

**Methow Valley Irrigation District  
Regular Meeting  
January 13, 2025**

**MINUTES**

President Edson called the meeting to order at 6:04 p.m. Present were Director Mark Edson, Director Luke Hutson, Director Deanna Melton, Secretary Amy Grennell, members Kent Woodruff and Marcus Stokes.

Director Appointment:

The Secretary presented a letter from the Okanogan County Commissioners appointing Luke Hutson to Director of MVID, Position number one.

Administer oaths to Director Hutson, Director Melton and Secretary Grennell:

The Secretary administered the oath of office to Director Hutson and Director Melton. The secretary will take her Oath before a notary public since she cannot sign for herself.

Organization of board:

Director Melton moved to appoint Director Hutson to become the Assistant Secretary, Director Edson seconded; motion carried. Director Edson moved to appoint Director Melton to Vice President, Director Hutson seconded, motion carried. Director Hutson moved to appoint Director Edson to President, Director Melton seconded, motion carried.

Minutes - December 9, 2024 Regular board meeting:

Director Edson had some questions about the language in the minutes. He asked about the payroll voucher that he signed under protest. He said he rejected it, but the record showed him signing and stating "under protest" on the voucher. He would like to have the attorney rule whether the motion was carried based on his statement.

He also would like the secretary to insert the amount of the transfer from the investment account, and also that the personal property disposed of was the lawn mower. The revised minutes will be on the next agenda for approval.

Treasurer's report:

The secretary presented the treasurer's report for the month ending December 31, 2024. The ending balance in the General Expense fund was \$35,576.02. The ending balance in the General Investment fund was \$322,668.99. General-expense fund income in 2024 was \$148,815.08; general-investment fund income was \$18,995.18. Total 2024 expense was \$201,493.37. Outstanding assessments as of January 5, 2024 totaled \$9,407.92.

Vouchers:

The secretary presented payroll voucher claims 01.02.25\_01 through 01.02.25\_03 in the amount of \$6,308.11 and vendor voucher claims 01.13.25\_04 through 01.13.25\_12 in the amount of \$6,188.28. Following review of the claims, director Edson moved to approve the voucher requests. Director Hutson seconded; the motion carried.

Travel reimbursement rate:

Director Melton moved to use the IRS's 2025 standard mileage rate for mileage reimbursement and the U.S. General Administration per diem rates for reimbursement for meals and lodging in 2025. Director Hutson seconded; motion carried.

Secretary's office rent:

Director Hutson moved to set the Secretary's office rent at \$225/month for 2025. Director Melton seconded; motion carried. This amount is unchanged from 2024.

Contract Usage Agreement with WA DES for purchasing:

This contract names the new secretary as the authorized purchaser for the WA State purchasing program through the Department of Enterprise Services. Director Melton moved to approve Director Edson to sign the purchasing agreement authorizing Secretary Grennell to be the authorized purchaser. Director Hutson seconded; motion carried.

Lemieux Easement Approval:

Secretary Grennell stated that this is the final draft of the agreement. The previous draft was edited by our Attorney, Natalie Kuehler. Chris Johnson reviewed and accepted the changes of the latest draft and created a final version. Director Edson moved to approve the final version of the Lemieux Easement and sign the document, Director Hutson seconded; motion carried.

Watermaster job announcement, job description, and terms of employment:

There was discussion between the Directors and members Kent Woodruff, and Marcus Stokes about the watermaster job opening. Stokes stated his interest but had several questions. Since this was the first discussion pertaining to the open position, the directors do not have solid answers to his questions yet. Director Edson requested to conduct a Special Meeting for the purpose of hiring a watermaster. He would like to have more time to discuss creating a job description, job posting, and the terms of employment. It was decided by the directors that a Special Meeting would be held on Wednesday, January 22, 2025 at 6pm for this purpose.

MRSC Small Works Roster appointing a Program Manager:

Secretary Grennell explained that as part of adopting MRSC's Small Works Roster, that a Program Manager needed to be appointed to carry out specific requirements and duties. Director Melton suggested that since the watermaster would be responsible for hiring vendors from the Small Works Roster, then perhaps they should be appointed as the Program Manager. Everyone agreed it makes the most sense, and the Secretary will draft a resolution and bring it to a future meeting for further discussion and adoption.

Extra Water Users:

Director Edson moved to accept the 2025 extra-water users' agreement template as presented; the only change from the 2024 agreement is the date. Director Melton seconded; motion carried.

