

RESOLUTION NO. 2291-22

A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON, APPROVING A ONE PERCENT (1%) RETENTION STIPEND FOR NON-REPRESENTED EMPLOYEES IN 2022.

WHEREAS, the District is a municipal corporation formed in 1936 as part of Washington Public Utility District law to own and operate water systems in Skagit County, including the cities of Mount Vernon, Burlington, and Sedro Woolley, and

WHEREAS, on February 29, 2020, Washington Governor Jay Inslee proclaimed a State of Emergency for all counties throughout the state as a result of the COVID-19 pandemic, and

WHEREAS, the District declared a local emergency of Skagit PUD on March 24, 2020, in response to issues related to COVID-19 under Resolution 2276-20, and

WHEREAS, the general manager has reviewed the organization of the District and established positions for non-represented staff and supervisory employees required to efficiently administer the affairs of the District; and

WHEREAS, due to market and financial instability caused by the COVID-19 pandemic in both 2020 and 2021, the District did not undergo a salary market study for non-represented staff in either year as planned for ensuring that salaries and salary ranges were keeping up with current market conditions; and

WHEREAS, the District will perform a salary market study of non-represented employee salaries in 2022, but any recommended changes will not go into effect until at least January 1, 2023; and

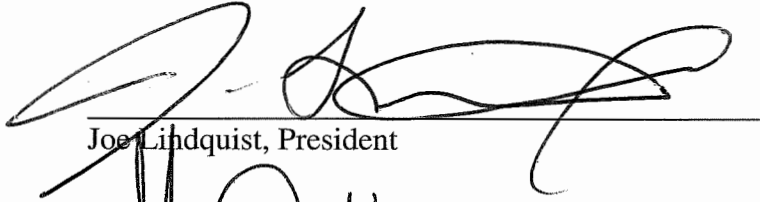
WHEREAS, the District wishes to offer some additional compensation in the form of a retention stipend to non-represented employees to retain qualified staff, and to provide a compensation package that takes into account market data; and

WHEREAS, since there was no market study conducted in 2021 and the District desires to retain staff until a market study is undertaken, the retention stipend will be based upon employee salaries in 2021.

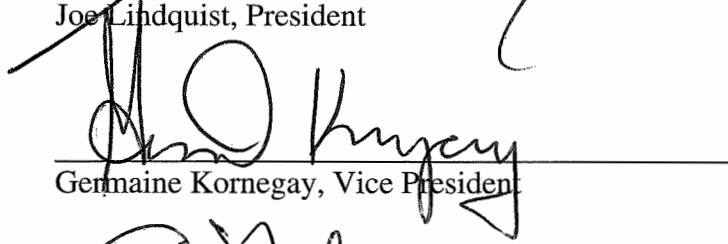
NOW, THEREFORE BE IT RESOLVED, the District will provide a retention stipend to all non-represented staff for the year 2022, which will be one-time, non-repeating, and non-precedent setting according to the following criteria:

- A. The one percent (1%) retention stipend will be based on employee annual base salaries in effect as of the last day of 2021. More specifically, it will be calculated as the employee's hourly pay rate, multiplied by 2,080, the number of hours in a work year, and then 1% of that annual base figure.
- B. The retention stipend will be paid out in four (4) equal installments at the end of each quarter of 2022, consisting of one-quarter percent (0.25%) of the employee's gross salary as outlined above.
- C. The District will only pay out the retention stipend to employees actively employed for the last six (6) months of 2021.
- D. The District will only pay out the retention stipend to employees actively employed at the end of each quarter.
- E. No retention stipends will be paid out if an employee transitions from represented to non-represented.
- F. If an employee transitions from non-represented to represented, no retention stipends will be paid after said transition.


ADOPTED by the Commission of Public Utility District No. 1 of Skagit County,
Washington, at a regular meeting held this 11th day of January 2022.



Joe Lindquist, President



Germaine Kornegay, Vice President



ATTEST

Andrew Miller, Secretary