



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

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

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 4:35 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 Finance and Administration Sylvia Molina Director of Information Technology Robert Rasha Director of Operations James Bean Human Resources Manager Ren Berioso Water Utility Superintendent Julian Herrera Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Ericka Enriquez, Luis Lomeli</i>
<i>Members of the Public:</i>	<i>None</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of Personnel Committee Meeting minutes**
  - June 17, 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 45 employees
- Notable anniversaries including Mike Morales (24 years) and Bill Clayton (10 years)
- A candidate for the Engineering Intern position has been identified
- YTD Turnover rate is 6.19 percent (an improvement over 2024)

Per the Committee's request, Berioso presented the District's turnover rate (6.19 percent) in comparison to other agencies. , and whether temporary employees should be included.

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

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

a.	Policy 3000	Employee Status
b.	Policy 3005	Compensation
c.	Policy 3010	Employee Performance Evaluation
d.	Policy 3180	Nepotism, Employment of Relatives and Fraternization

**a. Policy 3000 Employee Status**

Policy 3000 was last updated in 2021. Changes were needed to reflect current District practices regarding employee classifications and probationary procedures. A key revision was changing all instances of "introductory" to "probationary" for consistency with public agency norms. New subsections were added under Section 3000.3 to differentiate probationary rules for newly hired, rehired, promoted, transferred, demoted, and reclassified employees.

Director Covington confirmed the changes were mostly minor and acknowledged the clarity added by relocating language and defining different categories of probationary employees. GM Jagers emphasized that policy language should reflect operational reality and flexibility while setting a professional standard.

A key area of discussion centered on reclassifications. Berioso explained that if an employee's role changes significantly a six-month probationary period would apply. Covington asked whether employees could reject reclassification, and Berioso replied that employees typically accept due to increased pay, though the option to resign exists if they decline.

A new section states that probationary employees are not eligible for merit increases, and Jagers highlighted the need for flexibility in exceptional cases. He emphasized the importance of retaining high-performing employees and suggested this flexibility be addressed under the compensation policy (Policy 3005).

*The Committee recommended Policy 3000 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.	

b. Policy 3005 Compensation

The revisions to Policy 3005 aim to codify the District's current compensation practices, including clarifying the roles of HR and Finance in reviewing Personnel Action Forms (PAFs) before final General Manager approval. Changes to Section 3005.2.A reflect these internal processes and specify that compensation approvals must be based on written justification and budget oversight.

Director Covington proposed simplifying the wording in Section 3005.2.A by reducing repetitive "ands" and using commas for clarity. Berioso further explained the relocation and rewording of step increase provisions to align with current practices—employees may move up one step annually following satisfactory evaluations, with added criteria for transition to regular status or reclassification.

A new section added grants the General Manager authority to approve compensation adjustments beyond standard steps, including increases for retention or market alignment. Jagers emphasized the need to "throw a Hail Mary" in unique cases to retain valuable staff. He suggested explicitly including the words "or timing" to the General Manager's authority to allow mid-cycle increases when necessary. The Personnel Committee members and staff representatives expressed support.

*The Committee recommended Policy 3005 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 3010 Employee Performance Evaluation

Berioso explained that the policy serves as the bridge between employment status (Policy 3000) and compensation (Policy 3005). The revisions clarify expectations by explicitly tying performance evaluations to the employee's job description, required certifications, safety standards, and other position-specific qualifications.

In response to Director Covington, Berioso confirmed the anniversary date resets upon hire, rehire, promotion, transfer, or reclassification. He stressed that evaluations now also consider whether the employee meets position benchmarks—such as holding required licenses—in addition to performance quality.

Additional revisions included refinements to probationary evaluation procedures, which are now aligned with Policy 3000. Berioso emphasized that Performance Improvement Plans (PIPs), while corrective in nature, are not disciplinary actions and must not exceed six months. Legal Counsel contributed language clarifying that performance evaluations—regardless of score—are not disciplinary.

A new “No Retaliation” clause was added under Section 3010.9 to protect employees who participate in or respond to evaluations. Berioso explained this provision reinforces open communication and fairness.

*The Committee recommended Policy 3010 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 3180 Nepotism, Employment of Relatives and Fraternization

Revisions to Policy 3180 were prompted by a review of the Ethics Policy (Policy 4095) and a recommendation from District Legal Counsel to eliminate redundancy by consolidating nepotism-related provisions into a single, comprehensive policy. Berioso explained that the revised policy clarifies its applicability to both Board Members and employees, expanding definitions and requirements to strengthen safeguards against conflicts of interest, favoritism, and perceptions of bias in hiring and supervisory relationships.

One of the significant changes is the addition of a restriction on staff, mirroring an existing rule for Board Members, prohibiting them from recommending relatives for employment at the District. This update ensures consistent standards for ethical behavior across all levels of the organization. Berioso also noted Legal Counsel’s suggestion to revise the definition of “supervisory employee” to include anyone with the authority to influence others’ work or employment conditions, regardless of formal title. This broader definition is intended to prevent any supervisory influence over a relative or intimate partner’s employment.

The revised policy incorporates a required disclosure mechanism for relationships that could present a conflict of interest. Additionally, Berioso highlighted Legal Counsel’s recommendation to strike outdated language, suggesting the General Manager decide who should separate when a conflict arises between two related employees. A change adding potential offer of a severance package contingent upon the employee signing a claim waiver was rejected by the Committee.

