

1. Personnel Committee Meeting Agenda

Documents:

[2025-05-07 PERSONNEL COMMITTEE AGENDA.PDF](#)

2. 3:00 P.M. Personnel Committee Meeting Presentation

Documents:

[2025-05-07 PERSONNEL COMMITTEE PRESENTATION.PDF](#)



## **NORTH TEXAS MUNICIPAL WATER DISTRICT**

**501 E. Brown Street • Wylie, Texas 75098  
(972) 442-5405**

**PERSONNEL COMMITTEE MEETING  
WEDNESDAY, MAY 7, 2025 (VIA VIDEOCONFERENCE)  
3:00 P.M.**

Notice is hereby given pursuant to V.T.C.A., Government Code, Chapter 551, that the Board of Directors of North Texas Municipal Water District (NTMWD), Personnel Committee, will hold a regular meeting by videoconference, accessible to the public, on Wednesday, May 7, 2025, at 3:00 p.m.

The Presiding Officer will be present at the meeting location, the NTMWD Administrative Offices, 501 E. Brown Street, Wylie, Texas 75098, with two-way video and audio communication between Board members participating by videoconference, establishing a quorum. The public may attend the meeting in person at the meeting location. Audio and video of Board members participating by videoconference will be visible to members of the public in attendance at the meeting location. The meeting will be recorded and the audio recording will be available on the NTMWD website after the meeting.

Members of the public wishing to listen to live audio from the meeting may do so by calling in at (469) 210-7159 or toll free (844) 621-3956 and entering the following access code: 928 587 040. Please note this line will not provide for two-way communication and public comment at the meeting must be made in person at the meeting location.

### **AGENDA**

**I. CALL TO ORDER**

**II. PUBLIC COMMENTS**

We welcome members, customers, and the public to participate during the public comment period of the meeting. Before the start of the meeting, speakers must complete and submit a "Public Comment Registration Form." During this portion of the meeting, speakers will be recognized by name and asked to provide their comments. The time limit is three (3) minutes per speaker, not to exceed a total of thirty (30) minutes for all speakers. Texas Open Meetings Act prohibits the Committee from discussing items not listed in the agenda. However, Committee Members may respond with factual or policy information.

**III. OPENING REMARKS**

**A. Chair/Executive Director/Committee Champion Status Report concerning legislation and regulatory matters, budgets, current projects and ongoing programs of the District**

PERSONNEL COMMITTEE MEETING AGENDA

MAY 7, 2025

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IV. ACTION ITEMS

- A. Consider approval of Personnel Committee meeting minutes – January 8, 2025
- B. Amendments to the NTMWD Personnel Policies Manual
- C. Amendments to 457 (b) Deferred Compensation Plan and Restatement of Plan Document

V. DISCUSSION ITEMS

- A. Fiscal Year 2026 Personnel Requests
- B. Opportunity for Committee members to provide feedback on the Personnel Committee meeting or request potential future agenda items

VI. ADJOURNMENT

**REQUIRED LEGAL NOTICES**

*The Personnel Committee is authorized by the Texas Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include receiving legal advice from its attorney (Section 551.071); discussing real property matters (Section 551.072); discussing gifts and donations (Section 551.073); discussing personnel matters (Section 551.074); or discussing security personnel or devices (Section 551.076). If the Executive Committee determines to go into executive session on any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.*

*Persons with disabilities who plan to attend the NTMWD meeting and who may need auxiliary aids or services are requested to contact Shannon Sauceman in the NTMWD Administrative Offices at (972) 442-5405 as soon as possible. All reasonable efforts will be taken to make the appropriate arrangements.*

*Pursuant to Section 30.05, Penal Code (criminal trespass), a person may not enter this property with a firearm. Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun. Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.*

## PERSONNEL COMMITTEE MEETING

May 7, 2025



# Agenda

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. OPENING REMARKS
- IV. ACTION ITEMS
- V. DISCUSSION ITEMS
- VI. ADJOURNMENT



