



**Columbia Basin Conservation District
Board of Supervisors Monthly Board Meeting
903 W. 3rd, Moses Lake, WA 98837**

MEETING MINUTES

**September 10, 2024
7:00 pm - 9:00 pm**

In-Person & Via Zoom

Attendance:

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

Staff - Kristina Ribellia (Recorder) Angelique Heinzen, Dinah Rouleau, Wade Haughton, Elliott DeLong, Ron Sawyer, Deanna Elliott (virtual), Harold Crose (virtual), Jason Buck (virtual), Mary Goodrich (on contract)

Agencies - None

Public - None

Call to Order and Introductions: D. Stadelman called the meeting to order at 7:00 pm.

Public Input: None

Approval of August 13, 2024 Monthly Board Meeting Minutes: Minutes need to be updated to reflect the correct date (August 13, 2024).

Motion to amend August 13, 2024 meeting minutes and to approve them as amended, seconded by J. Preston, motion carried.

Approval of September 10, 2024 Monthly Financial Reports: E. DeLong provided monthly financial report, including payroll, expenses, and checks written.

Motion by D. Roseburg to accept September 10, 2024 financial report as presented, seconded by J. Preston, motion carried.

Agency Reports:

Washington State Conservation Commission - K. Ribellia reported none provided.

NRCS - K. Ribellia reported none provided.

Old Business:

Staffing Update - K. Ribellia – Angelique Heinzen started as CBCD’s new finance and operations director. The new organizational structure has been positive. Elliott DeLong, operations manager submitted a letter of resignation. Elliott’s last day is September 17, 2024. Board expressed gratitude for



Elliott's service. OGWRP RCPP award announcements anticipated for October will largely influence staffing decisions moving forward.

Financial Management System - K. Ribellia – Provided update on Quickbooks Online migration, including payroll and bank account linking. Shared concern identified by Mary Goodrich, contracted bookkeeper to assist in Quickbooks Online migration regarding the way our books were originally set up and continued to be managed. Recommended hiring a CPA with local government accounting experience for recommendations and assistance with bookkeeping, reporting, and processes. Discussion regarding updating state and potential federal audit. Elliott described running Springbrook and Quickbooks desktop side by side for the last year. A. Heinzen provided update on research regarding hiring a CPA to assist. Currently, Clifton Larsen Allen (CLA) appears to be the only local qualified firm. D. Roseburg wanted to ensure we hire a CPA firm that has BARS experience. E. DeLong ensured CLA has BARS experience. K. Ribellia requested board to approve move forward with hiring CLA if proposal was under \$10,000.

Motion made by J. Preston to authorize K. Ribellia to enter into an agreement with CLA for accounting services as needed, seconded by D. Roseburg, motion carried.

Direct deposit doesn't provide an opportunity to sign a physical paycheck. Requested the board to provide direction on how to approve paychecks. D. Elliott shared it WSCC requires an approval process. Discussion regarding options.

Motion made by D. Roseburg to approve paychecks using online memo with two board member signatures, seconded by J. Preston, motion carried.

Discussed access to bank account and need for increased transparency.

Motion made by D. Roseburg to approve K. Ribellia's access to view CBCD's bank account, seconded by J. Preston, motion carried.

Update on new debit card check-in / check-out process. Discussed need for new credit cards for purchases, tied to CBCD and not to staff. M. Goodrich described a typical reconciliation and approval process. Having a board member do reconciliation isn't typical. The bookkeeper should do the reconciliation. A review of the books makes more sense.

Retirement Benefits - K. Ribellia – Discussion deferred to another meeting when the full board was present.

Moses Lake Watershed Council Update - R. Sawyer – State of the Lake meeting on Mon., Sept. 16th at Moses Lake Civic Center. Radio and newspaper advertising has been promoting the meeting. Currently have four Dept. of Ecology grants. FY24 will work on Westshore Drive septic removal. RFP out to hire engineering firm to assist. Has a letter of commitment from the city for 18 hookups. Aquatic vegetation survey completed. Will possibly send algae control grant back to DOE based on capacity and staff turnover. Phosphorus mitigation project is complete, other than one more month of drip treatment on Rocky Ford Creek. Monitoring work is ongoing. Isotope studies to occur on Rocky Ford creek to determine source of phosphorus.

Grant & Adams Counties VSP Update – D. Elliott Three new VSP sign ups and one delivered plan in August. All four plans came from referrals through the Cost Share Program. VSP capital funding is



opening again. D. Elliott and D. Rouleau will work together to prepare applications. Training K. Wisler to plan and facilitate VSP work group meetings moving forward. Invited by Shawn Willians, WDFW to participate in Washington Shrub Steppe Restoration & Resilience All Hands and Advisory meeting in a few weeks in Ephrata. Significant development for our team to understand monitoring efforts in the future and to be able to advocate for our working lands producers. Developing VSP database and working with WSCC's IT Director. WSCC are impressed with D. Elliott's work. K. Ribellia recognized this is an outcome of the board's support for D. Elliott's professional development.

OGWRP Update – H. Crose – Finalizing WaterSmart contracts for 86.4, then will be moving into RCPP. EL 86.4 will be ready for water in the 2025 irrigation season. Expecting to hear from NRCS on RCPP proposals for 11.8 and 22.1 in October. Anticipating on-farm construction this winter on 86.4.

RCPP Cultural Resources Contract - K. Ribellia – Provided update on draft contract and work with Dudek for \$42,000 to perform cultural resources work for OGWRP 86.4. \$40,000 funded by WSCC as part of partner contributions.

