

JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1

RESOLUTION NO. 2026-013

A Resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), updating the salary structure and job titles for non-represented employees.

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salary ranges; and

WHEREAS, the Jefferson County Public Utility District No. 1 will be increasing staffing levels and compensation to better support the growing needs of the Jefferson County Public Utility District No. 1; and

WHEREAS, the General Manager has reviewed the organization, positions and salary ranges required to efficiently manage and achieve the goals of the Jefferson County Public Utility District No. 1, and;

WHEREAS, the Commission approves the annual budget, which includes staff allocation and funding to meet the operational requirements of the Jefferson County Public Utility District No. 1, and;

WHEREAS, the Commission authorizes the General Manager to administer salary range adjustment increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the salary structure and job titles for non-represented employees, and that annual performance reviews have been conducted on a regular basis, and

NOW, THEREFORE, BE IT RESOLVED, Resolution 2026-006, be rescinded, and any prior motions approving and revising titles and bi-weekly salary ranges for non-represented employees, and that this resolution becomes entirely effective May 5, 2026.

1. The General Manager is hereby authorized, on behalf of the District to administer salary range adjustments, for employees of the District, not represented under any Collective Bargaining Agreements and excluding the General Manager.
2. The Commission authorizes the General Manager to administer salary adjustment increases, which are supported by regularly conducted annual performance reviews, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the titles and biweekly salary ranges for non-represented employees limitations set within and in accordance with the titles and biweekly salary ranges for staff non-represented employees as hereby approved by the Commission.
3. The General Manager shall include within the annual budget sufficient funds to support salary adjustment requirements for the year.
4. The General Manager shall receive Commission approval for all modifications to the titles and salary ranges for staff.
5. The General Manager shall be authorized to amend the current non-represented employee salary range as outlined in the salary structure and job titles for non-represented employees.

ADOPTED by the Commission of the Jefferson County Public Utility District No. 1, at a Regular meeting held this 5th day of May 2026.

Dan Toepper

Dan Toepper (May 5, 2026 22:51:13 PDT)

Dan Toepper, President

Kenneth Collins

Kenneth Collins (May 5, 2026 17:51:53 PDT)

Kenneth Collins, Vice President

Jeff Randall

Jeff Randall, Secretary










2026-013 - Resolution - Updated Salary Structure and Job Titles for Non-Represented Employees

Final Audit Report

2026-05-06

Created:	2026-05-06
By:	Shannon Groff (sgroff@jeffpud.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKz1pLBlx0Wv91CTjBYti4WfKQ9oiWPQ3

"2026-013 - Resolution - Updated Salary Structure and Job Titles for Non-Represented Employees" History

-  Document created by Shannon Groff (sgroff@jeffpud.org)
2026-05-06 - 0:28:14 AM GMT
-  Document emailed to Dan Toepper (dtoepper@jeffpud.org) for signature
2026-05-06 - 0:28:18 AM GMT
-  Document emailed to Kenneth Collins (kcollins@jeffpud.org) for signature
2026-05-06 - 0:28:18 AM GMT
-  Document emailed to Jeff Randall (jrandall@jeffpud.org) for signature
2026-05-06 - 0:28:18 AM GMT
-  Email viewed by Dan Toepper (dtoepper@jeffpud.org)
2026-05-06 - 0:28:56 AM GMT
-  Email viewed by Jeff Randall (jrandall@jeffpud.org)
2026-05-06 - 0:28:57 AM GMT
-  Email viewed by Kenneth Collins (kcollins@jeffpud.org)
2026-05-06 - 0:29:00 AM GMT
-  Document e-signed by Kenneth Collins (kcollins@jeffpud.org)
Signature Date: 2026-05-06 - 0:51:53 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW
-  Document e-signed by Jeff Randall (jrandall@jeffpud.org)
Signature Date: 2026-05-06 - 1:12:17 AM GMT - Time Source: server - Signature Appearance Selected: IMAGE

 Document e-signed by Dan Toepper (dtoepper@jeffpud.org)

Signature Date: 2026-05-06 - 5:51:13 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_TYPE

 Agreement completed.

2026-05-06 - 5:51:13 AM GMT