



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

**NOTICE AND AGENDA  
MEETING OF THE PERSONNEL COMMITTEE**

*This meeting is hereby noticed pursuant to  
California Government Code Section 54950 et. seq.*

**Tuesday, May 20, 2025 - 4:30 p.m.**  
**560 Magnolia Avenue, Beaumont, CA 92223**

**TELECONFERENCE NOTICE**

*The BCVWD Personnel Committee members will attend in person at the  
BCVWD Administrative Office*

*This meeting is available to the public via Zoom teleconference*

*To access the Zoom conference, use the link below:*

<https://us02web.zoom.us/j/85792068838?pwd=cFArZHZ4aHRSUmJLeTBCZVpnUGRmdz09>

**To telephone in, please dial: (669) 900-9128**  
**Enter Meeting ID: 857 9206 8838 • Enter Passcode: 457586**

*For Public Comment, use the “**Raise Hand**” feature if on  
the video call when prompted. If dialing in, please **dial \*9 to**  
“**Raise Hand**” when prompted*

*Meeting materials will be available on the BCVWD’s website:*

<https://bcvwd.org/document-category/personnel-committee-agendas/>

**PERSONNEL COMMITTEE MEETING – MAY 20, 2025**

---

**Call to Order: Chair Covington**

**Roll Call**

	<b>John Covington, Chair</b>
	<b>Lona Williams</b>

	<b>Andy Ramirez (alternate)</b>
--	---------------------------------

## PERSONNEL COMMITTEE MEETING – MAY 20, 2025 - *continued*

---

### Public Comment

**PUBLIC COMMENT: RAISE HAND OR PRESS \*9 to request to speak when prompted. If you are present in the Conference Room, please fill out a Request to Speak card and deliver it to the Recording Secretary.**

At this time, any person may address the Committee on matters within its jurisdiction. However, state law prohibits the Committee from discussing or taking action on any item not listed on the agenda. Any non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting.

**Please limit your comments to three minutes.** Sharing or passing time to another speaker is not permitted.

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a unanimous vote of the legislative body members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
  - a. Item(s) to be removed or continued from the Agenda
  - b. Emergency Item(s) to be added to the Agenda
  - c. Changes to the order of the Agenda

### ACTION ITEMS

2. **Acceptance of Personnel Committee Meeting minutes**

*Minutes may be accepted by consensus*

- a. March 18, 2025 Regular Meeting (pages 4 - 7)
- b. April 15, 2025 Regular Meeting (pages 7 - 10)

3. **Report / Update from BCVWD Employees Association** (no staff report)

Association Representatives		
Andrew Becerra	Luis Lomeli	Ericka Enriquez

4. **Report / Update from BCVWD Exempt Employees** (no staff report)

5. **Human Resources Department Report** (pages 11 - 12)

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

a.	Policy 7007	Remote Access Policy	page 13
b.	Policy 7008	Wireless Network Security Policy	page 21

7. **Update on Policy Tracking Matrix** (pages 27 - 32)

- a. Status of Policy Revisions / Updates

## PERSONNEL COMMITTEE MEETING – MAY 20, 2025 - *continued*

---

8. **Risk Management Quarterly Report (Jan-Mar 2025)** (pages 33 - 35)
9. **2025 Benefits Survey Report** (PowerPoint Presentation) (pages 36 - 44)
10. **Action List for Future Meetings**
  - A. Employee Association topics
  - B. Policy manual updates (ongoing)
11. **Next Meeting Date: June 17, 2025**
12. **Adjournment**

### NOTICES

**AVAILABILITY OF AGENDA MATERIALS** - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Personnel Committee in connection with a matter subject to discussion or consideration at an open meeting of the Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") during business hours, Monday through Thursday from 7:30 a.m. to 5 p.m. If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District Office at the same time or within 24 hours' time as they are distributed to Board Members, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available in the Board Room at the District Office. Materials may also be available on the District's website: <https://bcvwd.gov/>. (GC 54957.5)

**REVISIONS TO THE AGENDA** - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Agenda may be made up to 72 hours before the Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District's Main Office, located at 560 Magnolia Avenue, Beaumont, California, up to 72 hours prior to the Committee Meeting.

**REQUIREMENTS RE: DISABLED ACCESS** - In accordance with Government Code §54954.2(a), and the Americans with Disabilities Act (ADA), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the District Office. Notification of at least 48 hours in advance of the meeting will generally enable staff to make reasonable arrangements to ensure accessibility. The Office may be contacted by telephone at (951) 845-9581, email at [info@bcvwd.gov](mailto:info@bcvwd.gov) or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

### CERTIFICATION OF POSTING

A copy of the foregoing notice was posted near the regular meeting place of the Personnel Committee of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54954.2(a)).



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, March 18, 2025, at 5:30 p.m.**

---

**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:35 p.m.*

**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 Information Technology Robert Rasha Human Resources Manager Ren Berioso Management Analyst II Erica Gonzales Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Andrew Becerra</i>
<i>Members of the Public:</i>	<i>Nyles O'Harra</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of Personnel Committee Meeting minutes**
  - January 21, 2025 Regular Meeting
  - February 18, 2025 Regular Meeting

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

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

- 3. Report / Update from BCVWD Employees Association:** Andrew Becerra reported that Employee Appreciation Day had been celebrated, and years of service recognized.

General Manager Dan Jagers and HR Manager Ren Berioso provided some detail on the event. Committee members commented on employee longevity.

**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 47 employees
- Now onboarding a Customer Service Representative (529 applications received)
- Notable anniversaries including James Bean (26 years)
- Two separations

Director Williams asked about the Active Shooter Training, and staff provided a brief report:

- Both office and field staff participated
- An example real-life scenario was reviewed
- The option of having law enforcement present for the April 24 public hearing
- It is important for the Board to be prepared also; possible internal discussion for direction to staff

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

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

a.	Policy 7001	IT – Acceptable Use
b.	Policy 7002	Bring Your Own Device
c.	Policy 7005	Internet Use and Personal Social Media Ethics
	Policy 5100	Press Relations and Social Media Policy

Mr. Berioso explained that the Information Technology policies are aligned with the National Institute of Standards and Technology (NIST) and California Public Records Act principles. The proposed policies provide general guidance to ensure data protection, accountability, and to mitigate legal and cybersecurity risks. He highlighted key points of the following policies:

a. Policy 7001 IT – Acceptable Use

Mr. Berioso highlighted the features of the policy. Director Covington asked about employee login to the system, and answers were provided by Director of Information Technology Robert Rasha.

*The Committee recommended Policy 7001 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 7002 Bring Your Own Device

Mr. Berioso highlighted features of the policy designed to encourage employees to use District-provided resources. In cases where personal devices are used, they are to be vetted by the IT Department to ensure security. Director Covington confirmed with staff that the IT policies were coming from the Department of IT, through HR, legal, and to the Personnel Committee, and on to the Board.

*The Committee recommended Policy 7002 for consideration by the Board of Directors by the following vote:*

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

c. Policy 7005 Internet Use and Social Media Ethics

Mr. Berioso highlighted features of the policies which are overseen by the Director of IT who also functions as the Public Information Officer. He distinguished between District social media policy and personal social media ethics. He pointed to the link with the Disciplinary Actions Policy and with state and federal law. He pointed to the District's role as stewards of public funds which requires a high standard of public confidence. The policy provides ethical guidelines for use of District internet connection and the use of employees' personal social media, he explained, and asked for Committee direction on the specific limitations and balancing employees' First Amendment rights.

Mr. Berioso explained that investigation and disciplinary action may be imposed if an employee posts something that is found to be discriminatory against any creed, race, gender or sexual orientation, or if the post is violent in nature. General Manager Jagers reflected on censorship and First Amendment rights and suggested caution in including personal social media accounts. He recommended striking some recommended language. Legal counsel had advised staff of some cases that had established legal precedent regarding reputational harm to the District and undermining of public trust.

Chair Covington noted the importance of not intruding into staff members' personal lives to the extent that they are following the law and District policies.

Following discussion, the Committee requested staff reconfirm with legal counsel and bring back Policy 7005 to a future meeting.

d. Policy 5100 Press Relations and District Social Media

Mr. Berioso pointed out a section moved from 5100 to 7005.

*The Committee recommended the revised Policy 5100 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, noting the adoption of the last personnel policy, now HR policies are 100 percent complete. All policy work is now 61.03 percent completed. Mr. Jagers pointed out work in progress by the ad hoc Board Policies Committee, Finance and Audit Committee, and IT Department. Chair Covington noted that all are engaged in updating their own policies.

## 8. 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)
- Update on Cal OSHA report
- Update on driver incidents / training
- Change of meeting time to 4:30 p.m. (take to the Board Consent Calendar)

## 9. Next Meeting Date:

Regular Meeting Tuesday, April 15, 2025, at 6 p.m. (or 4:30 p.m. if Board approved)

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

Attest:

*DRAFT UNTIL APPROVED*

---

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



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, April 15, 2025, at 4:30 p.m.**

---

**CALL TO ORDER**

*Chair Covington called the meeting to order at 4:40 p.m.*

**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 Management Analyst II Erica Gonzales Administrative Assistant Cenica Smith Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Ericka Enriquez, Luis Lomeli</i>
<i>Members of the Public:</i>	<i>Nyles O'Harra</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Report / Update from BCVWD Employees Association:** None.
- 3. Report / Update from BCVWD Exempt Employees:** None.
- 4. Report from Human Resources Department**  
Human Resources Manager Ren Berioso presented highlights of the report:
  - Currently 47 employees
  - Notable anniversaries including Jonathan Medina (20 years) and Dan Jagers (13 years)
  - Two employees moved from temporary to regular
  - A new Customer Service Representative is onboarding

Luis Lomeli commented on the recent Employee Recognition event.



## 5. Policies and Procedures Manual Updates / Revisions

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

a.	Policy 7003	Cloud Computing Policy
b.	Policy 7005	Internet Use and Personal Social Media Ethics

### a. Policy 7003 Cloud Computing Policy

Mr. Berioso highlighted the features of the policy and Director of Information Technology Robert Rasha provided detail and answered questions.

