



Columbia Basin Conservation District
Meeting Minutes
July 9th, 2024 – 7:00 PM
In Person and Teleconference

Attendance:

Supervisors – Dave Stadelman (Chair), John Preston, Glenn Burkholder, Dan Roseburg

Staff - Kristina Ribellia, Elliott DeLong (Recorder), Harold Crose, Dinah Rouleau, Deanna Elliott, Wade Haughton, Ronnie Sawyer

Agencies – None

Public –None

Call to Order and Introductions: D. Stadelman called the meeting to order at 7:02 PM.

Public Input: None

Approval of July 9th, 2024, Monthly Board Meeting Minutes: Correction – None

Motion by J. Preston to accept July 9th, 2024, as presented, seconded by G. Burkholder, motion carries.

Approval of August 14th, 2024, Monthly Financial Reports:

Presented by E. DeLong – Reviewed current grants through fiscal year 24. Financial topics include burn permits, funds received, grant funding, DOE, WSCC, EPA and NACD grant, cost share allocations, fiscal year 24 implementation grants, VSP, SFF, NRI, LT, NRCS, VSP Supplemental funds, and DOE Burn Applications. New Fiscal Year 2025 grants are now active and will likely show up on the September financial report Additional information on the building funds was included.

Motion by J. Preston to accept the July 9th, 2024, Financial report as presented, seconded by D. Roseburg, motion carries. Grant County checks #12080-12146 totaling \$172,307.76. Payroll checks #12094-12105 totaling \$24,021.63 and #12115-12129 totaling \$32,201.05 included in the above amount.

Agency Reports:

Washington State Conservation Commission – Ribellia - None

NRCS – Ribellia – None

Old Business:

Staffing Update – Ribellia – CBCD currently has 16 employees (four part-time, twelve full-time). The newest employee is Angelique Heinzen. She was hired as Operations Director as part of the new organizational system implemented in the district. The Organizational structure will be set based on “department heads” that will look over staff. There will be an Operations and Finance department, Planner department and an environmental department. These departments would be overseen by the Executive Director position and the board. This structure is currently in place but it is not static. Changes



can and will likely be made as employees leave, are hired or more diversification within the district is required.

Building Update – Ribellia – Stairs in the building have been completed. The focus going forward is likely to be the outside of the building as funding allows. Jason Buck and Britton Baker will

Moses Lake Watershed Council (MLWC) – Sawyer – Federal Appropriation application of lanthanide bentonite clay has been completed as of Monday June 10th, 2024. The treatment was completed on time and the results will be observed through the summer. The treatment of incoming water from Rocky ford Creek will continue through the summer of 2024. The treatment material and equipment on Rocky Ford was stolen. However, the contractor is replacing the system with a simpler less expensive system going forward while also increasing preventative measures to prevent future issues.

VSP Update – Elliott – The VSP Tour was a huge success. The technical panel was present for the July 29th Tour. The Annual report is due in December and the district is currently ahead of schedule for the report. The district will require additional monitoring programs in the future to address other areas of concern within the critical areas of Grant County.

OGWRP Update – Ribellia/Crose – The first rounds of WaterSMART contracts ended in June. PL-566 holds great promise for additional funding beyond NRCS and WaterSMART. Planning and Implementation has progressed, and water is expected on ground for the 2025 irrigation season. Concern over alternate funding is an issue but as is the number of acres under contract. Currently the ECBID has a significant number of acres under contract, and that is the issue until more acres can be allocated. Currently there is a contract out for Cultural resource surveys within the OGWRP, it will be awarded to Dudek who has provided similar services for projects within the area in the past.

Mobile Drip Irrigation – Crose – Bonneville Environmental Group provided a draft of the agreement for the partnership with for an estimated 1.5 million dollars. CBCD will be internally ranking to spread funds throughout the district without focusing on one project area. Currently there are two contracts under consideration and will be brought before the board later in this meeting.