Resolution 25.01—Appointing agent to receive claims for damages:

Director Melton moved to adopt Resolution 25.01 – appointing Secretary Grennell as the agent to receive claims for MVID as presented; Director Edson seconded; motion carried.

Payroll service:

Secretary Grennell stated that she contacted bookkeeping services in the Methow Valley, and there was only one that is accepting new clients. She met with the owner of Methow Valley Business Resources for informational purposes and to obtain a quote. The contract stated that they had a \$500 minimum per month for accounting services including payroll. The conversation amongst the directors was that we could not currently afford the cost of those services, and it was decided that the secretary would continue to complete the tasks on her own.

Safe Deposit Box @ Wheatland Bank – update signatures:

Secretary Grennell told the directors that the signature card for the safe deposit box at Wheatland Bank needed to be updated with currently appointed directors and the secretary. The secretary stated that she only has one key in her possession to access the box and wondered if a previous director had a key as well. It was decided that she would check with the bank to see if they had kept a key log.

Director Melton moved to update the signature cards for the safe deposit box with currently appointed directors and the secretary. Director Hutson seconded; motion carried.

Land Use: Twisp Family Haven PD:

Secretary Grennell stated that she sent the proposed Planned Development to the directors for review and comment but had not received any responses. She stated that she sent in comments to the Town of Twisp for the MVID based on standard comments submitted in the past. Member Kent Woodruff stated that he is concerned about the quality of the water changing. He said that he reviewed the documents and noticed that to mitigate the arsenic in the ground they will stir up the ground. Director Edson responded by saying that it usually entails taking surface soil and sub-surface soil and mixing it up. The potential for contaminated groundwater could happen depending on the depth of the MVID wells located on the property. Woodruff stated that there is a public hearing on Wednesday January 15<sup>th</sup>, at Town Hall in Twisp.

Reports and updates: no reports or updates were presented.

Member concerns: any member concerns were addressed in specific topics earlier in the meeting and noted there.

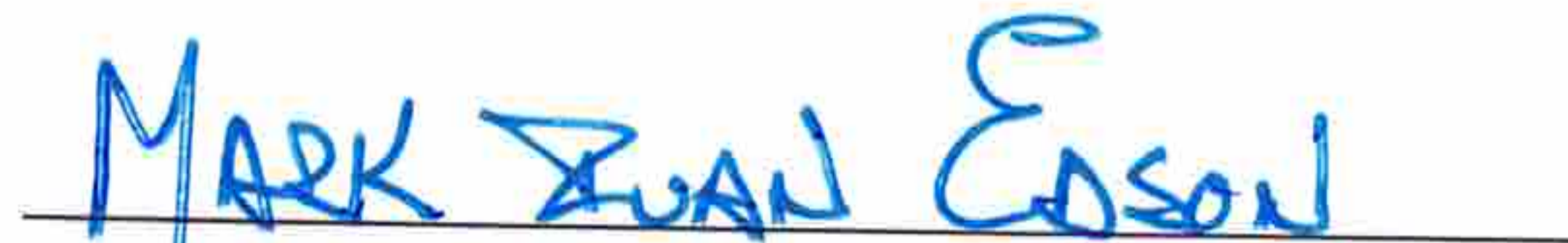
Director Edson adjourned the meeting at 8:40p.m.

Passed and approved this 10<sup>th</sup> day of February 2025.

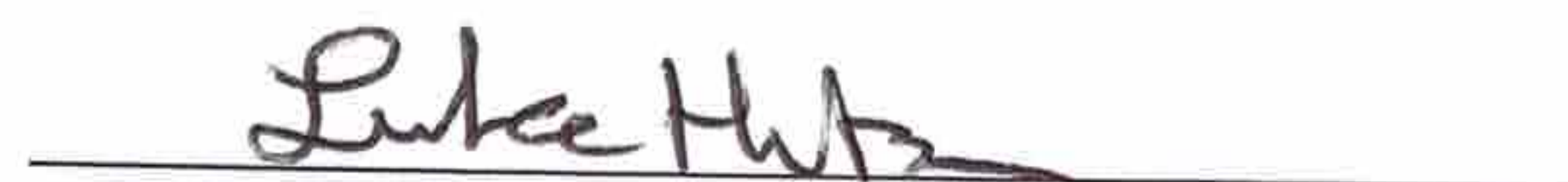
ATTEST:



Secretary

  
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President

  
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Director

  
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Director