



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
ADJOURNED MEETING from Sept. 29, 2020
Thursday, October 1, 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***

CALL TO ORDER

Chair Covington called the meeting to order at 5:37 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 Administrative Assistant Lynda Kerney Field Superintendent Knute Dahlstrom Crew Leader Michael Morales</i>
<i>BCVWD Employee Association reps:</i>	<i>Dustin Smith Julian Herrera</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:

General Manager Jagers indicated that the revised agenda does not include the Employee Association item. Chair Covington added Item 11.

2. Approval of the July 27, 2020 Meeting minutes

The Committee accepted the minutes of the Personnel Committee meeting 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

General Manager Jagers introduced the revised drafts and pointed out the fair market value report and cost analysis. He noted the intentions are to finalize a policy that the Personnel Committee is interested in moving forward, and to update the agreements with the current residents in District housing in a fair and equitable manner. Chair Covington reviewed the revisions and proposed changes in the staff report.

Chair Covington directed staff to retain the option of rental to non-employees to assure they remain occupied for security purposes and so as not to tie the hands of the General Manager. He noted that the properties were previously leased to Cal FIRE.

The Committee discussed the definition of "immediate family." The District does not need to take on additional liability by having extended family members residing in the homes, Covington stated. Mr. Jagers pointed out that the policy language allows for variances at the discretion of the General Manager.

Chair Covington directed staff to set the amount of the security deposit at two (2) times the amount of the monthly maintenance fee. He recommended setting a payment plan to allow current residents to provide the security deposit.

The policy section regarding vehicles was amended by the Committee to allow only short term stays in a parked RV not to exceed 14 days in a 30-day period.

Chair Covington pointed to the Utilities section and indicated that BCVWD maintenance of the septic system should exclude the laterals from the house to the septic tank, which

should be the responsibility of the employee-occupant. He suggested that the verbiage include utilities to be provide by the employee "at their discretion."

Chair Covington pointed out that the section on Maintenance provides for an annual inspection by a licensed contractor or inspector for the benefit of the employee and the District to identify any defaults in the residence, and suggested it should be a three-year inspection. Mr. Jagers suggested three years "unless determined by the General Manager" to offer flexibility.

The current rental agreements provide 60 days upon termination for the employee to vacate the residence, Covington noted. He said he would be more inclined to offer 30 days upon termination, 45 days upon separation from the District on good terms, and 45 days based on notice with or without cause. Ms. Foley indicated the concern regarding 60 days' notice is compliance with a potential Labor Code issue and suggested obtaining advice from legal counsel.

Chair Covington opined that any Employee Occupancy Agreements need to be approved by the Board. He acknowledged that the Scope of Work is an exhibit to the Agreement and should also be subject to Board review on a regular basis. Mr. Jagers explained that the Scope of Work is in discussion to reach a well-balanced document. Each employee resident serves a different function for the organization and therefore will have a different Scope of Work, he noted.

Discussion ensued on values assigned to work. In response to a concern from Director Ramirez, Ms. Foley explained the nuances of overtime for non-exempt employees.

Chair Covington agreed with staff to remove the mandate for dogs to be spayed or neutered. He indicated that vaccination records should be required to be provided to the District at time of occupancy as related to potential liability.

Chair Covington directed staff to further define maintenance activities.

Director Ramirez initiated discussion on the District's supplying of water at no charge to the residences. Mr. Jagers explained that the intent was to assure irrigation of the landscaping and upkeep of District property. He pointed out that the septic system offers some groundwater recharge and total water loss is marginal. Ramirez maintained that to assure no excessive use and to promote conservation, there should be a cost, and requested information. Discussion ensued. Chair Covington indicated there is a level of expectation as to what the District wants its facilities to look like, and if there is landscaping to keep up the cost of water to the employee should be negated. Ramirez posited that tenants on any rental property are usually paying for water to the landscape. Three options were suggested for staff to bring back: (a) install an irrigation meter for landscaping, and a potable meter for household use; (b) charge a monthly flat rate for water use, (c) charge 30 percent of the total use for indoor household use. Mr. Jagers indicated that there is water use data available for the Committee to review and discuss further.

Chair Covington also reiterated that if the employee-occupant was adversely using the septic system, they should be responsible for repair. Mr. Jagers agreed: normal wear and tear will be maintained by the District, adverse conditions such as abnormal grease will be the responsibility of the employee-occupant.

Chair Covington indicated that employee-occupants should be sure to utilize the pest control offered. He indicated that someone would need to manage the situations to assure

all responsibilities are being fulfilled. Director Ramirez pointed out the potential for maintenance items to be neglected. Mr. Jagers said he would explore options.

Chair Covington invited comment from District employees and the public. There was none. He requested feedback from employee-occupants at the next meeting.

Chair Covington requested the policy assure that use of the existing deep pit barbecue would still be allowed. Ms. Foley pointed out this is a rural, high fire risk area.

