

**MOAB IRRIGATION DISTRICT #20
MINUTES OF THE BOARD OF DIRECTORS MEETING
JULY 17, 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 July 17, 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

Approximately 8 visitors were in attendance.

GENERAL BUSINESS

MOTION by Director Snow to approve vouchers #1315 and #1316 totaling \$79,189.55, seconded by Director Allan. Director Allan requested details of the medical insurance payment to the Health Care authority, specifically who was being covered. Secretary Radmer will provide that information. Motion was voted and approved unanimously.

Minutes of the May 28 special meeting and the June 11 regular session were presented for approval. Regarding the May 28 minutes, Director Ayles asked about documentation of the employee action taken, having missed the brief statement in the minutes. This prompted Director Allan to ask the whereabouts of the referenced letter of advisement and if she could see it. Chairman Ervin noted that the letter was in the executive file and confidential information, and as the action occurred before Director Allan came to the board it was not available to her. MOTION by Director Ayles to approve May 28 minutes as presented, seconded by Director Pfeiffer and approved unanimously.

Regarding June 11 minutes, Director Allan requested adding to the minutes that discussion around hiring Chairman Ervin's daughter on a part-time temporary basis include that she is not a dependent of Chairman Ervin. Acting Board Secretary Snow will review the recording of the meeting and revise the minutes as appropriate for presentation at the August meeting.

Director Allan brought up discussion of job postings and competitive hiring practices by starting with a MOTION by Director Allan that all hiring practices must be done in a competitive manner and follow the requirements of RCW 49.58.110, and that all of the District's job postings must be publicly posted to include, at a minimum, the District website, Newman Lake social media, and industry websites and publication(s) for a minimum of one week. Discussion focused on the requirement for posting on social media, and resulted in revision to the motion for optional posting on social media if available. The revised motion was seconded by Director Pfeiffer, and the motion passed 4-1 with Director Ayles opposed. Director Ayles expressed his reservation about unnecessarily complicating hiring for specific tasks, or on a short-term part-time basis where competitive hiring may not be required by the RCWs. MOTION by Director Snow to amend the previous motion with the addition of "unless

otherwise approved by the board”, which was seconded by Director Ayles. Ensuing discussion revealed difficulty in delineating exactly when these posting requirements need be applied, and a general consensus was reached that specific wording for a policy is needed, and a new draft needs to be presented at the next meeting.

With the context of the hiring practices discussion, Manager Inch sought clarification for posting requirements regarding the part-time position he is in the process of filling, approved by the board at the last meeting. In addition, the only candidate stepping forward to date is Chairman Ervin's adult son, and should he turn out to be the desired candidate, if board approval is required before hiring. General consensus was that Manager Inch should post the position for a week. Director Allan volunteered Scott Carver, among the visitors, to front for posting on Newman Lake social media, and he and Manager Inch coordinated details. As it is desired to fill the position before the next meeting, the board took up the discussion of hiring a Director's family member. At this point Chairman Ervin recused herself from the discussion and Vice Chairman Ayles took over the meeting. Chairman Ervin remained present, but participated only to the extent of facilitating clarification, such as testifying that her adult son is not her dependent. After discussion, MOTION by Director Snow to post the position for a week according to the hiring practices discussion, and that should Manager Inch determine that Chairman Ervin's son is the desired candidate, he has board approval to proceed. Seconded by Director Allan. Motion approved by Directors Allan, Ayles, Pfeiffer, and Snow. Vice Chairman Ayles then handed the meeting back to Chairman Ervin.

FINANCE & OPERATIONS REPORT

The status of winter excess collection was reviewed, accounts delinquent as of June 20 were rebilled with an additional \$16 rebilling fee. To date 35% of the original total billed amount remains outstanding.

Year-to-date there have been about 21 home sales, invoiced based on closing meter reads.

Budget variances YTD through July 16 were reviewed. Several line items are expected to overrun: Director's per diem due to extra meetings, office expense due to postage increases and additional mailings, election expenses, certain employer's expenses like WACares that weren't budgeted to begin with. On the other hand, changes in Department of Revenue calculations lower some taxes for an under-run. The treasurer's report from the county and assessment revenue collection status were reviewed, as well as the status of cash on hand.

In preparation for 2026 budget development, Secretary Radmer asked about budget basis assumptions. For employment costs, it was discussed that Manager Inch and Secretary Radmer assess the district's staffing needs and propose employment costs in the budget on that basis. With regard to capital expenses, contingencies, and savings items, it was discussed that separate line items might be most easily understood.

Elections: Recent changes to irrigation district election laws by Senate Bill 5669 allow the district the option of going to all mail-in elections, as opposed to maintaining a polling place and having absentee ballots. MOTION by Director Snow to go to all mail-in voting, seconded by Director Allan. Discussion noted that there will be multiple ballots per parcel, calculated from parcel size, resulting in approximately 2,000 total ballots. Motion passed unanimously. There was discussion about bringing the election board on line early to handle ballot design

and process planning to the revised election requirements. Election board appointment timing will be reviewed at the August meeting.

DISTRICT MANAGER REPORT

On-call activity: Manager Inch reported one incident requiring on site response related to an Inland Power outage lasting long enough to threaten draining the Morris reservoir, which was resolved just in time to avoid having to run the generator for booster power.

Chlorine levels have been widely fluctuating and difficult to control due to large well flow fluctuations in response to irrigation operations. The root cause of the problem is one well pump that doesn't have its own chlorine injection. Adding chlorine injection will cost an estimated \$3,000 to \$3,500 that is not in the budget for chlorine and chlorination system, however, there are funds in facilities maintenance that are not yet spent or allocated at this time. MOTION by Director Ayles to proceed with adding chlorine injection at that pump, seconded by Director Pfeiffer and approved unanimously.

