

MOAB Irrigation District #20

Regular Board Meeting Minutes

Date: February 19, 2026

Location: 25805 E Trent Ave, Newman Lake WA 99205

Meeting Called to Order at 6:00 pm by Ad Hoc Chair Robert Snow.

In Attendance: Board Directors included Robert Snow (Ad Hoc Chair), Rosalee Allan, Dave Pfeiffer, Douglas Hughes, Bill Jackman. Staff present included Scott Inch, District Manager and Robert Randall, Secretary/Office Assistant. Others Present included Attorney Dunham and Engineer McMulkin and about 8 or 9 visitors. Including Pat Brown, Kathy Pfeiffer, Scott Carver, and Barb Hartson. Note: There were other community members in attendance, but they did not sign in on visitor sheet.

Scott Carver, a member of the Strategic Planning Sub-Committee, Reported information he received

He followed up on previous report from Department of Health Technical Assist Form – noted there are two technicians from the East side and two from the West side who offer a free rate study. Bill Jackman completed paperwork in the January/February time-period.

He met with Consolidated Irrigation (Shane Sheppard Manager) – suggestions shared:

- Hire in the winter take advantage of Spring meter reading; they do two readings a year

- They use radio meters but have one analog in case the radio goes out; have converted everything to digital.

- Never pay for a rate study, they use in-house data to make decisions.

- Spoke about customers and how important they are.

- If they know an employee is retiring, they plan for an overlap period with staffing. Shane said it is a small price to pay to minimize gap in work.

- They treat employees like family.

- Currently, they are not interested in co-management, they are a “well-oiled machine” and don’t want to mess with success and just leave it as is.

He met East Spokane and shared this information:

- They serve about 1,200 customers.

- They are adding customers, but it is primarily in apartment complexes.

- Two full-time techs, one full-time secretary and one part-time secretary.

- Their estimated expense budget is \$875,225 and projected revenue of 1.3 million.

- Next, he will attempt to meet with Trentwood District #3 and Vera Water and Power and a second meeting with East Spokane, didn’t have enough time with them.

- He provided at a folder with meeting minutes, example of time sheets and their full budget.

- Great help – ran copies of information and willing to share.

Director Allan noted that their expense budget is only \$875,000, ours is about 150,000 more and they have 4 1/2 employees. She asked “what is the big expense difference between us and them? Do you know what it is? Scott said he doesn’t, but he has documents from Jeff (the manager); including budget.

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Ad Hoc Chair, Snow noted that Barb Hartson was listed on the bottom of the agenda and asked if she would like to speak at this time, she said yes.

She introduced herself, Barbie Bush (Hartson is her previous name)

Signed up at the sub-committee meeting for Communication Liaison. She welcomed new board members and thanked both current and new members for their service.

Through meetings she has identified people in the district who are willing to volunteer in different capacities. She suggested reaching out to her and they could assemble workers. She shared some of the skill sets that people have.

She reported that there are several people that helped build MOAB, having been around for 30 to 50 years, that are now having to put their houses up for sale.

She shared that these are the vulnerable of our community, older. She said “this breaks my heart because I am counting up to 20 people now.

She asked if they could afford it if it was 600 to 1,000 and they said oh yeah.

There are no programs to assist them; they don’t qualify for one reason or another.

She shared that there are also a lot of customers that can afford to pay, but they don’t feel it is fair. They don’t think there is justification for the higher rates. She said “we are running up to 4x higher rates than other districts. People are very sour and are thinking about taking other options.”

She said, “We don’t want that, we want to support this water district; we want it healthy, we want you to have an easy job and enjoy your job, but the budget for 2026 is just out of control, it is too high it needs to come down. So, I respectfully implore you guys to go back and revisit that, maybe go back to the 2022 budget, look at that again, that would get us closer to the other district that you (Scott C) reported on.”

She said, “That is why I am her, sent by quite a few people; not all 720 people, but it is getting close. In the meantime, if there is any communication I can help with social media, signage, bulletin boards the and the chatterbox. That is all I have to say.”

Ad Hoc Chair Snow asked if she left her contact information with the sign up and she said she can. She asked if they wanted her to email it all to the board and Snow said yes. She said she would.

General Business

Ad Hoc Chair Snow reported that there were catch up tasks to do from the January meeting.

