MOAB IRRIGATION DISTRICT #20

MINUTES OF THE BOARD OF DIRECTORS MEETING

APRIL 17, 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 April 17, 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 and Board Secretary Radmer were also present.

**VISITORS**

Five visitors were in attendance.

**GENERAL BUSINESS**

MOTION by Director Snow to approve vouchers #1309 and #1310 totaling $47,554.71, seconded and approved unanimously.

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

**FINANCE & OPERATIONS**

Spring meter reads and winter excess: From meter reads the first week of April, 92 customers were billed a total of $18,976.67 for water usage in excess of allotments. Bills were mailed on April 15. Secretary Radmer noted that postage is now up to $0.81. Chairman Ervin inquired about any unusual readings, Secretary Radmer reported there were 5 or 6 readings that appeared to indicate leaks, District Manager Inch discussed his process for notifying customers if a possible leak is indicated.

Financial statements and treasurer's report for March 2025 were presented. District reserves and associated expenditures as of March 31 were reviewed. Compensated absence liability has increased to a total of $17,349, influenced by GASB 101 accounting revisions and changes to the calculation. Budget variances to date were reviewed line-by-line.

2024 Annual Report: Secretary Radmer reported that “Going Concern” responses from the March 25 Special Meeting have been consolidated, and all pieces have now been identified for final assembly of the annual report. Director Ayles objected to several aspects of the “going concern” compilation. Discussion was focused by Chairman Ervin on underlying facts. Reasons for past budget overruns were listed and mitigation actions identified. Goal for completion and submittal of the annual report is May 2.

Secretary Radmer requested holding equalization this year in November, rather than December, to prevent conflicts with elections, county schedules and other year-end work. The timeline for setting wages, budgets and rates was generally laid out as necessary to support moving up the equalization hearing.

**DISTRICT MANAGER'S REPORT**

Rate study: District Manager Inch discussed kicking off the first phase of the rate study with FCS Group around July. Director Ayles asked about other firms, and will provide contact information for Welch Comer for soliciting a rate study from them. Chairman Ervin inquired about an asset management plan in preparation for the rate study. Manager Inch indicated a full plan could not be done in-house, but will start by compiling an inventory of assets in conjunction with the engineer by July.

At the request of Chairman Ervin, in future board meetings Director Inch will review call out incidents.

Expenditures over the last month were reported, a repair on Robin Lane, chlorine purchasing.

Chairman Ervin will meet with Manager Inch prior to the next board meeting to plan steps in preparation for the rate study, such as the asset management plan.

**ATTORNEY REPORT**

The attorney was not present, but Chairman Ervin reported consulting with the attorney regarding a letter to the editor by Bill Jackman questioning the legality of the recent decision to require members of the public to sign up in advance on the agenda to make comment. While the attorney confirmed the legality, he suggested establishing a formal policy for taking public comments. Chairman Ervin presented a draft policy for Rules of Decorum for Board meetings, for addition to the bylaws, modeled after Spokane County's policy. Discussion resulted in a few wording changes. MOTION by Director Snow to adopt the amended policy for the bylaws Section 7, seconded and approved unanimously.

**CHAIRMAN AND DIRECTOR REPORT**

Chairman Ervin proposed a formal budget policy for inclusion in bylaws Section 30. Editorial changes were noted. MOTION by Director Snow to adopt the edited policy for the bylaws Section 30, seconded and approved unanimously.

Internal controls: Discussion was held about maintaining cash in the office, taking cash payments and then using staff time and additional district expense to convert the payments to money orders for transmittal to the County. After much discussion, MOTION by Director Snow to discontinue taking cash payments, which died for lack of a second as Director Ayles was opposed. Internal control issues will be revisited when director vacancies are filled.

Chairman Ervin asked about staff coverage and scheduling vacation time, how necessary functions are covered for the district. Coordinating time off for vacation and training has been informal. After much discussion Chairman Ervin volunteered to look at a brief policy for a more formal

Followup from previous meetings: It was noted that contrary to the expectations of some, paper copy newsletters were not included in the spring billing mailing, although a link to the website newsletter was provided. Manager Inch had no recollection of agreement to include in the mailing. Previous minutes will be reviewed to follow up.

Chairman Ervin discussed keeping a “to do” or action list of items identified in meetings as an aid in keeping track and following up. Director Snow expected to process minutes this weekend and agreed to compile such a list next week.

Status on new computer and BIAS data migration: Data migration is anticipated for the third week of May. New computer has been started up and is awaiting an opportunity for Secretary Radmer to review the setup, expected the week after annual report submittal.

First notification to employees for changes to employer taxes to go out in June.

Universal email address for receipt of public records request: Manager Inch will followup with Keaton, expected to be published on the website next week.

**COMMUNITY COMMENTARY**

Rosalie Allen suggested reviewing the budget policy to ensure it conforms with the RCWs, and encouraged development of a policy to deal with delinquent accounts. She also requested availability of the bylaws, possibly on the website, for visibility of policy changes.

Dave Pfeiffer had objections to the new policy about taking public comments, in that a requirement to sign up in advance to be on the agenda didn't support commentary on the actions taken in the meeting. It was noted that if an item of interest was on the agenda, one could sign up for comment and then take the opportunity or not. Board actions are always subject to reconsideration and revision.

**EXECUTIVE SESSION**

Executive session to evaluate qualifications for staff positions, RCW 42.30.110.1(g).

**ADJOURNMENT**

There being no further business, MOTION by Director Snow to adjourn, seconded and approved unanimously. Chairman Ervin adjourned the meeting at 10:33pm on the 17th of April, 2025.

Chairman Deanna Ervin

Acting Secretary, Robert Snow