*The Committee recommended Policy 7003 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 7005 Internet Use and Personal Social Media Ethics

Berioso explained the revisions to Policy 7005 made after consulting legal counsel about concerns raised at the March 18, 2025 meeting. The revisions focused on language surrounding employees' personal use of social media and how it may affect their First Amendment rights. Berioso noted that counsel refined key provisions to ensure compliance with federal and state laws, particularly regarding disclaimers employees could use to clarify their opinions were personal and not representative of the District.

Committee members discussed the pros and cons of encouraging employees to include disclaimers on their personal social media profiles. Chair Covington and Director Williams agreed that while disclaimers could protect both employees and the District, there was concern that calling attention to an employee's affiliation might have unintended consequences. Employee Association representative Luis Lomeli suggested that using broader language like "my employer" instead of "BCVWD" would reduce potential risks while still providing helpful guidance to employees. General Manager Dan Jagers supported this approach, noting it would apply even if employees held other jobs outside the District.

Further discussion focused on the balance between protecting employees' free speech rights and preserving the District's reputation. Jagers emphasized that the policy language, which used terms like "encouraged" and "should," was meant to serve as guidance rather than strict mandates. He stressed that while employees had the right to express themselves as private citizens, the District also had a legitimate interest in preventing harm to public trust and operational effectiveness. Committee members concurred that the updated language, which refined definitions of prohibited content and emphasized case-by-case handling of potential violations, struck a reasonable balance.

Director of Information Technology Robert Rasha confirmed that the District does not and will not actively monitor employees' personal social media accounts. Instead, any review of employee conduct would only occur if a concern was brought to the District's attention. Jagers and other staff reiterated that the intent of Policy 7005 is to promote responsible

online conduct without infringing on personal freedoms, while offering employees clear expectations to help them avoid inadvertent violations.

*The Committee recommended Policy 7005 for consideration by the Board of Directors by the following vote:*

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

## 6. Update on Policy Tracking Matrix

Mr. Berioso reviewed the dashboard, noting that with those addressed by the Finance & Audit Committee, and by the ad hoc Board Policies Committee, the policy revisions are now at 65.69 percent complete.

Mr. Berioso pointed out the forthcoming policies and Director Covington asked about the need for a drone policy. Staff explained the District's current use of drones and need for guidelines and training.

*The Committee acknowledged the upcoming discussions of policies:*

7009	Drone Usage Policy
7010	Electronic Signature Policy
7012	Accessibility Policy

*by the following vote:*

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

## 7. Action List for Future Meetings

- Employee Association topics
- Policy manual updates (ongoing)
- Update on Cal OSHA report
- Update on driver incidents / training
- Human Resources and Risk Management Quarterly Report (Jan-Mar 2025)

**ADJOURNMENT: 5:18 p.m.**

Attest:

*DRAFT UNTIL APPROVED*

---

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



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
May 20, 2025**

**Item 5**

**HUMAN RESOURCES REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT:** Human Resources Report for the Month of April 2025

---

**Table 1: Personnel**

The table below represents the District's current Workforce.

As of April 30, 2025

Total Current Employees (Excluding Board Members)	48
Full-Time Employees	45
Part-Time	1
Temporary	2
Interns	0
Separations	1
Retired Employee(s)	0

**Table 2: New Hires**

The table below represents new hires.

As of April 30, 2025

Employee Name	Job Title	Department
Sheri Russell	Customer Service Rep I	Finance and Administration
Mason Madrigal	Temp Water Utility Worker I	Operations

**Table 3: Anniversaries\***

The table below represents BCVWD employee anniversaries.

As of April 30, 2025

Employee Name	Department	Years of Service
Jaime Munoz	Operations	20 years
Julian Herrera Jr.	Operations	18 years
Sylvia Molina	Finance and Administration	13 years
Joshua McCue	Operations	9 years
Dustin Smith	Operations	8 years

*\*Work Anniversaries for the purposes of this report are calculated from the hire date and do not determine employment conditions or terms. This report does not include elected officials.*

**Table 4: Promotions or Division/Title Change**

The table below represents promotions or Division/Title Changes.

As of April 30, 2025

Employee Name	Former Title	Changed to
None		

**Table 5: Recruitment**

The table below represents active/closed recruitment(s).

As of April 30, 2025

Position	Department	Update
Engineering Intern	Engineering	Job Posted April 1, 2025 Job Closed April 17, 2025 Interviews on-going

**Table 6: Separation/Retirement**

The table below represents employees separating from BCVWD.

As of April 30, 2025

Employee Name	Position Held	Department	Last Day
Cody Terry	Temp Water Utility Worker I	Operations	4/24/2025

**Table 7: Communications**

The table below represents HR communications to BCVWD employees.

As of April 30, 2025

Communication	Topic
HR Memo 25-011 Earthquake Advisory – Preparedness Reminder	Safety

*Staff Report Prepared by Ren Berioso, Human Resources Manager*



**Beaumont-Cherry Valley Water District  
Personnel Committee  
May 20, 2025**

**Item 6a**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT: Policies and Procedures Manual Updates / Revisions Establishing  
Information Technology Policy 7007 Remote Access**

---

**Staff Recommendation**

Approve the establishment of Information Technology (IT) Policy Number 7007 Remote Access (policy) to move forward to the next Board of Directors meeting, or direct staff as desired.

**Executive Summary**

Staff proposes IT Policy 7007 Remote Access to establish clear guidelines for secure remote access to District systems and data, ensuring compliance with the National Institute of Standards and Technology (NIST) principles and California Public Records Act (CPRA). This policy mandates that only authorized District-issued devices are used for remote access, with strict security controls to protect the confidentiality, integrity, and availability of District information.

**Background**

At the November 19, 2024 meeting, the Director of IT requested the Personnel Committee to review the Employee IT Policy Handbook to ensure alignment with the District's strategic goals, legal requirements, and regulatory standards. In partnership with IT, Human Resources (HR) staff facilitated the review and presented the proposed policy draft to Legal Counsel to ensure compliance with applicable labor laws. The handbook and the IT and Cybersecurity Policy Manual, both updated annually, outline technology policies, security measures, and employee expectations aligned with the NIST framework and industry best practices. These efforts have strengthened BCVWD's cybersecurity framework and contributed to the District receiving the MISAC award for excellence in IT governance for the past two years.

As part of the ongoing review process of all District policies, HR staff, in partnership with IT Department presented the proposed policy draft to Legal Counsel to ensure compliance with applicable Federal, State and local labor laws.

**Discussion**

The Remote Access policy is significant because it ensures secure and compliant remote access to the District's systems, protecting sensitive information while maintaining transparency and accountability.

Table A, Summary of Policy Sections, outlines the proposed Remote Access policy that was drafted by HR and IT Departments.



Table A – Summary of Policy Sections

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider	Fiscal Impact of Section
1	No Section	NIST and CPRA	BCVWD currently ensures responsible, ethical, and secure use of IT resources in compliance with NIST principles and the California Public Records Act (CPRA)	<b>Consider establishing Section 7007.1</b> Introduction	No fiscal impact.
2	No Section	NIST	BCVWD currently requires secure remote access to its systems using only authorized, District-issued devices, ensuring data protection through strict security controls.	<b>Consider establishing Section 7007.2</b> Purpose	No fiscal impact.
3	No Section	NIST	This policy applies to all employees, contractors, and third parties who use or manage cloud services that store, process, or transmit District data.	<b>Consider establishing Section 7007.3</b> Scope	No fiscal impact.
4	No Section	NIST	BCVWD currently ensures remote access is strictly controlled, requiring IT approval, District-issued MDM-managed devices, unique user credentials, and access limited by the principle of least privilege.	<b>Consider establishing Section 7007.4.1.a to d</b> Policy Details	No fiscal impact.



TABLE 1	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider	Fiscal Impact of Section
5	No Section	NIST	BCVWD currently prohibits the use of personal devices for remote access, allowing only District-issued or IT-approved devices, with strict separation of personal and professional use.	<b>Consider establishing Section 7007.4.2.a to c</b> Prohibited Use of Personal Devices	No fiscal impact.
6	No Section	NIST	BCVWD currently requires all remote access devices to be enrolled in MDM, use multi-factor authentication, auto-lock after 10 minutes, and maintain IT-managed security protections.	<b>Consider establishing Section 7007.4.3.a to d</b> Device Configuration and Security	No fiscal impact.
7	No Section	NIST	BCVWD currently mandates that remote work is conducted only through approved platforms, with no local data storage unless encrypted and authorized, and requires disconnection when not in use.	<b>Consider establishing Section 7007.4.4.a to d</b> Data Handling and Storage	No fiscal impact.
8	No Section	NIST	BCVWD currently monitors and logs all remote access sessions, regularly reviews logs for anomalies, and immediately suspends access for any security violations.	<b>Consider establishing Section 7007.4.5.a to c</b> Monitoring and Logging	No fiscal impact.



TABLE 1	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider	Fiscal Impact of Section
9	No Section	NIST	BCVWD currently requires immediate reporting of lost devices or security incidents, with IT responding according to the District's Incident Response Policy.	<b>Consider establishing Section 7007.4.6.a to c</b> Incident Reporting	No fiscal impact.
10	No Section	NIST	BCVWD currently reviews and updates the Remote Access Policy annually to ensure it remains effective, compliant with regulations, and aligned with NIST standards.	<b>Consider establishing Section 7007.5</b> Review and Revision Policy	No fiscal impact.

### **Fiscal Impact**

There is no fiscal impact in the establishment of this policy.

