



NORTH TEXAS MUNICIPAL WATER DISTRICT

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EXECUTIVE COMMITTEE MEETING MINUTES OCTOBER 12, 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, October 12, 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 – 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 of the passing of John Murphy, former Director of the NTMWD Board. No services have been announced as of today.

Executive Director Covington reminded everyone of the Bois d'Arc Lake Dedication Ceremony is planned for next Friday. She reviewed the schedule for the day and the travel arrangements.

Executive Director Covington advised that she will be out of the office on vacation the week of October 17th, adding that Deputy Director Jeanne Chipperfield will fill in during her absence.

IV. ACTION ITEMS

- A. Consider approval of Executive Committee meeting minutes – September 7, 2022

Upon a motion by Director Richard Peasley and a second by Director Phil Dyer, the Executive Committee voted unanimously to approve the minutes for September 7, 2022.

V. DISCUSSION ITEMS

- A. Agendas for October Board meeting and Committee meetings –

Executive Director Covington reviewed the following:

1. Legislative Committee meeting – Today at 3:00 p.m. The agenda was reviewed.
2. Wastewater Committee meeting – Scheduled for October 26th at 1:00 p.m. The agenda is being prepared.
3. Water Committee meeting – There is no Water Committee meeting scheduled for October.
4. Regular Board meeting - Scheduled for October 27th at 2:30 p.m. Included will be a Sister Grove update, Capital Projects update, and possibly a financial outlook briefing and possibly a discussion on the Red River Boundary issue.

Executive Director Covington advised that a Long Range Water Supply Work Session is scheduled for November 10th. President May added that following that meeting, the Board members and their guest are invited to attend a Board dinner at the Texas restaurant in Richardson. This will be for the Board and Executive team to celebrate the completion of the Bois d'Arc Lake Project.

- B. Departmental updates

1. Administrative Services

Deputy Director Jeanne Chipperfield reviewed the following:

EXECUTIVE COMMITTEE MINUTES

OCTOBER 12, 2022

PAGE 3

- An average of approximately 7 percent merit has been awarded. Positive feedback was received from employees regarding this and the policy changes approved by the Board.
- Staff are working on a pay compression study for 2023. This is a pay equity study.
- Staff are reviewing the approval process for deputy director compensation and also looking into benchmarking paying for senior executive positions.
- Six (6) proposals were received for an actuarial evaluation of the pension plan and the retiree health benefits. Contract was awarded to Rudd & Wisdom, an actuarial firm from Austin.
- The October Board agenda will include an item to ratify bond counsel and financial advisory services that were provided for the May 2022 Buffalo Creek Interceptor bond sale. The bonds were sold to the Texas Water Development Board and the cost of issuance is not eligible to be paid from the bond proceeds. Changes to procedures for bonds sold to the Water Development Board are being made.
- The September financial report that includes year-end annual adjustments will be available the second week in November.
- A copy of each city's letter regarding final cost of services were provided to the appropriate Board member.

President May inquired as to what methods were used to inform employees regarding the policy changes. Ms. Chipperfield responded that meetings were held and letters regarding pay or grade changes were provided to each employee. Executive Director Covington added that she made a video that overviewed changes to the polices. The video and FAQ's are on the District's intranet site for employees to view.

2. Engineering and Capital Improvement Program

Deputy Director Cesar Baptista reviewed the following:

- Last week the Public Utility Commission approved the Rayburn Country Electric Co-Op request to cover the infrastructure cost to provide power for Bois d'Arc Lake and Leonard Water Treatment Plant. Mr. Baptista advised that in 2015 the Board authorized \$5.2 million as part of the agreement with Rayburn Country. Approval of the PUC means the District no longer have to reimburse Rayburn for those costs. A termination document will be brought to the Board in December. He added that this \$5.2 million will now be available to the District for other projects in the Regional Water System.
- Chlorine was delivered to the Leonard Water Treatment Plant so testing can now begin. A report will be provided to the Texas Commission on Environmental Quality (TCEQ) next month.
- Staff was notified that the Engineering News Record Regional Best Projects Awards Luncheon is scheduled for Thursday. Water Engineering Manager Jeff Ray will be present to accept the Texas-Louisiana Region "Owner of the Year" award for the Bois d'Arc Lake project.
- The Tarrant Regional Water District (TRWD) is in the process of designing a new 2,600 acre Cedar Creek Wetlands located two miles south of the Main Stem Pump Station. Staff is considering ways for the NTMWD to partner with TRWD. More information on this will be provided at the November 10th Long Range Water Supply work session.

