

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF
DIRECTORS MEETING, HELD MONDAY, MARCH 7, 2022, 7:00 P.M., AT 10700
CRESTVIEW DRIVE, JONESTOWN, TX 78645**

Board Members: President Amy Fitzgerald, Vice President Bruce Covill, Secretary/Treasurer Keith Stewart, Directors Don Swayne, Tim Hawkins, John Riddle, Dave Stewart, Dani Harris, Brian Caller
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1. Call to order.

President Fitzgerald called the meeting to order at 7:06 p.m.

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

Attending via teleconference: Dani Harris.

Board members absent: None.

Staff present: John Tichi.

1a. Set Date of Next Regular Meeting – April 12, 2022

President Fitzgerald announced the next regular meeting will be held April 12th, and the annual meeting will be April 18th.

2. Members and/or Public Comment.

No members were present.

3. Approve Minutes

a) Regular Meeting minutes of February 8, 2022.

Vice President Covill moved to approve the minutes as read. Secretary Keith Stewart seconded the motion. The motion passed with eight votes to approve and one abstention from Dave Stewart.

4. Financial Matters.

a) Secretary Treasurer's Report.

Secretary Keith Stewart indicated February income was comparable to last February, with no capital recovery fees collected yet. Directors discussed the Purchase of Water figure for February and the current LCRA water contract.

b) Approve Bills, Invoices and Other Payables.

Directors reviewed bills and Manager Tichi answered questions about specific expenses. Vice President Covill moved to accept and pay the bills. Director Riddle seconded the motion. The motion passed unanimously.

c) Discuss/Approve Budget Amendment(s).

There were no amendments for discussion.

5. President's Report Concerning Corporate Affairs.

President Fitzgerald mentioned the General Manager's report would address personnel updates, projects, and truck purchase.

6. General Manager's Report

Manager Tichi reported the project is progressing, with final welds on the last 200 feet of pipe scheduled for next week; the line can then be bedded, backfilled and sodded. The Joint Use Agreement (with Meritum Systems) approved at the last meeting was accepted with the changes made by the Board and is awaiting signatures. A job offer was made today to an applicant for the open field position; offers were previously made to several qualified applicants, but all were declined. Tichi addressed water loss data, which might be attributed to aged meters, and will investigate possible meter replacements. There was discussion regarding cybersecurity as related to the water system operations.

7. Committee Reports

a) By-Laws & Policies Committee

Director Covill reported the final corrected draft was distributed to the Board and is ready to be approved. The revisions and corrections that were made were briefly discussed.

b) Construction Committee

Director Hawkins had no additional information beyond what was discussed in the General Manager's report. Regarding loan procurement, Manager Tichi noted the engineering plans can be provided to the committee by the end of this month and a procurement meeting scheduled to develop cost estimates for the bank.

c) Credentials Committee

Manager Tichi reported meeting with Mayor Johnson, who is willing to serve again as the independent election auditor.

d) Personnel Manual Committee

Director Caller reported the committee has received the manual and asked for direction on sections of the manual needing review.

8. Old Business.

None.

9. New Business

a) Appoint Election Auditor for JWSC Annual Membership Meeting

President Fitzgerald moved to appoint Paul Johnson as Election Auditor, seconded by Vice President Covill. The motion passed unanimously.

b) Discuss/Approve By-Laws revisions to be added to the Annual Election Ballot

Secretary Keith Stewart moved to approve the By-Laws as revised to add to the Election Ballot. Director Riddle seconded the motion. The motion passed unanimously.

c) Discuss/Approve Finalizing Ballot, Agenda and Meeting Packet for 2022 JWSC Annual Membership Meeting

The Board discussed modifying the By-Laws revision section of the ballot to add, "The JWSC Board has revised the By-Laws to be in compliance with current state codes," and to replace "Place an X" with "Make a Mark." Director Hawkins moved to approve the final ballot, agenda and meeting packet for the 2022 JWSC Annual Membership Meeting, as amended. Director Dave Stewart seconded the motion. The motion passed eight to one, with Vice President Covill voting to disapprove.

d) Discuss/Approve Acceptance of The Hollows (Sanctuary South) Phase I

Manager Tichi explained the corporation has a nonstandard service agreement with the developer which requires the developer to grant ownership of the infrastructure they construct to Jonestown Water Supply so it can provide service and maintain the system. Tichi provided documentation showing the developer has constructed the facilities in accordance with the approved engineering plans, certified that there are no liens or encumbrances, and provided a signed bill of sale. Secretary Keith Stewart moved to approve acceptance of The Hollows (Sanctuary South) Phase I, seconded by Director Caller. The motion passed unanimously.

e) Discuss/Approve Purchase of New Truck

Manager Tichi has priced a new truck, with quotes from \$50,000 to \$56,000, and asked for board approval for \$55,000 to make a purchase. Secretary Keith Stewart moved to allocate \$60,000 from Replacement Reserve for purchase of a new truck, seconded by Director Riddle. The motion passed unanimously.

f) Appoint Delegate and Alternate to vote on behalf of JWSC at Rural WaterCon 2022

President Fitzgerald moved to appoint Director Dani Harris as delegate to vote on behalf of JWSC at Rural WaterCon 2022, seconded by Secretary Keith Stewart. The motion passed unanimously.

10. Adjournment.

Director Swayne moved to adjourn, seconded by Director Caller. The motion passed unanimously. President Fitzgerald adjourned the meeting at 8:40 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON April 12, 2022.



Amy Fitzgerald, President

ATTEST:

Keith Stewart, Secretary