

**RESOLUTION NO. 22R-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
BIGHORN-DESERT VIEW WATER AGENCY  
AUTHORIZING A  
7.9% COST-OF-LIVING PERCENTAGE ADJUSTMENT FOR NON-EXEMPT EMPLOYEES  
AND AMENDING APPENDIX C – RANGE AND STEP SCALE  
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK AND  
AUTHORIZING A 5.9% COST-OF-LIVING ADJUSTMENT  
TO THE GENERAL MANAGER’S SALARY**

**WHEREAS**, on July 13, 2021 the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 21R-17 setting forth the Employee Handbook which included Appendix C - Range and Step Scale; and

**WHEREAS**, Section 4.3 of the Employee Handbook allows for the Board, at its discretion, to grant a percentage cost-of-living adjustment to the Range and Step Scale each year to be effective on or about July 1 with the Social Security Cost-of-Living Index Publication and the overall financial condition of the Agency to be considered when determining any adjustment; and

**WHEREAS**, on October 13, 2021 the Social Security Administration announced a 5.9% benefit increase for 2022; and

**WHEREAS**, on March 23, 2022 the Finance Committee discussed the current state of the United States economy and the rapidly rising inflation (40-year high) and suggested the Consumer Price Index might be a better indicator of true inflation in 2022 and recommends the Board of Directors adopt the Consumer Price Index as the basis for the Fiscal Year 2022/23 Cost-of Living Adjustment;

**WHEREAS**, the 2022 Consumer Price Index (CPI) for “all items” was declared to be 7.9%; and

**WHEREAS**, the Committee recommended the Fiscal Year 2022/23 adjustment be authorized for all non-exempt employees and the general manager with the general manager accepting the lower 5.9% adjustment;

**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 include a 7.9% Cost-of-Living adjustment for all non-exempt employees except the general manager who shall be granted a 5.9% Cost-of-Living adjustment. The effective

date of the increase for non-exempt employees will be for the payroll period ending April 22, 2022 and with an effective date of July 2, 2022 for the general manager.

**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**BE IT FURTHER RESOLVED** that Resolution No. 21R-17 is hereby rescinded and of no further force and effect.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 12<sup>th</sup> day of April 2022.

By   
John Burkhart, President of the Board

ATTEST,

BY   
Megan Close-Dees, Secretary of the Board



Official Seal

# Attachment A - 2022/23 Range and Step Scale

FINAL BDVWA EMPLOYEE RANGE AND STEP  
SCALE INCLUDES 7.9% COLA / 5.9% GM COLA  
Resolution No. 22R-03  
April 12, 2022

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
Water Distribution Operator I Customer Service Rep/Accounting Tech. I	1													
	Per Hour Rate	22.70	23.27	23.85	24.45	25.06	25.69	26.33	26.99	27.66	28.35	29.06	29.79	30.53
	Monthly	3,935	4,034	4,134	4,238	4,344	4,453	4,564	4,678	4,794	4,914	5,037	5,164	5,292
Annually	47,216	48,402	49,608	50,856	52,125	53,435	54,766	56,139	57,533	58,968	60,445	61,963	63,502	
Water Distribution Operator II Customer Service Rep/Accounting Tech. II	2													
	Per Hour Rate	26.11	26.76	27.43	28.12	28.82	29.54	30.28	31.04	31.82	32.62	33.44	34.28	35.14
	Monthly	4,526	4,638	4,755	4,874	4,996	5,120	5,249	5,380	5,516	5,654	5,796	5,942	6,091
Annually	54,309	55,661	57,054	58,490	59,946	61,443	62,982	64,563	66,186	67,850	69,555	71,302	73,091	
Water Distribution Operator III Customer Service Rep/Accounting Tech. III	3													
	Per Hour Rate	30.03	30.78	31.55	32.34	33.15	33.98	34.83	35.70	36.59	37.50	38.44	39.40	40.39
	Monthly	5,205	5,335	5,469	5,606	5,746	5,890	6,037	6,188	6,342	6,500	6,663	6,829	7,001
Annually	62,462	64,022	65,624	67,267	68,952	70,678	72,446	74,256	76,107	78,000	79,955	81,952	84,011	
Water Distribution Lead Accounting Lead	4													
	Per Hour Rate	34.53	35.39	36.27	37.18	38.11	39.06	40.04	41.04	42.07	43.12	44.20	45.31	46.44
	Monthly	5,985	6,134	6,287	6,445	6,606	6,770	6,940	7,114	7,292	7,474	7,661	7,854	8,050
Annually	71,822	73,611	75,442	77,334	79,269	81,245	83,283	85,363	87,506	89,690	91,936	94,245	96,595	

## APPENDIX C

BDVWA Employee Handbook

COLA and Range & Step Scale Adopted by Resolution No. 22R-03 April 12, 2022

General Manager Salary (Amendment No. 4 - Employment Contract)			
Salary Adjustment Eff. July	7%	\$194,250	COLA 5.9%
			\$205,710