

MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF DIRECTORS MEETING, HELD MONDAY, DECEMBER 18, 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, Directors Dave Stewart, John Riddle, Lee Morris, Dani Harris, Amy Fitzgerald, and Tim Hawkins.

Board members absent: Secretary Brian Caller.

Staff present: John Tichi, attending via teleconference.

b) Set Date of Next Regular Meeting – January 9, 2024.

President Stewart mentioned the next meeting will be January 9, 2024.

At this point, President Keith Stewart changed the order of the agenda to address Item 9.a) first, as Mr. Veade was already present for this item.

9. a) Discuss/Take Action regarding Leak Adjustment Request by Webster Veade.

Mr. Veade made his request directly to the board as it is his second leak adjustment request within the past three years and the leak crosses two billing cycles, which violates current board policy. He explained the circumstances of the leak and provided directors meter readings. Manager Tichi noted that this is a qualifying leak; the amount of possible adjustment has not yet been calculated. Mr. Veade asked the board to grant an adjustment for the total leakage amount. Director Hawkins moved to waive the current policy restrictions and approve the leak adjustment. Vice President Covill seconded the motion. The motion passed 7 to 1 with Director Dave Stewart voting against. Manager Tichi will notify Mr. Veade of the adjustment amount and investigate the condition of the meter.

2. Public Comment.

There were no public comments.

3. Approve Minutes.

a) Regular Meeting minutes of October 10, 2023.

Director Hawkins moved to approve the October minutes, seconded by Director Riddle. The motion unanimously. It was noted that there was not a November meeting due to lack of quorum.

4. Financial Matters.

a) Secretary's Treasurer Report.

No report was given. Directors briefly discussed the financial reports provided in the meeting packet and questioned Manager Tichi regarding health insurance expenses.

b) Approve Bills, Invoices and Other Payables.

Directors asked Manager Tichi for explanations of the SCBA equipment, Malone Wheeler engineering, and Holt Cat expenses. Director Hawkins moved to pay the bills, seconded by Vice President Covill. The motion passed unanimously.

c) Discuss/Approve Budget Amendment(s).

1. Christmas bonuses

At 7:32 p.m., the Board convened into executive session pursuant to Texas Government Code Sec. 551.074 Personnel Matters to discuss employee bonuses.

NOTE: The meeting recording was paused at this time. After the Board reconvened into public session, the recording resumed but was not unmuted, therefore, notwithstanding section 551.127G of the Open Meetings Act, a portion of the audio recording of the meeting (notably, the second half of the meeting) was not captured and therefore the following meeting minutes and actions taken were recreated in lieu of a recording:

The Board reconvened into public session at 7:34 p.m. to take action as follows:

Director Fitzgerald motioned to award a bonus of \$1,500, seconded by Director Harris. The motion passed unanimously.

5. President's Report Concerning Corporate Affairs.

No report was given.

6. Staff Report Concerning Operations and Management.

a) General Manager.

No report was given.

7. Committee Reports.

a) Construction Committee.

Director Dave Stewart stated that we did have LCRA approval. The City of Jonestown has our approval on the Planning and Zoning Commission agenda. We expect releasing Ranger Excavation in early January as well as releasing the remainder of the site construction to bid.

b) Credentials Committee.

Director Dave Stewart stated that the Annual Meeting Procedures were unchanged from last year.

c) Personnel Manual Committee

Director Harris stated that the Committee had met and presented changes to the manual to convert all vacation time and sick time to PTO. They recommended a cap of 500 hours of PTO to be carried over.

8. Old Business.

None.

9. New Business.

a) Discuss/Take Action regarding Leak Adjustment Request by Webster Veade.

[Note that this item was addressed at the beginning of the meeting. See above page 1 of these minutes.]

b) Discuss/Take Action regarding Director attendance (Dani Harris).

President Keith Stewart stated that Director Harris had contacted both him and Manager John Tichi and informed them of various situations regarding her family and that missed meetings were unavoidable. There was some discussion at to availability of directors to attend by zoom and discussion of adding that as policy if appropriate and allowed. No action was taken.

d) Discuss/Approve Resolution to Approve 2024 Annual Meeting Procedures.

Director Hawkins made a motion to approve the 2024 Annual Meeting Procedures (as presented). Vice President Covill seconded the motion. The motion carried unanimously.

d) Discuss/Approve Resolution to Amend Personnel Manual regarding Paid Time Off effective January 1, 2024:

1. Convert Vacation/Sick Time to PTO effective January 1, 2024;

2. Combine employees' current Vacation / Sick Time into PTO;

3. Amend any areas in Personnel Manual that are affected by or in conflict with the new PTO policy.

These items were discussed and shelved pending looking at previous accrual rates and accumulated hours. No action was taken.

10. Adjournment.

Director Harris moved to adjourn, seconded by Director Hawkins. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:24 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON JANUARY 9, 2024.



Keith Stewart, President

ATTEST:

Brian Caller, Secretary