



**Columbia Basin Conservation District
Board of Supervisors
Meeting Minutes
July 8, 2025, 7:00 PM
In-person and Teleconference**

Attendance:

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

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

Agencies - Mike Baden (WSCC), Heather Wendt (WACD)

Public - Chris Roseburg

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

Public Input: - None

Approval of June 17, 2025, Board Meeting Minutes: Correction - None

Motion by D. Roseburg to accept the June 17, 2025, meeting minutes. Seconded by J. Preston, motion carried.

Approval of June 2025, Monthly Financial Report:

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

Motion by D. Roseburg to accept the June 2025 monthly financial report. Seconded by J. Preston, motion carried.

AGENCY REPORTS

Washington State Conservation Commission - M. Baden

Closing out the fiscal year and working on distributing funding, including increased NRI funding this year. The final slate of budget packages will be approved at the Commission meeting next



Thursday. Authorized signature forms are being collected for the new fiscal year. The biennial report is due by the end of August. Budget planning for elections was also discussed.

Washington Association of Conservation Districts - H. Wendt

The Leadership Forum was combined with the Conservation Commission meeting this year. Discussions included developing a yearlong legislative campaign and launching a postcard campaign. Efforts are underway to organize tours that showcase conservation work across the state.

There is a resolution on the books for raising the cap on rates and charges. The new cap per parcel was raised from \$5 to \$25.

NRCS - None

Update by Mike Baden. Working on getting a new CRP agreement. NRCS will be prioritizing areas where the work is needed most.

OLD BUSINESS

FY2026 Update & Outlook – C. Carlson & K. Ribellia

CBCD has met with Grant and Adams Counties, both of which will contract with the district for VSP work over the next two years, with each contract totaling \$290,000. The implementation grant was reduced by \$36,000. CBCD will be receiving \$126,000 from the Commission. No livestock technical assistance funds were awarded through the Commission this year, so alternative funding sources will be needed to support dairy nutrient management planning and livestock technical assistance. CBCD has received a \$500,000 award from the Department of Ecology.

Building Update - K. Ribellia

In June, \$10,260 was spent on the new office building for paint, signage, flooring, plumbing, and electrical work. Bids are being gathered for exterior lighting. Preparations are underway for the building dedication and celebration scheduled for September 19th.

Mural & Signage for Building – K. Ribellia

The metal sign is completed and will be mounted pallet backdrop on the building exterior. Work is underway with Signs Now to install window signage. Don Nut has been commissioned to

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create a mural for the side of the office building, with an estimated cost of approximately \$7,000. The life expectancy of the mural will be confirmed.

Voya Update - K. Ribellia

An internal audit of payroll records is underway to address retirement contribution discrepancies. Kelly Westra has completed a full audit covering 2018–2024. The total estimated withholding errors are \$19,900. This is the amount that was not withheld or matched during the payment process. Karla Greer, Voya will conduct an additional audit to review these findings.

Because the district is a local government entity, it will need to transition to 401(a) and 457 retirement plans. CBCD will be contacting the IRS to notify them of this.

OGWRP Update & Upcoming Tours - K Ribellia

Current RCPP contracts are progressing, with planning underway for contracts 80.6 and 80.7. Federal support for the project is increasing, including a new allocation of \$750,000 under PL566 to continue work. The next RCPP funding announcement is expected after the holidays, likely in January. The current biennium includes \$38.5 million available for OGWRP, specifically the 22.1.

There will be a tour on Tuesday, July 15, with NRCS Associate Chief Louis Asbey. John Preston and Glenn Burkholder will be attending. On Thursday, July 17, a tour is scheduled for the Columbia Basin Sustainable Water Coalition.

OTHER OLD BUSINESS

Cost Share Update - Wade Haughton

All cost-share projects from the last biennium are complete except for one, which was canceled due to delayed parts availability. CBCD has applied for the Sustainable Farms and Fields program and is awaiting the funding award announcement.

