

Bighorn-Desert View Water Agency



Board of Directors

Michael McBride, President
Judy Corl-Lorono, Vice President
Terry Burkhart, Secretary
J. Larry Coulombe, Director
J. Dennis Staley, Director

Marina D West, P.G., General Manager

A Public Agency

Agency Office
622 S. Jemez Trail
Yucca Valley, CA 92284-1440

760/364-2315 Phone
760/364-3412 Fax

www.bdvwa.org

Finance/Public Relations/Education And Personnel Standing Committee Regular Meeting Agenda March 21, 2018 - 9:00 a.m.

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285

Committee Members: Director McBride & Director Coulombe

The BDVWA Finance/Public Relations/Education & Personnel Committee meeting will be conducted in strict compliance with the Brown Act. Members of the Board not assigned to this Committee who attend may do so only as observers and may not participate in the meeting.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda

Discussion and Action Items - The Committee and Staff will discuss the following items and provide direction to staff, 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.

5. Budget Workshop – Fiscal Year 2018/19 Budget Cycle

6. Review 2018 Social Security Cost-of-Living Adjustment and Recommend Adjustment for All Regular Employees and General Manager

7. **Consent Items** - The following is expected to be routine and non-controversial and will be acted on by the Committee members at one time without discussion, unless a member of the Public or a Committee member requests that an item be held for discussion or further action.

- a. none

8. Public Comment Period

Any person may address the Committee 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 Committee from discussing or taking action on items not included on the agenda.

9. Verbal Reports

- a. Committee Member Comments/Reports
b. General Manager Report

10. 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 has been prepared or organized with respect to each item of business listed on the agenda.

Copies of these materials and other discloseable 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.bdvwva.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.

AGENDA ITEM # 6

**BIGHORN DESERT VIEW WATER AGENCY STANDING COMMITTEE
FINANCE/PUBLIC RELATIONS/EDUCATION/PERSONNEL
AGENDA ITEM SUBMITTAL**

Meeting Date: March 21, 2018

To: Financial/PR/Education/Personnel Comm. **Budgeted:** 2.0% salary increases
Board of Directors **Budgeted Amount:** To Be Determined
Cost: See Staff Report

From: Marina D. West **General Counsel Approval:** N/A
CEQA Compliance: N/A

Subject: Review 2018 Social Security Cost-of-Living Adjustment and Recommend Adjustment for All Regular Employees and General Manager

SUMMARY

Per the Employee Handbook, the Board, at its discretion, may grant a percentage cost of living adjustment to the Range and Step Appendix B each year to be effective on or about July 1. The Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency shall be considered when determining any adjustment.

For calendar year 2017, the Board of Directors approved a Cost-of-Living Adjustment of 3.0%. The 2018 Social Security Cost-of-Living Adjustment is 2.0% (attached).

Staff is recommending that the Committee provide a recommendation to the full Board on a Cost-Of-Living Adjustment (COLA) for employees and an effective date. Further, that the Committee should determine if the COLA should be granted to the general manager.

RECOMMENDATION

Staff is requesting Committee's input and direction.

1. Cost-of-Living Adjustment for regular staff
2. Cost-of-Living Adjustment for General Manager

BACKGROUND/ANALYSIS

Per the Employee Handbook, the Board, at its discretion, may grant a percentage cost of living adjustment to the Range and Step Appendix B each year to be effective on or about July 1.

The Social Security Administration announced in late 2017 that a 3.0% cost of living adjustment had been approved for 2018. Therefore the Board should consider whether or not to extend this adjustment to staff.

The projected increase in staff salaries would be approximately \$8,000.

The adjustment would increase the General Manager's salary by approximately \$4,500.

The draft Appendix B Range and Step Scale with the 2% cost of living adjustment already populated is attached.

Staff is recommending that the Committee provide a recommendation to the full Board on a cost of living adjustment for employees and the effective date of any such adjustment. The Committee should determine if the General Manager should also be recommended for a cost of living adjustment.

PRIOR RELEVANT BOARD ACTION(S)

1/24/2017 Motion 17-004 Adopting Resolution No. 17R-03 Authorizing 3% Cost-of-Living Percentage Adjustment to the Range and Step Scale (incorporated by reference as Appendix B of the Employee Handbook) and setting the effective date of any such adjustment.



Fact Sheet

SOCIAL SECURITY

2018 SOCIAL SECURITY CHANGES

Cost-of-Living Adjustment (COLA):

Based on the increase in the Consumer Price Index (CPI-W) from the third quarter of 2016 through the third quarter of 2017, Social Security and Supplemental Security Income (SSI) beneficiaries will receive a 2.0 percent COLA for 2018. Other important 2018 Social Security information is as follows:

| Tax Rate | 2017 | 2018 |
|---------------|--------|--------|
| Employee | 7.65% | 7.65% |
| Self-Employed | 15.30% | 15.30% |

NOTE: The 7.65% tax rate is the combined rate for Social Security and Medicare. The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount (see below). The Medicare portion (HI) is 1.45% on all earnings. Also, as of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes. The tax rates shown above do not include the 0.9 percent.

