



March 24, 2025

Mr. Brent Parker, City Manager  
City of Wylie  
300 Country Club Road  
Wylie, Texas 75098

Re: NTMWD Board Member Appointment

Dear Mr. Parker:

The current term of office for some of the Directors of the North Texas Municipal Water District (NTMWD) Board will end in May. Please accept this as your official notification that Mr. Keith Stephens' current term as an NTMWD Board Director will expire on May 31, 2025. The City Council has the option to either reappoint Mr. Stephens or appoint a new Director to serve the term from June 1, 2025, to May 31, 2027.

The NTMWD is grateful for the commitment and dedication that Mr. Stephens has shown to both the District and the Region. He was appointed by the City of Wylie in 2019. Since Mr. Stephens's reappointment in 2023, he has served on the Personnel, Policy, and Wilson Creek Oversight Committees and is the Chair of the Wastewater Committee.

In accordance with the statute creating the District (Article 8280-141), the qualifications of a Director include the following: *"No person shall be appointed a Director unless he resides in and owns taxable property in the city from which he is appointed. No member of a governing body of a city, and no employee of a city, shall be appointed as a Director."* Under other state law, no other public official that receives compensation could be appointed.

Enclosed is a list of the roles and responsibilities of an NTMWD Board member for your reference. This year, we are also including information about the number of meetings Mr. Stephens has attended since his reappointment in 2023. We want to emphasize the expertise and the time each Director dedicates to the District on behalf of their city.

Please notify my office in writing once the City Council has appointed a Director for the new term. Should you have any questions or need additional information, please do not hesitate to contact my office.

Sincerely,



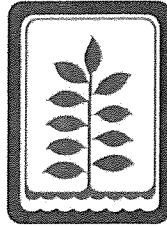
JENNAFER P. COVINGTON

Executive Director

JPC/sks

Enclosures: Roles and Responsibilities (1), Meeting attendance (2)

cc: Mr. Keith Stephens  
Ms. Stephanie Storm, City Secretary



## **NTMWD BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES**

The North Texas Municipal Water District (NTMWD) Board of Directors serves as the governing body of NTMWD. The Board of Directors guides the NTMWD towards a sustainable future by adopting sound governance and financial management policies and ensuring adequate resources to meet the region's needs. The Board has a responsibility to provide guidance to management and staff and ensure operations run smoothly and in accordance with the law. Some specific responsibilities of the Board of Directors include:

- Establish and support the NTMWD mission and purpose
- Select and evaluate the Executive Director/General Manager
- Set policies and ensure effective planning
- Ensure adequate financial resources
- Monitor and strengthen essential programs and services
- Protect assets and provide proper financial oversight
- Ensure legal and ethical integrity
- Enhance the organization's public standing

The Board of Directors meets monthly, typically on the 4th Thursday of each month, with adjustments made for holidays or other conflicts. Meetings are held at 2:30 p.m. in the boardroom located in the administration building of our Wylie Campus (501 E. Brown St. Wylie, Tx. 75098).

Directors serve on at least one Operations committee and one Administrative committee.

Administrative committees are typically held on the 2<sup>nd</sup> Wednesday of the month beginning at 1:00 p.m. These committees are:

- Executive
- Finance
- Legislative
- Personnel
- Policy

Operations committees are typically held the 4<sup>th</sup> Wednesday of the month beginning at 1:00 p.m. as well. These committees are:

- Real Estate
- Solid Waste
- Wastewater
- Water

The District currently utilizes a mixed approach structure (In person/Videoconference) to our meetings based on the meeting type:

- Board Meetings – director attendance *in person* except for mobility and health limitations.
- Committee Meetings – only the Committee Chair or Board President is present at the NTMWD office, with the remaining committee members and other Board members attending via *videoconference*.

The Board of Directors also meets in Special Work Sessions for long-term planning as well as on an as-needed basis for other purposes.

Each director serves a two-year term, and the appointments are staggered so that each year, one of the two directors is up for reappointment or replacement.

