



**Columbia Basin Conservation District
Board of Supervisors
Meeting Minutes
October 8th, 2024 - 7:00 PM
In-person and Teleconference**

Attendance:

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

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

Agencies - None

Public - None

Call to order and introductions: D. Stadelman called the meeting to order at 7:00 PM. The meeting had tech issues and restarted the Zoom meeting at 7:03 PM.

Public input: None - K. Ribellia

Approval of September 10th, 2024 Monthly Board Meeting Minutes: Correction - None

Motion by J. Preston to accept September 10th, 2024, as presented, seconded by D. Roseburg, motion carries.

Approval of October 4th, 2024, Monthly Financial Reports:

Presented by Mary Goodrich - M. Goodrich proposed changing the method of reporting monthly financials. Previously, financials were recorded from the Friday before the board meeting to the Friday before the next board meeting. She requested that financials now be reported on a calendar month basis, beginning with November's meeting, which will report October's financials.

D. Roseburg made a motion seconded by J. Preston to have the financials be reported on a monthly calendar basis rather than the Friday before the board meeting.

Discussed updates related to the implementation of direct deposit and transitioning to QuickBooks Online. Mary added a utility account in QuickBooks, and a DOE (Department of Ecology) nonpoint deposit was received. CBCD is expecting payment on a grant monthly



financial. It was clarified that approving the monthly financial report also includes approving the monthly payroll. Board permission is required for payroll to occur, and currently, payroll is processed via direct deposit per the motion to transition from checks to direct deposit at the previous board meeting. Checks that were written on September 10 and 25 require board approval. There was a discussion on whether the approval process should be handled online or with physical signatures. Discussed best practices for approving payroll. The decision was made to approve the payroll online and physically sign the paper at the board meeting.

Motion by J. Preston to have the staff contact the commission to get the proper procedure to use their electronic paychecks, seconded by D. Roseburg, motion carries.

The financial sheet numbers will be fixed before the board approves the financials for October 4th, 2024. The Board will approve the financials at the next Board meeting on November 12th, 2024.

AGENCY REPORTS

Washington State Conservation Commission - K. Ribellia - None

NRCS - K. Ribellia - None

OLD BUSINESS

Staffing Update - K. Ribellia - CBCD's newest employee is Anna Maletzke. She was hired as the District Communications Specialist and came on staff at the start of October.

Financial Management System - K. Ribellia

It was suggested that CBCD hire an accounting firm that has experience with local governments and nonprofits. CBCD was given two proposals for services. The first proposal is from CliftonLarsonAllen (CLA) and the second proposal is from CFO Selections. The proposals were reviewed by K. Ribellia, A. Heinzen, and M. Goodrich.

Professional Services Contract for Accounting Support - A. Heinzen

The recommendation was made to hire David Fitzpatrick from CFO Selections due to his extensive experience working with local governments and nonprofits. K. Ribellia suggested that the district move forward with CFO Selections to help properly set up the books and prepare for audits, invoicing, and reporting. The financial team would include Mary Goodrich with her current rates and David Fitzpatrick.



David Fitzpatrick is available to begin immediately. He has extensive nonprofit and local government accounting experience, and he would work at an hourly rate of \$185/hr, with a reduced travel rate of half his hourly rate. He is retired and currently only serves CBCD, allowing him to commit full-time for the next few months. His proposal would be implemented in phases, starting with setting up the books and preparing for an audit, adhering to BARS (Budgeting, Accounting, and Reporting System) standards.

D. Roseburg made a motion that CBCD hires David Fitzpatrick with CFO Selections for accounting support. Seconded by J. Preston, motion carries.

Moses Lake Watershed Council Update - R. Sawyer

Professional Services Contract for Water Sampling:

Presented a contract from Aspect Consulting to support the ongoing groundwater study in collaboration with USGS, DOE, and CBCD. The proposal includes an update for the Quality Assurance Program Plan (QAPP) and isotope sampling, with a total cost of \$23,000. A deal is in place with Washington State University (WSU) to handle the isotope sample analysis. The cost for this work is covered by an existing DOE grant.

J. Preston made a motion to accept the contract with Aspect Consulting in support of the ongoing groundwater study. Seconded by D. Roseberg, motion carries.

Professional Services Contract for Westshore Drive Septic Project:

Ronnie Sawyer discussed a statement of qualifications for the Westshore Drive Septic Project. CBCD will be doing 10-20 in conjunction with the city of Moses Lake, Grant County, DOE, and Grant County Health District. The selected engineering firm for the project is Western Pacific Engineering. This project is being undertaken in collaboration with the city and Western Pacific Engineering. Local contact Nathan Nofziger with Western Pacific Engineering is coordinating efforts between the county and city, and funding for this project is already secured. While this contract does not require Board approval at this time, R. Sawyer wanted to bring it to the Board's attention. The first meeting on this project is scheduled for October 17, 2024, with plans to replace the roadbed in March 2025. The grant funding for this project will be operational soon.