# Agenda

## **IV. ACTION ITEMS**

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# Agenda

*Ike Obi, Director of Human Resources*

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# Amendments to Personnel Policies Manual

## **Recommended Updates, Changes and Corrections**

- Minor revisions and corrections
- Alignment of policies to legal requirements
- Substantive changes for discussion with Committee



# Minor Revisions and Corrections

## Clarifications, correction of typos, duplications and format

Policy Section	Title
Section 1.11	<b>Resignation</b> – wording correction ("shall" to "will")
Section 2.3.3	<b>Business/Property</b> Interest Conflict – wording correction
Section 4.3	<b>Overtime Fair Labor Standards Act</b> – add that District adheres to the Fair Labor Standards Act – federal wage laws
Section 4.5	<b>Callback Pay</b> – renaming policy to clarify meaning and use
Section 4.6	<b>On-Call/Standby Pay</b> – add language to clarify policy
Section 5.2	<b>Sick Leave</b> – clarify that employees who move to part-time can use accrued sick leave balance, and not paid-out at termination
Section 5.5	<b>Vacation</b> – clarify that employees who move to part-time may retain vacation balance and be paid out at termination
Section 6.3	<b>Retirement Recognition Program</b> – add that an award packet in lieu of engraved watch as an option for 20-year employees



# Legal Requirements

## Align to employment laws changes and workplace rules

Policy Section	Title
<b>Section 2.3.8</b>	<b>Political Activities</b> – Employers must allow employees up to 2 hours of paid time off to vote on election day if they have not voted during early voting and work schedule does not allow sufficient time to vote on election day "without a loss or reduction of wages or another benefit of employment" (Tex. Election Code Title 16, Chapter 276.001 and 276.004). Employee must coordinate with HR
<b>Section 2.11</b>	<b>Workplace Violence and Weapons</b> – Add notification of right to report workplace violence or suspicious activities to Texas DPS
<b>Section 4.7</b>	<b>Timekeeping</b> – Clarify exempt employee's responsibility for a timely reporting of time-worked in lieu of absence during normal work schedule. Failure to do so may result in a reduction of paid hours
<b>Section 6.2</b>	<b>Worker's Compensation</b> – Add a new policy on timely reporting of workplace injury by injured employee or employee who witnessed the incident. Also clarifying a policy of no retaliation for filing a workers' compensation claim



# Substantive Policy Changes

## **Section 1.12 – Hiring Former Employee as Independent Contractor**

- Adding a new policy to require close coordination with HR when hiring a former employee as an independent contractor to ensure that the former employee is in good standing and classified correctly

## **Section 1.13 – Personnel Files**

- Adding language to formalize how confidential personnel records are handled and clarify that information contained in personnel files is confidential, unless disclosure is required by law or District policy



# Substantive Policy Changes

## **Section 2.3.4 – Benefits to Previous Employer or Former Employee**

- Adding a policy to prohibit employees from participating in District contracts or matters that benefit most recent former employer within 12 months of District employment
- Adding language to prohibit former employees from representation of third parties for compensation for 12 months following separation of employment. Does not prohibit employee from representation of self or family member



# Substantive Policy Changes

## Section 4.11 – Longevity Pay

- Adding a new policy to provide a retention incentive pay based on service to the District at \$5 per month of continuous District service
- Capped \$1,200 for employees with 20 or more years of service
- Paid annually in a separate paycheck in November. Does not count towards base pay rate
- Annual cost estimated at \$455,000 – about 0.60% of total estimated FY26 salaries

## Section 5.7 – Official Holidays

- Add Veteran's Day as a District holiday
- Supported by systems and member cities survey data
- Annual cost estimated at \$79,000 – about 0.10% of total estimated FY26 salaries