Election of Officers, according to bylaws the Board shall elect a Chairman and Vice Chairman in January. For various reasons that task was tabled until this meeting. Discussion ensued... part of the reason for tabling the elections was because Director Hughes wanted to review the bylaws to see what it said about the positions. Director Hughes reported he looked at the bylaws, and it does not say anything about the (he said Director or Vice Director but s/b) Chairperson or Vice Chairperson have any more authority than any other director except they are responsible for running the meetings. Part of the concern was dictating what the previous chair was, dictating what was to be on the agenda or not on the agenda without input from other directors. Director Hughes stated there is nothing in the bylaws that gives them that authority.

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Ad Hoc Chair, Snow stated that everyone has equal authority when it comes to agenda items. Typically, the Chairperson coordinates the assembly of the agenda. Snow stated, “that anyone (director) can add agenda items, even on the fly for any regularly scheduled meeting as stated in the bylaws; third Thursday at 6 pm, of each month.” But directors at any time can add items to the agenda or table items on the agenda, even on the fly.

Snow also noted that the chairperson does have some special authority when it comes to special meetings. A special meeting, under the Open Public Meetings Act, the Chairperson is the only person “by ‘themselves’ who can call a special meeting.

However, a Quorum of three directors can get together and call a special meeting and set the agenda. A special meeting is special, in that only items on the agenda can be acted on and the agenda can’t be changed after it is posted to the public (24 hours in advance).

The Vice Chairperson runs the meeting if the Chairperson is absent. Otherwise, it is classically Robert’s Rules of Order stuff.

Director Allan stated, “I think that it is a fresh start. I agree, things got a little weird last year about who could do what. If we are all on equal footing and the Chairperson runs the meetings, that is great.”

Snow stated that meetings run based on classical Robert’s Rules of Order which states that the chairperson cannot make motions. Director Allan asked if they could vote and the answer was yes, Director Pfeiffer noted that they also can’t second.

Attorney Dunham clarified that if there is a quorum and there are only three directors including the chairperson in attendance, and a director makes a motion and the chair agrees with the motion, and the other person is going to vote no, the chair can second so that a vote can take place.

Snow said, the board needed to elect a “Chairman and Vice Chairman” at this time. Director Allan asked if he wanted volunteers first or nomination. Snow said nominations would be appropriate. Director Hughes stated that at the last meeting Bill Jackman had been nominated for Chairperson,

Director Hughes moved that Director Jackman be the Chairperson, Director Allan seconded, Snow noted that the chair does get some assignments and/or takes on some other responsibilities, the vote was taken – 3 yes, 1 nay (Pfeiffer) and 1 abstention (Jackman) – motion carried.

Bill moved to nominate Director Snow as Vice Chairperson, Director Snow declined the offer. Director Jackman looked at Director Hughes, he said “I will if you want me to.”

Director Jackman made a motion to elect Director Hughes as Vice Chairperson, Director Allan seconded the motion, vote was taken, 4 yes 1 abstention (Hughes) motion carried.

Ad Hoc Chair Snow turned the meeting over to Director/Chairperson Jackman.

Vouchers

The following vouchers were present for approval:

Voucher	Type	Amount
01338		
01339	Payroll	13,792.19
01340	VOIDED	0.00

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01341	Payroll	2,938.39
01342	VOIDED	0.00
01343	Payroll	14,255.85
01344	Operations	8,010.23
01345	Operations	6,869.16
01340 & 01342	Voided	0.00
	TOTAL	45,865.82

Director Snow moved to approve said list of vouchers, Director Allan seconded the motion, vote was taken, motion passed unanimously.

Director Hughes asked Secretary Randall if he could send the Vouchers out ahead of time. Randall noted that there are a lot of pages and we keep them in paper form. Bill asked when they would be available for review. Randall said they were done the day before the meeting. He hopes that he will get better as he gets faster.

Director Hughes commented that he thought it looked well organized, he liked having the tape and having the list of transactions, it made it easy to follow. Chairperson Jackman thanked Randall for last month's expense detail, he thought it was the most detail they had received in recent memory.

Director Hughes asked if they needed to do anything with the voids, or are they approved alone with the other vouchers. Jackman stated they are marked clearly void and are approved at the same time.

Minutes

Chairman Jackman asked if Vice Chairman Hughes could carry on while he signed all the vouchers. Houghes said he looked at the minutes, and it looked like they were all caught up to the last meeting.

