



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, November 19, 2024, at 5:30 p.m.**

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:40 p.m.*

**ROLL CALL**

<i>Directors present:</i>	<i>John Covington, Lona Williams (alternate)</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 Director of Information Technology Robert Rasha Director of Operations James Bean Human Resources Manager Ren Berioso Management Analyst II Erica Gonzales Senior Water Utility Worker Jon Medina Field Superintendent Julian Herrera Water Utility Worker II Joshua Rogers Maintenance Technician I Jaden Schuler Maintenance Technician II Tommy LaMont Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Luis Lomeli, Andrew Becerra, Ericka Enriquez</i>
<i>Members of the Public:</i>	<i>None</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** Ms. Molina identified a handout and a typo on the General Manager' salary of \$275,663.
  
- 2. Acceptance of the Personnel Committee Meeting minutes**  
*The October 15, 2024 meeting was canceled*
  - a. September 17, 2024 Regular Meeting

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

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

3. **Report / Update from BCVWD Employees Association:** None

4. **Report / Update from BCVWD Exempt Employees:** None.

5. **Report from Human Resources Department**

Human Resources Manager Ren Berioso presented highlights of the report:

- Currently 46 employees
- No new hires and no recruitments, one separation
- Notable anniversaries and promotions

6. **Policies and Procedures Manual Updates / Revisions**

Human Resources Manager Ren Berioso noted that all policies were vetted by legal counsel and were prepared in tandem with the MOU group. He presented the proposed revisions to the following policies:

a. Policy 3090 Family and Medical Leave

Mr. Berioso explained that the Family and Medical Leave Act (FMLA) provisions had been eliminated from the policy in the last revision, perhaps under the assumption that FMLA did not apply to employers with fewer than 50 employees; however legal sources confirmed it applies to all government agencies. AB 1041 has added “designated persons” he noted. Legal counsel provided language for the document, he stated.

Chair Covington noted that these provisions look bad for any employer and asked for confirmation that all changes were in conformity with the law. Mr. Berioso assured that nothing was added.

*The Committee recommended this policy revision for consideration by the Board of Directors by the following vote:*

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

b. Policy 3145 Driver Training and Record Review

Mr. Berioso noted that driving is an essential function of many positions at the District. He worked with the Director of Operations and legal counsel to make clarifications in the policy and ensure the language is applicable with Labor Law.

On the draft, a distinction was made between the term “department head” and “director” so as not to confuse with Board members. Staff will change this nomenclature.

Chair Covington asked questions about the costs borne the District related to defensive driving classes and Mr. Berioso advised that legal counsel had provided those requirements for the District to pay. Chair Covington requested that this be confirmed with legal. He opined that the District should not be responsible for the cost if the employee is the violator.

Chair Covington requested better clarification of “driving probation.”

*The Committee continued this item.*

c. Policy 3045 Executive Officer

Mr. Berioso drew attention to the handout and reminded that this item had been tabled at the August meeting to assure no conflict with Part II Section 19, the Director, GM, and Financial Officer Relationship. He noted differences in the policy sections.

The District’s Executive Officer is the general manager, Berioso clarified. The purpose of this policy is to ensure alignment with the general manager’s job description.

Berioso asked the Committee about retention of language regarding the EO as the key point of contact for media relations and the 2019 resolution designating the President of the Board as the main District spokesperson, and the GM’s job description. General Manager Jagers indicated there may be some overlap. Chair Covington indicated there was no crossover.

The GM’s job description was attached to the staff report but is not intended to be part of the policy, Mr. Jagers confirmed. A job description should not be adopted by resolution as it should be flexible and able to be brought current as a working document, he noted. The draft was created during the Classification and Compensation study and was aligned with the thoughts of the current Board, he advised. Director Covington pointed out the job description was not agendized, and the Personnel Committee does not generally approve job descriptions. He requested the GM job description be brought to the full Board.

*The Committee recommended this policy revision for consideration by the Board of Directors by the following vote:*

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

## 7. Update on Policy Tracking Matrix

Mr. Berioso reviewed the dashboard and pointed out only three personnel policies remain for review. Progress had been made to 95.59 percent completeness for HR

policies. IT Department policies have been added. The Driver Training and Records Review will come back in January.

