



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, January 17, 2023 at 5:30 p.m.**

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:42 p.m.*

**Announcement of Teleconference Participation**

Director of Finance and Administration Dr. Kirene Bargas clarified that this meeting is conducted pursuant to California Government Code Section 54953 and BCVWD Resolution.

Directors Covington and Ramirez attended in person.

**Attendance**

<i>Directors present:</i>	<i>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Bargas, PhD Director of Information Technology Robert Rasha Human Resources Administrator Sabrina Foley Management Analyst II Lorena Lopez Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility I: Luis Lomeli, Joshua Rogers, Justin Petruescu, Khalid Hester Water Utility Supervisor Julian Herrera Customer Service Representative Jennifer Leanos</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of the Meeting minutes**

- a. November 15, 2022

*The Committee accepted the minutes of the Personnel Committee meeting by the following vote:*

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

**3. Report / Update from BCVWD Employees Association:** No Report.

**4. Report / Update from Exempt Employees:** No Report.

**5. Report from Human Resources Department**

Human Resources Administrator Sabrina Foley presented the report. She highlighted new employees and anniversaries, and a new job posting. There were a couple of COVID exposures, but Cal OSHA no longer requires sending of individual notices.

Director Ramirez greeted the employees.

**6. Report: BCVWD Deferred Compensation Plans**

Ms. Foley reminded that this item had been requested by Director Ramirez, to focus on whether plan fees are reasonable and if the accounts are being managed responsibly. The current 457 plan is administered by CalPERS in partnership with VOYA. She explained the basics of the program, noting that 488 special districts participate in the program.

BCVWD has offered the plan since 2012 and added a ROTH option in 2019, Foley continued. Both plans are voluntary enrollment and are offered via new hire employee orientation. The District is not paying any fees on behalf of the employees or offering an incentive to participate, unless required by employment agreement as in the case of the General Manager.

Ms. Foley explained that four employees are still enrolled in a previous plan no longer offered. In response to Director Ramirez, she explained there is not much difference between the new plan and the old.

To participate, the employee must be CalPERS eligible, or an elected official. Currently, 22 employees are participating and 10 are actively contributing (25 percent participation rate), Foley reported. The average yearly contribution is \$9,000. This is a supplemental plan to the Cal PERS pension program. The IRS sets contribution limits, she added.

In response to Director Ramirez, Mr. Jagers confirmed that BCVWD participates in Social Security.

In October 2022, CalPERS 457 plan was able to reduce their fees by about .06 percent as a result of the volatility of the market. There is an all-in fee structure which is charged on a quarterly basis, Foley noted.

Employees may take out a loan against their account in case of emergency or to make a down payment on a house. If the employee chooses to self-manage their account, there are additional fees.

Director Ramirez asked about employee satisfaction with the plan. Ms. Foley advised she has no data on that but could do a survey. Ramirez recommended doing so, and reaching out to some other firms to assure the District is on par with other agencies and determining if there is a better offer. He suggested researching a financial adviser to manage and produce a rate of return. Ms. Foley said she will reach out to the benefits broker, and noted that she had some trouble coming up with other plans that were comparable.

Director Covington noted that VOYA has its thumb on the market for 457s, and said he has been pleased with the results over the years.

Mr. Jagers encouraged employees to participate.

Regarding employee satisfaction, Management Analyst II Lorena Lopez reported that turnover is not seen and in fact, most employee participants increase their contribution.

## **7. Update: Workforce and Succession Planning Project**

Human Resources Administrator Sabrina Foley reminded about Board authorization for a consultant to conduct this project. The project has four phases, Phase 1 is complete, and Phase 2 has commenced, she advised. Staff is working with the consultant on the draft report. Phase 3 is implementation, and Phase 4 is ongoing monitoring.

Overall, the project is approaching 40 percent complete and is within budget, she said.

Director Covington noted that the project is late, but it had started late. The timeline since November has not slipped, he added.

## **8. Policies and Procedures Manual Updates / Revisions**

Human Resources Administrator Sabrina Foley reviewed the policies.

Policy 3075 Vacation: Ms. Foley reminded about the Committee's direction to remove the language regarding the first-year approach and allow use of vacation as it is accrued, after the initial 90 days of employment. The Employees Association requested a review of the vacation cap for non-exempt staff, she noted. A grace period for changes to the accrual cap was added. The Personnel Committee asked for clarification of circumstances which would permit the general manager to grant an extension.

Chair Covington noted that the changes requested by the Personnel Committee were included in the redline in the packet. In response to Director Ramirez, Ms. Foley explained that accrued vacation is paid out upon separation from employment. Sick time is not covered by this policy and is not required to be paid out by law.

The Committee discussed extenuating circumstances for a grant of extension. Ms. Foley indicated she could not think of other circumstances that may be relevant unless the Committee provides further direction. Covington said although those were determined on the fly, he did not want to create a long list of extenuating circumstances – keep it short, keep it narrow so it is not abused. Director Ramirez suggested eliminating the examples and adding “for medical leave or pending leave of absence.” Covington indicated that is not very broad and is to the point with no gray area. Mr. Jagers provided another example of a potential extenuating circumstance. Following the discussion, the directors concurred on the change of language.

The members of the Employee Association indicated satisfaction with the accrual cap.

*The Committee recommended moving forward Policy 3075 with the stated modification to the Board for consideration by the following vote:*

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

Policy 3115 Return to Work: Ms. Foley reported that addressing this policy was a recommendation from the insurance agency, which provided a list of changes to incorporate. She reviewed the added legal language and revisions and confirmed it had been vetted through legal counsel.

Director Covington said he was pleased to see the change to modified duty and commented on the added flexibility to the District.

The members of the Employee Association voiced support.

*The Committee recommended moving forward Policy 3115 to the Board for consideration by the following vote:*

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

Policy 3120 Occupational Injury and Illness Prevention Program: Ms. Foley explained changes based on recommendations from the California Special Districts Association and from legal counsel based on OSHA requirements.

The District has an Injury and Illness Prevention Program (IIPP), and this is an important part of safety, Foley noted.

Director Ramirez asked if the IIPP was up to date and about any requirement for periodic updates. Ms. Foley said it was last updated by a consultant hired for that purpose a few years ago. It is a living document, and is accurate, being perpetually updated as the need arises, she added. The most recent was a COVID addendum addition, but there is no legal requirement for regular update intervals, she noted.

Director Covington indicated that the consultant would provide applicable updates for insertion into the IIPP. Employees must see it and sign off that they have read the amendment, he noted. Mr. Jagers assured that the District responds proactively to information and addresses concerns to ensure staff safety. Ms. Foley indicated there is an annual acknowledgment that is signed by staff.

Director Covington observed that the new level of detail is making policies more robust. Mr. Jagers recalled the Personnel Committee's push to improve the safety program and noted progress made. Director Covington acknowledged the progress over the past five years. He noted employee buy-in and the purchase of safety equipment.

Chair Covington invited comment. The Employee Association representative expressed appreciation for the diligence related to safety and said it had been noticeable.

*The Committee recommended moving forward Policy 3120 to the Board for consideration by the following vote:*

MOVED: Covington	SECONDED: Ramirez	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)*
- *Status of Workforce and Succession Planning*
- *Review exempt employee standard contract*
- *Annual performance evaluation compliance report*

**10. Next Meeting Date:** Tuesday, February 21, 2023, at 5:30 p.m.

**ADJOURNMENT:** 6:35 p.m.

Attest:



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