



NORTH TEXAS MUNICIPAL WATER DISTRICT

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

POLICY 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

Director Jack May served as Presiding Officer and called the meeting of the North Texas Municipal Water District (NTMWD) Policy Committee to order at approximately 3:00 p.m. on Wednesday, September 7, 2022. The meeting was held with two-way video and audio communication between Board members participating by videoconference, establishing a quorum.

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

Policy Committee Members		
1	Jack May, President/Chair	In-Person
2	Terry Sam Anderson	Remote
3	Ron Kelley	Remote
4	Jim Kerr	Remote
5	Chip Imrie	Remote
6	Keith Stephens	Remote
7	David Hollifield	Remote
8	Marvin Fuller	Remote

Members of the Executive Committee were present as well as other Board members. Executive Director Jenna Covington along with other members of the NTMWD management team were also in attendance.

The following consultants participated by videoconference:

- Lauren Kalisek and Sheila Gladstone – 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

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

President May advised the Committee will go into executive session for Action Item. D.

Executive Director Jenna Covington reviewed that the Board has three policy manuals, noting that the Administration and Finance Policies Manual was updated in August. In this Policy Committee meeting today the other two, Personnel Policies Manual and Board Policies Manual, will be discussed.

IV. ACTION ITEMS

- A. Consider approval of Policy Committee meeting minutes – August 10, 2022

Upon a motion by Director Chip Imrie and a second by Director James Kerr, the Policy Committee voted unanimously to approve the meeting minutes for August 10, 2022.

- B. Review and possible action on amendments to NTMWD's Board Policies Manual

Board Liaison Brian Brooks presented this item. He advised that these items were presented to the Committee in August for discussion. He reviewed minor edits and proposed substantive changes for the following Sections:

- Statutory changes in Sections 4.4 and 8.3
- Minor edits and clarification in Sections I., II., IV., VII., IX.
- Section IV., 4.5 General Provisions: Section E. Agenda Items Requested by Board Members
- Section VI., 6.1 Authorized Education and Development Expenses
- Section VII., 7.1 Standing Committees (re: Policy Committee)
- Section VIII., 8.5 Use of NTMWD Property
- Section IX., New Subsection 9.2 Annual Operating Budget Items
- Section IX., 9.3 Changes to Construction Contracts and Agreements
- Section IX., 9.4 Consent Agenda Items
- Section IX., New Subsection 9.6 Other Legal Items
- Section XII., Board/Staff Communication Policy

In response to Director Marvin Fuller's question, Attorney Lauren Kalisek reviewed the following regarding Conflicts of Interest in 8.3:

8.3 Relationships with Contractors, Suppliers, and Consultants

- Subsection 8.3 relates to conflicts of interest
- Changes in State law amend some of the previous definitions of "substantial interest"
 - Lowers business ownership threshold from \$25,000 to \$15,000
 - adds a seventh factor, "Owns \$2,500 or greater of the fair market value of real property"

It was noted that this section will mirror state law. Executive Director Covington advised that the District does not currently have an Operations Policy manual, however, some policies are in place that provide direction regarding matters such as reporting requirements for the Texas Commission on Environmental Quality.

Upon a motion by Director Chip Imrie and a second by Director Terry Sam Anderson, the Policy Committee voted unanimously to accept the proposed amendments to the Board Policies Manual and recommended approval to the Board of Directors.

C. Review and possible action on amendments to NTMWD's Personnel Policies Manual

Deputy Director Jeanne Chipperfield presented this item. She reviewed that staff presented recommended changes to the Personnel Committee on May 11th. Additional policy changes were recommended to the Committee on August 10th in conjunction with a presentation regarding the Compensation Study and Total Compensation Recommendations. At that time the Personnel Committee recommended approval to the Policy Committee. In addition to the changes discussed at that time, legal counsel is recommending one additional amendment.

Ms. Chipperfield provided a review of recommended revisions to the Personnel Policy that included several sub-sections of Sections 1., 2., 4. 5., and 6.

New subject matter related to off-duty personnel while utilizing Bois d'Arc Lake was added, as well as a new section on Military Leave. Compensation Package Recommendations regarding sick leave, vacation hours, and personal days were reviewed.

Ms. Chipperfield advised that other minor terminology changes and renumbering of sections are included in the proposed amendments.

Discussion followed regarding clarification of alcohol/drug testing, and the term "marriage-like" as it relates to chain of command. It was noted that the recommendation of increasing the number of vacation days will keep the District in a more competitive position with regard to the job market.

Upon a motion by Director Keith Stephens and a second by Director Chip Imrie, the Policy Committee voted unanimously to accept the proposed amendments to the Personnel Policies Manual and recommended approval to the Board of Directors.

D. Review and possible action on the Retiree Health Insurance Program

At 4:02 p.m. President May announced the need for an Executive Session of the Committee to discuss Item IV. D. on the agenda pursuant to Texas Government Code, Section 551.071, Consultation with Attorney.

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 4:18 p.m. The public teleconference line was reconnected. No action was taken in Executive Session.

Upon a motion to accept staff's recommendation on this item by Director James Kerr and a second by Director Ron Kelley, the Policy Committee voted unanimously to recommend approval to adopt a restatement of the Retiree Health Insurance Program to the Board of Directors.

V. DISCUSSION ITEMS

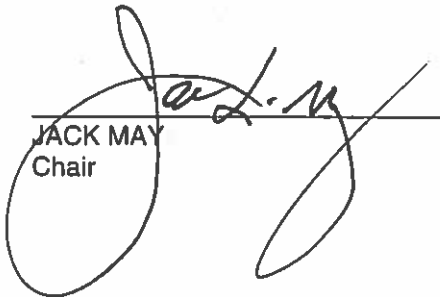
A. Opportunity for Committee members to provide feedback on the Policy Committee meeting or request potential future agenda items

There were no comments or requests for future agenda items.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 4:19 p.m.

APPROVED:



JACK MAY
Chair