

RESOLUTION NO. 25R-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING MODIFICATION TO "RANGE 5"
ADDING ADMINISTRATION AND FINANCE SUPERVISOR
JOB DESCRIPTION AMENDING APPENDIX C – RANGE AND STEP SCALE
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

WHEREAS, on June 24, 2025 the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 24R-07 authorizing a modification to the steps in Range 6 Assistant General Manager Amending Appendix C – Range and Step Scale Incorporated by Reference to the Employee Handbook.; and

WHEREAS, on June 24, 2025 the Board of Directors adopted Resolution No. 25R-07 reaffirming the application of a 3.5% Cost-of-Living adjustment for all staff and the general manager with an effective date of July 1, 2025; and

WHEREAS, the Board of Directors has considered the addition of one new job position of *Administrative and Finance Supervisor* in "Range 5" as indicated herein;

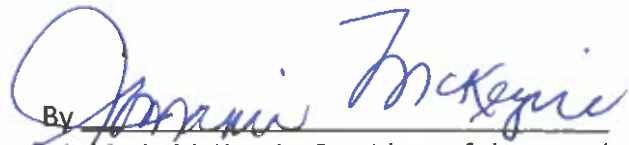
NOW THEREFORE BE IT RESOLVED that the Board of Directors does hereby authorize the modification of the Employee Handbook Appendix C – Range and Step Scale to revise the job titles in "Range 5" as indicated herein; and

BE IT FURTHER RESOLVED that the Board of Directors reaffirm there are no further modifications to the Range and Step Scale herein; and

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BE IT FURTHER RESOLVED that Resolution No. 25R-07 is hereby rescinded and of no further force and effect.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 16th day of December 2025.

By 
JoMarie McKenzie, President of the Board

ATTEST,

By 
Megan Close-Dees, Vice President of the Board

Attachment: Range and Step Scale



**RESOLUTION NO. 25-17
EDWYA EMPLOYEE RANGE AND STEP SCALE**

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 Accounting Tech. I / Customer Service Rep	1													
	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	4,694	4,801	4,921	5,044	5,171	5,301	5,432	5,568	5,706	5,848	5,994	6,143
	Annually	54,828	56,202	57,616	59,051	60,528	62,046	63,608	65,187	66,810	68,474	70,179	71,928	73,715
Water Distribution Operator II Accounting Tech. II / Customer Service Rep	2													
	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	5,948	6,098	6,250	6,408	6,568	6,731	6,899	7,072
	Annually	63,068	64,646	66,269	67,933	69,638	71,386	73,174	75,008	76,877	78,790	80,766	82,784	84,864
Water Distribution Operator III Accounting Tech. III / Customer Service Rep	3													
	Per Hour Rate	34.66	35.73	36.82	37.94	38.48	39.44	40.43	41.44	42.48	43.54	44.63	45.75	46.89
	Monthly	6,042	6,163	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	90,583	92,830	95,160	97,531
Accounting Tech / Customer Service Lead	4													
	Per Hour Rate	40.69	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	8,884	9,110	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 Administration & Finance Supervisor	5													
	Per Hour Rate	48.10	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	7,901	8,190	8,365	8,604	8,819	9,039	9,265	9,497	9,734	9,977	10,227	10,483	10,745
	Annually	94,808	98,280	100,734	103,251	105,830	108,472	111,176	113,963	116,813	119,725	122,720	125,768	128,939
Assistant General Manager	6													
	Per Hour Rate	53.02	54.35	55.71	57.10	58.53	59.99	61.49	63.03	64.61	66.23	67.89	69.59	71.33
	Monthly	9,190	9,421	9,656	9,897	10,145	10,398	10,658	10,925	11,190	11,463	11,738	12,012	12,284
	Annually	110,282	113,048	115,877	118,768	121,742	124,779	127,899	131,102	134,380	137,758	141,211	144,747	148,390

APPENDIX C

Range & Step Scale Adopted by Resolution No. 25R-17 December 16, 2025

General Manager Salary (Amendment No. 5 - Employment Contract thru 2/1/2026)	
Salary Adjustment Eff. October 18, 2025 = \$255,000	Current Salary = \$255,000.00
via Motion No. M25-051	

EDWYA Employee Handbook