## **8. Initial Presentation and Acknowledgement of 2024 Great Place To Work Certification**

Mr. Berioso presented the results of the 2024 survey and noted the District received the certification for the fourth straight year.

Mr. Berioso emphasized the following key points:

- For the fourth consecutive year, the district achieved Great Place to Work certification, effective from August 2023 to August 2024.
- Conducted in August over a month, involving 45 employees with a 91% response rate (up from 81% the previous year).
- Engagement score improved to 82% (up from 81% the previous year).
- Two key categories: overall Great Place to Work statement and employee engagement, both showed incremental improvements.
- Strengths included camaraderie, stability, gender equality, social responsibility, and time-off flexibility.
- Growth opportunities were identified in pride, fairness, transparency, benefits, and compensation.
- Items to address were identified: fairness and equality, compensation, and promoting transparency and communication.
- The benefit of the survey is it acts as a recruitment tool and boosts employee morale.
- The survey also provides actionable insights for management and the board on areas needing improvement.

Chair Covington highlighted the survey's role in shifting the District's focus toward valuing employee feedback since 2017. He commented on its effectiveness in measuring the district's health and supporting continuous improvement. Covington expressed hope that employees value the process and engage honestly.

Mr. Jagers described the survey as a critical tool for identifying areas of improvement and reinforcing strengths. He emphasized its value in providing an independent perspective on culture and sentiment, serving as a reality check for management to stay aligned with staff needs. Jagers acknowledged the progress made in building a positive culture and underscored the importance of leveraging feedback for growth.

Director Williams praised the certification as a strong recruitment tool, helping to attract talent by showcasing the District's positive workplace culture. She appreciated the survey's anonymous nature and noted visible improvements in staff engagement and camaraderie during her tenure.

Other attendees highlighted the survey's impact on camaraderie and team building. Examples included public outreach successes and the use of the certification logo to enhance recruitment efforts at career fairs. Attendees commended the survey's detailed breakdown, which effectively identifies strengths and growth areas, fostering pride in the District's accomplishments.

**9. BCVWD Fiscal Year 2025 Operating Budget: Proposed FY 2025 Salary Schedule and Organization Chart**

The Personnel Committee reviewed key updates to the fiscal year 2025 operating budget, including the salary schedule and organizational chart. Personnel costs now account for 35.7% of the overall operating budget, a slight increase from the prior year. The budget schedule remains on track, with final approval planned for December 11, ensuring implementation by January 1.

The salary schedule was revised following an internal compensation study comparing salaries across ten agencies. Positions below market median were adjusted upward, while those above median received only a 2.5% cost-of-living adjustment (COLA). Notably, the Maintenance Technician I position was realigned to match the Water Utility Worker I entry-level range to address potential retention issues, at a cost of \$6,000 annually. The committee supported this change to maintain equity and competitiveness.

The organizational chart retains the same staffing levels as 2024 but was reformatted for clarity and professionalism. Maintenance Technicians were separated into their own category to reflect distinct responsibilities.

*The Committee approved and recommended the salary schedule with the proposed change in Maintenance Technician range from 21 to 24, and the organization chart for consideration by the Board of Directors by the following vote:*

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

**10. Action List for Future Meetings**

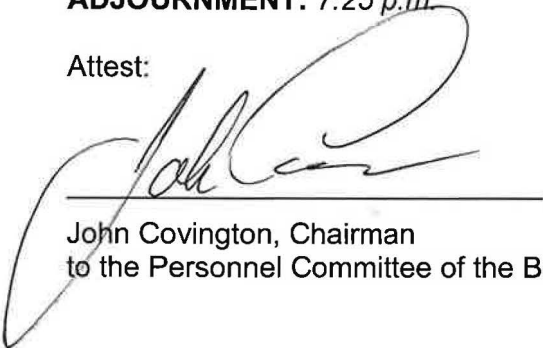
- Employee Association topics
- Policy manual updates (ongoing)
- Policy Updates related to travel and per diem (requested by Dir. Williams)
- General Manager’s job description (present to full Board)

**11. Next Meeting Date:**

Regular Meeting Tuesday, January 21, 2025, at 6 p.m.

**ADJOURNMENT: 7:25 p.m.**

Attest:



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