



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, June 21, 2021 at 5:30 p.m.

***Meeting held via teleconference pursuant to
California Government Code Section 54950 et. seq. and
California Governor's Executive Order N-08-21***

CALL TO ORDER

Chair Covington called the meeting to order at 5:36 p.m.

Announcement of Teleconference Participation

Acting Director of Finance and Administrative Services William Clayton 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 Jaggars Acting Director of Finance and Administrative Services William Clayton Human Resources Coordinator Sabrina Foley Assistant Director of Operations James Bean Administrative Assistant Erica Gonzales Field Superintendent Knute Dahlstrom Accountant III Lorena Lopez Production Maintenance II Joseph Haggin</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales</i>

Acting Director of Finance and Administrative Services William Clayton 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. Mr. Jagers pointed to a handout for Item 8 that was emailed to Committee members and is available on the District's website.
2. Approval of the May 17, 2021 Meeting minutes

The Committee accepted the minutes of the May 17, 2021 Personnel Committee meeting by unanimous vote.

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

3. Report from Human Resources Department

Human Resources Consultant Sabrina Foley presented the report. She noted that the interview process is concluding for the Water Utility Person III and the internal job opening for the Accounting Technician position was announced.

Ms. Foley advised there was a social media (Twitter) shout-out from the California Special Districts Association (CSDA) recognizing the letter sent by the Board.

Ms. Foley described highlights of the Legislative Action and Director Ramirez and Director Covington commented.

Chair Covington invited public comment. There was none.

4. Update on the status of the Memorandum of Understanding (MOU) with the Employee Association

Ms. Foley advised the Committee that the classification study is underway and described the process. She noted it is an aggressive project in terms of timeline, but there is buy-in from staff.

The Request for Proposal for the compensation study has been posted on the website and emailed to several vendors, she stated.

Staff is working on pre-negotiation information and things are on track, she said.

Chair Covington requested a status update on the ongoing projects be added as a matrix to the July agenda.

Chair Covington invited public comment. There was none.

5. Report / Update from BCVWD Employees Association

Ms. Erica Gonzales reported that she has compiled a list of concerns and asked employees to rate them.

Chair Covington invited public comment. There was none.

6. Policies and Procedures Manual updates / revisions

- a. Policy 3000 Employee Status
- b. Policy 3001 Employee Information and Emergency Data

Human Resources Coordinator Sabrina Foley reviewed the changes made by request of the Personnel Committee.

Chair Covington suggested a definition of “reclassified employee” when the employee would not be serving an introductory period.

In response to Director Ramirez, Ms. Foley explained that the General Manager has the discretion to extend an introductory period. Chair Covington asked for additional clarification to be included regarding the extension of the introductory period.

Chair Covington invited public comment. There was none.

By consensus, the Committee recommended that the Policy 3001 Employee Information and Emergency Data be sent to the full Board for consideration.

7. Discussion of Training, Education and Conferences Policy for the Board of Directors

General Manager Jagers advised that Committee member Ramirez had requested that this item be agendaized for the next Board of Directors meeting to allow discussion of the current District Training, Education and Conference policy. He reminded that policies are usually first reviewed by the Personnel Committee.

Director Ramirez explained that the Ad Hoc Communications Committee had identified a need to increase flexibility to be proactive in community outreach and agreed it would be an opportunity to agendaize this policy. Events may come up from time to time that may be important for directors to attend to have some face time, and there may not be enough advance notice to take the event to the Board, he stated.

Ramirez noted that there are some pre-approved events within the policy and suggested broadening the directors' ability to attend community events with pre-approvals. He also recommended increasing the limit of 10 days of service per month.

Director Covington acknowledged that the policy was reviewed in 2019 but there was not much revision to this section. He indicated that the policy needs to identify state law. He pointed to the list of pre-approved items and suggested that this may be where the

Communications Committee is feeling stifled. He said he liked the concept of pre-approving a comprehensive list of events or assignments on an annual basis rather than re-writing the policy each year. He noted that the District should look at appointing directors to specific organizations or meetings. He said he did not want to stifle the directors and felt that all had been very responsible related to attending meetings unnecessarily and overwhelming the budget.

Covington noted that state law limits the number of meetings to 10 per month. He said it is his goal to make sure the Board members are well informed, and the opportunities are available. Ramirez agreed and noted there are some fantastic webinars from the Association of California Water Agencies (ACWA) available.

Ramirez asked staff to confirm state law related to maximum number of meetings per month, as it limits the ability of directors to participate and represent the District as an elected official. He acknowledged that directors must be conscientious about how many attend conferences, meetings, or webinars but said more flexibility is needed to allow directors to maximize their time and investment into the District.

General Manager Dan Jagers shared California Water Code Section §20202 which states that no ordinance shall authorize compensation for more than 10 days in any calendar month. He explained the allowable increase in the per diem rate and reminded the Committee that the Board recently raised their per diem rate to \$260.

Director Ramirez said he liked Chair Covington's idea of adding the "Affiliate List" of pre-approved events and recommended a policy addendum including Chamber of Commerce breakfasts and luncheons to be adopted sooner rather than later.

Mr. Jagers pointed out policy language that allows for a director to submit a request for a per diem for attending an event that was not pre-approved.

