



BIGHORN-DESERT VIEW WATER AGENCY

"To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate."

BOARD OF DIRECTORS' SPECIAL MEETING AGENDA

BOARD MEETING OFFICE
1720 N. CHEROKEE TR.
LANDERS, CALIFORNIA 92285



December 16, 2025
Time – 2:00 P.M.

MEETING ROOM IS OPEN FOR IN-PERSON ATTENDANCE PUBLIC WISHING TO PARTICIPATE REMOTELY

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81283454297?pwd=IlpBI2RcJ93bgrNUaHcbiyI0uKa7xl.1>

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CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

Discussion and Action Items - The Board of Directors and Staff will discuss the following items and the Board will consider taking action, if so inclined. The Public is invited to comment on any item on the agenda during discussion of that item. When giving your public comment, please have your information prepared. If you wish to be identified for the record, then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment.

1. Presentations and Interviews: Executive Coach for Organizational Development

2. Closed Session

Public Employee Appointment
[Government Code Section 54957(b)(1)]
Title: General Manager

Public Employee Appointment
[Government Code Section 54957(b)(1)]
Title: Chief Engineer

3. Closed Session Report

- 4. Authorize New Organizational Chart Creating Two New Job Positions with Associated Job Descriptions for Chief Engineer and Administrative & Finance Manager; and Resolution No. 25R-XX Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook Related to the Administrative & Finance Manager.**
- 5. Consider authorizing Professional Services Agreement for the Retention of Executive Coach for Organizational Development**
- 6. Public Comment Period**

Any person may address the Board on any matter within the Agency’s jurisdiction on items not appearing on this agenda. When giving your public comment, please have your information prepared. If you wish to be identified for the record, then please state your name. Due to time constraints, each member of the public will be allotted three minutes to provide their public comment. State Law prohibits the Board of Directors from discussing or taking action on items not included on the agenda.
- 7. Items for Next or Future Agenda**
- 8. Verbal Reports – Including Reports on Courses/Conferences/Meetings.**
 - a. General Manager Report
 - b. Director Reports

9. Adjournment

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above. As a general rule, agenda reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials and other disclosable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be

available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

Internet: Once uploaded, agenda materials can also be viewed at www.bdvwa.org

Public Comments: You may wish to submit your comments in writing to assure that you are able to express yourself adequately. Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

Calendar Reminder - Upcoming Director Meetings

- Mojave Water Agency Board of Directors Meeting – Second and Fourth Thursday every month (regular schedule)
- Morongo Basin Pipeline Commission Meeting – Quarterly – March, June 12, September and December (check MWA website for location)
- ASBCSD Monthly Dinner Meeting – third Monday (regular schedule)
- Landers Homestead Valley Community Association Monthly Meeting – Second Monday at 5pm

**BIGHORN-DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL**

Meeting Date: December 16, 2025

To: Board of Directors

Budgeted: Operations/Administration/Consulting

Budgeted Amount: Varies by GL

Cost: Executive Coach for Organizational
Development Cost Unknown

From: Marina West

General Counsel Approval: Under Review

CEQA Compliance: N/A

Subject: Authorize New Organizational Chart Creating Two New Job Positions with Associated Job Descriptions for Chief Engineer and Administrative & Finance Manager; and Resolution No. 25R-XX Amending Appendix C - Range and Step Scale Incorporated by Reference to the Employee Handbook Related to the Administrative & Finance Manager

SUMMARY

Following input from the December 9, 2025 regular meeting of the Board of Directors, staff is recommending revisions to the job descriptions and an update to the Range and Step Scale and Organizational Chart incorporated by reference into the Employee Handbook.

RECOMMENDATION

The Board considers taking the following action(s):

1. Authorizing and Amending Appendix B Job Descriptions to add Administrative & Finance Manager and Chief Engineer which are Incorporated by Reference to the Employee Handbook; and
2. Adopt Resolution No. 25R-XX Authorizing and Amending Appendix C – Range and Step Scale incorporated by reference to the Employee Handbook related to the Administrative & Finance Manager.
3. Authorizing and Amending Appendix D - Agency Organizational Chart creating Administrative & Finance Manager and Chief Engineer incorporated by reference to the Employee Handbook with no net effect on currently authorized full-time staff count of nine (9).

