

JONESTOWN WATER SUPPLY CORPORATION
BOARD OF DIRECTORS MEETING MINUTES *AMENDED*
SEPTEMBER 10, 2019

1. Vice President Gregg Newcombe called the meeting to order at 7:04 pm.

Board members present: Jim Roberts, Bruce Covill, Gregg Newcombe, Nadia Wills, Ron Sherrill, John Riddle, Liane Popham and Amy Fitzgerald.

Board members absent: None

Staff present: John Tichi and Karissa Kornegay

Members present: Greg Billings, Jim Linton

Others present: Greg Guy, Tommy Headrick (JPD)

1. A Set Date of Next Regular Meeting – October 8, 2019.

2. Members and /or Public Comment:

Jim Linton expressed concerns about “the connection between the Jonestown Water Supply Corporation and Buchanan Lake Village.” He added that he wants the Board to “look into the things that are connecting these two entities because it’s definitely a conflict of interest.” He said that he was also concerned about any board members who are receiving non-paid favors by employees of the Jonestown Water Supply Corporation.

3. Approve Minutes

- a) Regular Meeting minutes of August 13, 2019.

A motion was made to approve the Regular Meeting minutes of August 13, 2019, *as amended*.

Motion made by John Riddle.

Seconded by Ron Sherrill.

The motion passed unopposed with one (1) abstention (Liane Popham).

- b) Special Meeting minutes of August 30, 2019.

A motion was made to approve the Special Meeting minutes of August 30, 2019, *as amended*.

Motion made by John Riddle.

Seconded by Bruce Covill.

The motion passed unopposed.

4. Financial Matters.

- a) Secretary's Treasurer Report.

Liane Popham reported that the accounts for the CD’s are being set up. She stated that she also reviewed the Capital One card statement about which she had a few questions. She passed out copies of the card statement and invited the Board to ask questions about any charges that might stand out on the statement. Several of the Directors, including the Secretary/Treasurer asked about charges on the statement regarding purchases for the Horton plant, Boat repair, vehicle maintenance, toll fees, gasoline and other charges related to the Raw Water Line project.

(Amended by Liane Popham to add) Access to the GM’s passwords and computer was discussed, with a concern of access in the absence of the GM. John Tichi will ensure that Karissa, the Office Manager knows how to access in an emergency. Secretary Popham said she will follow up at the next meeting to make sure this was done.

Secretary Popham also reported that she had been questioned about the paving invoice from Brent Watson and that Billy Carter's driveway had been paved at the same time and by the same person (Brent Watson) as the one JWSC contracted with for the Raw Water Line Project. She stated that she had asked John to ask Brent Watson for a separate invoice for the pavement at Billy Carter's property because it "didn't look good" that the same company had paved his drive at the same time that we were paying them to perform work for us. She added that Brent Watson has not provided us with any documentation stating that he is insured, although he was asked for it. John Tichi provided an explanation for why we used concrete instead of asphalt and said that "the concrete was the same price per square foot" as the asphalt. Bruce Covill stated that he asked another contractor about the price and they stated that the normal charge is \$5.50 for the same thickness. John Riddle stated that this is something that needs to be included in the conversation when the Large Project Committee meets.

Secretary Popham asked what the consequences are for not having proof of insurance from our contractors. Bruce Covill requested that we ask the insurer what they would say if we use contractors who are uninsured, and something happens on a jobsite where the JWSC is the general contractor.

b) Approve Bills, Invoices and Other Payables.

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

Motion made by Nadia Wills.

Seconded by Bruce Covill.

The motion passed unopposed.

c) Discuss/Approve Budget Amendments.

None

5. Vice President's Report Concerning Corporate Affairs.

Vice President Gregg Newcombe reported that two organizations responded to us quickly in our recent situations: Murfee Engineering and TCEQ. He stated that frequently these organizations can take a long time to respond, but that they expedited the process to meet our needs and that he was thankful to them for that. He also thanked Greg Billings and Mr. Guy for helping us out.

6. Staff Report Concerning Operations and Management.

a) General Manager.

General Manager John Tichi reviewed his GM report stating that the LCRA water contract will be on the October agenda, however we do not need to be present since it is an "in-house administrative approval."

Regarding the raw water intake he stated that "we are at terms on the [easement] amendment" and he's just waiting for a signed copy back before putting lines in the water.

Regarding the Hollows floating water intake, he stated that we would be engaging Murfee Engineering for the design on that project.

