right to comment and participate in the meeting is being assured via teleconference capabilities.

The Beaumont-Cherry Valley Water District (BCVWD) will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to meetings.

***Attendance***

<i>Directors present:</i>	<i>Ramirez, Covington</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 Human Resources Coordinator Sabrina Foley Assistant Director of Operations James Bean Administrative Assistant Brandy Llanes Field Superintendent Knute Dahlstrom</i>
<i>BCVWD Employee Association reps:</i>	<i>None</i>

Director of Finance and Administrative Services Yolanda Rodriguez verified that all members of the Personnel Committee and staff have indicated that they are able to hear the other directors clearly on the teleconference. No committee members or staff expressed any reason to believe, based on voice recognition or otherwise, that those persons representing themselves to be committee members are not truly so.

**PUBLIC INPUT:** *None.*

## **ACTION ITEMS**

1. Adjustments to the Agenda: None.
2. Approval of the September 28, 2020 and October 1, 2020 Meeting minutes

*The Committee accepted the minutes of the September 28, 2020 Personnel Committee meetings by unanimous vote.*

*The Committee accepted the minutes of the October 1, 2020 Personnel Committee meetings with amendments by unanimous vote.*

### **3. District Residences and Emergency Facility Policy and properties**

- a. District Residences and Emergency Facility Policy revision
- b. Draft Occupancy and Employment Agreement
- c. Cost Analysis

General Manager Jagers reminded the Committee of the discussion at the October 1, 2020 meeting and introduced the cost analysis. President Covington reviewed the discussion points.

President Covington addressed the policy revisions. He noted the availability for non-employee occupancy. He indicated support for the staff recommendation of a security deposit at three times the monthly maintenance fee.

President Covington pointed to the broad definition of family members as included in the District's Policies and Procedures Manual and advised that at the October 1 meeting, he and Director Ramirez concluded that a family member under the District Residences policy should only include children, spouse and registered domestic partners.

President Covington advised that he had requested the Vehicles section allow passenger vehicles and trucks, with the caveat of one vehicle per licensed driver deleted. He acknowledged the ability of the General Manager to provide variances and indicated that the Board would expect any variances to be kept as tight as possible.

Director Ramirez stated that the District should be setting an example and checking the water bills for usage. He said he is leaning toward the option of installing a meter for monitoring water use and billing purposes to provide oversight. He said he wants to make sure the policy is fair but pointed out that the District must garner revenue to cover maintenance costs.

President Covington pointed out there is no cost for sewer and no cost for trash service, so it is not unreasonable to bill residents for water. Mr. Jagers pointed out approximate costs of indoor water consumption (\$16 to \$20 per month) contrasted with irrigation water. It is in the interest of the District to maintain landscaping, he noted. President Covington acknowledged that the employee-occupant should not be put in the position of choosing not to water the landscaping if there was a charge for water. He said he wanted to assure that the landscaping would be maintained.

He suggested that the District charge for indoor consumption along with meter, pass-through charges, and other applicable fees as all regular customers, and defer outdoor use as a no-charge to incentivize yard maintenance. In response to Director Ramirez, Mr. Jagers described the fire buffer / defensible space and current landscaping. Ramirez agreed that irrigation water should not be charged. President Covington recommended defining the expectation for the landscaping of the District residences. Mr. Jagers noted that the Scope of Work will be defined by these conversations and assured that there is a small fund for landscaping. He indicated it would be a policy decision on the District residences' representation to the public on water conservation. President Covington indicated that if there is landscaping maintained by the employee-occupant, he supports giving them a break on the water bill, but if the landscape is not maintained (irrigated) the employee-occupant should pay the full water bill. He stated that the curb appeal must be maintained. Director Ramirez asked about the condition of the irrigation systems. Mr. Jagers indicated that repairs may be needed on two of the residences.

Director Ramirez suggested discussion on inclusion of water in the monthly maintenance fee or installation of a meter for indoor use.

President Covington pointed to the insurance requirements for the employee-occupant. He reiterated that if employees have dogs on the property, liability coverage for the dogs must be specified in the insurance policy.

Director Ramirez asked about the Scope of Work. Mr. Jagers indicated that there will be certain basic functions for all employee-occupants, such as response to emergencies, but that each will have different scope of work depending on District needs and the capabilities of the employee-occupant.

Mr. Jagers explained the Cost Analysis. In response to Director Ramirez, Mr. Jagers indicated that the residence on Miravilla is a manufactured home. Mr. Jagers responded to President Covington's questions about the comparables and the cost per square foot calculation. Covington noted that the objective is to bring the rental agreements current with a fair return for the District for maintenance and said this is a good transition for the existing employee-occupants. He said he is happy with the progress that has been made and acknowledged the contributions of employees during the recent fires and other events.

Discussion on methodology ensued. President Covington suggested use of a flat rate for equity purposes. The Committee asked for the item to be brought back to the next meeting to allow contemplation.

#### **4. Equitable Compensation to Elected Members of the Board of Directors: Health and Other Benefits**

Human Resources Coordinator Sabrina Foley reminded the Committee about prior discussion on this item. She advised that the comparable agencies data has been

updated and noted that most agencies offer some level of health benefit. When considered with the per diem, the value of the compensation and benefits for directors is significantly below average of comparable agencies.

Ms. Foley requested a recommendation on what level of benefits the Committee would like to establish. She explained four options and noted that Resolution 99-8 needs to be updated. General Manager Jagers emphasized the cost comparison of the options and noted that staff is interested in a recommendation in order to budget for 2021.

In response to Chair Covington, Ms. Foley noted that the cost for each director will vary based on health plan enrollment factors. Covington pointed out that other options may be to cover director only, or director and spouse only. Director Ramirez made a recommendation for Option 2 as simple, equitable compensation on par with the opportunities offered to other employees.

In response to President Covington, Ms. Foley explained that legal counsel has indicated it is possible to set up for the District to allow a certain amount to be contributed to a 457 plan in lieu of medical benefits. However, this is not currently offered to any employee group, and no benefit over and beyond what is offered to any non-safety employee group may be offered to directors, she stated. She suggested the Resolution include language matching the benefits to an employee group

Chair Covington pointed out that to match benefits to the represented employees would be a conflict of interest, and suggested matching to the management group. Ramirez concurred.

Ms. Foley indicated that Option 2 will be presented to the full Board.

## **5. 2020 Employee Engagement Survey Results Presentation**

Human Resources Coordinator Sabrina Foley advised that the survey was taken in July 2020 and her intention is to repeat it annually. She explained the method and uses and presented the results of the survey. President Covington requested the presentation be offered to the full Board.

Director Ramirez recognized the Board for making decisions leading to the positive results.

## **6. Report from Human Resources Department**

Ms. Foley reported that two vacant positions were filled, and an individual was promoted to Transmission and Distribution Supervisor. She pointed out personnel related legislative updates which may affect District policies and procedures.

Foley highlighted communications activities and followed up on requests for training.

## **7. Report / Update from BCVWD Employees Association**

President Covington noted there were no Employees Association representatives on the teleconference.

**8. Action List for Future Meetings**

- *District Residences and Facility Emergency Policy*
- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*

**9. Next Meeting Date:**

Monday, January 25, 2021 at 5:30 p.m.

**ADJOURNMENT: 8:15 p.m.**

Attest:



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