

**Clearwater Underground Water Conservation District Meeting**  
**700 Kennedy Court**  
**Belton, TX**  
**Wednesday, January 8, 2020**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a Board meeting on Wednesday, January 8, 2020 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:**

Sandra Blankenship – Killeen  
Lou Fleischhauer – Collier Consulting

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

***Workshop Item #1. Discuss possible approval of stakeholder committee to review the District rules and potential management areas within the District's jurisdiction.***

Dirk sees the need to conduct a review of the District rules, policies and management plan to accomplish the following:

- Update rules pursuant to Chapter 36 changes.
- Update rules to form associated management areas and zones.
- Address standard cleanup to the rules for ease of clarity and understanding.
- Update administrative fees.
- Amend management plan to line up with changes to the District rules.

A Stakeholder Group should be formed for this process. The group should include representatives from the following areas:

- District Directors
- District Geoscientist
- Legal Council
- Permit holders
- Developers
- Water Supply Corporations
- Agricultural Users

Dirk asked the Board to think about additional representation, size of the committee, to suggest potential individuals to serve on the committee, and to give the GM direction to move forward with the framework, timeline, and list of names at the February Board meeting.

The Board discussed thoughts and ideas about who should be considered for the committee, how to proceed, framework and timeline involved.

Dirk commented that he made note of the comments made, and that this process needs to be very deliberate, fair, cautious, and science based.

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

Dirk noted that the next GMA meeting is February 26<sup>th</sup>. Dirk has pushed data to the contractor in order to revisit the baseline pumping for Williamson County and Northern Travis County and how it might affect the GAM.

**Workshop closed and regular Board meeting convened with President, Leland Gersbach, at 2:35 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.

3. ***Approve minutes of the December 11, 2019 Board meeting and Workshop.***

Board members received the minutes of the December 11, 2019 Board meeting and workshop in their Board Packet to review prior to the meeting.

Secretary, Gary Young, moved to approve the minutes of the December 11, 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 December 2019 (FY20) as presented.***

Board members received the monthly financial report for December 2019 in their Board Packet to review prior to the meeting.

Director, Scott Brooks, moved to accept the monthly financial report for December 2019 as presented. Vice President, David Cole, 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 December 2019 (FY20) as presented.***

Board members received the monthly investment fund account report for December 2019 in their Board Packet to review prior to the meeting.

Vice President, David Cole, moved to accept the monthly investment fund account report for December 2019 as presented. Secretary, Gary Young, seconded the motion.

**Motion carried 5-0.**

6. ***Discuss, consider, and take appropriate action if necessary, to accept the quarterly deferred compensation employee retirement program account report as present.***

Board members received the quarterly report in their Board Packet to review prior to the meeting.

Director, Scott Brooks, moved to accept the quarterly deferred compensation employee retirement account report as presented. Director, Jody Williams, seconded the motion.

**Motion carried 5-0.**

7. ***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.

8. ***Discuss, consider and take appropriate action if necessary, to elect officers of the Board for calendar year 2020, per District Bylaws, Article V. Sec. 1.***

Dirk noted that per Chapter 36 and the District's Bylaws, the Board is required to elect officers each calendar year. Vice President, David Cole, commented that he thought the officers should remain as they are. Director, Scott Brooks, agreed that the Board Officers remain as they are.

Vice President, David Cole, moved to keep the Officers currently in place by acclamation. Director, Jody Williams seconded the motion.

**Motion carried 5-0.**

9. ***Discuss, consider and take appropriate action if necessary, to review and adopt the District investment policy by resolution for calendar year 2020.***

Dirk noted that per Chapter 36, the District is required to re-adopt by resolution the District's investment policy each calendar year. A copy of the investment policy and resolution was given to the Board in their Board Packet to review prior to the meeting. Dirk recapped the daily operation and internal controls for the Board.

Scott Brooks asked if Chapter 36 required any changes to the investment policy and if there were any changes made to the previous year? Dirk stated that no changes were made.

