

RESOLUTION NO. 21R-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING A 3.0% COST-OF-LIVING PERCENTAGE ADJUSTMENT
AND AMENDING APPENDIX C – RANGE AND STEP SCALE
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

WHEREAS, on June 23, 2021 the Board of Directors of the Bighorn-Desert View Water Agency adopted Motion No. 21-038 to receive and file the final report titled “*Non-Exempt Employee Salary Benchmark Survey, May 2021*” and authorize benchmark adjustments to Appendix C – Range and Step Scale incorporated into the Employee Handbook as recommended in the report; 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 2021 was set at 1.3%; and

WHEREAS, on June 23, 2021 the Board of Directors discussed the issue and adopted Motion No. 21-038 approving a Cost-of Living Adjustment of 3.0% for all non-exempt employees and excepting the general manager; and

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 the “*Non-Exempt Salary Benchmark Survey*” recommendations and a 3.0% Cost-of-Living adjustment for all non-exempt employees except the general manager who shall be granted a 0.0% Cost-of-Living adjustment with an effective date of July 3, 2021.

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BE IT FURTHER RESOLVED that Resolution No. 20R-13 is hereby rescinded and of no further force and effect.

ATTACHMENT A
 FY 2021/22
 BDVWA EMPLOYEE RANGE AND STEP SCALE
 INCLUDES 3.0% COLA

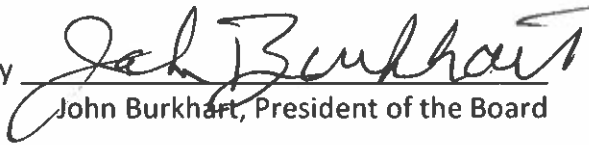
JOB TITLE	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M	STEP N
Water Distribution Operator I Customer Service Rep/Accounting Tech. I	1	21.04	21.57	22.11	22.66	23.23	23.81	24.41	25.02	25.65	26.29	26.95	27.62	28.31	
	Per Hour Rate	3,646.93	3,739.80	3,832.40	3,927.73	4,026.53	4,127.07	4,231.07	4,338.80	4,446.00	4,556.93	4,671.33	4,787.47	4,907.07	
	Annually	43,763.20	44,865.60	45,988.80	47,132.80	48,318.40	49,524.80	50,772.80	52,041.60	53,352.00	54,683.20	56,058.00	57,449.60	58,864.80	
Water Distribution Operator II Customer Service Rep/Accounting Tech. II	2	24.20	24.81	25.43	26.07	26.72	27.39	28.07	28.77	29.49	30.23	30.99	31.76	32.55	
	Per Hour Rate	4,194.67	4,300.40	4,407.87	4,518.90	4,631.47	4,747.60	4,865.47	4,986.80	5,111.60	5,239.87	5,371.60	5,505.07	5,642.00	
	Annually	50,336.00	51,604.80	52,894.40	54,225.60	55,577.60	56,971.20	58,385.60	59,841.60	61,339.20	62,878.40	64,459.20	66,060.80	67,704.00	
Water Distribution Operator III Customer Service Rep/Accounting Tech. III	3	27.83	28.53	29.24	29.97	30.72	31.49	32.28	33.09	33.92	34.77	35.64	36.53	37.44	
	Per Hour Rate	4,823.87	4,945.20	5,068.27	5,194.80	5,324.80	5,458.27	5,595.20	5,735.60	5,879.47	6,026.80	6,177.60	6,331.87	6,489.60	
	Annually	57,886.40	59,342.40	60,819.20	62,337.60	63,897.60	65,499.20	67,142.40	68,827.20	70,553.60	72,321.60	74,131.20	75,982.40	77,875.20	
Water Distribution Lead Accounting Lead	4	32.00	32.80	33.62	34.46	35.32	36.20	37.11	38.04	38.99	39.96	40.96	41.98	43.03	
	Per Hour Rate	5,546.67	5,685.33	5,827.47	5,973.07	6,122.13	6,274.67	6,430.40	6,589.60	6,752.27	6,924.40	7,097.73	7,276.53	7,458.53	
	Annually	66,560.00	68,224.00	69,929.60	71,676.80	73,465.60	75,296.00	77,168.80	79,123.20	81,099.20	83,116.80	85,196.80	87,318.40	89,502.40	
General Manager															
By Contract approved November 11, 2020 Mitton No. 20-066															
Per Hour Rate		N/A													
Monthly		N/A													
Annually		181,542.19													

COLA and Range & Step Scale Adopted by Resolution No. 21R-17 July 13, 2021

APPENDIX C

BDVWA Employee Handbook

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 13th day of July 2021.

By 
John Burkhart, President of the Board

ATTEST,

By 
Megan Close Dees, Secretary of the Board

Attachment A – 2021/22 Range and Step Scale

Official Seal

