

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF  
DIRECTORS MEETING, HELD TUESDAY, MARCH 7, 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, Vice President Bruce Covill, Directors Amy Fitzgerald, John Riddle, Don Swayne, Dani Harris, and Tim Hawkins.

Board members absent: Secretary/Treasurer Brian Caller, Director Dave Stewart.

Staff present: John Tichi.

**b) Set Date of Next Regular Meeting – April 11, 2023.**

President Keith Stewart noted the regular meeting will be April 11th. The annual meeting will be April 17<sup>th</sup>.

**2. Public Comment.**

There were no public comments.

**3. Approve Minutes.**

**a) Regular Meeting minutes of February 13, 2023.**

Director Riddle requested the draft minutes (last sentence of Item 4.a) be amended to read, “The board requested Mr. Neffendorf provide sample policies and he agreed to do so.”

Director Fitzgerald moved to approve the minutes with the amendment noted, seconded by Director Hawkins. The motion passed with six ayes and one abstention from Director Harris.

**4. Financial Matters.**

**a) Secretary’s Treasurer Report.**

Directors reviewed the financial reports included in the packet and briefly discussed the contracted water reserve, phone costs, labor costs, and meter replacements.

**b) Approve Bills, Invoices and Other Payables.**

Director Harris moved to approve the bills, seconded by Director Fitzgerald. The motion passed unanimously.

**5. President's Report Concerning Corporate Affairs.**

President Keith Stewart spoke of negotiating with LCRA for an increase in contracted water reserve and read a brief news item about smart water meters.

**6. Staff Report Concerning Operations and Management.**

**a) General Manager.**

Manager Tichi reported that three weeks into the meter replacement, just over 200 (about one-third) are done. He is still waiting on generator pricing for North Rim-White Rim. There was discussion on updating the corporation website with project construction news and other current information.

**7. Committee Reports.**

**a) Construction Committee.**

Director Hawkins asked Manager Tichi for an update on the TCEQ re-submission. Tichi reported the exception request has led to a new submission for the entire packet. If TCEQ's initial review was comprehensive, review for the re-submission should not take the full 90 days. Tichi noted the project can proceed while TCEQ is in the review process. Jonestown Water Supply will act as general contractor and solicit three prices for the Cyborg. Estimates are still being collected, the two largest for structural and hybrid electric, so that the committee can make a recommendation to the Board on the loan amount.

**b) Credentials Committee.**

**1. Appoint Election Auditor for JWSC Annual Membership Meeting**

The Credentials Committee has spoken to Jonestown Mayor Paul Johnson, and he has agreed to once again be the Election Auditor. Director Riddle moved to appoint Paul Johnson as the Auditor for Jonestown Water Supply's upcoming election. Director Swayne seconded the motion. The motion passed unanimously.

**c) Personnel Manual Committee.**

There was no report.

**8. Old Business.**

None.

**9. New Business.**

**a) Discuss/Approve finalizing ballot, agenda, and meeting packet for the 2023 JWSC Annual Membership Meeting.**

Directors discussed the meeting materials and ballot form. Directors discussed adding blank cell rows between candidates in the ballot table, and deleting items d., e., and f. from "Section 6. Update Reports" in the "Notice of Member Meeting" if the annual meeting procedures allow these items to be deleted. Director Swayne moved to amend the "Notice of Member Meeting" by removing items 6) d., e., and f. (if allowed) and separating the names of the proposed directors by putting space between each name (on the ballot). Director Riddle seconded the motion. The motion passed unanimously. Director Hawkins moved to approve the agenda and candidate forms for the annual membership meeting. Director Fitzgerald seconded the motion. The motion passed unanimously.

**10. Adjournment.**

Director Swayne moved to adjourn, seconded by Director Harris. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:14 p.m.

Minutes recorded in type by Rachel Austin.

**PASSED AND APPROVED AT THE REGULAR MEETING HELD ON APRIL 11, 2023.**



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Keith Stewart, President

ATTEST:

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Brian Caller, Secretary