

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF
DIRECTORS MEETING, HELD TUESDAY, JUNE 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, Lee Morris
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1. Call to order.

President Keith Stewart called the meeting to order at 7:02 p.m.

a) Roll Call

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

Board members absent: Directors Tim Hawkins and Lee Morris.

Staff present: John Tichi.

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

(This item was not mentioned)

2. Public Comment.

There were no public comments.

3. Approve Minutes.

a) Regular Meeting minutes of May 9, 2023.

Director Harris moved to approve the minutes. Secretary Caller seconded the motion. The motion passed unanimously.

4. Financial Matters.

a) Secretary's Treasurer Report.

Secretary Caller reviewed the financial statements with directors. Directors discussed the rate of new starts and equity buy-in, desire to fund as much of the new construction as possible with cash flow, and notation of the meter replacement project on the financial reports.

b) Approve Bills, Invoices and Other Payables.

After a brief discussion, Director Fitzgerald moved to pay the bills, seconded by Director Dave Stewart. The motion passed unanimously.

5. President's Report Concerning Corporate Affairs.

President Keith Stewart did not give a report.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Manager Tichi noted a few issues were fixed on the barge. The vac trailer ordered last July finally arrived; it has already saved man-hours in repairing a leak in the raw water line and should be very beneficial to the staff. Tichi invited directors to look at the trailer after the meeting.

7. Committee Reports.

a) Construction Committee.

Manager Tichi reported they met with the engineer. The exception is conditionally approved and TCEQ plan review is in progress, looking at July 14th deadline for approval of the plans and specs for the treatment plant. Proposals have been received for the dirt work, the project manual is almost complete on the structural, and they are progressing with the yard piping, to include water and electrical conduit banks. The pump memo will be finalized by the end of this week so that pumps can be ordered. The committee will meet again when all proposals have been received.

c) Credentials Committee.

No report was given.

c) Personnel Manual Committee.

Director Harris reported that she and Secretary Caller met with staff member Karissa Kornegay to discuss updating the employee manual. They plan to meet again in July to start working on the updates.

8. Old Business.

None.

9. New Business.

a) Discuss 2023-2024 Budget items.

1. Health Insurance including HRA contributions.

The recommendation is to stay with the current plan, which will have a 6% increase for the next year. Director Dave Stewart moved to renew the current insurance plan with Humana. Director Harris seconded the motion. The motion passed unanimously. Director Dave Stewart moved to continue the \$1,000 contribution for the HRA, seconded by Secretary Caller. The motion passed unanimously.

2. Liability Insurance.

Manager Tichi noted that Higginbotham estimated a 30% increase. Director Dave Stewart moved to keep the same liability insurance carrier with a 30% estimated cost increase. Director Harris seconded the motion. The motion passed unanimously.

3. Engagement of Neffendorf & Knoff to perform 2022-2023 audit.

The proposed cost for next year's audit will increase by \$1,000. Director Fitzgerald moved to accept Neffendorf & Knoff's proposal for the audit next year. Secretary Caller seconded the motion. The motion passed unanimously.

b) Discuss/Approve 2023-2024 Salary Changes.

1. John Tichi

2. Karissa Kornegay

3. Jacki Oleskey

4. Tony Simons

5. Jesse Cortinas

6. Victor Pena

7. Alex Flores

8. Brandon Garcia

9. Mike Crate (p/t)

President Keith Stewart announced the board would enter into Executive Session pursuant to Chapter 551.074 of the Texas Government Code, regarding discussion of (1) personnel matters i.e., Salary changes to be voted on in section c) of this document regarding: John Tichi, Karissa Kornegay, Jacki Oleskey, Tony Simons, Jesse Cortinas, Victor Pena, Alex Flores, Brandon Garcia, Mike Crate (p/t). The Board convened into Executive Session at 7:55 p.m.

The board reconvened into regular session at 8:24 p.m. to take the following action:

Director Fitzgerald made a motion for the next budget year FY 2024 in regard to salaries that John Tichi gets 6% increase, and for the remaining employees everyone gets a 3% increase, and a budget of the 3% of those remaining employees is given to John (Tichi) to allocate to raises as he sees fit. Director Harris seconded the motion. The motion passed unanimously.

c) Approve 2023-2024 Budget including Salaries, Health & Liability Insurance and HRA Contributions.

Directors reviewed and discussed the proposed budget. Also discussed was discouraging customers' irresponsible use of water with changes to the rate structure; this may be addressed on a future agenda. Director Harris made a motion to approve the 2023-2024 budget, including the 6% salary increase adjustment. Secretary Caller seconded the motion. The motion passed unanimously.

10. Adjournment.

Secretary Caller moved to adjourn, seconded by Director Riddle. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:58 p.m.

Minutes recorded in type by Rachel Austin.

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



Keith Stewart, President

ATTEST:

Brian Caller, Secretary