



NORTH TEXAS MUNICIPAL WATER DISTRICT

**501 E. Brown Street • Wylie, Texas 75098
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EXECUTIVE COMMITTEE MEETING MINUTES SEPTEMBER 7, 2022

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 Jack May served as Presiding Officer and called the meeting to order at approximately 1:00 p.m. on Wednesday, September 7, 2022.

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

Executive Committee Members		
1	May, Jack (President)	In Person
2	Peasley, Richard (Vice-President)	Remote
3	Crump, George (Secretary)	Remote
4	Dyer, Phil (Past President)	Remote

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

The following consultants participated by videoconference:

- Lauren Kalisek, Sheila Gladstone, Sarah Glaser – 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

Executive Director Jenna Covington advised that the Resource Environmental Solutions (RES) mitigation project at Bois d'Arc Lake is nearing completion. She described the project and advised that RES is holding a celebration for the end of construction on Thursday, September 29th. The Board is invited to attend.

Executive Director Covington advised there is a Board tour of the Stewart Creek West Wastewater Treatment Plant scheduled for September 16th. She requested RSVPs by September 9th.

Executive Director Covington advised that Texas Comptroller Glenn Hegar will visit on September 27th. Invitations will go out to the Executive Committee and Water and Legislative Committee chairs.

Executive Director Covington reminded everyone of the upcoming Bois d'Arc Lake Dedication event scheduled for October 14th. She noted that November 4th is the alternate date.

IV. ACTION ITEMS

- A. Consider approval of Executive Committee meeting minutes – July 13, 2022

Upon a motion by Director George Crump and a second by Director Richard Peasley, the Executive Committee voted unanimously to approve the minutes for July 13, 2022.

- B. Consider approval of Board of Directors Conference Schedule for FY 22-23 in accordance with Board Policies Manual

President May read the following excerpt from the Board Policies Manual:

"at the beginning of each fiscal year, the Executive Committee shall review the water, wastewater, and solid waste industry conventions and major

conferences that have been scheduled for the coming year and authorize the appropriate meetings in accordance with the following guidelines:

- *A list of the authorized educational and/or developmental opportunities, along with a general description of the purpose of such events shall be furnished to each member of the Board as soon as practical after October 1. Generally, each Director shall be eligible to attend two educational events that are most applicable to his or her current committee appointment and/or development as a Director.”*

The following was discussed for inclusion in the Conference Schedule for FY 22-23.

FY 22-23 Proposed Conference Schedule

Activity	Dates	Location	Recommended Attendees
Texas Water Development Board (TWDB) Water for Texas	January 23-25, 2023	Austin, TX	Open to All Directors
Texas Water Conservation Association (TWCA) Annual Convention	March 1-3, 2023	Bastrop, TX	Open to All Directors
WEF/AWWA Utility Management Conference	March 28-31, 2023	Sacramento, CA	Open to All Directors
Texas Water (AWWA/WEAT)	April 11-14, 2023	Houston, TX	Open to All Directors
Texas Water Day (sponsored by TWCA)	April 24-28, 2023 (Tentative Dates)	Washington, DC	Executive Committee and Legislative Chairman
American Water Works Association (AWWA) Conference	June 11-14, 2023	Toronto, ON	Open to All Directors
Water Environment Federation Technical Exhibition and Conference (WEFTEC)	October 2-4, 2023	Chicago, IL	Open to All Directors

Upon a motion by Director Phil Dyer and a second by Director George Crump, the Executive Committee voted unanimously to approve this updated proposed FY 22-23 Conference Schedule with the addition of the Texas Water Development Board Water for Texas conference and opening more of the conferences up to all Directors.

V. DISCUSSION ITEMS

A. Agendas for September Board meeting and Committee meetings

Executive Director Covington reviewed the following:

1. Finance Committee meeting - the Finance Committee met this morning at 10:00 a.m.
2. Policy Committee meeting - the Policy Committee will meet after this meeting starting at 3:00 p.m. Staff will cover Board Policies manual, Personnel Policies manual and the Retiree Health Insurance program.
3. Real Estate Committee meeting - the Real Estate Committee will meet Wednesday, September 21st at 1:00 p.m. and the agenda is being developed.
4. Water Committee meeting - the Water Committee will meet Wednesday, September 21st at 3:00 p.m. and the agenda is being developed.
5. Regular Board meeting - the Regular Board meeting is Thursday, September 22nd at 2:30 p.m.

