

**Clearwater Underground Water Conservation District Meeting**  
**700 Kennedy Court**  
**Central Texas Council of Governments**  
**Belton, Texas**  
**Tuesday, August 14, 2012**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a board meeting on Tuesday, August 14, 2012 in the Clearwater UWCD Building, located at 700 Kennedy Court, Belton, Texas.

**Board Members Present:**

Leland Gersbach, President  
Wallace Biskup, Vice President  
Judy Parker, Secretary  
Bill Bartlett, Director  
David Cole, Director At-Large

**Public Advisory Committee Members:**

Bill Schumann  
Brad Ware  
Tom Madden

**Staff:**

Dirk Aaron  
Shelly Chapman

**Guest:**

Cheryl Maxwell

**Clearwater UWCD Workshop convened at 1:30**

**1. Discuss budget items and issues as needed for FY13.**

General Manager, Dirk Aaron, presented options/changes in the attached budget for review that reflect increases in the area of “studies”. He mentioned that Randy Williams has some thoughts together on this subject. Dirk stated that these increases are based on in-depth discussions with USGS staff. He presented the Board with some options on how CUWCD might be able to move forward with USGS. USGS will be present to give a formal presentation at the next meeting and also present the final review of the water quality work they have done for CUWCD this year. They will also present information on their stream flow gage system. The Current system does not meet expectations and reliability for review and defense of CUWCD DFC and MAG’s. The system designed by AECOM functioned well but does not have accuracy and operation dependability. AECOM has also had a tremendous reduction in staff and those familiar with our situation and system are no longer there. USGS would constantly monitor and sustain the system and couplet with Phase 1 of the water quality project they are working on. Dirk encouraged the Board to put money aside in the studies and look at this further in October when Randy presents his thoughts and ideas. Director, David Cole, commented that he is concerned about CUWCD being able to defend the DFC in the future based on our current system. USGS is dependable and would be someone that CUWCD could depend on to defend the DFC. Dirk stated that his concerns were in line with those of David’s as we move closer to the next DFC process. President, Leland Gersbach, questioned the benefit of these studies with USGS. Dirk stated that the Board will be able to access that when USGS makes their presentation in October. Dirk also mentioned that CUWCD would gain more knowledge the aquifer. He urged the Board to come with questions for USGS when they make their presentation in October.

**2. Discuss Staffing Strategy for FY13.**

At the request of the Board, General Manager, Dirk Aaron revisited the staffing strategy for FY13. Is CUWCD meeting their obligations? Dirk gave the Board some options for moving from 2 FTE (full time employees) and 1 PTE (part time employee) to 3 FTEs. The current

part-time position provides 30 hours of support to FTEs as a receptionist and performs basic clerical duties. Dirk stated that the part-time position provided vital support to the district as the team on-boarded to the new facility in March 2011. Dirk discussed moving the District to 3 FTEs for FY13. The increased cost would be \$19,005 at the positions maximum salary. Dirk pointed out that the option for a third FTE reflects removing the part-time cost of \$15,120 for the current part-time employee, removing the proposed intern position line item of \$10,000 and eliminating the need to hire an outside consultant for website management. Priorities of the 3<sup>rd</sup> FTE would be education outreach in schools and in the public, improve communication and reporting of usage by well owners who are permitted by the district, increase the District communication strategically by expanding utilization of media sources and improve annual reporting accuracy timelines. Dirk reminded the Board that all of these priorities are goals and objectives of the CUWCD Management Plan. The position will require a person who is articulate, motivated to go out and teach, and has technology skills and abilities to manage a website in-house. The range of the position would be \$27,000-\$35,000. The cost analysis was done based on the highest salary option.

Discussion continued between Board members about the importance of education and the additional cost. Secretary, Judy Parker reminded the Board that this position will not be just for education. It will fill the need for a field tech also.

### **3. Discuss Health Benefit for Full-Time Staff.**

Dirk Aaron stated that there is too much confusion in the private sector regarding health care at this time based on the presentation by Tad Dorroh. He discussed with the Board the option to provide up to \$500/month to each full-time employee for an alternative source of Health Insurance. Dirk informed the Board that Shelly Chapman can be covered on her husband's Scott & White Plan through his employer, Belco Signs. The cost to add Shelly to Belco's plan is \$497.92 per month. Dirk informed the Board that he has coverage with A&M for \$376.74. Dirk's recommendation is to have the Board pay these fees as reimbursements to Belco Signs and A&M on behalf of the full-time employees for FY13 and revisit the issue again for the FY14 budget.

### **4. Discuss the proposed Clearwater UWCD Employee Policy Handbook.**

Dirk informed the Board that they need to approve a policy handbook. He will give the Directors a copy to review for the next meeting.

