

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF DIRECTORS MEETING, HELD TUESDAY, SEPTEMBER 21, 2021, 7:00 P.M., AT 10700 CRESTVIEW DRIVE, JONESTOWN, TX 78645**

**1. Call to order.**

President Fitzgerald called the meeting to order at 7:04 p.m.

Board members present: Amy Fitzgerald, Bruce Covill, John Riddle, Keith Stewart, Dave Stewart, Tim Hawkins, Dani Harris, and Don Swayne. Dave Stewart entered the meeting via teleconference at 7:15 p.m.

Board members absent: None.

Staff present: John Tichi.

Members present: Board applicant Brian Caller.

**1a. Set Date of Next Regular Meeting – October 12, 2021**

President Fitzgerald announced the next meeting will be October 12th at 7:00 p.m.

**2. Members and/or Public Comment.**

Randy Don Carlos provided a handout to board members regarding three parcels of land at the intersection of Trails End and FM 1431, asking if Jonestown Water Supply Corporation would consider releasing the parcels from its CCN so that the property could be annexed by the City of Cedar Park and developed with water and sewer services from Cedar Park.

**3. Approve Minutes**

**a) Regular Meeting minutes of August 10, 2021.**

Director Harris moved to approve the minutes with correction to Keith Stewart's name as discussed. Director Hawkins seconded the motion. The motion passed unanimously. (Director Dave Stewart entered the meeting during discussion and did vote on this item.)

**4. Financial Matters.**

**a) Secretary's Treasurer Report.**

Director Keith Stewart gave the report, noting water sales revenue was up. Approximately \$180,000 has been spent on the water line.

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

Manager Tichi answered directors' questions regarding specific invoices. Director Riddle moved to approve the bills, seconded by Director Covill. The motion passed unanimously.

**c) Discuss/Approve Budget Amendment(s).**

Manager Tichi reviewed the budget amendment made at the last meeting and noted equipment purchases that have been made as a result of the amendment.

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

President Fitzgerald noted the financials report format has undergone additional changes to provide more complete information. President Fitzgerald and Manager Tichi will continue work to further improve the reports.

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

**a) General Manager.**

Manager Tichi provided a report on the progress of the raw water line project, noting it is going well and should come in under budget. Water sales are down from last year and no use restrictions have been necessary. He also gave a report regarding the request for parcels at Trails End and FM 1431 to be released from Jonestown Water Supply's CCN. Manager Tichi recommended against the release, and the subject will not be added to the agenda for discussion. Manager Tichi reported authorizing 30 days unpaid leave for employee Kornegay; the part-time employee hired for the current water line project will be moved to full-time. Project Engineer Dennis will be providing a report to the committee on Little Devils Hollow versus deep water for the location of the water intake.

**b) Office Manager.**

No report was given.

**7. Committee Reports**

**a) By-Laws & Policies Committee**

Director Covill recommended reorganizing the committee. It was noted that current members are Bruce Covill, Don Swayne, Tim Hawkins and Dave Stewart. President Fitzgerald asked Manager Tichi to explain the differences between the by-laws and the corporation's policies. Directors discussed the purpose and duties of the committee, committee size, and possibility of changing the current members. The committee size was changed to three members: Bruce Covill, Don Swayne, and Dave Stewart (with Tim Hawkins electing to drop off the committee). The committee will review the by-laws and make recommendations for any changes at the next meeting.

**b) Raw Water Line Committee**

Director Hawkins reported the engineer has submitted everything to TCEQ and the documents were provided to the committee for review.

**c) Credentials Committee**

No report was given. This committee will meet in November.

**8. Old Business.**

**a) Discuss/Approve Updating Personnel Manual to include additional Holidays**

Manager Tichi reviewed the proposed revisions to the manual regarding holidays. Director Harris moved to approve amending the personnel manual to include the additional holidays. Director Keith Stewart seconded the motion. The motion passed unanimously.

**b) Discuss/Approve Appointing New Director for 2023 term on Board.**

Two applications were received for the open director's position, from Brian Caller and Carmen Louis Picone. Mr. Caller was present; Manager Tichi read Mr. Picone's qualifications. Directors voted by secret ballot, counted by Manager Tichi, with Mr. Caller receiving the majority vote. Director Keith Stewart moved to appoint Brian Caller to the board, seconded by Director Covill. The motion passed unanimously.

**9. New Business**

**a) Discuss/Approve legal action to vacate the water line easement (Tyler Trail)**

President Fitzgerald announced the board would enter into executive session at 8:44 p.m. to deliberate legal matters.

The board reconvened into open session at 8:59 p.m. Director Keith Stewart moved that the Board approve counsel to pursue an easement on Tyler Trail, which we have an easement, to remove the abandoned vehicles and debris, \_\_\_\_\_ summary judgment to that effect. Director Harris seconded the motion. The motion passed unanimously.

**10. Adjournment.**

Director Caller moved to adjourn, seconded by President Fitzgerald. The motion passed unanimously. President Fitzgerald adjourned the meeting at 9:01 p.m.

Minutes recorded in type by Rachel Austin.

**PASSED AND APPROVED AT THE REGULAR MEETING HELD ON OCTOBER 12, 2021.**



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Amy Fitzgerald, President

ATTEST:

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Keith Stewart, Secretary