



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, June 17, 2025, at 4:30 p.m.**

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 4:45 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 Water Utility Superintendent Julian Herrera Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Ericka Enriquez, Andrew Becerra</i>
<i>Members of the Public:</i>	<i>None</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of Personnel Committee Meeting minutes**
  - a. May 20, 2025 Regular Meeting

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

<b>MOVED:</b> Williams	<b>SECONDED:</b> Covington	<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 48 employees
- Notable anniversaries including Anthony Cove (30 years), and Dwan Lee (27 years)
- An Engineering Intern position is under recruitment
- Year To Date Turnover rate is 6.19 percent (an improvement over 2024)

The Committee discussed the turnover rate and Director Williams asked for comparisons to other agencies, and whether temporary employees should be included.

Chair Covington asked if the Engineering Intern position had been filled; and General Manager Jaggars explained that the candidate who was hired never showed up.

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

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

a.	Policy 3030	Gift Acceptance Guidelines
b.	Policy 7009	Drone Usage
c.	Policy 7010	Electronic Signature
d.	Policy 7012	Accessibility

**a. Policy 3030 Gift Acceptance Guidelines**

Mr. Berioso emphasized the ethical considerations of gift acceptance by both employees and Board members. The revisions are in alignment with the current, holistic review of the District's ethics policies. He drew attention to added language and the parallel with the Conflict of Interest Code and Fair Political Practices Commission (FPPC) guidelines. The Committee discussed the gift limit of \$100 and considered removing the reference altogether. Reference was included to applicable FPPC thresholds and definitions. Additional clarifications were made regarding edible gifts, meals, and other exceptions. The Committee directed staff to strike the section on declining gifts.

*The Committee recommended Policy 3030 for consideration by the Board of Directors with the recommended changes by the following vote:*

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

b. Policy 7009 Drone Usage

Berioso explained that the proposed Drone Usage Policy was reviewed to establish operational and safety guidelines for both aerial and underwater drones used by District staff. Staff explained that drones are used in critical infrastructure inspections and must comply with Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) regulations. The Committee discussed operator certification, confirming that employees operating drones must possess FAA Part 107 remote pilot certification. The District provides access to training and certification programs for interested staff. It was clarified that third-party contractors hired for drone work must also provide proof of FAA certification and meet all policy requirements. The policy restricts use of drones over private property without consent, prohibits surveillance or non-district uses, and mandates annual review. Director of Information Technology Robert Rasha provided details on operational protocols, including use of FAA authorization applications and insurance coverage.

*The Committee recommended Policy 7009 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 7010 Electronic Signature

The Committee considered a new policy governing electronic signatures to ensure secure, legally compliant digital signing practices. The policy stipulates that only District-approved signature systems may be used, and authorizations must be vetted by the Director of IT. If an employee resigns or their role changes, their signature credentials will be revoked. The Committee discussed technical safeguards and audit processes for ensuring security and preventing unauthorized use. Staff explained that digital signatures tied to employee credentials are required, and any misuse triggers system alerts. PDF signatures may be permitted if they are digitally signed and verifiable. The policy includes prohibited uses, such as sharing credentials or using signatures for non-District business.

*The Committee recommended Policy 7010 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 7012 Accessibility

The Accessibility Policy was introduced to ensure digital resources are compliant with the Americans with Disabilities Act (ADA) and accessible to individuals with disabilities. Staff emphasized that the policy covers both internal tools and public-facing platforms. Key provisions include employee responsibilities for creating accessible content, training facilitated by IT, and auditing of digital tools for compliance. Public accommodation requests are addressed through the District website, where the public can report accessibility issues. Committee members inquired about alternative formats, which include printed materials, translations, or audio versions. Rasha demonstrated how accessibility requests submitted via the website are routed in real time to the appropriate departments.

*The Committee recommended Policy 7012 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.	

*Chair Covington called Item 9 out of order.*

**9. Revising the District's Organizational Chart and Salary Schedule**

Director of Finance and Administration Sylvia Molina reminded about the salary survey conducted last year and the recommendations made. Consultant HR Dynamics identified four positions that required more than a salary review, with three determined to be misclassified and requiring adjustment.

