

**Clearwater Underground Water Conservation District Meeting**  
**700 Kennedy Court**  
**Belton, TX**  
**Wednesday, December 11, 2019**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a Board meeting on Wednesday, December 11, 2019 at 1:30 p.m. at the Clearwater UWCD Building, located at 700 Kennedy Court, Belton, Texas.

**Board Members Present:**

Leland Gersbach, President, Pct. 1  
David Cole, Vice President, At Large  
Gary Young, Secretary, Pct. 2  
Jody Williams, Director, Pct. 3  
Scott Brooks, Director, Pct. 4

**Absent:**

**Staff:**

Dirk Aaron, General Manager  
Shelly Chapman, Admin. Manager  
Dan Eckstrom, Intern

**Guest:**

Julia Stanford – TAGD  
Jack Ralston – Killeen  
Don Bond – City of Temple  
Roger Hampton – Bell County 4-H

Dr. Yelderman – Baylor Univ.  
Stephanie Wong – Baylor Univ.  
Bill Schumann – Bell County

Cameron Crowder – City of Killeen  
Mike Keester – LRE Water  
Neil Deeds – Intera

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

**Workshop Item #1. Receive presentation from Dr. Joe Yelderman related to aquifer pump test studies.**

Dr. Joe Yelderman presented a recap of the aquifer pump test and analysis of data collected.

**Workshop Item #2. Receive presentation from Mike Keester related to DFC Trends Tool.**

Mike Keester introduced the DFC Trend Tool. He presented a history of this DFC evaluation tool:

- 2014 - Mike took Districts data and put into some Excel spreadsheet. He then developed equations/methods to track the water levels and how things were changing and the status of water levels.
- 2015 - Halff took the information from the spreadsheet tool and bring it into a web-based system to be added to the District data base.
- 2016 - Mike began revisions on the tool and worked with Brant Konetchy to program it to be a more interactive tool.
- 2018 - Release of the Alpha Version of the toll.
- 2019 - Begin debugging and updates.
- Late 2019 - Beta version released.

Mike gave a demonstration of the tool and information that can be obtained by using the tool.

**Workshop Item #3. Receive, discuss and gain an understanding of the purpose of the audit questionnaire as it relates to the scope of the annual financial audit.**

Dirk reminded the Board that they received a letter from the Auditor with a series of question they were required to answer. Dirk asked intern, Dan Eckstrom to put together a narrative and support materials so the Board will have a better understanding and knowledge of the policies of the District in order to provide oversight of CUWCD operations.

Dan presented the information and support documentation for the Board's information. While researching the questions and answers of the executive confirmation letter from the Auditor, Dan discovered a deficiency in one area. The District does not have a "whistleblower" policy. He noted that the District has an informal Board Member on-boarding/orientation program. Dan recommended the District implement a formalized on-boarding tool that serves as a clearinghouse for board members duties and responsibilities, GCD administrative and operation documents/policies in order to create a shared understanding of their office. He also recommended adding a whistleblower protection policy to the employee handbook.

**Workshop Item #4. Receive information related to Groundwater Management Area 8 related to Joint Planning and Development.**

Dirk did not have anything new to report. He noted the next GMA8 meeting will be held on February 26<sup>th</sup>. Gary Young and Dan Eckstrom will attend the meeting with Dirk.

**Workshop closed and regular Board meeting convened with President, Leland Gersbach, at 3:00 p.m.**

1. ***Invocation and Pledge of Allegiance.***  
Director, David Cole, gave the invocation.  
Director, Gary Young, led the Pledge of Allegiance.
2. ***Public Comment.***  
No public comments. Guests were introduced.
3. ***Approve minutes of the November 13, 2019 Board meeting and Workshop.***  
Board members received the minutes in their Board Packet to review prior to the meeting.  
  
Secretary, Gary Young, moved to approve the minutes of the November 13, 2019 Board meeting and Workshop. Vice President, David Cole, seconded the motion.  
  
