



Columbia Basin Conservation District

Meeting Minutes

July 11th, 2023 – 7:00 PM

In Person and Teleconference

Attendance:

Supervisors – Dave Stadelman (Chair), Glenn Burkholder, John Preston, Richard Leitz, Dan Roseburg

Staff - Kristina Ribellia, Elliott DeLong (Recorder), Dinah Rouleau

Agencies – Mike Baden (Washington State Conservation Commission), Ryan Baye (Washington Association of Conservation Districts)

Call to Order and Introductions: D. Stadelman called the meeting to order at 7:01 PM.

Public Input: No public input.

Approval of June 15th, 2023, Monthly Board Meeting Minutes: Correction – None

Motion by J. Preston to accept the June 15th, 2023, as presented, seconded by G. Burkholder, motion carries.

Approval of July 11th, 2023, Monthly Financial Reports:

Presented by E. DeLong – Reviewed current grants through fiscal year 23. Financial topics include burn permits, funds received, grant funding, DOE, WSCC, EPA and NACD grant, cost share allocations, implementation grants, VSP, SFF, livestock funding, NRCS, VSP Supplemental funds, and DOE Burn Applications. Additional information on the building funds and the Lauzier grant were included. Inadequacies and discrepancies with the “blue sheet” were noted as well and the option to move to an alternative budget reporting program would also be ideal going forward.

Motion by R. Leitz to accept the July 11th, 2023, Financial report as presented, seconded by J. Preston, motion carries. Grant County checks #11407-11475 totaling \$719,902.20. Payroll checks #11416 -11427 totaling \$22,380.77 and #11452 – 11466 totaling \$31,507.92 included in the above amount.

Agency Reports:

Washington State Conservation Commission (WSCC) – Baden – A new biennium has begun and has seen some changes. CBCD did not receive any fire funding, only Whitman County was able to secure that funding. VSP and SFF funding returns with the biennium and will be based on the biennium to allow for more time to secure projects. SFF will be a focus towards Dairy practices however, other practices are still eligible. WSCC will still be providing RCPP support, however, the number needs to be presented to the commission as soon as possible to successfully support the RCPP asks. Other funds coming to the Conservation Commission will help improve staff at the Commission level, new positions will likely be open



or created in the near future. Commission grants will need to be cleared within 90 days, approximately September 30, 2023, for eligibility.

Washington Association of Conservation Districts – Baye – WACD currently has 6 staff at the Plant materials center and 2 executives however, WACD has new staff starting in August 2023. The new WACD staff member will be funded with WACD funds from Conservation District Participation. The new staff member will allow WACD to provide more support for CD in terms of legislation, support, board improvement and participation. WACD is currently focused on the proposed Washington Department of Fish and Wildlife for the newer version of the Buffer Bill and how that will be applied and legislated going forward.

NRCS – None

Old Business:

Staffing Update- Ribellia – None

Building Update – Ribellia – The 903 3rd Ave floor schematic has been developed but the cost for renovation still exceeds the budgeted cost. The cost seems excessive but will be reduced once work begins later in July. This will lead to a phased approach with the most basic needs addressed first. The next phases can be taken in time as additional funding becomes available. Currently CBCD will be doing the majority of work with DES providing the contractor for the inspection and critical building functions (i.e., plumbing, electrical and HVAC). The estimated cost of everything needed in phase one from DES and CBCD will be kept at a maximum cost of \$300,000.00.

Motion by R. Leitz to approve a maximum of \$300,000.00 for building expenses and upgrades based on available funding, seconded by G. Burkholder, motion carries.

GCFD 5 Building – DeLong – The invoice for GCFD 5 has been sent but no payment has been received as of July 11, 2023. There has been contact with GCFD 5 and it is likely that there may be payments received in late July.

Moses Lake Watershed Council (MLWC) – Ribellia – Federal appropriations have been approved and the contracting process continues. Additionally, CBCD has secured three additional DOE grants to complement the current DOE Non-point grant through 2025. These grants will continue to provide benefits for the ongoing management of the water quality and lake quality concerns CBCD and the Watershed council have been doing. Grant County has also provided ARPA funding to the CD which will eventually make its way to the CD.

VSP Update – Ribellia – The VSP grants were spent at Fiscal Year on June 30, 2023. The newest contract for Grant County has been approved and Adams County will be approved later in the meeting. The new contract for Adams VSP was approved by Adams County Commissioners earlier this week. VSP contract will be added to the Master Contract and will likely be active early August.

OGWRP Update – Ribellia – The next round of RCPP contracts will be due August 18th, 2023. CBCD is planning to put 11 separate contracts into funding individual pipelines. Currently CBCD is in the process of acquiring waivers for the NRCS for the additional funding to provide 200 million to the OGWRP. Waivers will provide explanations and exceptions to some of the funding requirements. The RCPP proposals will be capped at approximately 25 million per proposal. Normally only a single RCPP grant is managed at a time.



New Business:

2024 Master Contract – Ribellia – Each Biennium requires a renewal of the WSCC Master Contract. The master contract is the basis for all WSCC Grants, and the process of Conservation District uses for operation purposes. The Mater Contract is very similar to the previous biennium contract with updates to the electronic signature and communications portions for the biennium. In order to receive funding from WSCC, a master contract needs to be in place.

