**Columbia Basin Conservation District**
**Board of Supervisors**
**Meeting Minutes**
**September 9, 2025, 7:00 PM**
**In-person and Teleconference**

**<u>Attendance:</u>**

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

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

**Agencies -** Ethan McJames (NRCS)

**Public -** None

**<u>Call to order and introductions:</u>** D. Stadelman called the meeting to order at 7:08 PM.

**<u>Public Input:</u> -** None

**<u>Approval of August 12, 2025, Board Meeting Minutes:</u>** Correction - Yes

Amend the section under "Staffing Update" to reflect a wage increase by $1 per hour per year, not $1 per year.

*<u>Motion by J. Preston to accept the August 12, 2025, meeting minutes with corrections. Seconded by D. Roseburg.</u>*

**<u>Approval of August 2025, Monthly Financial Report:</u>**

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

*<u>Motion by G. Burkholder to approve the August 2025 Monthly Financial Report. Seconded by J. Preston, motion carried.</u>*

**AGENCY REPORTS**

**<u>NRCS</u> - E. McJames**

Wrapping up the fiscal year. Preparing for new sign-ups for RCPP 3136 expected in October. The WaterSMART program for OGWRP is preparing for new proposals at the beginning of the new fiscal year.

**OLD BUSINESS**

**Building & Building Dedication Update – K. Ribellia**

The building celebration and dedication will be on September 19th from 12:00 pm - 3:00 pm. Building construction is wrapping up.

**Staffing Update – K. Ribellia**

Looking to hire a conservation planner. Doug is going to one day per week. Harold is also about one day a week. Dinah has identified for the OGWRP that we need another conservation planner. There have been six round one interviews. There will be a second interview for three of the applicants.

**Federal Audit Update – K. Ribellia**

Working with the State Auditor's Office on the federal audit. They are ready to perform the audit. This is due by the end of September to the federal government. CBCD is currently the auditor's only client. The original cost was $30,000 and is now estimated to be $45,000.

Discussed $100,000 discrepancy in financials. Working with Mary Goodrich to rectify this. Goodrich plans to contact the State Auditor’s Office to determine where the discrepancy was identified, as she has been unable to locate it in the records.

**Voya Update – K. Ribellia**

Suggested to discuss in an executive session at the end of the meeting.

**Retirement Plan Update – K. Ribellia**

Suggested to discuss in an executive session at the end of the meeting.

**Moses Lake Watershed Council Update – R. Sawyer**

State of Our Lake meeting is on Wednesday, September 17th, from 6:00 pm - 8:00 pm at the City of Moses Lake Council Chambers. The 2026 DOE grant has been signed. Jason Buck will be starting a training program through Central Washington University to get his master's in archeology.

**<u>OGWRP Update – K. Ribellia</u>**

Working on cost-share contracts for RCPPs. ECBID has broken ground on the 84.7 and will be having a groundbreaking ceremony on October 6th. CBCD staff and board members are invited.

**<u>Upcoming Events & Meetings – K. Ribellia</u>**

- State of Our Lake Meeting - Sept. 17th
- Building Dedication Celebration - Sept. 19th
- OGWRP 84.7 Groundbreaking Ceremony - Oct. 6th
- WACD North Central Washington Area Meeting - Oct. 23rd
- Columbia Basin Development League Conf. - Nov. 13th
- WALPA Conference - Oct. 8th-10th

**OTHER OLD BUSINESS:** - None

**NEW BUSINESS**

**Resolutions 2025-07**
Only the Chair or Vice Chair is authorized to sign the master contract and Commission contracts. They are also authorized to sign all the Commission grant and contract documents. Kristina Ribellia discussed with Mike Baden that Richard Leitz is currently not an elected official. Mike Baden said that Richard will be elected next week at the Commission meeting and to add him to the position for authorized signature. The two board members who are authorized for signatures are Dave Stadelman (Chair) and Richard Leitz (Vice-Chair).

Only the Chair or Vice Chair of the Board is authorized to sign the District's master contract and any Commission contracts, as well as all Commission grant and contract documents. Kristina Ribellia discussed with Mike Baden that Richard Leitz is not currently an elected official. Mike Baden confirmed that Richard will be elected at the upcoming Commission meeting and should be added as an authorized signatory. Therefore, the two Board members authorized to sign are **Dave Stadelman (Chair)** and **Richard Leitz (Vice Chair)**.

The following Board members are authorized to sign the executive director's time sheet, and travel vouchers are Dave Stadelman, John Preston, Dan Roseburg, Glenn Burkholder, and Richard Leitz.

The following persons are authorized by the Board of Supervisors to sign or submit online forms for travel vouchers, addendums, amendments, invoice vouchers, grant documents, time sheets, and grant closeout forms. The representative must be bonded by the district. These persons are Kristina Ribellia, Chauna Carlson, Dave Stadelman, Richard Leitz, and Glenn Burkholder.

The following are authorized by the Board of Supervisors to sign cost-share agreements and to submit online partial payment request forms. This is Dave Stadelman, John Preston, Dan Roseburg, Glenn Burkholder, Kristina Ribellia, Chauna Carlson, Dina Rouleau, and Richard Leitz, who will be handwritten in.

*Motion by D. Roseburg to adopt this resolution. Seconded by J. Preston, motion carried.*

**Resolution 2025-08**
CBCD would not exceed paying a cost share recipient more than 100% for the cost share. Be it resolved that the District adopt the rate of reimbursement for allowable expenses paid by the Washington State Conservation Commission funds not to exceed 100% for the 2025-2027 biennium.