Each director will receive a fee of \$150 for each day the director spends performing the duties of a director, including participating in board and committee meetings, other activities involving substantive deliberation of District business, and pertinent educational programs, but not more than \$7200 will be paid to any director in one calendar year.

Over the course of 2024, there were 83 different meetings or events where members of our Board of Directors participated. A majority of these consisted of board meetings, committee meetings, and work sessions. Additionally, many directors represented NTMWD at City Council or Civic functions, meetings with legislators, open houses, and Board enrichment activities.

**Keith Stephens****Term: 6/1/2023 - 5/31/2025**

<b>DATE</b>	<b>MEETING</b>
06/07/23	Executive & Finance Committee Meetings
06/13/23	Wylie City Council
06/21/23	Solid Waste And Wastewater
06/22/23	Board Meeting
07/12/23	Executive & Legislative Committee Meetings
07/14/23	Overview Of Wilson Creek Oversight Committee & Tour
07/20/23	Board Work Session - Budget Meeting
07/26/23	Real Estate & Water Committee Meetings
07/27/23	Board Meeting
08/09/23	Policy & Finance Committee Meetings
08/10/23	Special Working Group
08/23/23	Water & Wastewater Committee Meetings
08/24/23	Board Meeting
09/13/23	Policy & Finance Committee Meetings
09/20/23	Board Work Session
09/27/23	Real Estate & Water Committee Meetings
09/24/23	Board Meeting
10/25/23	Water And Wastewater Committee Meetings
10/26/23	Board Meeting
11/01/23	Executive And Legislative Committee Meetings
11/16/23	Regular Board Meeting
12/06/23	Executive Committee Meeting
12/20/23	Water And Wastewater Committee Meetings
12/21/23	Regular Board Meeting
01/10/24	Executive Committee Meeting
01/24/24	Real Estate & Water Committee Meetings
01/25/24	Regular Board Meeting
02/21/24	Water & Wastewater Committees
02/22/24	Board Meeting
03/27/24	Water & Real Estate Committee Meetings
03/28/24	Board Meeting
04/04/24	Wylie, Farmersville & Princeton Member City Meetings
04/10/24	Finance Committee Meeting
04/24/24	Water & Wastewater Committee Meetings
04/25/24	Special Working Group & Board Meeting

**Keith Stephens****Term: 6/1/2023 - 5/31/2025**

05/08/24	Personnel & Executive Committee Meetings
05/14/24	Wylie City Council
06/26/24	Water & Wastewater Committee
06/27/24	Special Working Group & Board Meeting
07/10/24	Executive Committee Meeting
07/18/24	Board Work Session Budget
08/02/24	Wilson Creek Oversight Committee Meeting
08/07/24	Policy & Personnel Committee Meetings
08/12/24	Legislative Committee Meeting
08/21/24	Water & Wastewater Committee Meeting
08/22/24	Board Meeting
09/11/24	Policy And Finance Committee Meetings
09/12/24	Board Work Session
09/25/24	Solid Waste, Real Estate & Wastewater Committee Meetings
09/26/24	Board Meeting
10/16/24	Bois D'Arc Lake Legislative Tour
10/17/24	Personnel Committee Meeting
10/23/24	Legislative, Water & Wastewater Committee Meetings
10/24/24	Board Meeting
10/24/24	Executive & Finance Committee Attendance
11/20/24	Real Estate & Water Committee Meetings
11/21/24	New Board Member Orientation & Board Meeting
12/04/24	Executive And Legislative Committees
12/19/24	Board Meeting
12/18/24	Retirement Plan, Water & Wastewater Committee
01/07/25	Pretreatment Working Group Prep Mtg
01/08/25	Executive And Personnel Committee Mtgs & Exec Dir Evaluation
01/10/25	Ti/Cor/Ntmwd Mtg
01/22/25	Water & Wastewater Committee Mtgs
01/23/25	Board Meeting
01/24/25	Wilson Creek Oversight Committee Mtg
02/12/25	Executive And Finance Committee Mtg
02/26/25	Real Estate, Water & Wastewater Committee Meetings
02/27/25	Board Meeting & Retirement Plan Committee
03/12/25	Executive Committee Meeting