



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, January 21, 2025, at 5:30 p.m.**

**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:36 p.m. He welcomed Director Lona Williams to the Committee as a member (she was previously the alternate).*

**ROLL CALL**

<i>Directors present:</i>	<i>John Covington, Lona Williams</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Sylvia Molina Director of Information Technology Robert Rasha Human Resources Manager Ren Berioso Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Andrew Becerra, Ericka Enriquez, Luis Lomeli</i>
<i>Members of the Public:</i>	<i>None</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

1. **Adjustments to the Agenda:** None.
2. **Acceptance of the Personnel Committee Meeting minutes**
  - a. November 19, 2024 Regular Meeting

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

<b>MOVED:</b> Covington	<b>SECONDED:</b> Williams	<b>APPROVED</b>
<b>AYES:</b>	Covington, Williams	
<b>NOES:</b>	None.	
<b>ABSTAIN:</b>	None.	
<b>ABSENT:</b>	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 45 employees
- 56 applicants for a temporary Water Utility Worker position
- Notable anniversaries including Joe Reichenberger (18 years as an employee)

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

Human Resources Manager Ren Berioso presented the proposed revisions to the following policies:

- a. Policy 3145 Driver Training and Record Review

Mr. Berioso provided a summary of the new revisions. He noted that, pursuant to the Committee's previous discussion, the changes involved clarifying the process for a 12-month driving probation period, which places an employee under supervision, as well as addressing corrective actions. In collaboration with Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA), the policy now requires defensive driving classes for employees who incur points on their driver's licenses, regardless of whether the points are from personal or work-related incidents. These classes are free of charge, and the district will bear any costs for required training.

Chair Covington inquired about the specifics of the policy, especially concerning employees whose job descriptions require driving. He highlighted the issue of what to do with employees who incur points and face probation, specifically regarding the discretion of the General Manager in handling these situations. Covington confirmed that his and Director Ramirez's concerns from a previous meeting had been addressed in the updated policy.

Director Williams raised a question for clarity regarding the policy's mention of department heads and the requirements for the defensive driving course. Department heads who drive are required to take the defensive driving course every four years.

The discussion concluded with the acknowledgment that the policy now includes provisions for disciplinary actions, such as suspension or termination, if an employee accumulates a certain number of points on their driving record, and driving is essential to their job.

*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 7004 Email and Communication

Mr. Berioso introduced Policy 7004, explaining that it formalizes existing procedures that have been in use since 2014. These procedures were initially part of an Information Technology (IT) and cybersecurity policy manual created in 2017. The new policy aims to ensure compliance with standards like the California Public Records Act (CPRA) and the California Consumer Privacy Act (CCPA) while securing the district's email and communication systems. The policy is designed to apply to employees, contractors, and third parties involved in district-related functions.

Director Covington sought clarification on the relationship between the newly proposed policy and previous policies. Mr. Berioso clarified that there is a separate employee IT policy manual for staff-related policies. However, the new policy would be included in the general policy handbook for the Board of Directors to review. Berioso confirmed this would also apply to other IT-related policies.

The policy also outlines the retention of business emails, which must be archived indefinitely to comply with the CPRA, meaning that even emails from former employees are retained, Berioso continued. Director Covington inquired about the timeline for email retention under the District's records retention policy, and Mr. Berioso confirmed that emails are retained indefinitely. There was also clarification that email retention must comply with CPRA, meaning any stored emails must be provided if requested.

Further aspects of the policy focus on professional conduct, including using company emails for business purposes only, and monitoring systems in case of suspicious email use. The policy also requires staff to report phishing emails to the IT department. Additionally, the district maintains that all third-party vendor communications must adhere to its secure communication practices.

Director Williams inquired about the frequency of the training and usage restrictions in the policy, specifically regarding the use of emails for personal activities. Williams wanted to confirm that the policy clearly states that employees are prohibited from using District-provided email for non-business purposes, such as creating personal social media accounts. Berioso confirmed that employees are required to use their District email for all business-related communications and must not use it for personal matters.

*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.	

c. Policy 7006 Password

Mr. Berioso presented the new IT Policy 7006, focused on password management, aimed at minimizing the risk of unauthorized access and data breaches while ensuring operational integrity and regulatory compliance. He explained that it applies to employees, contractors, and third parties using the District's IT systems, applications, and devices. One of the main highlights of the policy is that passwords must remain confidential, never shared between employees, contractors, or vendors, and any suspected compromises

should be promptly reported to the IT Department. Additionally, the IT Department will audit password compliance, monitor failed login attempts, and enforce disciplinary actions for non-compliance, which could include suspension.

