MINUTES OF THE BOARD OF DIRECTORS MEETING FOR MOAB IRRIGATION DISTRICT #20

The Board of Directors of Moab Irrigation District #20 met in regular session at the District Office, 25805 E. Trent, Newman Lake, Washington, on June 18, 2024. The meeting was called to order at 3:00 p.m. by Chairman Neff.

## ROLL CALL

Chairman Neff and Directors Ayles, Phelps, Peplinski, and Rasmussen were in attendance. Others who attended include District Manager Inch and Board Secretary Radmer.

## VISITORS

## There were no visitors.

## GENERAL BUSINESS

The Board reviewed vouchers #1285 through #1286 in the amount of $55,435.29. Director Rasmussen motioned for the vouchers to be paid; Director Phelps seconded. The motion passed unanimously.

The Board reviewed the minutes from the May 2024 meeting. Director Phelps motioned to accept the minutes as presented. Director Ayles seconded. The motion passed unanimously.

Financial statements for May 2024 were accepted as presented.

### ENGINEER’S REPORT

Manager Inch provided a status update on behalf of Engineer McMulkin stating Strong Lane project is still in the planning phase, specifically addressing the bypass located outside and the plans related to the vault. Once finalized, the project will go out to bid.

### ATTORNEY’S REPORT

Attorney Carroll was not present at the meeting; Secretary Radmer provided the Board with a summary report after a recent appointment she and Manager Inch attended.

### MANAGER’S REPORT

Manager Inch provided updates for the Strong Lane Booster Station. He went on to discuss that he is reviewing Moab’s Bylaws, Rules and Regulations and stated there will be proposed amendments in the near future. In addition, he is actively working on an asset management/CIP plan. Manager Inch provided a summary of duties that the Field Technician role is currently fulfilling.

Manager Inch will arrange for the Safety and Security Recognition Breakfast or Luncheon tentatively scheduled for the latter part of September 2024.

### SECRETARY REPORT

Secretary Radmer provided her Operations Report for the previous month. She updated the amount for outstanding receivables totaling $45,959.12. She shared that she is in the process of developing a proposed amendment changing the collection process and current practices. She indicated this should help the district to decrease the average time it takes to collect on delinquent accounts and will create efficiencies in the billing process. This will include adding the remaining Out of Districts to the Spokane County Assessment Roll. Secretary Radmer presented a request for assistance and shared the customer’s past payment history. Since the customer has not been in “good standing” with the district in over a year, Director Phelps motioned to not approve the request for assistance. Director Ayles seconded the motion. The motion passed unanimously.

As follow-up to the “parking lot” items that were generated to address the increase in liabilities as a result of the changes to *GASB 101,* Secretary Radmer facilitated the discussion using previously shared information to addressing the common denominators which impact compensated absence liability: 1) time and 2) compensation.

For this reason, 1) Available options for employers who have tenured employees with large balances of accrued sick leave and 2) a draft of a proposed amendment to the current Paid Sick Leave Policy were presented and addressed simultaneously.

After the Board reviewed the information presented and discussion took place, Director Ayles motioned that before fiscal year-end, to transfer the value of Manager Inch’s sick leave accrual, up to 700 hours, plus applicable trailers to an HRA/VEBA by making a one-time contribution. Gallagher and Associates will be the administrators. Director Phelps seconded the motion. The motion passed unanimously. Director Peplinski motioned that the proposed Paid Sick Leave Policy, effective July 1, 2024, with discussed modifications be adopted. Director Rasmussen seconded. The motion passed unanimously.

To proactively prepare for the 2025 Annual Budget process, and after reviewing WA L&I’s most current published information and tools for Employers, 2025 Wages for two of the three employees were established.

Director Rasmussen motioned for the 2025 Budget year, the District Manager position will be a salaried and exempt position with an annual salary fixed at $110,000. This motion was seconded by Director Phelps. The motion passed unanimously.

Director Ayles motioned for the 2025 Budget year, the Administrative Assistant position will be a salaried and exempt position with an annual salary fixed at $80,000. This motion was seconded by Director Phelps. The motion passed unanimously.

Secretary Radmer shared that Moab’s *Bylaws, Rules and Regulations* and Moab’s *Employee Policy Manual* will continue to be updated. She shared that as a best practice, it is ideal to review all of Moab’s guiding documents (Rules, Regs, and Bylaws, Employee Policy Manual, and System Development Plan) annually. Once updated, it becomes a much quicker process and won’t be as overwhelming.

**CHAIRMAN AND/OR DIRECTOR REPORT**

**NEW BUSINESS**

## OLD BUSINESS

## ADJOURNMENT

As there was no further business, Chairman Neff adjourned the meeting at 5:00 p.m. this 18th day of June 2024.

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Chairman Jack Neff

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Secretary to the Board, Jeanette Radmer