



**Columbia Basin Conservation District
Board of Supervisors
Meeting Minutes
June 17, 2025, 7:00 PM
In-person and Teleconference**

Attendance:

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

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

Agencies - Ethan McJames (NRCS)

Public - Chris Roseburg

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

Public Input: - None

Approval of May 13, 2025, Board Meeting Minutes: Correction - D. Stadelman listed as seconding motion to April 2025 monthly financial report. Corrected to J. Preston. Under retirement update, it should read VOYA.

Motion by D. Roseburg to accept the May 13, 2025, meeting minutes with corrections. Seconded by R. Leitz, motion carried.

Approval of May 29, 2025, Board Meeting Minutes: Correction - None

Motion by R. Leitz to accept the May 29, 2025, meeting minutes. Seconded by D. Roseburg, motion carried.

Approval of May 2025, Monthly Financial Report:

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

Motion by G. Burkholder to accept the May 2025 monthly financial report. Seconded by D. Roseburg, motion carried.



AGENCY REPORTS

Washington State Conservation Commission - None

NRCS - E. McJames

No new updates.

OLD BUSINESS

Building Update - K. Ribellia

The updated sign and solid backdrop for the exterior of the building were shared with the board. CBCD has moved forward with purchasing a new metal sign for the side of the building with a solid backdrop. The office has been primed and the front top-coated, with trim and exterior work remaining. An awning will be reinstalled at the front entrance, and an additional awning will be added to the side door.

80th Celebration & Building Dedication - Sept. 19th - K. Ribellia

There are plans to combine CBCD's 80th anniversary celebration with the new building dedication on Sept. 19. The event will highlight the Watershed Council's work. Marie's family will attend, and a memorial will be placed at the Lower Peninsula Park Demonstration Garden in her honor. Staff are preparing photo displays for the office. Board input was requested on whether to hold a large public event or a smaller gathering.

VOYA Update - K. Ribellia

CBCD is under contract with Randall and Hurley, a third-party administrator based out of Spokane, to assist with annual account management services. CBCD is also under contract with Kelly Westra for bookkeeping services and is working to mitigate the clerical issues with VOYA.

OGWRP Update - K Ribellia

CBCD will host the 22.1 landowner group and the Department of Ecology at the new office to discuss recent state appropriations. CBCD staff are working with NRCS to process payments for the 86.4 project. Two tours are scheduled for 86.4: one on July 15 with the NRCS Associate Chief and another on July 17 with the Columbia Basin Sustainable Water Coalition. NRCS will be opening a new application period. CBCD is developing a strategy in preparation.

903 W. 3rd Ave, Moses Lake, WA 98837
columbiabasincd.org



The cultural resources review is still pending and will be addressed as soon as possible. PL566 funds have been made available through NRCS; however, the project is on hold pending approval from ECBID.

Revised ILA for Sewer Lateral Installation & Reimbursement between CBCD and City of Moses Lake – R. Sawyer

Updated language was received from the City of Moses Lake. The revised ILA now states that CBCD *will* pay for all sewer laterals by January 2028, replacing the original language that said “anticipated.” Board approval is being requested for the updated sentence.

Motion by R. Leitz to approve the revised ILA with CBCD and the City of Moses Lake. Seconded by G. Burkholder.

Other Old Business

Crab Creek Summit - K. Ribellia

Strong turnout at the Crab Creek Summit held June 3rd at the Wanapum Heritage Center and June 4th in the field, with an estimated 85–100 attendees. The field day featured a demonstration with the Marsh Master. CBCD staff and board members shared reflections from the event.

WADE Conference - June 9th-11th

The Washington Association of District Employees (WADE) annual conference was held June 9th–11th in Leavenworth. K. Ribellia presented on building connections with the community, and eight CBCD staff members attended the conference.