**Motion carried 5-0.**
4. ***Discuss, consider, and take appropriate action if necessary, to accept the monthly financial report for November 2019 (FY20) as presented.***  
Board members received the monthly financial report for November 2019 in their Board Packet to review prior to the meeting.  
  
Vice President, David Cole, moved to accept the monthly financial report for November 2019 as presented. Director, Jody Williams, seconded the motion.  
  
**Motion carried 5-0.**
5. ***Discuss, consider, and take appropriate action if necessary, to accept the monthly investment fund account report for November 2019 (FY20) as presented.***  
Board members received the monthly investment fund account report for November 2019 in their Board Packet to review prior to the meeting.  
  
Director, Scott Brooks, moved to accept the monthly investment fund account report for November 2019 as presented. Vice President, David Cole, seconded the motion.  
  
**Motion carried 5-0.**
6. ***Discuss, consider, and take appropriate action if necessary, to approve the FY20 line item budget amendment as requested.***  
No budget amendments requested. No action needed.
7. ***Discuss, consider and take appropriate action if necessary, to approve the Interlocal Agreement of public entities and water purveyors to conduct the ASR feasibility study.***  
Dirk presented facts of the Interlocal Agreement for the ASR feasibility study. He noted that Bell County, the City of Temple, WCID#1, CTWSC, BRA, the City of Rogers, the City of Belton, Fort Hood, and CUWCD have agreed to collectively fund the project. Dirk included Intera's scope of work in the support materials.  
  
Dirk recommended the Board approve participation in the ASR feasibility study and sign the Interlocal Agreement.  
  
Director, Scott Brooks, moved to approve participation and sign the Interlocal Agreement. Secretary, Gary Young, seconded the motion.  
  
**Motion carried 5-0.**
8. ***Discuss, consider and take appropriate action if necessary, to approve the use of outside area of the District Headquarters by the Bell County 4-H program.***  
Dirk introduce Roger Hampton. Roger is the leader of the Bell County 4-H program/Tiger Town club.

Roger presented his request to use the outside area of the District by the Bell County 4-H Archery program for shoot practice. He presented the details of the program, guidelines, rules, safety procedures, and answered all questions of the Board.

Dirk explained that a waiver would be required by the 4-H instructor, participants, and parents that will be participating on District property. The Board was concerned about liability in the case of an accident/injury to a participant. Dirk assured then that this waiver **MUST** be signed before anyone would be allowed to participate on District property. Roger explained that the club will verify there is a signed waiver on file when the participants sign-in prior to participation each time.

Other safety issues and concerns were discussed and addressed.

Director, Jody Williams, moved to approve the outside area of the District Headquarters for use by the Bell County 4-H archery club contingent on waiver being signed. Secretary, Gary Young, seconded the motion.

**Motion carried 5-0.**

**9. Discuss, consider and take appropriate action if necessary, to set the calendar dates for 2020.**

Staff looked at the calendar to set dates for 2020. The proposed dates include Board meetings, holidays, and tentative dates for the Water Summit and Water Symposium. Dirk and Shelly noted that a couple of the Board meetings days deviate from the standard "2<sup>nd</sup> Wednesday of the month".

Proposed calendar dates are as follows:

Board Meeting	Wednesday	Jan. 8, 2020
Board Meeting	Tuesday	Feb. 11, 2020 (Region G – Wed. Feb 12)
Board Meeting	Wednesday	Mar. 18, 2020 (Spring Break Mar 9-13)
Board Meeting	Wednesday	Apr. 8, 2020
Board Meeting	Wednesday	May 13, 2020
Board Meeting	Wednesday	June 10, 2020
Board Meeting	Wednesday	July 8, 2020
Board Meeting	Wednesday	Aug. 12, 2020
Tax Rate Hearing	Wednesday	Aug. 26, 2020
Water Summit	Tues-Thurs	Sept. 1 – 3, 2020
Board Meeting	Wednesday	Sept. 16, 2020 (short turn around due to Water Summit)
Board Meeting	Wednesday	Oct. 14, 2020
Water Symposium	TBD	Nov. 4, 2020 (tentatively)
Board Meeting	Wednesday	Nov. 11, 2020
Board Mtg/Christmas	Wednesday	Dec. 9, 2020