New Business:

Brown Cost Share Certification- Rouleau- R. Brown bought a reduce-till drill for reducing tillage on dryland wheat in Adams County. He exceeded the maximum of \$200,000, CBCD would provide the maximum of \$100,000 for the completed cost share.

Motion by J. Preston to approve the Brown Cost Share Certification as presented, seconded by D. Roseburg, motion carries.

Juergens Cost Share Update - Rouleau- D. Juergens is looking to update his older Dairy Separator to have a primary and secondary separator. The request is to provide Juergens with \$100,000 from the awarded SFF funds. This has been approved in the past, the funding source and amount was updated.

Motion by D. Roseburg to approve the Juergens Cost Share Update as presented, seconded by J. Preston, motion carries.

Schrom Cost Share Approval - Rouleau- B. Schrom is looking to implement reduced tillage on his irrigated pasture and hay land. In order to interseed the landowner needs a new drill. will need to be purchased. The request is to provide Schrom with \$10,000 from the implementation cost share.

Motion by D. Roseburg to approve the Schrom Cost Share Approval as presented, seconded by J. Preston, motion carries.

Cobb Cost Share Approval - Rouleau- P. Cobb is looking to implement new cover crop to overwinter after their pea crop is harvested. The request is to provide Cobb with \$10,000 from the implementation cost share.

Motion by J. Preston to approve the Cobb Cost Share Approval as presented, seconded by D. Roseburg, motion carries.



Sieverkropp Cost Share Approval - Rouleau- K. Sieverkropp is looking to implement cover crop on his dryland farm in the Ephrata areas. The request is to provide Sieverkropp with \$3,500 from the implementation cost share.

Motion by J. Preston to approve the Sieverkropp Cost Share Approval as presented, seconded by D. Roseburg, motion carries.

Fielding Cost Share Update - Rouleau- M. Fielding was approved for \$10,000 from Implementation Cost Share, this cost share is being moved to NRI Cost Share. This is to do a habitat planting and removal of Russian olive.

Motion by D. Roseburg to approve the Fielding Cost Share Update as presented, seconded by J. Preston, motion carries.

Vejraska Cost Share Approval - Rouleau- C. Vejraska is looking to replace their very old leaking irrigation pivot mainline in the Royal Slope area. The request is to provide Vejraska with \$15,000 from the NRI Cost Share.

Motion by D. Roseburg to approve the Vejraska Cost Share Approval as presented, seconded by J. Preston, motion carries.

Schell Cost Share Approval - Rouleau- K. Schell is looking to replace their handline irrigation system with a K-pod Style Irrigation System for their permanent pasture in the Othello area. The request is to provide Schell with \$4,500 from the NRI Cost Share.

Motion by J. Preston to approve the Schell Cost Share Approval as presented, seconded by D. Roseburg, motion carries.

Mensonides Cost Share Approval - Rouleau- R. Mensonides is looking to install fencing and a water facility in a pasture, as well as a pollinator grass planting on a pivot corner in the Moses Lake area. The request is to provide Mensonides with \$18,491 from SFF Cost Share.

Motion by D. Roseburg to approve the Mensonides Cost Share Approval as presented, seconded by J. Preston, motion carries

Gross Cost Share Approval - Rouleau- J. Gross is looking to install fence in a pasture, as well as temporary fence to rotationally graze cover crop in the Wilson Creek area. The request is to provide Gross with \$5,940 from SFF Cost Share.

Motion by D. Roseburg to approve the Gross Cost Share Approval as presented, seconded by J. Preston, motion carries

Michie Cost Share Approval - Rouleau- L. Michie is looking to install a temporary fence in a pasture, as well as a pollinator grass planting in the Moses Lake area. The request is to provide Michie with \$2,058.50 from SFF Cost Share.

Motion by D. Roseburg to approve the Michie Cost Share Approval as presented, seconded by J. Preston, motion carries



Gallacci Cost Share Approval - Rouleau- J. Gallacci is looking to plant a dryland pollinator grass plantings on a pivot corners in the Moses Lake area. The request is to provide Gallacci with \$1,375 from SFF Cost Share.

Motion by J. Preston to approve the Gallacci Cost Share Approval as presented, seconded by D. Roseburg, motion carries

WACD North Central Area Meeting - Oct. 16th in Wenatchee - K. Ribellia – Provided meeting date and place update and asked board about attendance. Will follow up at next board meeting.

CBDL Conference – Oct. 29th in Moses Lake - K. Ribellia – K. Ribellia presenting on OGWRP. Provided conference date update and asked board about attendance. Will follow up at next board meeting.

Adjournment - Motion not recorded.

Chair Approval	Date	Recorder Signature	Date
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Summary of Motions:

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Motion by J. Preston to approve the Cobb Cost Share Approval as presented, seconded by D. Roseburg, motion carries.

Motion by J. Preston to approve the Sieverkropp Cost Share Approval as presented, seconded by D. Roseburg, motion carries.

Motion by D. Roseburg to approve the Fielding Cost Share Update as presented, seconded by J. Preston, motion carries.

Motion by D. Roseburg to approve the Vejraska Cost Share Approval as presented, seconded by J. Preston, motion carries.

Motion by J. Preston to approve the Schell Cost Share Approval as presented, seconded by D. Roseburg, motion carries.

Motion by D. Roseburg to approve the Mensonides Cost Share Approval as presented, seconded by J. Preston, motion carries.

Motion by D. Roseburg to approve the Gross Cost Share Approval as presented, seconded by J. Preston, motion carries.

Motion by D. Roseburg to approve the Michie Cost Share Approval as presented, seconded by J. Preston, motion carries.

Motion by J. Preston to approve the Gallacci Cost Share Approval as presented, seconded by D. Roseburg, motion carries.