



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, May 18, 2023 at 5:30 p.m.**

---

**CALL TO ORDER**

*Director Ramirez called the meeting to order at 5:58 p.m.*

*Attendance.* Directors Ramirez and Williams attended in person.

<i>Directors present:</i>	<i>Ramirez, Williams (alternate)</i>
<i>Directors absent:</i>	<i>Covington</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Bargas, PhD Director of Information Technology Robert Rasha Senior Management Analyst Sylvia Molina Water Utility Worker I Melvin Gibson Water Utility Superintendent Julian Herrera Water Utility Supervisor Michael Morales Water Utility Worker Temp Joshua Rogers Administrative Assistant Cenica Smith Administrative Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Development Services Technician Aaron Walker Maintenance Technician Tommy LeMont Senior Water Utility Worker Andrew Beccera</i>

*General Manager Jagers commented on recent staff promotions and changes in MOU group representation.*

**PUBLIC COMMENT:** *None.*

**ACTION ITEMS**

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

- a. April 18, 2023

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

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

### 3. Report / Update from BCVWD Employees Association:

#### A. Field staff restrooms

Representative Aaron Walker reported that Water Utility Superintendent Julian Herrera had worked with former Human Resources Administrator Sabrina Foley to research portable restroom facilities and to look into purchasing a better quality facility for the field crew, due to the condition of the restrooms at the yard. General Manager Jagers interjected that this just came to the attention of him and Dr. Bargas, and he acknowledged the need for a better restroom facility. There was discussion about options, and it was determined to find solutions and work on a plan to move forward.

In response to a question from Director Ramirez, Mr. Walker explained the communication of the issue through the chain of command.

Director Ramirez asked how long this has been an issue. Mr. Jagers noted there has been an increase in field staff employed and reminded that the field staff office building has reached the end of its service life. It has a restroom facility, plus port-a-potties located outside. Some work has been done, but new portable facilities are being considered for an interim condition while moving toward a more permanent solution.

Director Ramirez emphasized the chain of command and Mr. Jagers noted that he appreciates items brought to his attention by Director of Operations James Bean, but this communication resulted due to no sharing of information from HR and via conversations held today.

#### B. Workforce and Succession Planning project

Representative Aaron Walker advised that multiple persons have indicated concerns regarding the Workforce and Succession Planning document. There have been multiple requests to see what the consultant drafted in order to have an idea of what was requested versus what was received.

Director Ramirez advised that it is likely there is no finalized draft of the report as the Personnel Committee has concerns about the direction of the Workforce and Succession Planning project and what was seen. Mr. Jagers provided background on the project and stated the Board has not seen the report. He advised that he and Dr. Bargas reviewed the draft report, and stated that ultimately, the consultant did not get the workforce planning component done, resulting in lack of performance on the contract. The next step is likely discussion by the Board in closed session, he noted, but neither the Personnel Committee nor the Board has directed it to be agendaized for the Board.

Jagers acknowledged some communication from HR to staff, but advised there is nothing in the report that addresses workforce planning or staffing levels, which is a

problem. Work was suspended on the report, and although there are pieces in the draft that may be of value, the part that the Board was interested in is not done.

Mr. Walker asked about the potential for further work on workforce and succession planning. Mr. Jagers detailed the Board's interest in continuing to advance, and pointed to the recent succession of field staff following the retirement of Knute Dahlstrom. The plan is to execute a succession plan, support the field team, and continue to advance. Director Ramirez acknowledged the promotions and acknowledged the draft report is incomplete. He commented on the lack of consultant performance and indicated that the Personnel Committee must now make a decision on how to proceed and make a recommendation to the Board to be able to get someone to do the job.

Director Williams asked if legal counsel had been consulted about the vendor's non-performance. Mr. Jagers said he had, and a decision needs to be made at Board level. He said the District is in a transitional period and discussed staffing related to moving from meter reading to automatic meter reading. The Board has also asked about areas to streamline work, he noted. He detailed several areas of activity and reiterated that the workforce planning needs to be done by the end of this year or early next year in preparation for the rate analysis.

Mr. Jagers assured Director Williams that he had discussed the needs with the consultant. Director Williams recommended the issue be taken to the full Board in closed session with legal counsel to determine what can be done and find another consultant to complete the work. Director Ramirez pointed to the exit clause in a typical professional services agreement and concurred it would be safer discussed in closed session. He said he did not want the team to feel that the issue was dragging. The goal of the general manager and the Board is to get a good product, he noted. He asked Mr. Walker to communicate that to the team.

Mr. Walker advised that the MOU group would likely support hiring another consultant to complete the work. Mr. Jagers further detailed report deficiencies and recommended not re-doing the entire report. Director Ramirez suggested revising the scope of work on the RFP and assuring the two reports could be married.

Director Williams emphasized not wasting money. She reminded that the consultant, The Mejorado Group, was supposed to make a presentation. She said she would like to review the draft and have the representative come to the Board for questioning.

