

Moab Irrigation District #20

Regular Board Meeting Minutes

Date: November 20, 2025

Location: 25805 E Trent Ave., Newman Lake, WA 99025

Time: 6:00 PM

1. Call to Order

- Meeting called to order at 6:00 PM by Chair Ervin.

Roll call: Board Directors present included Deanna Ervin (Chair), Rosalee Allan, Dave Pfeiffer, Robert Snow, and Holt Ayles (Assistant Chair). Staff present included Manager inch, District Manager. Others present included Attorney Dunham and Engineer McMulkin and a few community members, including Dennis Gleckler, Susan Gleckler, Bill Jackman, Pat Brown, and Kathy Wilson.

2. General Business

- a. **There is no approval of vouchers today.** We will need to call a special meeting to approve vouchers.

- b. **Approval of October 24, 2025, Minutes**

- **Motion:** Approve the minutes from October 24, 2025, Special Board Meeting.
 - **Motion by:** Director Snow
 - **Seconded by:** Director Ayles
 - **Decision:** Approved unanimously.

- c. **Approval of October 31, 2025, Minutes**

- **Motion:** Approve the minutes from October 31, 2025, Special Board Meeting.
 - **Motion by:** Director Snow
 - **Seconded by:** Director Pfeiffer
 - **Decision:** Approved unanimously.
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3. Election Update

- **Resolution #2502** – A Resolution for director election by mail
 - **Motion by:** Director Pfeiffer
 - **Seconded by:** Director Ayles
 - **Decision:** Approved unanimously and signed
 - Pat Brown reported that the Election Board has completed their work to identify official voters and will certify the ballots that the Board will receive.
 - Community members should receive their ballots by November 25, 2025, and need to return them to the District or be postmarked by December 9, 2025, and received by the District by December 16th.
 - **Action:** Director Snow will be the Acting Secretary of the Board who will deliver the ballots to the Board of Directors for counting.
 - **Action:** The Board will meet on Wednesday, December 17th at 9:00 am for the purpose of counting the ballots.
 - Position 4 and Position 5 were unopposed, and Certificates of Election delivered to Directors Pfeiffer and Allan (Seats 4 & 5).
 - Seat 1 election will be between William Jackman and Dennis Geckler
 - Position 2 will be vacant as of December 31, 2025, and will need to be appointed by the Spokane County Commissioners. Director Snow has informed the county on behalf of the board of the pending vacancy and request for appointment and recommendation of Mr. Douglas Hughes as the appointee.
Action: We will now have to wait for our request to be placed on the agenda for an upcoming County Commissioner meeting.
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4. Operations Report

Presented by: District Manager, Manager inch

Treasurer's & Financial Reports

- The Treasury Report was verbally discussed. Director Ervin read the following information: General Fund \$616,909.15, Bond Fund \$102,615.89, Reserve Projected Funds \$50.96, Reserve Funds \$362,553.67, and Bond Construction \$682.46 for a total adjusted balance of \$1,083,212.13. This was about the same as last month; it was disclosed that this information is not current and has not yet been reconciled to Bias. Still pending for 2025 are the remaining fall excess water payments, the second half of revenue collected with property taxes, and the remaining vouchers that need to be paid for the year.

- No Bias produced financials are available this month.
- The insurance premium bill has been received and it is ~78,000, which is significantly less than budgeted.
- \$38,160 of the fall excess bills are still outstanding as of November 20, 2025. After December 5th, 2025, the past due amounts will be added to the 2026 Roll of Assessments that will be sent to Spokane County for collection.
- Manager Inch made the decision to outsource payroll. Selected bid from A.P.E. Bookkeeping

2025 Equalization Meeting and 2026 Assessment Roll

Director Snow reported that the assessment roll is completed with the exception of the Fall 2025 excess billing past due amounts.

- **Discussion:** Discussion occurred regarding the community's understanding of newly approved rates.
- **Action:** The 2026 rates will be published on the website. A consumer-friendly example sheet will be created and posted on the website.

SAO Audit

The Washington State (SAO) audit for years 2022, 2023 and 2024 will begin soon. The State had originally scheduled the audit entrance meeting in September 2025 but then updated the District that the audit entrance meeting would be delayed. It is anticipated that representatives from the State Auditing office will meet with representatives from the Board of Directors in December 2025. Dates of the meeting have not been scheduled yet.

Action: Director Snow asked Director Allan to take point on the audit on behalf of the Board of Directors. There was agreement on this recommendation.

Policies

The following policies for approval were discussed.

- Distribution Policy
- Hiring Policy

Action: Manager Inch will distribute both policies for review, and we will vote to accept them at December 18, 2025, Board meeting.

Current Staffing Update

- Manager Inch made the decision to keep Kenzie as resource until November 26th, 2025.
- Spoke with others who might be interested in providing temporary help. Requested help from two other districts and also a previous Administrative Assistant was called.

Employee Search Update

- **Assistant Manager** approved position is posted, and District has received many resumes and letters of interest. As part of the interview committee, Director Allan did the initial review of candidates, completed initial screening of candidates by phone, and suggested candidates to move on to the next step. Interviews with these candidates are scheduled for Monday, November 24th. Instead of including a member of the community in the interview team, Director Allan suggested adding another board member or an engineering firm representative to the in-person interviews, as this aligns with past best practices. Director Pfeiffer volunteered to be the third member of the interview committee.
- **Part Time Office Assistant** approved position is posted for 20 – 30 hours per week. At the last meeting, there was some discussion regarding whether this position could be offered with or without benefits. The answer is that this depends on the number of hours worked. We will follow the following guidelines regarding this part-time position based on the following information provided by Attorney Dunham:
 1. For PERS (retirement), employees that normally work 70 hrs. per month for at least 5 months out of the year, are entitled to PERS. So, a temporary employee could work without PERS, but a permanent part-time employee working 70+ hrs. per month would be eligible for PERS.
 2. Part-time eligibility for PEBB (medical etc.) benefits is 80 hours of work per month, at six consecutive months. *See WAC 182-12-114(1)*. Once again, seasonal, or temporary employees are not entitled to benefits, but permanent part-time employees may be entitled to benefits and would be 30 hrs. per week.

