

JONESTOWN WATER SUPPLY CORPORATION  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 10, 2019

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

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

Board members absent: Jim Roberts and Ron Sherrill,

Staff present: John Tichi and Karissa Kornegay

Members present: None

Others present: None

1. A Set Date of Next Regular Meeting – January 14, 2020.

2. Members and /or Public Comment:  
None.

3. Approve Minutes

- a) Regular Meeting minutes of November 12, 2019.

A motion was made to approve the Regular Meeting minutes of November 12, 2019.

Motion made by Bruce Covill.

Seconded by Liane Popham.

The motion passed unopposed.

4. Financial Matters.

- a) Secretary's Treasurer Report.

Secretary/Treasurer Liane Popham reported that she had moved \$1,000,000 into a CD at 1.48% interest. The CD effective date was 11/21/19 and the maturity date will be 11/19/20 with interest being credited toward the principal. She added that she would like to see some projections for what projects the JWSC would undertake in the coming year, in order to create a budget for the capital projects. John Riddle asked to be included in forming that budget.

Secretary Popham also stated that we would need to make additional budget amendments, possible in January, to accommodate the purchase of the new truck that wasn't budgeted for in this fiscal year, and also to accommodate the \$70,000 bonus – as well as related fees and retirement match - that General Manager John Tichi would be receiving once the Raw Water Line Replacement project was completed.

- 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 Bruce Covill.

Seconded by John Riddle.

The motion passed unopposed.

- c) Discuss/Approve Budget Amendments.

No action taken.

5. President's Report Concerning Corporate Affairs.

President Gregg Newcombe reported that the fire hydrant project hadn't fully yielded the intended goal of reducing the local ISO rating down to 3 or even 2. He said that he would be following the progress of that situation and would like to make the ISO rating information available at some point to the membership if possible, since the homeowner is responsible for taking the initiative to notify their insurance companies of the reduced ISO rating.

  - a) Potential to Retire JWSC Debt

Regarding retiring the JWSC debt, i.e. loans owed to the USDA, President Gregg Newcombe presented a chart showing options and reasons for paying off the old debt. Several arguments for and against retiring the JWSC debt included, respectively, a sizeable savings in interest expense and concerns over developers being able to usurp portions of JWSC's service area by creating private water districts within our CCN. After a lengthy discussion, the directors agreed that the TRWA should be asked to send someone to speak to the board on the subject, to further educate the board on their options and of the protections provided by holding on to federal debt.
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 Intake, the Hollows Floating Water Intake, the Chlorine/Chloramine trial, and the Recycling Filter Project. (Report attached)
  - b) Office Manager  
Office Manager Karissa Kornegay reported that the office has had a lot of positive feedback regarding the upcoming transition to the 4-day work week.
7. Committee Reports
  - a) Large Project Committee  
President Gregg Newcombe reported that the committee had met twice and that they would be having a 3<sup>rd</sup> and final meeting to complete their proposal regarding the handling of large projects. He said that he hoped they would have something to put in place for the new fiscal year.
  - b) Irrigation/Filter Backwash Committee  
General Manager John Tichi reported that the filters are in place and operational.
8. Old Business
  - a) Discuss/Approve Tip Top Drive water line replacement.

After some discussion, the Board directed General Manager John Tichi to put together a proposal for replacing the "must replace" and "should replace" portions of the line indicated on the diagram presented to the Board at the November meeting (diagram attached). Tichi said he would have the numbers ready for the first of next year.
9. New Business
  - a) Discuss/Approve Resolution to Approve 2020 Annual Meeting Procedures.

After a brief discussion and explanation by the Credentials Committee as to what changes were made to the Annual Meeting Procedures for 2020, a motion was made to approve the JWSC 2020 Annual Meeting Procedures with the noted changes to the ballot.  
Motion made by Amy Fitzgerald.  
Seconded by Nadia Wills.  
The motion passed unopposed.  
Resolution 19-1012-01 to Approve 2020 Annual Meeting Procedures was read by President Gregg Newcombe and signed by President Gregg Newcombe and Secretary/Treasurer Liane Popham. (Resolution attached)

b) Discuss/Approve Resolution to create New Service Payout Request Policy.  
A motion was made to approve the resolution establishing a New Service Payout Request Policy.  
Motion made by Bruce Covill.  
Seconded by Liane Popham.  
The motion passed unopposed.  
Resolution 19-1012-02 to establish a New Service Payout Request Policy was read by President Gregg Newcombe and signed by President Gregg Newcombe and Secretary/Treasurer Liane Popham. (Resolution attached)

c) Discuss/Approve changing online bill pay service from Heartland to Nexbillpay.  
After some discussion, a motion was made to approve changing online bill pay service from Heartland to Nexbillpay.  
Motion made by Liane Popham.  
Seconded by Amy Fitzgerald.  
The motion passed unopposed.

d) Discuss/Approve Resolution to Amend Section E.14.1 of the JWSC Tariff (re: ***Due dates, Delinquent Bills, and Service Disconnection Date.***) changing “Friday” to “Thursday” (Effective 2/1/20)  
A motion was made to approve a Resolution to Amend Section E.14.1 of the JWSC Tariff (re: ***Due dates, Delinquent Bills, and Service Disconnection Date.***) changing “Friday” to “Thursday” (Effective 2/1/20)  
Motion made by Bruce Covill.  
Seconded by John Riddle.  
The motion passed unopposed.  
Resolution 19-1012-03 to to Amend Section E.14.1 of the JWSC Tariff was read by President Gregg Newcombe and signed by President Gregg Newcombe and Secretary/Treasurer Liane Popham. (Resolution attached)

10. EXECUTIVE SESSION

a) Discuss/Approve Employee Christmas Bonuses  
At 9:25pm, the Board went into Executive Session to discuss Employee Christmas Bonuses. Executive session ended at 9:45pm.  
A motion was made to approve \$1,000 gross *Seasonal* Bonus for all hourly employees.  
Motion made by John Riddle.  
Seconded by Liane Popham.  
The motion passed unopposed.

11. Adjournment.

A motion was made to adjourn.  
Motion made by Amy Fitzgerald.  
Seconded by Tim Hawkins.  
The motion passed unopposed and the meeting was adjourned at 9:48 pm.

Minutes taken by Karissa Kornegay.