



**Columbia Basin Conservation District
Board of Supervisors
Meeting Minutes
November 12, 2024 - 1:00 PM
In-person and Teleconference**

Attendance:

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

Staff - Kristina Ribellia, Angelique Heinzen, Anna Maletzke, Harold Crose, Dinah Rouleau, Deanna Elliott, Ron Sawyer, Mary Goodrich (CBCD Bookkeeper), Britton Baker, Wade Haughton

Agencies - None

Public - Lloyd Peterson

Call to order and introductions: D. Stadelman called the meeting to order at 1:00 pm.

Public input: Lloyd Peterson - Asked what water the Peninsula Park Heritage Garden is targeting. The Peninsula Park Heritage Garden is a demonstration garden to encourage people and show an example on how to create a low-water use garden of their own. This is helping save water by reducing the amount of grass that is watered.

Approval of October 8th, 2024 Monthly Board Meeting Minutes: Correction - Page 4 under “Grant & Adams Counties VSP Update” needs to be updated to reflect the Washington State Conservation Commission.

Motion by J. Preston to accept October 8th, 2024 meeting minutes, with corrections, seconded by G. Burkholder, motion carries.

Approval of September and October 2024, Monthly Financial Reports:

Presented by Mary Goodrich - Financials are now recorded and reported on a calendar month basis.

R. Leitz made a motion to approve the September 2024 and October 2024 monthly financial reports seconded by G. Burkholder, motion carries.



AGENCY REPORTS

Washington State Conservation Commission - K. Ribellia - None

NRCS - K. Ribellia - None

OLD BUSINESS

Staffing Update - K. Ribellia

Chauna Carlson will begin on November 18th as the district's new Grants and Finance Manager. She will be in the Finance and Operations department under Angelique Heinzen. Her work will focus on monthly vouchering to the commission. Kaley Wisler is now on Dinah Rouleau's team and Jason Buck has joined the Finance and Operations department under Angelique Heinzen. Yazmine Mejia will be leaving the district at the end of the month but may transition to a part-time employee as needed.

Financial Management System - A. Heinzen

The district is now under contract with Dave Fitzpatrick our new public accountant. D. Fitzpatrick will be working closely with M. Goodrich. Together they will be creating a balance sheet and preparing the district for a federal audit.

Banner Bank Signatories & Name Change Resolution - A. Heinzen

CBCD has officially updated its name from Grant County Conservation District to Columbia Basin Conservation District.

CBCD is proposing a resolution (Resolution #3) to remove Elliot DeLong as a signer and to renew all of the board of supervisors as signers. The resolution will also add K. Ribellia and A. Heinzen as signers to the district's Banner Bank account.

A. Heinzen proposed that the board allow CBCD to apply for a corporate credit card because the district currently only has one card making it difficult to be efficient when making purchases. The corporate credit cards will not be tied to any employee's credit score. The employees



authorized to receive cards will be K. Ribellia, A. Heinzen, R. Sawyer, D. Rouleau, B. Baker, J. Buck, and C. Carlson.

J. Preston made a motion to remove E. DeLong as a signer on the district's Banner Bank account, renew the board of supervisors as signers, and add K. Ribellia and A. Heinzen as signers. Seconded by R. Leitz, motion carries.

G. Burkholder made a motion that they allow CBCD to apply for a corporate credit card that is not tied to each employee's score. The employees authorized to receive cards will be K. Ribellia, A. Heinzen, R. Sawyer, D. Rouleau, B. Baker, J. Buck, and C. Carlson. Seconded by J. Preston, motion carries.

Proposed CBCD Department Names for Discussion - K. Ribellia

K. Ribellia proposed three new department names for the board's approval. The Department of Finance & Operations led by A. Heinzen, the Department of On-Farm & Urban Conservation led by D. Rouleau, and the Department of Environmental Monitoring & Restoration led by R. Sawyer.

R. Leitz passed a motion to approve the new department names. Seconded by G. Burkholder, motion carries.

Moses Lake Watershed Council Update - R. Sawyer

On Friday, November 8th, 73 mailings were sent out for the Westshore Septic Project and one person has already applied. The district is asking all landowners who get approved for the septic to sewer conversion to complete a free Shoreline Nutrient Assessment that is offered by the district. The district has received funding from Ecology for this project. The minimum that must be completed is 10 septic to sewer conversion systems. There will be 20 pipes installed.