Huges moved to adopt January 26th, 2026, minutes that were proposed, Director Allan asked if there were corrections and Director Snow said yes. *She took down all the edits and will make the changes and submit them into the office.* There was discussion about the income reported. Director Snow stated that the information is incorrect. Director Allan stated she took it from the report, Secretary Randall said she had included the beginning balance in the figure, and it should not have been. Snow said the financials were not discussed in the meeting. Director Allan feels the numbers should be pointed out so the public can see them. Director Hughes stated that if the point was to acknowledge the handout, then it should be added to the minutes as an addendum and be published with the minutes.

Director Allan requested that the numbers be reported on and recorded in the minutes so the public can see them. She stated the public is asking to see the numbers. She asked that we use the screen to show those in attendance what the board is looking at. Snow said that was fine as long as the information is correct. Chairperson Jackman said he didn't feel she was making up information she just read the report wrong.

Director Hughes moved that the paragraph in question be stuck accept the first sentence of the paragraph, Snow seconded the motion. Hughes clarified to attach the report handed out, ***a vote was taken and the motion carried unanimously.***

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Snow continued with corrections. ***Director Hughes modified his motion to adopt the minutes that were proposed to adopt the minutes otherwise with the changes otherwise noted, Director Pfeiffer seconded, vote was taken and passed unanimously.***

Next was August 21, 2025, minutes. Snow acknowledged that he was unable to get these past minutes done, Director Allan then took them over and caught them up.

There was discussion about minutes and how detailed. Chairperson Jackman wanted to clarify that we don't need all of the details in the minutes. Attorney Dunham stated that as long as the motions clearly define what is being voted on, record the votes, how many yes, no, and abstentions and what the final result is (passes, doesn't pass, tabled etc.). Those are the most important parts of the minutes. If there are documents used for the discussion with the motion, it is good to attach them. He also noted with the following example - Edits have been made to the handbook and a long discussion ensues; you don't have to have details of the discussion in the minutes, but you should list the agreed upon changes that your vote approves. And those changes should be voted on.

Director Hughes asked if there were other issues with August 21 minutes, Director Snow said yes. He said on job descriptions there were about 8 different motions, and it reads like there is one motion for minor edits. Hughes asked Snow if he had preferred language to replace it. He said not at this time. Hughes asked if he wanted to go through it and he said he could. Hughes asked if Snow had any changes to the July 23rd minute. Snow said he started to go through it, but he realized he'd have to redo the whole document to make them meet his satisfaction.

Director Hough's moved to delete the word minor as the changes were not minor, make the other changes you had noted prior to that section August 21 and to provisionally adopt the July 23rd minutes with the understanding that if you wish to provide additional updates, you can forward them to Secretary Randall to circulate to the board members and the minute changes can be approved at the next meeting. At this time, we approve the minutes provisionally subject to changes.

Director Snow asked what "approve provisionally" mean in this context. **Hughes clarified that the minutes would be approved and published and if you (Director Snow) wish to make edits or changes you can email them through to the board; if you decide you don't want to take the time to re-do them then they will stand (as updated in this meeting). Director Pfeiffer seconded the motion, 4 yes 1 abstention (Snow) motion carried.**

Spring Billing Plan – presented by Director Snow

Director Snow submitted a document (copy attached to minutes). The document outlined two proposals regarding the Spring billing. The bylaws in section 17 say the annual assessment includes the allotment, historically there has been an allotment of water, there is not an allotment in the 2026 assessment, the 2025 assessment included the allotment 1300 cf per month on the 2026 rate structure.

Historically rates come with a lot of water the 2026 does not have an allotment. Snow feels there is a strong case to be made that the 2025 assessment included the allotment 1300 cf per month for October to December. As a way of handling that.

Snow noted for the Spring billing would provide credit to each domestic customer for the first 3900 cf of water used to satisfy the 2025 assessment allocation.

Director Allan noted that it sounds like it would be confusing to the customers. Snow responded that we have always had allotment in the past and we don't anymore. That change is made in the middle of the billing period. So, we would carry the allotment for the last three months of 2025 which we

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don't bill until after April's reading. Allan said she follows, but how would we explain to a customer. Chairperson Jackman said we would have to send out an explanation.