| | 2017 | 2018 |
|--|-------------------------------|-------------------------------|
| Maximum Taxable Earnings | | |
| Social Security (OASDI only) | \$127,200 | \$128,400 ¹ |
| Medicare (HI only) | No Limit | |
| Quarter of Coverage | | |
| | \$1,300 | \$1,320 |
| Retirement Earnings Test Exempt Amounts | | |
| Under full retirement age | \$16,920/yr. (\$1,410/mo.) | \$17,040/yr. (\$1,420/mo.) |
| NOTE: One dollar in benefits will be withheld for every \$2 in earnings above the limit. | | |
| The year an individual reaches full retirement age | \$44,880/yr. (\$3,740/mo.) | \$45,360/yr. (\$3,780/mo.) |
| NOTE: Applies only to earnings for months prior to attaining full retirement age. One dollar in benefits will be withheld for every \$3 in earnings above the limit. | | |

DRAFT CALENDAR YEAR 2018
BDVWA EMPLOYEE RANGE AND STEP SCALE
2.0% COLA

| JOB TITLE | 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 |
|-----------------|---------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | Per Hour Rate | 13.34 | 13.68 | 14.02 | 14.37 | 14.73 | 15.09 | 15.47 | 15.86 | 16.26 | 16.66 | 17.08 | 17.51 | 17.94 |
| | Monthly | 2,312.54 | 2,370.36 | 2,429.62 | 2,490.36 | 2,552.62 | 2,616.43 | 2,681.84 | 2,748.89 | 2,817.61 | 2,888.05 | 2,960.25 | 3,034.26 | 3,110.11 |
| | Annually | 27,750.53 | 28,444.29 | 29,155.40 | 29,884.28 | 30,631.39 | 31,397.18 | 32,182.10 | 32,986.66 | 33,811.32 | 34,656.61 | 35,523.02 | 36,411.10 | 37,321.37 |
| 2 | Per Hour Rate | 14.17 | 14.52 | 14.89 | 15.26 | 15.64 | 16.03 | 16.43 | 16.84 | 17.26 | 17.69 | 18.14 | 18.59 | 19.05 |
| | Monthly | 2,455.75 | 2,517.15 | 2,580.07 | 2,644.58 | 2,710.69 | 2,778.46 | 2,847.92 | 2,919.12 | 2,992.10 | 3,066.90 | 3,143.57 | 3,222.16 | 3,302.71 |
| | Annually | 29,469.02 | 30,205.75 | 30,960.89 | 31,734.92 | 32,528.29 | 33,341.50 | 34,175.03 | 35,029.41 | 35,905.14 | 36,802.77 | 37,722.84 | 38,665.91 | 39,632.56 |
| 3 | Per Hour Rate | 17.53 | 17.97 | 18.42 | 18.88 | 19.35 | 19.84 | 20.33 | 20.84 | 21.36 | 21.90 | 22.44 | 23.01 | 23.58 |
| | Monthly | 3,039.19 | 3,115.17 | 3,193.05 | 3,272.88 | 3,354.70 | 3,438.57 | 3,524.53 | 3,612.64 | 3,702.96 | 3,795.53 | 3,890.42 | 3,987.68 | 4,087.38 |
| | Annually | 36,470.30 | 37,382.06 | 38,316.61 | 39,274.53 | 40,256.39 | 41,262.80 | 42,294.37 | 43,351.73 | 44,435.52 | 45,546.41 | 46,685.07 | 47,852.20 | 49,048.50 |
| 4 | Per Hour Rate | 23.02 | 23.60 | 24.19 | 24.79 | 25.41 | 26.05 | 26.70 | 27.37 | 28.05 | 28.75 | 29.47 | 30.21 | 30.96 |
| | Monthly | 3,950.38 | 4,090.14 | 4,192.39 | 4,297.20 | 4,404.63 | 4,514.74 | 4,627.61 | 4,743.30 | 4,861.89 | 4,983.43 | 5,108.02 | 5,235.72 | 5,366.61 |
| | Annually | 47,884.51 | 49,081.62 | 50,308.67 | 51,566.38 | 52,855.54 | 54,176.93 | 55,531.35 | 56,919.64 | 58,342.63 | 59,801.19 | 61,296.22 | 62,828.63 | 64,399.35 |
| 5 | Per Hour Rate | 24.66 | 25.28 | 25.91 | 26.56 | 27.22 | 27.90 | 28.60 | 29.32 | 30.05 | 30.80 | 31.57 | 32.36 | 33.17 |
| | Monthly | 4,275.02 | 4,381.90 | 4,491.45 | 4,603.73 | 4,718.83 | 4,836.80 | 4,957.72 | 5,081.66 | 5,208.70 | 5,338.92 | 5,472.39 | 5,609.20 | 5,749.43 |
| | Annually | 51,300.29 | 52,582.80 | 53,897.37 | 55,244.80 | 56,625.92 | 58,041.57 | 59,492.61 | 60,979.92 | 62,504.42 | 64,067.03 | 65,668.71 | 67,310.42 | 68,993.18 |
| General Manager | | | | | | | | | | | | | | |
| | Per Hour Rate | N/A | | | | | | | | | | | | |
| | Monthly | N/A | | | | | | | | | | | | |
| | Annually | 150,000.00 | | | | | | | | | | | | |

By Contract w/provisions for COLA adopted 6/6/2013

Resolution No. XX
Adopted XX

APPENDIX B
BDVWA Employee Handbook