



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, November 18, 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>	John Covington, Lona Williams
<i>Directors absent:</i>	None
<i>Staff present:</i>	General Manager Dan Jaggers Director of Engineering Mark Swanson Director of Finance and Administration Sylvia Molina Director of Information Technology and Cybersecurity Robert Rasha Director of Operations James Bean Field Superintendent Julian Herrera Human Resources and Risk Manager Ren Berioso Executive Assistant Lynda Kerney
<i>BCVWD Employee Association reps:</i>	Andrew Becerra
<i>Members of the Public:</i>	None

PUBLIC COMMENT: None.

ACTION ITEMS

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of Personnel Committee Meeting minutes**
The September 16, 2025 and October 21, 2025 meetings were canceled
 - a. August 19, 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 and Risk Management Department**
Human Resources and Risk Manager Ren Berioso presented highlights of the report:
 - Currently 48 employees
 - Notable anniversaries including Taylor Williams (10 years) and Lynda Kerney (8 years)
 - Recruitment is completed for the Temp Water Utility Worker I, and the candidate will start on December 1.
 - One separation. YTD Turnover rate is 10.42 percent (lower than 2024)

Chair Covington commented on the report detail and said he was glad to see the anniversaries and new hires. Director Williams encouraged HR to continue the team.

6. **Policies and Procedures Manual Updates / Revisions**
Human Resources and Risk Manager Ren Berioso presented the proposed revisions to the following policies, based on refinement and modernization of language, and events experienced. He noted the policies had been reviewed by the employee group and legal counsel:

a.	Policy 3001	Employee Information and Emergency Data
b.	Policy 3020	Health and Welfare Benefits
c.	Policy 3085	Sick Leave

- a. Policy 3001 Employee Information and Emergency Data

Berioso explained that the updates improve readability, and align the policy with current legal requirements, including California Labor Code Section 1198.5 and Government Code Section 1090. The revisions introduce new subsections providing explicit guidance on Department Head or Designee Access and Board Member Access to personnel files, areas previously unaddressed in the existing policy.

Berioso described how these sections establish procedures for department heads seeking access to employee files when a legitimate business need exists, setting a 30-day timeframe for such access upon HR and legal review. He emphasized that Board Members do not have unrestricted access. Requests must be made through the General Manager to ensure compliance with confidentiality laws, the Brown Act, and the California Public Records Act.

The Committee discussed privacy and transparency concerns, with Chair John Covington confirming that legal counsel reviews all requests before any disclosure. Director Lona Williams indicated she had no questions and expressed satisfaction with the clarifications.

The Committee recommended Policy 3001 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 3020 Health and Welfare Benefits

Berioso advised that the intent of the update is to consolidate and clearly define all benefit programs offered to employees, Board Members, and dependents. The revised policy adds comprehensive detail on eligibility and program descriptions while incorporating flexible, forward-looking language to allow adaptation to future benefit changes. Berioso highlighted updates on eligibility tiers for full-time, part-time, and temporary staff, and noted that the Board of Directors is included among eligible participants in applicable programs.

New or expanded sections document current benefits such as CalPERS health insurance, life and accidental death insurance, employee assistance programs, voluntary benefit options, flexible spending accounts, deferred compensation (457) plans, and COBRA coverage. The policy ensures alignment with the Affordable Care Act, Internal Revenue Code Section 125, and CalPERS regulations. In response to Chair Covington, Berioso confirmed the proposed 401(a) plan could be added to the agenda for Board review.

Chair Covington and Director Williams both expressed support for the revisions. Covington noted that the revisions provided a thorough and flexible foundation for future benefit adjustments.

The Committee recommended Policy 3020 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 3080 Sick Leave

Berioso explained that the update would allow the General Manager, or designee, to approve partial increments of sick leave on a case-by-case basis. The existing policy required that sick leave be used in hourly increments, which occasionally created inequities or administrative issues. The revision adds flexibility while maintaining compliance with the Labor Code and District policy structure.

General Manager Jaggers supported the clarification and provided practical examples, saying it promotes fairness and employee well-being. Chair Covington asked how fractional leave increments would be recorded for payroll purposes, and Ms. Molina responded that staff time is already tracked in quarter-hour increments, allowing the change to integrate seamlessly.

Director Williams indicated she supported the revision and appreciated the flexibility it offered to staff.

The Committee recommended Policy 3085 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. Board administration and IT policies are 100 percent complete. HR is at 97.10 percent, but these evolve over time. The remaining policy is the Leave Donation Program which is expected to come to the Committee in February. Mr. Jaggers noted that Finance and Engineering will be working on policies after the first of the year and will come forward in March. It was noted that Engineering and Finance policies do not come to the Personnel Committee.

Per the Policy Tracking Matrix, the Committee recommended Policy 3225 for future consideration by the Personnel Committee by the following vote:

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

8. 2025 Risk Management Report for Third Quarter – July to September

The report covered the third quarter (July through September). Mr. Berioso summarized the workers' compensation data and noted a decline in cases, which he attributed to proactive safety efforts and revamped field staff training. General Manager Jaggers pointed out an error in the table title, which still referred to the second quarter.

Berioso explained that property loss reports remained generally consistent with the prior quarter and referenced the previously reported incident at Well 24 involving a motor failure. In response to Chair Covington, Director of Operations James Bean described the sequence of actions taken to address the Well 24 motor issue, including installation of a spare motor, purchase of a new motor, repair of the original motor, and fabrication of new headshafts allowing quicker motor swaps. Current repair expenditures were estimated to date at approximately \$110,000.