The Personnel Committee directed the general manager to consult with legal counsel to determine how to present the draft report to the Board, how to obtain final direction from the Board on moving forward, and make a determination on any lack of performance on which the Board may want to act.

Director Ramirez suggested having the management team review the draft and determine whether to go out to bid again. Dr. Bargas reminded that there was a second bid for the project, but it was much more expensive.

#### **4. Report / Update from BCVWD Exempt Employees:**

Senior Management Analyst Sylvia Molina advised that non-customer facing employees are requesting consideration of a hybrid or remote schedule. This has been discussed with the general manager. She advised there is no consensus among the exempt employees as to what the solution would look like. At some point the employees would

like to have discussion to see if a policy is needed and what it would look like, she said, and described some options.

Ms. Molina also noted that it was revealed at a recent conference on hiring and retention that questions are being asked of employers about their remote work policy or hybrid schedule. It is difficult, as it is not fair for everyone, she acknowledged. She asked the Committee what would be needed from staff as far as research in order to consider such a policy.

General Manager Jagers recalled prior discussion by the Personnel Committee and indicated he had been given sample policies. Of BCVWD's 43 employees, five are on contract, he noted. He said he had advised staff that he does not support a formal policy but would support the opportunity if there are periods where it makes sense and there would be benefit. He explained some content of the formal policies of other districts and indicated it appears to create a management nightmare. He recommended against a formal policy, instead addressing situations informally in the near term to provide flexibility for staff who may have a need that makes sense to support. He acknowledged the need for consideration when recruiting staff.

Director Williams said in her experience, it is more difficult to work at home due to distractions, however she supported the idea if there is a need. She acknowledged that the General Manager is supportive and said it would be her preference to continue.

Mr. Jagers noted there are two current remote work conditions that are working.

Director Ramirez recalled a strong push for a 5-days a week / 8 hours a day schedule. He said he had looked at work-life balance for staff of the District and supported maintaining the 4/10 schedule.

Director Ramirez balanced the request of staff for a fair policy with the need for the general manager to have a structure that works for him to ensure efficiency and optimal operation. The Personnel Committee requested the general manager bring back a suggestion that works for him; a recommendation for a temporary situation with the flexibility needed.

General Manager Jagers emphasized the need for flexibility and for keeping staff healthy. Director Ramirez reiterated that the structure must work well for the general manager while being flexible when possible and kind and fair to the staff. He said Mr. Jagers' approach seems balanced and noted there will be non-negotiables.

Ms. Molina agreed on the need for flexibility and expressed appreciation for the consideration.

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

Dr. Bargas presented the report.

Mr. Jagers commented on the promotions and commended Dr. Bargas for fulfilling the role of human resources. He noted that there was no Human Resources department when the Personnel Committee began meeting again in summer of 2017 and the Board gave direction to move it forward. Consultant HR Dynamics has been tasked to talk to employees about needs now that the department is up and running. He noted the unclear communication about the workforce report.

Mr. Jagers advised that the home inspections for the District residences resulted in reports that can allow action to move forward. He noted that one of the homes recently became vacant and needs work.

#### **6. Discussion on Workforce and Succession Planning study and review of invoices**

Director Ramirez noted that this subject was previously discussed (Item 3B).

#### **7. AB 1484 Temporary Public Employees**

Dr. Bargas referred the Committee to the definition of temporary employees.

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

- Policy 5090 Records Retention: Dr. Bargas noted that much of this policy is per requirements.
- Policy 6025 Public Documents and Public Records Act Requests
- Policy 3230 Workers Compensation
- Policy 3231 Accommodation for Disability

Dr. Bargas confirmed these proposed policies have been reviewed by legal and the MOU group.

*The Committee recommended moving forward Policies 5090, 6025, 3230 and 3231 to the Board for consideration by consensus.*

Director Ramirez emphasized that the Personnel Committee has strongly pushed for the safety-related policies to be addressed first.

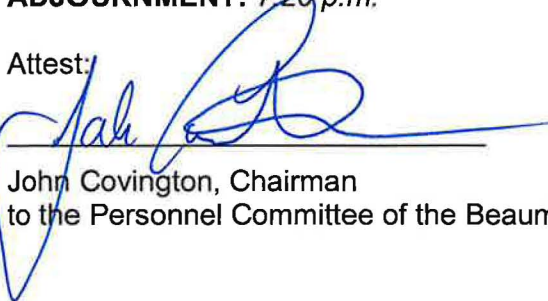
#### **9. Action List for Future Meetings**

- *Employee Association topics*
  - *Discussion of future related to workforce planning for field and office staff (General Manager Jagers assured there is no current plan to change staffing level, but to have different approaches)*
- *District residences*
- *Policy manual updates (ongoing)*

#### **10. Next Meeting Date: Tuesday, June 20, 2023, at 5:30 p.m.**

**ADJOURNMENT:** 7:26 p.m.

Attest:



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