4. Proposed BCVWD Policies and Procedures Manual Updates

- a. Policy Section 1000 General
 - i. Policy 1000 Definitions
 - ii. Policy 1010 Policy Manual

Human Resources Coordinator Sabrina Foley reminded the Committee that the Policy Manual revision is ongoing from July 2018. She presented an updated Definitions section and a new policy 1010 regarding the policy manual and requested feedback from the Committee.

Chair Covington reminded staff that the policies will need to be presented for consideration in redline format, requested additional flagging of new policy items, and noted the policies should not move to the full Board in a piecemeal fashion. Ms. Foley reported that the goal is to present the revisions to the Board by section. Ms. Rodriguez concurred that staff would make the process as easy as possible for the Board.

Chair Covington invited public comment. There was none.

5. Proposed Personnel Committee Meeting Schedule for 2021

Mr. Jagers introduced the suggested schedule. Chair Covington concurred that two months between Personnel Committee meetings is too long to accomplish the tasks. He recommended the proposed monthly schedule to be presented to the Board for approval in December. Director Ramirez concurred.

Chair Covington invited public comment. There was none.

6. Proposed Information Systems Manager Classification Change

Mr. Jagers explained that for the last two years, the District has budgeted an updated position for the Information Systems Manager to more accurately reflect his duties for the District. Staff proposes to formalize the action to make the change, he said.

Ms. Foley indicated that the suggested title would be Chief Technology Officer / Chief Information Security Officer which is the industry standard for the role.

Chair Covington asked about the salary schedule. General Manager Jagers said the proposed modification is to the 2020 salary schedule due to effects on CalPERS calculations. Jagers and Director Ramirez acknowledged the work of IT Manager Robert Rasha. He noted that in city government, for an organization this size, the norm

is IT Director and indicated concern that the District places itself in the correct position. Mr. Jagers explained the title designation. He said he will review with the incumbent. Ms. Foley acknowledged the importance of correctly classifying employees and pointed out that the incumbent is also advising the GM on other matters and participating in organizational and strategic decisions which go beyond the responsibility of a manager.

Foley noted that a title of Director would be consistent with the District's other designations, but said she understood the concern that this would be a Director who did not manage others. Chair Covington indicated that a title of Chief might suggest a position side by side with the General Manager, which would not be appropriate. He said he would be comfortable with the Director of Information Technology; Director Ramirez concurred.

Chair Covington invited public comment. There was none.

7. Proposed Maintenance Utility Classification

General Manager Jagers indicated this would be a new classification to provide a dedicated staff member for maintenance utility activities in the 2021 budget. The District is now of a size with a fair amount of facilities and combining the production activities with building and facilities maintenance is becoming burdensome, he explained.

More facilities are in progress, Jagers advised, and other buildings need attention while there is not enough staff to address the needs. He reminded the Committee of the Board's direction to improve the District's sites. Chair Covington asked about the position's dedication to facilities maintenance and its relationship to the contract with Urban Habitat. Mr. Jagers indicated it is not in the near-term plan to cancel the landscapers' contract; the idea is to bring a new person on board to make headway on maintenance. In an emergency situation, Jagers noted, the individual would have to have some flexibility.

Ms. Foley added that the job description specifies that the position would coordinate with outside vendors to complete more complex repairs and maintenance, and inspects the work to assure quality, completeness, and overall unity of the projects. She noted that the production team currently provides much of the general building maintenance such as changing light bulbs; this position would allow the production team more time to do their specialized duties.

Chair Covington pointed out that hiring a contractor requires prevailing wage, and Director Ramirez added that a new staff member adds to pension obligations. Covington acknowledged that work on facilities would not be able to be done with the current staffing level. He expressed concern that the job description alludes to an entry level position and asked how an entry level employee gets to a point of more complex tasks. Mr. Jagers said the job description could be reviewed.

Chair Covington opined that this job may be beyond one employee, as there is so much work. Jagers suggested temporary staffing if needed to avoid overgrowing the District. The idea is to get started and work through the budget, he said. Covington expressed support for dedicated facilities personnel. Director Ramirez concurred and again pointed out future pension liabilities and suggested contract services. Covington suggested a cost analysis to determine if this is an in-house or contract position for the Board to make a decision.

8. 2020 Employee Engagement Survey Status Results Presentation

At the request of Director Ramirez, President Covington continued this item to the November 23, 2020 meeting.

9. Water Professionals Appreciation Week – Oct. 3 – 11, 2020

Human Resources Coordinator Sabrina Foley advised this is always the second week of October. Some small things will be done to celebrate, she noted, including posts on social media about the essential service provided.

10. Report from Human Resources Department

Ms. Foley reported that a few temporary employees have started, and she highlighted work anniversaries. There have been many communications to employees regarding open enrollment, COVID-19, and other area emergencies. Training opportunities have been made available, she added. The required annual Nepotism Disclosure has been completed, as has the Engagement Survey, she stated.

11. Emergency Item: Report from Employee Association

Mr. Herrera reported that the new policy on uniform shorts is appreciated and employees look forward to wearing shorts on Monday for meter reading.

12. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*

13. Next Meeting Date:

Monday, November 23, 2020 at 5:30 p.m.

ADJOURNMENT: 8:07 p.m.

Attest:



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