CBCD Financial Updates – Ribellia – Currently CBCD is using Springbrook as a primary accounting software. The system has not been well received and is not fully implemented. The recommendation is to move away from Springbrook and back to QuickBooks, however, moving to QuickBooks online. Additionally, Banner Bank still has the Grant County Conservation District and old address, and there needs to be an update for both the name and address to make the account as current as possible.

Motion by G. Burkholder to cancel the contract with Springbrook as accounting software and move to QuickBooks Online, seconded by D. Roseburg, motion carries.

Motion by J. Preston change the name of the checking account to reflect Columbia Basin Conservation District, seconded by D. Roseburg, motion carries.

Motion by G. Burkholder change the address and signatory authorization to reflect the information to be current for the Columbia Basin Conservation District, seconded by J. Preston, motion carries.

New Business:



Voie Project – Ribellia/ Sawyer – The project was completed in 2020 as exclusionary fencing for livestock. The project is currently out of compliance due to the lessee and sublessee activity removing fencing. DOE has received complaints about the issue and reached out for a correction. The recommendation is that the district provide a letter to the landowner and see where the landowner goes from there.

Direct Deposit - Ribellia – CBCD has been issue paper checks for employees up to this point. Some employees have expressed interest in receiving direct deposits instead. Currently there is a cost associated with each directed deposit, but the cost is reasonable (approximately \$5.00/transaction). The idea is with QuickBooks online, all staff would be required to receive a direct deposit upon hire as part of employment.

Motion by G. Burkholder to transition direct deposit for all direct employees, seconded by J. Preston, D. Roseburg objects to motion, motion carries with 2/3 majority.

Direct Deposit - Ribellia – CBCD does not currently pay into social security and opts for a 403B retirement plan. Currently the retirement plan covers the minimum amount required however, the retirement company (VOYA) also deducts a 1.25% processing fee. There is a need to provide employees with a match to the required 12.4% monthly and provide an additional value to act as a retirement for district employees.

The board recommendation is to continue the discussion during the September 10th, 2024, CBCD Board Meeting.

WSSC Support Letter – Ribellia – Moved to September 10th Board of Supervisors Meeting

FCD ILA for Wheat Week – DeLong – CBCD has been partnering with Franklin Conservation District to conduct Wheat Week for several years. The FY 25 contract is for \$10,000 for 10 weeks. Kaley Wisher would be providing the service and would provide a significant portion of the annual outreach. The program has always had a significant number interested schools with several already willing to participate once the contract is approved.

Motion by G. Burkholder to approve the FCD Wheat Week ILA for FY25, seconded by J. Preston, motion carries.

LCCD ILA for Well Monitoring – Ribellia – CBCD has been monitoring wells in the OGWRP since 2022. Currently only one staff member is trained in the well monitoring procedures. There is a need to have additional staff participate in the program and acquire training. Lincoln County Conservation District has the foremost knowledge of well monitoring experience and regularly trains Department of Ecology staff. This ILA will provide funding to train additional CD staff to complete the monitoring objectives and fund the time for the LCCD staff.

Motion by d. Roseburg to approve the LCCD Well Monitoring ILA, seconded by J. Preston, motion carries.

S. Krautschied Cost Share Certification– Rouleau – The applicant purchased a no-till drill to implement no-till and reduced till practices across 1200+ acres. The drill has been purchased for \$182,232.52 dollars for the project. The Conservation District would be providing a 50% cost share for \$91,116.26 for the supplemental VSP funding.



Motion by D. Roseburg certify the Krautschied cost share as presented, seconded by J. Preston, motion carries.

B. Lawson Cost Share Certification– Rouleau – The applicant completed a lagoon and pivot project. The cost share met the required cultural resources and came in well beyond the total const of \$200,000.00 requirement. The Conservation District would be providing an approximate 34% cost share for \$100,000.00 for the supplemental VSP funding.

