

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF
DIRECTORS MEETING, HELD TUESDAY, JANUARY 10, 2023, 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, Don Swayne
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1. Call to order.

President Keith Stewart called the meeting to order at 7:00 p.m.

a) Roll Call

Board members present: President Keith Stewart, Secretary/Treasurer Brian Caller, Directors Tim Hawkins, Dani Harris, Amy Fitzgerald, and John Riddle.

Board members absent: Vice President Bruce Covill, Directors Don Swayne, and Dave Stewart.

Staff present: John Tichi.

b) Set Date of Next Regular Meeting – February 14, 2023.

President Stewart stated the next regular meeting is scheduled for February 14th. Due to conflicts, the meeting will be held on Monday, February 13th instead.

2. Public Comment.

There were no public comments.

3. Approve Minutes.

a) Regular Meeting minutes of December 13, 2022.

Director Hawkins moved to approve the minutes, seconded by Director Harris. The motion passed with three ayes, two abstentions from Caller and Fitzgerald because they were not in attendance at that meeting.

4. Financial Matters.

a) Presentation of 2021-22 Audit by Keith Neffendorf of Neffendorf & Blocker.

The auditors were not able to attend this meeting, so the audit presentation will be scheduled for the next meeting on February 13th.

b) Secretary-Treasurer's Report.

Secretary/Treasurer Caller presented the report, which was discussed by the directors. Directors would like to see tracking of labor expense by project, which Manager Tichi will do on a weekly basis via a spreadsheet.

b) Approve Bills, Invoices and Other Payables.

Directors questioned the absence of a check for purchase of the new truck; Manager Tichi will check on how payment was made. Director Harris moved to approve the bills to be paid, seconded by Director Fitzgerald. The motion passed unanimously.

5. President's Report Concerning Corporate Affairs.

President Keith Stewart had no report, reserving the time for the resolutions to be discussed later.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Manager Tichi mentioned the treatment plant is 99% designed; the on-call policy is on the agenda for discussion; a half ton truck was purchased instead of a ¾ ton at a savings of \$20,000.

7. Committee Reports.

a) Construction Committee.

Director Hawkins noted the committee met today with the engineer; the final from TCEQ is expected in four to six weeks. Site work is ready to begin. Manager Tichi and the engineer will come back to the committee with the procurement method and cost estimates for all the phases of construction. Final estimates are expected in February. Tichi noted there will be a building constructed on the site to serve as a construction office and storage facility. The cost will be a little more than renting storage and a mobile office but will provide long-term future storage for equipment.

b) Credentials Committee.

This committee is done; no report was given.

c) Personnel Manual Committee.

Director Harris said they plan to meet with Office Manager Kornegay to discuss changes needed.

8. Old Business.

a) Discuss CoBank Loan for New Capacity Project.

Tichi noted the scheduled meeting was held with the bank and the corporation's questions were presented. No additional information is available.

9. New Business.

a) Discuss/Approve Resolution to Adopt JWSC On-call Policy.

Manager Tichi explained the resolution will formalize the corporation's currently practiced policy. Directors requested some changes in wording and suggested \$100 as weekly on-call pay. Changes to be made are: In Item 1 of the policy, delete the entire sentence beginning with "JWSC defines..." and insert "not under the influence of drugs or alcohol" (to the previous sentence); in Item 2 of the policy, insert "\$100.00" in the blank space. Manager Tichi read the resolution in its entirety. Director Fitzgerald moved to approve Resolution 23-1001-01 (with the stated changes) seconded by Director Hawkins. The motion passed unanimously.

b) Discuss/Approve Amending Personnel Manual (definition p4 and pay period p10).

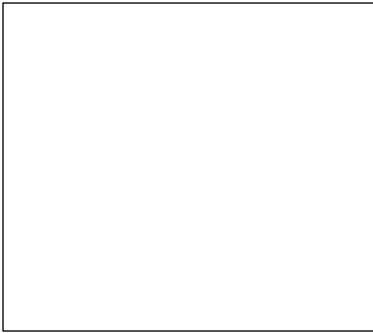
Manager Tichi explained the changes (noted in red on the draft provided) will clarify the work week schedule and nepotism rules. Directors discussed a change to the draft, to read "Paychecks will be available on Tuesday afternoon for service previously performed." Director Hawkins moved to approve the edits to the Personnel Manual as discussed. Secretary/Treasurer Caller seconded the motion. The motion passed with five yes votes and President K. Stewart voting no.

10. Adjournment.

Director Harris moved to adjourn, seconded by Secretary/Treasurer Caller. The motion passed unanimously. President Keith Stewart adjourned the meeting at 7:52 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON FEBRUARY 13, 2023.



Keith Stewart, President

ATTEST:

Brian Caller, Secretary