

MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF DIRECTORS MEETING, HELD TUESDAY, OCTOBER 11, 2022, 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 7:01 p.m.

a) Roll Call

Board members present: President Keith Stewart, Secretary/Treasurer Brian Caller, Directors John Riddle, Tim Hawkins, Don Swayne, Dave Stewart; Vice President Bruce Covill - entered the meeting at 7:03 p.m.

Board members absent: Directors Dani Harris, Amy Fitzgerald.

Staff present: John Tichi.

Note that at this point, President Keith Stewart changed the order of the agenda to address Item 9.a) first, in the interest of time.

9. New Business.

a) Discuss/Approve Waiving Tap & Equity Buy-In Fees for Cox Springs School Preservation.

Warren Wright, facility manager at The Hollows, was present to make the request that fees be waived for the 501-(c)(3) nonprofit group. He handed out information flyers, spoke briefly about the restoration project, and answered directors' questions. Director Swayne moved to waive all fees associated with new service for the historic Cox Springs School Restoration Society, to be a non-voting member, and if the use ever changes, those fees would need to be paid at the current rates at that time or service discontinued. The motion was seconded by Vice President Covill. The motion passed unanimously.

Note that President Stewart then returned to the regular order of the agenda.

1. b)Set Date of Next Regular Meeting – November 8, 2022.

President Stewart stated the next regular meeting will be November 8, 2022.

2. Public Comment.

There were no public comments.

3. Approve Minutes.

a) Regular Meeting minutes of September 13, 2022.

Director Hawkins moved to approve the minutes of August 9, 2022, seconded by Secretary/Treasurer Caller. The motion passed with five affirmative votes. Director Swayne abstained; Director Dave Stewart had stepped out of the room and was not present for the vote.

4. Financial Matters.

a) Secretary-Treasurer's Report.

Secretary/Treasurer Caller reviewed first quarter profit and loss reports, noting income at about \$35,000 above budget mainly due to higher-than-projected water sales. Directors briefly discussed payroll, gasoline, and phone/internet expenses. Caller noted no significant items to report in the balance sheet and cash flow statement.

b) Approve Bills, Invoices and Other Payables.

Vice President Covill moved to approve the bills, seconded by Secretary/Treasurer Caller. The motion passed unanimously.

b) Discuss/Approve Budget Amendment(s).

There were no amendments for discussion.

5. President's Report Concerning Corporate Affairs.

President Keith Stewart gave no report.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Manager Tichi reported notices will go out tomorrow moving from Stage 2 water restrictions to Stage 1 voluntary compliance. New water meters are still expected to be delivered in December. One additional fire hydrant still needs to be installed, between Lura Lane and the Speedy Stop; one hydrant at Trails End is out of service and will need to be moved.

7. Committee Reports.

a) Construction Committee.

Manager Tichi gave the report, noting they are waiting on structural and electrical plans, which are 90% to 95% complete with a target of plan set completion by the end of October. Bid documents are being prepared for phases of the project the committee decides will be bid out. CoBank has all of the financials needed except for the engineer's estimate for the completed plant and is currently reviewing for approval. Manager Tichi talked with Directors about financing strategy and procurement.

b) Credentials Committee.

No report was given.

c) Personnel Manual Committee.

No report was given.

8. Old Business.

None.

9. New Business.

a) Discuss/Approve Waiving Tap & Equity Buy-In Fees for Cox Springs School Preservation.

(Item was addressed at the beginning of the meeting, see above)

b) Discuss/Approve Summer Bonus for Jesse Cortinas.

Manager Tichi requested a bonus of \$1,500 for Jesse Cortinas in appreciation for the more than 40-plus times he logged into the system to assist other staff with the plant operation, saving the corporation two-hour callout fees each time.

Vice President Covill read the statement regarding the right to adjourn into executive session at any time to discuss matters as authorized by the Texas Government Code, Section 551.

Executive Session: President Keith Stewart announced the Board would convene into executive session under Sec. 551.074, Personnel Matters, to discuss compensation for Jesse Cortinas. The executive session convened at 8:04 p.m.

Reconvene into public session:

President Stewart reconvened the public session at 8:19 p.m. for the Board to take action as indicated:

Director Hawkins made a motion to approve a bonus for Jesse Cortinas in the amount of \$2,000 for his going above and beyond in his performance over the summer. Vice President Covill seconded the motion. The motion passed unanimously.

10. Adjournment.

Director Swayne moved to adjourn, seconded by Secretary/Treasurer Caller. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:20 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON NOVEMBER 8, 2022.



Keith Stewart, President

ATTEST:

Brian Caller, Secretary