

**RESOLUTION NO. 20R-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
BIGHORN-DESERT VIEW WATER AGENCY  
AUTHORIZING A COST-OF-LIVING PERCENTAGE ADJUSTMENT  
AND AMENDING APPENDIX C – RANGE AND STEP SCALE  
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

**WHEREAS**, on April 28, 2020 the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 20R-11 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**, the Social Security Cost-of-Living Adjustment for 2020 was set at 1.6%; and

**WHEREAS**, on April 28, 2020 the Board of Directors discussed the issue and adopted Motion No. 20-030 approving a Cost-of Living Adjustment of 3.0% for all staff except the general manager; and

**WHEREAS**, on April 28, 2020 the Board of Directors adopted Motion No. 20-030 approving a Cost-of-Living Adjustment OF 1.6% for the general manager.

**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 3.0% Cost-of-Living adjustment for all staff except the general manager who shall be granted a 1.6% Cost-of-Living adjustment with an effective date of July 4, 2020.

**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**BE IT FURTHER RESOLVED** that Resolution No. 19R-01 is hereby rescinded and of no further force and effect.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 26<sup>th</sup> day of May 2020.

AYES: Corl-Lorono, Burkhart, Coulombe, McBride

NOES: McKenzie

ABSTENTION:

ABSENT:

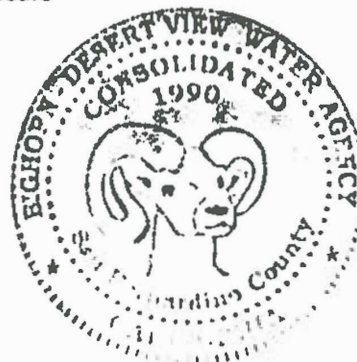
By Judy Corl-Lorono  
Judy Corl-Lorono, President of the Board

Bighorn-Desert View Water Agency,

By J. Larry Coulombe  
J. Larry Coulombe, Secretary

Attachment A – 2020/21 Range and Step Scale

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May 26, 2020



Official Seal

ATTACHMENT A  
FISCAL YEAR 2020/21  
BDVWA EMPLOYEE RANGE AND STEP SCALE  
3.0% COLA STAFF/ 1.6% COLA GENERAL MANAGER

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	14 27	14 63	15 00	15 36	15 76	16 15	16 55	16 96	17 38	17 81	18 26	18 72	19 19
	Per Hour Rate	2,473.47	2,535.87	2,600.00	2,665.87	2,731.73	2,799.33	2,868.67	2,939.73	3,012.53	3,087.07	3,163.07	3,244.80	3,326.72
	Annually	29,681.60	30,430.40	31,200.00	31,990.40	32,780.80	33,592.00	34,424.00	35,276.60	36,150.40	37,044.80	37,960.80	38,937.60	39,915.20
Water Distribution Operator II Customer Service Rep/Accounting Tech. II	2	15 15	15 53	15 92	16 32	16 73	17 15	17 58	18 02	18 47	18 93	19 40	19 89	20 39
	Per Hour Rate	2,678.00	2,811.87	2,949.47	3,091.80	3,238.80	3,390.67	3,547.40	3,709.00	3,875.47	4,046.80	4,223.00	4,404.10	4,589.20
	Annually	31,512.00	32,302.40	33,113.60	33,945.60	34,798.40	35,672.00	36,566.40	37,481.60	38,417.60	39,374.40	40,352.00	41,371.20	42,411.20
Water Distribution Operator III Customer Service Rep/Accounting Tech. III	3	16 76	17 23	17 71	18 20	18 71	19 23	19 76	20 30	20 86	21 43	22 02	22 62	23 24
	Per Hour Rate	3,251.73	3,333.20	3,416.40	3,501.33	3,589.73	3,679.67	3,771.73	3,865.33	3,962.40	4,061.20	4,163.47	4,267.47	4,374.93
	Annually	39,020.80	39,998.40	40,996.80	42,016.00	43,076.80	44,158.40	45,260.80	46,384.00	47,548.80	48,734.40	49,961.60	51,209.60	52,499.20
General Manager	4	24 62	25 24	25 87	26 52	27 18	27 86	28 56	29 27	30 00	30 75	31 52	32 31	33 12
	Per Hour Rate	4,267.47	4,374.93	4,484.13	4,595.80	4,711.20	4,829.07	4,950.40	5,073.47	5,200.00	5,330.00	5,463.47	5,600.40	5,740.80
	Annually	51,209.60	52,499.20	53,809.60	55,161.60	56,534.40	57,948.80	59,404.80	60,881.60	62,400.00	63,960.00	65,561.60	67,204.80	68,889.60
General Manager	5	26 38	27 04	27 72	28 41	29 12	29 85	30 60	31 37	32 15	32 95	33 77	34 61	35 48
	Per Hour Rate	4,572.53	4,686.93	4,804.80	4,924.40	5,047.47	5,174.00	5,304.00	5,437.47	5,572.67	5,711.33	5,853.47	5,999.07	6,149.87
	Annually	54,870.40	56,243.20	57,657.60	59,092.80	60,569.60	62,088.00	63,648.00	65,249.60	66,872.00	68,536.00	70,241.60	71,988.80	73,788.40
By Contract w/provisions for COLA		adopted 4/25/2017												
Per Hour Rate		N/A												
Monthly		N/A												
Annually		159,567.12												

COLA and Range & Step Scale Adopted by Resolution No. 20R-13 May 26, 2020

APPENDIX C

BDVWA Employee Handbook