

**MOAB IRRIGATION DISTRICT #20
MINUTES OF THE BOARD OF DIRECTORS MEETING
JUNE 11, 2025 REGULAR SESSION**

The Board of Directors of Moab Irrigation District #20 met in regular session at the District Office, 25805 E. Trent, Newman Lake, Washington, on June 11, 2025. The meeting was called to order at 6:00 pm by Chairman Ervin.

ROLL CALL

All Directors were present: Chairman Ervin and Directors Allan, Ayles, Pfeiffer and Snow. District Manager Inch, District Secretary Radmer and Engineer McMulkin were also present.

VISITORS

Two visitors were in attendance.

GENERAL BUSINESS

MOTION by Director Snow to approve vouchers #1313 and #1314 totaling \$41,910.90, seconded by Director Pfeiffer and approved unanimously.

Minutes of the May 15 regular meeting were presented for approval. MOTION by Director Ayles to approve as presented, seconded by Director Snow and approved unanimously.

FINANCE & OPERATIONS REPORT

Budget variances YTD through June 10 were reviewed. Financial statements from the county are not yet available due to the earlier-than-usual date of the meeting; reconciled statements for May will be emailed as soon as they are completed.

First notification has been made of changes to payroll tax deductions.

Discussion was held about the list of signers on the bank account and Moab's historical practice of having all Directors on the list. MOTION by Director Pfeiffer to leave the list of bank signers as it is (and not add the new directors) until the first of the year, seconded by Director Ayles and passed unanimously.

The status of winter excess collection was reviewed, billed on April 15. As of June 11, half of the total billed amount is still outstanding.

In preparation for audit, inquiry was made as to process for disposition of small assets (such as old meters). To develop a policy, Manager Inch will assemble requirements and practices for presentation at the next meeting.

Administrative help was requested, on a part-time temporary basis, for organizing documentation in preparation of audit, catching up on filing, copying, answering phones and other tasks to help cover time periods for the completion of training on the migrated BIAS and state agency platform changes. The identified candidate for the position was Chairman Ervin's adult daughter who is not a dependent. Chairman Ervin recused herself from the discussion and Vice Chairman Ayles took over. MOTION by Director Allan to hire Chairman Ervin's daughter as part-time help (not to exceed 25 hrs/wk) for the summer season at \$22/hr, with a confidentiality agreement. Seconded by Director Pfeiffer and approved by Directors Ayles, Allan, Pfeiffer and Snow. The meeting was then handed back to Chairman Ervin.

A proposed sick leave policy revision was presented, for consideration and action at the next meeting.

DISTRICT MANAGER REPORT

Chairman Ervin reported consulting with the attorney about Director Pfeiffer assisting in on-call coverage for the district, and reported that the attorney recommended against it. An extended discussion ensued on the needs around on-call coverage and the necessary training for someone to succeed at problem response on Moab's system. MOTION by Director Ayles for Manager Inch to post for a part-time position to develop on-call capability, and/or contract with another district, seconded by Director Allan and approved unanimously. Manager Inch will work with Director Ayles to finalize the posting.

The district's contracted electrician, B&E Electric, has gone through personnel changes, and Manager Inch recommended discontinuing the contract and going to a time and materials as needed basis. MOTION by Director Snow to do so, with collecting the facility access key, seconded by Director Pfeiffer and approved unanimously.

ENGINEER'S REPORT

The Engineer reported continuing work with Manager Inch on Asset Management Plan and Capital Improvement Plan.

CHAIRMAN AND/OR DIRECTOR REPORT

Job descriptions: Recent changes have been added into job descriptions; in order to allow time for review action was scheduled for the next meeting.

Director Snow reported an initial meeting with the Strategic Planning Subcommittee on May 31. A next meeting has not yet been scheduled.

Budgeting and rate adoption sequence was reviewed. The anticipated SAO audit process was reviewed.

NEW BUSINESS

Director Pfeiffer sought clarification on the Open Public Meetings Act constraints on interactions between Directors. It was reviewed that Directors may interact with each other outside public meetings as long as district business is not discussed among a quorum, including a quorum created by serial discussions, whether in person or by phone or email. The only exception is discussion about whether to hold a special meeting and what would be on it's agenda. There was further discussion on interactions with the public, and clearly distinguishing between Board positions (as documented in public record) and opinions/positions of individual Directors.

ADJOURNMENT

There being no further business, MOTION by Director Allan to adjourn, seconded by Director Ayles and approved unanimously. Chairman Ervin adjourned the meeting at 8:10 pm on the 11th of June, 2025.

Chairman Deanna Ervin

Acting Secretary Robert Snow