

**Clearwater Underground Water Conservation District Meeting**  
**700 Kennedy Court**  
**Belton, TX**  
**Wednesday, November 10, 2021**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a Board meeting on Wednesday, October 13, 2021 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

**Guest:**

Sandra Blankenship – WICD 1  
Bill Schumann – County Commissioner

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

**Workshop Item #1: Receive information related to records retention policy.**

The District is required by State law to be in compliance with the Texas Library & Archives Commission, and Local Government Records Act related to the District's record retention policy. Dirk Aaron received an e-mail from Michelle Johnson at the State Library stating she was missing the Local Government Records Act compliance paperwork for Clearwater. She instructed Dirk on the steps to get in compliance. Dirk replied to Michelle that the compliance paperwork had been sent in back in June 2013 to Bonnie Zooper(spelling?) and resubmitted the documents as requested. Michelle thanked Dirk for his detailed response and noted that the documents had not been digitized. She indicated that she would look for the original documents.

**Workshop Item #2: Receive information related to the 2021 Bell County Water Symposium.**

Dirk Aaron discussed the plans, agenda, and line-up for the Water Symposium to be held at the Bell County Expo Center on Wednesday, November 17<sup>th</sup>.

**Workshop Item #3: Receive information related to Groundwater Management Area 8, per the Joint Planning and Development of the Round 3 Desired Future Conditions.**

Dirk Aaron highlighted points of interest from the GMA 8 meeting he and Gary Young attended on November 4<sup>th</sup> in Cleburne, TX.

**Workshop closed and Board meeting convened with President, Leland Gersbach, at 2:22 p.m.**

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

Vice President, David Cole, gave the invocation.  
Secretary, Gary Young, led the Pledge of Allegiance.

**2. Public Comment.**

None.

**3. Approve minutes of the October 13, 2021 Board meeting.**

Board members received the minutes of the October 13, 2021 Board meeting and workshop in their Board packet to review prior to the meeting.

Director, David Cole, pointed out an error in the spelling of Scott Brooks name (spelled Scoot) in the motion to approve the minute of the October 13, 2021 meeting. Correction noted on minutes.

Secretary, Gary Young, moved to approve the minutes of the October 13, 2021 Board meeting and Workshop with correction as noted. Director, Jody Williams, seconded the motion.

**Motion carried 5-0.**

4. *Discuss, consider, and take appropriate action if necessary, to accept the monthly financial report for October 2021 (FY22) as presented.*

Board members received the monthly financial report for October 2021 in their Board packet to review prior to the meeting.

Vice President, David Cole, moved to accept the monthly financial report for October 2021 as presented. Director, Scott Brooks, 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 October 2021 (FY221) as presented.*

Board members received the monthly investment fund account report for October 2021 in their Board packet to review prior to the meeting.

Secretary, Gary Young, moved to accept the monthly investment fund account report for October 2021 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 FY21 line-item budget amendments as requested.*

Shelly Chapman and Dirk Aaron presented a request as listed below. They noted that these are simple adjustments between line items for the purpose of officially closing out FY21.

Vendor	Line Item	Over Budget	Amount Requested	New Balance	From	Available Funds	New Balance
<b>IN-HOUSE Line item adjustments for FY21 Close Out</b>							
Payroll	52005-Admin Assist	\$0.04	\$0.04	\$0.04	52055-payroll exp	\$23.23	\$23.19
	52015-General Mgr	\$0.04	\$0.04	\$0.04	52055-payroll exp	\$23.19	\$23.15

40010 BellCAD Current Year Tax **-\$20,097.52**  
 40015 BellCAD Delinquent Tax **-\$3,709.69**  
**(uncollected taxes) -\$23,807.21**

**Adjst line item 53760 - Reserves for uncollected taxes - AMEND budget from \$20,000 to \$23,807.21**

53760 - Reserves for uncollected tax (original budget) **\$20,000.00**  
 (adjustment for uncollected tax) **-\$23,807.21**  
 (return to Contingency Fund) **-\$3,807.21**

50250 Current Contingency Fund **\$26.00**  
 Return to Contingency Fund **-\$3,807.21**  
 Adjusted Contingency Fund **-\$3,781.21**

Director, Scott Brooks, moved to approve the FY21 line-item budget amendments as requested. Vice President, David Cole, seconded the motion.