Chair Covington asked if these updates were recent, specifically within the last few months. Mr. Rasha confirmed that the policies had been reviewed in June and July of 2024, and again in January 2025 as part of the District's standard review process.

Director Williams asked if employees were required to periodically change their passwords. Rasha explained that the previous best practice was to require password changes every 90 days, but the National Institute of Standards and Technology (NIST) had updated its framework, and now, the District only requires password changes if a system is compromised or there are invalid login attempts. Rasha added that the district uses a password manager to help employees manage their passwords, and that more sensitive systems, such as financial software, are protected with multi-factor authentication (MFA).

*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.	

d. Policy 7011 Cellular Telephone Usage

Mr. Berioso explained that Policy 7011 aims to ensure secure, compliant, and efficient use of cellular devices for District business while protecting sensitive data and adhering to regulatory standards such as the CPRA and CCPA. This policy applies to all district employees who use District-issued cell phones or personal phones for District-related business. Employees have the option to choose between using a District-issued phone or their personal phone, but if they opt for a personal phone, they must adhere to the standards outlined in the policy.

Chair Covington asked whether every employee is issued a cell phone. Berioso clarified that those who frequently conduct District business by phone are provided with one. For employees who only occasionally need to use a phone, personal phones are often used. Mr. Rasha added that personal phones used for District business can be subject to subpoena or disclosure under the CPRA, which is why it is recommended that employees who frequently use their phones for District tasks use a District-issued phone. This is to protect both the employee and the District. Berioso further explained that there is a separate policy for employees who choose to bring their own device (BYOD), and only those in key positions or with authorization from IT can use personal phones for District-related work.

Covington expressed concern over records from personal phones being obtained. Berioso clarified that only records related to District business on a personal phone were subject to disclosure, which was a significant concern addressed by the policy.

The policy includes provisions on data ownership and protection. It mandates that sensitive District data can only be stored or accessed on authorized, encrypted devices

that use District-approved applications. For example, District-issued phones are restricted to approved apps, and employees cannot download unauthorized software. Employees are also responsible for safeguarding their phones, reporting any security incidents, and avoiding tampering with the devices. Supervisors are tasked with ensuring compliance.

Berioso concluded by noting that the policy is reviewed annually by IT, and any revisions will be brought to the Personnel Committee for further review before being submitted to the 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 advised that out of the 70 personnel policies on the Matrix, 68 have been completed. Some will be brought back for revision due to new laws. The focus will now be on IT policies, of which 17 are personnel related. With the Finance and Engineering policies, the project is far from complete, he noted.

**8. Receipt of Association of California Water Agencies / Joint Powers Insurance Authority Award**

Director of Finance and Administration Sylvia Molina advised of the District's receipt of the President's Special Recognition Award from ACWA JPIA in the liability category. This award, given to agencies with a low ratio of claims over the past three years, was presented to acknowledge the District's efforts in promoting employee safety and general risk management. The award particularly highlighted the proactive approach taken by the Operations team, which works with heavy equipment, tools, and hazardous materials daily. Mr. Berioso and Mr. Jagggers emphasized the collaborative nature of the achievement, thanking the entire staff, from field workers to administrative teams, for their contributions to maintaining high safety standards. Ms. Molina pointed out that this was the first time the District had received this award, despite participating in the liability programs since 1994.

Chair Covington expressed pride in the award, emphasizing that every employee, regardless of their role or whether they work in the office or the field, contributed to the District's success in achieving it. He highlighted the risks faced by field staff and credited the District's leadership for implementing policies that ensure safety. Covington underscored the importance of ongoing efforts, such as safety meetings and resources dedicated to improving safety practices. He acknowledged that past leadership may not have prioritized such efforts, making this recognition even more significant. Director Williams also praised the employees for their conscientiousness in ensuring safety on the job site. She congratulated everyone for earning such a hard-to-get and well-deserved award, recognizing the importance of their continued focus on safety.

**9. 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)

**10. Next Meeting Date:**

Regular Meeting Tuesday, February 18, 2025, at 5:30 p.m.

**ADJOURNMENT:** 6:30 p.m.

Attest:



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