

MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF DIRECTORS MEETING, HELD TUESDAY, DECEMBER 14, 2021, 7:00 P.M., AT 10700 CRESTVIEW DRIVE, JONESTOWN, TX 78645 - AMENDED

1. Call to order.

Director Covill called the meeting to order at 7:06 p.m.

Board members present: Bruce Covill, Keith Stewart, John Riddle, Tim Hawkins, Don Swayne, Brian Caller. Attending via teleconference: Dave Stewart, President Fitzgerald; note that both Fitzgerald and Stewart arrived at the meeting site at approximately 7:40 p.m. during the audit report and attended the remainder of the meeting in person.

Board members absent: Dani Harris.

Staff present: John Tichi.

1a. Set Date of Next Regular Meeting – January 11, 2022

Director Covill announced a change to the next meeting date, which will be held January 18th at 7:00 p.m., as President Fitzgerald will not be available on January 11th.

2. Members and/or Public Comment.

No members were present.

3. Approve Minutes

a) Regular Meeting minutes of November 16, 2021.

Director Riddle moved to approve the minutes. Director Hawkins seconded the motion. The motion passed unanimously.

4. Financial Matters.

a) Presentation of 2020-21 Audit by Keith Neffendorf of Neffendorf & Blocker

Keith Neffendorf and Hayley Blocker of Neffendorf & Blocker attended to present the 2020-2021 audit, handing out copies to each director. Mr. Neffendorf reviewed specific pages of the audit, answering directors' questions, and concluded with a review of the supplemental letter and IRS Form 990. He noted the audit was clean with no findings. Recommendations are that the corporation adopt a financial accounting and reporting manual, complete an end-of-year inventory of physical assets, and maintain documentation of any bonuses. Directors also discussed a capitalization policy and update of the depreciation schedule with the auditors.

(Note that as President Fitzgerald was now present onsite, Director Covill turned conduct of the meeting over to her.)

b) Secretary's Treasurer Report.

Director Keith Stewart noted no significant changes in last month's financials; no capital recovery fees have been collected. Directors briefly discussed investigation fees paid by developers.

c) Approve Bills, Invoices and Other Payables.

Directors reviewed bills, discussing approval of the Holt Cat bill withheld from payment last month and a customer refund due to incorrect billing. President Fitzgerald moved to approve the bills, seconded by Director Keith Stewart. The motion passed unanimously.

d) Discuss/Approve Budget Amendment(s).

1. Christmas Bonuses

Directors discussed the bonus options presented in the agenda packet. Director Dave Stewart moved to approve Christmas bonuses of \$1,500 for employees, seconded by Director Caller. The motion passed unanimously.

5. President's Report Concerning Corporate Affairs.

President Fitzgerald asked directors to look over the updated Initiative Roadmap included in the packet. A meeting with the city may be scheduled in January. Directors were reminded about completing the open meetings training. President Fitzgerald suggested having TRWA attend a board meeting in the next few months.

6. General Manager's Report

Manager Tichi noted the engineer's report has been received regarding some welds needing repair, and a tech has been scheduled for January. Pond work is almost complete; work on Tip Top is complete; winterization equipment has been deployed. Director Covill provided a draft statement that could be presented to the membership regarding the corporation's winter readiness. Directors were asked to review and send comments to Manager Tichi by December 17th; when amendments are complete the document can be posted to the website. Directors questioned what can be done about some nuisance debris present at two locations.

7. Committee Reports

a) By-Laws & Policies Committee

Director Covill noted the final recommended version will be available for review in the proper format, before approval of the actual ballot.

b) Large Project Committee

Director Hawkins reported the committee received an engineer's report on gouges and approved the recommended repairs. There have been no site inspection reports. Project timelines and emergency interconnects were discussed.

(Note: Item 7c Credentials Committee Report was moved and addressed after Item 9a)

8. Old Business.

a) None.

9. New Business

a) Discuss/Approve appointing Credentials Committee members.

Director Dave Stewart moved to remove Amy Fitzgerald and appoint Keith Stewart as Chair (with Manager Tichi and Dave Stewart remaining as members). Director Riddle seconded the motion. The motion passed unanimously.

7. c) Credentials Committee

Manager Tichi reported the committee met and the procedures document was reviewed; Office Manager Kornegay made only necessary changes to dates, with no other substantive changes.

9. b) Discuss/Approve Resolution to Approve 2022 Annual Meeting Procedures.

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

c) Discuss/Approve Appointment of a Committee to Review and Revise Personnel Manual.

Director Riddle moved to appoint a temporary committee of Dani Harris, Brian Caller and John Tichi for the purpose of revising the personnel manual. Director Swayne seconded the motion. The motion passed unanimously.

10. Adjournment.

President Fitzgerald moved to adjourn, seconded by Director Swayne. The motion passed unanimously. President Fitzgerald adjourned the meeting at 9:26 p.m.

Minutes recorded in type by Rachel Austin.

**AMENDED, PASSED AND APPROVED AT THE REGULAR MEETING HELD ON
JANUARY 18, 2022.**



Amy Fitzgerald, President

ATTEST:

Keith Stewart, Secretary