Berioso reviewed vehicle-related incidents and noted that one vehicle (No. 54) was struck by an outside party, while another incident (No. 52) was caused by a District employee. He stated that driver safety measures had been strengthened, and staff had been reminded to prioritize caution when operating District vehicles. He added that property damage caused by outside parties had also decreased, partly due to identifying high-risk areas within the city.

Covington asked about a claim against the District involving vehicle paint damage from a sprinkler. Jaggers and Bean explained that hard-water sprinkler overspray had damaged a resident's new vehicle, that repair cost estimates were high due to the nature of the paint treatment required, and that the District settled for \$2,500 after obtaining its own quotes. They also described corrective measures, including shutting off the sprinklers and planning turf removal and xeriscape conversion to prevent recurrence.

Berioso presented the Emergency Response Team update, noting that monthly meetings were being held and FEMA course completion rates were progressing. He stated that 11 of 13 team members had completed the ICS-100 and ICS-200 courses, but progress on ICS-700 and ICS-800 had been delayed due to the government shutdown. Covington asked whether participation was required; Berioso clarified that department heads are required to complete the training, while other staff participate voluntarily.

Berioso summarized the fiscal impacts of workers' compensation, property claims, liability claims, and FEMA training. Covington and Jaggers briefly discussed incident trends, documentation practices, and prevention measures. Ren confirmed that detailed investigative reports, photographs, and drug tests are prepared for incident reviews.

The Committee received and filed the 2025 Risk Management Report for Third Quarter by the Personnel Committee by the following vote:

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

9. BCVWD Fiscal Year 2026 Budget

- a. **Review of 2026 Authorized Positions and Organizational Chart**
- b. **Review of Fiscal Year 2026 Operating Budget – Proposed FY 2026 Salary Schedule and Staffing Plan**

Human Resources and Risk Manager Ren Berioso introduced the item and Chair Covington asked whether the authorized positions listed in Table A were the budgeted positions. GM Jaggers and Berioso clarified that not all authorized positions are funded and that shaded areas in the Salary Matrix identify non-budgeted classifications. Covington recommended adding footnotes or shading directly to Table A for clarity.

Berioso reviewed the proposed addition of a full-time Administrative Clerk shared between Operations (75%) and Engineering (25%). He explained that temporary staffing had been ineffective due to six-month limits, continual retraining, and lack of continuity. Jaggers and Berioso elaborated that although temporary clerical assistance had provided some value, instability and turnover created inefficiencies. Covington asked whether part of the administrative clerk cost could be allocated to development-related engineering work. Engineering Director Mark Swanson responded that tasks tied to development or capital projects could be charged accordingly.

Operations Director James Bean commented that new State cross-connection requirements were generating substantial clerical workload. Molina added that time sheets would be used to ensure correct accounting for Engineering-related work.

Berioso explained that the proposed part-time Executive Assistant position supported upcoming succession planning. Jaggers described it as a temporary overlap to facilitate training and clarified that two permanent full-time positions would not exist long-term. Covington asked about the starting salary, and Molina noted that new positions are budgeted at Step 1. Clarifications were provided that the part-time designation referred to part-year funding at full-time hours.

Berioso reviewed the total number of authorized positions and noted that some are non-budgeted but must be listed for annual reporting under AB 2561. Covington asked why the Assistant General Manager was not budgeted; Jaggers responded that the position is planned within a future rate-study cycle.

Molina presented the personnel-related budget impacts, including the 2.9% COLA, merit increases, changes in health insurance costs, retirement contributions, and other benefits. She explained that 31 of 49.5 employees were eligible for merit increases, which contributed to the total personnel increase. Molina also described the cost offsets resulting from eliminating most temporary labor and reducing temporary Water Utility Worker staffing.

Covington expressed concern about rising labor costs and the effect on water rates. Jaggers and Molina discussed District efforts to maintain efficiency, manage workload, and offset costs through operational savings. Both acknowledged the challenge of balancing rising costs with rate impacts. Directors Williams and Covington continued discussing retention, staffing levels, and efficiency improvements, with staff noting that internal efficiencies and technology initiatives have helped mitigate cost increases.

The Committee approved the revised salary schedule to be included in the 2026 Operating Budget by the following vote:

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

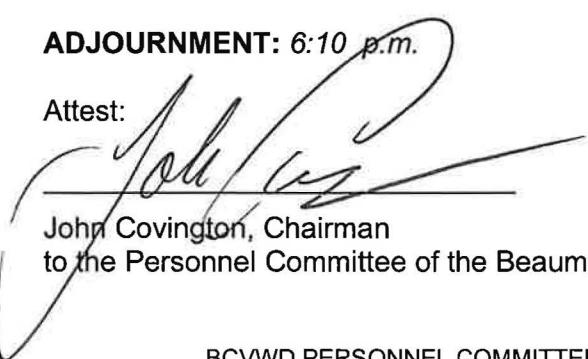
10. Action List for Future Meetings

- Employee Association topics
- Policy manual updates (ongoing)
- Employee Group 2027 Memorandum of Understanding
- Policy 3225 Leave Donation Program

11. Next Meeting Date: January 20, 2026 (pending Board approval of 2026 Meetings Schedule)

ADJOURNMENT: 6:10 p.m.

Attest:


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