Snow clarified that for this motion – he is moving that we provide a credit for that 3900 carry over. 9.32, 13.65 Morrison booster and 23.21 for those above the Gerry Lane Booster. Director Allan asked if we could postpone the spring billing. Snow stated that it would be an extensive change to the bylaws to postpone the spring billing.

Director Snow – restated his motion – he moved to add a credit for the three months carry over from previous period, for the first 3900 cf used to satisfy the 2025 allotment ... Director Allan seconded – a customer brought up those that are gone in the winter – and that people will think they should get credit – ***Bill called the question – 4 yes 1 nay – motion carried***

Director Snow's second point, everyone with usage will get a bill and many are likely to be very small. To anticipate this and to come up with a reasonable way to handle it; he proposes we change section 25 of the bylaws to exempt billed amounts less than an agreed upon amount in the Spring, would be exempt from penalties, interest, and rebilling charges if they deferred their payment until the fall billing.

More discussion ensued.

Director Snow noted that the Spring billing is a very convenient time to include a newsletter and the consumer confidence report, even if there is no charge they all get receive this other information.

Chairperson Jackman asked if we could discuss paperless billing in the future like Avista does.

Snow moved to waive late fees for amounts under \$35 – Dave seconded, 2 yes, 3 nay (Allan, Hughes, Jackman) – motion failed.

Director Allan moved to defer the Spring billing until the Fall billing, for one year, since most of the bills will be very small. Director Hughes seconded, 3 yes 2 nay motion carried.

Director Allan handed out a newsletter she received from another provider on a different property. She handed it out as an example to look at.

Bank Account Signatories

District Manager Inch stated that Robert Snow, Robert Randall and himself are signers on the Banner Bank. Director Snow brought up that historically all board members were signers on the checking accounts. Making changes with the bank is quite a process. Snow stated that we probably don't need all the Board members as signers.

Some discussion ensued.

Director Hughes suggested Robert R find out if we can give access to the board members to look at the accounts.

Changing bank signatories is a process, they need a copy of the minutes showing the signers have been approved. DM Inch stated that you must have the same documentation to remove people as to add people. DM Inch asked if they wanted to make it a procedure that the Chairperson is always one of the signatories; his concern was that person is not chair the next year do they remain as a signatory or are they removed and the new Chair is approved to become a signer.

Attorney Dunham noted that another district that he works with sets up all board members as signatory. The reasoning: if a board member signer and they leave you may have to scramble to get

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someone set up in their place. With all board members already set up as signatories, you would just need to remove the person who left.

Hough moved to put all board members on the bank as signers – collect data approve at next meeting and take to the bank in March, Pfeiffer second – 4 yes 1 nay - motion carried

Fire Department Question:

Director Pfeiffer reported that the Fire Department is questioning what they are paying for “training water”.

Pat Brown had a Fire Board Meeting - asked if they were paying for training water. Yes was the answer. Then the question was how much water they use.

DM Inch gave Pfeiffer a meter with all of the fittings – Pfeiffer went to the chief and discussed it. Pfeiffer noted, we want to be transparent to the community; are they using water and not paying for it. This meter will help gather some information

He handed out an agreement document he put together and gave to the Chief who added some more language, making it a legal document. A copy of the document is attached to these minutes. Lawyer Dunham wanted to clarify the statement about paragraph 5 “no charges for 2026” – he wanted to know if the meter was already being assessed a charge, they are not so Dunham is happy with the agreement.

The agreement is an agreement not to charge them this year as we gather information about water use with the meter. They have not been paying for the water.

Director Snow moved to accept the agreement with a change to our name change “water” to “Irrigation District 20”, the board authorizes DM Inch to sign the corrected copy Director Hughes seconded – unanimous yes – motion carried.

January Action Items that tie to Director Allans Dashboard

The dashboard is a list of goals for the year and target dates for completion (a copy of this document as presented is attached to these minutes).

Director Allan went through each item. There were some discussions and some dates changed and/or added. Allan will update the dashboard and get an updated copy to Secretary Randall.

Director Pfeiffer noted that he has been against an outside rate study. We have a process that was used this year developed by Director Snow. We have a rate structure, and we can build on that.

Director Snow noted that the work he didn’t address:

New Connections – assumed there would not be any in 2026

He outlined a variety of issues that can affect the pricing with new customers. Capacity consideration, do we need to make system upgrades.