Grant & Adams Counties VSP Update - D. Elliott

At the Grant County VSP Workgroup Meeting, the group reviewed and approved 11 cost-share applications. An Adams County meeting is scheduled for October 17, 2024. The Commission is collaborating with the NRCS to make best practices available to all districts. Dinah will contact



Levi to explore ways to make relevant data accessible to all conservation districts. Work is underway on an automated quarterly report template for sharing at quarterly meetings. The first draft of the VSP Reporting Application has been completed. A meeting with the Department of Fish and Wildlife (DFW) is scheduled for October 23, 2024, to discuss the shrub-steppe project.

OGWRP Update - K. Ribellia/H. Crose

K. Ribellia had no new updates on OGWRP but said that work is continuing. The district is waiting to hear from NRCS on the six RCPP proposals for the 11.8 and EL 22.1 public delivery systems totaling \$71.9M. The district will find out later in October about the awards. H. Crose had no new updates to share.

WACD North Central Area Meeting - Oct. 16th in Wenatchee - K. Ribellia

K. Ribellia asked which board members are planning on attending the meeting in October. The board members that are attending the WACD North Central Area Meeting on October 16th are J. Preston and D. Stadelman.

CBDL Conference – Oct. 29th in Moses Lake - K. Ribellia

The board members who are planning on attending the CBDL Conference on October 29th in Moses Lake are J. Preston and D. Stadelman.

NEW BUSINESS

Royal Dairy RFP Selection Approval - D. Rouleau

An RFP was submitted for a cultural resources study related to the Royal Dairy Manure Pipeline Project. Two of the bids submitted were within a few thousand dollars of each other. The project will be funded by the Washington State Commission. The first company bid \$18,235, the second \$21,900, and a third company quoted \$23,000. The scope of the work includes conducting a pedestrian survey over a 2-mile stretch of the pipeline, sifting through the dirt, documenting any findings, and writing a report for submission. They will be working closely with tribal entities. The largest expense involves compiling the data, writing the report, and submitting it through the DAHP (Department of Archaeology and Historic Preservation) and WISAARD systems.

A motion by D. Roseburg to approve the cultural study and to go with the company that could get on the ground fastest was made, seconded by J. Preston, motion carries.

Rowdy Brown Advanced Payment Approval - D. Rouleau

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



Rowdy Brown is waiting on a cost share check for \$100k. We will not be splitting the check and will not be fronting the funding due to the position the district is currently in.

Medical & Dental Benefit Policy Clarification - K. Ribellia

In 2022, it was agreed that employees would receive 100% coverage for medical, vision, and dental benefits, with 50% coverage for spouses and dependents. Employees who chose not to accept the insurance were offered a \$500 stipend per month in lieu of health insurance. The Board was asked to confirm whether they would like to continue offering the full medical, vision, and dental package with 50% coverage for spouses and dependents, as has been the policy since 2022 due to the increase in health insurance rates in the upcoming year. K. Ribellia and A. Heinzen recommended continuing the current policy, allowing employees the choice of either the \$500 stipend or 100% coverage of health benefits, with 50% coverage for spouses and dependents.

D. Roseburg made a motion to allow the \$500 stipend to be offered to employees monthly, should they opt out of the health insurance, the motion was seconded by J. Preston, motion carries.

WSCC Authorized Signatories Approval - A. Heinzen

Reviewed the authorized signatures list for signing cost-share applications. The board agreed to add D. Rouleau and A. Heinzen to the signature list and continue to have the board approve cost-share agreements.

J. Preston made a motion to accept CBCD's B1 23-25 Authorized Signatures form as presented, the motion was seconded by D. Roseburg, motion carries.

Proposed CBCD Department Names for Discussion - K. Ribellia

CBCD currently has three departments and only one of them is named. The Finance and Operations Department, the department managed by Ron Sawyer, and the department managed

by Dinah Rouleau. Kristina suggested that we name the department under R. Sawyer the "Department of Environmental Monitoring and Restoration" and the department under D. Rouleau the "Department of On-farm and Urban Conservation". We have the departments established but do not have department names in place.

The board recommendation is to continue the discussion during the November 12th, 2024, CBCD Board Meeting.



Adjournment- Motion by J. Preston to adjourn. Seconded by D. Roseburg, motion carries. The meeting adjourned at 8:42 PM.

Chair Approval

Recorder Signature

Date

Date

Summary of Motions:

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