

JONESTOWN WATER SUPPLY CORPORATION  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, FEBRUARY 9, 2021

1. President Gregg Newcombe called the meeting to order at 7:03 pm.

Board members present: Gregg Newcombe, John Riddle, Tim Hawkins, Nadia Wills, Dave Stewart, Don Swayne, Amy Fitzgerald and Bruce Covill.

Board members absent: Liane Popham

Staff present: John Tichi and Karissa Kornegay

Members present: None

Others present: None

1. A Set Date of Next Regular Meeting – March 9, 2021.

2. Members and /or Public Comment:  
None.

3. Approve Minutes

a) A motion was made to approve the Regular Meeting minutes of January 12, 2021

Motion made by Amy Fitzgerald.

Seconded by Don Swayne.

The motion passed unopposed.

4. Financial Matters.

a) Secretary's Treasurer Report.

In the absence of Secretary/Treasurer Popham, General Manager John Tichi gave an overview of the Fuelman program and pointed out the features, adding that the JWSC would be able to take advantage of a free 6-month trial before being charged the \$4/per card maintenance fee. Tichi also gave an update on the number of customers using the online payment services and auto draft, and reported revenues associated with those services.

b) Approve Bills, Invoices and Other Payables.

A motion was made to approve the Bills, Invoices and Other Payables.

Motion made by John Riddle.

Seconded by Nadia Wills.

The motion passed unopposed.

c) Discuss/Approve Budget Amendment(s).

General Manager John Tichi directed the Board's attention to a spreadsheet outlining line items on the current budget that should be amended to create a more realistic budget for the 2<sup>nd</sup> half of the fiscal year.

A motion was made to approve the Budget Amendments as presented (spreadsheet attached).

Motion made by Tim Hawkins.

Seconded by Bruce Covill.

The motion passed unopposed.

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5. President's Report Concerning Corporate Affairs.

President Gregg Newcombe announced to the Board that he had received and accepted Nadia Wills' resignation letter, effective as of the 2021 Annual Meeting on April 19, 2021. He added that Nadia's contribution to the Board over the past 30 years had been tremendous and that he had "enjoyed very much working with her," adding that she would be sorely missed.

President Newcombe then reported that all restrictions that previously existed on the properties where the new water plant will be located have been removed, and stated that we should receive the deed for the property any time now.

Regarding the ongoing capacity issue, President Newcombe reported that there are still hurdles to overcome, but that steps in the right direction had commenced, starting with a recent meeting with CoBank to discuss financing options for the new Water Treatment Plant (meeting notes attached). He reviewed the meeting notes with the Board and stated that CoBank, while not the only option available for financing, had been impressed with the Board's proactive approach to financial planning with regards to the anticipated \$6,000,000 loan.

President Newcombe also expressed his appreciation to John Tichi and the field staff for acting quickly to replace the ceiling and insulation in the office when they had discovered some safety issues there.

6. Staff Report Concerning Operations and Management.

a) General Manager.

Regarding the Tip Top Water Line replacement, Tichi reported that they would be making the last 2 connections this week, followed by bacteriological and pressure tests. He also reported that the additional request for alternative capacity is still under review.

b) Office Manager

No Report.

7. Committee Reports

a) Large Project Committee

President Gregg Newcombe reported that the findings and conclusions of the Large Project Committee would follow the report by the Raw Water Line Committee.

b) Policy / Bylaws Committee

No Report.

c) Raw Water Line Project Committee

Tim Hawkins reviewed some of the items that the RWLP Committee has been discussing and added that the final report would be forthcoming.

d) Credentials Committee

1. Recommend Independent Election Auditor (no action required)

The Credentials Committee recommended Paul Johnson to serve as 2021 Election Auditor.

The final selection will occur at the March 9, 2021 regular board meeting, if necessary.

2. Discuss/Approve type of seal to be used on Annual Election Ballot

After a brief discussion, the Board agreed to leave the decision to the Office Staff.

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8. Old Business  
None.

9. New Business

a) Discuss/Approve Resolution appointing Secretary/Treasurer Assistant, Deputy Secretary and the President's Designee

A motion was made to approve Resolution 21-0902-01 as read, appointing John Tichi as the Secretary/Treasurer Assistant, Bruce Covill as the Deputy Secretary and Amy Fitzgerald as the President's Designee.

Motion made by Dave Stewart.

Seconded by Nadia Wills.

The motion passed unopposed.

b) Discuss/Approve Resolution Amending Tariff Section E.

General Manager John Tichi gave a brief explanation of the reason for the Resolution. A motion was made to approve Resolution 21-0902-02 as read, amending Tariff Section E as stated in the addendum to the Resolution.

Motion made by Amy Fitzgerald.

Seconded by Bruce Covill.

The motion passed unopposed.

c) Discuss/Approve Resolution Increasing the Equity Buy-In and Amending Tariff for same.

General Manager John Tichi explained to the Board how the new amount was calculated. A motion was made to approve Resolution 21-0902-03 as read, increasing the Equity Buy-in to \$4,600 and amending the Tariff for same.

Motion made by Don Swayne.

Seconded by Tim Hawkins.

The motion passed unopposed.

d) Discuss/Approve Resolution Adopting a Capital Recovery Fee and Amending Tariff for same.

After a brief discussion and some corrections to the language in the Resolution, a motion was made to approve Resolution 21-0902-04 as read with the corrections, adopting a Capital Recovery Fee and Amending Tariff for same.

Motion made by Dave Stewart.

Seconded by John Riddle.

The motion passed unopposed.

e) Discuss/Approve Resolution to Engage an Engineering Firm to Represent JWSC

A motion was made to approve Resolution 21-0902-05 as read, to engage Malone Wheeler to represent JWSC as the Corporation's Engineers.

Motion made by John Riddle.

Seconded by Don Swayne.

The motion passed unopposed.

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10. Adjournment.  
A motion was made to adjourn.  
Motion made by Amy Fitzgerald.  
Seconded by Bruce Covill.  
The motion passed unopposed and the meeting was adjourned at 9:39 pm.  
  
Minutes taken by Karissa Kornegay.

**PASSED AND APPROVED AT THE REGULAR MEETING HELD ON MARCH 9, 2021.**



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Gregg Newcombe, President

ATTEST:

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Liane Popham, Secretary