Ramirez reiterated the intent to have a simple list that would give directors the ability to participate within the community. He suggested inclusion of Chamber of Commerce events and community events. Covington agreed that a list needs to be developed and said the Board needs to see any proposed changes to the policy, as there are redundancies that can be carved out. He cautioned that the Committee would not want to see anyone taking advantage of the policy, as it does not talk about the duties of an alternate.

The Committee directed staff to prepare a list of pre-approved events, and a matrix of assignments with primary, secondary, and alternate designees; and to prepare a proposed policy revision to carve out the list of pre-approved events and instead refer to a list to be adopted annually to come back to the Personnel Committee for consideration. Covington also suggested a list of events that would require Board pre-approval.

Mr. Jagers indicated there is a placeholder on the June 24 Regular Meeting agenda to report out on this activity.

8. District Residences and Emergency Facility Policy and Properties

General Manager Jagers reminded the Committee of previous discussion on this item and pointed out differences. He noted that there are two key remaining components for consideration.

The first is providing a cost for water, which is calculated at \$26 per month for indoor water use at 8 units per month plus standby charges for a 5/8-inch meter.

The second component is the monthly maintenance fee to recover the costs of the District, he said.

Mr. Jagers pointed to the changes from the May staff report. He noted that the potential to move out the employee-occupant and completely rehab the house was eliminated as non-viable.

Jagers explained the basis, concept, and formulas of the Cost Recovery Analysis, which has been refined since the last meeting. Chair Covington noted that the Committee has been presented different concepts and the goal is to determine a method that the Board of Directors would buy into, and that will not break the bank of the current employee-occupants. He indicated that he was comfortable with the middle calculation at 2 percent of home value.

Jagers advised that the District has composed a home inspection activity request to solicit preparation of a scope of work for rehab of the houses. It is unknown how much work there is to be done and how that might factor into cost recovery, he cautioned, but that information will be forthcoming.

Chair Covington recommended preparing a package for consideration by the full Board and said he was comfortable bringing forward the midpoint 2 percent budget as shown on the Cost Recovery Analysis to be fair and equitable to the District and the employee-occupants.

Director Ramirez asked about the monthly water cost of \$26. Mr. Jagers reminded of previous discussion and noted the \$26 does not include the outdoor water use, as the District wants to have the landscaping watered. He explained the calculation for indoor use including facilities charges.

Director Ramirez asked about inclusion of an escalator. Mr. Jagers noted that an escalator of 3 percent had been recommended as part of the Employee Occupancy Agreement. Chair Covington requested the escalator be added to the policy, instead of the Agreement.

Director Covington asked about the annual renewal of the Employee Occupancy Agreements. Jagers read the following excerpt from Section 5 of the proposed policy:

The District's needs shall be evaluated by the General Manager after 11 months following the date of execution of the lease, and a determination made as to whether to offer a 12-month renewal of the lease.

Covington indicated that he wanted to make sure that the Employee Occupancy Agreement assures a level of comfort that the residency would not be evaluated on a 12-month basis with the potential of being told to move out.

Chair Covington commented that if the Board adopts the package, he will hope for a recommendation that this policy would not be implemented for 90 days to allow time for current occupants to absorb the change.

Chair Covington requested that staff provide the final proposed policy for his review prior to going to the Board.

Chair Covington invited public comment. There was none. He invited comment from employees.

Assistant Director of Operations James Bean pointed out that this has been a lengthy process. He indicated understanding that the objective is to collect funds to provide for maintenance of the residences and noted that monies have already been collected and allocated for maintenance. He explained calculations of annual maintenance fees and pointed out that it was questionable whether the District would be able to spend \$10,548 annually indefinitely, especially since there has already been money collected.

Bean suggested that without inspection of the homes to determine necessary repairs, it is not clear how much funding is actually required to maintain the houses moving forward. If a cost is set that is too high, it may end up in a situation where the District has over collected and is unable to spend tens of thousands per home per year. He suggested that the inspection may provide clarity and set the stage for calculations for years to come.

Chair Covington answered that the current balance of funds collected was approximately \$100,000. The intent is to collect enough money, not to repair only what is currently seen on the surface this year, but to build up a restricted maintenance fund to provide for future expenses such as failure of roofing, septic system, electrical or other big-ticket items that the District is unprepared for. He acknowledged that all the houses currently require some TLC, and there is not enough money, but they all need to be addressed.

Mr. Bean expressed concern that after the houses are repaired, the funds would continue to accrue and not be able to be spent realistically. Covington posited that the District needs a \$50,000 reserve to address unforeseen situations. He noted that the \$100,000 currently available will not be enough to do what needs to be done. He stated that he will ensure that what the employees are told will get done.

Covington invited further comment from employees. There was none.

Covington opined that this is a fair and honest way without gouging staff members who live in the residences and assured that the Committee recognized the work they are doing.

The Committee recommended that the proposed District Residences and Emergency Facility Policy be forwarded to the Board of Directors for consideration by unanimous vote:

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

9. Action List for Future Meetings

- *Employee Association topics (none added)*

- *Policy manual updates (ongoing)*
- *Safety updates and improvements, and new procedures*
- *Workshop/Training options for staff and/or management to provide certification*
- *District Residences and Facility Emergency Policy*
- *Recruitment plan for the vacant executive level position*
- *Revised Accounting Technician job description (to the Board of Directors)*

10. Next Meeting Date: Monday, July 19, 2021 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