

JONESTOWN WATER SUPPLY CORPORATION  
BOARD OF DIRECTORS MEETING MINUTES  
NOVEMBER 12, 2019

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

Board members present: Bruce Covill, Gregg Newcombe, Ron Sherrill, John Riddle, Liane Popham, Tim Hawkins and Amy Fitzgerald.

Board members absent: Jim Roberts, Nadia Wills

Staff present: John Tichi and Karissa Kornegay

Members present: Gregg Billings

Others present: Josh Ray (City of Lago Vista)

1. A Set Date of Next Regular Meeting – December 10, 2019.

2. Members and /or Public Comment:  
None.

2. A Josh Ray, Lago Vista City Manager, was present to educate the Board regarding his past and present experience with a 4-day work week. He emphasized 3 major points of interest that he considered to be compelling reasons to transition to a 4-day work week in place of the traditional 5-day work week:

1. Increase in productivity.
2. The “happiness” factor which he points out has a direct correlation to productivity.
3. More time on the job to complete tasks.

After his presentation, he fielded several questions from the Board regarding the transition, and recommended a minimum 60-day lead time to allow the customers to be notified and have time to adjust to the idea of the change in business hours.

3. Approve Minutes

- a) Regular Meeting minutes of October 8, 2019.

A motion was made to approve the Regular Meeting minutes of October 8, 2019, *as amended*.

Motion made by Amy Fitzgerald.

Seconded by Liane Popham.

The motion passed unopposed.

4. Financial Matters.

- a) Secretary's Treasurer Report.

Secretary/Treasurer Liane Popham deferred to John Tichi to talk about the CD's.

- b) Approve Bills, Invoices and Other Payables.

After a brief period of question and answer regarding the bills, a motion was made to approve Bills, Invoices and Other Payables.

Motion made by Amy Fitzgerald.

Seconded by Liane Popham.

The motion passed unopposed.

c) Discuss/Approve Budget Amendments.

None

5. President's Report Concerning Corporate Affairs.

a) Ideation Session

At this time, President Newcombe gave a brief explanation about his ideation session. He explained that everyone has presented ideas at one time or another to increase the efficiency within the JWSC and he did not want to see those ideas lost. He suggested that the ideas be preserved in writing for future consideration, since there is no document that he is aware of that captures these ideas. He presented a flip chart with several things already written on the chart that were things he personally would like to see addressed, and then opened the floor to the Board and those present to add to the list to create a "road map" for the JWSC's future projects and activities.

6. Staff Report Concerning Operations and Management.

a) General Manager.

General Manager John Tichi gave an overview of the month's activities with updates on the LCRA contract, the Raw Water Replacement Line, the Hollows Floating Water Intake, the Chlorine/Chloramine trial, and the Recycling Filter Project. (Report attached)

b) Office Manager

Office Manager Karissa Kornegay gave a brief review of the month's administrative activities, noting that the Credentials Committee will need to meet prior to the December Board meeting on the 10<sup>th</sup>. (Report attached)

7. Committee Reports

a) Large Project Committee

President Gregg Newcombe gave a summary of the recent meetings of the Large Project Committee and stated that they had completed their evaluations and would be ready to make a proposal to the Board at the December 10<sup>th</sup> regular meeting.

b) Irrigation/Filter Backwash Committee

No Report.

8. Old Business

a) Discuss/Approve Transitioning JWSC to a 4-day work week including associated changes to the JWSC Personnel [Manual] regarding business hours and holidays.

After a lengthy discussion, a motion was made to begin the transition to a 4-day work week including associated changes to the JWSC Personnel Manual regarding business hours and holidays, as laid out in the staff proposal, as follows:

SECTION 2-2 OFFICE PROCEDURE

3. Business hours of the Corporation are from 7:00 A.M. to 6:00 P.M. four days per week, Monday through Thursday, except on declared holidays.

SECTION 2-3 HOLIDAYS

1. The following days will be observed as official holidays by the Corporation, with the office being closed on such days:

NEW YEARS DAY (unless it falls on a Friday, Saturday or Sunday)

PRESIDENTS DAY

INDEPENDENCE DAY (unless it falls on a Friday, Saturday or Sunday)

MEMORIAL DAY

LABOR DAY

THANKSGIVING DAY

CHRISTMAS - 2 DAYS (if Christmas falls on a Tuesday or Wednesday - otherwise only *Christmas* day)

2. If a holiday is worked, pay for employees on a holiday will be time and one-half.

Motion made by Ron Sherrill.

Seconded by Bruce Covill.

The motion passed unopposed with one abstention. (John Riddle)

Resolution 19-1211-03 to revise the Personnel Manual was signed by President Gregg Newcombe and Secretary/Treasurer Liane Popham. (Resolution attached)

9. New Business

- a) Discuss/Approve Investment strategy for the \$1,000,000 designated for CD's.

After some discussion, Amy Fitzgerald made a motion to allow Secretary/Treasurer Liane Popham to direct Business Bank of Texas to move \$1,000,000 to a one-year CD between now and December 31<sup>st</sup>, 2019, at the most favorable rate.

Seconded by Ron Sherrill.

The motion passed unopposed.

- b) Discuss/Approve Resolution Establishing a Fleet Safety Program.

John Tichi described to the Board the process by which JWSC came to formulate the Fleet Safety Policy, renamed Vehicle Safety Policy. The Board added 2 items to the policy as follows, on page 3:

8. Maintain interior and exterior cleanliness of vehicles at all times.

9. Obey all state and local traffic laws.

A motion was made to approve the resolution establishing a Vehicle Safety Policy and amending the policy as noted.

Motion made by Bruce Covill.

Seconded by Liane Popham.

The motion passed unopposed.

Resolution 19-1211-01 to establish a Vehicle Safety Policy was signed by President Gregg Newcombe and Secretary/Treasurer Liane Popham. (Resolution attached)

c) Discuss/Approve Resolution to Close all Capital One Bank Accounts except the Health Reimbursement Account.

A motion was made to approve a resolution to close all Capital One Bank accounts except the Health Reimbursement account.

Motion made by John Riddle.

Seconded by Ron Sherrill.

The motion passed unopposed.

Resolution 19-1211-02 to close Capital One Bank Investment accounts was signed by President Gregg Newcombe and Secretary/Treasurer Liane Popham. (Resolution attached)

d) Discuss/Approve Tip Top Drive water line replacement.

General Manager John Tichi explained to the Board that the materials presented regarding this item were for discussion only and that he had provided the information so that the Board would have until the December regular meeting to prepare questions or comments about this project.

This item was deferred to the December 10, 2019 regular meeting. No action was taken.

e) Discuss/Approve Phone allowance for John Tichi

President Gregg Newcombe explained that John has been using the same phone number for 17 years and all of his friends, family and acquaintances use this number to contact him. However, he explained, the JWSC has a policy that no company-provided equipment may be used for personal business. Therefore, he added, that in the spirit of transparency, John has proposed that he transfer the phone and number to his personal account and take over responsibility of all related phone expenses. He requested \$30/month compensation in return for the use of what will become his personal property.

After a brief question and answer session, a motion was made to approve a \$30/month phone allowance, once John has paid for and transferred the phone to his personal account. (Proposal attached)

Motion made by John Riddle.

Seconded by Tim Hawkins.

The motion passed unopposed.

10. Adjournment.

A motion was made to adjourn.

Motion made by Ron Sherrill.

Seconded by John Riddle.

The motion passed unopposed and the meeting was adjourned at 9:47 pm.

Minutes taken by Karissa Kornegay.