Grant & Adams Counties VSP Update - K. Ribellia

No new updates.

OGWRP Update - K. Ribellia



NRCS is now accepting applications for OGWRP's EL86.4 on-farm project. CBCD is preparing for the next legislative session where legislatures will pass the capital budget. It will be important for the board to advocate for the district to get funding for the OGWRP project at this session.

WACD Annual Conference in Spokane (Dec. 2-4) - K. Ribellia

The Washington Association of Conservation Districts (WACD) Annual Conference will be held at the casino at Airway Heights in Spokane from December 2-4 this year. The CBCD staff that will be attending are D. Rouleau, R. Sawyer, A. Heinzen, and K. Ribellia. The board supervisors that are registered to attend are D. Stadelman, R. Leitz, and J. Preston. G. Burkholder may be in attendance. Hotel registrations have been made for board and staff members

NEW BUSINESS

Cost Share Certifications - D. Rouleau

D. Rouleau proposed a cost share for native grass seed mix totaling \$80. Approved for \$1500 and cost sharing with the landowner for \$80. The land has already been seeded.

J. Preston made a motion to accept the \$80 cost share for the native grass seed mix. Seconded by G. Burkholder, motion carries.

D. Rouleau proposed a cost share for the above-ground pivot on Stratford Road. The district would be cost-sharing with the landowner for \$99,875.

R. Leitz made a motion to accept the \$99,875 cost share for the pivot on Stratford Road. Seconded by J. Preston, motion carries.

Cost Share Approvals - D. Rouleau

D. Rouleau proposed that the board approve a \$4,500 cost share for seeding 110 acres to protect wildlife habitat. This cost share will help with testing OGWRP seed mixes and other seed mixes that will do well in the area. The landowner wants to focus on the corners of his property with this seeding cost share.



J. Preston moved to approve the \$4,500 cost share for seeding 110 acres to protect wildlife habitat. Seconded by R. Leitz, motion carries.

Irrigation Efficiencies Ranking Approval- D. Rouleau

D. Rouleau proposed to adjust the original ranking for irrigation efficiencies to specifically say how many inches of water were saved so flood can rank higher on the list than sprinkler to sprinkler. This will bring applications to 6 which is the preferred amount of applications to NRCS.

G. Burkholder moved to support the adjustment of the irrigation efficiencies ranking. Seconded by J. Preston, motion carries.

Burn Permit Delegation - K. Ribellia

The district's burn permit delegation is set to expire at the end of 2024. K. Ribellia has recommended that we no longer provide direct walk-in services for burn permits due to inefficiencies, and the challenges posed by employee turnover. Instead, it is suggested that we guide applicants to the Department of Ecology's (DOE) website for all necessary information and direct them to send payments (checks) directly to the DOE. The district will not act as an intermediary for collecting checks but will continue to provide guidance and print applications for those who need help accessing resources.

J. Preston made a motion to not renew the Burn Permit delegation. Seconded by R. Leitz, motion carries.

Elections Resolution - K. Ribellia

There will be two board positions expiring in May. K. Ribellia asked to pass a resolution that establishes the new election date for 2025. The resolution is to hold the election on March 10th. Ballots returned by mail must be postmarked no later than Election Day, March 10, 2025, at 4:30 pm. Ballots returned by other means must be returned to 903 W. 3rd AVE., Moses Lake WA. 98837 no later than 4:30 pm on Election Day, March 10, 2024. The last day to file for a board position is January 31st.



J. Preston made a motion to pass the resolution to establish the new election date of March 10th. Seconded by R. Leitz, motion carries.

Storage/Conex Container Purchase - A. Heinzen & B. Baker

The District has been paying \$65 per month for the off-site unit for several years. There is available space behind the office to accommodate a 20-foot storage container that will help the District reduce costs. Basin Conex has quoted \$2,950 for the container, with a \$200 delivery fee, bringing the total cost to \$3,417.75. This solution will help consolidate storage on-site, reduce ongoing expenses, and improve accessibility. Permits from the city have been requested, but no response has been received yet. An inventory of the current storage unit's contents will be necessary before transitioning. The new container will also provide storage for items not currently housed in the rented unit.