Director Allan asks if our engineer could figure out that price for us. Engineer McMulkin said yes that there was something that could be done.

More discussion ensued.

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Snow stated that the second aspect not discussed or calculated into his work this year is long term capital improvements, Capital Improvement and Asset management factors were not included beyond the amount put in the 2026 budget.

More discussion ensued.

Director Pfeiffer believes that the Engineer and DM Inch know our system and they can provide the information needed that would be similar to a rate study. “I don’t think we need to do this.”

Director Houghes stated that he agreed.

DM Inch asked how we incorporate 6,000,000+ dollars into the rate analysis to build a reserve for the long-term Capital Project and Asset Management. That is the part he is concerned about. How do we determine what to charge in order for us to put away money for those future projects.

DM Inch reported that he contacted the state about free rate studies, and they referred him to RCAC. DM Inch asked Chairman Jackman to get the information about the program he applied to.

Director Hughes asks if we need to release the money from the reserve for whatever we want to talk about next month.

Director Allan said we would be talking about reserves.

Director Pfeiffer asked if we needed a motion to not do the Rate Study. Director Snow explained that all we have done far is put out to bid and allocate the funds. If we had decided to go forward then we would need a motion to do that, but we don’t need a motion to not do it.

Director Snow noted that the numbers include the same flaws that previous rate numbers did was it has been decades since there was a reasonable evaluation about what they were and there have been a series of blanket percentage applied since then with no rationale.

New connection fee – you are hooking up a new customer to a developed infrastructure that is already paid for – they should be paying their share the bigger background consideration is you are increasing the capacity demand on the system and at some point you will need to make expensive changes to accommodate that usage. The numbers we have may or may not be enough in today’s market to assess the additional cost to be included in the rate calculations.

Chairperson Jackman stated that we are not moving on to a Capital Improvement Plan until a report is received. DM Inch noted that we already have a CIP. Jackman asked if it was prioritized and Inch noted it is not. Inch noted we could prioritize it and also items in the AMP. Once we prioritize we still need to figure out how we are going to pay for the plans.

Director Allan asked how we move along. What do we need to do between now and the next meeting.

Director Pfeiffer asked if we need to release the money allocated for the rate study. It does not need to be done since there was no motion to move forward after getting bids.

Director Hughes stated for the purpose of the dashboard, we have decided not to have an external rate study, so that can be updated on the dashboard.

Develop an Annexation Strategy

Annexation is started by the customer. They bring a petition to the board to be annexed. The charge of the annexation is passed on to the customer unless the board decides to pay the cost because it is a benefit to the district.

Director Allan noted that the big issue is we do not have any new customers. The district doesn't have an expense problem we have a revenue problem. There are no real options to get more revenue other than raising prices.

Will the annexation give us opportunity to make more revenue. Annexation itself does not prompt new connections. Director Allan asked if that was the case why do we need an Annexation Plan. Director Snow put the item on the list. Snow said the main reason was to clean up the mess we have had for decades.

Discussion ensued.

Director Allan asked – does it stay on the list or not. More discussion.

Allan asked, are we at any risk. Attorney Dunham suggested discussing risk in an Executive Session.

It was decided to mark this item as completed.

Define and Apply Consistency in Particular Charges

Director Allan asked if this was tied to the Rate Study, Snow said kind of. Allan also noted that a lot of the work for this project would fall to DM Inch and there is only so much bandwidth; is this something we want to spend our time on this year.

Director Hughes asked how many other parcels would be subject to this charge. Director Snow stated that it depends on what the criteria are; that is the problem we don't have a consistent criterion for applying the charge. Snow explained that through history there were parcels that get water that don't have domestic service – they paid for irrigation rate and maybe multiple parcels served by a single meter. How do we assess this. There may be a vacant parcel that someone paid to have a meter put on but it is not being used.

Director Snow is asking for a consistent policy. Director Hughes noted that if we assigned cost to these parcels – it could mean a serious amount of money for the district which would bring the cost down for everyone.

Director Allan asked if DM Inch could bring back a proposal for criteria to use in applying rates. DM Inch asked if Director Snow could help him.

Without creating a policy Director Hughes asked how many non-meter parcels there are that are not being charged the base fee. DM Inch estimated 35 +/-. He also suggested we have a list of all of the parcels in our district for rate setting. And how many of these aren't charged that should be.