# Future Changes Related to Workday Implementation

- Seeking Committee input on proposed policy changes to be configured in Workday implementation which is currently underway and scheduled to go-live in October 2026
- Implement sick, vacation and holiday policy revisions supported by Workday functionality
  - Base holiday pay on employee's regularly scheduled shift hours - annual cost estimated at \$450,000 – about 0.57% of total estimated FY26 salaries
    - Allows employees working shifts greater than 8 hours to take a day off without having to use their vacation time
    - Align sick and vacation accrual to the 1st and 2nd pay periods of each month for 24 pay periods per year
    - Implement proration of sick and vacation accrual based on hours worked, if hired/terminated during pay period
      - Provide timely leave accrual and reporting
  - Incorporate Workday implementation related revisions with FY26 Personnel Policy review and updates



## Next Steps

- Receive Committee feedback on proposed changes
- Incorporate Committee feedback to proposed changes to Personnel Policies, as needed
- August – Brief Policy Committee
- September – Board consideration and approval of recommended:
  - Personnel policies amendments
  - Total estimated annual cost of adding Longevity Pay and Veterans Day Holiday is about \$534,000 or 0.70% of estimated FY26 salaries



## Committee Consideration

The Executive Director and staff recommend the Board of Directors authorize the amendments to the Personnel Policies Manual and recommend staff proceed with Workday configuration as outlined in the presentation.



# Agenda

*Ike Obi, Director of Human Resources*

## **IV. ACTION ITEMS**

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# Amend and Restate 457(b) Deferred Compensation Plan

- Plan Overview
- Regulatory Compliance for Catch-Up Contributions
- Loan policy and claims appeal process



# Amend and Restate 457(b) Deferred Compensation Plan

## Plan Overview – 457(b) Deferred Compensation Plan Overview

- A qualified deferred contribution plan by the Internal Revenue Service (IRS) rules
- 324 full-time employee (~34%) are enrolled. Annual deferral is approximately \$1.6M
- Contribution limit for 2025 is \$23,500 (indexed). An additional catch-up contribution up to \$7,500 is allowed for participants who are age 50 or older
- Deferrals are pre-tax and invested in employee-directed accounts
- Funds are in “constructive receipt” until paid to employee at separation of employment, required minimum distribution age, or qualified unforeseeable hardship
- Investment options, and plan administrative and recordkeeping functions are provided by third-party vendors – Corebridge and Voya
- District is responsible for plan compliance and updates



# Amend and Restate 457(b) Deferred Compensation Plan

- **Amending plan to add Roth Catch-Up Contribution for participants whose wages exceed \$145,000 in prior year and who are age 50 or older:**
  - All catch-up contributions must be on a Roth after-tax basis
  - "Underutilized Limitation" Catch-up is a variable amount available in the 3 years prior to normal retirement age (age 65 for NTMWD)
  - Catch-up contribution for 2025 is \$7,500 (normal catch-up)
- **Continuing catch-up contributions for participants with earning of \$145,000 or less on pre-tax basis, but may opt for Roth catch-up**
- **Adding language for loan policy and process for resolving claims**
- **Effective January 1, 2026 by law**



## Committee Consideration

The Executive Director and staff recommend the Board of Directors authorize the amendment and restatement of the NTMWD 457(b) Deferred Compensation Plan



# Agenda

*Jeanne Chipperfield, Assistant General Manager - CFO*

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# Introduction

- Annual review of new positions recommended for FY26 Budget
- Approach and process: In preparing their personnel requests, department managers were encouraged to guide their decisions by
  - Considering ways to realize efficiencies within current staffing levels
  - Prioritizing the addition of personnel based on the timing of new projects
  - Addition of new programs or correction of deficiencies



# FY26 Personnel Requests

## Drivers

- **Growth (G)** – New and expanded facilities to meet the growing population
- **Efficiency (E)** – Necessary to optimize department performance
- **Budget Neutral (B)** - Positions that achieve budget savings by bringing in-house rather than outsource; or are offset by an overtime reduction



# FY26 Personnel Requests– Position Count

DRIVER	RWS	WW	RSWS	SHARED	TOTAL
Growth (G)	2	4	0	2	<b>8</b>
Efficiency (E)	1	0	1	4	<b>6</b>
Budget Neutral(B)	0	0	0	3	<b>3</b>
<b>Total</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>17</b>

Original requested new position count was 29



# FY26 Personnel Requests– FY26 Budget (\$K)

DRIVER	RWS	WW	RSWS	SHARED	FY26 SALARY W/ BENEFITS*
Growth	\$196	\$278	\$0	\$235	<b>\$709</b>
Efficiency	\$138	\$0	\$89	\$434	<b>\$661</b>
Budget Neutral	\$0	\$0	\$0	\$326	<b>\$326</b>
<b>Total</b>	<b>\$334</b>	<b>\$278</b>	<b>\$89</b>	<b>\$995</b>	<b>\$1,696</b>

\* Some position budgets are prorated based on FY26 hiring quarter.



