

JONESTOWN WATER SUPPLY CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JANUARY 12, 2021

1. President Gregg Newcombe called the meeting to order at 7:02 pm.

Board members present: Gregg Newcombe, John Riddle (7:10), Tim Hawkins, Nadia Wills, Dave Stewart (7:10), Liane Popham, Don Swayne, Amy Fitzgerald and Bruce Covill.

Board members absent: none

Staff present: John Tichi and Karissa Kornegay

Members present: None

Others present: None

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

2. Members and /or Public Comment:
None.

3. Approve Minutes

- a) A motion was made to approve the Special Meeting minutes of December 4, 2020.

Motion made by John Riddle.

Seconded by Liane Popham.

The motion passed with one abstained. (Wills)

- b) A motion was made to approve the Regular Meeting minutes of December 8, 2020 with an amendment to Item 7.b). The minutes reflected that there was “No Report” by the Policy/By-laws Committee. (Amendment in Italics)

Motion made by Bruce Covill.

Seconded by Nadia Wills.

The motion passed unopposed.

4. Financial Matters.

- a) Secretary's Treasurer Report.

Secretary/Treasurer Liane Popham reported that she had received a request to investigate the credit card system for fueling the vehicles. She stated that she would be meeting with John Tichi regarding this matter in hopes that it would cut down on fuel and administrative costs.

- b) Approve Bills, Invoices and Other Payables.

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

Motion made by Tim Hawkins.

Seconded by Dave Stewart.

The motion passed with one abstained. (Riddle)

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

1. Amend Budget to accommodate Christmas Bonuses in December 2020.

John Tichi explained to the Board that the auditor had recommended that the JWSC adjust the budget mid-year to accommodate Christmas bonuses. After a brief discussion, it was determined

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that this item would be addressed at the regular Board meeting in February, after the GM John Tichi has had time to discuss line items with Secretary/Treasurer Popham.

5. President's Report Concerning Corporate Affairs.

President Gregg Newcombe reported that he received an email on December 10 from LCRA stating that the LCRA has approved the requested location for the deep-water floating intake on Lake Travis.

The President presented the "JWSC Revenue Generating Worksheet" for review by the Board but did not ask for action on the presentation at this time. He reviewed each item on the worksheet and then fielded questions and suggestions from Directors regarding the plans to go forward with capacity expansion and how to fund said expansion. He indicated that he had been in communication with General Manager John Tichi when putting together the estimates. Both the President and the General Manager fielded questions regarding the worksheet.

6. Staff Report Concerning Operations and Management.

a) General Manager.

General Manager John Tichi reported that the committee for the Raw Water Line improvements is gathering information and waiting on responses from TCEQ to make sure the project is complete. Tim Hawkins added that once that is done, they will be able to begin a cost analysis of the project. He added that the TCEQ will have to agree with the final condition of the project. Amy Fitzgerald stated that a timeline would be good, since there are several other projects anticipated for the near future. Hawkins stated that the actual finalizing of the Raw Water Line project would not take too long, but that the structuring of future, potentially in-house, projects could take much longer.

Regarding the Tip Top Water Line replacement, Tichi reported that there was little progress during the holidays. In addition, he stated that several employees were out due to Covid during the holidays as well. He stated that he hoped to have the project completed by the February Board meeting, but that the remainder of the project is the most difficult. He also reported that the additional request for alternative capacity is still under review.

Regarding the unpaid invoice to Davis Engineering, Tichi reported that he had requested an explanation for the invoice from Chuck Davis, but to date, he has had no response.

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

Vice President Bruce Covill suggested that any standing committee have an agenda line item on each agenda going forward. He added that the Bylaws Committee has gathered all the needed material and has reviewed approximate 1/3 of the documents. He stated that there was one issue with Article III that the committee wanted to bring to the Board regarding guidelines for signers on the JWSC bank

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accounts, indicating that the original intent of the wording was to ensure that both the President and the Secretary/Treasurer, or a designee of each office, sign every check as a form of “checks and balances.” Dave Stewart clarified the intent of the wording, since he had had a part in the By-Laws revisions that included this wording. The Board asked for an action item regarding this matter be put on the February agenda for review and approval.

Vice President Bruce Covill noted that the next item to be addressed would be Article VI, regarding the Conflict of Interest Policy and the Procurement Policy.

8. Old Business

a) Discuss/Approve Timeline for Extending Appreciation to former Directors.

President Gregg Newcombe reminded the Board that they had voted to send a letter of appreciation to past Board members, however he indicated that there was some confusion about whether the letters would be issued “going forward” or whether they would be retroactive. As a result, he asked Nadia Wills to express her intent, since she had been the one to recommend the letter. After Nadia explained her intent, a motion was made to send letters to Ron Sherrill and Jim Roberts.

Motion made by Nadia Wills.

Seconded by Don Swayne.

The motion passed unopposed.

b) Discuss Update on Permanent Identification on JWSC Vehicles and Equipment.

General Manager John Tichi reported that permanent identification had been applied to all vehicles and equipment except for the mini-excavator and its trailer. He indicated that the size and surface of the excavator and trailer were prohibitive with regards to placing the decals. He stated that he was investigating an alternative. He added that he was waiting on Don Swayne to provide insight regarding the numbering of the vehicles. Don indicated that he would be available the following week to work on that.

9. New Business

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

After a brief discussion, a motion was made to approve extending the COVID-19 Resolution for Employees and Members.

Motion made by Amy Fitzgerald.

Seconded by Bruce Covill.

The motion passed unopposed.

10. Adjournment.

A motion was made to adjourn.

Motion made by John Riddle.

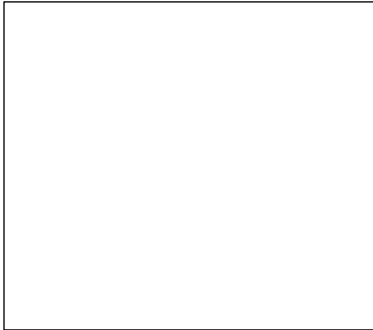
Seconded by Nadia Wills.

The motion passed unopposed and the meeting was adjourned at 8:53 pm.

Minutes taken by Karissa Kornegay.

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



Gregg Newcombe, President

ATTEST:

Liane Popham, Secretary