

Special Board Meeting Minutes

Date: October 31, 2025,

Location: 25805 E Trent Ave., Newman Lake, WA 99025

Time: 3:00 pm

1. Call to Order

Meeting called to order at 3:05 PM by Chair Ervin.

Roll call: Board Directors present included Director Ervin (Chair), Director Allan, Dave Pfeiffer, Director Snow, and Holt Ayles (Assistant Chair). Staff present included Manager Inch, Distract Manager.

- Action: A community member, Mr. Dumont, delivered a printed copy of a letter to each of the Board of Directors. After review, a response will be provided to Mr. Dumont.
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2. General Business

Approval of October 16th and 20th, 2025 meeting minutes

- **Motion:** Approve the minutes from October 16th, 2025, Regular Board Meeting and October 20th, 2025, Special Board Meeting minutes, as amended (Delete second bullet point under Section 5, clarifying language around annexation proceedings, executive session wording, and removing references to fuel servicing).
 - **Motion by:** Director Holt
 - **Seconded by:** Director Pfeiffer
 - **Vote:** Approved unanimously.
- Action: Unsigned minutes will be posted online; signed originals kept in office.
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3. Executive Session

At 3:15 the Board Chair announced that the Board would convene at 3:30 pm in executive session for 15 minutes until 3:20 pm.

The purpose of the executive session was announced as: to discuss potential litigation with counsel present under RCW 42.30.110(1)(i). By statute potential litigation includes legal risks of a proposed action or current practice that Moab has identified where public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence. Open session resumed at 3:30 PM, and it was announced that the executive session would be extended for 10 minutes from 3:30 pm to 3:40 pm, for the same purpose, to discuss potential litigation with counsel present.

The Board Chair called the open portion of the meeting back to order at 3:40 pm.

4. Staff Restructuring

The board discussed restructuring staff positions, with Director Allan presenting a new assistant manager job description and Deanna proposing a part-time office assistant role. Manager Inch preferred maintaining three full-time employees, including an office manager, rather than implementing the proposed assistant manager and part-time assistant. This restructuring would reduce the labor expense for the district.

- **Motion:** Utilizing current office manager budgeted position vacancy, hire an assistant manager position using the assistant manager job description as presented and salary range \$70,000–\$75,000 DOE/year.
- **Motion by:** Director Allan
- **Seconded by:** Director Ayles
- **Vote:** Approved 3-2. Director Pfeiffer and Director Snow opposed.

- **Motion:** Hire part time office assistant position (20-30 hours per week) using job description as presented and wage of \$22–\$25/hour.
- **Motion by:** Director Allan
- **Seconded by:** Director Ayles
- **Vote:** Approved 4-1. Director Pfeiffer opposed it.

Action: Finalized job descriptions for Assistant Manager and Office Assistant; postings to be made at the same time and advertised within two weeks. Manager Inch to post both positions on the Moab Irrigation website, Indeed, and other industry sites. Director Allan will assure both postings are posted on social media.

Action: The board agreed to post the positions for one month, with interviews to begin after two weeks, conducted by a panel of three including Director Allan, Manager Inch, plus one community member (will ask for community volunteer on social media).

Action: Manager Inch will move forward with posting the positions while continuing to explore temporary solutions for immediate needs, seeking temporary help from other districts or using Bias (the district accounting software vendor) as a resource.

Action: Need to clarify what benefits are required to be paid for a part time (20 – 30 hours per week), position.

5. Payroll System Options Discussion

The meeting focused on payroll system options, with Director Allan presenting a quote from Bias for the system payroll module - \$3,000 plus professional services, The group discussed alternative payroll providers for November and December. They also addressed the need to handle quarterly and annual reporting, including 1099s.

Decision: Implementing the Bias payroll module decision will be delayed until after the first of the year as there is too much staffing instability to take on this implementation at this time.

Action: Director Ervin and Director Allan will request bids from community payroll providers to outsource the payroll and reporting functions until future decisions can be made. Director Ervin will try to help with payroll spreadsheet in the interim.

6. 2026 Rate Assessments

The board discussed water assessment rates and identified approximately 30 parcels that may be using water from adjacent properties without proper permission or assessment. While these parcels could be charged an additional fee, the board should either apply this charge consistently across all similar cases or notify affected property owners about their unauthorized water use. The board also discussed the new parcel-based rate structure for properties with multiple meters.

Decision: The board agreed to maintain the current parcel-based system and address the 30 parcels using water on adjacent parcels without proper permission or assessment at a future date. A rate study should include identified situations. The approved 2026 rates will be implemented as approved at the October 24, 2025, Special Board Meeting.

Action: The public equalization hearing will be scheduled for December 18th; notices to be published by Attorney Dunham as required.

7. Adjournment

- **Motion:** Move to adjourn
- **Motion by:** Director Ayles
- **Seconded by:** Director Allan
- **Vote:** Approved unanimously.

Meeting adjourned at 5:15 pm.

- Next regular meeting scheduled for November 20, 2025, at 6:00 PM. November meeting to be held at the Moab Irrigation District Office. Address is 25805 E Trent Ave., Newman Lake, WA 99025

Chair Director Ervin

Rosalee Allan

Minutes prepared by: Director Allan

Date: November 12, 2025

