

Arnold Irrigation District
Monthly Board Meeting
December 10, 2019

The meeting was called to order by Matt Steele at 3:04 pm. Board members present were Matt Steele, Walt Warchol, Bob Schuur and Bren Hirschberg. Rob Rastovich called in on conference phone. Office staff member present was Colin Wills. Also present were the District's attorney Mark Reinecke and district patron Steve Keffer.

1. APPROVAL OF NOVEMBER BOARD MEETING MINUTES: Bren motioned, and Bob seconded his motion to approve the minutes. The vote was unanimous in favor.
2. APPROVAL OF ACCOUNTS PAYABLE: Walt motioned, and Bob seconded his motion to approve the accounts payable. The vote was unanimous in favor.
3. REPORTS:
 - a. MANAGER AND FIELD SUPERVISOR'S REPORTS: Colin reported the dollar amounts in each account shown on the balance sheet. The checking account has \$39,017, water fee account \$137,085, operations account \$263,793 and the emergency account \$154,394.

Colin asked the board if he could do some "housekeeping" on some of the account names. The names of the accounts at the banking level and at the accounting levels have different names which leads to confusion.

The "Water Fees" account was originally separated and set up several years ago when the District began assessing a \$5.00/acre fee to patrons to help offset the cost of the Spotted Frog litigation. The money for litigation is paid out each month to the DBBC so it is transferred out of that account into the checking account each month. In the budget it has a separate line item so it can be tracked but it doesn't need to be in a separate account. Monies set aside for use in the future such as the AID piping fund account are different because the money sits in that account and can only be used for the purpose it has been designated.

The board felt that changing the account names to match on the bookkeeping and banking levels to match would be a good idea and that leaving the \$5.00/acre charge in the operations account would be fine as long as Colin checked with the auditors to see if they didn't have a problem with this.

Colin reported that Matt and Max have taken their DOT physicals for their CDL's. The truck and trailer are being repaired and all changes are being made to prepare them for inspection. Matt and Max are currently studying to prepare them for the

The district can also receive an additional 4% discount if the board agrees to a board assessment which can be scheduled with SDAO. SDAO comes and assesses the board free of charge and makes recommendations for the board. Colin will call later in the 2020 year and schedule a time for SDAO to come out for a special meeting at which time they would perform the assessment of the board.

The District insurance went up a total of 3.5% and the average is 4.5% so we are below the average.

- b. SIGNATURE OF CHARGES & COLLECTIONS POLICY FOR 2020 ASSESSMENTS - #2019-004: Colin mentioned that the policy includes interest at the statutory rate of 1 and 1/3 percent per month beginning April 1st for assessments not paid by March 31st. This policy was reviewed by the board and signed by Matt Steele, Board President.
- c. AMENDED PUBLIC RECORDS REQUEST POLICY – RESOLUTION 2019-005: The amended policy went into effect in 2019 but it was not amended here at the District. The changes were made by using the template provided by Stoel Rieves. This policy was reviewed by the board and signed by Matt Steele, Board President.
- d. HARASSMENT, DISCRIMINATION & RETALIATION POLICY – RESOLUTION 2019-006: Per Mark portions of these new requirements do not technically go into effect until November of 2020 but the SDAO 2020 Best Practices is to set it up now. This policy was reviewed by the board and signed by Matt Steele, Board President.
- e. PERMANENT DISTRICT MANAGER POSITION: Mark stated that Best Practices by SDAO recommends that a search process plan be created by the board to include public notice of the opening before a decision is made. This is not technically required but is recommended.

The board agreed that since there is a person already in the interim position that has been doing an outstanding job and knows and understands the position it is not necessary or in the best interest of the District to pursue a more public process. Wait suggested that the uncertainty felt by the remainder of the staff not knowing what their current or future positions will be has to be difficult.

The board recognized that all the staff that are currently on the payroll are very good people and the patrons know the employees and their capabilities and are happy with the team we have.

Colin was hired on as the interim manager at a salary of \$80,000/year and that is the amount that was budgeted for 2020. Colin did not want a raise for the 2020 year.

(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 5:50 pm the executive session was adjourned, and the regular session was called back to order.

7. OPEN FORUM: There were no items brought up for discussion during open forum.
8. ADJOURNMENT: The meeting adjourned at 5:55 pm.

Walt Warchel
Bob Hirschman
Robert D. Luhn

ARNOLD IRRIGATION DISTRICT