Snow also is shared that in other parts of the state if you are in the boundaries to receive water you are assessed whether you use it or not.

Reserve Fund

Director Allan asked for a list of what we have identified is allocated in the reserve fund. Secretary Randall explained some information. Allan noted that there was \$250,000 for Strong Lane Booster Station. Snow refuted this noting that it is not in the reserve. Allan said

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that is what she keeps hearing. Snow said there was an estimate of \$250,000 but no money had been set aside for it. Allan again asked for a printed document of the Reserve Fund.

SOA Audit

Director Allan noted that the state decided to audit 2022 to 2025 instead of 2022 to 2024; they added last year which requires more documents.

Complete Mission of Subcommittee

Director Allan asked Scott Carver if he thought it could be done by the April meeting.

Scott Carver said he can't say he will have a recommendation but that he would report about what he has learned from the district.

Chairman Jackman said they would put together a comprehensive report with all of the information they were able to gather.

Director Allan asked if anyone showed interest in co-managing or merging with us. Scott Carver said there has been no interest.

Improve Staff Accountability and Competency

Policies and procedures are created for all processes.

Digitized document control implemented with multiple backups (being worked on now).

Training materials are easily accessible.

Cross training on finance processes (at least the important ones).

Acceptable evaluation of District Manager in July 2026, which has been scheduled.

Director Allan put March/June as possible target dates. Secretary Randall said not in March for sure, some by July. He also reminded the board that he has not been here very long yet; that it usually takes a full year for someone to get a handle on a job. There are things that he hasn't even done yet. It will be on going. He reported that things are being done.

Remainder of Dashboard

Director Allan reviewed the rest of the items on the dashboard. Some discussion ensued.

Update By Laws – Director Hughes said he would look at these, and he would report back next meeting. He asked questions of DM Inch about the current content. The Attorney suggested that changes need to be started by MOAB, but it was helpful for Hughes.

Website update. Secretary Randall shared in Walla Walla we reached out to the community college to see if there were students that need projects for their degrees. Director Allan said she could ask at Eastern as she is in the same building.

Spring Newsletter

This usually goes out in April, but it can wait until June. Director Allan suggested that if anyone on the board wanted anything specific in it, they should have it to DM Inch by March.

DM Inch suggested that there is a push to do two newsletters. It was noted that we can post the newsletter, dashboard and other information more readily on the website.

There was discussion about leakage tracking.

Director per diem and attorney presence

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Director Allan noted that the community has voiced concern about having the attorney at every meeting for the full meeting. Attorney Dunham noted that most of his utility clients contact him if they feel they need him at a meeting. Most often they put that agenda item at the top of the agenda so he can take care of that business and then he leaves.

Director Allan noted that we now have an attorney on the board and Director Hughes said he needed to make it very clear he is not the attorney for the business and cannot act in that capacity.

There was a question about whether there was a motion to have the attorney at every meeting. Director Show said yes, he made the motion because there was a lag in issues which slowed progress. Snow said he felt it was a short-term solution.

Director Hughes asked what it was like with other districts he represented. He said it is all over the board. He noted that if there is anything about litigation, the lawyer must be present.

Director Allan asked for the new per diem sheet. She also noted that we need to watch the budget for this line item.

It is \$161 per day that has any action. It is 1 per diem in a given day.

Chairman Jackman asked if there was a rule about contacting the lawyer and if it needed to be approved. Everyone needs to be careful about calling the lawyer only for an actual purpose.

Finance and Operations

Director Allan asked what the financial report was going to be.

Secretary Randall – shared that the Cash Flow report is the closest report that is similar to a profit and loss. He shared about how to look at the reports.

Chairman Jackman – can there be an estimate projection between the current year and possible next year. Linier project.

Allan asked why the excise tax was so different than the budgeted amount.

Allan asked about the excise tax discount; and wanted to know if we lose that discount now that we do not have “irrigation” charges.

Secretary Randall asked the board if we could transfer the small balance funds Reserve Project Fund (\$51.46) and the Bond Construction fund (\$691.11) to the general fund and close those funds out to help simplify reporting.

Director Snow moved to authorize the transfers as presented by Secretary Randall, Director Hughes seconded, unanimously passed.