**Motion carried 5-0.**

7. **Discuss, consider, and take appropriate action if necessary, to close out FY2021 budget year as presented.**

Shelly Chapman and Dirk Aaron presented the final close out numbers for FY2021 as listed below:

Original Budget set for FY20:	\$ 795,203.00 (projected income and expenses – page 1)
Reserves from prior year:	<u>\$ 35,000.00</u> (page 5)
<b>Total Amended Budget:</b>	<b>\$ 830,203.00</b> (total projected expenses and income – page 5)

The following describes the year end closeout for **FY21**.

Actual income:	\$ 750,439.49 (Tax Revenue, Permit Fees, and Delinquent Taxes Collected – pg 1)
Reserve Funds from prior year	<u>\$ 35,000.00</u> (page 5)
<b>Adjusted Income:</b>	<b>\$ 785,439.49</b>

**Total Expenses:** \$ 677,846.89 (page 5)

**Gross Return to Fund Balance:** \$ 107,592.60 (page 5)  
(from current year operation)

**Less reserves from prior year:** \$ 35,000.00 (page 5)

**Net Return to Fund Balance:** \$ 72,592.60 (page 5)

Dirk recommended the Board approve the FY2021 close out as presented with a return to fund balance of \$72,592.60.

Director, Scott Brooks, moved to approve close out of the FY2021 budget year as presented. Director, Jody Williams, seconded the motion.

**Motion carried 5-0.**

8. **Discuss, consider, and take appropriate action if necessary, to approve the FY22 line-item budget amendments as requested.**

Shelly Chapman stated there were no budget amendments requests for FY22.

9. **Hold Public Hearing on the following application:**

**a) Discuss, consider, and take appropriate action if necessary, on a proposed operating permit for 2 existing wells for Whitley 20 Stillman Valley, LLC. Well # 1 (N2-20-008P) authorizing an operating permit to serve 8 homes not to exceed 2.6 ac-feet/yr. or 855,414 gallons per year, and Well #2 (N2-20-009P) authorizing an operating permit to serve 7 homes not to exceed 2.3 ac-feet/yr. or 748,487 gallons per year. Wells are completed in the Hosston Layer of the Trinity Aquifer and equipped with submersible pump rate not to exceed 17-gpm on a 43.435-acre tract located on the corner of Stillman Valley Road and Firefly Road, Florence, Texas. – CANCELLED**

Dirk Aaron commented that this public hearing had been cancelled for now. Dirk and the District consultants did not concur with the application findings. The public hearing will be rescheduled for a later date to be determined.

No action taken.

10. **Hold Public Hearing on the following application:**

**a) Discuss, consider, and take appropriate action if necessary, on a proposed combination drilling and operating permit not to exceed 5.0 ac/ft/yr. for Zachary & Charlotte Baird authorizing drilling and operating production from a new well (#N2-21/008P) to be completed in the Hensell Layer of the Trinity Aquifer at a rate not to exceed 30-gpm to produce groundwater for domestic use in a shared well system serving no more than 8 homes and no more than 22 people on an 8.47-acre tract located at 21801 Williamson Road, Salado, Texas 76571. – CANCELLED**

Dirk Aaron commented that this public hearing had been cancelled for now. Dirk and the District consultants did not concur with the application findings. The public hearing will be rescheduled for a later date to be determined.

No action taken.

11. **General Manager's report concerning office management and staffing related to District Management Plan.**
- Dirk explained the situation regarding the breach of his email on Oct 27<sup>th</sup>. The District's IT guys got right on it and took care of the situation.
  - The server backup battery system needs to be replaced. Engineer Austin is working on this.
  - Dirk explained building repair needs. These include roof repair, exterior paint, flooring issues, and building expansion.
  - Conversation and discussion on redistricting.

12. **Review 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**

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

13. **Director's comments and reports.**

- **Leland Gersbach:** None
- **Jody Williams:** None
- **Gary Young:** None
- **Scott Brooks:** None
- **David Cole:** None

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

- Possible ILA with Bell County for rural plats and groundwater availability study.
- Presentation from Consultants regarding the collaborative project.
- Timeline for rule changes.
- Possible permit hearing.
- Christmas reception.

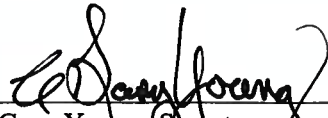
15. **Set time and place of next meeting.**

Wednesday, December 8, 2021 at 1:30 p.m.

16. **Adjourn.**

  
\_\_\_\_\_  
Leland Gersbach, President

ATTEST:

  
\_\_\_\_\_  
Gary Young, Secretary of  
Dirk Aaron, Assistant Secretary