Motion by D. Roseburg certify the Lawson Cost Share as presented, seconded by J. Preston, motion carries.

Freeman NRI Cost Share Approval– Rouleau – The cost share would provide a Nozzle update and pump for a pre-existing irrigation system. The nozzles and pump are in excess of twenty years old and have lost efficiency. The update would increase efficiency and provide more water savings overall. Currently the project would be funded from the remaining NRI funds not to exceed \$4,500.00

Motion by D. Roseburg to approve the Freeman NRI cost share a proposed, seconded by J. Preston, motion carries.

Fielding Cost Share Approval– Rouleau – The cost share would be funded by the reserved 25-49-Implementation funding addendum. The cost share candidate is seeking assistance in removing Russian Olive and Phragmites through direct removal and spraying out. This project is one of the goals of reserving Implementation funding. The cost share will not exceed \$10,000.00.

Motion by D. Roseburg approve the Fielding cost share a proposed, seconded by J. Preston, motion carries.

Prickett MDI Cost Share Approval– Rouleau – The cost share would be part of the BEF contract to provide water conservation in the basin. T. Pricket has two funded applications. Three pivots on 65 acres for a total cost share not to exceed \$33,420.21. The contract would require that metering for water saving and irrigation records for the life of the contract be provided as part of the Conservation Districts Reporting requirements.

Motion by G. Burkholder to approve the Prickett MDI Cost share, seconded by J. Preston, motion carries.

Friehe MDI Cost Share Approval– Rouleau – The cost share would be part of the BEF contract to provide water conservation in the basin. Friehe has two funded applications for two pivots on 250 acres for a total cost share not to exceed \$76,264.60. The contract would require that metering for water saving and irrigation records for the life of the contract be provided as part of the Conservation Districts Reporting requirements.

Motion by D. Roseburg to approve the Friehe MDI Cost share, seconded by G. Burkholder, motion carries.

DNMP Contract Approval– Rouleau – There are funds reserved from the 25- IMP addendum to cover contracts for dairy nutrient plans. D. Rouleau may be able to become certified in the future, however, the need to address the current plans requires a more immediate solution. Currently no one in the county is certified to produce dairy plans. Currently there is \$10,000 reserved funds and the contract would be developed to stay within that budget. The contract would be developed to work with NW



Dairy Consultants not to exceed \$4,200.00. CBCD would still be reviewing the contracts, and the contract would meet DOE requirements.

Motion by G. Burkholder to approve the DNMP Contract with NW Dairy Consultants, seconded by D. Roseburg, motion carries.

Labor Rate Agreement – Rouleau – The WSCC has inquired about our current labor costs for cost shares. In 2023 the board set the rate at \$22.00/hr. which is below the \$25.00/hr. set by the WSCC. The WSCC requests that we update our labor rates for FY 2025. The rate cannot exceed the \$25.00/hr. set by the WSCC.

Motion by D. Roseburg adopt the \$25.00/hr. rate as set by the WSCC, seconded by J. Preston, motion carries.

New Vehicle Purchase– Ribellia – The district currently has three operable vehicles and needs a fourth. Currently the Chevrolet Colorado is in need of excessive repairs and is unlikely to be reliable even then. The request is to surplus the Colorado and purchase a replacement. The proposed replacement is a 2023 Jeep Grand Cherokee from Kelleher Motors in Ellensburg. It is the lowest price with comparable miles to any vehicle within the immediate area. The vehicle is priced at \$39,788.63.

Motion by J. Preston to approve purchase of the proposed 2023 Jeep Grand Cherokee, seconded by G. Burkholder, motion carries.

Motion by D. Roseburg surplus the Chevrolet Colorado, seconded by J. Preston, motion carries.

Adjournment- Motion by D. Roseburg to adjourn. Seconded by J. Preston, motion carries. The meeting adjourned at 10:17 PM.



Chair Approval

Recorder Signature

Date

Date

Summary of Motion:

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