BACKGROUND/ANALYSIS

Due to a pending vacancy in the Administration Department, the Ad Hoc Committee is recommending creation of a new position, Administrative & Finance Manager, which does not change the approved head count of nine (9).

Due to the pending termination of General Manager West's existing employment contract and a desire to continue employment in a different capacity, a new job description is proposed which

would report directly to the Board as the Chief Engineer under an employment contract. This position was designed to allow Ms. West to act as Agency's representative for completion of capital projects funded by grants. As an employment contract with the Board, this position is intended to be of limited but yet unknown term but the capital improvements are expected to be finalized in early 2027.

The attached Resolution No. 25R-XX Range and Step Scale Incorporated by Reference to the Employee Handbook related to the Administrative & Finance Manager (Appendix C) and Organizational Chart (Appendix D) as recommended by the Ad Hoc Committee.

Staff recommends the Board discuss and potentially approve the actions recommended herein.

PRIOR RELEVANT BOARD ACTION(S)

12/9/2025 No Motion. Board discussed recommendations from the Ad Hoc Committee and provided direction to staff.

10/14/2025 Motion No. 25-052 Motion to approve formation of Ad Hoc Committee to develop a "Management Succession Plan and Associated Organizational Structure" and appoint Director Aldridge and Director Miller-Boyer to said Ad Hoc Committee.

7/08/2025 Motion No. 25-036 Motion to authorize engagement with Ortega Strategies Group to Assist the Board of Directors with an Operational and Managerial Review and Consolidation Assessment for a fee not to exceed \$30,000 over a twelve-month period.

5/10/2025 No Motion Board of Directors met for a Workshop to discuss "Strategic Planning and Organizational Structure" following resignation of Assistant General Manager.

11/14/2023 Motion No. 23-042 motion to accept final report and dissolve the Ad Hoc Committee Formed to develop a "Management Succession Plan and Associated Organizational Structure".

6/27/2023 Motion No. 23-020 Motion to Authorizing and Amending Appendix D - Agency Organizational Chart adding Assistant General Manager and Water Distribution Supervisor and removing part-time Grant Manager incorporated by reference to the Employee Handbook effectively increasing staff count by one (1) position, Assistant General Manager; and affirming total authorized full-time employee count of nine (9); and

Authorizing and Amending Appendix B Job Descriptions to add Assistant General Manager and Water Distribution Supervisor and to Update Existing Classifications for the Water Distribution Operator Series and Accounting Technician/Customer Service Representative Series which are incorporated by reference to the Employee Handbook; and

Adopt Resolution No. 23R-11 Authorizing and Amending Appendix C – Range and Step Scale incorporated by reference to the Employee Handbook; and

Authorize adjustment to Fiscal Year 2023/24 Budget Line Item 01-01-560030 of \$140,000 commensurate with the Top of Range for Assistant General Manager position.

1/10/2023 Motion No. 23-004 Motion to form an Ad Hoc Committee to develop a "Management Succession Plan and Associated Organizational Structure" and appointed Director Dicht and Director McKenzie to the Committee.

12/13/2022 No Motion – Information/Discussion Only Board to Discuss Formation of an Ad Hoc Committee to Develop a "Management Succession Plan and Organizational Structure" in Accordance with Resolution No. 20R-08 Policy for Establishing Standing Committees, Other Appointments and Authorizing Creation of Ad Hoc Committees.

