

**Clearwater Underground Water Conservation District Meeting**  
**640 Kennedy Court**  
**Belton, TX**  
**Wednesday, November 12, 2025**  
**Minutes**

The Clearwater Underground Water Conservation District (CUWCD) held a Workshop and Board meeting at 1:30 p.m. on Wednesday, November 12, 2025, in the Clearwater UWCD Board Room located at 640 Kennedy Court, Belton, Texas.

**Board Members Present:**

Jody Williams, President, Pct 3  
Leland Gersbach, Vice Pres, Pct 1  
Gary Young, Secretary, Pct 2  
Scott Brooks, Director, Pct 4  
Jim Brown, Director, At-Large

**Absent:**

**Staff:**

Whitney Ingram, General Manager  
Shelly Chapman, Admin. Manager  
Tristin Smith, Education & Compliance  
Corey Dawson, Field Tech

**Guests:**

Mike Keester – KT Groundwater  
Aaron Waters – CTWA  
Micaela Pedrazas – KT Groundwater

Dirk Aaron – CTWA  
Michael Redman

Peter DiLillo  
Alyssa Balzen – KT Groundwater

**Board meeting convened with President, Jody Williams, at 1:30 p.m.**

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

President, Jody Williams, lead the invocation.  
Secretary, Gary Young, led the Pledge of Allegiance.

***2. Public Comment.***

No public comments.

***3. Approve minutes of October 8, 2025, Board meeting and workshop.***

Board members received the minutes of October 8, 2025, Board meeting and workshop in their Board packet to review prior to the meeting.

Secretary, Gary Young, moved to approve the minutes of October 8, 2025, Board meeting and workshop.  
Director, Scott Brooks, seconded the motion.

**Motion carried 5-0.**

***4. Discuss, consider, and take appropriate action, if necessary, to accept the monthly Financial Report for October 2025 (FY26) as presented.***

Board members received the monthly financial report for October 2025 in their Board packet to review prior to the meeting.

Vice President, Leland Gersbach, moved to accept the October 2025 financial report as presented. Director, Jim Brown, 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 2025 (FY26) as presented.***

Board members received the monthly investment Fund account report for October 2025 in their Board packet to be reviewed prior to the meeting.

Vice President, Leland Gersbach, moved to accept the monthly Investment Fund account report for October 2025 as presented. Secretary, Gary Young, seconded the motion.

**Motion carried 5-0.**

**6. Hold Public Hearing on the proposed update with revisions to the District Groundwater Management Plan.**

President, Jody Williams, called the public hearing to order at 1:37 p.m. and gave a brief explanation of procedures. He stated for the record that the Hearing Notice was posted at the District Office and the District Courthouse on Tuesday, October 7<sup>th</sup> at 1:46 p.m. and a draft of the proposed updates was provided with the notice on the district website.

Jody offered members of the general public an opportunity to provide public comment. There were none.

Public Hearing concluded at 1:38 p.m.

**7. Discuss, consider, and take appropriate action, if necessary to adopt proposed update with revisions to the District Groundwater Management Plan, by resolution.**

Whitney commented that the final draft of the management plan was available for review on the district website and notice of the draft plan was sent to all surface water entities within the district boundaries. The Board is required to adopt the plan by resolution. Following adoption, CUWCD will provide additional notice of the adopted plan to the same entities. The final version of the plan will be submitted digitally to TWDB.

Director, Scott Brooks, moved accept the proposed updates and revisions to the District Management Plan. Vice President, Leland Gersbach, seconded the motion.

**Motion carried 5-0.**

**8. Discuss, consider, and take appropriate action, if necessary to approve the setback waiver submitted by David Toupin on behalf of Salado Airport storage for an existing well to encroach an adjacent property to less than the required 75-foot setback per District Rule 9.5.5(e) Exceptions to Spacing Requirements.**

Whitney presented the request on behalf of the applicant. She commented that the applicant has provided the required waiver from the adjacent property owner, Alfred Guinn. The existing well was previously registered as an exempt well. It is now being used for industrial purposes. Mr. Toupin has obtained an operating permit and will be reporting monthly usage.

Director, Jim Brown, moved to approve the setback waiver submitted by David Toupin. Secretary, Gary Young, seconded the motion.

**Motion carried 5-0.**

**9. Discuss, consider, and take appropriate action, if necessary, to approve the FY26 line-item budget amendments as requested.**

Whitney commented that the Board approved the FY26 budget at \$983,594 with \$89,175 available in the Contingency Fund. With funding available in the Contingency Fund, Whitney presented 3 additional projects for consideration in FY26:

1. LRE – Task 3.3 -Technology & Analytics – On-line version of production report \$5,800.
2. LRE – Tack 3.6 - Technology & Analytics – PDF reporting tool \$6,000.
3. TXFW – Salado Salamander Monitoring Program \$22,055.

The Board discussed the outcome of declining annual funding for the Salamander Monitoring Program. They would like Whitney to get more information from Pete Diaz related to a proposed schedule of future study.

Director, Jim Brown, moved to fund LRE Task 3.3 & 3.6 and forego TXFW until more information is available from Pete Diaz. Director, Scott Brooks, seconded the motion.

**Motion carried 5-0.**

**10. Discuss, consider, and take appropriate action, if necessary, to approve final FY25 Line-item budget amendments as requested.**

Shelly presented the request for final FY25 line-item budget amendments to officially close out FY25.

The requests include:

1. 55300-Internet – to cover price increase for internet services.
2. 53703-Legal/General – to cover additional billing for PIA requests and review of District Rules.
3. 54200-Building Repair/Maintenance – to cover costs for additional repairs to the mini-split system in the server room.
4. Internal adjustments for Payroll items due to “rounding” of numbers.

