

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF
DIRECTORS MEETING, HELD TUESDAY, DECEMBER 13, 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 7:02 p.m.

a) Roll Call

Board members present: President Keith Stewart, Vice President Bruce Covill, Directors Don Swayne, Tim Hawkins, and Dani Harris. Directors Dave Stewart and John Riddle entered the meeting at 7:07 p.m. and 7:08 p.m.

Board members absent: Secretary/Treasurer Brian Caller, Director Amy Fitzgerald.

Staff present: John Tichi.

b) Set Date of Next Regular Meeting – January 10, 2023.

President Stewart stated the next regular meeting will be January 10th. Directors indicated no conflicts with that date.

2. Public Comment.

There were no public comments.

3. Approve Minutes.

a) Regular Meeting minutes of November 8, 2022.

Director Harris moved to approve the minutes, seconded by Vice President Covill. The motion passed unanimously with five yes votes. (Directors D. Stewart and Riddle were not present for this vote.)

4. Financial Matters.

a) Secretary-Treasurer's Report.

Secretary/Treasurer Caller was not present, and no report was provided.

b) Approve Bills, Invoices and Other Payables.

Directors discussed payables. Vice President Covill asked for clarification on two refunds to be paid out. The changeover from AT&T to Spectrum was discussed. Director Hawkins moved to approve the bills to be paid, seconded by Director Swayne. The motion passed unanimously.

c) Discuss/Approve Budget Amendment(s).

1. Christmas Bonuses

Director Swayne moved to approve Christmas bonuses of \$1,500 (for each employee) for 2022. Director Harris seconded the motion. The motion passed unanimously.

5. President's Report Concerning Corporate Affairs.

President Keith Stewart mentioned there will be discussion of the CoBank loan later and brought up cost estimates for the project. Manager Tichi noted the current turnkey estimate for the project is \$7.5 million. He passed out copies of the current project estimates to the directors and indicated the estimates should come down after additional information is

gathered. Final structural and electrical drawings are expected this week. There was discussion on various parts of the project and ways to reduce costs; Tichi expects to trim two to three million dollars from the final cost.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Manager Tichi mentioned they are still waiting on the truck; an on-call policy will be coming in January for directors' review. TCEQ has responded to the submittal packet and the project engineers will be responding to TCEQ's comments this Friday and copying the Construction Committee.

7. Committee Reports.

a) Construction Committee.

Director Hawkins noted the committee will be discussing the estimates and how to bundle parts of the project for procurement.

b) Credentials Committee.

(This committee's activity will be discussed in Agenda Item 9.)

c) Personnel Manual Committee.

Directors Harris received manual information from Manager Tichi today and will discuss with committee member Caller.

8. Old Business.

a) Discuss CoBank Loan for New Capacity Project.

There was brief discussion of the loan. A meeting is scheduled next week with the representative from CoBank to discuss financing options. Tichi requested directors submit any questions they may have beforehand so that those questions can be addressed at the meeting. Two board members are planning to attend; it was noted that additional board members can attend, but if there are more than four participate, an agenda will need to be posted.

9. New Business.

a) Discuss/Approve Resolution to Approve 2023 Annual Meeting Procedures.

Manager Tichi noted changes to the meeting procedures document: a minor change was updating the document with current dates; the major change is recommending getting rid of the second mailbox. The resolution as presented eliminates use of a second mailbox for ballots. Directors discussed the need for a mailbox specifically for ballots and issues encountered last year with the second mailbox. Tichi read the resolution as written. Directors discussed adding language to Procedures Item 8.a.4. "Voting – Voting in Advance of the Meeting" to say, "Office Manager and Accounts Receivable are the only authorized employees to pick up mail from the P. O. box during an election cycle." Vice President Covill questioned the clarity of wording in Attachment 2 of the procedures. This was discussed and directors suggested striking the last sentence from the instructions in Attachment 2 - Application Form for Board of Directors.

Director Harris moved to approve the resolution as written with two additional changes, to add the wording "Office Manager and Accounts Receivable are the only authorized employees to pick up mail from the P. O. box during an election cycle," to Procedures Item 8.a.4., and to

strike the last sentence, “Categories left blank will remain blank on the candidate’s qualification statement,” from the instructions in Attachment 2 - Application Form for Board of Directors. Director Swayne seconded the motion. The motion passed with six votes to approve, and one vote opposed from Vice President Covill.

10. Adjournment.

Director Hawkins moved to adjourn, seconded by Director Swayne. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:22 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON JANUARY 10, 2023.



Keith Stewart, President

ATTEST:

Brian Caller, Secretary