

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION
BOARD OF DIRECTORS MEETING
TUESDAY, JULY 13, 2021, 7:00 PM, held at Jonestown Water Supply Corporation,
10700 Crestview Drive, Jonestown, Texas 78645**

1. Call to order.

Vice President Covill called the meeting to order at 7:00 p.m.

Board members present: Bruce Covill, John Riddle, Amy Fitzgerald, Keith Stewart, Dave Stewart, Dani Harris, Tim Hawkins and Don Swayne (attending via Zoom).

Board members absent: Greg Newcombe.

Staff present: John Tichi

Members present: Brian Caller

1. A. Set Date of Next Regular Meeting – August 13, 2021

Vice President Covill mentioned the next regular meeting will be August 13th.

2. Members and/or Public Comment.

Vice President Covill introduced Mr. Caller as recommended by Greg Newcombe to be appointed to the board of directors. Mr. Collins spoke to the Board briefly about his background and qualifications to serve.

3. Approve Minutes

a) Regular Meeting minutes of June 15, 2021.

Manager Tichi requested a correction to the Secretary's Treasurer Report to read, "Director Fitzgerald noted the auditors were asked to provide journal entries to update loan balances." Director Fitzgerald moved to approve the June 15th minutes with the noted update, seconded by Director Hawkins. The motion passed unanimously.

Special Meeting minutes of June 29, 2021.

Director Harris moved to approve the June 29th minutes, seconded by Director Keith Stewart. The motion passed unanimously.

b) Special Meeting minutes of July 6, 2021.

Notes indicated in red on the draft were discussed and clarified. Director Dave Stewart moved to approve the July 6th minutes (with notes in red removed and Director Riddle indicated as seconding the motion to adjourn), seconded by Director Harris. The motion passed unanimously.

4. Financial Matters.

a) Secretary's Treasurer Report.

Director Fitzgerald noted directors were given a revised bank balance and highlighted some of the revisions made for clarity. Directors discussed the format of the report.

b) Approve Bills, Invoices and Other Payables.

Directors asked for clarification on several bills and discussed the payment process. Director Hawkins moved to approve the payables as presented, seconded by Director Riddle. The motion passed unanimously.

c) Discuss/Approve Budget Amendment(s).

1. Amend 2020-2021 Budget

After discussion, Director Dave Stewart moved to approve the amended budget. Direct Keith Stewart seconded the motion. The motion passed unanimously.

5. Vice President's Report Concerning Corporate Affairs.

Vice President Covill observed that the corporation will double its infrastructure and possibly the membership with the upcoming projects and he looks forward to working with the board.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Manager Tichi reported the South Jonestown Project is nearing completion and will come in under budget. He noted that RVS has not been able to correct the previous error in the April water loss figure. Manager Tichi handed out copies of the Destination Way progress report and directors briefly discussed the report and format of the spreadsheet and noted the report will be updated every month.

b) Office Manager.

There was no report.

7. Committee Reports

a) Large Project Committee

There was no report. (This committee is now the Construction Committee.)

b) By-Laws & Policies Committee

Vice President Covill handed out copies of the existing Conflict of Interest Policy and the suggested policy.

c) Raw Water Line Project Committee

(This committee is now transitioned into the Construction Committee.)

d) Credentials Committee

No report was given. The committee

8. Old Business.

(none)

9. New Business

a) Discuss/Approve Extending COVID-19 Resolution for Employees and Members.

Director Harris moved not to extend the COVID-19 Resolution for Employees and Members, seconded by Director Dave Stewart. The motion passed unanimously.

b) Discuss/Approve Electing Board Officers

Vice President Covill, noting President Newcombe has moved and vacated his position, opened the floor for nominations for President. Director Keith Stewart nominated Amy Fitzgerald, seconded by Director Hawkins. There being no other nominations, the board unanimously approved Amy Fitzgerald as President. Vice President Covill then opened the floor for nominations for Secretary/Treasurer. Director Hawkins nominated Keith Stewart for Secretary Treasurer. Director Fitzgerald seconded the nomination. There being no other nominations, the board unanimously approved Keith Stewart as Secretary/Treasurer.

c) Discuss/Approve Signers on Bank Accounts

1. President

2. Secretary/Treasurer

3. Assistant Secretary/Treasurer

4. President’s Designee

Director Dave Stewart moved that signers on the bank accounts be President Fitzgerald, Secretary/Treasurer Keith Stewart, Assistant Secretary/Treasurer John Tichi, and President’s Designee Bruce Covill. Director Swayne seconded the motion. The motion passed unanimously. Directors discussed possibly changing banks and delaying completing new signature cards until a decision is made.

d) Discuss/Approve Changes to Tariff – Section G – Rates & Service Fees

Manager Tichi noted the two changes are to increase the monthly rate to \$35 and the per 1,000 to \$4.50. Director Dave Stewart moved to approve the changes to the tariff as written, seconded by Director Harris. The motion passed unanimously.

e) Discuss/Approve Resolution to Revise JWSC Tariff

Manager Tichi read the resolution. Director Keith Stewart moved to approve the resolution, seconded by Director Dave Stewart. The motion passed unanimously.

f) Discuss/Approve 2021-2022 Budget.

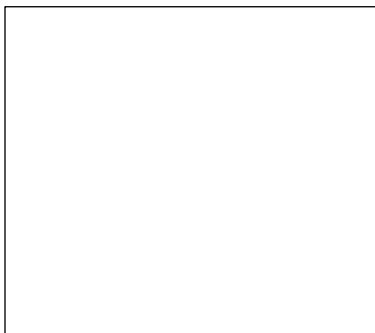
Directors reviewed and discussed the proposed budget. A motion was made by Director Dave Stewart to approve the budget as presented, with a 5% salary increase to be allocated by the general manager. Director Harris seconded the motion. The motion passed unanimously.

10. Adjournment.

Director Fitzgerald moved to adjourn, seconded by Director Riddle. The motion passed unanimously. Vice President Covill adjourned the meeting at 8:45 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON August 10, 2021.



Amy Fitzgerald, President

ATTEST:

Keith Stewart, Secretary