### **Attachments**

1. Proposed new Policy 7007: Remote Access (policy)
2. NIST: Understanding the Cybersecurity Framework

Staff Report prepared by Ren Berioso, Human Resources Manager



# Attachment 1

**POLICY TITLE: REMOTE ACCESS**  
**POLICY NUMBER: 7007**

**7007.1 Introduction.** Beaumont-Cherry Valley Water District (BCVWD) relies on Information Technology (IT) resources as essential tools for conducting business efficiently and securely. This policy ensures these resources are used responsibly, ethically, and in alignment with the National Institute of Standards and Technology (NIST) principles, which provide a framework for cybersecurity and data protection. As a California special district, BCVWD adheres to state regulations, including compliance with the California Public Records Act (CPRA) to ensure transparency and accountability in public records management.

**7007.2 Purpose .** The purpose of this policy is to define the requirements and responsibilities for securely accessing BCVWD systems and data from remote locations. The policy ensures that only authorized, District-issued devices are used, and that remote access is managed with strict security controls to protect the confidentiality, integrity, and availability of District information.

**7007.3 Scope.** This policy applies to all BCVWD employees, contractors, and authorized third parties who access District systems, data, or services remotely. It governs the use of District-issued laptops, tablets, and mobile devices and prohibits the use of personal devices for remote access.

## **7007.4 Policy Details**

### **7007.4.1 Authorization and Access Control**

- a. Remote access must be explicitly approved by the Information Technology Department and will be granted only to users with a demonstrated business need
- b. Access will be provisioned using District-issued and MDM-managed devices only.
- c. BCVWD-issued device remote access credentials must not be shared and must be unique to each user
- d. Access will be limited based on the principle of least privilege.

### **7007.4.2 Prohibited Use of Personal Devices**

- a. Personal devices, including personal computers, tablets, smartphones, printers, USB drives, and external storage, are strictly prohibited for use in accessing District systems.
- b. Only devices issued or explicitly approved by the Information Technology Department may be used for any form of remote connectivity.
- c. No blending of personal and professional use is permitted on District devices. This includes accessing personal email, browsing non-work-related websites, or installing unapproved applications.

### **7007.4.3 Device Configuration and Security**

- a. All remote access devices must be enrolled in BCVWD's Mobile Device Management (MDM) program.
- b. Devices must use strong authentication methods, including multi-factor authentication (MFA).
- c. Devices must be configured to auto-lock after a period of inactivity (maximum 10 minutes).
- d. Endpoint protection (antivirus, firewall, and system updates) must be maintained by the IT Department.

### **7007.4.4 Data Handling and Storage**

- a. No District data shall be stored locally on devices unless explicitly authorized and encrypted.
- b. All remote work must be conducted through District-approved platforms or systems.
- c. Cloud services and document sharing tools must be approved by IT and covered under the Cloud Computing Policy.
- d. Remote users must disconnect from District systems when not in use.

#### **7007.4.5 Monitoring and Logging**

- a. All remote access sessions are subject to monitoring and logging by the Information Technology Department.
- b. Logs will be reviewed regularly for unauthorized activity or anomalies.
- c. Any attempt to circumvent security controls will result in immediate suspension of access.

#### **7007.4.6 Incident Reporting**

- a. Users must immediately report lost or stolen District-issued devices to the Information Technology Department.
- b. Any security incidents, including suspected unauthorized access, must be reported without delay.
- c. The IT Department will respond in accordance with the District's Incident Response Policy.

**7007.5 Review and Revision Policy.** The Information Technology Department will review the "Remote Access Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the District's requirements and supports its mission.

### Understanding

# THE NIST CYBERSECURITY FRAMEWORK

## You may have heard about the NIST Cybersecurity Framework, but what exactly is it?

And does it apply to you?

NIST is the National Institute of Standards and Technology at the U.S. Department of Commerce. The NIST Cybersecurity Framework helps

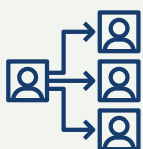
businesses of all sizes better understand, manage, and reduce their cybersecurity risk and protect their networks and data. The Framework is voluntary. It gives your business an outline of best practices to help you decide where to focus your time and money for cybersecurity protection.

You can put the NIST Cybersecurity Framework to work in your business in these five areas: Identify, Protect, Detect, Respond, and Recover.

## 1. IDENTIFY

Make a list of all equipment, software, and data you use, including laptops, smartphones, tablets, and point-of-sale devices.

Create and share a company cybersecurity policy that covers:



Roles and responsibilities for employees, vendors, and anyone else with access to sensitive data.



Steps to take to protect against an attack and limit the damage if one occurs.

## 2. PROTECT

- Control who logs on to your network and uses your computers and other devices.
- Use security software to protect data.
- Encrypt sensitive data, at rest and in transit.
- Conduct regular backups of data.
- Update security software regularly, automating those updates if possible.
- Have formal policies for safely disposing of electronic files and old devices.
- Train everyone who uses your computers, devices, and network about cybersecurity. You can help employees understand their personal risk in addition to their crucial role in the workplace.

LEARN MORE AT:  
[FTC.gov/SmallBusiness](https://FTC.gov/SmallBusiness)



FEDERAL TRADE  
COMMISSION

NIST  
National Institute of  
Standards and Technology  
U.S. Department of Commerce



Homeland  
Security

### 3. DETECT



Monitor your computers for unauthorized personnel access, devices (like USB drives), and software.



Check your network for unauthorized users or connections.



Investigate any unusual activities on your network or by your staff.

### 4. RESPOND

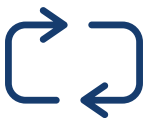
#### Have a plan for:

- Notifying customers, employees, and others whose data may be at risk.
- Keeping business operations up and running.
- Reporting the attack to law enforcement and other authorities.
- Investigating and containing an attack.
- Updating your cybersecurity policy and plan with lessons learned.
- Preparing for inadvertent events (like weather emergencies) that may put data at risk.

#### Test your plan regularly.

### 5. RECOVER

#### After an attack:



Repair and restore the equipment and parts of your network that were affected.



Keep employees and customers informed of your response and recovery activities.

For more information on the NIST Cybersecurity Framework and resources for small businesses, go to [NIST.gov/CyberFramework](https://NIST.gov/CyberFramework) and [NIST.gov/Programs-Projects/Small-Business-Corner-SBC](https://NIST.gov/Programs-Projects/Small-Business-Corner-SBC).

LEARN MORE AT:



FEDERAL TRADE  
COMMISSION

**NIST**  
National Institute of  
Standards and Technology  
U.S. Department of Commerce



Homeland  
Security



**Beaumont-Cherry Valley Water District  
Personnel Committee  
May 20, 2025**

**Item 6b**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT:** Policies and Procedures Manual Updates / Revisions Establishing Information Technology Policy 7008 Wireless Network Security

---

**Staff Recommendation**

Approve the establishment of Information Technology (IT) Policy 7008 Wireless Network Security (policy) to move forward to the next Board of Directors meeting, or direct staff as desired.

**Executive Summary**

Staff proposes IT Policy 7008 Wireless Network Security to establish strict security controls for the use of wireless networks within District facilities, ensuring secure access through segmented networks, encrypted connections, and monitored usage. The policy applies to all users and devices accessing BCVWD wireless networks, including secure and guest networks, and mandates compliance with NIST standards and California Public Records Act (CPRA) for cybersecurity and data protection.

**Background**

At the November 19, 2024 meeting, the Director of IT requested the Personnel Committee to review the Employee IT Policy Handbook to ensure alignment with the District's strategic goals, legal requirements, and regulatory standards. In partnership with IT, Human Resources (HR) staff facilitated the review and presented the proposed policy draft to Legal Counsel to ensure compliance with applicable labor laws. The handbook and the IT and Cybersecurity Policy Manual, both updated annually, outline technology policies, security measures, and employee expectations aligned with the NIST framework and industry best practices. These efforts have strengthened BCVWD's cybersecurity framework and contributed to the District receiving the MISAC award for excellence in IT governance for the past two years.

As part of the ongoing review process of all District policies, HR staff, in partnership with IT Department presented the proposed policy draft to Legal Counsel to ensure compliance with applicable Federal, State and local labor laws.

**Discussion**

The Remote Access policy is important. It protects BCVWD's wireless networks from unauthorized access, data breaches, and security threats, ensuring secure and compliant connectivity for all users.

Table A, Summary of Policy Sections, outlines the proposed Wireless Network Security policy that was drafted by HR and IT Departments.



Table A – Summary of Policy Sections

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider	Fiscal Impact of Section
1	No Section	NIST and CPRA	BCVWD currently ensures responsible, ethical, and secure use of IT resources in compliance with NIST principles and the California Public Records Act (CPRA)	<b>Consider establishing Section 7008.1</b> Introduction	No fiscal impact.
2	No Section	NIST	BCVWD currently enforces strict security controls for secure and guest wireless networks, including cellular access, to prevent unauthorized access, data leakage, and policy violations.	<b>Consider establishing Section 7008.2</b> Purpose	No fiscal impact.
3	No Section	NIST	BCVWD currently requires all employees, contractors, vendors, and guests to follow secure access rules for wireless networks, including secure and guest Wi-Fi, mobile hotspots, and wireless devices.	<b>Consider establishing Section 7008.3</b> Scope	No fiscal impact.
4	No Section	NIST	BCVWD currently maintains two segregated wireless networks—a Secure Network for authorized District devices and a Guest Network for visitors—ensuring secure access with IT approval.	<b>Consider establishing Section 7008.4.1.a to d</b> Policy Details	No fiscal impact.



TABLE 1	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider	Fiscal Impact of Section
5	No Section	NIST	BCVWD currently enforces strict security standards for wireless networks, including industry-standard encryption, device isolation, complex passwords, regular security monitoring, and periodic vulnerability scans.	<b>Consider establishing Section 7008.4.2.a to h</b> Prohibited Use of Personal Devices	No fiscal impact.
6	No Section	NIST	BCVWD currently provides a Guest Wireless Network for limited internet access, restricts access to internal systems, and monitors guest activity for security compliance.	<b>Consider establishing Section 7008.4.3.a to c</b> Device Configuration and Security	No fiscal impact.
7	No Section	NIST	BCVWD currently prohibits unauthorized wireless devices, restricts personal device access to secure networks without IT approval, and enforces compliance with Acceptable Use, BYOD, and MDM policies.	<b>Consider establishing Section 7008.4.4.a to d</b> Data Handling and Storage	No fiscal impact.
8	No Section	NIST	BCVWD currently restricts cellular wireless access and tethering to authorized use only, enforces security standards, and monitors cellular use on District devices for compliance.	<b>Consider establishing Section 7008.4.5.a to d</b> Monitoring and Logging	No fiscal impact.



