WEST DES MOINES WATER WORKS
BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: December 16, 2024

ITEM:

5. Recommendations from Committees
   b. Personnel and Compensation
      1. Resolution – Establishing Compensation for Calendar Year 2025 for Employees and Trustees of West Des Moines Water Works

FINANCIAL IMPACT:

$4,224,121 was included in the 2025 Budget for employee Salaries, Wages and Trustees' Compensation. The budgeted amount was based on the adjustments listed within the Summary below.

SUMMARY:

This request is for approval of the resolution which provides for employee salary and wage adjustments for calendar year 2025. The salaries and wages for 2025 increased due to Across the Board (ATB) Cost of Living Adjustment of 3.00% and the new step model as approved in the 2025-2029 AFSCME contract agreement. After several work sessions with the Board, a plan was approved to implement the step model for non-union staff until a successful performance-based pay system can be developed and implemented in the future. Adjustments to the pay scales were approved for pay grades 10-13 as part of one of those work sessions and a plan for how employees would be placed into the step model. This action is the final step to approve those decisions

BACKGROUND:

A new five-year union agreement was successfully negotiated that allowed us to transition back to a step model that had previously been used. Staff had hoped to develop a successful performance-based pay program but have been unable to accomplish this due to the workload of regionalization. With 20-25% of WDMWW workforce retiring and the task of negotiating a new union agreement, staff proposed a step model to remain competitive with the metro for recruiting top employees.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

That the Resolution entitled "A Resolution Establishing Compensation for Calendar Year 2025 for Employees and Trustees of West Des Moines Water Works," attached to and made a part of these minutes, be adopted.

Prepared by: Pat Mullenbach

Approved for Content by: Clete Murphy

A RESOLUTION ESTABLISHING COMPENSATION FOR CALENDAR YEAR 2025 FOR EMPLOYEES AND TRUSTEES OF THE WEST DES MOINES WATER WORKS

WHEREAS, on December 2, 2024, the Board of Trustees of the West Des Moines Water Works adopted the budget for calendar year 2025, and

WHEREAS, said budget includes certain appropriations for salaries and wages for employees of the Water Works.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WEST DES MOINES WATER WORKS, AS FOLLOWS:

1. Employee salaries for work on and after January 1, 2025 shall be in accordance with the document entitled, "Appendix A (Updated January 1, 2025)" for members of the collective bargaining unit and the document entitled "2025 Pay Plan" for non-bargaining unit employees. Copies of these documents are attached to and made part of this Resolution. The annualized salary, pay grades, and steps are shown in said Appendix A (Updated January 1, 2025) for collective bargaining unit employees and as shown in said 2025 Pay Plan for non-bargaining unit employees.

2. The General Manager, Assistant General Manager, Superintendent, Water Production Manager, Water Distribution Manager, Finance Manager and Treasurer, Principal Engineer-Water Distribution and Development, Principal Engineer-Water Production, Business Relations Manager, Water Production Coordinator, Water Distribution Coordinator, Information Systems Specialist, Civil Engineer I/II, and Accountant are considered exempt from the provisions of the Federal Fair Labor Standards Act and shall be paid salaries based on 26 bi-weekly pay periods. No overtime provisions apply. Hourly wages shall be determined by dividing the Annualized Salary shown in Appendix A or said 2025 Pay Plan by 2,080 hours.

3. Probationary employees will not receive the pay increase until the beginning of the pay period following the end of their probationary period, unless otherwise approved by the Board of Trustees. Every new employee serves a six-month probationary period.

4. In addition to the salaries and wages shown herein, employees whose job titles are listed in paragraph 2 hereof, shall receive up to $2,600.00 in compensation which shall be paid on their behalf into the Water Works Deferred Compensation Plan. The deferred compensation shall be paid at the rate of $100.00 per pay period for up to 26 pay periods for a total of $2,600.00. If the employee's personal contribution into the plan shall become less than $100.00 per pay period, then the Water Works contribution shall be reduced to an amount equal to the employee's personal contribution.

5. That members of the Board of Trustees shall be paid per diem for each committee meeting and Board of Trustees meeting attended at the rate of $100.00 per meeting, subject to an annual maximum payment of $1,200.00. The first per diem payment each year shall be made on the second pay date of June, and the second payment shall be made in December. The annual maximum amount is determined from time to time by the West Des Moines City Council.

6. That nothing contained in this Resolution shall be construed by any person to guarantee employment for any period whatsoever.

PASSED AND APPROVED this sixteenth day of December 2024.