5. Other in-house adjustments necessary to close out FY25.

	Line Item	Invoice \$	Available Funds	Amount Requested	From	Available Funds	Remaining Funds
Spectrum	55300-Internet	\$88.06	\$0.00	\$88.06	53500-Computer Hardware/Softw	\$3,627.66	\$3,539.60
Lloyd Gosselin	53703-Legal - Rules	\$174.00	\$0.00	\$174.00	53731-Permit Review-GeoScienc	\$8,153.35	\$7,979.35
Ellis Air	54200-Bldg Repair/Maint.	\$370.00	\$0.00	\$370.00	54400-Janitorial Supplies	\$916.78	\$546.78
Internal Adjst	52010-Ed out Reach	\$0.04	0	\$0.04	52005-Admin Assist	\$0.04	\$0.00
Internal Adjst	52025-Field Tech	\$0.02	\$0.00	\$0.02	52055-Payroll Exp	\$38.62	\$38.60
40010	BellCAD Current Year Tax:	<b>- \$33,602.17</b>					
40015	BellCAD Delinquent Tax:	<b>- \$2,384.95</b>					
	(uncollected taxes)	<b>- \$35,987.12</b>					
<b><u>Adjust line-item 53760-Reserves for uncollected taxes - AMEND budget from \$27,500 to \$35,987.12</u></b>							
	53760 Reserves for uncollected taxes (original budget):	<b>\$27,500.00</b>					
	Adjust for uncollected taxes:	<b>- \$35,987.12</b>					
50250	Return to Contingency Fund:	<b>- \$8,487.12</b>					
	Current Contingency Fund:	<b>\$1,527.43</b>					
	Return to Contingency Fund:	<b>- \$8,487.12</b>					
	Adjusted Contingency Fund:	<b>- \$6,959.69</b>					

Vice President, Leland Gersbach, moved to approve the final line-item budget amendments for FY25 as presented. Secretary, Gary Young, seconded the motion.

**Motion carried 5-0.**

**11. Discuss, consider, and take appropriate action, if necessary, to close out the FY25 budget year as presented.**

Whitney presented the FY25 budget year end close out.

Original Budget for FY25 = \$940,420.00

Actual Income:	\$895,283.19
Other Income: Reserves (CTWA)	\$ 10,500.00
Reserves (CGMM)	\$ 44,500.00
Reserves (Server Upgrade)	<u>\$ 22,321.15</u>
Adjusted Income:	\$972,604.34
Expenses:	\$843,724.60
Other Expenses: CTWA	\$ 10,500.00
CGMM Dashboard	\$ 44,488.75
Server Upgrade	<u>\$ 20,620.00</u>
Total Expenses:	\$919,333.35
<b>Return to Fund Balance:</b>	<b>\$ 53,270.99</b>

Director, Scott Brooks, moved to approve the FY25 final close-out as presented. Director, Jim Brown, seconded the motion.

**Motion carried 5-0.**

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

Whitney Ingram presented the General Manager's report.

- There is new management plan. Staff will review all of the changes to make sure reports are all in line.
- Water Symposium is coming up next week. We will discuss that in Workshop.
- Working with LRE to get monthly reports presented in the most transparent way possible.

**13. 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*

Copies of the Monthly Staff Reports were given to the Board Members to review. No action is required. Information items only. Whitney gave a brief overview of items listed.

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

- **Gary Young:** None
- **Scott Brooks:** None
- **James Brown:** None
- **Jody Williams:** None
- **Leland Gersbach:** None

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

- BellCAD election
- Possible project update from the City of Temple
- Report on Water Symposium

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

Wednesday, December 10, 2025, 1:30 – CUWCD Board Room – 640 Kennedy Court, Belton

**15. Adjourn.**

**Board meeting adjourned and Workshop convened with President, Jody Williams, at 2:22 p.m.**

**Workshop Item #1: Receive updates related to the 2025 Bell County Water Symposium.**

Whitney gave a brief update on the Water Symposium.

**Workshop Item #2: Receive presentation from KT Groundwater on the CUWCD Aquifer Status Tool and CGMM Dashboard.**

Mike Keester presented an update and demonstration of the Aquifer Status Tool and CGMM Dashboard.

**Workshop Item #3: Receive quarterly update from District representative, Dirk Aaron, related to the Central Texas Water Alliance.**


Dirk Aaron presented the quarterly update on CTWA. The CTWA Board engaged Plummer and Associates to provide advisory services. The Board adopted membership criteria, banking services, governance documents and associated policies, and a proposed budget.

CTWA will hold an educational outreach event on December 2<sup>nd</sup> and all CUWCD Board members are encouraged to attend.

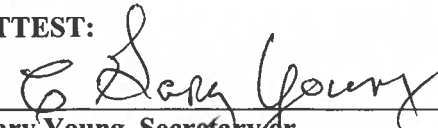
**Workshop Item #4: Receive updates related to GMA8 DFC determination, per TWC section 36. 108.**

Whitney and Mike Keester briefed the Board on GMA8 discussions and considerations. Clearwater is actively participating in GMA 8 efforts to support the development and adoption of the new DFCs by May 1, 2026, including the feasibility of adopting DFCs for each established management zones.

The next GMA8 meeting will be held on November 14<sup>th</sup> in Cleburne.

  
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Jody Williams, President or  
Leland Gersbach, Vice President

ATTEST:

  
\_\_\_\_\_  
Gary Young, Secretary or  
Whitney Ingram, Assistant Secretary