## **Clearwater Board meeting was convened with Board President, Leland Gersbach, calling the meeting to order 2:45 p.m.**

### ***1. Invocation and Pledge of Allegiance:***

Vice President, Wallace Biskup, gave the invocation.  
Director, Bill Bartlett, lead the Pledge of Allegiance.

### ***2. Public Comments:***

None

### ***3. Approve Minutes of the July 10, 2012 Workshop and Board Meeting:***

Secretary, Judy Parker, moved to accept the minutes as they stand. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

### ***4. Discuss, consider and take appropriate action if necessary setting the preliminary tax rate for tax year 2012 on proposed budget FY13.***

Dirk Aaron recommended to the Board that we keep the current tax rate of .004/\$100 value which would be about an \$11,000 increase over last year. Dirk presented the Board with supporting documentation to support that. Leland Gersbach stated that it is his philosophy to keep income about the same from a political point of view. Judy Parker said that staying at .0040 is shorting CUWCD \$10,000. Going in short with unknowns out there is scary. She does not want to chip away at the contingency fund just to meet budget. David Cole stated that he thinks the staff will continue to cut every possible cost to the bare minimum. He stated that we need to stay at .0040 for another year and remain consistent. Consistency equals trust. Wallace Biskup and Bill Bartlett agree that CUWCD should stay at .0040.

Secretary, Judy Parker, moved to set the preliminary tax rate for tax year 2012 on proposed budget FY13 at .0040/\$100 value. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

**5. *Discuss, consider and take appropriate action if necessary to set date for adoption of the FY13 budget.***

Director, David Cole, moved to set the date of Monday, August 27, 2012 for the adoption of the FY13 budget. Secretary, Judy Parker, seconded the motion. **Motion carried 5-0.**

**6. *Discuss, consider and take appropriate action if necessary to set the date for the public hearing and adoption of the tax rate for tax year 2012.***

Vice President, Wallace Biskup, moved to set the date of Monday, August 27, 2012 for the public hearing and adoption of the tax rate for tax year 2012. Director, David Cole, seconded the motion. **Motion carried 5-0.**

**7. *Discuss, consider and take appropriate action if necessary to approve the Annual Report for FY11.***

Dirk Aaron stated that he is still waiting on a couple of reports at this time to complete the annual report. President, Leland Gersbach suggested that we table this agenda item at this time.

Secretary, Judy Parker, moved to table agenda item #7 until the next regular scheduled meeting on September 11, 2012. Director, David Cole, seconded the motion. **Motion carried 5-0.**

**8. *Discuss, consider and take appropriate action if necessary to amend the FY12 Budget.***

Dirk Aaron presented several items to be amended on the FY12 Budget.

**a. Health Care Line item:** Financial report through Aug.1, 2012 shows the District has \$75.43 left in the line item for Health Benefits. In the month of September the District will need to pay Shelly Chapman's benefit coverage of \$497.92 to Belco Signs and the General Manager's benefit coverage of \$376.34 to AgriLife Human Resources.

**b. Permit Reviews Line Items:** Permit Reviews, subsection Geoscience, is over budget by \$767.89 with additional fees for services from Bar-W Exploration anticipated of \$3000. We still have +\$1,026.80 in Permit Reviews, subsection Legal with billing received from Lloyd Gosselink currently at \$3,237.50. To cover both Permit Review subsections, Dirk requested a transfer of \$6,250.00 to Permit Reviews from the contingency fund.

**c. Legal Line Item:** The Legal line item has 4 subsections: Legislative Issues, Drought Contingency Plan, Endangered Species, and General. Remaining funds of \$3,324.75 are still available under the Legal category. Billing for June and July total \$9199.34. Dirk requested a transfer of \$5874.59 from the contingency fund to the appropriate subsections of the Legal line item.

**d. Dues and Membership Line Item:** Staff paid the \$100 membership fee to the Belton Chamber of Commerce. When budgeting for this item the staff was not aware of the \$25 administration fee charged by the Chamber. The administration fee put this line item over budget by \$25. Dirk requested \$25 be transferred to this line item from the contingency fund.

Secretary, Judy Parker, moved to approve the amendments as described and identified by the General Manager. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

**9. Discuss, consider and take appropriate action if necessary to call for the November 6<sup>th</sup> General Election for Director Election.**

Dirk Aaron reminded the Board that Precincts 1 & 3 are up for election. An Election Order was prepared by legal staff to call for the November 6, 2012 General Election for Directors.