*The Committee recommended Policy 3180 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

Berioso reviewed the dashboard.

*The Committee acknowledged the August presentation of policies:*

2020	Sexual Harassment
2025	Whistleblower Protection
3225	Employee Leave Donation Program
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. CalPERS Health Insurance Increases FY 2026

Berioso presented the CalPERS health premium rates for Fiscal Year 2026, summarizing projected rate increases and noting an average increase of 5.97% for HMO plans and 12.47% for PPO plans. Berioso directed attention to tables within the report showing side-by-side comparisons of 2025 and 2026 rates for various plan types and subscriber tiers, with the average cost per employee (including dependents) estimated at \$1,920 per month. Based on current enrollment and assuming no changes in staffing or plan selection, the District anticipates a 7.84% increase in total costs for 2026.

Director Covington inquired whether the District has a cap on how much it pays toward health insurance. General Manager Jagers responded that under the current MOU and exempt employee agreements, the District pays 100% of CalPERS health premiums. Covington then explored why employees might opt for higher-cost PPO plans over more affordable HMO options. Berioso explained that employees typically stay with plans that offer convenient access to their preferred providers, such as Kaiser or HMOs with quick referral systems. He added that some employees switch to PPOs if their medical needs require more specialized care not available through their HMO.

Covington asked whether employees were free to select the highest-cost plans at will. Berioso confirmed that during open enrollment, employees may change plans through an online system, with changes becoming effective January 1. Covington noted that this flexibility, combined with the District's full plan cost coverage, may lead to increased financial exposure for the District. He pondered influences in plan choice.

Director Covington recalled that the District had previously explored alternatives to CalPERS for providing employee health benefits, including a presentation from Keenan & Associates, but noted that no further action had been taken at the time. He suggested that

with rising costs and MOU negotiations approaching, the District should revisit whether CalPERS remains the most cost-effective option. Covington encouraged early discussion and analysis to ensure the District is making the best financial decision for both employees and ratepayers.

Director Williams asked whether plans come with deductibles. Berioso responded that HMO plans have zero deductibles, while PPO plans include them—typically \$1,000 for individuals or \$2,000 for families. Covington remarked on the significant value of the benefit, especially for employees with families, and supported continuing the discussion on cost-effective options. He reiterated a previous recommendation to evaluate whether CalPERS remains the most economical provider, suggesting the District revisit alternatives such as a cafeteria-style plan or contribution cap. Jagers agreed, stating that health insurance comprises approximately \$1.2 million—or 5%—of the District’s \$24 million annual budget, and acknowledged the need to prepare for MOU negotiations well ahead of 2026.

## 9. Quarterly Risk Management Report – Apr-Jun

Berioso reviewed the report and acknowledged a spike in workers’ compensation claims over the last three quarters. He and Water Utility Superintendent Julian Herrera provided some explanation of the incidents and how they were handled, and the follow up action to prevent. He assured that all OSHA requirements are being followed.

General Manager Jagers pointed out this is taken seriously and is not the result of management creating a more injury prone condition or pressure to perform. These were accidents and not the fault of the employees, Berioso added. The District is doing more than the minimum as far as trainings and additional Personal Protective Equipment (PPE).

Director Williams asked about impact to the District’s standing with the ACWA / JPIA insurance program. Berioso said the report had not yet been received, so any impact is yet unknown. He reminded of the District’s recent Presidential Award for low number of incidents.

There are four loss and damage claims this quarter, Berioso continued; all minor vehicle accidents, plus a hit hydrant. He emphasized added training, field inspections, and constant reminders. One claim for property damage was resolved with the removal of a tree. Herrera described the minor incidents, none of which escalated to an insurance claim. Berioso noted that a vehicle damage claim of almost \$8,000 had been discussed by the Finance & Audit Committee.

*The Committee received and filed the Quarterly Risk Management Report by the following vote:*

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

#### **10. Launch of the 2025 Annual Engagement Survey Through Great Place to Work**

Berioso announced the launch of the annual survey. He reviewed the areas showing needed improvement from the prior survey and highlighted activities done in response. The cost of the survey is \$3,364, a slight increase from 2024.

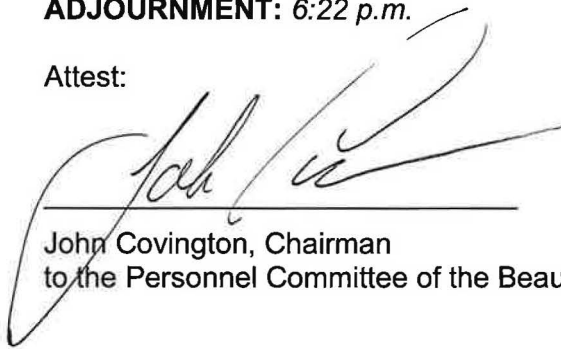
#### **11. Action List for Future Meetings**

- Employee Association topics
- Policy manual updates (ongoing)

**12. Next Meeting Date: August 19, 2025.** *Director Covington noted he may not be in attendance.*

**ADJOURNMENT:** 6:22 p.m.

Attest:

A handwritten signature in black ink, appearing to read "John Covington", is written over a horizontal line. The signature is fluid and cursive.

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