MINUTES OF THE BOARD OF DIRECTORS MEETING FOR MOAB IRRIGATION DISTRICT #20

The Board of Directors of Moab Irrigation District #20 met in regular session at the District Office, 25805 E. Trent, Newman Lake, Washington, on August 20, 2024. The meeting was called to order at 3:00 p.m. by Chairman Neff.

## ROLL CALL

Chairman Neff and Directors Ayles, Phelps, and Rasmussen were in attendance. Others who attended include District Manager Inch and Board Secretary Radmer.

## VISITORS

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## There were no visitors.

## GENERAL BUSINESS

The Board reviewed vouchers #1290 through #1292 in the amount of $67,896.60. Director Ayles motioned for the vouchers to be paid; Director Rasmussen seconded. The motion passed unanimously.

The Board reviewed the minutes from the July 2024 meeting. Director Phelps motioned to accept the minutes with an amendment to the name of an area of reference. Director Rasmussen seconded. The motion passed unanimously.

Financial statements for July 2024 were accepted as presented.

### ENGINEER’S REPORT

Engineer McMulkin was not present

### ATTORNEY’S REPORT

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Attorney Carrol was not present.

### MANAGER’S REPORT

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Manager Inch provided updates for the Strong Lane Booster Station which included revisiting the type of building and walking the Board through the next steps of the project plan. Manager Inch provided an update on meter replacements for the area south of Trend Rd. Director Ayles suggested that as meters are replaced, he recommends the district document the materials used for each service line, per the new regulations. Manager Inch discussed his Field Maintenance Report which included repairing the well depth sensor to comply with the new DOH monthly monitoring requirements and progress on framing out the storage shed. Manager Inch provided an update to the Capital Improvement Plan (CIP) briefly reminding that items #1 and #2 are a matter of compliance. He added that he will be expanding Moab’s CIP to include an asset management plan.

### SECRETARY REPORT

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Secretary Radmer provided the Operations Update which included an aging receivables report with amounts outstanding totaling $43,787.39. She shared some of the positive feedback she received as a result of letters she sent communicating the change in billing practices in an attempt to reduce the total amount outstanding. She provided the results for the recent DOR audit, acknowledged Chairman Neff for participating, and stated DOR will provide the final report in October or November. She provided the Board with a copy of Moab’s Audit Schedule that she created and will include it in the OPS Manual she is working on. Secretary Radmer presented the final draft for Section 17 of Moab’s Rules, Regulations, and Bylaws for review. Director Rasmussen motioned for the adoption of Section 17 as presented. Director Phelps seconded the motion. The motion passed unanimously. Secretary Radmer shared her progress on amending Sections 27 and Section 25 adding it will likely be later in November.

Secretary Radmer provided a calendar highlighting important dates for the remainder of the year for the Board to be aware of. She suggested dates to review FY 2024 and have preliminary budget discussions for FY 2025. The Board agreed on the September 10th date. She made the Board aware that their budget process for 2025 may require more of a time commitment on their behalf. Additionally, given the recent changes to employee policies and practices, the Board will need to craft new job descriptions as substantiation for overtime exempt status to exist. This may take additional time.

She provided a status update regarding the OPS Manual, showing her progress to date, and added that given the time constraints, the completion of Annual Water Quality Report and Newsletter will be the responsibility of the District Manager and the Field Technician. She recommended that the District Manager and the Field Technician add Moab’s central operating system to their computers, as this will help facilitate better service to customers and alleviate some of the time constraints which impede progress for the completion of the OPS manual.

**CHAIRMAN AND/OR DIRECTOR REPORT**

Nothing to report at this time.

**NEW BUSINESS**

None at this time

## OLD BUSINESS

None at this time

## ADJOURNMENT

As there was no further business, Chairman Neff adjourned the meeting at 5:00 p.m. this 20th day of August 2024.

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Chairman Jack Neff

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Secretary to the Board, Jeanette Radmer