# Regional Water System

	<b>Department</b>	<b>Position</b>	<b>Positions</b>	<b>Driver</b>	<b>FY26 Budget (\$K)</b>
1	Plant Operations	Water Plant Operator III	2	G	\$196
2	Water Conveyance	Control Room Supervisor II	1	E	\$138
		<b>SUBTOTAL</b>	<b>3</b>		<b>\$334</b>

G – Growth  
E – Efficiency  
B – Budget Neutral



# Wastewater Systems

	<b>Department</b>	<b>Position</b>	<b>Positions</b>	<b>Driver</b>	<b>FY26 Budget (\$K)</b>
1	Sister Grove	Transport Driver – Wastewater	1	G	\$85
2	Rowlett Creek WWTP	Lead Wastewater Plant Operator	1	G	\$108
3	Rowlett Creek WWTP	Wastewater Plant Operator II*	2	G	\$85
		<b>Sub-total</b>	<b>4</b>		<b>\$278</b>

\*3<sup>rd</sup> Quarter Hire

G – Growth  
E – Efficiency  
B – Budget Neutral



# Solid Waste System

	Department	Position	Positions	Driver	FY26 Budget (\$K)
1	121 RDF	Heavy Equipment Operator – Landfill	1	E	\$89
		<b>Sub-total</b>	<b>1</b>		<b>\$89</b>

G – Growth  
E – Efficiency  
B – Budget Neutral



# Shared Services

	<b>Department</b>	<b>Position</b>	<b>Positions</b>	<b>Driver</b>	<b>FY26 Budget (\$K)</b>
1	Safety	Safety Specialist	1	G	\$132
2	Information Technology	Information Technology Business Analyst	1	E	\$132
3	Laboratory Services	Senior Laboratory Technician	1	G	\$103
4	Facilities Services	Heavy Equipment Operator – Facilities	1	E	\$89
5	Technical Services	Mechanic – Industrial	1	E	\$93
6	Construction	Construction Inspector II	2	B	\$206
7	Communications	Conservation Program Specialist	1	B	\$120
8	Human Resources	Talent Acquisition Specialist	1	E	\$120
		<b>Sub-total</b>	<b>9</b>		<b>\$995</b>