TABLE 1	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider	Fiscal Impact of Section
9	No Section	NIST	BCVWD currently monitors all wireless and cellular activities for security compliance, disconnects non-compliant devices, and enforces disciplinary actions for violations.	<b>Consider establishing Section 7008.4.6.a to d</b> Incident Reporting	No fiscal impact.
10	No Section	NIST	BCVWD currently reviews and updates the Wireless Network Security Policy annually to ensure it remains effective, compliant with regulations, and aligned with NIST standards.	<b>Consider establishing Section 7008.5</b> Review and Revision Policy	No fiscal impact.

### **Fiscal Impact**

There is no fiscal impact in the establishment of this policy.

### **Attachments**

1. Proposed new Policy 7008: Wireless Network Security

Staff Report prepared by Ren Berioso, Human Resources Manager



# Attachment 1

**POLICY TITLE: WIRELESS NETWORK SECURITY**  
**POLICY NUMBER: 7008**

**7008.1 Introduction.** Beaumont-Cherry Valley Water District (BCVWD) relies on Information Technology (IT) resources as essential tools for conducting business efficiently and securely. This policy ensures these resources are used responsibly, ethically, and in alignment with the National Institute of Standards and Technology (NIST) principles, which provide a framework for cybersecurity and data protection. As a California Special District, BCVWD adheres to state regulations, including compliance with the California Public Records Act (CPRA) to ensure transparency and accountability in public records management.

**7008.2 Purpose .** The purpose of this policy is to define standards and security controls for the use of wireless networks within BCVWD facilities. This includes management of secure internal wireless networks, guest wireless networks, and appropriate use of cellular wireless access, in order to prevent unauthorized access, data leakage, or policy violations.

**7008.3 Scope.** This policy applies to all BCVWD employees, contractors, vendors, and guests who access BCVWD wireless networks or connect wirelessly using cellular or mobile broadband services within District facilities. It covers secure and guest Wi-Fi, mobile hotspot usage, and wireless-capable devices.

## **7008.4 Policy Details**

### **7008.4.1 Wireless Network Segmentation and Access Control**

- a. BCVWD maintains two distinct wireless environments:
  - Secure Wireless Network (internal): Available only to BCVWD-issued and IT-approved devices
  - Guest Wireless Network: Provided for visitors and employee-owned personal devices requiring basic internet access.
- b. Each network operates on separate SSIDs and is logically segregated to prevent cross-network traffic or lateral movement.
- c. BCVWD-issued devices are strictly prohibited from connecting to the Guest Wireless Network.
- d. Access to the Secure Wireless Network must be explicitly approved and provisioned by the Information Technology Department.

### **7008.4.2 Security Standards and Configuration**

- a. All wireless networks must use industry-standard encryption (e.g., WPA3, or WPA2 with AES encryption) as defined by NIST.
- b. Wireless access points (WAPs) must be configured to block peer-to-peer communication and isolate client devices.
- c. Wireless networks must enforce complex passwords, automatic re-authentication after inactivity, and secure password rotation policies.
- d. Wireless networks must be monitored for rogue access points, unauthorized SSIDs, and abnormal traffic. Regular security scans will be conducted
- e. All wireless access logs will be retained and reviewed periodically to detect misuse or unauthorized activity.
- f. Wireless access points (WAPs) must be regularly updated with the latest firmware and patches. Periodic vulnerability scans will be performed to identify misconfigurations, outdated software, or security gaps.
- g. Devices connecting to the Secure Wireless Network must be registered and approved. MAC address filtering or network access control (NAC) systems may be used to limit access to authorized devices.
- h. Wireless sessions must be configured to disconnect or reauthenticate after a defined period of inactivity, in accordance with session timeout thresholds set by the Information Technology

Department

#### **7008.4.3 Guest Wireless Network Use**

- a. Guest Wireless Network access is provided for limited internet browsing and communication use only. No access to BCVWD internal systems or data is permitted.
- b. Guest access credentials may be restricted, time-limited, or revoked at the discretion of the IT Department.
- c. Activity on the Guest Network may be logged and monitored to detect abuse, malicious behavior, or policy violations.

#### **7008.4.4 Device and User Restrictions**

- a. No unauthorized personal routers, wireless repeaters, hotspots, or similar devices may be used within BCVWD facilities.
- b. Employees must not share Secure Wireless Network credentials or connect personal devices to secure SSIDs without written IT authorization.
- c. All devices connected to BCVWD wireless networks must comply with Acceptable Use, BYOD, and Mobile Device Management (MDM) policies.
- d. Use of VPNs or other tunneling technologies over wireless connections requires prior IT Department approval

#### **7008.4.5 Cellular Wireless Access and Tethering**

- a. Personal cellular hotspots, tethering, or mobile broadband connections may not be used to access BCVWD systems unless explicitly authorized by the Information Technology Department.
- b. BCVWD-issued devices must not connect to personal cellular networks unless approved for specific business continuity or emergency response scenarios.
- c. Any cellular access used for District purposes must comply with BCVWD's network security standards, including encryption, MFA, and MDM requirements.
- d. The IT Department may audit, monitor, or restrict cellular use on District-managed devices as needed to enforce security compliance.

#### **7008.4.6 Monitoring and Enforcement**

- a. The Information Technology Department reserves the right to monitor all wireless and cellular wireless activity for security purposes.
- b. Devices found to be non-compliant, infected, or misused may be immediately disconnected or blocked.
- c. In the event of wireless-related security incidents (e.g., rogue access points, signal jamming, impersonation attacks), the Information Technology Department will initiate a wireless incident response procedure in accordance with the District's Incident Response Policy.
- d. Violations of this policy may result in disciplinary action, including revocation of access, device confiscation, or further corrective measures in accordance with BCVWD personnel policy.

**7008.5 Review and Revision Policy.** The Information Technology Department will review the "Wireless Network Security Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the District's requirements and supports its mission.



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
May 20, 2025**

**Item 7**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT:** Policy Tracking Matrix Progress Dashboard

**Staff Recommendation**

Approve the policies pending review in the next one to two months, identified on Table 3, Policy to Work on for Subsequent Meetings, or to direct staff as desired.

**Background**

At the October 17, 2023 meeting, staff was directed by the Personnel Committee to create a dashboard to outline the progress of the Policies and Procedures Manual updates since year 2021. At the November 21, 2023 meeting, the Personnel Committee approved a dashboard presented by staff which highlights the summary of all policies approved and drafted, and those policies that staff are working on for subsequent meetings.

**Discussion:**

***Table 1-Summary of Policy Approval Tracking (All Policies)***

Department	On Matrix	Draft Created	Committee / Board Reviewed Drafts	Board Approved	% Complete
Board Administration	26	23	17	13	50.00%
Engineering	8	8	1	1	12.50%
Finance	15	15	11	9	60.00%
Human Resources	70	70	70	70	100%
Information Technology (Personnel-Related)	18	18	10	8	44.44%
TOTALS	137	133	109	101	73.72%

***Table 2 – Recommended Policies to be added to the Policy Matrix***

Item	Policy Subject	Policy Contents
None		



**Table 3 – Policies To Work on for Subsequent Meetings**

Item	Policy No.	Priorities Listed	Draft Size	Selected for Processing	Estimated Committee Presentation
1	7009	Drone Usage Policy	2 pages	May	June
2	7010	Electronic Signature Policy	2 pages	May	June
3	7012	Accessibility Policy	2 pages	May	June

*Numbered for ease of selection and reference, not for level of priority.*

### **Fiscal Impact**

There is no financial impact.