3. Solid Waste and Integrated Services

Deputy Director Jeff Mayfield reviewed the following:

- The site density for the 121 Regional Disposal Facility has increased to 1,635 pounds per cubic yard. Mr. Mayfield advised this increase will result in the availability of the landfill for an additional 20 years compared to the previous density if the incoming tonnage were not to change for the remainder of the site life. He provided an overview of annual Municipal Solid Waste report recently issued by the TCEQ for the period September 1, 2020-August 31, 2021.
- Mike Friesen, Assistant Deputy for Solid Waste, was recently appointed to the NCTCOG Resource Conservation Council for a two-year term.
- Jim Shirley, Assistant Deputy for Information Technology, has announced his retirement as of the end of December. A search firm will be utilized to find a replacement.

Director Richard Peasley inquired as to what contributed to the improvements at the landfill. Mr. Mayfield responded that we are now authorized to cover with a spray on application that avoids daily waste covering with a minimum of six inches of clean soil five of the six operational days each week. He also advised that staff has been focused on managing the size of the working face based on the tonnage that comes in, as well as compacting techniques.

4. Water and Wastewater

Deputy Director Billy George reviewed the following:

WATER

- Next week TCEQ will be on site to conduct its Comprehensive Compliance Investigation at the Wylie Water Treatment Plant Complex. This is done every three (3) years at water treatment plants statewide. Mr. George will provide a follow-up report.
- Last week TCEQ presented the District with a five (5) year recognition for achieving continued achievement of Texas Optimization Program (TOPS) performance criteria for Wylie Water Treatment Plant IV.
- A modeling update on drought conditions will be provided next month. Lake Lavon is currently down six (6) feet. The region continues to be in a dry weather pattern.
- On October 22nd, the annual Wings Over the Wetlands fund raising event will be held at the John Bunker Sands Wetlands facility. The Board of Directors previously received invitations and information relating to the event.

WASTEWATER

- The "NTMWD Centrifugal Force" competition team, consisting of Caeleb Butler, Zachary Jackson, Joshua Deavers, Jeremy Thompson, and Chris Legg of the Wastewater Operations and Engineering Inspection Teams were sponsored by the Water Environment Association of Texas (WEAT) to attend the WEFTEC 2022 conference in New Orleans to represent Texas in the Division One Operations Challenge competition. The team won second place overall, receiving 1st Place in the Maintenance event, and 2nd Place in the Process and Safety events, securing a second-place overall finish.

C. Review plan for filling interim vacancies

Executive Director Covington advised that the Board Policy Manual Section 2 states that annually the Executive Director shall prepare a plan for filling interim vacancies on the executive team as well for deputy directors. She advised that there are no changes from the previous time this was provided. She reviewed the following:

For the Executive Director/General Manager

- For Planned Absences: Rotate Deputy Directors.
- For Unplanned Absence or Vacancy: Recommend Deputy Director Cesar Baptista fill the role until the Board can make an interim appointment. Mr. Baptista advised that if the Executive Director position were to be vacated, he would not pursue the position on a permanent basis.

For Deputy Directors

- For Planned Absences: Rotate who would fill in.
- For Unplanned Absences or Vacancy: Would take into consideration feedback from the Deputy Directors.

President May requested that Executive Director Covington provide this information in writing to the full Board.

D. Discuss and possible referral on Board Member's requests for future agenda items

Executive Director Covington advised this item is due to a Board policy change regarding the process for Board member requests for Board agenda items. She advised that the Executive Committee may refer an item to a Committee or to the Board.

Executive Director Covington advised that President May has requested the Board Policy Manual section on Compensation be revisited. She advised that the Policy Committee will discuss this at a future meeting. President May commented that there was considerable discussion as to how the Deputy Directors would be considered for compensation and it was determined that for this year the Executive Director would do it, however he would like further discussion for the future. He also suggested that in addition to this, the review process for the Executive Director should be revisited at some point.

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

Director Dyer requested additional information regarding the communications provided to employees regarding the salary adjustments. He noted that he was happy with the simplified approach of the merit; however, he questioned whether employees were anticipating a "cost of living" increase.

Ms. Chipperfield responded that the letters provided to the employees explained that this year's merit was higher than normal due to inflation. She added that a compression analysis to determine equitable compensation is planned. Executive Director Covington stated that she has not received any negative feedback and feels the customized letters were sufficient to explain this year's process.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 1:57 p.m.

APPROVED:



JACK MAY
Chair