G – Growth  
E – Efficiency  
B – Budget Neutral

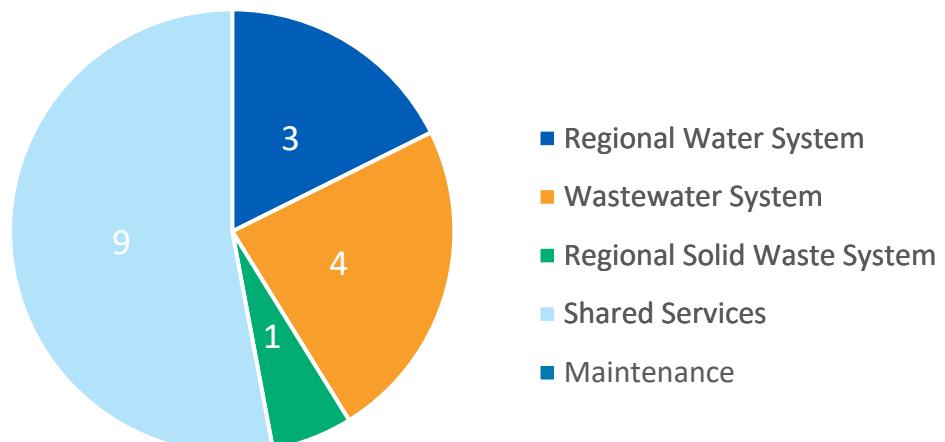


# System and Driver Totals

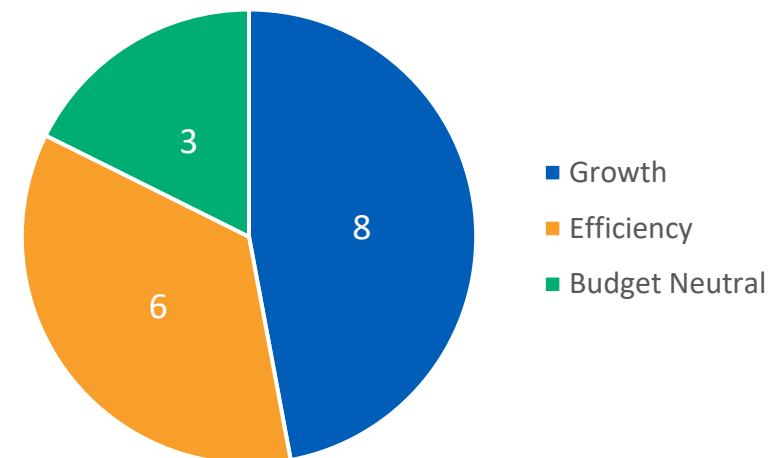
System	Positions
Regional Water System	3
Wastewater Systems	4
Regional Solid Waste System	1
Shared Services	9
<b>Total</b>	<b>17</b>

Driver	Positions
Growth – New & Expanded Facilities	8
Efficiency	6
Budget Neutral	3
<b>Total</b>	<b>17</b>

