

Clearwater Underground Water Conservation District Meeting
700 Kennedy Court
Belton, TX
Wednesday September 14, 2016
Minutes

The Clearwater Underground Water Conservation District (CUWCD) held a board meeting on Wednesday, September 14, 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 (late)

Public Advisory Committee:

Henry Bunke
Bill Schumann

Staff:

Dirk Aaron
Shelly Chapman

Guests:

Crystal Dominguez – Temple Daily Telegram
Mike Parker – River Ridge Ranch HOA

Workshop convened with President, Leland Gersbach, at 1:31 p.m.

Workshop Item #1: *Discuss information related to the Mobile Classroom Trailer purchase.*

Dirk Aaron presented information related to the Mobile Classroom Trailer purchase. The District qualifies for the Texas Buy Board. He presented information on the trailers and specifications he has researched through the Buy Board. He has received bids from 2 companies for trailers to be retro fitted with electrical and other specifications as determined by staff.

Workshop Item #2: *Discuss information related to the RFP for Mobile Classroom Trailer retrofitting by Qualified companies.*

Dirk Aaron commented that he cannot send out an RFP to equip the Mobile Classroom until the District determines what trailer will be purchased and retro fit. This will cut down on the cost of equipping the trailer for the educational experience. Once the trailer is determined, then Dirk will develop the RFP to be sent out.

Workshop Item #3: *Discuss the status of the building permit with the City of Belton related to the construction of the Storage Facility.*

Dirk Aaron informed the Board that the District has received the permit from the City of Belton to begin construction of the storage facility. The permit is posted in the front window of the office. Gene Doss has begun the dirt work preparation for the slab. Depending on weather, they hope to begin pouring the slab next week.

Workshop Item #4: *Discuss the ongoing DFC process for GMA8.*

Dirk Aaron and Judy Parker will attend the next GMA8 meeting on September 29th to finalize the DFC. All District but 1 have submitted their summaries at this time.

Workshop Item #5: *Discuss new email system and Director iPad.*

Tristin Smith handed out the iPads to the Directors. She gave a brief tutorial on how to navigate and use the iPads for District business. Staff will be available to answer any questions or problems you might have with the iPads.

Workshop closed and Board Meeting convened with President, Leland Gersbach, at 2:55 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 August 19, 2016 Board meeting.*

Secretary, Judy Parker, moved to approve the minutes of the August 19, 2016 Board meeting and Workshop. Director, 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 August 2016 (FY16) as presented.*

Director, Gary Young, moved to accept the Monthly Financial Report for August 2016 as presented. Vice President, Wallace Biskup, 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.*

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

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

Dirk Aaron presented the request for line item budget amendments, thus amending the FY16 budget for the purpose of Tax Appraisal District quarterly taxing unit fee and Building repair and maintenance. These amendments will be simple transfers of funds between line items.

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

| | | |
|----------|-------------------------------|--------------------------------------|
| \$ 94.34 | From: 53020 (Advertisement) | To: 53030 (Appraisal District) |
| \$194.78 | From: 53720 (Office Supplies) | To: 54200 (Bldg. Repair/Maintenance) |

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 cancel the Precinct 1 and Precinct 3 November 8th General Election.*

Dirk Aaron encouraged the Board to formally cancel the election on November 8th for precincts 1 and 3 since there is only one candidate for each precinct. The candidate for precinct one is incumbent Leland Gersbach and the candidate for precinct 3 is incumbent Wallace Biskup. Dirk presented the certification of unopposed candidates as well as the Order of Cancellation required should the Board approve the cancellation request.

Dirk commented that the Bell County election office is aware of the cancellation request and has confirmed they will provide the required posting of the Board's cancellation order on Election Day at each polling place that would have been used in the election. The order will only be posted at the polling location for precincts 1 and 3.

Director, David Cole, moved to cancel the election for precincts 1 and 3 as requested. Director, Gary Young, seconded the motion. **Motion carried 5-0.**

8. *Discuss, consider, and take appropriate action if necessary to approve the purchase of a cargo trailer on the Texas Buy Board.*

Dirk Aaron has been working with vendors through the Texas Buy Board for the purchase of a trailer to be retro fitted for the District's Mobile Classroom. By using the Texas Buy Board, the District will not have to go through the process of getting competitive bids. Dirk looked at several trailers and presented information on them to the Board.

