

Moab Irrigation District #20

Special Board Meeting Minutes

Date: July 23rd, 2025

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

Time: 9:00 AM

1. Call to Order

- Meeting called to order at 3:00 PM by Director Ervin

Roll call: Board Directors present included Deanna Ervin, Rosalee Allan, Dave Pfeiffer, Hoyt Ayles and Robert Snow. Staff present were District Manager Inch and Administrative Assistant Jeanette Radmer.

Background: In the June 11th, 2025 board meeting, two documents were distributed during the meeting and were introduced as newly created job descriptions titled "Irrigation Manager" and "Fiscal Director/Comptroller". Subsequent to the June 11, 2025 meeting, Chair Ervin gave access to the Board Directors a shared Google drive that contained seven job descriptions. Director Allan, new to the board, asked that time be allowed to read and assimilate the information in the documents presented before proceeding with any type of discussion. One purpose of this special meeting is to have a discussion on the job description documents presented and reach a final approval of job descriptions for the staff of Moab Irrigation. The second purpose of this special meeting is to establish the evaluation template that will be used for the evaluation of the staff. Currently, Moab Irrigation District #20 has two staff members with the following job titles: Scott Inch, Irrigation Manager and Jeanette Radmer, Administrative Assistant.

The agenda was adjusted to begin with job descriptions.

2. Job Descriptions

Director Allan noted discrepancies between job descriptions in the shared Google Drive and those presented at the June 11, 2025 meeting. The shared drive contains seven job descriptions, but only two were discussed at the June meeting (district manager and fiscal director/comptroller).

Director Allan noted that the job description drafts do not have the required components of a job description. In her submission of job descriptions for the staff, she included the missing essential information such as job classification, essential functions, reporting structure, physical demands, and standard disclaimers.

Director Allan shared a job description job title comparative analysis that she conducted by researching 15 similar irrigation district organizations. The other district job descriptions and staff duties were reviewed for comparison with Moab's Irrigation's size and current staffing structure.

Director Allan raised questions about the segregation of duties, reporting structure, compensation, and the budget and reporting impact of a newly created fiscal director/comptroller position. Also raised were the

ongoing community concerns regarding current fiscal management and the community's requests for external audits and a finance subcommittee.

Director Ervin and Director Snow clarified that the newly created Fiscal Director/Comptroller job description aligns with the current responsibilities of Jeanette Radmer, the current Administrative Assistant, and meets the need for compliance with state law regarding defined staff duties. They stated that the newly created Fiscal Director /Comptroller position does not represent a new position or change in pay for Ms. Radmer. Director Allan's response to that was that no change in pay does not seem reasonable as the last line of the proposed Fiscal Director/Comptroller job description says that we will pay this position a competitive salary – this would need to be commensurate with the job title. An informal survey of other Washington state irrigation districts, based on position title and salary information available on public websites, reveals that only one other district that is ten times the size of Moab Irrigation has a job title of Comptroller. The salary of this Comptroller position is very significantly more than what Ms. Radmer makes today and significantly more than what is budgeted for the current position. Director Allan feels we would be at risk stating compensation information of this nature in a job description, but then not following through with what we say.

The proposed Fiscal Director/Comptroller reporting structure states the position would report directly to the board (this would require a change in the bylaws as currently the staff all report to the district manager). The majority of the job descriptions for other Washington state irrigation district staff that handle financial transactions, bookkeeping, payroll, office support, and secretarial duties are Administrative Support, Office Manager, and District Secretary and out of the 15 researched, only one district has this position report to their Board of Directors.

The board discussed that in the newly proposed Fiscal Director/Comptroller job description, the sole person handling the cash, the accounts receivable, the payroll, the financial reporting, and the internal controls would no longer report to the District Manager. The board discussed internal controls, the role of the board as secondary oversight, and the process for handling financial transactions. The county acts as treasurer, and cash handling has been discontinued.

Following the discussions above, Director Allan proposed that the district staff be given the job descriptions as presented for District Manager and Office Manager. Corrections were made regarding references to RCW 8703 and 8784, with acknowledgment that only RCW 8703 was applicable.

- **Motion:** A motion was made and seconded to approve the job descriptions as presented, with identified edits to the RCW language, for “district manager” and “office manager,” to be used for current evaluations of staff members Scott Inch as the District Manager and Jeanette Radmer as the Office Manager.
 - **Motion by:** Director Allan
 - **Seconded by:** Director Pfeiffer
 - **Decision:** Approved 3 to 2. Director Snow and Director Ervin voted against.

3. Evaluation Template

The board reviewed the existing employee review template, which includes categories such as quality and quantity of work, job knowledge, relationships, supervisory skills, performance goals, and attendance. The template is similar to those used in other organizations.

- **Motion:** A motion was made and seconded to adopt the current review template for upcoming evaluations.
 - **Motion by:** Director Allan
 - **Seconded by:** Director Ayles
 - **Decision:** Approved unanimously.
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 - **Action:** The board agreed to hold a special executive session on August 11, 2025 at 3:00 PM to conduct the employee review for District Manager Inch. Director Ayles is leading the effort to get the Board's input compiled into the evaluation template. Manager Inch will present a self-evaluation at this meeting. The board will submit a records request for HR files to be available during the session.
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4. Community Comment

Community members asked about board positions and nomination forms. The board clarified which positions are up for election and the terms associated with each. Positions four and five are interim, while position one is for a full three-year term. The board agreed to post this information on the website and clarified the nomination process.

4. Adjournment

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

Meeting adjourned 3.45 pm.

Deanna Ervin, Chair

Minutes prepared by: Director Rosalee Allan Date: February 8, 2026.
Fully Executed Copy of the Minutes is Available at the District Office

