



NORTH TEXAS MUNICIPAL WATER DISTRICT

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EXECUTIVE COMMITTEE MEETING MINUTES NOVEMBER 2, 2021

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.

I. CALL TO ORDER

President Phil Dyer served as Presiding Officer and called the meeting to order at approximately 1:00 p.m. on Tuesday, November 2, 2021. The meeting was held with two-way video and audio communication between Board members participating by videoconference, establishing a quorum.

The following Executive Committee members were present; therefore, a quorum was present.

Executive Committee Members		
1	Dyer, Phil, (President)	Present
2	May, Jack, (Vice-President)	Remote
3	Peasley, Richard (Secretary)	Remote
4	Parks, Larry (Past President)	Remote

Other Directors were in attendance along with Executive Director Jenna Covington and other members of the NTMWD management team.

The following consultants participated by telephone:

- Lauren Kalisek – Lloyd Gosselink Rochelle & Townsend

II. PUBLIC COMMENTS

Prior to the start of the meeting, speakers must complete and submit a "Public Comment Registration Form." During the public comment 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. The Committee may not discuss these items but may respond with factual or policy information.

There were no requests for public comments.

III. OPENING REMARKS

- A. Chairman/Executive Director's Status Report concerning legislation and regulatory matters, budgets, current projects and ongoing programs of the District including the Regional Water System, Regional Wastewater System, Regional Solid Waste System, Watershed Protection, and Water Conservation

No remarks at this time.

IV. ACTION ITEMS

- A. Consider approval of Executive Committee meeting minutes – September 8, 2021

Upon a motion by Director Larry Parks and a second by Director Richard Peasley, the Executive Committee voted unanimously to approve the meeting September 8, 2021 meeting minutes.

V. DISCUSSION ITEMS

- A. Discuss plan for filling interim vacancies within Senior Executive Team.

Executive Director Jenna Covington told the Committee that Section 2 of the Board Policies Manual requires that the Executive Director annually prepare a plan for filling interim vacancies on the executive team. She advised the following:

- 1) Executive Director/General Manager – interim absence would be filled by rotating through the Deputy Directors; in the event of an unplanned absence or vacancy Deputy Director Cesar Baptista would fill the role until otherwise filled by the Board.
- 2) Deputy Directors – potential successors would also be rotated through staff for planned vacancies; in the event of unplanned absence or vacancy she advised she would take into consideration information from the Deputy Directors before making interim appointments.

Positive remarks from the Committee were received.

- B. Discuss President forming a Special Purpose Committee related to Board Efficiencies

President Dyer advised that he would like feedback from the Committee and other Directors in attendance on possibility creating a Special Purpose Committee with the goal of creating more efficiencies for the Board without diminishing the Board's flow of information. He noted that staff has some ideas on this subject as well. President Dyer added that the number of meetings would be limited and provided his thoughts concerning this Committee's role. In response to a question from a Director in attendance, President Dyer advised this vision for the Committee is that it would be a "President's" Committee and would be in place only until the end of his term.

Executive Director Covington reviewed some comments she received from Board Members during her meetings with them after her appointment. She advised that Members expressed satisfaction with their duties as Board Members and complemented the staff. She advised that concerns were expressed regarding the integration of new Board Members; that it was expressed staff should identify ways to decrease the time commitment for the Board Members; and identify ways to maintain focus regarding transparency, sharing of information, and work on an update for the Strategic Plan. Executive Director Covington added that she and the staff are always looking for ways to improve.

Director Jack May spoke in favor of the proposal and added that he would like to include input from staff. Director Larry Parks commented positively regarding the efficiency improvements that have already been implemented.

Other Directors in attendance provided feedback. Comments included that perhaps the Committee should not be in place only until the end of the President's term. President Dyer responded that the incoming President could always reactivate if he chooses. Others noted that the amount of information and time commitment of the Directors is necessary as that is needed to fulfil their responsibilities. Another expressed that at times he would appreciate a phone call briefing in order to expedite needed information. President Dyer responded that the purpose of the Committee would in no way diminish the amount of information, just improve efficiencies. Concern was also expressed that the well-intended efficiencies could make the Board and its process less flexible, noting that in the future some matters may need more attention from the Directors.

President Dyer advised that he would discuss this further with the Executive Director and give the idea more thought. He noted it could be discussed at a future Board meeting.

C. Agendas for November 2021 Board meeting and Committee meetings

Executive Director Covington reviewed the following regarding upcoming meetings:

1. Real Estate Committee meeting –

The Real Estate Committee meeting is on Wednesday, November 17th at 1:00 p.m. The agenda is being developed, but a couple of items that will be discussed are:

- The plan for a District-wide property cataloguing.

- Updating lease agreements.

2. Water Committee meeting

The Water Committee meeting is on Wednesday, November 17th at 3:00 p.m. and the agenda is being developed.

3. Special Board Work Session

The Board Work Session is on Thursday, November 11th at 2:00 p.m.

- The Independent Study required by the Regional Water System Settlement Agreement is nearing completion. Amawalk will present their findings during this Special Work Session and allow time for the Board to ask questions and provide comment. Although November is a tight month for meetings, we believe it is important for the Board to review the findings before the report is finalized later in the month. The draft report will be provided to the Board prior to this work session.