R. Leitz made the motion to approve the purchase of a storage container from Basin Conex. Seconded by J. Preston, motion carries.

Surplusing Assets - K. Ribellia & B. Baker

The District needs to surplus the Chevy Colorado, but formal surplus procedures have not yet been implemented. Two options are available for handling the vehicle. The first option is to advertise the Chevy Colorado in the local newspaper and sell it through an auction, accounting for any administrative costs. The second option is to donate the vehicle to an organization that accepts vehicle donations, which would reduce administrative effort but require 4–6 weeks to obtain the vehicle title. The Chevy Colorado currently has computer issues, causing it to run only for short periods. A decision is needed to determine the best course of action for the surplus process.

J. Preston made the motion to move forward with donating the Chevy Colorado. Seconded by R. Leitz, motion carries.

N. Derting - D. Rouleau

The district should hear back about the funding for the Grant County VSP cost share later this week. D. Rouleau wants to pre-approve three of the cost shares by the board in anticipation of getting approved by the Grant County VSP so they are ready to be implemented in a timely manner. The first cost share is a wheel line to K-Pod cost share and a tumble fence for the pivot.



The cost will be \$3,714 for both practices if they get funded from the Grant County VSP Supplemental Cost Share.

R. Leitz made a motion to approve the cost share of a wheel line to K-Pod and a tumble fence for the pivot totaling \$3,714. Seconded by G. Burkholder, motion carries.

J. Johnston - D. Rouleau

D. Rouleau requested approval for a cost share for a sprinkler nozzle update and a new pump for a landowner and first-time applicant. This cost-share is pending approval from the Grant County VSP Supplemental Cost Share. The cost share total would be \$32,875 for these sprinkler upgrades.

G. Burkholder made a motion to approve this cost-share for sprinkler upgrades totaling \$32,875 if it is approved by Grant County VSP Supplemental Cost Share. Seconded by R. Leitz, motion carries.

H. Boersma - D. Rouleau

D. Rouleau requested approval for a rale to pivot irrigation system in Othello. This is the top-ranking VSP for Adams County totaling a maximum of \$100,000.

R. Leitz made a motion to approve this cost share for a rale to pivot irrigation system in Othello. Seconded by J. Preston, motion carries.

Adjournment- Motion by J. Preston to adjourn. Seconded by G. Burkholder, motion carries.
The meeting adjourned at 3:11 PM.



Chair Approval

Recorder Signature

Date

Date

Summary of Motions:

Motion by J. Preston to accept October 8th, 2024 meeting minutes, with corrections, seconded by G. Burkholder, motion carries.

R. Leitz made a motion to approve the September 2024 and October 2024 monthly financial reports seconded by G. Burkholder, motion carries.

J. Preston made a motion to remove E. DeLong as a signer on the district's Banner Bank account, renew the board of supervisors as signers, and add K. Ribellia and A. Heinzen as signers. Seconded by R. Leitz, motion carries.

G. Burkholder made a motion that they allow CBCD to apply for a corporate credit card not tied to each employee's score. The employees authorized to receive cards will be K. Ribellia, A. Heinzen, R. Sawyer, D. Rouleau, B. Baker, J. Buck, and C. Carlson. Seconded by J. Preston, motion carries.

R. Leitz passed a motion to approve the new department names. Seconded by G. Burkholder, motion carries.

J. Preston made a motion to accept the \$80 cost share for the native grass seed mix. Seconded by G. Burkholder, motion carries.

R. Leitz made a motion to accept the \$99,875 cost share for the pivot on Stratford Road. Seconded by J. Preston, motion carries.



J. Preston moved to approve the \$4500 cost share for seeding 110 acres to protect wildlife habitat. Seconded by R. Leitz, motion carries.

G. Burkholder moved to support the adjustment of the irrigation efficiencies ranking. Seconded by J. Preston, motion carries.

J. Preston made a motion to not renew the Burn Permit delegation. Seconded by R. Leitz, motion carries.

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