



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, May 17, 2021 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 5:34 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 Jagers 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</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales Julian Herrera</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 7 that was emailed to Committee members and is available on the District's website.
2. Approval of the April 19, 2021 Meeting minutes

The Committee accepted the minutes of the April 19, 2021 Personnel Committee meeting by unanimous vote.

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

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

Ms. Foley advised the Committee that staff advised Koff and Associates after approval at the Board meeting last week that they would be awarded the contract for the classification study. The agreement is in process and work will begin as soon as possible, she reported.

The compensation survey request for proposals will be going out shortly, Foley added.

Chair Covington invited public comment. There was none.

4. Policies and Procedures Manual updates / revisions

- a. Policy 3000 Employee Status
- b. Policy 3001 Employee Information and Emergency Data
- c. Policy 3002 Employee Groups

Human Resources Coordinator Sabrina Foley noted that work is ongoing on the policy manual and pointed to the tracking sheet. The three policies presented are in highly regulated areas with extensive input from legal counsel, she indicated.

Ms. Foley explained changes and additions to the policies. She responded to questions from the directors.

Chair Covington requested that some clarifications be made to the Policy 3000 related to GM discretion and procedures related to the introductory period. Director Ramirez suggested that the introductory period should be one year, or waived at the discretion of the GM. Ms. Foley indicated this can be brought up as part of the MOU negotiation.

Ms. Foley introduced the new Employee Information and Emergency Data policy and responded to questions. Directors Ramirez and Covington directed that for inquiries from prospective employers, it should be District policy not to respond to employee eligibility questions.

In response to questions, Ms. Foley explained the confidentiality or disclosure of personnel files and related Government Code.

Ms. Foley noted that proposed Policy 3002 Employee Groups was primarily drafted by legal counsel and explained that it aligns with Government Code 3500.

Chair Covington pointed to the Representation Proceedings. Ms. Foley explained the procedure.

The Committee members reached consensus that section 3002 was ready for the full Board. Ms. Foley will bring back sections 3000 and 3001 with edits.

Chair Covington invited public comment. There was none.

5. Report from Human Resources Department

Ms. Foley reviewed the report. Chair Covington invited comment. There was none.

6. Report / Update from BCVWD Employees Association

Ms. Erica Gonzales reported that she is finalizing the list of concerns from the office employees in order to prioritize heading into negotiations.

Mr. Julian Herrera reported that the field staff is going through the MOU and once finalized, he will meet with the GM.

7. District Residences and Emergency Facility Policy and Properties

General Manager Jagers introduced the item and attachments and noted this is a different approach that simplifies the cost perspective.

Jagers reviewed the Scope of Work (SOW) for which employee-occupants would be responsible and noted it is open for comment by the Committee members. Chair Covington posited that the security model used by the Beaumont-Cherry Valley Recreation and Park District works but is not comparable to the needs of BCVWD. He acknowledged the efforts of BCVWD staff as an unarmed security force.

Chair Covington also noted that he had pointed out that the residences were in disrepair as per visual perception he believed they could be better maintained.

There have been unguided policies, Covington continued, and this is the reason for this policy revision and better effort to maintain facilities and provide a livable domicile is the goal. Jagers acknowledged that maintenance needed to improve and said the District is working on that.

Jagers introduced two versions of a formula for determination of the monthly maintenance fee. The simplified version is based on real estate rules of thumb for

budgeting annual residential maintenance, he explained. Jagers detailed the formula and values. He noted that from 2013 to present the average annual expenditure on maintenance is \$400 to \$1,000 per house while collecting \$2,400 per year. As of May 1, the fund balance collected and not expended totals approximately \$73,457, he said.

Jagers pointed to the potential renovation plan and noted it may be overly aggressive, but if the Board wants to rehab the houses, this targets one renovation per year. Money would be taken from reserves, but money would be collected to fund the activity, he said. The plan would displace employee-occupants which may not be desired, and assessments of the houses are moving forward, he noted. Staff estimates the cost not to exceed \$100,000 per house, he explained. He noted the potential for inconveniencing the employee-occupants and the option of providing a temporary mobile home.

Jagers provided calculations for the monthly maintenance fee based on 1 percent and 2.5 percent of the home value. The model varies from approximately \$450 to \$800.

Jagers explained the financing of the house rehabilitation and compared costs to a monthly mortgage payment of \$600.

Chair Covington said his preference is to allow the Committee a month to digest the information. He said he liked the idea of streamlining the maintenance fee calculation. Covington indicated that he would prefer the District proceed with inspection of the houses and bring the reports to the Committee at the June 21 meeting. The work of the Committee does not preclude the determination of the level of maintenance and risk of the houses, and the GM has the authority to address the needs prioritizing safety and necessity, Covington noted.

Jagers assured that inspections would move forward, and safety issues would be addressed. He indicated that an Oak Glen residence needs a new roof and staff would proceed with obtaining bids and performing roof inspections.

Director Ramirez opined that this approach is more clear and said this is a better formula and is getting closer to the goals of fairness to the District and employee-occupants and being good stewards.

Chair Covington reminded that current information on values should be included in any formulas.

Covington opened the floor for comment by employees. There were none. Director Ramirez acknowledged the responsibility of and expressed appreciation for the employee-occupants.

8. 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)*

9. Next Meeting Date: Monday, June 21, 2021 at 5:30 p.m.

ADJOURNMENT: 7:05 p.m.

Attest:



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