

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF
DIRECTORS MEETING, HELD TUESDAY, FEBRUARY 13, 2024, 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 7:05 p.m.

a) Roll Call.

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

Board members absent: Lee Morris.

Staff present: John Tichi.

Public present: Eric German.

b) Set Date of Next Regular Meeting – March 5, 2024.

Manager Tichi noted the next meeting is a week earlier than normal to meet a deadline for the annual meeting so there won't need to be two meetings in March.

2. Public Comment.

There were no public comments.

Note that President Keith Stewart changed the order of the agenda to address the presentation of the annual audit at this time.

4. Financial Matters.

a) Presentation of 2022-23 Audit by Keith Neffendorf of Neffendorf & Blocker.

Mr. Neffendorf presented the audit and the prepared Form 990 which will be submitted to the IRS. He summarized the unqualified opinion letter at the beginning of the report and reviewed the high points of the audit report, including the balance sheet, operating statements, cash flow summary, disclosures, assets, and loan balances. Mr. Neffendorf also reviewed the auditor's recommendation list at the end of the report.

3. Approve Minutes.

a) Regular Meeting minutes of January 9, 2024.

Director Riddle asked for two corrections to be made. In Item 3.a), correct the last sentence, "The motion unanimously," to "The motion passed unanimously." In Item 8.a), add "hours" after "in excess of 500" in the phrase, "Page 2 – (Item 4) strikeout payment of the accrual in excess of 500..." Director Harris motioned to approve the minutes as amended with the two insertions. Vice President Covill seconded the motion. The motion passed with seven ayes and one abstention from President Keith Stewart.

4. Financial Matters.

a) Presentation of 2022-23 Audit by Keith Neffendorf of Neffendorf & Blocker

(Item addressed earlier in the meeting. See above.)

b) Secretary's Treasurer Report.

Secretary Caller briefly reviewed the financial reports included in the agenda packet.

c) Approve Bills, Invoices and Other Payables.

Directors discussed the LCRA water purchase/annual true-up payment and the City of Jonestown permit/tree mitigation fee. Director Fitzgerald moved to pay the bills, seconded by Secretary Caller. 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.

Manager Tichi provided a written report to the board and offered to answer any questions. Director Harris mentioned the new generators that were installed; Tichi noted the generators will turn on automatically when there is a power outage and they self-test weekly. Regarding the treatment plant project: dirt work has begun; order forms for the Tridents are being reviewed; the pump selection memo is about to be finalized; electrical cabinets order is waiting on a final review; structural bid packet will have a final review on Friday; the final review of the yard piping plan should be done this week. The TCEQ submittal is still two weeks out.

7. Committee Reports.

a) Construction Committee.

No report was given.

b) Credentials Committee.

1. Recommendation of Independent Election Auditor for JWSC Annual Meeting.

Paul Johnson was recommended to serve as the election auditor.

c) Personnel Manual Committee.

Director Harris noted the committee's work is complete.

d) Leak Policy Committee.

1. Presentation of revised leak adjustment application.

Director Dave Stewart looked at other leak adjustment policies and noted Jonestown Water Supply's is one of the most generous. The committee recommendation is to keep the tariff and leak adjustment policy as it is, but modify the application form to make it clearer, and to make clear what is required. No board action is required.

8. Old Business.

None.

9. New Business.

None.

10. Adjournment.

Director Harris moved to adjourn, seconded by Director Hawkins. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:18 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON March 5, 2024.



Keith Stewart, President

ATTEST:

Brian Caller, Secretary