BIGHORN-DESERT VIEW WATER AGENCY



EMPLOYEE HANDBOOK

ADOPTED AUGUST 9, 2022

REVISED MAY 14, 2024

RESOLUTION NO. 24R-07

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APPENDICES A - D

**ALL APPENDICES ARE ADOPTED BY SEPARATE BOARD RESOLUTION OR
MOTION AND INCORPORATED BY REFERENCE ONLY**

APPENDIX A DRUG AND ALCOHOL TESTING PROGRAM

APPENDIX B JOB DESCRIPTIONS/CLASSIFICATIONS

APPENDIX C RANGE AND STEP SCHEDULE

APPENDIX D ORGANIZATIONAL CHART

APPENDIX A

DRUG AND ALCOHOL TESTING PROGRAM

U.S. DEPARTMENT OF TRANSPORTATION PROGRAM FOR
SAFETY-SENSITIVE EMPLOYEES ONLY

APPENDIX B

JOB DESCRIPTIONS/CLASSIFICATIONS

<u>BIGHORN-DESERT VIEW WATER AGENCY</u>	Motion No. XX-XXX
CLASS DESCRIPTION	Salary Range: 5
TITLE: ADMINISTRATIVE & FINANCE MANAGER	Page 1 of 5 Status: Exempt

A. POSITION OVERVIEW

Under the general direction of the Assistant General Manager or General Manager, the Administrative & Finance Supervisor performs advanced, responsible, and highly skilled administrative, accounting, financial, and human resources duties. This is a hands-on role, with the expectation that the incumbent actively performs key functions in collaboration with the Assistant General Manager and General Manager and with support from one administrative/accounting staff member and consultants.

The position provides administrative and governance support to the Board of Directors, ensuring effective operations, legal compliance, and accurate recordkeeping. The Administrative & Finance Supervisor ensures the integrity, accuracy, and efficiency of all agency administrative, financial, and HR functions, including accounting, payroll, purchasing, utility billing, personnel administration, benefits coordination, records management, and customer service oversight.

As a key member of the management team, the position provides coordination, analysis, and reporting to support informed decision-making. The Administrative & Finance Supervisor exercises a high degree of independent judgment, discretion, and initiative while collaborating closely with the Assistant General Manager and General Manager to execute operational and governance responsibilities.

B. GENERAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the duties are similar, related, or a logical assignment to this class. Management reserves the right to add, modify, change, or rescind the work assignments.

1. Supervision

- Oversees one staff member and an accounting consultant, including task assignment, review of work, and ongoing training and support.
- Works closely with external consultants and service providers in finance, HR, and information systems to ensure smooth operations.

2. Board Secretary

- Provides administrative and governance support to the Board of Directors, ensuring effective operations, legal compliance, and accurate recordkeeping.
- Prepares agendas and public notices, attends board meetings, and records accurate minutes; tracks action items and follows up as needed.

<u>BIGHORN-DESERT VIEW WATER AGENCY</u>	Motion No. XX-XXX
CLASS DESCRIPTION	Salary Range: 5
TITLE: ADMINISTRATIVE & FINANCE MANAGER	Page 2 of 5 Status: Exempt

- Maintains official documents, resolutions, ordinances, contracts, and historical records per retention policies.
- Ensures adherence to open meeting laws (e.g., Brown Act), ethics filings, and agency policies; assists with updates to bylaws and board procedures.
- Serves as a point of contact between the board, staff, and the public; responds to public information requests; manages official correspondence and distributes board materials.
- Supports board member elections, appointments, and administration of oaths of office.

3. Utility Billing & Customer Service Oversight

- Prepares and distributes utility bills, ensuring accuracy and timely collection.
- Monitors customer accounts, payment arrangements, delinquencies, and lien processing.
- Resolves customer inquiries or disputes.
- Performs billing-related activities, including meter reading validation, service request processing, payment plan management, and lien administration.
- Receives and processes payments via multiple channels.
- Maintains cash drawer and accepts payments from customers.
- Interprets Rules and Regulations for Water Service in response to customer inquiries.