*Motion by J. Preston to adopt this resolution. Seconded by D. Roseburg, motion carried.*

**Resolution 2025-09**
Be it resolved that the District adopts the cost-share participant labor rate not to exceed $25 per hour. Participants, minors, laborers, 17 years of age or younger, shall be consistent with Washington's established minimum wage.

*Motion by D. Roseburg to adopt this resolution. Seconded by G. Burkholer, motion carried.*

**WSCC Master Contract – K. Ribellia**
Board approval to sign the master contract for the Chair and Vice-Chair. With Richard not being on the board currently, another board member can sign on behalf of Richard as acting vice chair, per Mike Baden.

<u>*Motion by D. Roseburg to approve the signing of the master contract for the Chair and Vice-Chair. Seconded by J. Preston, motion carried.*</u>

**CRP - CBCD Signature Discussion – K. Ribellia**
Discussion on districts signing CRP contracts without seeing the contract or being able to provide input. It was suggested we bring this to the board to discuss. Revisiting this next month and will be discussing it at the area meeting in October.

**Cost Share – W. Haughton**

**NRI Cost Share Approvals**
**J. Gross - Livestock Water Facility**
Looking to install a water well, livestock pipeline, and water facilities. Currently contracted to complete the contract with NRCS. The approval amount is $20,000.

<u>*Motion by J. Preston to approve this cost-share for J. Gross. Seconded by D. Roseburg, motion carried.*</u>

**S. Jenks - Pipeline and Habitat Planting**
Leaking ditch, piping from the turnout to the pump. Would like to pipe the ditch currently supplying water to his pump, approximately 1,800'. Would also like to plant the area around the ditch with hedgerow-type planting. Approval amount is $20,000.

<u>*Motion by D. Roseburg to approve this cost-share for S. Jenks. Seconded by G. Burkholder, motion carried.*</u>

**VSP Upfront Approvals**
**J. Myrick - Prescribed Grazing**
Looking to install 3,000' of fence for prescribed grazing. Approval amount is $15,419.

<u>*Motion by J. Preston to approve this cost-share for J. Myrick. Seconded by D. Roseburg, motion carried.*</u>

**R. Smith - Pipeline Project**

Pipe a ditch that supplies water to his pump. Would like to replace his current pond with a new water box. Approval amount is $20,000.

*Motion by J. Preston to approve this cost-share for R. Smith. Seconded by D. Roseburg, motion carried.*

**B. Eyre - Cover Crop**

Would like to plant a cover crop on two of his fields. Currently, there are peas and asparagus. Next spring, it will be spring wheat. Approval amount is $5,500.

*Motion by G. Burkholder to approve this cost-share for B. Eyre. Seconded by J. Preston, motion carried.*

**Irrigation Efficiencies**

**B. Karstetter - Rill to Pivot**

Looking to convert from rill irrigation to pivot irrigation. Also contracted through an NRCS project. Approval amount is $200,000. This grant is for the next two years. Cultural and engineering is complete from NRCS.

*Motion by D. Roseburg to approve this cost-share for B. Karstetter. Seconded by J. Preston, motion carried.*

**K. Gonzales - Rill to Pivot**

Looking to convert from rill irrigation to pivot irrigation. Approval amount is $90,000.

*Motion by G. Burkholder to approve this cost-share for K. Gonzales. Seconded by D. Roseburg, motion carried.*

**DNMP Contractor Approval – W. Haughton**

CBCD was allotted $12,000 for Dairy Nutrient Management Plan contracting. CBCD has hired and been working with a contractor to do the Dairy Nutrient Management Plans. Asking for Board approval for K. Ribellia to sign these contracts not to exceed $12,000.

*Motion by D. Roseburg to approve K. Ribellia to sign the DNMP contracts not to exceed $12,000. Seconded by G. Burkholder, motion carried.*

**Other New Business**

Board of Supervisors and staff entered executive session at 8:50 pm and returned to the regular session at 10:15 pm.

The meeting officially adjourned at 10:15 pm.

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| ______________________________ | ______________________________ |
| **Chair Approval** | **Recorder Signature** |
| ______________________________ | ______________________________ |
| **Date** | **Date** |

**Summary of Motions:**

*Motion by J. Preston to accept the August 12, 2025, meeting minutes with corrections. Seconded by D. Roseburg.*

*Motion by G. Burkholder to approve the August 2025 Monthly Financial Report. Seconded by J. Preston, motion carried.*

*Motion by D. Roseburg to adopt this resolution. Seconded by J. Preston, motion carried.*

*Motion by J. Preston to adopt this resolution. Seconded by D. Roseburg, motion carried.*

*Motion by D. Roseburg to adopt this resolution. Seconded by G. Burkholer, motion carried.*

*Motion by D. Roseburg to approve the signing of the master contract for the Chair and Vice-Chair. Seconded by J. Preston, motion carried.*

*Motion by J. Preston to approve this cost-share for J. Gross. Seconded by D. Roseburg, motion carried.*

*Motion by D. Roseburg to approve this cost-share for S. Jenks. Seconded by G. Burkholder, motion carried.*

*Motion by J. Preston to approve this cost-share for J. Myrick. Seconded by D. Roseburg, motion carried.*

*Motion by J. Preston to approve this cost-share for R. Smith. Seconded by D. Roseburg, motion carried.*

*Motion by G. Burkholder to approve this cost-share for B. Eyre. Seconded by J. Preston, motion carried.*

*Motion by D. Roseburg to approve this cost-share for B. Karstetter. Seconded by J. Preston, motion carried.*

*Motion by G. Burkholder to approve this cost-share for K. Gonzales. Seconded by D. Roseburg, motion carried.*

*Motion by D. Roseburg to approve K. Ribellia to sign the DNMP contracts not to exceed $12,000. Seconded by G. Burkholder, motion carried.*