

RESOLUTION NO. 25R-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING AN
3.5% COST-OF-LIVING PERCENTAGE ADJUSTMENT FOR
STAFF AND THE GENERAL MANAGER
AND
AMENDING APPENDIX C – RANGE AND STEP SCALE
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

WHEREAS, on April 9, 2024 the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 24R-05 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 10, 2024 the Social Security Administration announced a 2.5% benefit increase for 2025; and

WHEREAS, on April 8, 2025 the Board of Directors' recommended the Fiscal Year 2025/26 adjustment of 3.5% be authorized for all non-exempt employees and 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 3.5% Cost-of-Living adjustment for staff and the general manager with an effective date of July 1, 2025.

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BE IT FURTHER RESOLVED that Resolution No. 24R-05 is hereby rescinded and of no further force and effect.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 8th day of April 2025.

By 
JoMarie McKenzie, President of the Board

ATTEST,

By 
David Chapman, Secretary of the Board



Official Seal

**RESOLUTION NO. 25-03
BDVWA EMPLOYEE RANGE AND STEP SCALE**

JOB TITLE	RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
	NO	A	B	C	D	E	F	G	H	J	K	L	M	N
Water Distribution Operator I	1													
Accounting Tech. I / Customer Service Rep	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	2													
Accounting Tech. II / Customer Service Rep	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	3													
Accounting Tech. III / Customer Service Rep	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
Water Distribution Lead Accounting Lead	4													
Accounting Lead	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	5													
Supervisor	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
Assitant General Manager	6													
General Manager	Per Hour Rate	66.28	67.94	69.64	71.38	73.16	74.99	76.86	78.78	80.75	82.77	84.84	86.96	89.13
	Monthly	11,489	11,776	12,071	12,373	12,681	12,998	13,322	13,655	13,997	14,347	14,706	15,073	15,449
	Annually	137,862	141,315	144,851	148,470	152,173	155,979	159,869	163,862	167,960	172,162	176,467	180,877	185,390

Range & Step Scale Adopted by Resolution No. 25R-03 Adopted April 8, 2025

APPENDIX C

BDVWA Employee Handbook

General Manager Salary (Amendment No. 4 - Employment Contract thru 11/2025)	
Salary Adjustment Eff. July 1, 2025 = 3.5%	
via Resolution 24R-XX April 8, 2025	Current Salary = \$ 230,755
	w/ 3.5% COLA = \$ 238,831