She noted again that the Stewart Creek plant tour is scheduled for September 16th.

B. Departmental updates

1. Administrative Services –

Deputy Director Jeanne Chipperfield reviewed the following:

- The Board will consider adopting the FY22 amended and FY23 proposed budgets at the September 22nd meeting. At the Finance Committee today, two recommended changes to the Regional Solid Waste System FY22 Amended Budget and the Sabine Creek Wastewater Treatment Plant Proposed FY23 Budget were presented.
 - For the Regional Solid Waste System, the revenue was over budget for landfill gas sales. Initially, funds were allocated to the Capital Improvement Fund; however, staff is recommending that the excess revenue be returned to the Member Cities in the form of a credit memo.
 - The Sabine Creek WWTP August 2022 bond sale had better than anticipated interest rates. The FY23 Budget was based on an interest rate of 4.62%. The final interest rate is 4.18%. The FY23 budget savings to the system is over \$400,000. Average annual savings thereafter are over \$296,000. Staff is recommending reducing the FY23 Budget from \$7,266,900 to \$6,847,000.
- Staff is currently evaluating two sets of proposals - one for Pension and OPEB Actuarial Services and the second for the Regional Water System's premium and buy in charges study.
- Human Resources staff are working with managers to finalize their employees' annual evaluations. Merits will be awarded in the first pay

period of FY23 and are in-line with the adopted budget of 7% average merit.

- The second Finance Partnering meeting with the Finance Directors from the Cities, was held on August 29th. There were 23 participants representing 14 Members and Customers.

In response to a Director's question, Ms. Chipperfield advised that there are no cost of living increases included, and the average merit increase is 7%. She noted, however, that some positions are being re-graded.

2. Engineering and Capital Improvement Program

Deputy Director Cesar Baptista reviewed the following:

Bois d'Arc Lake

- The project team resolved the power issues at the dam late last month, and the CMAR was able to test and operate the gates at the intake tower, which was certified by the manufacturer. Previously the gates were operated manually to allow flow releases, but now they can be operated utilizing the actuators. A Certificate of Substantial Completion was issued.
- There are some minor deficiencies that need to be completed by the CMAR before final completion for the project. The biggest challenge for them is the establishment of vegetation. The contract requires 80% coverage. Due to the very hot summer the vegetation is currently estimated at 50% coverage. Staff will continue to monitor the progress.

121 Force Main Settlement Agreement

- The District received the signed agreement from the parties involved in the 121 Force Main lawsuit—SJ Louis, JM Manufacturing and ACT Pipe. A check is expected to be received soon.
- Part of the agreement prohibits public announcement of the amount although it is subject to open records requests.

In response to a Director's question, Mr. Baptista advised that the Leonard Water Treatment Plant filters should be completed, and testing should occur in early October. A report will be written and sent to TCEQ. It is anticipated that the plant should be able to process water in the spring of 2023.

3. Solid Waste and Integrated Services

Deputy Director Jeff Mayfield reviewed the following:

- In September the Maintenance department will schedule coordination meetings for the water system shutdown season to ensure limited disruptions.

- By the end of the month, the Parkway Transfer Station permit amendment application will be submitted to the Texas Commission on Environmental Quality (TCEQ). This amendment will increase the maximum waste acceptance from 770 tons per day averaged over 365 days to 1,500 tons per day, allow for the conversion of the facility to a top load operation and will result in all three transfer stations being top load operations which will increase the efficiency of the solid waste system.
- The Fleet motor pool program is up and running. Engineering, IT, Records, Human Resources, and Solid Waste are participating to ensure the processes and procedures flow smoothly. By the end of the month the remaining departments will be added. This will allow underutilized vehicles to be redeployed for greater utilization and retire those no longer needed.
- Yesterday the Regional Solid Waste System was awarded by the Solid Waste Association of North America (SWANA) the 2022 Biggest Safety Improvement award and recognized as Honorable Mention in the Best Safety Innovation category. NTMWD will be recognized on December 6th at WASTECON, SWANA's annual conference in San Diego, and staff will be asked to participate in a safety summit session at the conference.

