

**MOAB IRRIGATION DISTRICT #20
MINUTES OF THE BOARD OF DIRECTORS MEETING
MAY 28, 2025**

The Board of Directors of Moab Irrigation District #20 met in special session at the District Office, 25805 E. Trent, Newman Lake, Washington, on May 28, 2025. The meeting was called to order at 3:04 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 and District Secretary Radmer were also present.

VISITORS

Two visitors were in attendance.

EXECUTIVE SESSION

The board immediately held an executive session to hear complaints against an employee and to evaluate qualifications for staff positions, RCW 42.30.110.1(f) and (g).

FINANCE & OPERATIONS

Secretary Radmer presented a preliminary revenues report pending reconciliation after the first of the month, with the status of delinquent assessment collection and winter excess billing.

DISTRICT MANAGER'S REPORT

Keaton Vallance has tendered his resignation; his last day will be June 8. Manager Inch provided a list of the duties Keaton has been performing. In the near term Manager Inch can cover tasks, with concerns for working out coverage for on-call and locates. There was discussion around framing a possible part time position. An option was mentioned for contracting with another district for on-call coverage. Director Ayles noted there was an inter-utility agreement for providing resources for responding to emergencies. There was consensus between Director Ayles and Manager Inch that it would likely take a year for someone to gain enough familiarity with the system to reliably handle a call out solo without backup. Chairman Ervin solicited comment from visitor (and new Director appointee) Dave Pfeiffer from his previous district experience, who agreed with the assessment of it taking a year to sufficiently learn the system operations. Mr. Pfeiffer expressed his willingness to take on-call duties, describing his intention to learn the system to that level regardless.

Director Ayles, Manager Inch, and Mr. Pfeiffer will collaborate further on how to cover on-call. At the next meeting the Board will further evaluate a temporary/part time position for additional assistance.

CHAIRMAN AND DIRECTOR REPORT

Director Snow reported that on yesterday May 27 the County Commissioners signed a resolution appointing Rosalee Allan to Position #4 and Dave Pfeiffer to Position #5, filling our Director vacancies. Mr. Pfeiffer, being present, will be sworn in at the end of the meeting. Ms. Allan is recovering from surgery and has optimistically estimated that she will be able to assume office some time next week.

Chairman Ervin reviewed the existing sick leave policy, noting that as stated it doesn't preclude using sick leave for vacation time. Director Ayles suggested that it be added to the policy that after 3 days on sick leave a doctor's note would be needed upon return. It was noted that some allowable uses of sick leave, such as caring for a dependent, would complicate the application of such a requirement, and there was consensus that the attorney should be consulted on the matter. MOTION by Director Ayles to amend to the sick leave policy for providing documentation upon return after 3 days on sick leave, with an additional provision limiting the use of sick leave after notice has been given, subject to review and wording by the attorney, seconded and approved unanimously. Chairman Ervin will consult with the attorney and bring a final policy change for action at the July meeting.

Employee action: Pursuant to executive session discussions, action was taken to issue a letter of advisement on protocol for raising concerns regarding Board decisions.

NEW BUSINESS

Manager Inch reported meeting with the engineer about the Asset Management Plan and Capital Improvement Plan. With respect to these as important planning documents for Moab and input to the rate study, Manager Inch described his need for additional assistance in their development. He will explore contracting for other outside expertise and present a proposal for their completion.

Secretary Radmer had some job description amendments. Consensus was developed to include the new Directors in final review and approval of job descriptions.

New Director Dave Pfeiffer was sworn in.

ADJOURNMENT

There being no further business, Chairman Ervin adjourned the meeting at 4:58pm on the 28th of May, 2025.

Chairman Deanna Ervin

Acting Secretary Robert Snow