



**Columbia Basin Conservation District
Board of Supervisors
Meeting Minutes
May 13, 2025, 7:00 PM
In-person and Teleconference**

Attendance:

Supervisors - Dave Stadelman (Chair), Richard Leitz, Dan Roseburg, John Preston, Glenn Burkholder

Staff - Kristina Ribellia, Anna Maletzke, Chauna Carlson, Wade Haughton, Dinah Rouleau, Ron Sawyer, Angelique Heinzen

Agencies - Ethan McJames (NRCS)

Public - None

Call to order and introductions: D. Stadelman called the meeting to order at 7:00 PM.

Public Input: - None

Approval of April 8, 2025, Board Meeting Minutes: Correction - None

Motion by D. Roseburg to accept the April 8, 2025, meeting minutes. Seconded by G. Burkholder, motion carried.

Approval of April 2025, Monthly Financial Report:

C. Carlson provided the monthly financial report for April 2025. The report included monthly financial details such as funding received, payroll, expenses, and checks written.

Motion by G. Burkholder to accept the April 2025 monthly financial report. Seconded by J. Preston, motion carried.

AGENCY REPORTS

Washington State Conservation Commission - None

NRCS - E. McJames



EQIP had 12 approved contracts totaling \$1.3 million. The application deadline for the Crab Creek NWQI is approaching. Weekly updates on TA fund approvals are no longer being received. A national check-in meeting with RCPP staff is scheduled for next week to provide an update on the anticipated release of TA funds.

OLD BUSINESS

Building Update - K. Ribellia

K. Ribellia provided an update on the building project, noting that the total investment in the new building from March 2023 to May 13, 2025, excluding staff time, is estimated at \$674,670. The team also discussed the potential design and placement of a mural or sign to be installed on the side of the building. A new draft mural design will be shared with the board at the next board meeting.

Retirement Update - K. Ribellia

The retirement spreadsheet has been updated with the last seven years of payroll entries. VOYA has also completed the same updates. Both spreadsheets will be submitted to a third-party administrator to compare figures and ensure accuracy.

Third-Party Administrator Agreement

Proposed that the district enter into an agreement with Randall and Hurley, a third-party administrator based in Spokane. They identified lost earnings and proposed a one-time correction costing \$500–\$600, along with annual account management services for \$6,680. They also found the district is using the wrong type of retirement account and recommended switching to a 401A and 457B plan with assistance from a Spokane-based administrator.

Motion by D. Roseburg to enter into an agreement with Randall and Hurley to serve as the district's third party administrator for annual administrative services and to resolve the late deposits for the district's employees for two years. CBCD will revisit the agreement in the third year. Seconded by J. Preston, motion carried.

Bookkeeper Agreement



The board discussed the contract with Kelly Westra for bookkeeping services. The agreement was approved with updates to include a not-to-exceed amount of \$5,000 and to continue the contract to provide QuickBooks training for CBCD staff

Motion by D. Roseburg to accept the contract with corrections to not exceed \$5,000 and to include that Kelly will provide QuickBooks training for CBCD Staff. Seconded by G. Burkholder, motion carried.

OGWRP Update - K Ribellia

The OGWRP 86.4 celebration was held successfully last week, with Roylene Comes At Night, WA State Conservationist, and Astor Boozer, NRCS Regional Conservationist, in attendance. A new OGWRP film about the 86.4 was produced by the East Columbia Basin Irrigation District and shared with the board.

Westshore Drive Septic to Sewer Legal Counsel & Resolutions - R. Sawyer

Michael Wyman with Wyman Law addressed questions regarding the sole source contract and recommended adopting a threshold for sole source contracts. Conservation districts typically set this threshold at \$350,000. It was proposed to set the district's sole source contract threshold at \$350,000, resurrected January 1st.

Motion by J. Preston to set the sole source contract threshold at \$350,000. Seconded by D. Roseburg, motion carried.

A second resolution was presented to acknowledge that the Westshore Drive Septic to Sewer project, performed by contractor Wheeler Excavation LLC, qualifies as a sole source contract. The contract is for \$165,000 plus tax, and the district is acting as the accepting agency. The resolution also states that CBCD has established a sole source contract threshold of \$350,000, and the contract with Wheeler LLC falls within that threshold as part of the septic to sewer conversion project.

Motion by G. Burkholder to acknowledge that the Westshore Drive Septic to Sewer project qualifies as a sole source contract with Wheeler Excavation LLC. Seconded by D. Roseburg, motion carried.

Sewer Later Installation & Reimbursement between CBCD and City of Moses Lake - R. Sawyer

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An interlocal agreement between CBCD and the City of Moses Lake was discussed, confirming that \$100,000 in financing for the sewer lateral installation project will come from the City to CBCD to cover project costs. The agreement outlines the terms for reimbursement and cooperation between both parties.

Motion by J. Preston to accept the Interlocal Agreement between CBCD and the City of Moses Lake. Seconded by G. Burkholder, motion carried.

Upcoming Training & Workshops – K. Ribellia

Irrigation Water Management Training - May 13th-15th

The Irrigation Water Management Training is a statewide training for conservation districts. CBCD will be hosting this event at the new CBCD office.

Crab Creek Summit - June 3rd & 4th

The Crab Creek Summit will be held at the Wanapum Heritage Center. The Wanapum Heritage Center has offered to make a traditional meal for guests on the first day. The second day will be a field day, looking at riparian restoration work in the Crab Creek area.

WADE Conference - June 9th-11th

The Washington Association of District Employees (WADE) annual conference will be held June 9th–11th in Leavenworth. The board was presented with a request to move the June board meeting from June 10th, which conflicts with the conference, to Tuesday, June 17th. Request was approved.

