

**Clearwater Underground Water Conservation District Meeting**  
**2180 N. Main Street**  
**Central Texas Council of Governments**  
**Belton, Texas**  
**Tuesday, February 14, 2012**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a board meeting on Tuesday, February 14, 2012 in the Central Texas Council of Governments (CTCOG) Building, located at 2180 N. Main Street, Belton, Texas.

**Board Members Present:**

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

**Public Advisory Committee Members:**

Bill Schumann  
Tom Madden  
Henry Bunke  
Bradley Ware

**Staff:**

Dirk Aaron  
Shelly Chapman

**Others Present:**

Jenna Cantwell, TAMU  
Stephanie Wong, Baylor  
Tim Brown, Bell County Comm.  
Cheryl Maxwell, CTCOG  
Sean Wardwell, Killeen Daily Hearld  
Mike Gershon, Lloyd Gosslink Attorney's at Law

Robert Gulley, TAMU  
Merle Stalcup, Mayor of Salado  
Susan Terry, Alderman Salado  
David Dorsey, TML

Joe Yelderman  
David Ju  
Randy Williams, BarW  
Julie Mechaux

**Workshop Convened at 1:30 pm**

***Item 1. Review and discuss the construction progress and items of interest concerning the new office building:***

Dirk Aaron informed the Board that the building was coming along as scheduled. He will discuss the progress in his Manager's Report

***Item 2. Discuss the potential Salamander Listing:***

Dirk Aaron, General Manager, has been involved in discussions with key leaders, stakeholders, permit holders and experts with the Texas Institute of Renewable Resources, Texas A&M University Systems to better understand the possible listing of the Salado Salamander and the potential impact that has on Clearwater Underground Water Conservation District (CUWCD) and the Northern tip of the Edwards BFZ Aquifer. Included in the Board Packet was a letter/memorandum from Dr. Robert Gulley and Dr. Neal Wilkins outlining their thoughts on CUWCD's potential Participation in a process to develop the science necessary for sound decision making. Dr. Gulley made a presentation to the Board and answered questions from the Board and several members of the community.

Clearwater Board meeting was convened with Board President, Leland Gersbach, calling the meeting to order at 2:25.m.

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

Vice President, Wallace Biskup, gave the invocation and Director, Bill Bartlett, led the "Pledge of Allegiance".

**2. Public Comments:**

None

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

Vice President, Wallace Biskup, moved the minutes be accepted as they stand. Motion seconded by Secretary, Judy Parker. **Motion carried 5-0.**

**4. Discuss, consider and take appropriate action if necessary on proposed resolution designating the District depository and authorized signatures on District checks.**

Dirk Aaron presented the resolution to designate the Districts Depository as First State Bank, Central Texas located at 2855 N Main, Belton, Texas. The resolution also establishes that the signatures on file will be the President, Secretary and the General Manager. Accordingly, the checks must be signed by two of the authorized individuals previously stated.

Secretary, Judy Parker, moved to designate First State Bank, Central Texas as the depository for the District and that the authorized signatures for the account be the President, Secretary and General Manager. Director, David Cole, seconded the motion. **Motion carried 5-0**

**5. Discuss, consider and take appropriate action if necessary on the proposed resolution establishing the process for the transfer of administrative functions and duties from the CTCOG to District Officers and Employees and designating the District's new office building as the official District office and meeting place.**

Dirk Aaron presented the resolution as stated above. The District is in the process of completing the construction of a new office building located at 700 Kennedy Court, Belton, Texas, and intends to relocate to the new office building. The District also desires to transfer all administrative functions and duties from the CTCOG to be conducted by District Officers and employees, effective April 1, 2012.

Director, Bill Bartlett, moved that the District relocate to 700 Kennedy Court and transfer all administrative functions and duties from the CTCOG to the District Officers and Employees effective April 1, 2012. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0**

**6. Discuss, consider and take appropriate action if necessary on the proposed resolution on Bylaws amendment that designates the official location of the District office.**

Dirk Aaron presented the proposed resolution amending the Bylaws to designate the official location of the District office to be located at 700 Kennedy Court, Belton, Texas effective April 1, 2012.

Director, David Cole, moved to amend District Bylaws designating new office location to 700 Kennedy Court. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0**

**7. Discuss, consider and take appropriate action if necessary on the proposed resolution adopting a District Investment Policy.**

In accordance with State Law, the District must designate one or more investment officers for the District. Leland Gersbach and Dirk Aaron have been certified and will be designated as the Districts Investment Officers.

Judy Park moved the proposed investment policy be accepted. David Cole seconded the motion. **Motion carried 5-0.**

**8. Discuss, consider and take appropriate action if necessary on insurance quote for new building located at 700 Kennedy Court, Belton, Texas per Risk Pool Management Submissions.**

Dirk Aaron informed the Board that upon dissolution to the agreement with CTCOG (effective March 31, 2012) Clearwater UWCD will be fully responsible for Insurance necessary to operate und the guidelines of the Chapter 36 "State Water Code".

