

MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF DIRECTORS MEETING, HELD TUESDAY, JANUARY 9, 2024, 7:00 P.M., AT 10700 CRESTVIEW DRIVE, JONESTOWN, TX 78645

Board Members: President Keith Stewart, Vice President Bruce Covill, Secretary/Treasurer Brian Caller, Directors Amy Fitzgerald, Dani Harris, Tim Hawkins, John Riddle, Dave Stewart, Lee Morris
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1. Call to order.

Vice President Covill called the meeting to order at 7:03 p.m.

a) Roll Call

Board members present: Vice President Bruce Covill, Directors Dave Stewart, John Riddle, Lee Morris, Dani Harris, Amy Fitzgerald, and Tim Hawkins.

Board members absent: President Keith Stewart, Secretary Brian Caller.

Staff present: John Tichi.

b) Set Date of Next Regular Meeting – February 13, 2024.

2. Public Comment.

There were no public comments.

3. Approve Minutes.

a) Regular Meeting minutes of December 18, 2023.

Director Hawkins moved to approve the December minutes with corrections to Item 7.a) to change “Director Dave Stewart” to “John Tichi” (in the first sentence), and to the first “9.d)” which should read “9.c).” Director Harris seconded the motion. The motion unanimously.

Vice President Covill mentioned the next meeting will be February 13th.

4. Financial Matters.

a) Secretary’s Treasurer Report.

Vice President Covill noted there would not be a report as Secretary Caller was absent.

b) Approve Bills, Invoices and Other Payables.

Directors asked Manager Tichi for details of some construction expenses. Director Hawkins moved to pay the bills, seconded by Director Riddle. The motion passed unanimously.

5. President's Report Concerning Corporate Affairs.

Vice President Covill reported John Tichi and Director Hawkins presented the (water treatment plant) site development plan to the Jonestown Planning & Zoning Commission, which was approved to go before City Council with condition that a screening plan be provided. He also commented on the leak adjustment granted at the last meeting and suggested the board look at clarification of written policies and procedures for addressing leak adjustments. Covill would like the Credentials Committee to review the policy and add it to the next agenda for discussion and possible action.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Manager Tichi reported he expects the electricians to tie in the generators next week. A 60-hp motor was lost; a replacement has been ordered and received and is scheduled for installation. Tichi addressed a question from Director Riddle regarding timing of bill mailing.

7. Committee Reports.

a) Construction Committee.

Director Hawkins indicated that previous reports have already covered most of the information. Manager Tichi added that the Construction Committee has settled on a target for the Raw Water Contract, based on conversations with LCRA and taking into account the term of the agreement and the Water Supply Corporation's needs over the term of the agreement.

b) Credentials Committee.

Director Dave Stewart noted that everything has been sent to Karissa and is ready to be sent out at the appropriate time.

c) Personnel Manual Committee

Director Harris noted the changes discussed at the last meeting will be addressed in the next agenda item.

8. Old Business.

a) Discuss/Approve Resolution to Amend Personnel Manual regarding Paid Time Off.

1. Convert Vacation / Sick Time to PTO and effective date.

2. Combine employees' current Vacation / Sick Time into PTO.

3. "Amend any areas in Personnel Manual that are affected by or in conflict with the new PTO policy."

Directors discussed the proposed changes as provided in the agenda packet, with Director Dave Stewart providing a different proposal for consideration. Following extended discussion, the following amendments were proposed to the language provided in the agenda packet and read aloud by Manager Tichi:

Page 1 – no changes.

Page 2 – (Item 4) strikeout payment of the accrual in excess of 500 (as already indicated); (Item 6) first year - 140 hours.

Page 3 – (Item 6 continued), First Anniversary - 190 hours; Fifth Anniversary - 230 hours; Tenth Anniversary 270 hours.

Page 4 – no changes.

Manager Tichi read the resolution as amended. Director Harris moved to approve the resolution adopting the policy as amended, seconded by Director Hawkins. The motion passed unanimously.

Director Harris motioned to convert the current vacation/sick time to a PTO policy with an effective date of January 1, 2024. Director Dave Stewart seconded the motion. The motion passed unanimously.

Director Dave Stewart motioned to combine employees' current vacation/sick time into PTO. Director Fitzgerald seconded the motion. The motion passed unanimously.

Director Hawkins moved to amend any areas in Personnel Manual that are affected by or in conflict with the new PTO policy. Director Harris seconded the motion. The motion passed unanimously.

9. New Business.

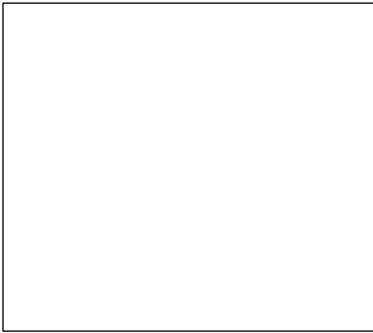
None.

10. Adjournment.

Director Hawkins moved to adjourn, seconded by Director Fitzgerald. The motion passed unanimously. Vice President Covill adjourned the meeting at 8:42 p.m.

Minutes recorded in type by Rachel Austin.

**PASSED AND APPROVED AT THE REGULAR MEETING HELD ON February 13,
2024.**



Keith Stewart, President

ATTEST:

Brian Caller, Secretary