With regard to leakage and emerging issues: Honeymoon Bay is an emerging issue in that the galvanized meter setters used in the area are corroding and becoming at risk for failure, indicating a need for replacement in the near future. To be reviewed in developing next year's budget. Manager Inch estimated \$50,000 - \$60,000 total cost for all approx. 35 installations.

Uberroth's irrigation meter was found not to be registering, a temporary repair was made but the meter will need rebuilding after the season. This would normally be in the scope of the meter replacement budget which was cut for this year, and led to discussion about the advantages of electronic meters, and some of the costs and other characteristics of using them.

ENGINEER'S REPORT

Engineer McMulkin reported continuing work with Manager Inch on Asset Management Plan, with presentation of progress to date. We look forward next meeting for an estimate of costs to complete so we can discuss timing.

ATTORNEY'S REPORT

The attorney was not present, and no specific questions had been asked of him, so there was no report. Despite the pressure to limit expenditures on attorney's fees, MOTION by Director Snow to invite the attorney to attend regular meetings as a matter of routine, in order to provide clarification of opinions and to provide the opportunity for more timely interactions and improvement of productivity. The motion was seconded by Director Ayles, and passed 3-2, with Directors Allan and Pfeiffer opposed.

CHAIRMAN AND/OR DIRECTOR REORT

Rate Study RFQ: Chairman Ervin presented the current draft RFQ for final review. Many comments were entered during the extensive discussion. At one point there was a MOTION by Director Pfeiffer to abandon the RFQ and discontinue planning for a rate study based on the cost, which ultimately died for lack of a second. Discussion returned to finalizing the RFQ,

with Chairman Ervin incorporating edits as consensus was reached on comments. MOTION by Director Ayles to approve the RFQ and solicit proposals, seconded by Director Snow. Motion passed 4-1, with Director Pfeiffer opposed.

Job Descriptions: Earlier action on job descriptions had been postponed to include the new directors in the final review and approval. Chairman Ervin began presenting the current draft job descriptions for final review. Director Allan distributed an alternate set of draft job descriptions that she had developed from the bylaws and other past descriptions of responsibilities, with inputs from job descriptions used by other districts. Chairman Ervin and Director Snow explained that the bylaws were out of date in this respect, and that the recent job description development effort was based on evaluating Moab's current needs, with consideration for dividing duties appropriately consistent with current personnel strengths, and is intended as a basis for updating the bylaws. In initial comparison of the two sets of job descriptions, Director Snow noted that Director Allan's references to RCW 87.84 were inappropriate, as that statute applies to a different type of district. He also noted overlaps (lack of clear interfaces) between the two positions in the areas of financial management and internal controls, and objected to identified District Manager's responsibilities of overseeing rate setting (board function) and relationships with all interfacing governmental agencies (e.g. Department of Revenue, Department of Retirement Systems). MOTION by Director Allan to postpone action on job descriptions and schedule for a special meeting, seconded by Director Pfeiffer, approved unanimously. Consensus was to schedule a special meeting for July 23 at 3pm.

Employee Evaluations: A framework for employee evaluations was discussed for when job descriptions are completed. Past minutes include that evaluations were deferred last year, staff reported that discussions had been focused on transitions from hourly to salaried, which took effect in 2025 with salaries fixed for two years. Consensus was developed that the process for employee evaluations would be included on the agenda for the July 23 special meeting.

Sick Leave Policy: Chairman Ervin presented the revised sick leave policy for approval, which had previously been deferred to allow time for consideration. MOTION by Director Allan to add that sick leave be taken in minimum 8 hr increments. Discussions noted the importance of tracking actual hours worked for L&I purposes and this constraint would complicate that calculation. Ultimately the motion died for lack of a second. MOTION by Director Snow to approve the revision to the sick leave policy as presented, seconded by Director Ayles and approved unanimously.

Cash Handling Policy: Director Allan reported on her initial evaluation of requirements for a cash handling policy, noting several concerns that constrain the handling of cash. MOTION by Director Snow to discontinue handling cash, and to revise the bylaws to reflect that Moab will accept payments in forms that the county accepts from us. Motion was seconded by Director Allan and passed 4-1 with Director Ayles opposed.

Proposed Accounts Receivable Collection and Debt Write Off Policy: Director Allan presented her proposed accounts receivable collection policy. Preliminary discussions noted a substantial process for determining noncollectable accounts and debt write off when it was uncertain what it might apply to since delinquent excess water charges are now included in the assessment roll. Also noted was that specific fees (such as a rebilling fee) should be

identified in bylaws section 25, and referenced by other sections. Consensus was for revising the draft policy for presentation at the August meeting.

Strategic Plan/Priorities Dashboard: To be discussed at the next meeting.

NEW BUSINESS

Director Allan brought a question about the timeline to the assessment and equalization, to be discussed at the next meeting.

PUBLIC COMMENTARY

Shawn Eller asked Manager Inch if it would be helpful to let him know when he was going to start his irrigation. Manager Inch replied that additional well pumps would come on if needed, and while he appreciated the question, scheduling irrigation operations was not necessary.

ADJOURNMENT

There being no further business, MOTION by Director Allan to adjourn, seconded by Director Ayles and approved unanimously. Chairman Ervin adjourned the meeting 10:40 pm on the 17th of July, 2025.

Chairman Deanna Ervin

Acting Board Secretary Robert Snow