Randall also shared that a handful of people had come in and sat down with DM Inch and using their usage from 2025 estimated their total cost for 2026 (assessment + usage) he noted that almost every person is paying between \$100 and \$200 less than 2025. He encouraged that when the board receives a complaint or wants to know what this year will look like for them that the board send them to the office to see DM Inch or Randall, and we will sit down and estimate with them.

Randall also suggested that we break down fees to the lowest possible level. For instance, if you break the assessment fee would be a little more than \$110 a month vs \$1,320

Bias End of Year Update

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Randall reported that we have cleared all of the past due charges 28,000 from previous years and 14,000 from previous years... so we still have about \$42,000 of delinquent charges.

Director Allan suggested (for a talk in the future) that we look at sending all of the billing through the assessor's office.

Randall reported that there is a module for Springbrook which can send bills electronically and they can pay by credit/debit card, electronic payment from bank etc. The cost is about \$3,000 for the module and then there would be fees associated with transactions.

Randall also reported about the Bias Conference. He felt it was very valuable for him. He felt he learned some of the tricks that others have discovered. He learned some about billing. But he felt that one of the best parts was the SAO presentation.

Report from District Manager

He reported that he had talked to B&E about our telemetry radios. He is setting up a meeting with them soon.

The radios are 3,500 each and we have 5 of them. He has a variety of questions that he will report back on. These can be paid with the \$150,000 in the budget.

DM Inch shared information about the telemetry system and replacement of some meters that need to be replaced. He will be talking to several Telemetry companies to get more information about what is needed and the costs associated with.

Discussion ensued.

Director Pfeiffer said he would like to look at the cellular option

Well 2 was rebuilt. All of the wells are on a schedule. All our wells are on a schedule for this type of maintenance.

DM Inch reported that as requested by the board he reach out to 10 districts about coverage. He had all negative responses. He shared some of them.

Director Allan asked if there are emergency numbers if DM Inch is not available. She requests that a list be put together and make sure it gets to the board and Randall.

DM Inch reported that the grant was submitted. Inch received a request for an expanded explanation of the scope of work. He wrote something up sent it to Denise Smart and she said it looked great and so he forwarded it to them.

DM Inch reported that February 25th is the annual truck rodeo – we are closing the office so both Randall and Inch can attend. Allan asked for an explanation as to what the truck rodeo is. Inch explained that there is education, vendors etc.

DM Inch also reported that he scheduled a vacation for a week starting May 20th (he won't be at May board meeting) his daughter is graduating from college, and he is going down to attend the graduation. And he has scheduled the week of June 19th to the 25th for another trip. Those are the two weeks scheduled. We need to find coverage. Inch is willing to help get ready.

Chairman Jackman said we may need to increase the per diem for on call coverage.

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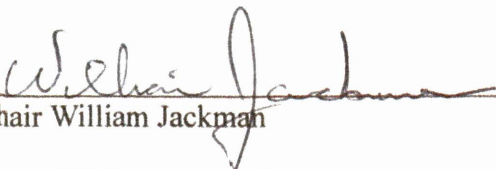
DM Inch noted that we need to look at a long-term solution. Director Allan asked if he had posted the job again. Inch said we had not discussed that Allan said that it was discussed at the last board meeting. Inch said at the last meeting he was asked to contact other districts to see if they could help with coverage.

Discussion ensued.

Director Snow reported that he had to make an amendment to the assessment roll. He was informed that there was a parcel segregation happening. Two were combined into one with a piece of a third parcel. We lost another parcel fee in the deal. Being that the total changed on the assessment roll Snow had to submit an amendment.

At 10:28 pm The Board Chair announced that the Board would convene an executive session, for 10 minutes, until 10:38 pm. The purpose of the executive session was announced as: to discuss employee matters under RCW 42.30.110(1)(g). Review the performance of a public employee. Staff were excused as well as others attending the meeting. At 10:38 the board announced it would take another 10 min, until 10:48 pm.

The Board Chair called the open portion of the meeting back to order at 10:48 pm. There was no further business ***Director Snow moved to adjourn, Director Pfeiffer second, unanimously passed.***
Meeting adjourned at 10:50 pm.


Chair William Jackman

4-27-26
Date


Minutes prepared by: Secretary Robert G Randall – Presented April 16 at regular board meeting.
Fully Executed Copy of the Minutes at the District Office