Director, Bill Bartlett, moved to set the General Election for Directors Election of Precincts 1 & 3 for November 6, 2012. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

**10. Discuss, consider and take appropriate action if necessary to call for the November 6<sup>th</sup> Special Election for the At-Large Director position of the unexpired term of John Mayer.**

Dirk Aaron reminded the Board that the At-Large Director position will have to have a special election for the unexpired term (2 years) of John Mayer. An Election Order was prepared by legal staff to call for the special election on November 6, 2012.

Director, Wallace Biskup, moved to set the Special Election for the At-Large Director for November 6, 2012. Secretary, Judy Parker, seconded the motion. **Motion carried 5-0.**

**11. Discuss, consider and take appropriate action if necessary to approve election contract with the Bell County Clerk, Shelly Coston.**

Dirk informed the Board that he has been in contact with Bell County Clerk, Shelly Coston in regards to the November 6<sup>th</sup> election. Dirk presented the Board with the contract for the Bell County Clerk, Shelly Coston, to run the election for CUWCD. The cost of the election will be approximately \$2500. If incumbents are uncontested, an election will not be necessary.

Director, David Cole, moved to approve the election contract with Bell County Clerk, Shelly Coston. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

**12. Receive monthly report and possible consideration and Board action on the following:**

**a) District financial status report**

Dirk Aaron presented financial report.

**b) Monitoring wells**

Dirk Aaron presented the measurements of the monitor wells.

**c) Salado Creek stream flow gauges**

Dirk Aaron presented information on stream flow and drought status reports

**d) Rainfall/drought conditions**

Dirk Aaron discussed the Drought Status Report.

**e) Well Registrations**

Shelly Chapman informed the Board that there were no wells registered in the month of July.

**f) Non-Exempt Well Production**

Dirk Aaron presented report based on Well Production spreadsheet

**13. Manager's Report and Staff comments:**

- Dirk thanked the Board for allowing him to work for them. The staff considers it a privilege to work for this Board.
- Dirk discussed moving the financial reports from the "staff reports" to be reviewed as an agenda item just after the minutes. The Board members agreed this would be a good idea.
- Dirk stated that he feels it is his obligation to bring informed options to the Board for consideration on subjects of Studies, Staffing, etc.
- Randy will present information on studies at the meeting in September.
- Dirk put together an employee handbook for the Board to review. He stated that he would like to discuss this at the Board meeting in September after the Board has had a chance to review the handbook.
- Dirk would like to give the Board a draft of the Annual Report on Aug 27<sup>th</sup> to review. The Annual Report will be on the agenda for approval at the September meeting.
- Dirk informed the Board that CUWCD will be switching the phone/inter service provider from AT&T to Time Warner. AT&T has not been able to provide the service they agreed to in the contract and there have been numerous issues with billing from the start.
- Dirk would like to start doing Well Plugging events again in the future.
- Dirk will begin working on the Water Symposium after the Water Summit in Austin at the end of the month. He will have a better idea of topics and speakers at that time. He would like to hold the event in November again. The CTCOG would like for us to continue utilizing their facilities for the event. The CTCOG is a central location that people are familiar with.
- Legislative discussions will be happening in the near future. Dirk has made some contacts with Jimmie Don Aycock's office.

**14. Public Advisory Committee Comments:**

Bill Schumann – in regards to being involved in education: He attended the Texas Monthly Symposium and one of the speakers said the population of San Antonio and El Paso has almost doubled in the past 25 years. The per capita water usage has almost been cut in half. He stated that this is solely a function of education not only at the grade school level but with the landscapers, developers, homeowners, etc.

**15. Director Comments and Reports:**

Judy Parker commented about a meeting that she, Dirk Aaron, Kristin Fancher, and Joe Cooper attended at Ft. Hood. She stated that they met with the Garrison Commander and several other officials at Ft. Hood. They found out that Ft. Hood has no "active" wells. They do not use ground water. Dirk Aaron stated that Ft. Hood informed the group that they are 100% surface water and the water is permitted directly to Ft. Hood by the U.S. Army Corp of Engineers. Ft. Hood came in with the idea that the group was there to attack them. The Ft. Hood officials came in with a map of well located on the Base. They informed the group that

these wells were not in use. Ft. Hood did not know these wells needed to be plugged. They did say that they will not be able to plug wells within the impact areas. Dirk stated that Ft. hood is 100% surface water. This was a positive meeting with Ft. Hood's Garrison Commander and his civilian Public Works staff.

**16. Discuss agenda items for next regular meeting in September.**


Employee handbook  
Annual Report  
RFQ for Auditing Firm

**17. Set time and place of next meeting.**

Next meeting is set for September 11, 2012 at 1:30 p.m. at CUWCD

**18. Adjourn**

Meeting adjourned at 4:29 p.m.



Leland Gersbach, President

ATTEST:



JUDY PARKER, Secretary

(A compact disc of this meeting is available upon request.)