CUWCD received bids from several Risk Management Pools. Minimum needs for insurance are:

- Building at \$320,000
- Building Contents at \$45,000
- Board/Staff Liability at \$5,000,000
- Payroll at \$84,000 and part time staff at \$18,700
- Staff/Director Bonding \$25,000

Additional Liability auto coverage for staff/board on District business

Texas Municipal League (TML) Intergovernmental Risk Pool was the low bid at \$2,155 annual cost. TML is the current provider for the District. Dirk met with Director, David Cole, to review the proposals and make sure everything was covered. Dirk Aaron recommended to the Board that TML remain the District's provider. Dirk introduced Richard Dorsey from TML who presented his proposal to all present.

Secretary, Judy Parker, moved that the Board accept the quote from TML as insurance provider for the District. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0**

**9. Discuss, consider and take appropriate action if necessary on network system, equipment and installation at 700 Kennedy Court, Belton, Texas.**

Dirk Aaron presented quotes/bids for computer networking system, server installation configuration, software, file migration and setup at the new location. He has also requested a wireless router for outside users that would be password protected.

db Communication	\$33,402.00
Hamson	\$ 7,484.31
Folkerson Communication	\$11,386.00

These estimates do not include rack and setup which were proposed in the phone system bids. Folkerson was awarded the phone bid and has begun installation. Hamson's bid requires CUWCD to buy parts direct from Dell on Hamson's account. Folkerson's bid includes high end Dell services. Dirk Aaron recommends a system that will provide growth, capacity, disaster recovery, in-house backup, dependability and modernization with the office. Dirk stated that the bids meet expectations on deliver per the scope of work sent to each.

Director, Bill Bartlett, moved to award the bid for the network system, equipment and installation to Folkerson Communication. Secretary, Judy Parker, seconded the motion. **Motion carried 5-0.**

**10. Discuss, consider and take appropriate action if necessary on furniture selection for 700 Kennedy Court.**

Shelly Chapman presented a list of furniture needs to the Board along with bids from Indeco Sales and Perry Office Plus. Perry Office Plus brought in samples for the Board to look at. Furniture needs include: Conference room table, 12 conference chairs (2 of which will be used for staff offices), 16 guest chairs (some for the conference room, lobby and offices), a conference table for the General Managers office, break room table and 4 chairs, a magazine rack, a corner end table for the lobby, and 2 wire rack shelves for storage area. Shelly Chapman pointed out that the bids vary depending on upholstery selection. Perry's was able to quote based on the State Buy Board. Director Bill Bartlett asked what the staff's recommendation was and Shelly Chapman stated she would recommend the mid-range selection on the Perry OP quote in a grade IV vinyl that looks and feels like leather. Board members sat in the chairs and by a process of elimination established their preference. After some discussion a motion was made.

Director, Bill Bartlett, moved to let the Clearwater UWCD Staff make the decision on furniture selection as needed based on what was presented. Director, David Cole, seconded the motion. **Motion carried 5-0.**

**11. Discuss, consider and take appropriate action if necessary on the lease of a Copier for 700 Kennedy Court.**

Dirk Aaron presented information on the lease of a copier for the new building. Through conversations with local vendors, it was determined that the best feasible pricing for a copier to fit the needs of Clearwater would come from leasing as a member of the state of Texas Co-op Program. Dirk Aaron reminded the Board that they approved membership in the Co-op at the last meeting. DocuMaxx is an approved vendor under this program. Based on conversations with DocuMaxx, the copier that will best fit the District's needs is a Xerox W7545P. This copier will also function as a fax machine, scanning devices and printer.

**Terms of Contract:** 60 months = \$486.50/month

**Includes:** Black/White copies 1-10,000 per month included  
(over 10,000 = .0084/copy)

Color copies 1-4,100 per month included (over 4,100 = .046/copy)

Consumable Supplies included for all prints/copies

Maintenance/Parts (provided by Xerox)

1 line fax

Professional Finisher (50 sheet multiposition stapling,  
3 hole punch, V-fold saddle stitch booklet making)

Convenience Stapler – mounted on top

High Capacity Tray

Print from Scan to USB Device

Scan to e-mail, mailbox, network

Earth Smart Print settings

Workflow Capabilities

Customer Education

Analyst Services

45 copies/minute

Dirk Aaron recommended the Board approve the lease of the Xerox W7545P Copier as listed on the State of Texas Contract through DocuMaxx.

Secretary, Judy Parker, moved to accept the copier lease agreement through DocuMaxx. Director, David Cole, seconded the motion. **Motion carried 5-0.**

**12. Discuss, consider and take appropriate action if necessary on establishing a Post Office Box located at the Belton Post Office as a permanent mailing address for the District.**

Shelly Chapman informed the Board that she spoke with the mail carrier for 700 Kennedy Court. He is not allowed to deliver mail into the building. The District would need to install a mail receptacle at the curb. Shelly spoke with the Post Master at the Belton Post Office and he confirmed the District would need to establish a P.O. Box or install a mail receptacle on site. Dirk Aaron and Shelly Chapman discussed the pros and cons and recommended the Board allow them to establish a P.O. Box for the permanent mailing address of the new location. Shelly Chapman also mentioned the mid-size box (5.5x11) at \$110/year should accommodate the needs of the District.

