



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

**MINUTES OF THE PERSONNEL COMMITTEE SPECIAL MEETING**  
**Monday, November 6, 2023 at 5:30 p.m.**

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:32 p.m.*

*Attendance.* Directors John Covington and Lona Williams (alternate) attended in person.

<i>Directors present:</i>	<i>Covington, Williams</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Assistant Director of Finance and Administration Sylvia Molina Human Resources Manager Ren Berioso Director of Information Technology Robert Rasha Management Analyst II Lorena Lopez Water Production Operator II Joshua McCue Senior Water Utility Worker Edmund Clark Senior Water Utility Worker Jordan Smith Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Customer Service Representative II Luis Lomeli Tommy LaMont Maintenance Technician Senior Water Utility Worker Andrew Becerra Water Utility Superintendent Julian Herrera</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Fiscal Year 2024 Operating Budget Update**

General Manager Jagers reminded the Committee about the failed attempt to produce a Workforce and Succession Planning Study. The Board has always been interested in staffing levels, he noted, and explained that other districts are comparing staffing levels to number of connections – BCVWD is at the lowest ratio of employees per 1,000 connections.

In the budget, temporary employees are being converted to regular, Jagers explained. Chair Covington noted there is a \$400,000 impact to the budget, a portion of which is the 3.7 percent Cost of Living Adjustment (COLA).

Assistant Director of Finance and Administration Sylvia Molina drew attention to new Tables 4 and 5 showing the costs broken down. The budget taken to the Finance and Audit Committee included the COLA and a 3.7 percent increase to the Director per diem as a placeholder, she noted.

The personnel budget includes a split into three new divisions that does not create a fiscal impact but move positions around, and changes made include an increase in number of Board meetings attended and a change to the Civil Engineering position, Ms. Molina continued.

Chair Covington discussed changes in staffing in departments and Ms. Molina provided detail and explanations.

Chair Covington asked who would be doing the weed abatement, and Mr. Jagers noted that the activities will be addressed by staff, but a contract will be put out. In response to Chair Covington, Mr. Jagers acknowledged that a difference should be seen in the canyon areas in 2024. Mr. Herrera noted that the governor had cut CalFire crews, and they will not be able to lend a hand as they did previously.

Ms. Molina pointed to the Organizational Chart and noted that the total fiscal impact with the changes was 4.21 percent, including the COLA and additional benefits.

With the Board having approved the OPEB trusts, there was savings in unfunded liabilities, Molina explained. Labor went from \$4.44 million and increased by \$139,000, she noted. Most positions are not at a Step 5, she added.

Chair Covington asked about the budgeting process, and Molina explained that budget is based anticipated steps and eligibility for merit increases. Mr. Jagers reminded that staff was asked to budget realistically, and at times there will need to be adjustments. Chair Covington acknowledged there must be a small cushion.

Chair Covington commented on the fully burdened rate for the Cross Connection Supervisor and Director Williams noted it would appear to be a couple of employees. Ms. Molina detailed the expense for the employee and Mr. Jagers pointed to the breakdown of costs for all employees which went to the Finance & Audit Committee.

Chair Covington acknowledged the increase in health insurance costs of 13.4 percent. Mr. Jagers noted that is an aggregate of the increase including new employees. This is a reasonably conservative way to budget, he explained, so there is an approach in case there is an unexpected event.

Chair Covington noted the Board must ask the questions and dig into the details. He said it is good to see the District get away from temp employees, and bringing on more regular full time, broadening the workforce. He said he had always felt the District was understaffed, and indicated support for legitimately building the workforce, promoting from within, adding positions when help is needed, and trying to get the District to a comparable staffing size.

Chair Covington expressed concern about lack of space and that was not something that could be solved in six months. He noted there was effort to buy property, and said he would not be supportive of expanding the administrative office in its current location. Mr. Jagers assured these conversations would move forward.

Director Williams noted the importance of moving staff from the facilities at 12<sup>th</sup> and Palm. She said it was a top priority to address the Engineering / Operations Center to get the employees a good place to work. Mr. Jagers noted the Board's support for conversation of the Cat building and said it was working well.

The new HR Manager provided a cost breakdown of turnover at \$27,640 per employee, Jagers explained. In addition, continual temporary employees pull management and field personnel away to provide training. The goal is to have efficient and knowledgeable staff growing over time from entry level. The vision is to be able to take on special projects and improve staff's knowledge base and experience, he noted.

*The Committee recommended the report out of the Personnel Committee's support of the proposed organizational chart and associated budget to be forwarded to the Board of Directors by the following vote:*

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

### 3. Action List for Future Meetings

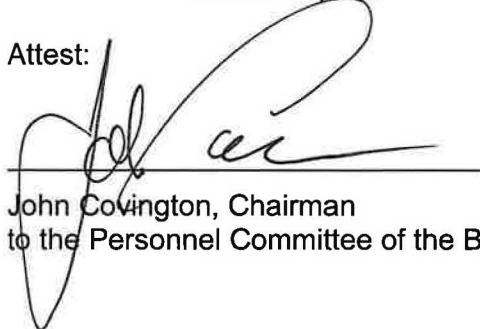
- *Employee Association topics: none added*
- *Policy manual updates (ongoing)*
- *Policy Updates related to travel and per diem (requested by Dir. Williams)*

### 4. Next Meeting Date:

- Regular Meeting Tuesday, November 21, 2023, at 5:30 p.m.

**ADJOURNMENT:** 6:08 p.m.

Attest:



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