

JONESTOWN WATER SUPPLY CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JUNE 9, 2020

1. President Gregg Newcombe called the meeting to order at 7:10 pm.

Board members present: Bruce Covill, Gregg Newcombe, John Riddle (7:24 due to technical difficulties), Tim Hawkins, Nadia Wills, Amy Fitzgerald, and Liane Popham.

Board members absent: Ron Sherrill and Jim Roberts

Staff present: John Tichi and Karissa Kornegay

Members present: Dave Stewart

Others present: None

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

2. Members and /or Public Comment:
Dave Stewart introduced himself to the Board.

3. Approve Minutes
 - a) Regular Meeting minutes of April 13, 2020.
A motion was made to approve the regular meeting minutes of April 13, 2020.
Motion made by Bruce Covill.
Seconded by Liane Popham
The motion passed unopposed.

- b) Regular Meeting minutes of May 12, 2020.
A motion was made to approve the regular meeting minutes of May 12, 2020.
Motion made by Amy Fitzgerald.
Seconded by Tim Hawkins.
The motion passed unopposed.

4. Financial Matters.
 - a) Secretary's Treasurer Report.
Secretary/Treasurer Liane Popham reported that CD rates are low.

- b) Approve Bills, Invoices and Other Payables.
A motion was made to approve the Bills, Invoices and Other Payables.
Motion made by Nadia Wills.
Seconded by Bruce Covill.
The motion passed unopposed.

5. President's Report Concerning Corporate Affairs.
Gregg Newcombe “regretfully” accepted Ron Sherrill’s resignation.

6. Staff Report Concerning Operations and Management.
 - a) General Manager.
General Manager John Tichi reported that the vault for the Raw Water Line had been set. He added that meter testing for inaccurate meters continues, and that we are making progress on the

CoBank refinancing loan. He introduced the Social Media Guidance and made recommendations to the Board on how to deal with Social Media issues/comments directed at the JWSC. He concluded his overview with a review of his JWSC Capacity and Expansion plan. Several Directors asked if the current Raw Water Line Project would increase the JWSC's overall capacity. Tichi replied that it would not. Several suggestions were made as to how capacity could be increased, or TCEQ capacity ratings reduced, while the JWSC is in the processing of designing and building a new treatment plant. Tichi stated that he would research options for increasing capacity while we wait to build the new plant (report and supporting documents attached)

b) Office Manager
No report.

7. Committee Reports

a) Large Project Committee
No report.

8. Old Business

a) Discuss/Approve Tip Top Line Replacement Project

John Tichi directed the Board's attention to a graphic showing the scope of the project on the ground. He fielded questions and elaborated on the pipe size, need for boring in one area of the project, and the estimated costs. A motion was made to approve the Tip Top Line Replacement project at an estimated cost of \$115,354.20 (supporting documents attached).

Motion made by John Riddle

Seconded by Bruce Covill

The motion passed unopposed.

b) This item was moved to later in the meeting.

9. New Business

a) Discuss/Appoint Director to fill position vacated by Ron Sherrill (2022).

President Newcombe explained that the vacancy on the board would be for the remaining 2 years of Ron Sherrill's term, and stated that Dave Stewart was the only person who had come to show interest in the vacancy. Liane Popham nominated Dave Stewart to fill the position. John Riddle seconded the nomination. As no other nominations were made, a motion was made to appoint Dave Stewart to fill the position vacated by Ron Sherrill.

Motion made by John Riddle.

Seconded by Nadia Wills.

The motion passed with one abstained (Covill).

At this time, Dave Stewart began participating as a Board Director.

****The order of b) and c) items was flip-flopped****

c) Discuss/Approve **Resolution** Declaring Elected All Unopposed Candidates for the 2020 Annual Election.

John Tichi read the motion for the Board.

A motion was made to declare elected all unopposed Candidates for the 2020 Annual Election.