### **Attachments**

1. Policy Approval Tracking Matrix

Staff Report prepared by Ren Berioso, Human Resources Manager

**Policy Approval Tracking  
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name <i>Definitions</i>	HR's Recommendation Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
2	1000	General	Contractual Provisions	Human Resources	Yes	6/28/2021	7/19/2021	7/20/2021	4/14/2021	10/13/2021	10/13/2021	2021-018
	1005	General	Policy Manual	Human Resources	Yes	N/A	N/A	3/22/2021	4/14/2021	10/13/2021	4/14/2021	2021-006
3	2000	Administration	Equal Opportunity	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	10/13/2021	1/8/2025	2025-001
5	2010	Administration	Access to Personnel Records	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	10/13/2021	4/14/2021	2021-006
6	2015	Personnel	Harassment	Human Resources	Yes	1/2/2024	1/16/2024	3/22/2021	4/14/2021	10/13/2021	4/14/2021	2021-006
7	2020	Administration	Sexual Harassment	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	10/13/2021	4/14/2021	2021-006
N/A	2025	Administration	Whistleblower Protection	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	10/13/2021	4/14/2021	2021-006
8	3000	Personnel	Employee Status	Human Resources	Yes	4/12/2021	7/19/2021	7/20/2021	4/14/2021	10/13/2021	4/14/2021	2021-006
N/A	3001	Personnel	Employee Information and Emergency	Human Resources	Yes	4/12/2021	6/21/2021	6/21/2021	4/14/2021	10/13/2021	10/13/2021	2021-018
N/A	3002	Personnel	Employee Groups	Human Resources	Yes	4/12/2021	5/17/2021	5/17/2021	4/14/2021	10/13/2021	10/13/2021	2021-018
9	3005	Personnel	Compensation	Human Resources	Yes	7/13/2021	7/19/2021	7/20/2021	4/14/2021	10/13/2021	10/13/2021	2021-018
N/A	3006	Personnel	Prevailing Wage-Public Works Contractor-	Human Resources	Yes	7/13/2021	9/20/2021	9/20/2021	4/14/2021	10/13/2021	10/13/2021	2021-018
10 & 49	3010	Personnel	Employee Performance Evaluation	Human Resources	Yes	7/13/2021	9/20/2021	9/20/2021	4/14/2021	10/13/2021	10/13/2021	2021-018
11	3015	Personnel	Performance Evaluation-General	Human Resources	Yes	8/3/2021	9/20/2021	9/20/2021	4/14/2021	10/13/2021	10/13/2021	2021-018
12	3020	Personnel	Health and Welfare Benefits	Human Resources	Yes	5/10/2022	5/17/2022	5/17/2022	4/14/2021	10/13/2021	6/8/2022	2022-019
13	3025	Personnel	Pay Periods	Human Resources	Yes	10/12/2021	11/15/2021	11/15/2021	4/14/2021	10/13/2021	5/11/2022	2022-016
14	3030	Personnel	Gift Acceptance Guidelines	Human Resources	Yes	12/10/2021	4/19/2022	4/19/2022	4/14/2021	10/13/2021	5/11/2022	2022-016
15	3035	Personnel	Outside Employment	Human Resources	Yes	10/12/2021	4/19/2022	4/19/2022	4/14/2021	10/13/2021	5/11/2022	2022-016
16	3040	Personnel	Letters of Recommendation	Human Resources	Yes	6/28/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024	2024-012
17	3045	Personnel	Executive Officer	Human Resources	Yes	7/29/2024	8/20/2024	11/21/2024	8/14/2024	8/14/2024	1/8/2025	2025-001
18	3050	Personnel	Volunteer Personnel Workers'	Human Resources	Yes	5/2/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024	2024-012
19	3055	Personnel	Work Hours, Overtime, and Standby	Human Resources	Yes	6/14/2024	7/19/2024	7/19/2024	8/14/2024	8/14/2024	9/14/2024	2024-028
20 (incorrect)	3060	Personnel	Continuity of Service	Human Resources	Yes	4/18/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	2024-007
21	3070	Personnel	Reduction in Force	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024	2024-010
22	3075	Personnel	Holidays	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024	2024-002
24	3085	Personnel	Vacation	Human Resources	Yes	1/18/2022	1/17/2023	1/17/2023	2/18/2023	2/18/2023	2/18/2023	2023-005
25	3090	Personnel	Sick Leave	Human Resources	Yes	4/18/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	2024-007
26	3095	Personnel	Family and Medical Leave	Human Resources	Yes	10/2/2024	11/21/2024	11/21/2024	1/8/2025	1/8/2025	1/8/2025	2025-001
N/A	3096	Personnel	Pregnancy Disability Leave	Human Resources	Yes	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	2022-043
27	3100	Personnel	Lactation Accommodation	Human Resources	Yes	8/25/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	2022-043
28	3105	Personnel	Bereavement Leave	Human Resources	Yes	6/28/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024	2024-012
29	3110	Personnel	Personal Leave of Absence	Human Resources	Yes	10/5/2023	10/17/2023	11/21/2023	12/13/2023	12/13/2023	1/10/2024	2024-031
N/A	3111	Personnel	Members, and Victims of Domestic	Human Resources	Yes	12/6/2024	2/18/2025	2/18/2025	3/11/2025	3/11/2025	3/11/2025	2025-008
30	3115	Personnel	Return to Work Policy	Human Resources	Yes	1/11/2023	1/17/2023	1/17/2023	2/18/2023	2/18/2023	2/18/2023	2023-005
31	3120	Personnel	Occupational Injury and Illness	Human Resources	Yes	1/11/2023	1/17/2023	1/17/2023	2/18/2023	2/18/2023	2/18/2023	2023-005
N/A	3121	Personnel	Infectious Disease Control	Human Resources	Yes	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	2023-009
N/A	3122	Personnel	Workplace Violence	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024	2024-002
32	3125	Personnel	Uniforms and Protective Clothing	Human Resources	Yes	3/14/2023	3/21/2023	4/18/2023	5/10/2023	5/10/2023	5/10/2023	2023-013
33	3130	Personnel	Employee Training, Education and	Human Resources	Yes	6/29/2024	7/16/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024	2024-014
34	3135	Personnel	Occupational Certification and	Human Resources	Yes	6/16/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/17/2022	2022-028
N/A	3136	Personnel	Succession and Workforce Planning	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024	2024-018
35	3140	Personnel	Respiratory Protection Program	Human Resources	Yes	6/29/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024	2024-012
36	3145	Personnel	Driver Training and Record Review	Human Resources	Yes	11/19/2024	12/1/2024	12/1/2024	2/12/2025	2/12/2025	2/12/2025	2025-004
37	3150	Personnel	District Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	2024-007
38	3151	Personnel	Personal Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	2024-006
39	3160	Personnel	HIPAA Compliance and Security Officer	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024	2024-010
41	3170	Personnel	Smoke Free Workplace and Tobacco	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	2024-006
42	3175	Personnel	Disciplinary Action or Terminations	Human Resources	Yes	6/29/2024	7/16/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024	2024-014
Proposed	3176	Personnel	Transfers and Voluntary Demotion	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024	2024-018
43	3180	Personnel	Nepotism-Employment of Relatives	Human Resources	Yes	4/18/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024	2024-010
44	3185	Personnel	Employee Separation	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024	2024-010
47	3200	Personnel	Grievance Procedures	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024	2024-010
48	3205	Personnel	Substance Abuse	Human Resources	Yes	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-016
N/A	3206	Personnel	FMCSA Clearinghouse Registration	Human Resources	No	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-016

Priority Legend:  
Yellow Highlight = Highest Priority  
Light Blue Highlight = Lowest Priority

**Policy Approval Tracking  
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
50	3215	Personnel	Personnel Action Form (PAF)	Human Resources	Yes	4/8/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	2024-007
51	3220	Personnel	Recruitment, Selection and Onboarding	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	2024-006
N/A	3225	Personnel	Employee Leave Donation Program and Workers' Compensation	Human Resources	Yes	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
N/A	3230	Personnel	Accommodations for Disability	Human Resources	Yes	5/9/2023	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-017
N/A	3231	Personnel	Military Leave	Human Resources	No	6/14/2023	8/15/2023	11/1/2023	12/13/2023	12/13/2023	1/10/2024	2023-031
N/A	3240	Personnel	Dress Code and Personal Standards	Human Resources	Yes	4/8/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	2024-007
N/A	3255	Personnel	Other Mandated Leaves of Absence	Human Resources	No	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024	2024-018
1	4005	Board of Directors	Basis of Authority	Administration	Yes	1/25/2025	2/17/2025	2/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
2	4010	Board of Directors	Members of the Board of Directors	Administration	Yes	1/25/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
3	4015	Board of Directors	Committees of the Board of Directors	Administration	Yes	3/5/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
4	4020	Board of Directors	Duties of Board President and Officers	Administration	Yes	1/25/2025	2/17/2025	2/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
5	4025	Board of Directors	Board Meetings	Administration	Yes	3/5/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
6	4030	Board of Directors	Board Meeting Agendas	Administration	Yes	1/25/2025	2/18/2025	2/18/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
7	4035	Board of Directors	Board Meeting Conduct and Decorum	Administration	Yes	1/25/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
8	4040	Board of Directors	Board Actions and Decisions	Administration	Yes	N/A	1/13/2025	3/17/2025	1/23/2025	1/23/2025	1/23/2025	2025-002
9	4045	Board of Directors	Attendance at Meetings	Administration	Yes	1/25/2025	2/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
10	4050	Board of Directors	Minutes of Board Meetings	Administration	Yes							
11	4055	Board of Directors	Rules of Order for Board and	Administration	Yes	3/5/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-010
12	4060	Board of Directors	Training, Education and Conferences	Administration	Yes	4/10/2025	4/16/2025	4/16/2025	5/14/2025	5/14/2025	5/14/2025	2025-010
13 & 16	4065	Board of Directors	Remuneration, Director Per Diem Fees	Administration	Yes	4/10/2025	4/16/2025	4/16/2025	5/14/2025	5/14/2025	5/14/2025	2025-010
14	4070	Board of Directors	Payment of Expenses Incurred on	Administration	Yes	4/10/2025	4/16/2025	4/16/2025	5/14/2025	5/14/2025	5/14/2025	2025-010
15	4075	Board of Directors	Expenditure Reimbursement	Administration	Yes	4/10/2025	4/16/2025	4/16/2025	5/14/2025	5/14/2025	5/14/2025	2025-010
17	4080	Board of Directors	Membership in Associations	Administration	Yes							
18	4085	Board of Directors	Ethics Training	Administration	Yes							
19	4090	Board of Directors	Code of Ethics	Administration	Yes							
20	4095	Board of Directors	Ethics Policy	Administration	Yes							
N/A	4100	Board of Directors	Electronic Communications and Data	Administration	Yes	6/28/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-011
N/A	4110	Board of Directors	Communications, Social Media and PR	Administration	Yes							
N/A	4120	Board of Directors	Legislative Advocacy	Administration	Yes							
N/A	4200	Board of Directors	Candidate Statement Fees	Administration	Yes							
1	5005	Personnel	Emergency Preparedness	Human Resources	Yes	7/29/2024	8/20/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024	2024-014
2	5010	Operations	Emergency Response Guideline for	Human Resources	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	2022-043
4	5020	Personnel	Hostile or Violent Incidents	Human Resources	Yes	7/29/2024	8/20/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024	2024-014
5	5025	Personnel	Environmental Health and Safety	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024	2024-018
6	5030	Operations	Illness and Injury Prevention Program	Human Resources	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	2022-043
N/A	5031	Operations	Budget Preparation	Finance	Yes	11/15/2022	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	2022-039
N/A	5035	Operations	User Fee Cost Recovery	Finance	Yes							
7	5035	Operations	Fixed-Asset Accounting Control	Finance	Yes	3/26/2025	5/1/2025	Direct to Full Board	5/14/2025	5/14/2025	5/14/2025	2024-021
8	5040	Operations	Fixed-Asset Capitalization	Finance	Yes	3/26/2025	5/1/2025	Direct to Full Board	5/14/2025	5/14/2025	5/14/2025	2024-021
9	5045	Operations	Investment of District Funds	Finance	Yes	12/5/2024	12/5/2024	12/5/2024	12/11/2024	12/11/2024	12/11/2024	2024-012
N/A	5046	Operations	Other Post-Employment Benefits	Finance	Yes	5/10/2022	N/A	8/1/2024	8/14/2024	8/14/2024	8/14/2024	2024-012
N/A	5047	Operations	Pension Funding	Finance	Yes	8/10/2023	8/17/2024	8/17/2024	8/14/2024	8/14/2024	8/14/2024	2024-012
N/A	5048	Operations	Issuance and Management of Long-Term Debt	Finance	No							
10	5048	Operations	Alternative Payment Plans	Finance	Yes	11/25/2024	12/5/2024	1/2/2025	1/8/2025	1/8/2025	1/8/2025	2025-001
11	5050	Operations	Employment of Consultants and	Finance	Yes							
12	5050	Operations	Employment of Outside Contractors	Finance	Yes							
13	5065	Engineering	Easement Abandonment	Engineering	Yes	N/A	N/A	Direct to Full Board				
14	5066	Engineering	Easement Acceptance	Engineering	No	N/A	N/A	Direct to Full Board				
15	5070	Engineering	Encroachment Permits	Engineering	Yes	N/A	N/A	Direct to Full Board				
16	5075	Operations	Credit Card Usage	Finance	Yes	8/1/2024	8/1/2024					