NEW BUSINESS

Degroot-Country Morning DNM Plan Approval – D. Rouleau



The Dairy Nutrient Management plan revision includes increased cow numbers and acreage. The plan requires burying the waste manure pipeline and adding lagoon depth markers. Although this is in Franklin County, work is authorized under a signed ILA with that county.

Motion by D. Roseburg to approve the revised Dairy Nutrient Management Plan for Degroot-Country Morning. Seconded by J. Preston, motion carried.

ILA for Professional Engineering Services – D. Rouleau

ILA for professional engineering services with the Franklin Conservation District. CBCD has received \$35,000 in engineering funds last biennium.

Motion by J. Preston to approve the ILA with Franklin Conservation District. Seconded by D. Roseburg, motion carried.

WSCC Implementation Addendum – K. Ribellia

This addendum will reduce the number of tasks or outcomes to dues/insurance (\$30,000), basic allocation (\$12,500), and district operations and technical assistance (\$84,213), totaling \$126,713. Recommending allocating the \$84,000 to directors to ensure the funds are properly used for staff time and program operations.

Motion by D. Roseburg to submit the addendum for the outcomes of dues/insurance, basic allocation, district operations, and technical assistance. Seconded by J. Preston, motion carried.

IRS Quarterly Submissions – C. Carlson

CBCD received notifications from the IRS that we missed three quarterly payments for the fourth quarter of 2023 and the second quarter of 2024. Last week, payments were made to the IRS totaling \$39,502.84, which includes penalty and interest.

SAO' Financial, Federal & Accountability Audit (Aug. 12th) – C. Carlson

An audit was triggered for 2024 due to federal expenditures exceeding the threshold. M. Goodrich will assist with preparing the required documentation. The auditor is scheduled to be on-site on August 12. K. Ribellia will serve as the audit liaison, with all communication going through her and the Auditor's Office.

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Motion by J. Preston to authorize signing of the audit letter to move forward with the audit. Seconded by D. Roseburg, motion carried.

New Retirement Account Documents – K. Ribellia

Because the district is a local government entity, it will need to transition from a 403(b) plan to a 401(a) and 457 retirement plan. CBCD will be voluntarily reporting to the IRS to notify them of this change.

The district will transition to a 401(a) retirement plan to be used in lieu of Social Security. This plan is similar to what is currently in place, but is now the recommended structure moving forward.

Motion by D. Roseburg to approve the adoption of the 401(a) plan. Seconded by J. Preston, motion carried.

Motion by D. Roseburg to pass a resolution that approves the 401(a) retirement plan, which makes K. Ribellia the appointed trustee of the plan. Seconded by J. Preston, motion carried.

The 457 plan will allow employees to make either pre-tax or Roth (after-tax) contributions. Employees will be able to roll over existing retirement accounts into the new plan. Voya will serve as the reviewing committee for any changes to the plan.

It was recommended to the board to allow loans and unforeseeable emergency distributions, subject to Voya approval, as well as a one-time small balance distribution of up to \$5,000.

Motion by J. Preston to amend the plan as presented. Seconded by D. Roseburg, motion carried.

Motion by D. Roseburg to pass a resolution that approves the 457 retirement plan and names K. Ribellia as the trustee of the plan. Seconded by J. Preston, motion carried.

Resolution for Public Records Index – K. Ribellia

It has been advised to CBCD by other districts to pass a resolution that would not require CBCD to maintain a public records index.



Motion by J. Preston to pass this resolution that will not require CBCD to maintain a public records index. Seconded by D. Roseburg, motion carried.

Other New Business

Meeting adjourned at 8:51 PM

Chair Approval

Recorder Signature

Date

Date

Summary of Motions:

Motion by D. Roseburg to accept the June 17, 2025, meeting minutes. Seconded by J. Preston, motion carried.

Motion by D. Roseburg to accept the June 2025 monthly financial report. Seconded by J. Preston, motion carried.

Motion by D. Roseburg to approve the revised Dairy Nutrient Management Plan for Degroot-Country Morning. Seconded by J. Preston, motion carried.

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