SYSTEM TOTALS



DRIVER TOTALS

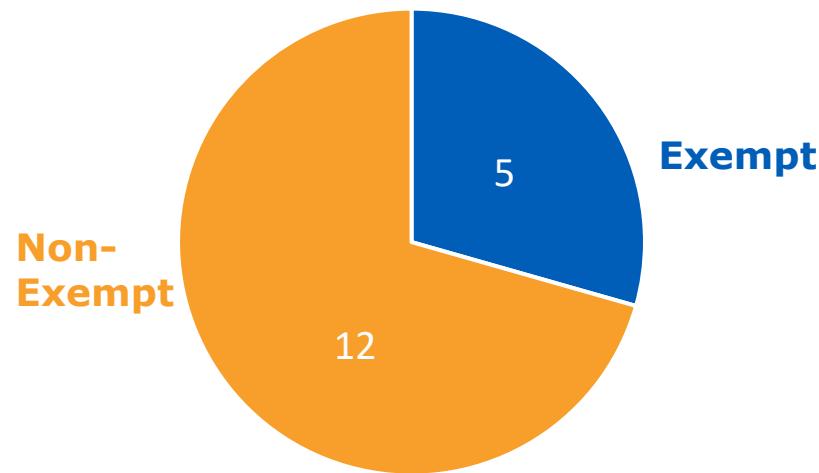




# Exempt vs Non-Exempt

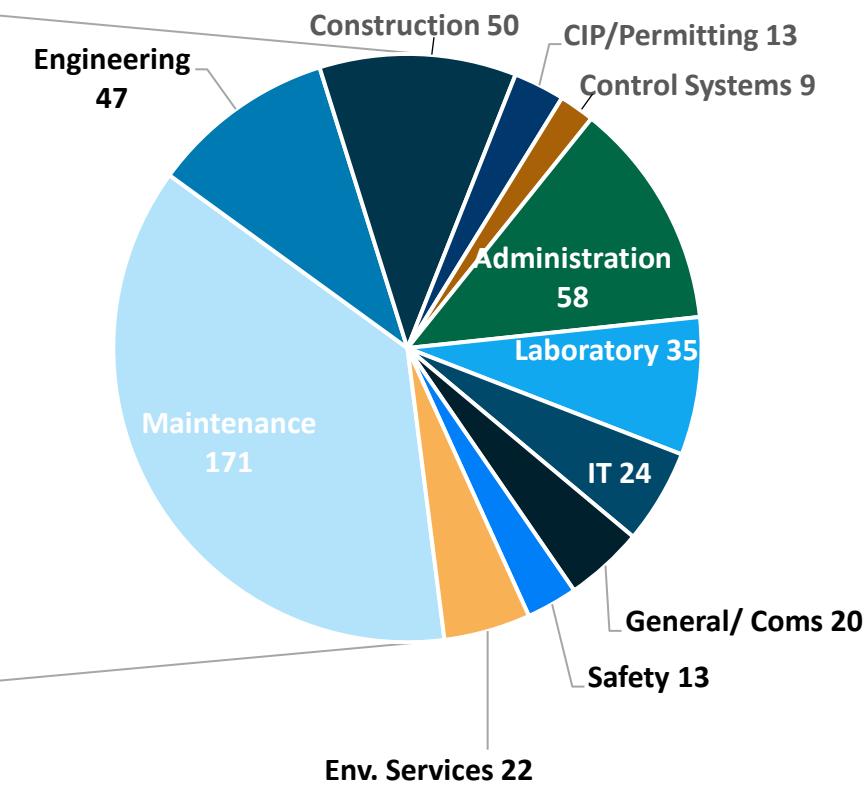
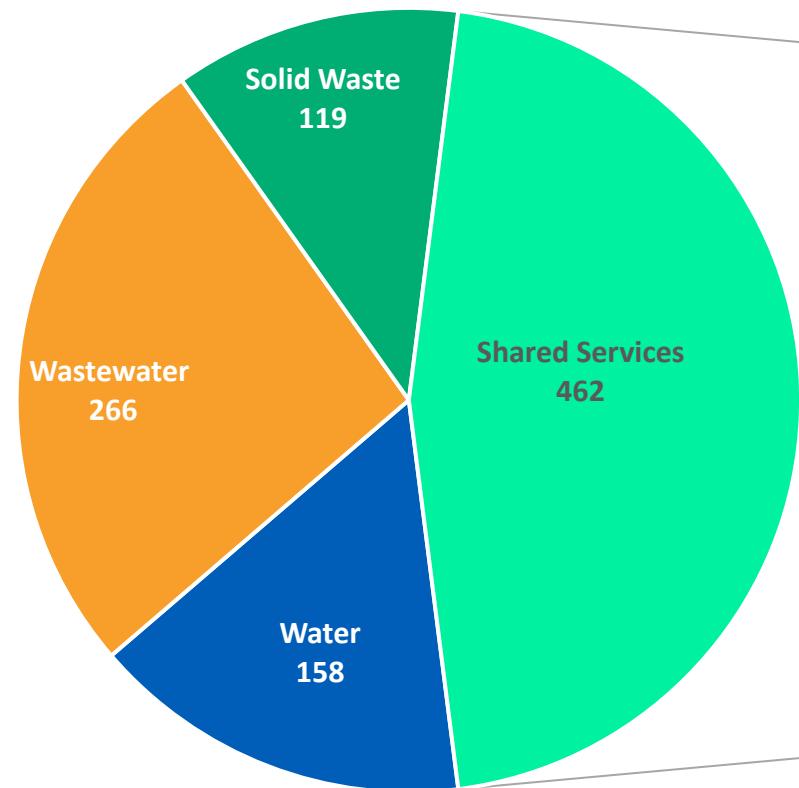
	<b>Positions</b>
Exempt / Salary	5
Non-Exempt / Hourly	12
<b>Total</b>	<b>17</b>

