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 July 16, 2024. The meeting was called to order at 3:00 p.m. by Chairman Neff.

## ROLL CALL

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

## VISITORS

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## There were no visitors.

## GENERAL BUSINESS

The Board reviewed vouchers #1288 through #1289 in the amount of $52,197.38. Director Rasmussen motioned for the vouchers to be paid; Director Phelps seconded. The motion passed unanimously.

The Board reviewed the minutes from the June 2024 meeting. Director Phelps motioned to accept the minutes as presented. Director Rasmussen seconded. The motion passed unanimously.

Financial statements for June 2024 were accepted as presented.

### ENGINEER’S REPORT

Engineer McMulkin provided an update for the Strong Lane project discussing how the stairs have become an issue, therefore an above-ground building will be the alternative. There was discussion regarding the type of siding to go with: lap or metal siding.

### 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. There was a discussion regarding the increased and recurring expenses associated with the station. Manager Inch provided updates regarding Field Technician Vallance’s meter changeout work in the area south of Trent Rd and his assistance with getting ready for Shred Day on August 8th. Manager Inch shared he would be meeting with Fire District 13 regarding a recent incident. Manager Inch is currently reviewing Moab’s Rules, Regs, and Bylaws, focusing on fire hydrants and meter sizes. He will work with Secretary Radmer to clean up Section 25 prior to the new year. He briefly discussed the changes occurring with B & E, Moab’s contracted electrician. Manager Inch has been actively working on Moab’s capital improvement and asset management plans.

### SECRETARY REPORT

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Secretary Radmer provided the most recent update for SAO FIT results pointing out the areas of caution and provided a summary of the contributing factors, one of which included the loss of a tenured key employee. The revisions to the employee policies and practices as a result of changes to GASB 101 should impact the financial statements in positive ways and added that Employee Policies should be reviewed annually, as the external environment changes regularly. She recommended consolidating Moab’s fund accounts with the Spokane County Treasurer, as this will also support improvement to the FIT results. She learned that consolidation of accounts is a three-part process which involves Board resolutions. Director Ayles motioned to begin the process of consolidation by transferring $92,000 from I52 (Bond Proceeds) to I41 (Reserves) and to transfer all remaining proceeds from I40 (Park Beach/Sutton Bay Bond Proceeds) to I41 (Reserves) and to close I40 once all the necessary transfers have taken place. Director Rasmussen seconded the motion. The motion passed unanimously.

Secretary Radmer provided her Operations Report which included an update to Moab’s aging accounts receivable report. Per previous discussions, she provided two different draft letters she would like to send out before the end of July 2024. These changes will help facilitate a more efficient collection process. One letter for Out of District customers communicating their inclusion on the annual assessment roll and changes in Moab’s billing and collection process. The other letter for all district customers communicating the changes in Moab’s billing and collection process, which includes an annual December 5th cutoff date for all past due accounts and the subsequent submission of these amounts to the annual assessment roll. Prior to her sending the letters out, she indicated Board Resolutions and subsequent updates to Moab’s Rules, Regs, and Bylaws, were necessary. Director Ayles made a motion to amend Section 17 of Moab’s Rules, Regs, and Bylaws to include *“All amounts owing on accounts, recognized as delinquent on December 5th of each year, will automatically be placed for collection through the annual tax assessment roll, where the collection for delinquent assessments shall be according to Washington State statute. Effective beginning December 5, 2024.”*  Director Phelps seconded the motion. The motion passed unanimously. Secretary Radmer stated she would be working on updating Sections 17, 25, and 27 of Moab’s Rules, Regs, and Bylaws and will provide drafts of suggested changes for the Board to consider.

As a follow-up to the “parking lot” items resulting from changes to GASB 101, Moab’s current Vacation Policy and a summary of each employee’s YTD compensated absences were presented. As a result of earlier Board planning sessions, Secretary Radmer presented two different draft Vacation Policies for the Board to consider. Both policies removed the ‘hours of employment’ as an accrual method and instead, based the accrual off of years of service to the district. The significant difference between the two policies had to do with whether or not the district chose to instead decrease the amount of accrued vacation by two days for each *Service Years* category, in lieu of two additional paid holidays dubbed ‘use it or lose it.’ These holidays will not accrue, carryover into the following year, and have no cash value upon the employee separating from the district. Discussion took place. Director Peplinski motioned to amend Moab’s Employee Handbook with the Vacation Policy that would decrease the amount of accrued vacation by two days, in exchange for two additional Paid Personal Holidays. Director Rasmussen seconded the motion. The motion passed unanimously. Secretary Radmer indicated that she would update the employee handbook, reflecting the Personal Holiday portion of the policy would be included in the Holiday schedule effective January 1, 2025, and that the new Vacation Policy, reflecting the decreased accruals would have an effective date of December 1, 2024.

Secretary Radmer shared other updates which included working away from the office in August to perform a financial analysis on Moab’s revenues and expenses, subsidiary Reserve ledger, drafting a preliminary 2025 budget, create a Board calendar, and develop some tools to help facilitate efficiency during the months of September through January.

**CHAIRMAN AND/OR DIRECTOR REPORT**

Chairman Neff opened the floor to discuss items related to continued work on updating Moab’s Rules, Regs, and Bylaws. The suggestion was made to have separate meeting(s) for policy review and development. Discussion took place. Manager Inch and Secretary Radmer agreed to review and propose drafts for the sections of the bylaws which required immediate attention. Subsequent Policy meeting(s) will be tabled until a future time. Discussion took place. Director Peplinski said he would send handbooks from another district, which may help facilitate further policy discussions.

**NEW BUSINESS**

## OLD BUSINESS

## ADJOURNMENT

As there was no further business, Chairman Neff adjourned the meeting at 5:00 p.m. this 16th day of July 2024.

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Chairman Jack Neff

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Secretary to the Board, Jeanette Radmer