

Item 1d

Position 1 – General Manager / Operator – manages the overall daily operations of the district. – current manager also holds a treatment and distribution license and can operate the system. Current manager also oversees the billing and office work on a daily basis and is available to help install new services or fix water leaks.

Position 2 – Assistant Manager / Operator – oversees the daily operations of the treatment plant and the distribution system. Orders materials needed and schedules new service installs. Works on water leaks and repairs to the system when needed. Current assistant can also work in the office should the need arise.

Position 3 – Secretary – Answers phones, takes payments and handles the billing and all aspects each month. Prepares bank batches for the general manager to deposit.

Below are the hours and rates of each position for the years requested.

2:52 PM
08/11/23

**Western Mason Water District
Payroll Summary
January through December 2022**

	Position 1		Position 2		Position 3	
	Hours	Rate	Hours	Rate	Hours	Rate
Holiday	72.00	30.00	72.00	25.00	72.00	15.00
Hourly	1,953.00	30.00	1,977.00	25.00	1,838.00	15.00
Overtime	1,280.00	45.00	881.00	37.50	7.00	22.50
Sick	199.00	30.00	160.00	25.00	64.00	15.00
Vacation	192.00	30.00	209.00	25.00	105.00	15.00

3:00 PM
08/11/23

**Western Mason Water District
Payroll Summary
January 1 through August 11, 2023**

	Position 1		Position 2		Position 3	
	Hours	Rate	Hours	Rate	Hours	Rate
Holiday	48.00	30.00	48.00	25.00	48.00	15.00
Hourly	1,250.00	30.00	1,275.00	25.00	1,148.50	15.00
Overtime	569.00	45.00	534.00	37.50	4.00	22.50
Sick	43.00	30.00	172.00	25.00	27.50	15.00
Vacation	8.00	30.00	97.00	25.00	55.50	15.00
	<u>1,918.00</u>		<u>2,126.00</u>		<u>1,283.50</u>	