

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BE IT FURTHER RESOLVED that Resolution No. 25R-07 is hereby rescinded and of no further force and effect.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
JoMarie McKenzie, President of the Board

ATTEST,

By Megan Close-Dees
Megan Close-Dees, Vice President of the Board

Attachment: Range and Step Scale



RESOLUTION NO. 25R-17
BOYNTON EMPLOYEE RANGE AND STEP SCALE

JOB TITLE	RANGE		STEP	STEP										
	NO	A	B	C	D	E	F	G	H	J	K	L	M	N
Water Distribution Operator I	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	4,869	4,884	4,891	4,921	5,044	5,171	5,301	5,432	5,568	5,700	5,848	5,994	6,143	
Annually	54,820	55,202	57,616	59,051	60,528	62,040	63,600	65,187	66,810	68,474	70,179	71,926	73,715	
Water Distribution Operator II	2													
Per Hour Rate	30.32	31.08	31.96	32.86	33.48	34.32	35.18	36.06	37.88	38.83	39.80	40.80		
Monthly	5,256	5,387	5,522	5,681	5,803	5,940	6,098	6,250	6,406	6,566	6,731	6,899	7,072	
Annually	63,090	64,646	66,246	67,933	69,639	71,366	73,174	75,005	76,877	78,790	80,706	82,704	84,804	
Water Distribution Operator III	3													
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	6,838	7,008	7,183	7,363	7,547	7,736	7,930	8,128	
Annually	72,590	74,318	76,170	78,083	80,036	82,035	84,034	86,195	88,358	90,503	92,630	95,100	97,531	
Accounting Tech. I / Customer Service Rep	4													
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	6,649	7,122	7,301	7,483	7,670	7,862	8,058	8,259	8,460	8,677	8,894	9,116	9,343	
Annually	83,397	85,467	87,610	89,794	92,040	94,349	96,660	99,112	101,587	104,125	106,725	109,397	112,112	
Water Distribution Supervisor	5													
Per Hour Rate	46.10	47.25	48.43	49.64	50.88	52.15	53.45	54.79	56.16	57.59	59.00	60.48	61.99	
Monthly	7,901	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	113,903	116,613	119,725	122,720	125,798	128,839	
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	9,160	9,421	9,656	9,887	10,145	10,368	10,658	10,925	11,190	11,480	11,768	12,062	12,364	
Annually	110,262	113,048	115,877	118,763	121,742	124,779	127,890	131,102	134,389	137,758	141,211	144,747	148,366	

APPENDIX C
BOYNTON EMPLOYEE RANGES

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

General Manager Salary (Amendment 1 No. 5 - Employment Contract thru 2/1/2026)

Salary Adjustment Eff. October 18, 2025 = \$25,000
 Current Salary = \$250,000
 via Motion No. M25-051