MOAB IRRIGATION DISTRICT #20

MINUTES OF THE BOARD OF DIRECTORS MEETING

MARCH 20, 2025

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

**ROLL CALL**

Present were Chairman Ervin and Directors Ayles and Snow. There were 2 Director position vacancies; a quorum was present. District Manager Inch, Board Secretary Radmer, and Engineer McMulkin were also present.

**VISITORS**

About a dozen visitors were in attendance.

**GENERAL BUSINESS**

MOTION by Director Snow to approve vouchers #1307 and #1308 totaling $38,677.92, seconded and approved unanimously.

Minutes of the February 20 regular meeting were presented for approval. MOTION by Director Ayles to pass as presented, seconded and approved unanimously.

**FINANCE & OPERATIONS**

Secretary Radmer presented a draft financial policy for restricting reserves for self insurance for unemployment, including logic for calculation and a provision for annual review for budget basis. MOTION by Director Snow to add the policy to the bylaws, seconded and approved unanimously.

Secretary Radmer reported reviewing excise tax provisions, and found no additional tax savings or deductions. Investigation into payroll platforms for outsourcing payroll and employer tax reporting shows some tailoring will be needed to properly handle how the district operates, particularly the on-call provisions. Further investigation scheduled to resume after annual report, spring billing, and BIAS migration.

A proposed revision to on-call policy and compensation was presented, with changes to bring our stated policy into alignment with our practice, including provisions for better documenting on-call events. There was discussion about monitoring call-out events particularly as they affect exempt status employees. MOTION by Director Ayles to approve the revision for addition to the employment manual, seconded and approved unanimously.

Financial statements and treasurer's report for February 2025 were presented. This led into discussion about reserves and reserve categories. District Manager Inch spoke at some length to the need to budget and save for capital improvement and asset replacement and refurbishment, which was not included in this year's budget and has been neglected in the past. MOTION by Director Snow to accept the treasurer's report, seconded and approved unanimously. 2026 budget development needs to include more focus on reserve categories and capital improvements.

**DISTRICT MANAGER'S REPORT**

Business insurance: More information from a possible alternate insurer will come in May.

Meter reading the first week of April. Consumer Confidence report is completed and will be included with the spring billing mailing.

**CHAIRMAN AND DIRECTOR REPORT**

Grants: Chairman Ervin reported that grant availability is somewhat limited as the district is not considered disadvantaged, the area is classified as relatively affluent. Planning for future capital improvements will review what funding sources may be available, there may be resources for partial funding on a reimbursement basis.

Bulk Water: The original bulk water offering conditions were reviewed, as well as the decision to cease the offering. The bulk water mechanism has addressed a need for customers who have an irrigation use and are otherwise ineligible for irrigation rates. Ideally, this would get sorted out by way of the rate study and a new rate structure. The consensus was to let the decision stand, with a commitment to ensure there is a fair mechanism put in place for next year to provide for this irrigation use, recognizing that the rate study may not be completed by then.

Subcommittees: Director Snow presented for the record subcommittee sign up sheets that Scott Carver had transmitted identifying community member interests in possible advisory subcommittee subjects. Chairman Ervin solicited comments from the visitors, with Scott Carver offering from his written statement: “I would like to acknowledge the board and management to thank you for accepting the community's request to have subcommittees. Drawing on the diverse background and expertise of Moab's customers I believe will help move the district forward in a positive direction.” Several other visitors spoke to their interests and experience as it would relate to advisory subcommittee participation.

Chairman Ervin noted that the regular board meeting scheduled in June corresponds with a holiday. MOTION by Director Snow to hold the June meeting on Tuesday the 17th rather than the 19th, seconded and approved unanimously.

**OLD BUSINESS**

We have not heard from the county regarding appointments to the director vacancies. Appointments are anticipated to be made in one of their legislative session meetings held every Tuesday afternoon.

Staff job descriptions are in preparation and will be available for review starting April 15.

**NEW BUSINESS**

Secretary Radmer has completed new director on-boarding packets for when appointments are made to fill the vacancies. Director Snow will supply his summary of director functions and responsibilities for inclusion.

**COMMUNITY COMMENTARY**

There was a general discussion with the visitors about the new structure for community commentary, that we request people secure a spot on the agenda and provide comments in writing for accurate inclusion in the record. Questions will still be taken, but we may not be able to provide an immediate answer.

**ADJOURNMENT**

There being no further business, MOITON by Director Ayles to adjourn, seconded and approved unanimously. Chairman Ervin adjourned the meeting at 8:03pm on the 20th of March 2025.

Chairman Deanna Ervin

Acting Secretary, Robert Snow