

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF  
DIRECTORS MEETING, HELD TUESDAY, JUNE 14, 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 7:01 p.m.

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

Board members absent: None.

Staff present: John Tichi.

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

President K. Stewart noted the next meeting will be July 12, 2022. Manager Tichi mentioned he will not be available to attend on that date.

**2. Members and/or Public Comment.**

No members were present.

**3. Approve Minutes.**

**a) Regular Meeting minutes of May 10, 2022.**

Director Swayne moved to approve the minutes of May 10th, seconded by Director Harris. The motion passed with eight ayes and one abstention from Director Fitzgerald.

**4. Financial Matters.**

**a) Secretary-Treasurer's Report.**

Secretary/Treasurer Caller reviewed the May financial reports, reporting total income is about \$100,000 over budget. Year-to-date expenses are over budget, mainly due to salary expenses. Funds available to allocate to reserves is about \$686,000. Directors discussed some specific items on the reports and format of the income statement and balance sheet.

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

After brief discussion of specific items, Director Fitzgerald moved to approve the payables. Director Hawkins seconded the motion. The motion passed unanimously.

**c) Discuss/Approve Budget Amendment(s).**

(There were no budget amendments.)

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

President Keith Stewart circulated a contact list and asked that directors check their contact information for accuracy. He mentioned the increased water allotment to Round Rock, Leander, and Cedar Park; the long-planned expansion of the BCRUA plant and deep-water intake improvement was discussed, neither of which should adversely affect Jonestown. President Stewart noted a meeting was held with CoBank to start the loan procurement process.

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

**a) General Manager.**

Manager Tichi reported he is still waiting on a fusion saddle to finish the air release (on the Raw Water Line project). He will post alerts on the website tomorrow about entering Stage 1 of the Drought Contingency Plan as of June 15th. Notifications will also appear on customer bills and be sent to HOA's.

**7. Committee Reports.**

~~**a) By Laws & Policies Committee.**~~ (This committee is no longer active.)

**b) Construction Committee.**

Additional engineering estimates are still being completed which will be needed to formulate accurate final cost estimates for the bank loan.

**c) Credentials Committee.**

No report was given.

**d) Personnel Manual Committee.**

No report was given.

**e) Budget Committee**

No report was given.

**8. Old Business.**

None.

**9. New Business.**

**a) Discuss/Approve 2022-2023 Budget items.**

**1. Health Insurance including HRA contributions.**

Director Dave Stewart made a motion to accept the Health Insurance including HRA contributions as presented in the meeting report. Director Harris seconded the motion. The motion passed unanimously.

**2. Liability Insurance.**

This item will be tabled to the next meeting, as final figures were not available.

**3. Engagement of Neffendorf & Knoff to perform 2021-2022 audit.**

Director Dave Stewart moved to sign the engagement letter for Neffendorf & Knoff to perform the 2021-2022 audit. Director Fitzgerald seconded the motion. The motion passed unanimously.

**b) Discuss/Approve 2022-2023 Salary Changes.**

**1. John Tichi**

**2. Karissa Kornegay**

**3. Jacki Oleskey**

**4. Tony Simons**

**5. Jessie Cortinas**

**6. Victor Pena**

**7. Alex Flores**

**8. William Simons**

**9. Brandon Garcia**

**10. Richard Carter**

The Board convened into Executive Session at 8:11 p.m. pursuant to Texas Government Code Sec. 551.074 Personnel Matters to discuss individual employee salaries. The Board reconvened into open session at 8:29 p.m.

Director Harris moved to support a five percent (5%) pool for employee salary increases and also award a five percent (5%) salary increase to Manager John Tichi as part of that pool. Director Swayne seconded the motion. The motion passed unanimously.

**c) Approve 2022-2023 Budget**

Reviewing the proposed budget, Manager Tichi noted that pursuant to discussions at the last meeting, land lines will be kept but phone service will be provided by Spectrum at a significant savings over this year's budget. Fuel budget has been increased to \$16,000. Salaries for the two employees that are dedicated to the construction projects will be held from Equity Buy-in, as they are working towards capital expenditures. Three capital equipment item purchases were discussed: a vacuum excavator, new meters and a truck. Director Hawkins moved to approve the 2022-2023 budget as amended, including the capital items. Director Harris seconded the motion.

**d) Discuss/Approve INCUMBACY CERTIFICATE to change signers on CoBank account.**

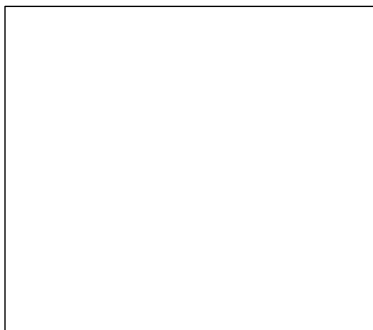
The certificate lists the updated signers as Keith Stewart, Brian Caller, Bruce Covill and John Tichi. Director Swayne moved to approve the certificate, seconded by Director Riddle. The motion passed unanimously.

**10. Adjournment.**

Director Swayne moved to adjourn, seconded by Secretary/Treasurer Caller. The motion passed unanimously. President Keith Stewart adjourned the meeting at 8:51 p.m.

Minutes recorded in type by Rachel Austin.

**PASSED AND APPROVED AT THE REGULAR MEETING HELD ON JULY 11, 2022.**



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Keith Stewart, President

ATTEST:

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Brian Caller, Secretary