4. Financial Management & Accounting

- Oversees day-to-day accounting operations, including accounts payable, accounts receivable, payroll, purchasing, general ledger, and bank reconciliations.
- Prepares monthly and annual financial reports, including revenue and expenditure summaries, balance sheets, and supporting schedules.
- Assists with budget development, forecasting, and monitoring of departmental expenditures and fund balances.
- Manages preparation for the annual audit, ensuring all audit schedules are completed accurately and on time. Serves as the primary point of contact for the auditor.
- Maintains and reconciles fixed asset records, inventory, and job cost accounts.
- Monitors cash flow and makes recommendations regarding fund transfers and investment needs.
- Reviews and approves journal entries and disbursements for accuracy and compliance with agency policy.

5. Administrative & Operational Support

- Develops and maintains administrative procedures to ensure efficient and consistent office operations.
- Oversees purchasing, vendor relations, contract tracking, and insurance certificates.
- Maintains agency records and files in accordance with state records retention laws and Agency policy.

<u>BIGHORN-DESERT VIEW WATER AGENCY</u>	Motion No. XX-XXX
CLASS DESCRIPTION	Salary Range: 5
TITLE: ADMINISTRATIVE & FINANCE MANAGER	Page 3 of 5 Status: Exempt

- Coordinates administrative reporting requirements for state, federal, and regulatory agencies.
- Provides administrative support to General Manager and Assistant General Manager.

6. Payroll & Human Resources Administration

- Administers biweekly payroll, ensuring compliance with all laws, agreements, and reporting requirements, either directly or in coordination with an accounting consultant or third-party vendor.
- Coordinates employee benefits administration, including health, dental, vision, life insurance, third party benefits plans and retirement programs, director or in coordination with a third-party vendor.
- Oversees recruitment and hiring, including job postings, application review, and new employee onboarding.
- Maintains personnel files and ensures compliance with employment laws and confidentiality standards.
- Assists in updating and implementing personnel policies, classification systems, and compensation plans.
- Supports performance management, training coordination, and employee development initiatives.
- Provides guidance on HR procedures and best practices, referring complex issues to the General Manager or legal counsel as needed.

7. Special Projects & Reporting

- Conducts research, analysis, and preparation of financial, administrative, and HR reports for management and the Board.
- Leads special projects to improve efficiency, compliance, and modernization of administrative or financial systems.
- Participates in the development and implementation of financial, administrative, and HR policies and procedures.

8. Clerical & Miscellaneous Duties

- Prepares reports, correspondence, and filings.
- Performs banking, mail errands, and petty cash management.
- Compiles and verifies bank deposits and processes customer refunds or voids.
- Prepares Monthly Disbursements Report and Monthly Financial Statements for Board agenda deadlines.

C. QUALIFICATIONS

<u>BIGHORN-DESERT VIEW WATER AGENCY</u>	Motion No. XX-XXX
CLASS DESCRIPTION	Salary Range: 5
TITLE: ADMINISTRATIVE & FINANCE MANAGER	Page 4 of 5 Status: Exempt

1. Education, Training & Experience:

- High school diploma or equivalent required; Associate's degree or higher in Accounting, Finance, Business Administration, Human Resources, or related field preferred.
- Minimum five (5) years of increasingly responsible accounting, administrative, and/or HR experience, preferably in a public agency or utility environment.

2. Knowledge:

- Experience with governmental accounting, payroll administration, and public-sector HR practices is highly desirable.
- Principles and practices of governmental accounting, budgeting, and auditing.
- Payroll processing, benefits administration, and HR compliance requirements.
- Utility billing systems and customer account management.
- Administrative practices, records management, and public-sector compliance.
- Applicable federal, state, and local laws and regulations governing public finance and employment.
- Modern office software and financial management systems.

3. Skills:

- Perform advanced accounting, payroll, HR, and financial analysis accurately.
- Interpret and apply agency policies, procedures, and regulatory requirements.
- Exercise independent judgment and maintain confidentiality in handling sensitive personnel and financial matters.
- Prepare clear, concise, and accurate reports and correspondence.
- Lead, train, and support administrative and accounting staff.
- Communicate effectively and maintain positive working relationships with staff, management, Board members, and the public.

