

**Clearwater Underground Water Conservation District Meeting**  
**700 Kennedy Court**  
**Belton, Texas**  
**Tuesday, June 11, 2013**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a board meeting on Tuesday, June 11, 2013 at the Clearwater UWCD Building, located at 700 Kennedy Court, Belton, Texas.

**Board Members Present:**

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

**Public Advisory Committee:**

Henry Bunke  
Bill Schumann

**Staff:**

Dirk Aaron  
Shelly Chapman

**Guests:**

None

**Board Meeting convened with Board President, Leland Gersbach, at 1:30p.m.**

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

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

**2. *Public Comment.*<sup>2</sup>**

None.

**3. *Approve minutes of the May 14, 2013 Board Meeting and Workshop.***

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 to accept the monthly financial report as presented.***

General Manager, Dirk Aaron, presented the monthly Financial Report to the Board.

Director, David Cole, moved to accept the monthly Financial Report as presented. Secretary, Judy Parker, Bill Bartlett, seconded the motion. **Motion carried 5-0.**

**5. *Discuss, consider and take appropriate action if necessary to accept the monthly Investment Fund account report as presented.***

General Manager, Dirk Aaron, presented the monthly Investment Fund Account Report to the Board and explained that this would be a regular agenda item from this point forward.

Director, Bill Bartlett, moved to accept the monthly Investment Fund Account Report as presented. Secretary, Judy Parker, seconded the motion. **Motion carried 5-0.**

**6. *Discuss, consider and take appropriate action if necessary on preparing the Budget Development Timeline for FY2014.***

Dirk explained that the proposed budget for FY14 will be presented at the August Board meeting. The current budget is \$577,875.00 and the staff estimates we will come in under budget by more than \$40,000.00 at the close of business September 30, 2013. The fund balance at the close of FY13 looks to be approximately \$500,268.00 plus the anticipated return to fund balance of \$40,000.00 thus fund balance at close of FY13 would be approximately \$540,268.00. This is only an estimate at this time.

The anticipated budget being proposed by staff will allow the District to maintain the current tax rate of \$.0040/\$100 value. At this rate anticipated preliminary revenue from taxes would be an estimated \$570,833.00. This is only based on preliminary property values per the attached revenue from interest (TexPool and TexPool Prime accounts) and fees would support the proposed budget. The proposed budget to be presented will be based on current costs of administration, current salaries and benefits, operating expenses, and facility costs.

Dirk presented the Budget Development Timeline as follows to the Board:

- Discuss proposed budget for FY13 June and July workshops.
- Set preliminary tax rate of \$0.0040/\$100 value on Tuesday, **August 6, 2013** for tax year 2013.
- Board meeting Tuesday, **August 6, 2013** to finalize budget.
- Set date of Wednesday, **August 14, 2013** for staff to publish announcement of public hearing on tax rate and adoption of budget (7 day notice required).
- Set date for adoption of the FY14 budget (Friday, **August 23, 2012**).
- Set date for the public hearing and adoption of tax rate for tax year 2011 (**August 28, 2012**).

Vice President, Wallace Biskup, moved to accept the Budget Timeline as presented by Dirk Aaron. Director, David Cole, seconded the motion. **Motion carried 5-0.**

**7. *Discuss, consider and take appropriate action if necessary to adopt the Records Retention policy and Resolution.***

Dirk Aaron explained that the District must establish by resolution an active and continuing records management program to be administered by a Records Management Officer (Dirk Aaron). Dirk recommended that the Board approve the Records Retention Policy and Resolution he prepared under the guidance of the Texas State and Local Records management Division of the Texas State Library and Archives Commission.

Director, David Cole, moved to approve the Record Retention Policy and Resolution as outlined by Dirk Aaron. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

**8. *General Manager's Report concerning office management and staffing related to District Management Plan.***

General Manager, Dirk Aaron, updated the Board on current events and items related to the District Management Plan:

- Stillman Valley monitor well construction project is now complete.
- Dirk attended the TAGD meeting and completed the Public Funds Training. President, Leland Gersbach will be attending the training in December.
- Dirk informed the Board that they should have received a letter from the State Auditor's Office regarding the Audit of the District. Dirk will e-mail a copy to those that did not receive it.
- Audit on going. The District has complied with all requests of the State Auditor's Office.
- Staff performance appraisals will be conducted by the GM before the next Board Meeting. There will also be a line item for the Board to conduct the GM performance appraisal.
- There was a tragic accident at the Armstrong well. Dirk read a report/update from the consultant explaining the incident and measures taken to preserve the integrity of the well. OSHA, Law Enforcement, and the Insurance Company are on site. Dirk contacted our legal team to be sure CUWCD is immune from any recourse of the incident.
- JMH has begun the bidding process for a driller for their new well. Once a driller is established, a meeting will be set up with Thornhill and JHM.

- Issues are arising for residents of MPR with submersible pumps in the lake. Currently anyone with a submersible pump in the lake must have a permit from BRA and the Corp of Engineers. Most people have one but not the other. Residents are having to pull their pumps from the lake. The Corp has sent out a letter to the residents of MPR. Questions are arising from the residents and well drillers regarding drilling new wells. There are challenges for the well drillers due to lot size. The District will review on a case by case basis.
- Dirk presented a legislative update on Bills that are likely to pass and will impact the District directly.

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

**a. Salado Creek stream flow gauges**

Dirk Aaron presented information on stream flow gauges and drought status reports. Dirk,

**b. Education Outreach Update**

Todd Strait submitted his report on Education Outreach. Dirk Aaron touched on some of the highlights.

**c. Monitoring wells**

Dirk Aaron presented the measurements of the monitor wells.

**d. Rainfall**

Dirk Aaron discussed the rainfall totals in conjunction with the drought status report.

**e. Well registration**

Shelly Chapman informed the Board that 1 new exempt well 2 new monitor wells were registered in the month of May.

**f. Non-exempt Monthly well production**

Dirk Aaron presented the monthly well production information to the Board.

Copies of the Monthly Staff Reports were given to the Board Members to review. No action required. Informational items only.

**9. Public Advisory Committee comments.** <sup>3</sup>

None

**10. Director comments.** <sup>3</sup>

Judy Parker stated she attended 2 Region G meetings recently. Nothing new to report. Currently gearing up for the new plan.

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

Performance Appraisals  
Workshop: Budget planning

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

July 16, 2013 @ 1:30

**13. Adjourn.**

**Meeting adjourned by President, Leland Gersbach at 3:35 pm.**

**Workshop convened with President, Leland Gersbach at 3:44 pm.**

**Workshop:**

**1. Review and discuss items of interest concerning the FY14 Budget.**

The Directors were given a copy of the draft budget for FY14. The Budget is based on FY13 YTD expenditures. GM presented the draft budget with projections and changes to the Board. Dirk encouraged the Board to look at specific items and make suggestions on the following:

Scientific Studies  
Equipment needs  
Increase of Directors (by legislation...fees can be increased effective Sept 2013)  
Directors Expenses

Professional Services and Consulting


GM will have formal documents describing studies, scope of work, schedule, cost analysis, and deliverables at the July workshop from:

USGS Water Science Division – water quality

Dr. Joe Yelderman and Stephanie Wong – Baylor Salado Watershed vs. Spring shed Study.

Bar-W Exploration – Trinity pumping distribution, synoptic test, and pumping test.

**Workshop closed by President Leland Gersbach at 4:35 pm**

  
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Leland Gersbach, President

ATTEST:

  
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JUDY PARKER, Secretary

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