K. Ribellia and the board celebrated Dinah for her five years with the district.

NEW BUSINESS

Requested to update the signature forms with the commission. The following persons are authorized to sign district managers' time sheets and travel vouchers: D. Stadelman, R. Leitz, J. Preston, G. Burkholder, and D. Roseburg. The following persons are authorized to sign or submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, timesheets, and grant closeout forms: K. Ribellia, D. Rouleau, R. Sawyer, C. Carlson, D. Stadelman, and R. Leitz. The following persons are authorized to sign cost-share applications and submit partial



payment request forms, checks, and project completions: D. Stadelman, R. Leitz, J. Preston, G. Burkholder, D. Roseburg, K. Ribellia, D. Rouleau, and C. Carlson.

Motion by D. Roseburg to approve the updated authorized signatories. Seconded by G. Burkholder.

End of Fiscal Year Budget Adjustment

It was noted that \$8012.66 in implementation cost share funds were not expended by the end of the fiscal year. A motion was requested to reallocate those funds from implementation cost share to Outcome 2 – Technical Assistance (staff time).

Motion by R. Leitz to approve moving the funds from cost-share to staff time. Seconded by D. Roseburg.

Cost Share Certifications – D. Rouleau & W. Haughton

H. Herring (Implementation)

Installed .75 of a mile of ponderosa pine windbreak. CBCD is cost-sharing 100% of the trees, labor, and weed fabric, totaling \$3,638.66.

Motion by R. Leitz to approve the cost share amount of 100% for trees, labor, and weed fabric for H. Herring. Seconded by G. Burkholder, motion carried.

E. Rattray - Worm Composting

Purchased a vermicomposting bin to help reduce waste from the cafe and farm. Compost from bins is used on the farm. CBCD is cost-sharing 50% of the project, totaling \$4,029.

Motion by G. Burkholder to approve the cost share amount of 50% for the vermicomposting bin for E. Rattray. Seconded by R. Leitz, motion carried.

M. Fielding (NRI)

Russian olive removal project. Removed or sprayed approximately 15 acres of Russian olive. Used various methods for control, including goats. CBCD is cost-sharing \$10,000 of the project. The landowner invested \$40,000-\$50,000 in this project.

Motion by R. Leitz to approve the cost share amount of \$10,000 for M. Fielding. Seconded by G. Burkholder, motion carried.



S. Englund (NRI)

Russian olive removal. Removed approximately three acres of Russian olive. The Landowner also planted 50 trees and shrubs. CBCD is cost-sharing 50% of the project, totaling \$14,654.36.

Motion by G. Burkholder to approve the cost share amount of 50% for S. Englund. Seconded by R. Leitz, motion carried.

S. Lybbert (IE)

This was an irrigation conversion from rill to pivot. Installed an approximately 55-acre pivot. CBCD is cost-sharing 43% of the project, totaling \$100,000.

Motion by G. Burkholder to approve the cost share amount of 43% for S. Lybbert. Seconded by R. Leitz, motion carried.

D. Nelson (IE)

This was a flood irrigation to sprinkler conversion. Installed a pivot for the pasture that was 19 acres. Updated this pump and electrical. CBCD is cost-sharing 50% of the project, \$95,775.78.

Motion by R. Leitz to approve the cost share amount of 50% for D. Nelson. Seconded by D. Roseburg, motion carried.

J. Schmidt (IE)

He installed two pivots, a two-span and a three-span. This was an update from two 25+ year old pivots that were very leaky. CBCD is cost-sharing up to \$40,637.

Motion by D. Roseburg to approve the cost share amount up to \$40,637 for J. Schmidt. Seconded by G. Burkholder.

R. Mensonides (SFF)

Pasture and pollinator project. Planted approximately four acres of pollinator grass mix, approximately 10 acres of pasture revitalizing, and installed approximately 1,312 feet of temporary fence for rotational grazing. CBCD is cost-sharing up to \$18,491.28

Motion by R. Leitz to approve the cost share amount up to \$18,491.28 for R. Mensonides. Seconded by G. Burkholder, motion carried.



A. Allred (SFF)

Installed approximately 2.6 miles of pipe to carry tea water from the dairy. CBCD is cost-sharing 45% of the project, \$200,000.

Motion by D. Roseburg to approve the cost share amount of 45% for A. Allred. Seconded by R. Leitz, motion carried.

H. Boersma (VSP)

Rill to pivot irrigation conversion. He installed two pivots totaling approximately 50 acres. CBCD is cost-sharing 40% of the project, \$100,000.