Director, Scott Brooks, moved to re-adopt the District investment policy by resolution for calendar year 2020. Secretary, Gary Young, seconded the motion.

**Motion carried 5-0.**

**10. Discuss, consider and take appropriate action if necessary, to update the District Employee Policy Handbook by resolution.**

On December 11<sup>th</sup>, Dan Eckstrom (District Intern), identified that the District does not have a published "whistle blower" policy in the Employee Handbook. Dan has updated the Handbook with the proper policy and added job descriptions per the direction of the General Manager.

Discussion on necessity of employee names and salaries associated with the job descriptions in the Handbook was had among the Board. Scott Brooks suggested that the job descriptions should not be in the Employee Handbook at all. Dirk commented that he thinks it is a requirement. Suggestions was made to include the job description only without including salary or employee names in the handbook.

Dan presented the "whistle blower" policy, noted where it is found in the handbook, the definitions and where it can be found in the appendix. Scott suggested the language include "as amended" be included in the policy.

Director, Scott Brooks, moved to update the District Employee Handbook by resolution as discussed and amended with the following changes: 1) add the wording "as amended" to the Nepotism and Whistle Blower policies; 2) remove employee names, salary information, and benefits from the job descriptions being added to the handbook. Secretary, Gary Young, seconded the motion.

**Motion carried 5-0.**

**11. Discuss, consider and take appropriate action to approve participation in the continued efforts of the Bell County Adaptive Management Coalition FY20.**

Dirk explained this is the same agreement we have had in the past. The Coalition met and agreed to continue the project for FY20. Dirk presented the scope of work and agreement to be signed.

Secretary, Gary Young, moved to approve participation in the continued efforts of the Bell County Adaptive Management Coalition for FY20. Vice President, David Cole, seconded the motion.

**Motion carried 5-0.**

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

- Dirk and Dan gave an update on the TCEQ review panel related to Starr County petition of inquiry.
- Permit renewals are underway.
- Draft of the Annual Report will be presented at the February Board meeting.
- Audit is underway and will be presented next month.
- Dirk will be submitting annual reports to TCEQ, TWDB and Texas Comptroller.
- Dirk is working with Engineer Austin on the new website. They are working on a beta version that Dirk and staff will review before sending it to the Board to review.
- Dirk will attend the TWCA annual meeting March 4-6 in Ft. Worth.
- Dirk and Dan will attend the TAGD meeting the end of January.
- GMA8 next meeting will be February 26<sup>th</sup>.

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

- a) **Drought Status Reports**
- 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.)

Dirk discussed the drought conditions and triggers. He addressed drought reports noted in the media.

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

- **Jody Williams:** Pray for rain. Fields are dry and we need the rain.
- **Gary Young:** Thanked Dirk and Dan for the work they've done on the Starr County inquiry. Thanked the Board for allowing him to remain Secretary of the Board. Means a lot to him. He commented about the audit question on the Whistle Blower policy. He answered the question from the Auditor that the District does have a Whistle Blower policy. But he did not find one in the handbook when he looked. He thanked Dan and Dirk for their efforts to get that information updated.
- **David Cole:** Thanked Dirk and Staff for doing all the hard work.
- **Scott Brooks:** Looking for a way to make the board meetings run more efficiently. Why don't we have a consent agenda for all the re-accruing items we have each month. Dirk will find out what the process is for GCD's having a consent agenda.
- **Leland Gersbach:** No comment.

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


- Audit
- Permit Hearing (BVEH)
- Draft of Annual Report

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

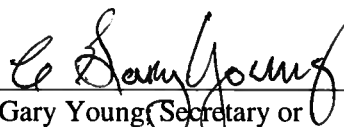
Tuesday, February 11, 2020 at 1:30 p.m. at the District's office.

**17. Adjourn.**

**Board meeting adjourned with President, Leland Gersbach, at 4:34 p.m.**

  
Leland Gersbach, President

**ATTEST:**

  
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Gary Young, Secretary or  
Dirk Aaron, Assistant Secretary