

**Clearwater Underground Water Conservation District Meeting**  
**700 Kennedy Court**  
**Belton, TX**  
**Friday, November 18, 2016**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a board meeting on Friday, November 18, 2016 at 1:30 p.m. 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  
Gary Young, Director

**Public Advisory Committee:**

Henry Bunke  
Bill Schumann

**Staff:**

Dirk Aaron  
Tristin Smith

**Guests:**

William Gamblin – Braun Intertec

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

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

Vice President, Wallace Biskup, gave the invocation.  
Secretary, Judy Parker, led the Pledge of Allegiance.

**2. Public comment.**

None.

**3. Approve minutes of the October 12, 2016 Board meeting.**

Director, David Cole, moved to approve the minutes of the October 12, 2016 Board meeting and Workshop. Director, Gary Young, seconded the motion. **Motion carried 5-0.**

**4. Discuss, consider, and take appropriate action if necessary to accept the Monthly Financial Report for October 2016 (FY17) as presented.**

Director, Gary Young, moved to accept the Monthly Financial Report for October 2016 as presented. Secretary, Judy Parker, 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.**

Secretary, Judy Parker, moved to accept the monthly Investment Fund account report as presented. D, seconded the motion. **Motion carried 5-0.**

**6. Discuss, consider, and take appropriate action if necessary to approve the line item amendments to the FY16 Budget as requested**

General Manager, Dirk Aaron presented the request for line item budget amendments for the purpose of amending the Computer Consulting line item for Data Base Hosting (53306) that is over by \$0.06.

Staff recommends making the line item budget amendments as requested below:

<b>Transfer Amount</b>	<b>From</b>	<b>To</b>
\$0.06	53315 – IT Network Sustainment	53306 – Data Base Hosting

Secretary, Judy Parker, moved to approve the line item budget amendments as requested by Staff. Director, David Cole, seconded the motion. **Motion carried 5-0.**

**7. Discuss, consider, and take appropriate action if necessary to close out FY16 Budget year as presented.**  
Dirk Aaron presented the FY16 Budget year close out.

The Original Budget set for FY16: \$680,406.00 (projected income and expenses)  
The Board amended the FY16: \$103,500.00 (from Reserve Funds for storage bldg)  
Total Amended Budget: \$783,906.00 (total projected expenses and income)

The following describes the year end closeout for FY16:

Actual income: \$ 653,087.87 (Tax Revenue, Permit Fees, and Delinquent Taxes Collected)  
Reserve Funds: \$ 103,500.00  
Adjusted Income: \$ 765,587.87

Total Expenses: \$ 550,728.16

Return to Fund Balance: \$ 205,859.71

Dirk explained that the Reserve Funds for the storage building (\$103,500) were not used in FY16 and will be carried over to FY17. Dirk recommends approving budget close out as presented closing the year with \$205,859.71 returned to Reserve Fund Balance as presented.

Director, David Cole, moved to approve the FY16 Budget year close out as presented. Director, Gary Young, seconded the motion. **Motion carried 5-0.**

**8. Discuss, consider and take appropriate action if necessary to approve the FY17 line item budget amendments as requested.**

Dirk Aaron presented the request for FY17 line item transfers for the purpose of:

1. Liability and Surety Bonds – Insurance provider has changed their billing of employee surety bonds from \$100 per year to \$260 for 3 years and liability insurance increased by \$17.14.
2. Storage Building, Larry Neal, and Landscaping – Money not spent in FY16 from reserve funds for the storage building needs to be included in the FY17 budget. Money for Architect, Larry Neal, and landscaping also needs to be included.

**Requested amendments:**

Transfer Amount	From	To
\$17.14	50250 – Contingency Fund	54101 – Insurance Liability
\$340.00	50250 – Contingency Fund	54103 – Insurance Surety Bonds
\$106,500.00	Reserve Funds	61100 – Reserve for Storage Bldg

Director, David Cole, moved to approve FY17 line item budget amendments as requested. Vice President, Wallace Biskup, seconded the motion. **Motion carried 5-0.**

**9. Discuss, consider, and take appropriate action if necessary on proposed Optional Employee Benefits coverage for staff.**

Dirk Aaron presented an overview of the request for the District to pursue an option health insurance benefit coverage for employees. Currently, the District has 4 full time employees. These employees receive a stipend to help cover cost of alternative health insurance. Two of the employees will no longer have an alternative health insurance. The District qualifies as a firm of 1-50 employees to offer health insurance benefit for the employees. Staff met with a local Broker to get information on providers and

plans available. Staff found a plan that will fit their needs. The District will contribute \$500 towards that insurance then staff will have the remaining premium deducted from their pay checks. Dirk and Corey still have coverage through another provider and will continue to receive their stipend.

Secretary, Judy Parker, moved to approve staff recommendation for employee health plan. Director, David Cole, seconded the motion.

Bill Schumann, Bell County Commissioner, asked if the District contacted the County to see if we could be included under the County umbrella for health insurance. Bill will look into it and see if it is legal for the District to piggy back on the County's plan. If the plans are the same and cheaper, then the District will have the option of going through Bell County if they choose.

**Motion carried 5-0.**

**10. Discuss, consider, and take appropriate action if necessary on the request to extend the current Drilling permit for the City of Troy to the Hosston layer of the Trinity Aquifer.**

Dirk introduced Billy Gamblin, representing the City of Troy. Dirk explained that the City of Troy's current drilling permit is about to expire and they are requesting to extend that permit.

Billy Gamblin, engineer with Braun Intertec, explained that the City is moving forward with the project. They received approval from TWDB in September and will be putting contract documents out in March 2017.

Vice President, Wallace Biskup, moved to extend the Drilling Permit for the City of Troy. Secretary, Judy Parker, seconded the motion. **Motion carried 5-0.**

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

- Re-cap of Bell County Water Symposium: Facility, topics, themes, etc.
- Update on storage building
- ASR
- Annual report preparation
- Audit documentation is ready to send to Auditor
- TCEQ report to be done
- Office will be closed Nov 24<sup>th</sup> & 25<sup>th</sup>.
- Christmas Reception Dec 14<sup>th</sup> 11:00-1:00

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

- a) *Drought Status Report*
- b) *Education Outreach Update*
- c) *Monitoring Wells*
- d) *Rainfall Reports*
- e) *Well Registration Update*
- f) *Aquifer Status Report & Non-Exempt Monthly Well Production Reports*

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

**13. Public Advisory Committee Comments.**

Henry Bunke: The Water Symposium went well. He heard nothing but good comments.

**14. Director comments and reports.**

**Judy Parker:** None

**Wallace Biskup:** None

**David Cole:** None

**Gary Young:** None

**15. Discuss agenda items for the next meeting.**

- 2017 holiday schedule and Board meeting dates
- Oaths of Office – precinct 1 & 3
- Permit Hearing – N1 Lexington Well in Holland
- Election of Officers
- Ty Embry Legislative update

**16. Set time and place for next meeting.**


December 14, 2016, 1:30 p.m. CUWCD, 700 Kennedy Court.

**17. Adjourn.**

**Board meeting adjourned with President, Leland Gersbach, at 2:44 p.m.**

  
Leland Gersbach, President

**ATTEST:**

  
Wallace Biskup, Vice President  
or  
Judy Parker, Secretary