



## **NORTH TEXAS MUNICIPAL WATER DISTRICT**

**501 E. Brown Street • Wylie, Texas 75098  
(972) 442-5405 – Phone • (972) 295-6440 – Fax**

### **PERSONNEL COMMITTEE MEETING MINUTES DECEMBER 17, 2019**

#### **I. CALL TO ORDER**

Chairman David Hollifield called the meeting of the North Texas Municipal Water District (NTMWD) Personnel Committee to order at approximately 1:31 p.m. on Tuesday, December 17, 2019, at the NTMWD Administrative offices in Wylie, Texas.

Committee members present included Chairman David Hollifield, Directors Jack May, Joe Joplin, Brenda Jean Patrick, Terry Sam Anderson and Rod Hogan and Bill Glass. A quorum of the Personnel Committee was present. Any reference to unanimous votes refers to a unanimous vote of the Committee members present.

Members of the Executive Committee were present as well as other Board members. Jim and Katherine Ray of Ray Associates, Inc., were also present. Executive Director Tom Kula along with other members of the NTMWD management team were also in attendance.

#### **II. OPENING REMARKS**

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

Executive Director Tom Kula expressed his appreciation to the Directors and mentioned he agrees with getting a better evaluation process.

#### **III. ACTION ITEMS**

- A. Consider approval of Personnel Committee meeting minutes – October 9, 2019

Upon a motion by Director Joe Joplin and a second by Director Rod Hogan the Personnel Committee voted unanimously to approve the minutes from the meeting held on October 9, 2019.

- B. Review and possible action regarding redevelopment of the Executive Director/General Manager performance evaluation process

Assistant Deputy John Montgomery pointed out that the Committee members have received a copy of the presentation recommending a consultant for the Executive Director evaluation.

Katherine Ray with Ray Associates, Inc., introduced herself to the Committee and provided background on their firm. Ms. Ray informed the Committee of Ray Associates' experiences, goals, processes, and gave them two options to consider. She also mentioned the most important thing is the communication with the Committee and the Board Members.

Discussions among Committee Members included the strategic plan, interviewing the Board members for the evaluation, timeline, training, and which Committee will review the finished evaluation with the Executive Director.

Executive Director Tom Kula mentioned Ray Associates, Inc., preparing a form that will help the Directors to give him feedback. Mr. Kula also stated he would like this information be kept between him and the Board of Directors.

Director Brenda Jean Patrick stated for the record once we get the letter and the pricing to the Personnel Committee that she would like to be involved with the evaluation instead of it going to the Executive Committee. She also noted the Personnel Committee members have dedicated a year to this Committee to look at personnel issues.

Ms. Patrick also stated she is not ready to verbally say she can support a new evaluation for our Executive Director who has been with NTMWD for over five years.

Director Rod Hogan stated he would like to make a motion to engage this company and let the staff work with the Letter of Engagement. Director Brenda Jean Patrick suggested leaving out the word engagement.

Upon a motion by Director Rod Hogan and a second by Director Jack May, the Personnel Committee voted by majority to recommend staff to utilize the services of Ray Associates, Inc., to develop the Executive Director/General Manager performance evaluation process, subject to the review and acceptance of a Letter of Engagement by the Personnel Committee. Director Brenda Jean Patrick voted against the recommendation of this motion.

#### IV. DISCUSSION ITEMS

- A. Opportunity for Committee Members to Provide Feedback on Personnel Committee Meeting

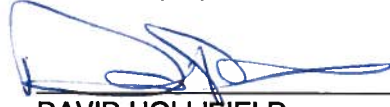
There were no comments from the Personnel Committee Members

- B. Opportunity for Committee Members to Request Potential Future Agenda Items  
**(No substantive discussion of items will take place at this time)**

There were no requests for future agenda items

V. ADJOURNMENT

There being no further business, the meeting adjourned at 3:15 p.m. The next meeting of the Personnel Committee will be called by the Chairman with proper notification to all members.



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DAVID HOLLIFIELD  
Chairman