

**METHOW VALLEY IRRIGATION DISTRICT**  
**REGULAR MEETING**  
**June 10, 2024**  
**Twisp, Washington**  
**MINUTES**

Director Zahn called the meeting to order at 6:04 p.m. Present were directors Chris Zahn, Mark Edson, and Deanna Melton, and secretary Sandra Strieby.

Agenda review: The secretary reported that TU would like to make two site visits to the headgates, on July 19 and in September, and has asked for the board's OK. The directors would like to be present, and asked the secretary to find out the time of the July visit and plan on a special meeting. The directors also asked that the watermaster engage a contractor to replace the handrails before the site visit.

Minutes—May 13, 2024 regular board meeting and May 17 special board meeting: Director Zahn moved to approve the minutes as presented. Director Melton seconded; the motion carried.

Treasurer's report: The secretary presented the treasurer's report for the month ending May 31, 2024. The ending balance in the General Expense fund was \$57,388.07. The ending balance in the General Investment fund was \$369,333.57.

Vouchers: The secretary presented payroll voucher claims 06.10.24\_01 through 06.10.24\_03 in the amount of \$6,311.37 and vendor voucher claims 06.10.24\_04 through 06.10.24\_12 in the amount of \$13,876.49. Following review of the claims, director Zahn moved to approve the voucher requests. Director Edson seconded; the motion carried.

MSRF rental agreement: Director Zahn moved to approve the 2024-2026 conference room use agreement. Director Melton seconded; the motion carried. Director Zahn signed the agreement.

SAO data-sharing agreement: Director Edson moved to accept the data-sharing agreement presented by the State Auditor's Office. Director Melton seconded; motion carried. Director Zahn signed the agreement.

Mower bid response: The secretary reported that one bid for the district's mower was received. The bid is for the minimum asked, \$250. Director Edson moved to authorize the sale of the district's mower to Danny Buchanan. Director Zahn seconded; motion carried. The secretary will notify Mr. Buchanan and arrange with the watermaster and bidder for mower pick up and payment.

Mundy Road repairs: The directors discussed the possibility of establishing a connection for emergency firefighting at Mundy Road and Highway 20, and decided to take no action for the present. If there are to be withdrawals from MVID's system, director Melton would like to see a structured process with assurances that the water will be for emergency use only.

Milltown development: Director Edson will check in with Gary Scott on the status of the project, and see whether there are drawings available. Director Zahn would like to be sure the project proponents are keeping MVID in mind.

Maintenance director responsibilities: The directors discussed the maintenance director's role and authority in the context of Natalie Kuehler's recommendations to create a charter for the

maintenance director, appoint a maintenance director each year, and be clear about exactly what is being delegated (including any authority to seek quotations and/or award small Public Works contracts). The directors asked the secretary to draft changes to the district's small works policy and procedures, in accordance with recent legislative changes, and send edits to the directors for review ASAP. The directors also asked the secretary to send resources related to emergency decisions and examples of how other organizations delegate public works contracting authority.

Rules amendments: The secretary has sent draft amendments to MVID's rules regarding land divisions to the district's attorney for review and comment and has had no response. The directors postponed further discussion until the Ms. Kuehler has commented.

Insurance coverage: In response to Ms. Kuehler's recommendation that the directors be educated on MVID's insurance coverage, including liability coverage for directors, the directors asked the secretary to set up a call with Wilson Wooschlager for the next board meeting.

Reports, updates, and questions

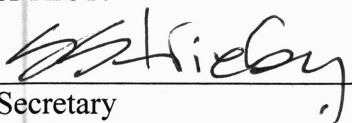
- Director Edson attended a meeting with MSRF and WSDOT to discuss plans for alterations at MVID's headworks. WSDOT Real Estate had no problems with the plans. Paul Wolf did not attend. MSRF may re-schedule.
- Director Zahn talked with Craig Boesel about shutting down 10/1 so work at the headworks can begin. That is not ideal, but acceptable to BIC. The directors asked the secretary to notify Mr. Boesel in writing that MVID has tentative plans to stop diverting water on 10/1; the date may be extended.
- The headworks fish-return project cost will be \$425,000; MVID's cost will be under \$6,000 for a survey. Director Zahn would like to be sure the survey is recorded.
- The directors discussed succession planning for the watermaster's position, including the idea of developing an operations manual. The directors asked the secretary to send the old watermaster job description to the watermaster as a starting point. The discussion led to a conversation about using GIS to identify infrastructure locations and characteristics. Director Melton will research ESRI products.

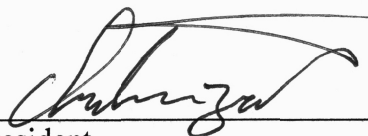
Member concerns: no member concerns were presented.

Director Zahn adjourned the meeting at 7:37 p.m.

Passed and approved this 10<sup>th</sup> day of June, 2024.

ATTEST:

  
Secretary

  
President

  
Director

  
Director