Priority Legend:  
Yellow Highlight = Highest Priority  
Light Blue Highlight = Lowest Priority

**Policy Approval Tracking  
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
17	5080	Operations	Purchasing	Finance	Yes			Direct to Full Board				
18	5085	Operations	Disposal of Surplus Property or Records Retention	Finance	Yes	11/27/2024	12/5/2024	12/5/2024	1/8/2025	1/8/2025	1/8/2025	2025-001
19	5090	Operations	District Residences and Facility	Human Resources	Yes	7/21/2020	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-017
N/A	5095	Operations	Press Relations and District Social	IT/Personnel	Yes	3/5/2025	3/18/2025	Requested edits, sent to	Requested Edits	10/28/2021	10/28/2021	2021-019
N/A	5100	Operations	Public Complaints	IT/Personnel	Yes	N/A	N/A	4/15/2025	5/14/2025	5/14/2025	5/14/2025	
3	6015	Miscellaneous	Claims Against the District	Human Resources	Yes			N/A	1/8/2025	1/8/2025	1/8/2025	2025-001
4	5110	Miscellaneous	District Standards for the Furnishing of	Finance	Yes	11/15/2023	11/7/2024	11/7/2024	1/8/2025	1/8/2025	1/8/2025	2025-001
6	5115	Engineering	Environmental Review Guidelines	Engineering	Yes		N/A	Direct to Full Board				
7	5120	Miscellaneous	Annexation	Engineering	Yes		N/A	Direct to Full Board				
8	5125	Miscellaneous	Construction Requirements	Engineering	Yes		N/A	Direct to Full Board				
9	5130	Miscellaneous	Purpose of Board Policies	Combined with 1010	Yes		N/A	Direct to Board (Ad Hoc?)				
1	6005	Miscellaneous	Adoption, Amendment of Policies	Administration	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-017
2	6010	Miscellaneous	Public Documents and Public Records	Administration	Yes		N/A	Direct to Full Board				
5	6025	Miscellaneous	Copying Public Documents	Administration	Yes	1/26/2025	3/11/2025	3/18/2025	3/27/2025	3/27/2025	3/27/2025	2025-009
N/A	7001	Information Technology	Acceptable Use Policy	IT/Personnel	Yes			Board Closed Session				
N/A	8001	Information Technology	Access Control Policy	Information Technology	Yes			Board Closed Session				
N/A	8002	Information Technology	IT Hardware and Software Procurement	Information Technology	Yes			Board Closed Session				
N/A	8003	Information Technology	Workstations, Servers, and Network	Information Technology	Yes			Board Closed Session				
N/A	8004	Information Technology	Asset Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8005	Information Technology	Backup and Disaster Recovery Policy	Information Technology	Yes			Board Closed Session				
N/A	7002	Information Technology	Bring Your Own Device (BYOD) Policy	IT/Personnel	Yes	1/26/2025	3/11/2025	3/18/2025	3/27/2025	3/27/2025	3/27/2025	2025-009
N/A	8006	Information Technology	Change Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7003	Information Technology	Cloud Computing Policy	IT/Personnel	Yes	3/10/2025	4/15/2025	4/15/2025	5/14/2025	5/14/2025	5/14/2025	
N/A	8007	Information Technology	Third-Party Risk Assessment Policy	Information Technology	Yes			Board Closed Session				
N/A	8008	Information Technology	Configuration Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8009	Information Technology	Cybersecurity Policy	Information Technology	Yes			Board Closed Session				
N/A	8010	Information Technology	Data Breach Notification Policy	Information Technology	Yes			Board Closed Session				
N/A	8011	Information Technology	Data Classification Policy	Information Technology	Yes			Board Closed Session				
N/A	7004	Information Technology	Email and Communication Policy	IT/Personnel	Yes	1/2/2025	1/21/2025	1/21/2025	2/17/2025	2/17/2025	2/17/2025	2025-007
N/A	8012	Information Technology	Encryption Policy	Information Technology	Yes			Board Closed Session				
N/A	8013	Information Technology	Incident Response Policy	Information Technology	Yes			Board Closed Session				
N/A	8014	Information Technology	Information Security Policy	Information Technology	Yes			Board Closed Session				
N/A	7005	Information Technology	Internet and Social Media Ethics Policy	IT/Personnel	Yes	1/26/2025	3/11/2025	4/15/2025	5/14/2025	5/14/2025	5/14/2025	
N/A	8015	Information Technology	Mobile Device Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8016	Information Technology	Network Security Policy	Information Technology	Yes			Board Closed Session				
N/A	7006	Information Technology	Password Policy	IT/Personnel	Yes	1/2/2025	1/21/2025	1/21/2025	2/17/2025	2/17/2025	2/17/2025	2025-007
N/A	8017	Information Technology	Patch Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8018	Information Technology	Physical Security Policy	Information Technology	Yes			Board Closed Session				
N/A	8019	Information Technology	Privacy Policy	Information Technology	Yes			Board Closed Session				
N/A	7007	Information Technology	Remote Access Policy	IT/Personnel	Yes	3/10/2025	5/20/2025	5/20/2025				
N/A	8020	Information Technology	Risk Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7008	Information Technology	Wireless Network Security Policy	IT/Personnel	Yes	3/10/2025	5/20/2025	5/20/2025				
N/A	8021	Information Technology	Server Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8022	Information Technology	Software Development Policy	Information Technology	Yes			Board Closed Session				
N/A	8023	Information Technology	Third-Party Vendor Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7009	Information Technology	Drone Use Policy	IT/Personnel	Yes	3/10/2025	5/20/2025	5/20/2025				
N/A	8024	Information Technology	IT Asset Disposal (ITAD) or Electronic	Information Technology	Yes			Board Closed Session				
N/A	7010	Information Technology	Electronic Signature Policy	IT/Personnel	Yes			Board Closed Session				
N/A	8025	Information Technology	Asset Protection and Fraud Policy	Information Technology	Yes			Board Closed Session				
N/A	7011	Information Technology	Cellular Telephone Usage Policy	IT/Personnel	Yes	1/2/2025	1/21/2025	1/21/2025	2/17/2025	2/17/2025	2/17/2025	2025-007
N/A	7012	Information Technology	Accessibility Policy	IT/Personnel	Yes			12/1/2025				
N/A	8026	Information Technology	Electronic Communications and Data	Information Technology	Yes			Board Closed Session				
N/A	8027	Information Technology	Computer and Business Continuity	Information Technology	Yes			Board Closed Session				
N/A	7013	Information Technology	Personally Identifiable Information (PII)	Information Technology	Yes			Board Closed Session				
N/A	7014	Information Technology	Artificial Intelligence (AI) Policy	IT/Personnel	Yes			Board Closed Session				
N/A	8028	Information Technology	Security and Technology Access for	Information Technology	Yes			Board Closed Session				

Priority Legend:  
Yellow Highlight = Highest Priority  
Light Blue Highlight = Lowest Priority

[illegible]

4 of 4





**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
May 20, 2025**

**Item 8**

**2025 RISK MANAGEMENT FIRST QUARTER REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT:** 2025 Risk Management Report for First Quarter – January to March

**Staff Recommendation**

Receive and file, or direct staff as desired. This does not need to go to the full Board unless further directions are given.

**Executive Summary**

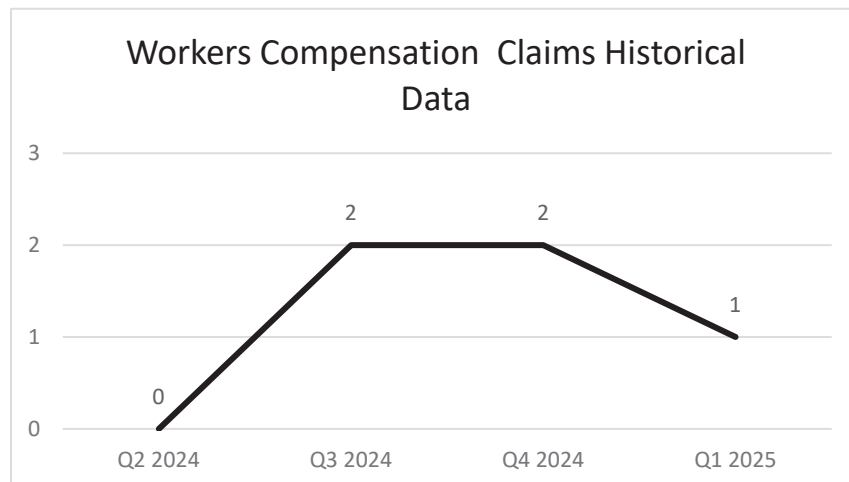
At its February 18, 2025 meeting, the Personnel Committee received the Fiscal Year (FY) 2025 Human Resources (HR) and Risk Management Report and directed staff to begin providing quarterly updates on risk management trends and mitigation efforts.