Ms. Molina outlined the four positions and the recommended changes. First, the Assistant Director of Finance and Administration position was recommended for elimination, as it was a flex assignment that has since been absorbed without fiscal impact. Second, the Customer Service Supervisor position would be reclassified as Customer Service and Billing Manager to reflect expanded duties including high-level billing analysis, internal audits, budget responsibility, and public outreach. The proposed change includes a 5 percent salary step increase, with a fiscal impact of \$6,154, which will be offset by savings from a previously vacant position, resulting in no net budget impact.

The third recommendation was to reclassify the Human Resources Manager as Human Resources and Risk Manager, with expanded responsibilities for safety programs, risk management, legal updates, and internal employee training. The proposal also includes reassigning the position to report directly to the General Manager. This change would result in an \$11,001 salary increase, but the cost would be offset within the existing budget due to the way step increases are projected annually. The fourth proposed change was to retitle the Director of Information Technology as Director of Information Technology and Cybersecurity to formally recognize the cybersecurity leadership demonstrated by the incumbent and to ensure that any future holder of the role maintains that standard. No fiscal impact was associated with this title change.

General Manager Daniel Jagers noted that these changes reflect appropriate realignments, particularly the shift of Human Resources back under the General Manager. Committee members voiced support for the proposals.

*The Committee recommended the amendments to the Organizational Chart and Salary Schedule 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.	

## **7. Update on Policy Tracking Matrix**

Mr. Berioso reviewed the dashboard, noting that an HR audit revealed additional policies that need further review.

*The Committee acknowledged the July presentation of policies:*

3000	Employee Status
3005	Compensation
3010	Employee Performance Evaluation
7013	Personally Identifiable Information
7014	Artificial Intelligence (AI)

*by the following vote:*

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

## **8. Emergency Response Plan (ERP) – Joint Revision by Human Resources Division and Operations Department**

Mr. Berioso reviewed the revisions to the ERP. He assured that the District is in compliance with current regulatory requirements and the ERP includes the current best practices and industry standards, while considering the District's operational needs. He emphasized that the Plan was done in-house and highlighted the collaborative efforts of all department heads.

The plan is to conduct trainings monthly through the Emergency Response Committee, Mr. Berioso continued. In response to a question from a Board member, staff identified four important Federal Emergency Management Agency (FEMA) trainings. He also

advised that fire extinguisher training will be provided on July 17. He confirmed for Director Williams that Board members may attend trainings.

Chair Covington pointed to the Emergency Operations Center and asked about the extent of training with departments and mock scenarios and roles. Mr. Berioso and Mr. Jagers noted starting points and current cross-training, indicating that moving forward, things would be more organized (but time consuming). Covington recommended establishing EOC responsibilities, and suggested CERT training. Director Williams recommended training everyone.

*The Committee received and filed the Emergency Response Plan by the following vote:*

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

#### **9. Revising the District's Organizational Chart and Salary Schedule**

*This item was heard earlier in the meeting.*

#### **10. Update: BCVWD 2026 Operational Budget Timeline**

Ms. Molina reviewed the timeline and explained that should any new positions be recommended for inclusion in the FY 2026 budget, they will be brought to the Personnel Committee starting in September for discussion.

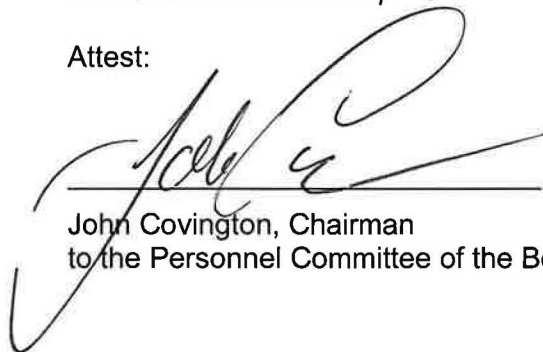
In response to Director Covington, Ms. Molina indicated the budget process began in May.

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

- Employee Association topics
- Policy manual updates (ongoing)
- Update on driver incidents / training

**ADJOURNMENT:** 5:55 p.m.

Attest:



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