After extensive research and discussions, Dirk recommended the Wells Cargo trailer be purchased for the purpose of retro fitting it to be used as the District's Mobile Classroom.

Director, David Cole, asked if a dollar amount should be established for the purchase of the trailer. Dirk suggested a dollar amount not to exceed \$25,000.

Director, David Cole, moved to approve the purchase of a cargo trailer on the Texas Buy Board not to exceed \$25,000. Director, Gary Young, seconded the motion. **Motion carried 5-0.**

9. Discuss, consider, and take appropriate action if necessary to approve the proposed RFP for retro fitting of the District cargo trailer as a mobile classroom.

Dirk Aaron explained that he could not put the RFP in place until he knew which trailer was going to be approved by the Board. Dirk asked the Board to allow him to develop the RFP to match the trailer approved in agenda item 7 and send it out to the appropriate vendors. Dirk will present the qualifications to the Board at the next meeting in October.

Dirk suggested that 4 education experiences be included in the RFQ: 1) aquifer model, 2) groundwater pump assembly, 3) home conservation demo, and 4) rainwater harvesting. The outside theme of the trailer would include information about CUWCD, Bell County, and utilize the Aquaman theme.

Dirk reminded the Board that they had approved \$70,000 for the purchase of an education trailer when they set the FY17 budget. \$25,000 has been approved for the purchase of the cargo trailer which leaves \$45,000 to equip the trailer with the educational items suggested.

Secretary, Judy Parker, moved to allow Dirk Aaron to develop the RFP as suggested by staff not to exceed \$45,000. Director, Gary Young, seconded the motion. **Motion carried 5-0.**

10. Discuss, consider, and take appropriate action if necessary to set the Board meeting dates for the remainder of calendar year 2016.

The November Board meeting is scheduled for November 9th. President, Leland Gersbach, will be out of town on that date. Dirk reminded the Board that the Water Symposium is schedule for Wednesday, November 16th. He suggested the District hold the November meeting after the Water Symposium on Friday, November 18th which will also allow time for the election to be canvased. Dirk inquired if the Board members had any conflict with the December meeting being held on Wednesday the 14th. He suggested the District have the annual Christmas reception for permittees and others associated with the District on Wednesday, December 14th prior to the regular Board meeting.

Director, David Cole, moved to approve the Board meeting dates for the remainder of calendar year 2016 as suggested by staff. Vice President, Wallace Biskup, seconded the motion. **Motion passed 5-0.**

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

- Posted Field Tech position.
- Introduced Corey Dawson and new Field Tech/Facilities. He will begin October 1st.
- Storage Building update: Received building permit. Slab area is level and ready for rough in of electrical, water, and concrete forms. Landscape plan and building design approved by BEDC.
- Save the Date cards have been sent out for the Water Symposium on Nov. 16th and is also posted on website.
- Newsletter is being prepared and will be ready to mail in early October.

- Advertisements for Water Symposium will run first part of November.
- Dirk will be attending a meeting in Ft. Stockton with Sara from TAGD.
- Dr. Collier will present ASR information at the Symposium. Mike Keester with LBG-Guyton will speak along with Dr. Yelderman and Stephanie Wong. Dirk would also like to have another GCD speak at the Symposium as well.

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

- Drought Status Report***
- 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.)

13. Public Advisory Committee Comments.

None

14. Director comments and reports.

Judy Parker – Attended Region G meeting this morning. Nothing new to report

Wallace Biskup – Thanked Staff for all they do.

Gary Young – Enjoyed the Water Summit. Other Districts were surprised that all 5 of CUWCD's Board members were there.

David Cole – Thanked the Staff for how well they represent Bell County.

Leland Gersbach – Appreciates that the Board continues to support all the scientific studies of the District. The science this District has done put us ahead of everyone else.

15. Discuss agenda items for the next meeting.


- Possibly 2 permit application Mr. Ham and Lexington Well (Holland)

16. Set time and place for next meeting.


Wednesday, October 12, 2016 at 1:30 p.m.

17. Adjourn.

Board meeting adjourned with President, Leland Gersbach, at 4:13 p.m.


Leland Gersbach, President

ATTEST:



Wallace Biskup, Vice President
or
Judy Parker, Secretary