



March 24, 2026

Mr. Cliff Keheley, City Manager  
City of Mesquite  
1515 N. Galloway Avenue  
Mesquite, Texas 75149

Re: NTMWD Board Member Appointment

Dear Mr. Keheley:

The current terms of office for certain Directors of the North Texas Municipal Water District (NTMWD) Board will expire in May. Please accept this letter as official notification that Mr. Terry Sam Anderson's term as an NTMWD Board Director will end on May 31, 2026.

The City Council may either reappoint Mr. Anderson or appoint a new Director to serve a two-year term from June 1, 2026, through May 31, 2028.

NTMWD sincerely appreciates the commitment and leadership Mr. Anderson has provided to both the District and the region. Appointed by the City of Mesquite in 1985, he has served with distinction, including terms as President, Vice President, and Secretary of the Board. Since his most recent reappointment, Mr. Anderson has served on the Policy Committee, Chair of the Real Estate Committee, and Legislative Committee. He currently serves as Vice Chair of the Real Estate Committee. Additionally, Mr. Anderson also serves on the John Bunker Sands Wetland Center Board of Directors.

Pursuant to the statute creating the District (Article 8280-141), a Director must reside in and own taxable property within the appointing city. Members of a city's governing body and city employees are not eligible for appointment. Additionally, under other applicable state laws, individuals who serve as compensated public officials are ineligible.

For your reference, enclosed are a summary of the roles and responsibilities of an NTMWD Board member, along with a record of Mr. Anderson's meeting attendance during his current term. Each Director contributes significant time and expertise in service to the District and their respective 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. Terry Sam Anderson  
Ms. Sonja Land, 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 meet monthly, typically on the 4<sup>th</sup> 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 on the 4th Wednesday of the month, beginning at 1:00 p.m. These committees are:

- Real Estate
- Solid Waste
- Wastewater
- Water

The District currently utilizes a mixed approach structure (in-person/Videoconference) for 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 and, 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 2025, members of our Board of Directors participated in 118 different meetings or events. 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.

**Terry Sam Anderson****Term: 6/1/2024 - 5/31/2026**

<b>Date</b>	<b>Meeting</b>
06/12/24	Legislative, Executive & Finance Committee Meetings
06/27/24	Regular Board Meeting
07/10/24	Executive Committee Meeting
07/15/24	John Bunker Sands Wetland Center Board Meeting
07/18/24	Board Work Session Budget
07/24/24	Real Estate & Water Committee Meetings
07/25/24	Regular Board Meeting
08/07/24	Policy & Personnel Committee Meetings
08/12/24	Legislative Committee Meeting
08/21/24	Water & Wastewater Committees
08/22/24	Regular Board Meeting
09/11/24	Policy & Finance Committee Meetings
09/12/24	Board Work Session
09/25/24	Solid Waste, Real Estate & Wastewater Committee Meetings
09/26/24	Regular Board Meeting
10/16/24	Bois D'Arc Lake Legislative Tour
10/23/24	Legislative, Water & Wastewater Committee Meetings
10/24/24	Regular Board Meeting
11/06/24	Executive & Finance Committee
11/20/24	Real Estate & Water Committee Meetings
11/21/24	Regular Board Meeting
12/04/24	Executive & Legislative Committees
12/19/24	Regular Board Meeting
01/08/25	Personnel Committee Meeting
01/23/25	Regular Board Meeting
01/27/25	John Bunker Sands Wetland Center Board Meeting
02/26/25	Real Estate & Water Committee Meetings
02/27/25	Regular Board Meeting
03/26/25	Water Committee Meeting
03/27/25	Regular Board Meeting
04/07/25	John Bunker Sands Wetland Center Board Meeting
04/23/25	Water & Wastewater Committee Meetings
04/24/25	Regular Board Meeting
05/06/25	Mesquite Member City Meeting
05/21/25	Real Estate Committee Meeting
05/22/25	Regular Board Meeting
06/11/25	Executive Committee Meeting
06/13/25	John Bunker Sands Wetland Center Board Meeting
06/25/25	Water Committee Meeting
06/26/25	Regular Board Meeting
07/09/25	Executive Committee Meeting
07/15/25	John Bunker Sands Wetland Center Board Meeting
07/17/25	Board Work Session-Budget
07/24/25	Regular Board Meeting

**Terry Sam Anderson**

**Term: 6/1/2024 - 5/31/2026**

<b>Date</b>	<b>Meeting</b>
08/13/25	Legislative Committee Meeting
08/27/25	Real Estate Committee Meeting
08/28/25	Regular Board Meeting
09/11/25	John Bunker Sands Wetland Center Board Meeting
09/24/25	Water Committee Meeting
10/09/25	Board Work Session-LRWS
10/27/25	John Bunker Sands Wetland Center Board Meeting
10/22/25	Real Estate Committee Meeting
10/23/25	Regular Board Meeting
11/19/25	Water Committee Meeting
11/20/25	Regular Board Meeting
12/17/25	Real Estate Committee Meeting
12/18/25	Regular Board Meeting
01/28/26	John Bunker Sands Wetland Center Board Meeting
01/22/26	Regular Board Meeting
02/24/26	Allen City Council Meeting - Recognition of Dr. Joe Farmer
02/25/26	Water Committee Meeting
02/26/26	Regular Board Meeting