4. Physical Demands:

- Communicates orally with the Board of Directors, other employees, and the public in face-to-face, one-on-one settings.
- Manages employees and their day-to-day employment needs.
- Travels by automobile on Agency business.
- Uses telephone, radio, office equipment, and audio/video devices.
- Sits for extended time periods with hearing, vision, and mobility within normal ranges.

<u>BIGHORN-DESERT VIEW WATER AGENCY</u>	Motion No. XX-XXX
CLASS DESCRIPTION	Salary Range: 5
TITLE: ADMINISTRATIVE & FINANCE MANAGER	Page 5 of 5 Status: Exempt

- May be required to work weekends and/or evenings, in emergency situations or at special community events. Ability to work extended hours, attend evening meetings, and travel for training or conferences as required.
- Occasionally required to walk or hike in the field or during presentations or tours.
- Drags, lifts, sets up multiple tables and chairs; carries, sets up and runs video/audio equipment; bends, walks, lifts, moves, measures, and crawls under desks or tables. Visits sites and walks/climbs over/around obstacles to for design and measurement of projects.

5. Licenses and Certifications:

- Valid California Class C Driver's License with a clean driving record and automobile insurance.

F. WORK ENVIRONMENT

Agency employees work in both an office and a field environment. The employee is exposed to moderate noise levels and controlled temperature conditions with no direct exposure to hazardous physical substances.

While working in the field, employee may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

G. REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, the Fair Employment and Housing Act, and Agency policy, absent undue hardship or direct threats to the health and safety of employee(s), the Agency provides employment-related reasonable accommodations to qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Adopted: Motion No. 25-XXX</p>
<p>TITLE: CHIEF ENGINEER</p>	<p>Page 1 of 3</p>

A. POSITION OVERVIEW

Under general direction of the Board of Directors, the Chief Engineer routinely performs a variety of duties of various complexities specifically related to execution of Agency grants obtained for capital improvements and other related duties. This position is characterized by the level of skills required to perform the duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required.

B. SUPERVISION / SUPERVISORY DUTIES

This position reports directly to the Board of Directors. This position has no supervisory duties, but may have “lead” and/or training responsibilities.

C. RANGE PLACEMENT / ADVANCEMENT

The title and salary range of the individual in this position is commensurate with the following factors as determined by the Agency: degree of supervision required, abilities, skills, training, education level, qualifications, and experience. Regarding internal promotions, the Agency considers factors, which include without limitation, the individual’s overall performance.

D. GENERAL OVERVIEW OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the work duties are similar, related, or a logical assignment to this class.

1. Manage Agency Grants:

- Act as Agency representative for all grant funded projects. Manage execution of grants and provide financial and administrative support for grant funded projects.
- Provides executive oversight of construction management activities

2. Grant Administration & Financial Oversight:

- Oversees fiscal administration of capital projects and grant-funded programs, ensuring expenditures align with approved budgets, funding agreements, and agency policies. Prepares special reports for the State of California (Grantees), management staff, and the Board of Directors.
- Utilizes engineering, asset management, financial, and project management software platforms (e.g., GIS, hydraulic modeling, SCADA data, job-cost accounting systems) to support informed project planning and reporting.

3. Other Duties:

- Supports the Board and General Manager during the leadership transition, offering guidance and assistance as needed. Other duties as assigned.

4. Safety:

- Follows proper safety practices at all times.
- Attends safety meetings.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion No. M25-XXX</p> <p>Salary Range: 7</p>
<p>TITLE: CHIEF ENGINEER</p>	<p>Page 2 of 3</p> <p>Status: Exempt</p>

E. QUALIFICATIONS

1. Education, Training, & Experience:

- Five years of progressively responsible experience toward and including a senior administrative position, preferably with a special district or local government.
- College or business school degree in geology and/or engineering, and/or other relevant training.