4. Regular Board meeting

The Regular Board meeting is on Thursday, November 18th at 2:30 p.m. and the agenda is being developed.

D. Departmental updates

1. Administrative Services –

Executive Director Covington said that progress is continuing regarding recruitment for the Deputy Director of Finance & Administration and the Director of Communications. Numerous applications were received from highly qualified applicants for both positions. Next week, interviews will be conducted with four finalists for the Director of Communications. The following week, four finalists will be interviewed for the Deputy Director position. Final decisions on these positions should be made by the end of the month or early next month.

Executive Director Covington advised that the final billing adjustment letters for FY21 were mailed to all cities on October 29th. These letters provided the FY21 final system costs and allocations based on final flow and tonnage. Each city in each system (except the Regional Water System) will receive a credit memo if their costs were less than what they paid (during FY21), or an invoice if their costs were more than they paid. Board Members were copied on these letters.

2. Engineering and Capital Improvement Program

Deputy Director Cesar Baptista indicated that Executive Director Covington provided an update on the monofill project over the weekend. Today is when notification will be sent to property owners who live near the monofill property as part of the outreach efforts. The informational meeting will be held at Josephine's City Hall on November 10th from 6:00 to 7:30 p.m. In response to

a Director's question, Deputy Director Billy George responded with information on how this monofill transfer will differ from sludge hauling relative to existing contracts. Confirmation of communications with adjacent property owners in Josephine was requested.

Mr. Baptista advised that at the Board meeting he will provide a construction update on the Sister Grove Regional Water Resource Recovery Facility, and there will be no Bois d'Arc update this month. There will be several items seeking approval regarding the Program Management, Construction Management and Inspection Services. It is expected these will be the last amendments through the completion of Phase 1. Mr. Baptista advised staff is negotiating design services related to Phase 2, which will take the Leonard Plant from a 70 million-gallon-per-day (MGD) plant to a 140 MGD plant. The major components will include the plant expansion, the second terminal storage, the Raw Water Pump Station expansion, and the High Speed Pump Station, which are planned to take to the Board for approval next month.

3. Solid Waste and Integrated Services

Deputy Director Jeff Mayfield advised that on October 7, 2021, the TCEQ performed a scheduled hazardous waste generator permit Compliance Evaluation Investigation at the Wylie Water Treatment Plant, including the Environmental Services Laboratory. On October 21, 2021, the TCEQ Exit Interview Form was received which presents potential violations before the formal TCEQ letter is submitted. The form listed 13 Alleged Violations and one Additional Issue. Regulatory Compliance and Water operations staff are addressing these issues and expect completion by November 12th with most completed by November 5th. It was noted this is the first inspection following permitting as a large quantity hazardous waste generator.

4. Water and Wastewater

Deputy Director Billy George provided the following:

- Water System Update
 - The quarterly Wylie Water Treatment Plant tours are resuming this coming Friday and there is a list of tour attendees.
 - There is rain in the forecast and that is a good thing. The District is the sole provider of water to the City of Bonham out of Lake Bonham. The lake water level is slightly below the trigger level (80% of full capacity) to initiate the city's Stage 2 drought contingency plan actions. Staff is meeting with the city tomorrow for coordination purposes.
 - Related to drought conditions, La Nina conditions have developed over the central and eastern Pacific Ocean. La Nina conditions generally result in dry-than-normal and warmer-than-normal weather over the southern United States, including Texas. The National Oceanic and Atmospheric Administration is forecasting an 87% chance that La Nina conditions are expected to continue from December 2021 through February 2022.

- Wastewater System Update
 - A Comprehensive Compliance Investigation (CCI) at Buffalo Creek Wastewater Treatment Plant (WWTP) was conducted by the TCEQ on October 27, 2021. No major concerns were noted during the investigation.
 - A CCI is scheduled for November 8, 2021 at Wilson Creek Regional WWTP.
 - An unauthorized discharge (UD) occurred at Wilson Creek Regional WWTP on October 28, 2021. The unauthorized discharge was caused by a crack in the return activated sludge pipe associated with recent construction activity in the area. There had been construction work in the vicinity of the leak by a contractor. The contractor is repairing the cracked pipe.

- E. Opportunity for Committee members to provide feedback on Executive Committee meeting

There was no feedback provided.

- F. Opportunity for Committee members to request potential future agenda items

President Phil Dyer inquired about a follow up discussion regarding the legislative requirements provided for in Senate Bill 3. Jeff Mayfield responded that the November 1st deadline for providing a list of critical load facilities was met, and that by March 1st an emergency preparedness plan must be submitted. Additionally, staff has developed a separate list of Winter Storm Uri After Action Review items and the status will be addressed at a future Board meeting.

Director Larry Parks inquired if a future water source work session is planned. Executive Director Covington responded there is one planned for January.

Director Richard Peasley inquired whether the draft for the Amawalk presentation (November 11th) is representative of how the meeting will be conducted. Executive Director Covington responded that it is.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 2:04 p.m.

APPROVED:



PHIL DYER
Chairman