In response to a Director's question, Mr. Mayfield advised that safety incident rates have continued to improve over the past several years and that over time improvement allows NTMWD to apply for the awards.

4. Water and Wastewater

Deputy Director Billy George reviewed the following:

WATER

- Next Thursday, NTMWD will host staff from the City of New York Department of Environmental Protection to share information about NTMWD's state-of-the-art ozone water treatment systems. The City of New York is considering implementing ozone generation and disinfection technology in their water treatment process and reached out to NTMWD staff for information about ozone treatment at the NTMWD Wylie Water Treatment Complex, which is one the largest fully-ozonated treatment operations in the world. During the visit, lessons learned will be shared as well as experiences implementing, operating and maintaining ozone treatment systems at the Wylie Complex. This is a great opportunity to collaborate with a peer utility companies and highlight the size and complexity of NTMWD's treatment processes.
- As part of District efforts under Goal 3 (Partnership) of the 2022-2027 NTMWD Strategic plan, staff continue to look for opportunities to foster good communication with Member City and Customer staff. For the past several years recurring Water and Wastewater Partnering meetings have

been held as a way to share updates and engage with Member Cities and Customers on topics ranging from operations, regulatory, capital improvements and more. Over the past two years meetings have been limited to virtual due to COVID. However, based on current COVID guidance and feedback from Member Cities and Customers, staff will reinstate the in-person format for these meetings beginning next month. Moving forward these meetings will alternate between virtual and in-person for convenience and to promote open discussion and dialogue.

WASTEWATER

- Mr. George mentioned two positive highlights for the NTMWD Wastewater department.
 - NTMWD's Operations Challenge competition team, Centrifugal Force, competed in the operations challenge at the TRI-Association Conference in Ocean City, Maryland recently and won the overall championship trophy by taking first place in the categories of collections, maintenance, safety and lab. The District is proud of their accomplishment and look forward to cheering the team on at the annual national competition held during the WEFTEC conference. The team's travel to Maryland was sponsored by the Water Environment Association of Texas and team members include Caeleb Butler, Zachary Jackson, Joshua Deaver, Jeremy Thompson, and Chris Legg.
 - The National Association of Clean Water Agencies (NACWA) annually recognizes wastewater treatment facilities for excellence in permit compliance. NTMWD Wastewater Treatment Facilities received gold awards for zero permit violations and silver awards for less than five violations throughout the year. Those treatment plants include:
 - Gold – Buffalo Creek WWTP, Muddy Creek WWTP, Squabble Creek WWTP
 - Silver – Bear Creek WWTP, Panther Creek WWTP, Sabine Creek WWTP and South Mesquite Regional WWTP
- The TCEQ has scheduled a Comprehensive Compliance Investigation (CCI) for the Farmersville Wastewater Treatment Plant (WWTP) II tomorrow, September 8th. There are two permitted WWTP's located on the site. The CCI is the TCEQ's routine inspection process for both water and wastewater treatment plants.
- C. Discuss duties, performance and evaluation of FY 23 salaries and benefits of the Executive Director, Deputy Director – Administrative Services, Deputy Director – Engineering and Capital Improvement Program, Deputy Director – Solid Waste and Integrated Services and Deputy Director – Water and Wastewater – Jenna Covington with support from Ike Obi

At 1:37 p.m. President May announced the need for an Executive Session of the Committee to discuss Items V. C. on the agenda pursuant to the Texas Government Code, Section 551.074, Personnel.

President May confirmed with staff that the public access line was disconnected and that the audio recording was disabled during the Executive Session discussion.

Open Session reconvened at 2:40 p.m. The public teleconference line was reconnected.

No action was taken in Executive Session. No action was taken in open session as a result of Executive Session.

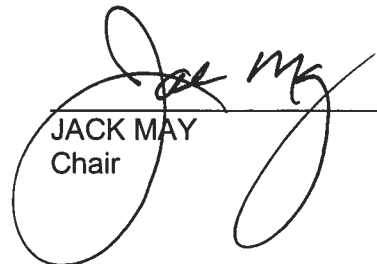
- D. Opportunity for Committee members to provide feedback on Executive Committee meeting or request potential future agenda items

Director George Crump requested a future update regarding the Texas/Oklahoma Pump Station.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 2:41 p.m.

APPROVED:



JACK MAY
Chair