

**SILVER LAKE WATER & SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 751**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER LAKE WATER & SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ADJUSTING THE RANGE OF CURRENT AND NEW HIRE EMPLOYEE SALARIES AND WAGES EFFECTIVE DECEMBER 27, 2017 FOR THE JANUARY 2018 PAYROLL, AND REPEALING RESOLUTION NO. 732

WHEREAS, the Board of Commissioners adopted Resolution No. 732 on December 8, 2016, which adopted new salary ranges with updated salary information of peer agencies; and

WHEREAS, the Board of Commissioners reviewed 2018 Salary, Wage, and Benefit costs as part of their 2018 Financial Planning process on November 9, 2017; and

WHEREAS, the Board of Commissioners executed contracts for medical, dental, vision, and other employee benefit insurances starting December 1, 2017 with no increase to the monthly benefit stipend of \$2,215; and

WHEREAS, The Board of Commissioners reviewed Equipment Replacement and Operating Capital Purchase Assumptions on October 26, 2017 and determined it to be more cost effective to provide a vehicle allowance to certain District employees who routinely utilize a passenger vehicle to carry out their duties in comparison of the cost to purchasing and operating additional vehicles; and

WHEREAS, the Board of Commissioners has determined to change the eligibility of regular part-time employees for medical, dental, vision and other employee benefit insurances to match the eligibility requirements under the Affordable Health Care Act; and

WHEREAS, the District will continue the policy of determining the costs of employee salary, wages, and other employee benefits at the same time each year; and

WHEREAS, the October 2016 to October 2017 CPI-W for the Seattle Metropolitan Area was 3.39%; and

WHEREAS, the Board of Commissioners care to ensure the District maintains hiring competitiveness to ensure employee retention and satisfaction, internal pay equity between job classifications, and establish the District as a preferred employer; and

WHEREAS, the General Manager has reviewed the performance of employees with the Board of Commissioners and made recommendations for each employee's 2018 monthly salary; and

WHEREAS, the first payroll paid on January 31, 2018 will have a starting date of December 28, 2017 and the ending date of January 28, 2018, for determination of hours worked, paid time off, and other compensated time.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Silver Lake Water & Sewer District:

1. The following ranges of monthly salaries and wages of all current employees and for any new hires, for the position held by such current or new employee during the calendar year 2018, with the payroll cycle starting December 27, 2017, shall be within the following ranges as directed by the Board of Commissioners:
2. The General Manager and District Engineer will each be provided a monthly job-related vehicle expense allowance of three hundred dollars (\$300.00), in addition to other salary and benefits. This allowance is to be used to purchase, lease, own, operate, and maintain a personal vehicle of the General Manager or District Engineer. The allowance is intended to apply in lieu of the District providing the General Manager and District Engineer with a vehicle or reimbursing the General Manager and District Engineer based upon actual expenses incurred in use of their personal vehicles for District purposes. The General Manager and District Engineer shall be responsible for paying for liability, property damage, and comprehensive auto insurance coverage for the vehicle.

Job Classification	Resolution		
	Low	Mid	High
General Manager	136,271	168,589	200,905
District Engineer	102,475	126,778	151,080
Finance Manager	102,475	126,778	151,080
Operations and Maintenance Manager	99,886	123,389	146,891
Technical Services Manager	93,300	115,253	137,205
Senior Maintenance Electrician	74,665	92,373	110,079
Maintenance Electrician	71,110	87,974	104,838
IT Technician	65,316	80,685	96,053
Utility Lead	64,574	79,888	95,201
Water Quality Supervisor	64,574	79,888	95,201
Executive Assistant	63,680	78,782	93,884
Utility Maintenance II	60,095	74,346	88,599
Payroll/Accounts Payable Coordinator	59,136	73,050	86,964
Utility Billing Coordinator	58,090	71,867	85,643
Purchasing Inventory Control	55,363	68,391	81,417
GIS Technician	55,102	68,170	81,238
Utility Clerk II	52,017	64,352	76,688
Administrative Clerk II	52,017	64,352	76,688
Utility Maintenance I	50,607	62,608	74,609
Utility Clerk I	46,783	57,877	68,971
Administrative Clerk I	46,783	57,877	68,971
Utility Clerk	41,547	51,401	61,253
Utility Maintenance	41,118	50,870	60,621

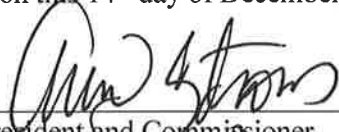
3. On recommendation from the General Manager and approval by the Board of Commissioners, an employee can be compensated in an amount above or below their job classification range.
4. On recommendation from the General Manager and approval by the Board of Commissioners, a new employee can be hired at a compensation level in an amount above or below their job classification range.

5. The General Manager shall have the authority to adjust the compensation of an employee that is promoted to a higher job classification, as long as such adjusted compensation is within the higher job classification's salary range.
6. On recommendation from the General Manager and approval by the Board of Commissioners, an employee who is assigned work that requires a higher level of responsibility, accountability, or supervision of others, may receive a compensation adjustment during the course of the year.
7. Regular part-time employees who are expected to work 30 hours or more per week or more than an average of 130 hours per month, will be eligible to a prorated medical, dental, vision, and HRA VEBA contribution based on their monthly hours worked divided by 168 hours per month.

Calculation Example		
District's Monthly Stipend		\$ 2,215.00
Hours Worked	135	
Hours per Month	168	
Part-Time Hours Worked Factor	80.36%	
Part Time Employee's Monthly Stipend		\$ 1,779.91
Cost of Employee's Medical Coverage	\$ 750.00	
Cost of Employee's Dental Coverage	\$ 46.00	
Cost of Employee's Vision Coverage	\$ -	
Less Total Cost of Employee's Health Coverage		\$ 796.00
Employee's Remaining Amount		\$ 983.91
District Factor		75%
Employee's Deposit Amount to HRA VEBA		\$ 737.93

8. Seasonal part-time employees of the District shall be paid an hourly rate of between \$14.25 and \$18.50 per hour, based on the experience and education of such part-time employee.
9. For the purposes of monthly salary calculation, the General Manager, or designee, may round to the nearest whole dollar.

ADOPTED by the Board of Commissioners at a regular meeting of the Silver Lake Water & Sewer District, Snohomish County, Washington this 14th day of December, 2017.



President and Commissioner



Secretary and Commissioner



Commissioner

I CERTIFY the above to be a true and correct copy of Resolution No. 751 adopted by the Board of Commissioners of the Silver Lake Water & Sewer District this 14th day of December 2017, as said Resolution appears in the records of the Silver Lake Water & Sewer District.



Secretary of the Silver Lake Water & Sewer District