Regarding the chloramines, he stated that aeration seems to be the answer, adding that we would be looking for some assistance in design for our space. He also fielded questions regarding the reasons for switching back to free available chlorine from chloramines.

Regarding the recycling filter project, he reported that all of the equipment has been ordered and that it should be no trouble getting it installed and operational inside of two months.

Nadia Wills asked if the irrigation lines to the Carter property had been removed, to which Tichi responded that they hadn't been removed but he planned to get them out as quickly as possible. Bruce Covill asked if we have any other assets on Mr. Carter's property, to which Tichi responded that we have a couple of trailers there and that we'd get those removed as well, but that one of them would be used to haul off the old irrigation lines.

b) Office Manager.
No report.

7. Committee Reports

a) Large Project Committee

Vice President Gregg Newcombe gave a brief overview up the upcoming Large Project Committee meeting stating that it had been placed on hold temporarily pending the resolution of the irrigation issue. He announced that the Board members on the committee are Bruce Covill, Jim Roberts, Amy Fitzgerald and himself. He added that John Tichi would be participating as well. He announced that the members participating on the committee would be Ron Langan, Melissa Fletcher, Ed Mouser, and a fourth as yet unknown. He stated that he anticipates 3 90-minute meetings of the committee: the first will focus on the history of how we have dealt with large projects and will involve Q & A; the second will be to capture insights and ideas; and the third will be to refine the data down to meaningful options leading to recommendations to the Board for a vote. He added that he anticipates the first meeting to be held in the next 4 weeks.

(Amended by Liane Popham to add) Newcombe commented that we overcame our fear, bought some time, and got a good short-term solution and an even better long term plan that is more sustainable. For future challenges, he would like us to take the reins, and find alternatives.

(Amended by Liane Popham to add) Newcombe provided a tentative framework for the Large Project Committee.

- 1. Identify which projects are beyond the normal scope of responsibilities.*
- 2. Enhance and refine the bid process.*
- 3. How to determine if we have the capability to do the project in-house.*
- 4. Determine how in-house labor and materials will be accounted for.*
- 5. Define the difference between projects benefitting existing member v. those for developers.*
- 6. If paid, determine the amount of the incremental bonus paid to the GM or others.*

b) Irrigation/Filter Backwash Committee

Vice President Gregg Newcombe gave an overview of the cost factors that drove the committee to make the recommendations that they made which resulted in the contract with the Guy Jr Family Trust, and then consequently, the decision to recycle the filtered backwash.

Bruce Covill explained that the committee asked Gregg Newcombe *Billings* to contact the Guy family to see if they would be willing to enter into an agreement with the JWSC for irrigation. He reported that they agreed to a 3-5-month contract, at which time John Riddle engaged with TCEQ to see about amending our irrigation permit. Covill stated that Murfee Engineering was brought in to look at the plan and that John Tichi came up with a filtering plan that he felt would make recycling the water safe.

8. Old Business
None

9. New Business

a) Discuss/Approve Electing New Board Officers

Liane Popham nominated Gregg Newcombe as President.

Bruce Covill seconded the nomination.

A vote was taken and Gregg Newcombe was elected President unopposed.

John Riddle nominated Bruce Covill as Vice President.

Liane Popham seconded the nomination.

A vote was taken and Bruce Covill was elected Vice President unopposed.

b) Discuss Transitioning to a 4-day work week.

After a brief discussion, the Board requested that we invite Lago Vista City Manager, Josh Ray, to the next board meeting in October to educate our Board on the City of Lago Vista's experience with the 4-day work week.

c) Discuss/Approve Resolution to Execute a Professional Services Agreement with Murfee Engineering.

John Tichi gave a brief explanation of why he thought Murfee Engineering would best suit the needs of the JWSC.

A motion was made to approve a resolution to execute a professional services agreement with Murfee Engineering.

Motion made by Nadia Wills.

Seconded by John Riddle.

The motion passed unopposed.

d) Discuss/Approve Tariff Changes to Section E(25)(b)(2) – regarding allowable lead levels in plumbing and change Membership application accordingly.

Motion made by Ron Sherrill.

Seconded by John Riddle.

The motion passed unopposed.

10. Adjournment.

A motion was made to adjourn.

Motion made by Ron Sherrill.

Seconded by Jim Roberts.

The motion passed unopposed and the meeting was adjourned at 9:19 pm.

Minutes taken by Karissa Kornegay, *amended by Liane Popham.*