

MOAB IRRIGATION DISTRICT #20

Special Board Meeting Minutes

Date: October 24, 2025,

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

Time: 3:00 pm

1. Call to Order

- Meeting called to order at 3:00 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

2. Executive Session

At 3:10 the Board Chair announced that the Board would convene at 3:10 pm in executive session for 10 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 3:20 PM, and it was announced that the executive session would be extended for 22 minutes from 3:20 pm to 3:42 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 3:42 pm.

3. Personnel Transition

Claims were asserted against Moab by an employee, not yet through a lawsuit. Miss Radmer signed a proposed separation agreement.

- **Motion:** The \$40,000 lump sum amount to be paid to Jeanette Radmer, as part of the separation agreement, will be paid to Moab Irrigation District by the district's insurance carrier. in the event that we do not receive the insurance check within 30 days, the board authorizes two board members to sign a request for a \$40,000 wire transfer from the county to the payroll.
- **Motion by:** Director Snow
- **Seconded by:** Director Ayles
- **Vote:** Unanimously approved

Action: Jeanette Radmer will no longer be with Moab Irrigation District as of October 31st. Manager Snow and Attorney Dunham will take care of any exit paperwork needed.

4. Temporary Staffing Options

Kenzie, a current part-time helper and college student, was suggested to continue assisting with office tasks.

- **Motion:** Motion made to keep Kenzie as season part-time, indefinitely, until needs are clarified.
 - **Motion by:** Director Allan
 - **Seconded by:** Director Snow
 - **Vote:** Approved by 3 of the 5 Directors. Director Ervin abstained herself from the discussion and vote on retaining her daughter Kenzie. Director Pfeiffer also abstained.
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- **Action:** Karen Parker from Model Irrigation District was suggested and Manager Inch is currently pursuing this resource for software training and support. Manager Inch also has other resources to pursue. It was decided that since these positions are temporary, we do not need to post these positions.
 - **Action:** Director Allan and Director Ervin volunteered to get bids to temporarily outsource payroll.
 - **Action:** Director Ervin volunteered to look at current payroll Excel process and make recommendations.
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5. Software and Systems

Bias system support and user management discussed.

- Three current users: Manager Inch, Jeanette Radmer, and Director Snow.
- Professional service options available for short-term help, including for current SAO audit.
- Payroll module for Bias discussed; quote received for \$3,600 plus cost for professional services to implement.
- Bias has ability to produce assessment roll.

Action: This year Director Snow is creating the assessment roll using Excel software as it will take some time to implement the new rate structure into Bias.

Action: Will decide at the November regular board meeting whether to implement the Bias Payroll Module.

6. Future Staffing Model

Director Allan presented research on staffing models from other districts. Discussion on hiring a full-time assistant manager and part-time staff. Succession planning considered, especially as Manager Inch approaches retirement.

Action: Director Allan will draft job description for assistant manager and Director Ervin will draft job description for part-time office support. These job descriptions will be reviewed at the next meeting. Proposed salary range and postings for new positions will also be created.

7. Change of Access to District's Systems, Accounts and Property

- **Motion:** Motion made to remove Jeanette Radmer's name from the bank account.
- **Motion by:** Director Snow
- **Seconded by:** Director Allan
- **Vote:** Unanimously approved.

Discussion: Names remaining on the bank account are Manager Inch, Director Ervin, Director Snow and Director Ayles. This topic needs to be revisited after January 1, 2026, when there is a change in Directors and district employees.

Action: Manager Inch and Director Snow will remove Jeanette Radmer as a user from all IT systems, district accounts, and her key to the building is to be returned.

8. Adjournment

Meeting adjourned at 4:22 pm after confirming next steps and responsibilities.

Next special meeting will be scheduled before October 31, 2025. This special meeting to be held at the Moab Irrigation District Office. Address is 25805 E Trent Ave., Newman Lake, WA 99025

- 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 10, 2025