**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF DIRECTORS MEETING, HELD TUESDAY, APRIL 9, 2024, 7:00 P.M., AT 10700 CRESTVIEW DRIVE, JONESTOWN, TX 78645**

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| 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 |

**1. Call to order.**

President Keith Stewart called the meeting to order at 7:04 p.m.

1. **Roll Call.**

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

Board members absent: Directors Dani Harris, Lee Morris.

Staff present: John Tichi.

1. **Set Date of Next Regular Meeting – May 14, 2024.**

President Keith Stewart mentioned the next regular meeting will be May 14th. The annual meeting will be on Monday, April 15th at 7:30 p.m.

**2.** **Public Comment.**

There were no public comments.

**3. Approve Minutes.**

**a) Regular Meeting minutes of March 5, 2024.**

Vice President Covill moved to approve the minutes as written. Director Hawkins seconded the motion. The motion passed with four votes to approve and three abstentions by members Caller, D. Stewart and Fitzgerald.

**4. Financial Matters.**

**a) Secretary’s Treasurer Report.**

Secretary Caller briefly summarized the Profit & Loss Budget Performance, noting net income is running about $20,000 ahead of budget.

**b) Approve Bills, Invoices and Other Payables.**

Directors reviewed the payables. Director Fitzgerald moved to approve the bills, seconded by Secretary Caller. The motion passed unanimously.

**5. President's Report Concerning Corporate Affairs.**

President Keith Stewart initiated a discussion of possibly using equity buy-in, operating reserve or replacement reserve funds for construction to delay drawing loan funds.

**6.**  **Staff Report Concerning Operations and Management.**

**a) General Manager.**

Manager Tichi provided a written report and mentioned the groundwater found on the worksite, reporting written instructions are being prepared for the contractor on de-watering and lifting. Work should resume in a week or so. There may be a change order related to the groundwater issue.

1. **Dani Harris – Report on Texas WaterCon 2024**

No report was given.

**7.** **Committee Reports.**

**a) Construction Committee.**

(covered in General Manager’s report)

1. **Credentials Committee.**

No report was given.

1. **Personnel Manual Committee.**

No report was given.

**8.** **Old Business.**

None.

**9.**  **New Business.**

1. **Discuss/Approve Tariff Change – Section G.10 – “New Service Meter Fee.”**

Manager Tichi explained this tariff change would not be instituted until a presentation has been made and budget approved to convert to an automatic meter reading system. The rate for first time new service meters would change from $125 to $350. Director Dave Stewart made a motion to approve the tariff change, Section G.10 “New Service Meter Fee.” Director Hawkins seconded the motion. The motion passed unanimously.

1. **RESOLUTION to approve Tariff Change.**

Manager Tichi read the proposed resolution. Director Dave Stewart made a motion to approve the resolution as written. Secretary Caller seconded the motion. The motion passed unanimously.

1. **Discuss/Approve Water Line Relocation – Reed Parks Road @ Breezeway.**

The property owner at this location contacted Jonestown Water Supply to ask if the line was active and indicated the line is interfering with the use and enjoyment of his property. Manager Tichi explained the water line in question is an active line, but it is not inside a public utility easement or other easement, and the right thing to do is to relocate it. Director Dave Stewart confirmed that the line was installed in the wrong location in 1998 and needs to be relocated. Options are to open-cut it or do a directional bore. Manager Tichi recommended a directional bore as it would involve less risk, would cost less, and would cause less traffic impact on Reed Parks Road. He also proposed going from a 4-inch to an 8-inch line to accommodate future needs. Director Dave Stewart made a motion to approve the water line relocation using directional boring methods. Director Hawkins seconded the motion. The motion passed unanimously.

**10. Adjournment.**

Director Fitzgerald moved to adjourn, seconded by Director Riddle. The motion passed unanimously. President Keith Stewart adjourned the meeting at 7:59 p.m.

Minutes recorded in type by Rachel Austin.

**PASSED AND APPROVED AT THE REGULAR MEETING HELD ON MAY 14, 2024.**

Keith Stewart, President

ATTEST:

Brian Caller, Secretary