**Discussion**

HR staff, in collaboration with District Legal Counsel and ACWA-JPIA, plays a pivotal role in risk management at the District, proactively addressing potential challenges to ensure a safe and compliant work environment. Key risk areas include workers' compensation claims, property loss and damage claims, and liability claims against the District. Through strategic oversight and preventive measures, HR continues to mitigate risks while fostering a culture of safety and accountability.

**Table 1 – First Quarter 2025 Workers Compensation Claims**

	Case	Department/s	Status	Date
1	Strained Right Leg	Operations	Medical Treatment	March 20, 2025



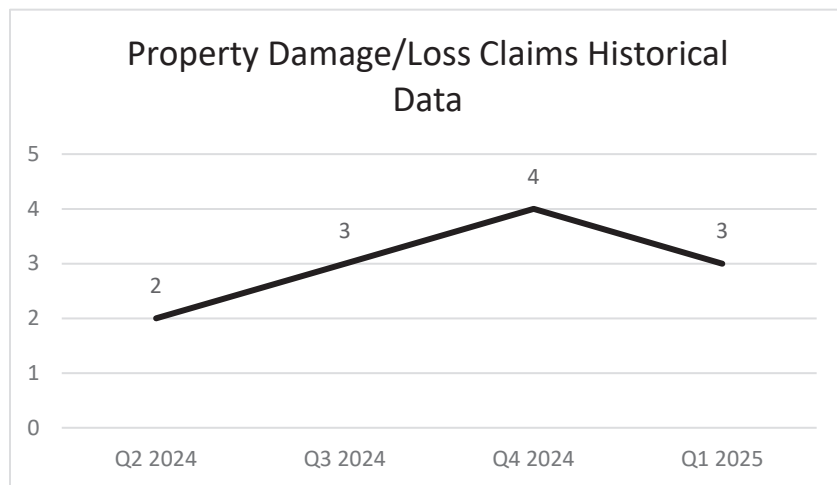


### **Occupational Injury Mitigation Efforts:**

In response to the March 20, 2025 incident involving a strained right leg in the Operations department, the District has reinforced workplace safety practices to help prevent similar injuries. Human Resources has started to institute a monthly Safety Training held every first Wednesday of the month to discuss safety measures and best practices for field staff. As part of this effort, a Field Ergonomics training was conducted by Human Resources on May 20, 2025, focusing on proper lifting techniques and ergonomic awareness to reduce strain-related incidents and promote a safer work environment.

**Table 2 – First Quarter 2025 Property Loss or Damage Claims**

	Case	Involved Party	Incident Location	Date
1	Damaged Fire Hydrant	External	Master Ave	January 6, 2025
2	District Vehicle	Employee	5 <sup>th</sup> and 6 <sup>th</sup> Street	January 28, 2025
3	District VacTruck	Employee	1st Street	February 12, 2025



### **Property Damage Mitigation Efforts:**

To reduce the likelihood of vehicle and equipment-related incidents, BCVWD reinforced its commitment to driver safety by hosting an in-person Defensive Driving course on April 3, 2025, in collaboration with ACWA-JPIA. This training was specifically tailored for employees who operate fleet vehicles. Additionally, Human Resources has implemented a monthly Safety Training program, held on the first Wednesday of each month, with a focus on safety-sensitive roles. The program includes modules on defensive driving and the proper operation of specialized equipment, such as VacTrucks.



The District will enhance situational awareness by identifying and mapping frequent incident locations. These areas will be marked as high-risk zones in GIS systems or flagged in work orders to alert field staff. Additionally, a brief safety assessment will be reinforced to all staff members before moving vehicles or starting work at a site

**Table 3 – Claims Against the District and Litigations**

	Type of Case	Case Status	Date of Disposition
1	CalOSHA Citation	The citation was downgraded to minor with a penalty of \$300	March 17, 2025
2	Claim for Property Damages due to Midges	The District rejected the claim. ACWA JPIA denied the insurance claim. No feedback to date.	March 24, 2025
3	Claims for Financial Loss	Ongoing with District Legal Counsel	April 24, 2025
4	Claim for Financial Loss	Pending signed claim form from claimant.	April 16, 2025
5	Potential Litigation	District BOD may reconsider the review the WSA.	May 14, 2025

### **Fiscal Impact**

There is no fiscal impact in the Workers' Compensation area, as all related costs are covered under the ACWA JPIA blanket policy. Additionally, the incident did not result in any lost time, which could have otherwise impacted operating costs. The employee involved in the Workers' Compensation claim was placed on a restricted duty schedule and continued to work without interruption.

The fiscal impact of property damage claims involving employees is determined by the cost per incident, provided it falls below the \$10,000 deductible established by ACWA JPIA. For District vehicle repairs, expenses typically range from \$1,500 to \$3,000 per incident. These repair costs are accounted for within the District's annual budget.

The fiscal impact of claims or litigation against the District includes a penalty of \$300 imposed by CalOSHA, resulting from a downgraded citation. All other potential costs are yet to be determined.

*Staff Report Prepared by Ren Berioso, Human Resources Manager*



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
May 20, 2025**

**Item 9**

**2025 ANNUAL BENEFITS SURVEY REPORT**

**TO:** Personnel Committee  
**FROM:** Ren Berioso, Human Resources Manager  
**SUBJECT:** 2025 Annual Benefits Survey Report

---

**Staff Recommendation**

Receive and file, or direct staff as desired.

**Executive Summary**

As part of the District's commitment to continuous improvement and employee engagement, the Human Resources Division conducted a voluntary employee benefits survey from April 1 through April 17, 2025. The survey gathered staff feedback on satisfaction with existing benefit offerings, perceived gaps, and suggestions for enhancements to the District's benefits program.

**Discussion**

The District-wide Benefits Survey received 30 responses from full-time employees, representing a 70% participation rate. For the demographics, 67% of the respondents have been with the District for more than five years, while an additional 30% have a tenure of one to five years.

The survey results showed high satisfaction with core benefits. Medical insurance received a 100% satisfaction rating, while life and AD&D insurance, long-term disability, and FSAs were also viewed positively. Dental, vision, and voluntary benefits received more mixed feedback, with some respondents indicating neutral or low satisfaction levels.

Paid time off policies were generally well received. Employees expressed strong satisfaction with sick leave (90%) and vacation time (73%), though holiday satisfaction was lower at 57%. Suggestions included adding Christmas Eve as a paid holiday, more floating holidays, comp time for field staff, and admin leave for exempt staff.

To address the feedback, HR is currently working with Keenan and Associates (benefits vendor) to introduce Delta Dental DHMO plan before the next open enrollment, which offers greater value with premiums that are almost similar to Liberty Dental DHMO. A corporate gym membership partnership with Planet Fitness is also in development. Additionally, HR secured a no-cost agreement with Fun Express (FunEx) to provide staff with a broad range of discounts on travel, entertainment, shopping, dining and more to improve employee's work-life balance.

**Fiscal Impact**

There is no immediate fiscal impact. The Delta Dental DHMO plan option, an employee-paid benefit, will have a slight increase in premium cost. The FunEx and Planet Fitness initiatives involve no direct cost to the District.

**Attachments**

1. US Corporate Gym Membership Flyer – Planet Fitness
2. BCVWD FunExpress Membership and Registration Flyer
3. Side-by-Side Comparison Delta DHMO vs. Liberty DHMO

*Staff Report Prepared by Ren Berioso, Human Resources Manager*

# Planet Fitness

## Special Partnership Discount

**\$0** Join Fee for Either Membership

### CLASSIC MEMBERSHIP

**\$15 A MONTH**

**+ \$49 ANNUAL FEE**

**PROMO CODE XXX**

- Tons of cardio equipment
- Strength machines and free weights
- Super clean locker rooms and showers
- Free fitness training
- Friendly staff
- A completely, totally, amazingly, Judgement Free Zone®

### BLACK CARD MEMBERSHIP

**\$24.99 A MONTH**

**+ \$0 ANNUAL FEE**

**PROMO CODE XXX**

- All benefits of Classic Membership
- Bring a guest each time you visit
- Access to any of the 2,600+ locations in the U.S. and Canada
- Use of hydromassage
- Use of massage chairs
- Use of tanning
- Use of Total Body Enhancement equipment
- Half-price cooler drinks\*

**No Prorate!**

**No Commitment!**



**See club for details.**

Planet Fitness locations are independently owned and operated. Proof of employment required. Offer valid at participating locations only. Billed monthly to a checking account. Local and state taxes, enrollment fee, annual membership fee and/or 12-month commitment may apply. Discounted corporate offer expires 12/31/2025.



# Beaumont-Cherry Valley Water District

IN PARTNERSHIP WITH

**FunEx**

Attachment 2

UNLOCK EXCLUSIVE DISCOUNTS  
**SIGN UP FOR FREE!**

[www.FunEx.com](http://www.FunEx.com)

Access Code

**XXX**

## STEP 1

Visit **the link above** or scan the QR code.

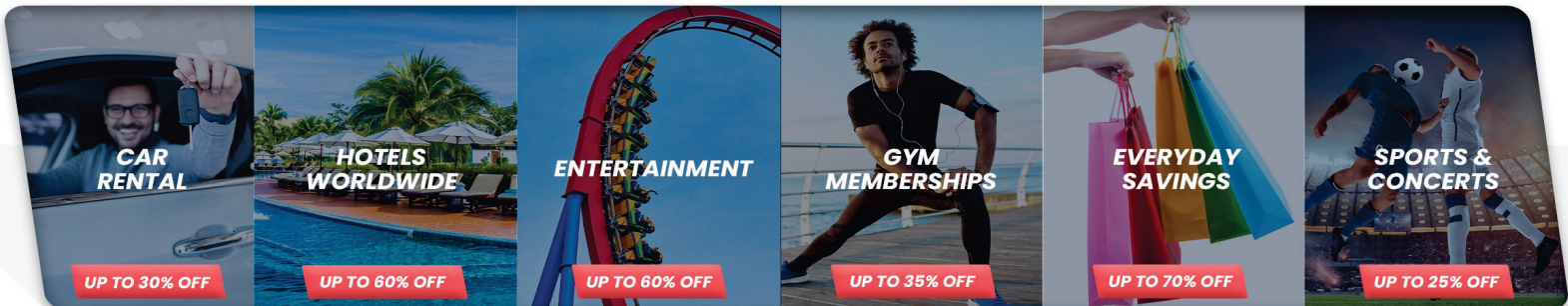
## STEP 2

Click on **"Sign Up"** on the top of the page.