Motion made by Tim Hawkins.

Seconded by Amy Fitzgerald.

The motion passed unopposed and the following candidates are to be declared elected at the 2020 Annual Meeting: Gregg Newcombe, Nadia Wills, Don Swayne.

(Resolution to be read at the 2020 Annual Membership meeting on July 20, 2020)

b) Discuss/Approve removing Ron Sherrill as Bank Signer and Appointing a Signer for All Active Bank Accounts

A motion was made to remove Ron Sherrill as a Bank Signer

Motion made by Liane Popham.

Seconded by Nadia Wills.

The motion passed unopposed.

A motion was made to add Bruce Covill as a signer to the SSBT Operating Account to replace Ron Sherrill and Amy Fitzgerald as a signer to the BBT accounts.

Motion made by John Riddle.

Seconded by Bruce Covill.

The motion passed unopposed.

****At this time, the Board resumed discussion of Item 8. b) (Old Business)****

8. b) Discuss/Approve Revising the Annual Meeting Procedures due to Covid19.

A motion was made to hold the Annual Meeting by Zoom on July 20, 2020.

Motion made by Amy Fitzgerald.

Seconded by Tim Hawkins.

The motion passed unopposed.

9 d) Discuss/Approve engaging Neffendorf & Knoff to perform 2019-2020 audit at \$9500.

A motion was made to engage Neffendorf & Knoff to perform the 2019-2020 audit at \$9500.

Motion made by Nadia Wills.

Seconded by Liane Popham.

The motion passed unopposed.

e) Discuss/Approve selection of candidate for PEC Board of Directors

A motion was made to support Mark Ekrut for the PEC Board of Directors election.

Motion made by John Riddle.

Seconded by Tim Hawkins.

The motion passed unopposed.

f) Discuss/Approve **Resolution** to Amend the Non-Standard Service Agreement with the Hollows on Lake Travis, LLC.

General Manager John Tichi read the Resolution which amends the Non-standard Service Agreement with the Hollows on Lake Travis, LLC. He then elaborated on the reason for the amended agreement, stating that the developer needs a minimal number of active service connections (16) to start up the development. He added that the original agreement is still in force.

A motion was made to approve the resolution to amend the non-standard service agreement with the Hollows on Lake Travis, LLC, as read.

Motion made by Bruce Covill.

Seconded by Amy Fitzgerald.

The motion passed with one abstained (Stewart).

At 8:52pm, President Gregg Newcombe read the portion of the Texas Government Code (Chapter 551.074) which gives the Board authority to go into executive session and announced that the Board would go into Executive Session to discuss 2020-2021 Salary Changes.

At 9:22pm, the Board closed the Executive session and resumed the open meeting.

A motion was made to approve a 3% overall salary increase with the following stipulations:

- 1) All employees who currently earn less than \$40k per year will receive a minimum 4% wage increase.
- 2) John Tichi may award himself a salary increase up to, but not to exceed, 3%.
- 3) John Tichi will have sole discretion on how to distribute the remainder of the funds.
- 4) The Board will be notified of the results of the salary increases.

Motion made by Nadia Wills.

Seconded by John Riddle.

The motion passed unopposed.

h) Discuss/Approve 2020-2021 Budget.

After a brief question and answer session regarding the proposed budget, and a few changes to the Budget committee's proposal, a motion was made to approve the 2020-2021 Budget with the suggested changes (budget attached).

Motion made by Liane Popham.

Seconded by Bruce Covill.

The motion passed unopposed.

10. Adjournment.

A motion was made to adjourn.

Motion made by Dave Stewart.

Seconded by John Riddle.

The motion passed unopposed and the meeting was adjourned at 9:43 pm.

Minutes taken by Karissa Kornegay.

PASSED AND APPROVED AT A REGULAR MEETING HELD ON JULY 14, 2020.



Gregg Newcombe, President

ATTEST:

Liane Popham, Secretary