Director, Bill Bartlett, moved that a Post Office Box be established as the permanent mailing address to accommodate the mail delivery needs of the District. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

**13. Discuss, consider and take appropriate action if necessary on Utilities for 700 Kennedy Court.**

Shelly Chapman presented information from the City of Belton in regards to water, sewage, and trash pick-up. Shelly presented the fees as follows:

Water – 0-2,000 gallons	\$14 minimum	(over 2,000gal \$3.25 per 1,000)
Sewer – 0-2,000 gallons	\$11 minimum	(over 2,000gal \$3.50 per 1,000)
Drainage – 0-9,999 sq. ft.	\$10	
Trash – 1time/week	\$25/cart/month	
2times/week	\$35/cart/month	
Minimum Monthly Charge	\$60	

At this time, based on the size of the office and number of employees, the Staff has determined that a dumpster would be more expensive and would have to be coordinated and contracted with Waste Management. The City of Belton offers a large cart, with pickup once a week that should meet the District's needs. If the Staff determines pickup one time per week is not sufficient, 2 times a week can be scheduled for an additional \$10/month. Dirk Aaron feels that we should set a budget for \$100/month for this utility but feels we should be able to stay under budget on this.

Dirk Aaron requested authority from the Board to select an energy provider upon receipt of the Certificate of Occupancy. Energy rates fluctuate daily and cannot be locked in until the District is ready to sign a contract. Dirk Aaron said he feels a \$500 budget should be sufficient for electricity, but hopes to operate at a lesser cost.

Director, David Cole, moved that the Board approve the City of Belton utilities and grant authority to General Manager to select an energy provider with the best rate and contract. Director, Bill Bartlett seconded the motion. **Motion carried 5-0.**

**14. Discuss, consider and take appropriate action if necessary on GIS Support Contract with CTCOG.**

Dirk Aaron asked the Board to table this item until next month. He explained that there is a private sector opportunities for us to look at other than a contract with CTCOG. Other Groundwater Districts have firms that do the exact same thing as the CTCOG and the CTCOG was not ready to provide us with a fee and a scope of work. But they will, however, want us to pay a fee and have a 3 year contract with them. Dirk would like this tabled until the District can see the specifics of what they are offering and he will have some comparable information to present. President, Leland Gersbach asked if this would put us in a bind come April 1? Dirk said that we would be covered.

With the approval of the Board, agenda item 14 will be tabled and added to next month's agenda.

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

**a) District financial status report**

Dirk Aaron to present 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**

Shelly Chapman presented the Rainfall map for January 2012 and YTD

**e) Well Registrations**

Shelly Chapman presented report of 3 new exempt wells registered, a request for 1 new N1 well(pending), and 1 N1 grandfathered.

**f) Non-Exempt Well Production**

Dirk Aaron presented report based on Well Production spreadsheet

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

Dirk Aaron presented the Manager's report to the Board. He stated that April 1 the staff will officially go to work as "Clearwater" employees. It will take the CTCOG until April 10<sup>th</sup> to close the books. The process to change accounts should be complete by then. Salado Salamander Phase 1 should be on the agenda for discussion and possible participation by the District. The new building is almost complete but we cannot do anything or move anything until we receive the Certificate of Occupancy. We are needing to purchase some items through Best Buy (refrigerator, TV monitor screens and accessories and mini fridge for lab). Parking lot is complete. The landscaping is in the works. The District will not be required to have a monument sign. There is not a good place to put it. The District will have signage put on the front wall of the building. There will be a dedication of the building once the doors open.

**17. Public Advisory Committee Comments:**

Bradley Ware thanked the staff for due diligence.

**18. Director Comments and Reports:**

Bill Bartlett - complimented Judy on her support and efforts with the new building.

David Cole - thanked the staff for their hard work and keeping things on track.

Judy Parker – Region G starting new planning period. GMA 8 meets on 2/29. Nothing

new to report re: the GAM at this time. The Chisholm Trail Water District is in negotiation to sale their assets to the city of Georgetown. Judy has concerns about this and will keep on top of it and let the Board know how it's going. The

Brazos Basin Env. Flows Committee has issued a letter. They are requesting help to fund their study. TAGD will have a water summit in August.  
Wallace Biskup – Complimented Dirk on always responding timely to calls and emails.

**19. Discuss agenda items for next meeting**

GIS Support from the CTCOG  
Activities for moving

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

Next meeting is set for March 13, 2012 at 1:30 p.m. at the CTCOG in Belton.

**21. Adjourn**

Meeting adjourned at 4:30 p.m.



Leland Gersbach, President

ATTEST:



JUDY PARKER, Secretary

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