

**AMENDED MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION  
BOARD OF DIRECTORS MEETING, HELD MONDAY, FEBRUARY 13, 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 7:03 p.m.

**a) Roll Call**

Board members present: President Keith Stewart, Vice President Bruce Covill Secretary/Treasurer Brian Caller, Directors Tim Hawkins, Amy Fitzgerald, John Riddle, Don Swayne, and Dave Stewart.

Board members absent: Director Dani Harris.

Staff present: John Tichi.

**b) Set Date of Next Regular Meeting – March 7, 2023.**

President Keith Stewart stated the next regular meeting is scheduled for March 7th. Manager Tichi noted the March meeting will be held a week earlier to avoid having two meetings, due to annual meeting deadlines.

**2. Public Comment.**

There were no public comments.

**3. Approve Minutes.**

**a) Regular Meeting minutes of January 10, 2023.**

(Action on this item was postponed until after the auditor's presentation. See below.)

**4. Financial Matters.**

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

Mr. Neffendorf was present and gave the audit report for the year ended June 30, 2022, first noting the corporation received an unqualified opinion (meaning no problems were found in the audit). He then reviewed the balance sheet financial statements and positions, answering directors' questions. The auditor's supplemental letter recommends the Corporation adopt a written policy manual for financial accounting reporting and controls and the same for inventory, fixed assets, and supplies. Mr. Neffendorf can provide some sample policies to the board. *The Board requested that he provide sample policies and he agreed to do so.*

**3. Approve Minutes.**

**a) Regular Meeting minutes of January 10, 2023.**

Director Hawkins moved to approve the minutes, seconded by Director Fitzgerald. The motion passed with five ayes and three abstentions (Coville, D. Stewart and Swayne).

**4. b) Secretary-Treasurer's Report.**

Secretary/Treasurer Caller reviewed the Profit & Loss Budget Performance. Effects of new home starts, new meter installation and phone service on year-to-date budget performance were discussed. He noted no concerns in the cash flow statement.

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

Director Fitzgerald moved to pay the bills, seconded by Secretary/Treasurer Caller. The motion passed unanimously.

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

President Keith Stewart gave no report, noting Manager Tichi would address the power outage in his report.

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

**a) General Manager.**

Manager Tichi discussed recent power outages due to the freeze at North Rim, White Rim and High Hat, and the feasibility of building additional elevated storage to facilitate gravity flow or purchasing backup generators for emergency use. Tichi will price options for onsite automatic transfer, onsite manual, and mobile generators for directors' consideration.

**7. Committee Reports.**

**a) Construction Committee.**

Manager Tichi noted the committee will have its regular monthly meeting tomorrow at 10:30 a.m. virtually via Teams.

**b) Credentials Committee.**

**1. Recommendation of Independent Election Auditor for JWSC Annual Meeting.**

The committee recommends Paul Johnson be appointed to serve again as election auditor. This will be on the next meeting agenda for approval.

**c) Personnel Manual Committee.**

Secretary/Treasurer Caller had no report.

**8. Old Business.**

**a) Discuss CoBank Loan for New Capacity Project.**

There is no new information. Tichi noted the engineer has not yet submitted their full response to TCEQ's letter; the Construction Committee expects to receive updated information at tomorrow's meeting.

**9. New Business.**

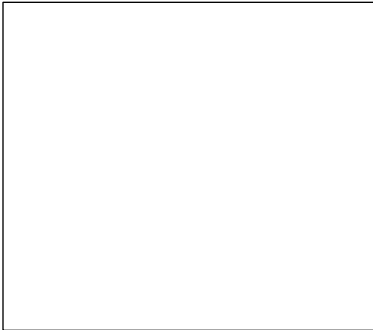
There was no new business.

**10. Adjournment.**

Director Swayne moved to adjourn, seconded by Secretary/Treasurer Caller. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:21 p.m.

Minutes recorded in type by Rachel Austin.

***AMENDED*, PASSED AND APPROVED AT THE REGULAR MEETING HELD ON  
MARCH 7, 2023.**



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Keith Stewart, President

ATTEST:

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Brian Caller, Secretary