2. Knowledge:

- Principles of project management and public sector contracting practices.
- Firm understanding of general accounting principles including but not limited to budget development, preparation, and expenditure control.
- Asset management and capital improvement planning.
- Exercise of standard and effective office practices.
- Effective written and oral communication methods, including conflict resolution and emergency incident response.
- Accurate business English, spelling, composition, and math.
- Requirements and implementation of public meeting agenda and Brown Act notification and publication requirements.
- Word processing, database, graphics and spreadsheet programs.
- Public sector record keeping, retention and filing procedures and practices.
- Techniques used to research, evaluate, and analyze scientific and statistical data.

3. Skills:

- Develop various complex/confidential reports, proposals and/or contracts that require research, information gathering and/or statistical analysis related to grant funded projects.
- Prepare reports on project progress in accordance with grant reporting requirements.
- Approve invoices for payment, monitor budget to actual expenditures, prepare and monitor vendor contracts and bid-related documents related to grant funded projects.
- Prepare Board and Board Committee analytical reports related to grant funded projects.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work priorities, meet critical deadlines and follow-up on assignments.

<p align="center"><u>BIGHORN-DESERT VIEW WATER AGENCY</u></p> <p align="center">CLASS DESCRIPTION</p>	<p>Revised: Motion No. M25-XXX</p> <p>Salary Range: 7</p>
<p>TITLE: CHIEF ENGINEER</p>	<p>Page 3 of 3</p> <p>Status: Exempt</p>

- Make recommendations to the General Manager and Board when changes to policies or procedures are needed related to grant funded projects.
- Support the General Manager through the completion of existing grants and their follow-up, reporting and close out.
- Perform other special assignments as determined by the General Manager related to grant funded projects.

4. Physical Demands:

- Communicates orally with the Board of Directors, other employees, and the public in face-to-face, one-on-one settings.
- Travels by automobile on Agency business.
- Uses telephone, radio, office equipment, and audio/video devices.
- Sits for extended time periods with hearing, vision, and mobility within normal ranges.
- May be required to work weekends and/or evenings.
- Occasionally required to walk or hike in the field.
- Drags, lifts, sets up multiple tables and chairs; carries, sets up and runs video/audio equipment; bends, walks, lifts, moves, measures, and crawls under desks or tables. Visits sites and walks/climbs over/around obstacles to for design and measurement of projects.

5. Licenses and Certifications:

- Possession of a California Class C driver's license with a clean driving record and automobile insurance.
- Professional Geologist and/or Civil or Professional Engineering certification desirable.

A. WORK ENVIRONMENT

Agency employees work in both an office and a field environment. The employee is exposed to moderate noise levels and controlled temperature conditions with no direct exposure to hazardous physical substances.

While working in the field, employee may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

B. REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, the Fair Employment and Housing Act, and Agency policy, absent undue hardship or direct threats to the health and safety of employee(s), the Agency provides employment-related reasonable accommodations to qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions.

APPENDIX C

RANGE AND STEP SCALE

RESOLUTION NO. 25R-XX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING MODIFICATION TO “RANGE 5”
ADDING ADMINISTRATION AND FINANCE SUPERVISOR
JOB DESCRIPTION AMENDING APPENDIX C – RANGE AND STEP SCALE
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

WHEREAS, on June 24, 2025 the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 24R-07 authorizing a modification to the steps in Range 6 Assistant General Manager Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook.; and

WHEREAS, on June 24, 2025 the Board of Directors adopted Resolution No. 25R-07 reaffirming the application of a 3.5% Cost-of-Living adjustment for all staff and the general manager with an effective date of July 1, 2025; and

WHEREAS, the Board of Directors has considered the addition of one new job position of *Administrative and Finance Manager* in “Range 5” as indicated herein;

NOW THEREFORE BE IT RESOLVED that the Board of Directors does hereby authorize the modification of the Employee Handbook Appendix C – Range and Step Scale to revise the job titles in “Range 5” as indicated herein; and

BE IT FURTHER RESOLVED that the Board of Directors reaffirm there are no further modifications to the Range and Step Scale herein; and

BE IT FURTHER RESOLVED that the updated Employee Handbook Appendix C – Range and Step Scale is hereby incorporated into this Resolution as Attachment A.