State of Washington Unemployment Insurance

Discussion: Change from the current Reimbursable Method (pay for actual benefits of former employees) to the Taxable Method (file quarterly wage reports and make quarterly tax payments). Budget adjustments would have to offset the unbudgeted amount, estimated to be between \$584 and \$2,000.

- **Motion:** Change from the current Reimbursable Method (pay for actual benefits of former employees) to the Taxable Method (file quarterly wage reports and make quarterly tax payments).
 - **Motion by:** Director Allan
 - **Seconded by:** Director Pfeiffer
 - **Decision:** Approved unanimously.

Action: Manager inch will complete the required form and submit it to the State of Washington before November 30. 2025.

Action: Keep the current allocation of \$71,000 for unemployment benefits in place for the next six quarters. After this time, this money can be allocated for some other use.

5. District Manager Report

Proposed Change of Billing Method (would not be effective until 2027)

Manager Inch started a discussion regarding a change in the billing method of water. Under the new rate structure, there will be no excess water charges, but there will be water usage charges based on meter reads. Proposal suggests that the District performs meter readings in the Fall of each year and sends all charges to Spokane County for collection. The new rate structure has the majority of the revenue collected in base charges provided to Spokane County in the roll of assessments and a lesser percentage would be collected by water usage charges. Research shows that other districts collect all their revenue from Spokane County and do not do any internal billing.

- **Benefits for District:** This would eliminate the need for the District to do two meter reads per year, do two rounds of invoices, handle payments, and deposits, and manage delinquent payors.
- **Considerations for District:** Benefits of doing two meter reads per year were discussed as this may be needed for water leak detection. Also, cash flow needs to be taken into consideration.
- **Benefits for Community Members:** This would allow the community members to receive all their charges with their property taxes, spread out payments with their mortgage payments if they choose, have an electronic way to pay their bills, not deal with invoices and writing checks and access any payment support programs that the county offers for low-income residents.
- **Considerations for Community Members:** Community members would no longer be able to stop by office and pay their bill.

Action: The Board will revisit this proposal in 2026 and decide before the Spring billing cycle. Place on the January 2026 agenda.

6. Engineer's Report

Summary: Engineer McMulkin presented a draft capital improvement plan. This is in addition to the asset management plan we received previously and does not include detailed list of every asset.

Action Item: Board to review the asset management plan and the capital improvement plan draft plans and submit comments before December meeting.

7. Attorney's Report

Equalization Meeting: Attorney Aaron Dunham reported that the public notification has been completed and published as of November 28, 2025. The assessment roll will be available for public inspection at the District Office. The Equalization meeting has been scheduled for 6:00 pm on December 18th, 2025, and this meeting will take place at the Tri-Community Grange at 25025 E Heather Lane, Newman Lake, WA 99025

- **Resolution #2503** – A Resolution to establish the 2025 Equalization Meeting
 - **Motion by:** Director Ayles
 - **Seconded by:** Director Allan
 - **Decision:** Approved unanimously and signed

Benefits for Temporary Employee: Reviewed the benefit situation with the part time temporary employee who was retained longer than approved.

Action: Kenzie's last date of employment is confirmed to be November 26, 2025. She does not qualify for benefits.

Action: Attorney Dunham advises that the office has to be kept open 30 hours per week.

Grant Update: Director Allan presented an update on grant acquisitions. Two grants are being prepared for submission and community volunteer, Dr. Denise Smart, is targeting December 2025 for submission. One grant is focused on Strong Lane and the other is focused on infrastructure improvement.

Action: Manager Inch will review the grant proposals before they are submitted.

8. New Business

Charges of Newman Lake Fire Station: Director Pfeiffer led the discussion on how we charge the Newman Lake Fire Department for water use for training.

Action: Director Pfeiffer was approved to continue to research this topic and bring any recommendations back to the board.

Manager Inch Vacation: Manager Inch led the discussion on his vacation accrual. In the HR policies, it states that 120 hours is the maximum. He is currently over this amount. He is asking to either be paid out for the amount over 120 or continue his accrual over 120 for a temporary amount of time.

- **Motion:** For Manager Inch only, lift the 120-hour vacation accrual cap until the February 2026 board meeting.
 - **Motion by:** Director Ayles
 - **Seconded by:** Director Allan
 - **Decision:** Approved unanimously.
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9. Community Public Commentary

There were no comments from the community members who were present.

10. Adjournment

- **Motion:** Meeting adjournment
 - **Motion by:** Director Pfeiffer
 - **Seconded by:** Director Allan
 - **Decision:** Approved unanimously.

-Meeting adjourned 7.54 pm.

- Next regular meeting scheduled for December 18, 2025, at 6:00 PM. The December regular board meeting and the equalization meeting are to be held at the Tri-Community Grange. Address is 25025 E Heather Lane, Newman Lake, WA 99025

Chair Deanna Ervin

Rosalee Allan

Minutes prepared by: Director Rosalee Allan Date: December 6, 2025
Fully Executed Copy of the Minutes is Available at the District Office