September Celebration & Open House

Coordinating with the family of Marie Lotz so they can attend the celebration. Date to be decided.

Application Limit - D. Rouleau

Request to establish a resolution to limit cost-share applications to the farm rather than to individuals. Currently, both husband and wife of the same farm can apply separately for cost share, but the proposal is to make applications farm-specific, allowing only one application per farm. MDI is an exception to this.



Motion by D. Roseburg to establish a resolution of one application per farm. Seconded by G. Burkholder, motion carried.

Other Old Business - None

NEW BUSINESS

Cost Share Certifications – D. Rouleau & W. Haughton

D. Friehe (MDI)

Installed two systems, on an 8-tower and a 9-tower. The total cost is \$169,451.18 cost share amount (50%) is \$84,725.59.

Motion by G. Burkholder to approve the cost share amount up to 50% for D. Friehe. Seconded by J. Preston, motion carried.

Motion by J. Preston to certify the project for D. Friehe. Seconded by G. Burkholder, motion carried.

B. Aklin (VSP)

Installed a VFD controller for the pump. The total project is \$36,202.48. CBCD is cost sharing 50% of the project, totaling \$18,101.24.

Motion by G. Burkholder to approve the cost share for B. Aklin. Seconded by D. Roseburg, motion carried.

H. Duvall (VSP)

Installed two pivots from wheel-line irrigation. The project cost was \$94,486.55. CBCD is cost sharing for 47%, totaling \$52,697.44. The project total cost is \$206,863.50 for a total cost share amount of \$100,000.

Motion by D. Roseburg to approve the cost share for H. Duvall. Seconded by J. Preston, motion carried.

J. Johnston (VSP)



Installed a new 30 hp pump and VFD sprinkler package. The total project cost is \$5,859.48. CBCD is cost sharing \$32,871.92.

Motion by G. Burkholder to approve the cost share for J. Johnston. Seconded by J. Preston, motion carried.

P. Benedict (IE)

Installed three new pivots for approximately 88 acres converted from rill-irrigation. CBCD will be cost sharing up to \$140,000.

Motion by J. Preston to approve the cost share for P. Benedict. Seconded by R. Leitz, motion carried.

S. Butcher (IE)

Installed 4 AgSense panels to automate pivots. The total project cost is \$18,137.16. CBCD is cost sharing 37%, totaling \$6,798.

Motion by D. Roseburg to approve the cost share for S. Butcher. Seconded by J. Preston, motion carried.

J. Myrick (IE)

Buried and updated approximately 540 feet of 5' pipe with risers for irrigation efficiency. The total project cost was \$13,040.57. CBCD is cost sharing \$6,500.

Motion by J. Preston to approve the cost share for J. Myrick. Seconded by G. Burkholder, motion carried.

L. Michie (SFF)

Planted 0.5 acres of conservation cover and 11 acres of cover crop interseeded into his pasture. Also installed 2624' of temporary fence. The total project amount is \$3,127.27. CBCD is cost sharing 49% of the project totaling \$1,529.50.

Motion by G. Burkholder to approve the cost share for L. Michie. Seconded by D. Roseburg, motion carried.



D. Juergens (IE)

Installed a new dairy waste separator above ground. Cost sharing up to \$100,000 of the project.

Motion by G. Burkholder to approve the cost share for D. Juergens. Seconded by D. Roseburg, motion carried.

Dairy Nutrient Management Plans – D. Rouleau & Wade Haughton

Dieringer Dairy Certification

The plan was completed in 2023. Asking for board approval to now certify the Dairy Nutrient Management Plan.

Motion by G. Burkholder to approve the Dairy Nutrient Management Plan for the Dieringer Farm. Seconded by J. Preston, motion carried.

Other New Business

K. Sieverkropp (SFF)

Planted approximately 390 acres of cover crop on dryland. The project total was \$9,032.40. CBCD is cost sharing for 39% of the project, totaling \$3,500. The cover crop mix includes sudan grass, sunflower, flax, and turnips.

Motion by R. Leitz to approve the cost share for K. Sieverkropp. Seconded by J. Preston, motion carried.

Meeting adjourned at 9:16 pm



Chair Approval

Recorder Signature

Date

Date

Summary of Motions:

Motion by D. Roseburg to accept the April 8, 2025, meeting minutes. Seconded by G. Burkholder, motion carried.

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Motion by D. Roseburg to enter into an agreement with Randall and Hurley to serve as the district's third party administrator for annual administrative services and to resolve the late deposits for the district's employees for two years. CBCD will revisit the agreement in the third year. Seconded by J. Preston, motion carried.

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Motion by G. Burkholder to approve the cost share for J. Johnston. Seconded by J. Preston, motion carried.

Motion by J. Preston to approve the cost share for P. Benedict. Seconded by R. Leitz, motion carried.

Motion by D. Roseburg to approve the cost share for S. Butcher. Seconded by J. Preston, motion carried.

Motion by J. Preston to approve the cost share for J. Myrick. Seconded by G. Burkholder, motion carried.

Motion by G. Burkholder to approve the cost share for L. Michie. Seconded by D. Roseburg, motion carried.

Motion by G. Burkholder to approve the cost share for D. Juergens. Seconded by D. Roseburg, motion carried.

Motion by G. Burkholder to approve the Dairy Nutrient Management Plan for the Dieringer Farm. Seconded by J. Preston, motion carried.



Motion by R. Leitz to approve the cost share for K. Sieverkropp. Seconded by J. Preston, motion carried.