BE IT FURTHER RESOLVED that Resolution No. 25R-07 is hereby rescinded and of no further force and effect.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 16th day of December 2025.

By _____
JoMarie McKenzie, President of the Board

ATTEST,

By _____
John R. Burkhardt, Secretary of the Board

Official Seal

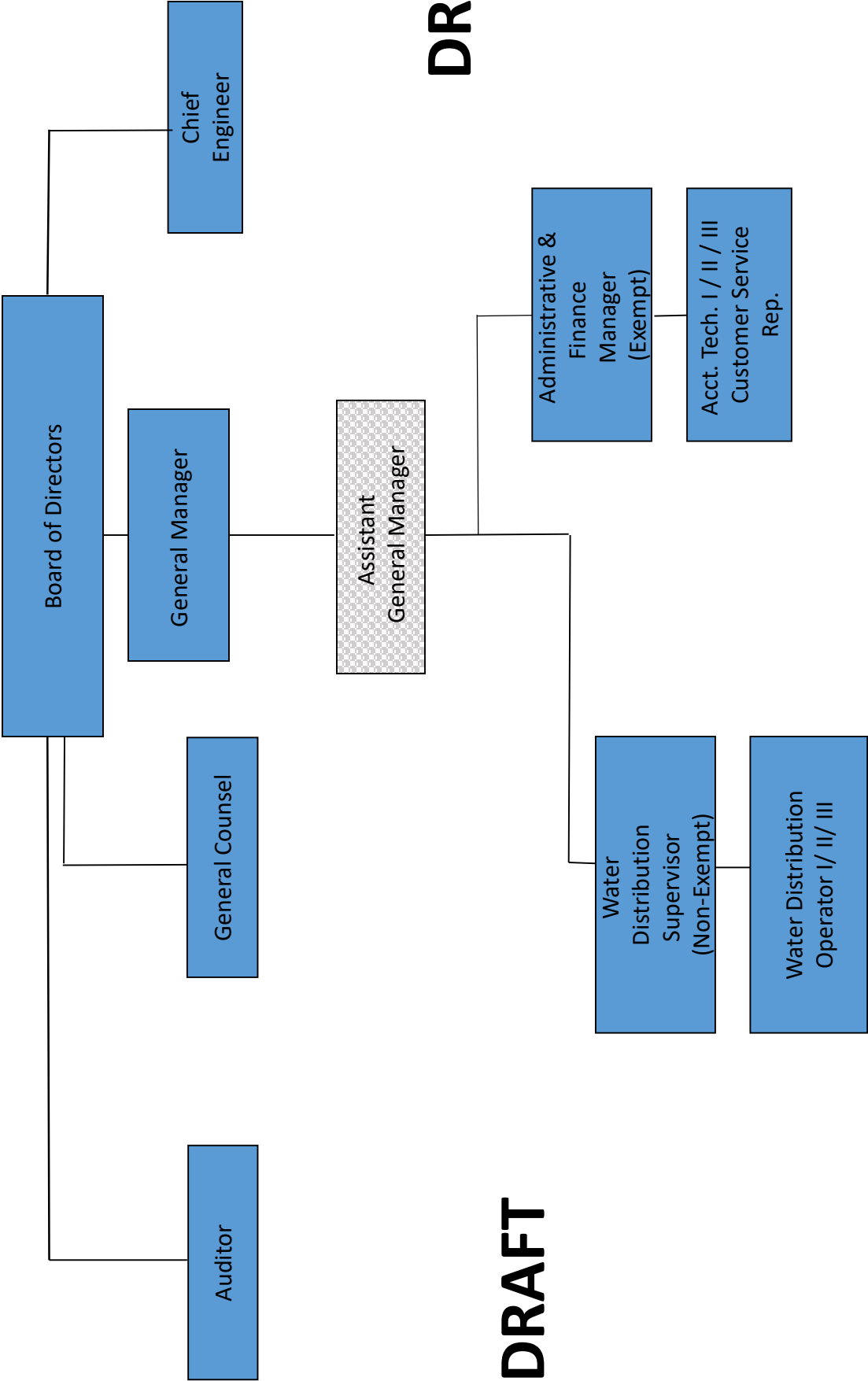
JOB TITLE	PERFORMANCE REVIEW													
	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP J	STEP K	STEP L	STEP M	STEP N
Water Distribution Operator I Accounting Tech. I / Customer Service Rep	1													
	Per Hour Rate	26.36	27.02	27.70	28.39	29.10	29.83	30.58	31.34	32.12	32.92	33.74	34.58	35.44
	Monthly	4,569	4,684	4,801	4,921	5,044	5,171	5,301	5,432	5,568	5,706	5,848	5,994	6,143
Annually	54,829	56,202	57,616	59,051	60,528	62,046	63,606	65,187	66,810	68,474	70,179	71,926	73,715	
Water Distribution Operator II Accounting Tech. II / Customer Service Rep	2													
	Per Hour Rate	30.32	31.08	31.86	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.80
	Monthly	5,256	5,387	5,522	5,661	5,803	5,949	6,098	6,250	6,406	6,566	6,731	6,899	7,072
Annually	63,066	64,646	66,269	67,933	69,638	71,386	73,174	75,005	76,877	78,790	80,766	82,784	84,864	
Water Distribution Operator III Accounting Tech. III / Customer Service Rep	3													
	Per Hour Rate	34.86	35.73	36.62	37.54	38.48	39.44	40.43	41.44	42.48	43.54	44.63	45.75	46.89
	Monthly	6,042	6,193	6,348	6,507	6,670	6,836	7,008	7,183	7,363	7,547	7,736	7,930	8,128
Annually	72,509	74,318	76,170	78,083	80,038	82,035	84,094	86,195	88,358	90,563	92,830	95,160	97,531	