Motion by J. Preston to approve the 24 Biennium contract with WSCC as presented, seconded by G. Burkholder, motion carries.

K2405 Adams County Contract – Ribellia/ DeLong – CBCD recently received the VSP contract for Adams County. The terms are the same as the previous VSP Grant. Currently Adams VSP is on track to meet all the reporting requirements and support a number of CBCD staff.

Motion by D. Roseburg to approve the Adams County VSP contract, seconded by R. Leitz, motion carries.

Michel Dairy Plan Update – Rouleau – The Michel operate a feedlot in Adams County outside Othello. There is a plan for an expansion of cattle operations for additional beef cattle, adding boxes for calves. There is no need for a liquid or milk license requirement however, Adams County requires an update for the expansion. The feedlot needs 1,000 acres for manure application and has access to approximately 24,0000 acres if any manure application is required.

Motion by G. Burkholder to approve the Michel Dairy Plan Update presented, seconded by J. Preston, motion carries.

Cost Share Ranking Discussion – Rouleau – With the significant increase in cost share from the previous biennium and the high demand for cost share, the staff identified the need for a system to manage the applications. Early in 2023, a ranking system for all CBCD's internal cost share was proposed. After some testing it was deemed that the current system needs some adaptation. Several test projects scored the same, which is problematic. The request of board guidance for weighting the responses. Based on discussion it was deemed that energy efficiency, and air qualities would be weighted lower than irrigation efficiencies and soil health. Additionally, with the likelihood of continued SFF and VSP funding, there may be some need to adapt internal requirements to make timelines easier for staff. The major benefits is SFF and VSP funding will probably be applied across the biennium so the planning and completion will not be as condensed as in the previous six months.

Motion by J. Preston to approve the updated Cost share Ranking System, seconded by D. Roseburg, motion carries.

Franklin CD Engineering Contract – DeLong – Franklin Conservation District oversees the engineering fund for WSCC for our region. Each Biennium there is a need to renew the standing agreement between the conservation districts to oversee the engineering fund. The agreement and process remains the same as in previous years. FCD holds the fund and CBCD vouchers for our reserved portion. We have used a significant portion of the funds each time and will likely continue to do so. It would be beneficial to continue the agreement to cover the cost of engineering.

Motion by G. Burkholder to approve clustered engineering contract with Franklin CD, seconded by R. Leitz, motion carries.



Executive Session – D. Stadelman expressed the need to enter an executive session to provide an annual review as part of the adopted CBCD salary schedule processes.

Motion by J. Preston to enter into Executive Session for 30 minutes, seconded by R. Leitz, motion carries. The board enters executive session at 9:27 PM.

Motion by R. Leitz to return to regular session, seconded by G. Burkholder, motion carries. Board returns to regular session at 9:56 PM.

Motion by R. Leitz to increase salaries of Britton Baker, Yazmin Mejia, Ronald Scerbicke by \$2.00, E. DeLong and D. Rouleau by \$4.00, and Cari Cortez by \$5.00 seconded by J. Preston, motion carries.

Adjournment- Motion by Motion by R. Leitz to adjourn. Seconded by D. Roseburg, motion carries. The meeting adjourned at 10:05 PM.



Chair Approval

Recorder Signature

Date

Date

Summary of Motions:

Motion by J. Preston to accept the June 15th, 2023, as presented, seconded by G. Burkholder, motion carries.

Motion by R. Leitz to accept the July 11th, 2023, Financial report as presented, seconded by J. Preston, motion carries. Grant County checks #11407-11475 totaling \$719,902.20. Payroll checks #11416 -11427 totaling \$22,380.77 and #11452 – 11466 totaling \$31,507.92 included in the above amount.

Motion by R. Leitz to approve a maximum of \$300,000.00 for building expenses and upgrades based on available funding, seconded by G. Burkholder, motion carries.

Motion by J. Preston to approve the 24 Biennium contract with WSCC as presented, seconded by G. Burkholder, motion carries.

Motion by D. Roseburg to approve the Adams County VSP contract, seconded by R. Leitz, motion carries.

Motion by G. Burkholder to approve the Michel Dairy Plan Update presented, seconded by J. Preston, motion carries.

Motion by J. Preston to approve the updated Cost share Ranking System, seconded by D. Roseburg, motion carries.

Motion by G. Burkholder to approve clustered engineering contract with Franklin CD, seconded by R. Leitz, motion carries.

Motion by J. Preston to enter into Executive Session for 30 minutes, seconded by R. Leitz, motion carries. The board enters executive session at 9:27 PM.

Motion by R. Leitz to return to regular session, seconded by G. Burkholder, motion carries. The board returns to regular session at 9:56 PM.

Motion by R. Leitz to increase salaries of Britton Baker, Yazmin Mejia, Ronald Scerbicke by \$2.00, E. Delong and D. Rouleau by \$4.00, and Cari Cortez by \$5.00, seconded by J. Preston, motion carries.

Adjournment- Motion by Motion by R. Leitz to adjourn. Seconded by D. Roseburg, motion carries. The meeting adjourned at 10:05 PM.