

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF
DIRECTORS MEETING, HELD TUESDAY, AUGUST 10, 2021, 7:00 P.M., AT 10700
CRESTVIEW DRIVE, JONESTOWN, TX 78645**

1. Call to order.

President Fitzgerald called the meeting to order at 7:10 p.m.

Board members present: Amy Fitzgerald, Bruce Covill, John Riddle, Keith Stewart, Dave Stewart, and Tim Hawkins, Dani Harris. Don Swayne attended via teleconference.

Board members absent: None.

Staff present: John Tichi (attending via phone conference the first ten minutes of the meeting, the remainder of the meeting in person)

Members present: none.

1a. Set Date of Next Regular Meeting – September 14, 2021

President Fitzgerald announced the next meeting will be September 14th at 7:00 p.m.

2. Members and/or Public Comment.

There were no public comments.

3. Approve Minutes

a) Regular Meeting minutes of July 13, 2021.

Two errors were noted: in Item 7.d) the extra words “the committee” should be deleted, and in Item 1a. the next meeting date should be corrected to “August 10.” Director Riddle moved to approve the minutes with the two amendments discussed. Director Hawkins seconded the motion. The motion passed unanimously.

4. Financial Matters.

a) Secretary's Treasurer Report.

Director Keith Stewart gave the report, noting water sales revenue was down. Directors discussed the report and suggested some changes to the report format. The change to Security State Bank for all accounts is in progress. Valuation of the Destination Way property to be donated to the corporation was also discussed.

b) Approve Bills, Invoices and Other Payables.

Manager Tichi answered questions regarding the Malone/Wheeler engineering bill. He noted Fuelman is no longer being used for fuel purchases. Directors also discussed motor repairs and phone lines and usage. Director Hawkins moved to approve the bills, seconded by Director Covill. The motion passed unanimously.

c) Discuss/Approve Budget Amendment(s).

As \$45,000 to \$60,000 will be spent over the next 24 to 36 months for skid loader rentals, Manager Tichi proposed purchasing a used skid loader, and asked for a budget of \$50,000 out of capital funds for the purchase. The skid loader can be sold after construction is completed. Director Hawkins moved to approve a \$50,000 budget for Manager Tichi to procure a used skid loader, seconded by Director Harris. The motion passed unanimously.

5. President's Report Concerning Corporate Affairs.

President Fitzgerald noted the board will be busy with completion of the audit, applying for loans and construction of the plant for the next two years, while keeping an eye on reserves monitoring other projects, and maintaining a healthy financial status.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Manager Tichi noted water sales are down due to the wet weather. The Destination Way work is progressing; as the original trencher sold his equipment, a new trencher was hired, which will reduce the cost from \$38,400 to \$23,200. Directors discussed the project schedule. Tichi reported additional leaks have been located and repaired and water loss has decreased.

b) Office Manager.

No report was given.

7. Committee Reports

a) Construction Committee

Director Hawkins reported the committee and Manager Tichi met with the engineer to discuss the raw water line; the engineer is working on the TCEQ application. On advice from the engineer, the committee approved placing the raw water line in the ground before TCEQ approval is granted. Director Dave Stewart noted he abstained from this approval.

b) By-Laws & Policies Committee

Director Covill briefly reviewed previous discussions of the conflict-of-interest rules. Directors discussed how items are added to the agenda and communication processes between board members and staff. Several corrections and revisions were made to the draft policy, summarized in detail by Manager Tichi. President Fitzgerald read Resolution Number 20210810-01 amending the Conflict-of-Interest Policy. Director Harris moved to approve the resolution revising the conflict-of-interest policy, as amended. Director Swayne seconded the motion. The motion passed unanimously. Manager Tichi will provide board members copies of the final approved policy.

c) Credentials Committee

No report was given.

8. Old Business.

There was no old business.

9. New Business

a) Discuss/Approve Updating Personnel Manual to include additional Holidays

Manager Tichi noted that three generally recognized holidays, Martin Luther King Day, Columbus Day, and Veterans Day, are not currently observed by the Corporation. If the update is approved, these three would be added as holidays for the Corporation. Directors discussed specific holidays, how they could be observed, and the total number of holidays to provide. Manager Tichi will draft revisions to the manual based on the discussion and present a resolution for update of the manual at a future meeting. No action was taken.

b) Discuss/Approve Appointing New Director for 2023 term on Board.

No action was taken.

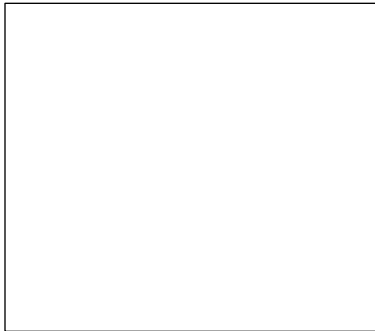
c) Discuss/Approve Revising Conflict of Interest Policy
(This item was discussed and action taken under Agenda Item 7.b)

10. Adjournment.

Director Harris moved to adjourn, seconded by Director Hawkins. The motion passed unanimously. President Fitzgerald adjourned the meeting at 9:25 p.m.

Minutes recorded in type by Rachel Austin.

PASSED AND APPROVED AT THE REGULAR MEETING HELD ON SEPTEMBER 14, 2021.



Amy Fitzgerald, President

ATTEST:

Keith Steward, Secretary