Accounting Tech. / Customer Service Lead	4													
	Per Hour Rate	40.09	41.09	42.12	43.17	44.25	45.36	46.49	47.65	48.84	50.06	51.31	52.59	53.90
	Monthly	6,949	7,122	7,301	7,483	7,670	7,862	8,058	8,259	8,466	8,677	8,894	9,116	9,343
Annually	83,387	85,467	87,610	89,794	92,040	94,349	96,699	99,112	101,587	104,125	106,725	109,387	112,112	
Water Distribution Supervisor Administration & Finance Manager	5													
	Per Hour Rate	46.10	47.25	48.43	49.64	50.88	52.15	53.45	54.79	56.16	57.56	59.00	60.48	61.99
	Monthly	7,991	8,190	8,395	8,604	8,819	9,039	9,265	9,497	9,734	9,977	10,227	10,483	10,745
Annually	95,888	98,280	100,734	103,251	105,830	108,472	111,176	113,963	116,813	119,725	122,720	125,798	128,939	
Assistant General Manager	6													
	Per Hour Rate	53.02	54.35	55.71	57.10	58.53	59.99	61.49	63.03	64.61	66.23	67.89	69.59	71.33
	Monthly	9,190	9,421	9,656	9,897	10,145	10,398	10,658	10,925	11,199	11,480	11,768	12,062	12,364
Annually	110,282	113,048	115,877	118,768	121,742	124,779	127,899	131,102	134,389	137,758	141,211	144,747	148,366	

APPENDIX C

General Manager Salary (Amendment No. 5 - Employment Contract thru 2/1/2026)	
Motion No. M25-051 10/14/2025	Salary = \$255,000.00

APPENDIX D

ORGANIZATIONAL CHART



Proposed
Add Administrative & Finance Manager
Add Chief Engineer
Leave Asst. General Manager Vacant

DRAFT

DRAFT

**Employee Handbook
Appendix D**
Authorized Staff Count = 9
General Manager = 1
Asst. General Manager = Vacant
Administrative & Finance Manager = 1
Water Distribution Series = 5
Accounting Tech/Customer Service = 1
Chief Engineer = 1