

**SILVER LAKE WATER & SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 773**

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, WAGES, AND DAILY COMPENSATION RATE FOR ON-CALL DUTY, REPEALING RESOLUTION NO. 768.

WHEREAS, the Board of Commissioners adopted Resolution No. 768 on December 13, 2018, which adopted new salary ranges with updated salary information of peer agencies; and

WHEREAS, the job duties of the GIS Technician have increased to the extent the position job description has changed to a GIS Analyst; and

WHEREAS, the District has reviewed the compensation of peer agency GIS Analyst and is recommending to include a new position on the District's 2019 Salary and Wage Table; and

WHEREAS, the Board of Commissioners reviewed 2019 Salary, Wage, and Benefit costs as part of their 2019 Financial Planning process on October 25, 2018; and

WHEREAS, the Board of Commissioners continued existing or executed new contracts for medical, dental, vision, and other employee benefit insurances starting January 1, 2019, with no increase to the monthly benefit stipend of \$2,215; and

WHEREAS, the payments for medical, dental, vision, and HRA VEBA contribution for January 2019 will be processed with the December 2018 payroll; 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 annually; and

WHEREAS, the October 2017 to October 2018 CPI-W for the Seattle Metropolitan Area was 3.251%; 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 2019 monthly salary; and

WHEREAS, the Board of Commissioners adopted Resolution No. 762 on July 12, 2018, which continued the District's On-Call Status pay at \$45.00 per weekday and \$75.00 per holiday and weekend day which was previously established by Resolution No. 658 on November 10, 2010; and

WHEREAS, the first payroll paid on January 31, 2018 will have a starting date of December 26, 2018 and the ending date of January 26, 2019, 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 2019, with the payroll cycle starting December 26, 2018, shall be within the following ranges as directed by the Board of Commissioners:

Job Classification	Resolution No. - 773		
	Low	Mid	High
General Manager	141,055	174,509	207,960
District Engineer	106,073	131,229	156,385
Finance Manager	106,073	131,229	156,385
Operations and Maintenance Manage	103,392	127,721	152,048
Technical Services Manager	96,576	119,299	142,023
Senior Maintenance Electrician	77,286	95,616	113,944
Maintenance Electrician	73,607	91,063	108,519
IT Technician	67,610	83,518	99,426
Utility Lead	66,842	82,693	98,544
Executive Assistant	65,915	81,549	97,181
GIS Analyst	65,894	81,523	97,150
Water Quality Coordinator	65,722	81,187	96,651
Utility Maintenance II	62,205	76,957	91,710
Payroll/Accounts Payable Coordinatc	61,212	75,615	90,018
Utility Billing Coordinator	60,129	74,390	88,650
GIS Technician	57,307	70,792	84,276
Purchasing Inventory Control	57,037	70,564	84,090
Utility Clerk II	53,843	66,611	79,381
Administrative Clerk II	53,843	66,611	79,381
Utility Maintenance I	52,384	64,807	77,229
Utility Clerk I	48,426	59,908	71,393
Administrative Clerk I	48,426	59,908	71,393
Utility Clerk	43,006	53,206	63,403
Utility Maintenance	42,562	52,656	62,750

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.

3. Each employee shall be compensated for on-call status as follows: Fifty dollars (\$50.00) per day for any day in which the District's Administrative Office is open for business for any portion of the day (typically normal weekdays); and eighty-five

dollars (\$85.00) per day on any day in which the District's Administrative office is not open for business for any portion of the day (typically weekends, holidays, and special office closures). This pay is referred to as "On-Call Status Pay" and is included as part of a non-exempt employee's regular rate of pay for purposes of calculating any overtime worked by the employee.

4. 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.
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	<u>80.36%</u>	\$ 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	<u>\$ -</u>	
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 25th day of April, 2019.



President and Commissioner



Secretary and Commissioner



Commissioner

I CERTIFY the above to be a true and correct copy of Resolution No. 773, adopted by the Board of Commissioners of the Silver Lake Water & Sewer District this 25th day of April 2019, as said Resolution appears in the records of the Silver Lake Water & Sewer District.



Secretary of the Silver Lake Water & Sewer District