

Moab Irrigation District #20

Regular Board Meeting Minutes

Date: August 21, 2025

Location: 25805 East Trent Avenue, Newman Lake, Washington 99025.

Time: 6:00 PM

1. Call to Order

- Meeting called to order at 6:00 PM by Chair Ervin.

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 and Office Manager Jeanette Radmer. Others present included Engineer McMulkin and a few community members.

2. Community Public Commentary

Bill Jackman, a community member, spoke about the community unhappiness with the trajectory of this organization and how fast the water rates have escalated. He stated that Moab Irrigation has the most expensive water rates of any irrigation district in Spokane County and we are the smallest. The community wants to see if that could be right sized at some point and work towards providing the most service for the least amount of money. The board thanked Bill for the input from the community and will continue to work towards fair and equitable rates, will continue to work with board-appointed subcommittees, and will collaborate with volunteer grant writers.

3. General Business

1. Vouchers 1317 & 1318

- **Motion:** Approve payment of Vouchers #1317 (\$27,854.47) and #1318 (\$29,148.49) as presented for a total of \$57,002.96.
 - **Motion by:** Director Snow
 - **Seconded by:** Director Ayles
 - **Decision:** Approved unanimously.

2. Approval of Minutes

- a. **Motion:** Approve the revised minutes from June 11, 2025 Regular Board Meeting with identified edits.
 - **Motion by:** Director Ayles
 - **Seconded by:** Director Allan
 - **Decision:** Approved unanimously.

 - **Motion:** Approve the minutes from June 11, 2025, Special Board Meeting.
 - **Motion by:** Director Allan
 - **Seconded by:** Director Ayles
 - **Decision:** Approved unanimously.

 - **Motion:** Approve the minutes from June 27, 2025, Special Board Meeting.
 - **Motion by:** Director Ayles
 - **Seconded by:** Director Allan
 - **Decision:** Approved unanimously
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4. Finance Update

- Office Manager Radmer reported that she and Director Snow have sunsetted the cash drawer.
 - Office Manager Radmer talked about estimating payroll at the end of a payroll. Resolution in progress.
 - Office Manager Radmer working with state auditor on process documentation for accounts payable.
 - The group discussed the timing of how we will approve the 2026 budget.
Decision was made to schedule a special meeting on September 11th for initial 2026 budget review and then the final 2026 expenses approval at the regular board meeting on September 18th. Both meetings will be scheduled at the Tri-Community Grange.
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5. Finance Report

Financial Reports (41.36 – 1:22)

- Discussion occurred regarding why the copy of the financial report being presented at the meeting does not match the copy the Directors were mailed with the agenda.
- Totals revenues year to date as of July 31st are \$593,544 and our expenditures year to date are \$392,329.

- Since two Directors are new, there were explanations given on the Treasury report, delinquency rate, the reserve, the Financial Statement of Position report, and reasons for variance from the 2025 approved budget numbers. We also discussed the work Director Snow is doing to suggest to the board rates for 2026.
- The Office Manager is currently doing the payroll function manually using an Excel spreadsheet. There was a discussion regarding outsourcing payroll vs doing payroll in Bias vs using another software solution to do payroll function. No go forward decision was made.

Treasury Report (1.23 - 1:26)

The treasurer's report was presented and as of July shows a balance of \$1,158,034.

Motion: Approve the treasurer report as presented through the month of July

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

6. Election Update

From the Washington State Water Resources Association, we had information from John Stumiller regarding the guidance with the new election changes that are a result of the RCW changing. Reviewed the specifics regarding the option of doing the upcoming election by mail, how the election committee will be selected, the role of board members in the election process, and how the number of votes per parcel is determined. The board also discussed the declaration of candidacy process and discussed the specifics of how it is being followed.

7. Review of Open Public Meetings Act (OPMA)

Discussion: Reviewed the duties of directors under Chapter 42.30 RCW. The board had a discussion regarding when information becomes public information. Also discussed that information prepared for discussion should be annotated regarding the source of the information. The Office Manager had personal objections to recent documents presented for discussion at an upcoming board meeting – the topic of the information being staff job descriptions and salaries.

Action: It has been suggested, to avoid any potential problems with OPMA, that communication distribution with all board members be handled by either a Moab Irrigation staff member or by the district attorney. This new suggested process will help avoid unintentionally creating a quorum.

- In the future, any board member that has a request(s) for an upcoming board meeting agenda item, including supporting annotated documents, should route the request to a Moab Irrigation staff person with a cc to the board member designated to put together agendas.

- The staff member will email the information to the entire board of directors at least one week prior to the meeting. That way, there is time for all board members to read and assimilate the information before seeing it for the first time at the board meeting. When sending this email to all board members, the staff member or attorney should send the email to themselves and bcc all of the board members. All board members should refrain from “replying all” to this email or forwarding any emails to each other that have official documents of the district.
 - The board member designated to establish the board meeting agenda will add the requested information to the agenda for the next meeting.
 - It was also discussed that any agenda item, with supporting documentation, submitted by a district staff person also be distributed at least a week in advance so that the board has time to read and assimilate the information.
 - Items for discussion may still be brought up under the new business section of the agenda. If there is significant information to support the discussion that has not been reviewed in advance, the item may get deferred to the next regular board meeting.
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8. Operations Report

- a. Scott ordered a chlorine pump and a couple of new tanks for well house number two - that was ~\$4,000
- b. Getting ready for meter reading that is coming up. Needs to get somebody hired to read meters with him.
- c. Discussed outsourcing the asset management plan (AMP) and capital improvement plan (CIP) to Simpson Engineering. Will create a budget overrun for the annual engineering line expense, but funds from other expense lines that are under budget can be used.

Motion: Continuing with completion of the AMP and the CIT plan documents based on the additional cost of \$9,500.

