

# Moab Irrigation District #20

---

## Regular Board Meeting Minutes

**Date:** December 18, 2025

**Location:** Tri-Community Grange. Address is 25025 E Heather Lane, Newman Lake, WA 99025

**Time:** 6:00 PM

---

## 1. Call to Order

- Meeting called to order at 6:02 PM by Chair Ervin. The agenda included an equalization meeting, which was moved to the top of the agenda to allow for a thorough discussion of assessment concerns.

**Roll call:** Board Directors present included Deanna Ervin (Chair), Rosalee Allan, Dave Pfeiffer, Robert Snow, and Holt Ayles (Assistant Chair). Staff present included Scott Inch, District Manager. Others present included Attorney Dunham and Engineer McMulkin and a few community members, including those who signed up to speak about equalization benefits: Melvina Treadway and Ian Dumont.

---

## 2. Equalization Meeting

The Moab Irrigation District board conducted an equalization meeting of Moab Irrigation 20, and the equalization meeting was called to order at 6:03 pm with all board members present, along with Attorney Dunham. Engineer McMulkin, and District Manager Inch. The board began with a discussion about equalization, where board members reviewed the assessment roll and new rates approved by the board.

During the equalization portion, two residents raised concerns about water rates and budget allocations, with Melvina Treadway and Ian Dumont objecting to the overall budget, the assessment process and requesting more detailed financial breakdowns. Community member Denise Smart did comment on the equalization process, stated her objection to the budget, but had no objection to the equalization process. Community member Pat Brown spoke about his overage, his support for new structure of rates, the emphasis on appropriate utilization, water conservation, and community collaboration. He had no objection to the equalization process. The board denied both objections that were submitted after legal counsel reviewed the RCW requirements.

- **Motion:** Deny the objection made by Melvina Treadway based on the fact that the parcel assessment is equivalent to all other parcel assessments.
  - **Motion by:** Director Holt
  - **Seconded by:** Director Pfeiffer
  - **Decision:** Approved unanimously.

- **Motion:** Deny the objection made by Ian Dumont.
  - **Motion by:** Director Ayles
  - **Seconded by:** Director Snow
  - **Decision:** Approved unanimously.
- **Motion:** Close the equalization portion of the meeting.
  - **Motion by:** Director Snow
  - **Seconded by:** Director Pfeiffer
  - **Decision:** Approved unanimously.

The Equalization meeting portion of the meeting was adjourned at 6:17 pm.

---

### 3. General Business

#### 1. Vouchers 1327 & 1329

- **Motion:** Approve payment of Voucher #1329 for \$10,259.83 as presented.
  - **Motion by:** Director Pfeiffer
  - **Seconded by:** Director Ayles
  - **Decision:** Approved unanimously.
- **Motion:** Approve payment of Voucher #1327 for \$14,355.18 as presented.
  - **Motion by:** Director Snow
  - **Seconded by:** Director Ayles
  - **Decision:** Approved unanimously.

Note that voucher #1328 was voided.

#### 2. Approval of Minutes

- **Motion:** Approve the minutes from November 20, 2025, Regular Board Meeting with identified edits.
  - **Motion by:** Director Snow
  - **Seconded by:** Director Ayles
  - **Decision:** Approved unanimously.

- **Motion:** Approve the minutes from December 3, 2025, Special Board Meeting with identified edits.
    - **Motion by:** Director Snow
    - **Seconded by:** Director Pfeiffer
    - **Decision:** Approved with a 3 to 0 vote. Both Directors Ervin and Ayles abstained as they were not present at this meeting.
- 

#### 4. Election Update

- Position 4 and Position 5 were unopposed, and Certificates of Election delivered to Directors Pfeiffer and Allan (Seats 4 & 5).
  - Seat 1 election winner was William Jackman
  - Position 2 will be vacant as of December 31, 2025, and will need to be appointed by the Spokane County Commissioners. Director Snow has informed the county on behalf of the board of the pending vacancy and request for appointment and recommendation of Mr. Douglas Hughes as the appointee.  
**Action:** District Manager Inch has received notification that our board appointment request will be on the Spokane County Commissioners' January 6<sup>th</sup>, 2026, meeting agenda.
- 

#### 5. Operations Report

**Presented by:** District Manager Inch

##### **Treasurer's & Financial Reports**

- A current copy of the Treasury Report was not presented.
- No Bias produced financials are available this month.
- \$34,050.25 of past due 2025 excess bill charges including finance charges have been added to the 2026 Roll of Assessments that will be sent to Spokane County for collection.

**Action:** Director Allan will work to obtain a current Treasury report from the County. It will still need to be reconciled to the Bias system by District staff. Once the County Treasury report is obtained, Director Ervin requested that a current Treasury report be distributed to the entire Board of Directors.