THE BOARD OF TRUSTEES, WEST DES MOINES WATER WORKS

_____
Scott Brennan
Chair

Attest:

_____
Christina Murphy
Secretary

2025 Non-Union Pay Plan			Step								
Pay Grade	Min	Max	1	2	3	4	5	6	7	8	9
6	$ 48,342	$ 64,407	$ 48,342	$ 50,107	$ 51,937	$ 53,834	$ 55,799	$ 57,837	$ 59,949	$ 62,138	$ 64,407
7	53,746	76,800	53,746	56,199	58,763	61,444	64,247	67,179	70,244	73,449	76,800
8	62,840	89,535	62,840	65,684	68,656	71,762	75,009	78,403	81,951	85,659	89,535
9	71,440	108,702	71,440	75,288	79,344	83,618	88,123	92,870	97,873	103,146	108,702
10	86,474	131,664	86,474	91,140	96,057	101,240	106,703	112,460	118,528	124,924	131,664
11	104,666	157,019	104,666	110,109	115,835	121,860	128,197	134,864	141,878	149,257	157,019
12	124,800	199,076	124,800	132,302	140,254	148,685	157,622	167,096	177,140	187,788	199,076
13	172,307	258,461	172,307	181,265	190,689	200,603	211,032	222,004	233,546	245,688	258,461

Pay Grade 7 Positions	**Min**	**Max**
Administrative Assistant - Plant	$ 53,746	$ 76,800
Administrative Assistant - General Office	$ 53,746	$ 76,800
Accounting Assistant	$ 53,746	$ 76,800
Pay Grade 9 Positions		
Accountant	$ 71,440	$108,702
Pay Grade 10 Positions		
Water Production Coordinator	$ 86,474	$131,664
Distribution Coordinator	$ 86,474	$131,664
Information Systems Specialist	$ 86,474	$131,664
Civil Engineer II (Distribution)	$ 86,474	$131,664
Civil Engineer II (Production)	$ 86,474	$131,664
Pay Grade 11 Positions		
Water Distribution Manager	$104,666	$157,019
Water Production Manager	$104,666	$157,019
Principal Engineer - Water Production	$104,666	$157,019
Principal Engineer - Distribution and Development	$104,666	$157,019
Business Relations Manager	$104,666	$157,019
Pay Grade 12 Positions		
Superintendent	$124,800	$199,076
Finance Manager and Treasurer	$124,800	$199,076
Finance Manager and Treasurer	$124,800	$199,076
Pay Grade 13 Positions		
General Manager	$172,307	$258,461

2025 Appendix A			Step								
Pay Grade	**Min**	**Max**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
6	$ 48,342	$ 64,407	$ 48,342	$ 50,107	$ 51,937	$ 53,834	$ 55,799	$ 57,837	$ 59,949	$ 62,138	$ 64,407
7	53,746	76,800	53,746	56,199	58,763	61,444	64,247	67,179	70,244	73,449	76,800
8	62,840	89,535	62,840	65,684	68,656	71,762	75,009	78,403	81,951	85,659	89,535
9	71,440	108,702	71,440	75,288	79,344	83,618	88,123	92,870	97,873	103,146	108,702
10	86,474	131,664	86,474	91,140	96,057	101,240	106,703	112,460	118,528	124,924	131,664
11	104,666	157,019	104,666	110,109	115,835	121,860	128,197	134,864	141,878	149,257	157,019
12	124,800	199,076	124,800	132,302	140,254	148,685	157,622	167,096	177,140	187,788	199,076
13	172,307	258,461	172,307	181,265	190,689	200,603	211,032	222,004	233,546	245,688	258,461

Pay Grade 6 Positions	**Min**	**Max**
Maintenance Worker	$ 48,342	$ 64,407
Utility Locator	$ 48,342	$ 64,407
Meter Technician	$ 48,342	$ 64,407
Meter Technician	$ 48,342	$ 64,407
Pay Grade 7 Positions		
Water Treatment Plant Utility Worker	$ 53,746	$ 76,800
Customer Service Representative	$ 53,746	$ 76,800
Water Distribution Specialist	$ 53,746	$ 76,800
Customer Service Representative	$ 53,746	$ 76,800
Customer Service Representative	$ 53,746	$ 76,800
Pay Grade 8 Positions		
Water Distribution Specialist	$ 62,840	$ 89,535
Water Distribution Specialist	$ 62,840	$ 89,535
Water Distribution Specialist	$ 62,840	$ 89,535
Water Distribution Specialist	$ 62,840	$ 89,535
Pay Grade 9 Positions		
Engineering Technician	$ 71,440	$ 108,702
Water Treatment Operator	$ 71,440	$ 108,702
Water Distribution Specialist	$ 71,440	$ 108,702
Water Distribution Specialist	$ 71,440	$ 108,702
Residuals Equipment Operator	$ 71,440	$ 108,702
Engineering Technician	$ 71,440	$ 108,702
Maintenance Technician	$ 71,440	$ 108,702
Water Distribution Specialist	$ 71,440	$ 108,702
Engineering Technician	$ 71,440	$ 108,702
Water Treatment Operator	$ 71,440	$ 108,702
Water Treatment Operator	$ 71,440	$ 108,702