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

Action: Engineer McCulkin estimated the AMP will be completed by September 2025 and the CIP by the first of the year 2026.

- d. QRFQ for rate study was discussed. This will be mailed to Welch Comer, SCS and a third vendor identified is EES (bought out by HDR).

Action: Scott will mail out the RFQs to the identified vendors tomorrow,

- e. Cross connection control update - the third round of letters to people that haven't had their back cross connection control units tested have gone out. There has been response from some people and that is good.
 - f. Staffing update: 12 to 14 people have applied for the part-time field technician position posted and am following up with three candidates who meet the qualifications. If Scott is not physically available for an emergency situation, we can call the on-call number for District 3. Carnhope District has also indicated they are available if there is an emergency. We also do have resources available via WARN.
 - g. Discussed how on-call and call back is currently being covered and compensated. Scott expressed his disagreement about the expectation that he is on call 24/7 and believed that he should be compensated for this. When the board converted him to exempt status in 2024, they took his portion of the on-call rate per day for half the year and rolled that into his salary and took away the provision for overtime – these actions represented about \$4,250 per year. The current board discussed whether to temporarily compensate Scott for the time he is on call and that is not considered a part of his salary.
 - Motion: Compensate Scott for half of the on-call and call back time starting from when Keaton left to the end of the year. The board will determine the retro pay that we will approve and will decide on temporary on-call pay going forward until a part-time on-call person can be hired. We are estimating that the retroactive pay is less than \$3,000.
 - **Motion by:** Director Ayles
 - **Seconded by:** Director Pfeiffer
 - **Decision:** Approved unanimously.
 - Action:** Scott was asked to bring his proposal for temporary 24/7 on call compensation to the next board meeting.
 - h. A pending action from the last board meeting is the Director Inch was to propose to us an asset disposal policy. Director Ervin requested a draft copy that will be emailed to the board, and she will put it on the agenda for September 18th for us to either make changes to or approve,
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9. Chair/Director Report

- a. Discussed concerns regarding the fact that the district does not currently have a hiring policy.
Action: Scott will draft a district hiring policy and bring it to the next meeting.
- b. Change of insurance – Scott was asked about progress in changing insurance carriers.
Action: This item was tabled up to November 2026.
- c. We do not have an attorney's report for this meeting, but Chair Ervin did confirm with the attorney that he will start attending meetings as of September 18th for our regular meetings.

- d. We had, at some point, talked about wanting to have our bylaws published on the district website. The board discussed that there are document control issues associated with putting it on the website in terms of assuring that it is the current copy and that changes are incorporated in real time. It was forecasted that the board will be making a lot of changes in the near term. This will more likely be a focus in 2026.
Action: The bylaws will not be posted on the website. This will be revisited in the future.
- e. Change in excess late billing fees by increasing the current rate.
Action: It was shared that Director Snow had already included that in a previous board meeting, the motion was approved, and he already made the change to the bylaws.
- f. The board would like to see payroll outsourced.
Action: Scott to bring information to the next board meeting.
- g. Director Holt mailed out Scott's evaluation template and led a discussion on the board's performance expectations for Scott's evaluation currently being completed. Scott's job description, approved by the board this year, clearly communicates performance expectations that may not have been as clearly communicated by previous boards.
Action: This topic will be taken into consideration in Scott's 2025 evaluation – but future expectations will clearly be communicated during his evaluation. The board will discuss Scott's evaluation with him in an executive session at 5:00 pm on September 11, 2025.
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10. New Business

- a. The board reviewed the job descriptions for the district manager and the office manager that were approved at the July 23rd special board meeting. A few edits were suggested by different board directors and were approved. The board also addressed any clarifications that the staff asked for.
- Motion: Update the district manager and office manager job descriptions with the approved edits discussed in this meeting.
 - **Motion by:** Director Snow
 - **Seconded by:** Director Ayles
 - **Decision:** Approved unanimously.
- Action:** Chair Ervin is going to hand the approved edits to the job descriptions to Director Allan. Director Allan will input these edits and then send the job descriptions back to Chair Ervin for final review and then distribution by Manager Inch. The detailed edit discussions are available upon request. The final updated job descriptions are attached to these board minutes.
- b. Director Snow discussed, in regard to in the last board meeting, that we decided to go to all mail-in ballots for the election. In rereading the Senate Bill 5669, this must be done by board resolution.
Action: Director Snow will draft a resolution, so we satisfy that mechanism of the revised election process and bring the resolution draft to the next meeting.

11. Community Public Commentary

Additional time was provided for community members, who had not signed up, to speak:

A community member Bill Jackman asked if the board would ever consider having a suggestion box so the public can give the board suggestions and ideas. Chair Ervin invited the community to communicate with the board via email, via board meetings and by writing letters to us and addressing them to Moab Irrigation District, PO Box 81, Newman Lake 99025. Chair Ervin said we could potentially look at a suggestion box or some other physical mode for the community to communicate directly with the board.

A community member Kathy Pfeiffer recommended Quick Books for doing payroll.

12. Adjournment

- i. **Motion:** Meeting adjournment
 - a. **Motion by:** Director Snow
 - b. **Seconded by:** Director Ayles
 - c. **Decision:** Approved unanimously.

Meeting adjourned at 11:21 pm.

Two special meetings have been scheduled for budget discussion – September 11th and September 18th 2025, both at 6:00 pm and both at the Tri-Community Grange, 25025 Heather Lane, Newman Lake, WA, 99025. The next regular meeting is scheduled for October 16th at 25805 East Trent Avenue, Newman Lake, Washington 99025.

Chair Deanna Ervin.

Minutes prepared by: Director Rosalee Allan Date: January 18, 2026
Fully Executed Copy of the Minutes is Available at the District Office