EXEMPT VS NON-EXEMPT



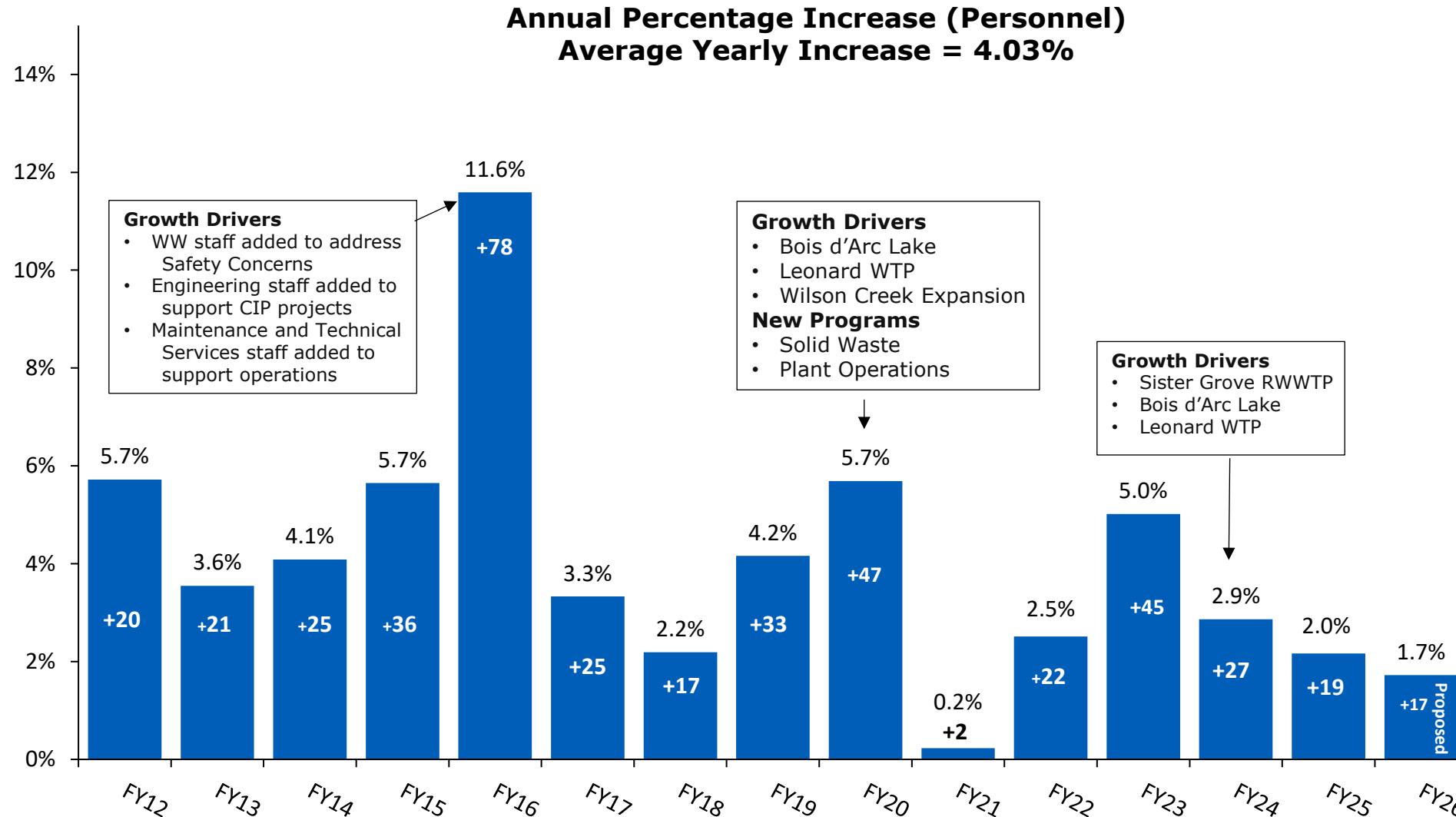


# FY26 Proposed Position Total (1,005)





# FY26 Personnel Requests- Preliminary





## Next Steps

- June Finance Committee – FY25 Amended Budget and FY26 Preliminary Budget Overview
- July Board Workshop – FY25 Amended Budget and FY26 Proposed Budget
- September Finance Committee – FY25 Amended Budget and FY26 Budget Recommendation
- September Board Meeting – consider approval of FY25 Amended Budget and FY26 Budget



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