##### **SAO Audit**

The Washington State (SAO) audit for years 2022, 2023 and 2024 had an entrance meeting on December 16, 2025. District Manager Scott Inch, Office Staff Robert Randall, and Director Allan and two Washington state auditors attended the meeting. The audit will begin January 27, 2026.

**Action:** The SAO information being requested will be shared at the January regular board meeting.

**Action:** The SAO auditor will request an exit meeting with the entire board. The board will need to decide how many board members will attend this exit meeting to hear the findings of the audit. If the decision is to include more than three board members, we will need to schedule this as a special board meeting.

**Action:** On January 26, 2026, the SAO auditors scheduled a risk assessment meeting with Director Allan. At the January 15, 2026, board meeting, we will decide if any additional Board member(s) will join Director Allan at this scheduled meeting.

### **New Mandated Reported**

The Department of Health has required Moab Irrigation District to begin submitting monthly meter reads on source pumps. This is a new requirement for all districts and is not specific to Moab.

### **Current Staffing Update**

- **Assistant Manager** approved position was posted, and District received many resumes and letters of interest. District Manager Inch made an offer to the top candidate who declined the position due to the wage offered.
- **Part Time Office Assistant** Robert Randall has been hired as the part time office assistant and is doing a very good job of getting up to speed.

**Action:** Will defer hiring an assistant manager until after the first of the next year as there is too much going on at this point in time to start another new employee.

### **Payroll**

District Manager Inch discussed bringing the payroll process back in-house using Quick Books. Decision was already made to leave it out-of-house to the end of 2025.

**Action:** Bring the payroll processing proposal to January 2026 board meeting. Include information on how much labor time payroll and reporting will take internally. Also include an assessment of the Bias payroll module as part of a future solution as it could eliminate the need for manually entering Quick Books data into Bias. Also consider doing payroll once a month rather than twice a month to reduce the amount of labor needed.

---

## **6. Engineer's Report**

No report at this meeting.

---

## 7. Attorney's Report

### Policies

The Asset Disposition Policy and the Hiring Policy were presented for approval.

- **Motion:** Approve the Asset Disposition Policy and the Hiring Policy as presented.
    - **Motion by:** Director Allan
    - **Seconded by:** Director Ayles
    - **Decision:** Approved unanimously and signed.
- 

## 8. New Business

**Grant Update:** Denise Smart presented an update on grant acquisitions. One grant is currently being prepared and the deadline for submission is January 27<sup>th</sup>, 2026. Denise needs confirmation of dollar amount to be requested for the Strong Lane project and the point of contact. She estimates we will hear back whether we will receive grant dollars in July 2026 and, before that, the board should be sure it aligns with the Engineer's project information, and management should begin to get together RFPs on what is needed. \$250,000 is being reserved for the project, but the current project estimate is \$470,000.

**Motion:** Denise Smart will proceed with completing the submission for the grant. She will prepare a narrative write-up and will provide before or at the January 15, 2026, board meeting for review/comment and then enter the grant submission at the district office. District Manager Inch will be the point of contact and project manager of the project.

- **Motion by:** Director Allan
- **Seconded by:** Director Ayles
- **Decision:** Approved 4 to 1. Director Snow abstained.

**Motion:** Engineer McMulkin will work with Denise Smart and District Manager Inch to estimate the current dollar amount for the Strong Lane project. The estimated cost is being forecasted to be significantly higher than what is reserved, and the board is not committing to completing this project if we do not get the full grant amount requested.

- **Motion by:** Director Snow
  - **Seconded by:** Director Ayles
  - **Decision:** Approved unanimously.
-

## 9. Community Public Commentary

A community member believed that the district has to allow payments in smaller increments if a community member cannot afford an upfront payment. Attorney Dunham responded that this does apply to our district. Director Allan shared that the County has several assistance programs that should be considered by anyone that has a personal situation that meets the requirements. Also, there is the SNAP program in Spokane that will help with utility bills. The community member suggested we have our own Treasurer rather than have Spokane County do this. The board's response was that we do not plan to have our own Treasurer.

A community member asked about the examples of rate scenarios that were promised.

**Action:** Director Inch will follow up with getting this information posted on the website.

A community member suggested that at the January 15, 2026 board meeting that the board set goals and objectives for 2026 targeted at reducing the operational expense budget and timelines to accomplish reductions.

---

## 10. Adjournment

- **Motion:** Meeting adjournment
  - **Motion by:** Director Ayles
  - **Seconded by:** Director Snow
  - **Decision:** Approved unanimously.

- Next regular meeting scheduled for January 15, 2026, at 6:00 PM at 25805 East Trent Avenue, Newman Lake, Washington 99025.

---

Chair Deanna Ervin

*Rosalee Allan*

---

Minutes prepared by: Director Rosalee Allan Date: January 1, 2026  
Fully Executed Copy of the Minutes is Available at the District Office