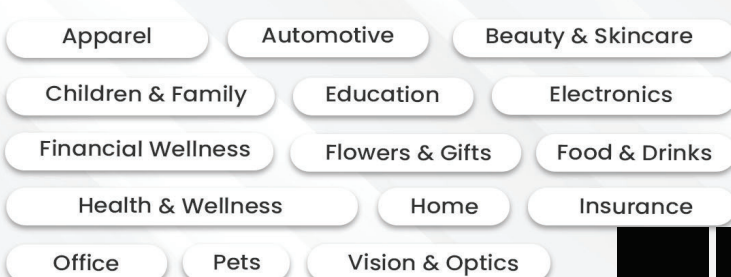
## STEP 3

Enter full name & email (when prompted use your **Access Code** seen above) to complete registration.

## GET EXCLUSIVE ACCESS TO:



## ADDITIONAL PERKS:




## SAVINGS FROM COAST TO COAST:



AND MANY MORE

	Current			Option 1		Option 2	
	Liberty Dental	Delta Dental	Delta Dental	Delta Dental	Delta Dental	Delta Dental	Delta Dental
Carrier Name	1 year	1 year	1 year	1 year	1 year	1 year	1 year
Rate Guarantee	LDP-600			Plan 11B	Plan 11B	Plan 14B	Plan 14B
Plan Name							
<b>Diagnostic &amp; Preventive</b>							
D0150	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D1510	\$20	\$20	\$25	\$25	\$60	\$60	\$60
<b>Restorative Services</b>							
D2392	\$59	\$59	\$65	\$65	\$65	\$65	\$65
<b>Endodontics</b>							
D3220	\$12	\$12	\$0	\$0	\$35	\$35	\$35
D3310	\$40	\$40	\$55	\$55	\$110	\$110	\$110
D3320	\$48	\$48	\$120	\$120	\$200	\$200	\$200
D3330	\$105	\$105	\$250	\$250	\$350	\$350	\$350
<b>Periodontics</b>							
D4210	\$35	\$35	\$130	\$130	\$145	\$145	\$145
D4260	\$65	\$65	\$280	\$280	\$345	\$345	\$345
D4341	\$12	\$12	\$25	\$25	\$55	\$55	\$55
<b>Prosthodontics</b>							
D5110	\$250	\$250	\$145	\$145	\$335	\$335	\$335
D5130	\$250	\$250	\$165	\$165	\$355	\$355	\$355
<b>Implant Services</b>							
D6010	\$2,000	\$2,000	not covered	not covered	not covered	not covered	not covered
<b>Crown and Bridge</b>							
D6740	\$145	\$145	\$240	\$240	\$380	\$380	\$380
D6750	\$185	\$185	\$240	\$240	\$380	\$380	\$380
D6790	\$145	\$145	\$210	\$210	\$380	\$380	\$380
<b>Oral Surgery</b>							
D7220	\$20	\$20	\$50	\$50	\$60	\$60	\$60
D7230	\$24	\$24	\$70	\$70	\$80	\$80	\$80
D7240	\$28	\$28	\$90	\$90	\$110	\$110	\$110
<b>Orthodontics - Comprehensive</b>							
D8070	\$1,775	\$1,775	\$1,700	\$1,700	\$1,900	\$1,900	\$1,900
D8090	\$1,950	\$1,950	\$1,700	\$1,700	\$1,900	\$1,900	\$1,900
<b>Rate Structure</b>							
Employee Only	\$13.27	\$13.27	\$14.11	\$14.11	\$12.27	\$12.27	\$12.27
Employee + 1 Dependent	\$23.88	\$23.88	\$28.36	\$28.36	\$21.49	\$21.49	\$21.49
Employee + Family	\$34.50	\$34.50	\$40.65	\$40.65	\$36.50	\$36.50	\$36.50

## Attachment 4 PowerPoint



# Benefits Survey Analysis

Beaumont-Cherry Valley Water District  
April 1–17, 2025

1

## Objectives

Evaluate	Identify	Strengthen
<p><b>Evaluate Employee Satisfaction with Current Benefits:</b> Understand how well the existing benefits program meets employee needs and identify which benefits are most valued.</p>	<p><b>Identify Areas for Improvement in Preparation for Open Enrollment:</b> Gather employee feedback to guide potential enhancements or adjustments to benefits, ensuring a more attractive and employee-centered benefits package.</p>	<p><b>Strengthen Recruitment and Retention Efforts:</b> Use survey insights to enhance the benefits program, making the District a more competitive and desirable employer for both current staff and prospective hires.</p>

2



## Respondent Demographics

**Total Respondents:** 30 out of 43 eligible

**Employment Status:**

- 100% Full-Time employees

**Tenure with District:**

- 67% (20 employees) have been with the District for 5+ years
- 30% (9 employees) have been there 1–5 years
- 3% (1 employee) has been with the District for less than 1 year

**Survey Features:**

- Employee Rating 1-5 (1 being the lowest)
- Written feedback

3

## Satisfaction with Benefits

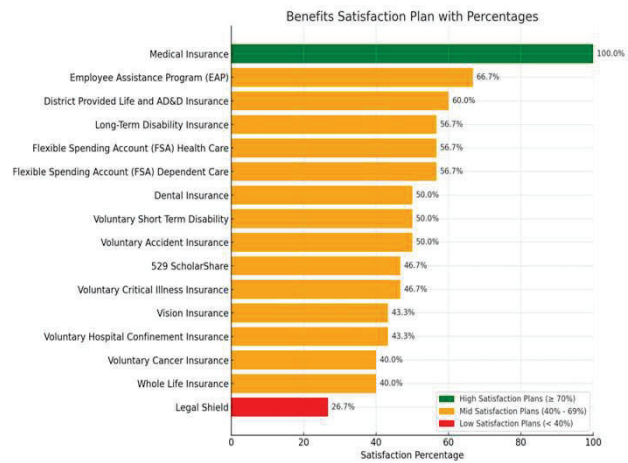
High Satisfaction Plans ( $\geq 70\%$ )

Mid Satisfaction Plans (40% - 69%)

Low Satisfaction Plans ( $< 40\%$ )

4

## Satisfaction with Benefits Overview



### Notes:

- Rating scale is 1 (lowest) to 5 (highest).
- Scores of 1-2 are low satisfaction.
- 3 is considered neutral.
- 4-5 are high satisfaction.
- The percentages in each benefit did not account for the neutral score.
- 100% satisfaction is based on the total number of respondents who took the survey (30 employees).

5

## Benefit Feedback by Survey Respondents

Gym memberships  
– 30%

Employee Perks – 30%

Better dental insurance – 20%

District-paid dental/vision  
– 15%

Increased life Insurance – 5%

6

## Paid Time Off (PTO) Satisfaction



VACATION: 73%  
SATISFIED



SICK LEAVE: 90%  
SATISFIED



HOLIDAYS: 57%  
SATISFIED



STAFF GAVE MIXED  
FEEDBACK ON HOLIDAYS  
AND VACATION CAP

### Notes:

- Rating scale is 1 (lowest) to 5 (highest).
- Scores of 1-2 are low satisfaction.
- 3 is considered neutral.
- 4-5 are high satisfaction.
- The percentages in each Paid Time Off did not account for the neutral score.
- 100% satisfaction is based on the total number of respondents who took the survey (30 employees).

7

## PTO Feedback Themes



Add Christmas Eve as a paid holiday  
(15%)



More floating holidays (10%)



Admin leave/comp time for exempt  
staff (10%)



Raise vacation hour caps to 200  
hours (5%)



Recognize more federal holidays  
(10%)

8

## Summary

### Strengths:

- **High Employee Satisfaction with Core Benefits:**  
Medical Insurance received 100% satisfaction, and other essential benefits such as life insurance, long-term disability, and FSAs were generally well-received
- **Strong Support for Sick Leave and Vacation Policies:**  
90% of employees expressed satisfaction with paid sick leave, and 73% were satisfied with vacation time allowances, indicating solid foundational sick leave and vacation policies.
- **Positive Perception of HR Efforts:**  
Comments reflected appreciation for Human Resources (HR) support, particularly in helping employees make informed benefit choices that suit their needs.

9

## Summary (cont.)

### Areas of Improvement and HR Efforts:

- **Enhancement of Dental Plans:**  
Plans are underway to introduce the Delta Dental DHMO plan in the next open enrollment period. This plan offers greater value and access to a broader dental provider network, all at the same premium cost to employees.
- **Health and Wellness Support:**  
Human Resources is actively working to establish a corporate partnership with Planet Fitness to offer discounted gym memberships for District staff, supporting employee wellness and promoting a healthy work-life balance.
- **Additional Employee Perks:**  
HR has secured a partnership with Fun Express (FunEx) at no cost to the District, giving employees access to a wide range of exclusive discounts on shopping, travel and hotels, theme parks, movie and concert tickets, dining, fitness memberships, and more.
- **Paid Time Off Flexibility:**  
Respondents suggested adding Christmas Eve as a paid holiday, more floating holidays, and comp time or admin leave for exempt staff, indicating a desire for improved work-life balance
- **Vacation Accrual Caps:**  
Respondents requested to increase the vacation cap from 160 to 200 hours, especially for long-tenured or exempt staff.

10