Proposed holidays are as follows:

New Year's Day	Wednesday	January 1, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Thanksgiving Day	Thursday	November 26, 2020
Thanksgiving	Friday	November 27, 2020
Christmas Eve	Thursday	December 24, 2020
Christmas Day	Friday	December 25, 2020

Secretary, Gary Young, moved to approve calendar dates and holidays as presented. Vice President, David Cole, seconded the motion.

**Motion carried 5-0.**

**10. General Manager's Report concerning office management and staffing related to District Management Plan<sup>3</sup>.**

- 7KX has submitted 3 permit applications for SWSC for more than 37-acre feet per year for public water supply. Plan to hold public hearing if they are deemed administratively complete by this coming Friday.
- Annual financial audit is progressing. Will receive audit report at the February meeting.
- Tristin is beginning to work on the Annual Report. A draft will be presented at the February Board Meeting

- Permit renewals are underway and will be sent out this month and renewed by January 15<sup>th</sup>.
- Attended 14 Forward Growth Study Report in Killeen December 4<sup>th</sup> with Gary Young and Dan Eckstrom. Dirk has requested a copy of the report from Killeen. If anyone would like a copy, please see Dirk.
- Various meetings Dirk will be attending:  
TAGD Quarterly meeting – January 30-31  
TAGD Investment Fund Training – May 25-26  
TGWA Training for GCDs and Water Well Drillers – Jan 22-24  
TWCA Annual meeting – March 4-6  
Region G – Dec 18<sup>th</sup>, Feb 12<sup>th</sup>, and Feb 26<sup>th</sup> if needed  
GMA8 – February 26<sup>th</sup>
- 2020 is an election year. Precincts 1 & 3 will be on the general ballot Nov 3<sup>rd</sup>.
- Intern, Dan Eckstrom, is assisting Dirk with the TCEQ petition for inquiry panel per petition against Starr County GCD. Dirk informed the Board of the facts of the inquiry.
- BCAMC will meet on 12/20 in Salado at the Village administrative office. Those participating are: The Village of Salado, USFWS, SWSC, USGS, CUWCD, Baylor University, and Bell County.
- Staff will develop on-boarding documentation related to orientation of new staff and new Directors.
- Staff will present a stakeholder committee design and timeline in January to review District rules, review well spacing requirements, review strategies to implement proportional adjustments per DFCs should they be necessary, and review strategies to implement a mandatory drought contingency plan for permit holders.

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

- Drought Status Reports***
- Education Outreach Update***
- Monitoring Wells***
- Rainfall Reports***
- Well Registration update***
- 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.)

**12. Director comments and reports<sup>3</sup>.**

- **Jody Williams**: He has served on this Board for 1 year. Has learned a lot and has enjoyed it. Wished everyone a Merry Christmas.
- **Gary Young**: He has learned a lot by going to GMA8 and shadowing Dirk. Thanked the staff and wished everyone a Merry Christmas.
- **David Cole**: Had a chance to reflect on this past year. Merry Christmas to the Dirk and the staff.
- **Scott Brooks**: Wished everyone a Merry Christmas and enjoyed the reception.
- **Leland Gersbach**: No comment.

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

- Officer Elections
- Re-adoption of investment policy
- Security Benefit Quarterly Report
- Whistleblower addendum

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


Wednesday, January 8, 2020 at 1:30 p.m. at the District's office.

**15. Adjourn.**

**Board meeting adjourned with President, Leland Gersbach, at 4:20 p.m.**

  
Leland Gersbach, President

**ATTEST:**

  
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Gary Young, Secretary or  
Dirk Aaron, Assistant Secretary