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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, August 19, 2025, at 4:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 4:37 p.m.

ROLL CALL

Directors present:	*John Covington, Lona Williams*
Directors absent:	*None*
Staff present:	*General Manager Dan Jaggers* *Director of Finance and Administration Sylvia Molina* *Director of Information Technology Robert Rasha* *Director of Operations James Bean* *Human Resources Manager Ren Berioso* *Executive Assistant Lynda Kerney*
BCVWD Employee Association reps:	*Ericka Enriquez*
Members of the Public:	*None*

PUBLIC COMMENT: None.

ACTION ITEMS

1. **Adjustments to the Agenda:** None.

2. **Acceptance of Personnel Committee Meeting minutes**
   a. July 15, 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:** 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 Robert Rasha (11 years) and Evan Ward (5 years)
   - An Engineering Intern has been hired
   - YTD Turnover rate is 8.25 percent (lower than 2024)

   Director Williams and Chair Covington both commented positively on employee retention, noting satisfaction in seeing temporary water workers transition to regular staff.

6. **Policies and Procedures Manual Updates / Revisions**
   Human Resources Manager Ren Berioso presented the proposed revisions to the following policies:

a.	Policy 2020	Sexual Harassment
b.	Policy 2025	Whistleblower Protection
c.	Policy 7013	Personally Identifiable Information (PII)
d.	Policy 7014	Artificial Intelligence (AI)
e.	Policy 7015	Security Awareness and Training
f.	Policy 7016	Internet of Things (IoT)
g.	Policy 7017	Non-IT Approved Software Purchasing Policy
h.	Policy 3005	Compensation

a. Policy 2020 Sexual Harassment Prevention

Mr. Berioso outlined updates adding reporting options for employees uncomfortable confronting offenders, new language for investigations involving the General Manager (to be referred to the Personnel Committee and an outside investigator), and clarification of confidentiality limits, timelines (30 days unless extended), third-party harassment, and non-retaliation provisions.
Director Williams asked whether the revisions reflected new law; Mr. Berioso explained they were enhancements recommended by counsel..

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 2025 Whistleblower Protection

Mr. Berioso described refinements to complaint procedures, including timelines and routing of matters involving the General Manager directly to the Board. Director Williams inquired about links to grand jury or District Attorney reporting; staff clarified that the policy addresses retaliation protection, while fraud cases would be handled through criminal channels if warranted.

The Committee recommended Policy 2025 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 7013 Personally Identifiable Information (PII)

Mr. Berioso presented the new policy defining how IT and Cybersecurity authorize access to systems containing sensitive data, such as Springbrook and benefits platforms, according to job classification and department head approval.

The Committee recommended Policy 7013 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.	

d. Policy 7014 Artificial Intelligence (AI) Usage

Mr. Berioso explained the intent to guide responsible AI use. Mr. Rasha added that ChatGPT Enterprise is the only AI tool authorized for District use, emphasizing that staff must not enter personally identifiable data and that IT verifies data security and storage. He discussed NIST's AI Risk Management Framework and the policy's need for periodic revision as technology evolves.

He discussed data security vetting, model training risks, and evolving **NIST** standards, noting AI's potential and the importance of safeguards. Committee members expressed appreciation for the education provided, acknowledging AI as "a living policy" requiring future updates

The Committee recommended Policy 7014 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.	

e. Policy 7015 Security Awareness and Training

Mr. Berioso summarized the District's structured training on topics including phishing, password protection, mobile security, insider threats, and malware prevention. Director Williams praised the role-based training approach; Chair Covington agreed.

The Committee recommended Policy 7015 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.	

f. Policy 7016 Internet of Things (IoT)

Mr. Berioso outlined the District's new IoT policy, which establishes controls for devices such as smart sensors and mobile technology connected to the District's networks. Mr. Rasha clarified that personal devices (e.g., smartwatches) may connect to the guest Wi-Fi but not to secure internal networks, explaining network segmentation and access control protocols.

The Committee recommended Policy 7016 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.	

g. Policy 7017 Non-IT Approved Software Purchasing

Mr. Berioso described requirements for IT authorization before software purchases. Mr. Rasha noted the practice is already followed and the policy formalizes it. Chair Covington remarked that it keeps operations within safe bounds.

The Committee recommended Policy 7017 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.	

h. Policy 3005 Compensation (reconsideration)

Mr. Berioso and General Manager Jaggers revisited revisions to the Compensation Policy previously tabled by the Board. Discussion centered on **Section 305.7**, regarding the General Manager's authority to approve compensation changes.

Chair Covington expressed concern about broad language granting "any form of compensation at any time," recommending instead:

"The General Manager or designee has authority to approve compensation as set forth in the Board-approved budget and salary schedule, including salary adjustments or differential pay."

General Manager Jaggers supported this revision, acknowledging the need for accountability while maintaining operational flexibility. Director Williams questioned why the section had been controversial, leading to a discussion on ensuring adequate "bookends" and avoiding future misuse by less scrupulous administrators. Chair Covington emphasized that the modification would preserve transparency and board oversight without constraining management.

The Committee recommended the amendments to Policy 3005 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

Berioso reviewed the dashboard. He noted there are three more HR policies to review. The Committee asked if the Engineering policies would come to the Personnel Committee.

8. 2025 Annual Engagement Survey Through Great Place to Work Results

Berioso presented the survey results and highlighted:

- Fifth Consecutive Certification:
  BCVWD earned its fifth straight *Great Place to Work* certification (August 2025–August 2026), confirming a sustained culture of employee engagement and trust.

- High Participation and Engagement:
  86% of employees (40 of 47 eligible) completed the survey. The overall engagement score rose to 88%, up six points from 2024.
- Exceptional Workplace Rating:
  The "Great Place to Work" statement score reached 95%, a 15-point increase from the prior year—placing BCVWD well above national benchmarks for small and medium workplaces.
- Top Strengths Identified:
  - Organizational pride and trust in leadership
  - Work-life balance and proactive leadership action
  - Job stability and confidence in management decisions

9. Action List for Future Meetings

- Employee Association topics
- Policy manual updates (ongoing)

10. Next Meeting Date: September 16, 2025. *Director Covington indicated he would not be in attendance.*

ADJOURNMENT: *5:45 p.m.*

Attest:

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