Motion by D. Roseburg to approve the cost share amount of \$100,000 for H. Boersma. Seconded by G. Burkholder, motion carried.

J. Schmidt -

Will be revisited at the July board meeting.

Dairy Nutrient Management Plans – D. Rouleau

Marlin Hutterian Brethren Dairy

WSDA has requested an update to the Dairy Nutrient Management Plan due to an increase in cow numbers. Board approval is needed to proceed with adjustments to the plan.

Motion by D. Roseburg to approve the adjustments to the Dairy Nutrient Management Plan. Seconded by R. Leitz, motion carried.

Other New Business

Ripple Effect - D. Rouleau

CBCD has been working with Salmon-Safe, which has state funding available to support conservation efforts. CBCD is requesting board approval to submit a \$50,000 VPA grant proposal with a 1:1 match. The grant would fund outreach, education, workshops, farm tours, free assessments, and technical assistance. Through this partnership, landowners who complete assessments may earn the Salmon-Safe certification.



The funding would support staff time for outreach and is state, not federal. This agreement would be between CBCD and Salmon-Safe. Approval is requested for K. Ribellia to sign the agreement on behalf of the district.

Motion by G. Burkholder to allow K. Ribellia to sign the agreement on behalf of the district. Seconded by D. Roseburg, motion carried.

Executive Session

Board convened in executive session to discuss personnel matters.

Board came out of executive session at 9:15 pm.

Motion by G. Burkholder to concur with the termination of the former Finance & Operations Director. Seconded by D. Roseburg, motion carried.

Meeting adjourned at 9:20 pm

Chair Approval

Recorder Signature

Date

Date

Summary of Motions:

Motion by D. Roseburg to accept the May 13, 2025, meeting minutes with corrections. Seconded by R. Leitz, motion carried.



Motion by R. Leitz to accept the May 29, 2025, meeting minutes. Seconded by D. Roseburg, motion carried.

Motion by G. Burkholder to accept the May 2025 monthly financial report. Seconded by D. Roseburg, motion carried.

Motion by R. Leitz to approve the revised ILA with CBCD and the City of Moses Lake. Seconded by G. Burkholder.

Motion by D. Roseburg to approve the updated authorized signatories. Seconded by G. Burkholder.

Motion by R. Leitz to approve moving the funds from cost-share to staff time. Seconded by D. Roseburg.

Motion by R. Leitz to approve the cost share amount of 100% for trees, labor, and weed fabric for H. Herring. Seconded by G. Burkholder, motion carried.

Motion by G. Burkholder to approve the cost share amount of 50% for the vermicomposting bin for E. Ratray. Seconded by R. Leitz, motion carried.

Motion by R. Leitz to approve the cost share amount of \$10,000 for M. Fielding. Seconded by G. Burkholder, motion carried.

Motion by G. Burkholder to approve the cost share amount of 50% for S. Englund. Seconded by R. Leitz, motion carried.

Motion by G. Burkholder to approve the cost share amount of 43% for S. Lybbert. Seconded by R. Leitz, motion carried.

Motion by R. Leitz to approve the cost share amount of 50% for D. Nelson. Seconded by D. Roseburg, motion carried.

Motion by D. Roseburg to approve the cost share amount up to \$40,637 for J. Schmidt. Seconded by G. Burkholder.



Motion by R. Leitz to approve the cost share amount up to \$18,491.28 for R. Mensonides. Seconded by G. Burkholder, motion carried.

Motion by D. Roseburg to approve the cost share amount of 45% for A. Allred. Seconded by R. Leitz, motion carried.

Motion by D. Roseburg to approve the cost share amount of \$100,000 for H. Boersma. Seconded by G. Burkholder, motion carried.

Motion by D. Roseburg to approve the adjustments to the Dairy Nutrient Management Plan. Seconded by R. Leitz, motion carried.

Motion by G. Burkholder to allow K. Ribellia to sign the agreement on behalf of the district. Seconded by D. Roseburg, motion carried.

Motion by G. Burkholder to concur with the termination of the former Finance & Operations Director. Seconded by D. Roseburg, motion carried.