

**MINUTES
NEW BRAUNFELS UTILITIES BOARD OF DIRECTORS
REGULAR BOARD MEETING**

1:00 P.M.

Thursday, January 29, 2026

NBU Board Room

263 MAIN PLAZA, NEW BRAUNFELS, TEXAS 78130

Board President Wayne Peters opened the meeting at 1:00 p.m. A quorum of the NBU Board was present.

PRESENT

Board President Wayne Peters, Board Vice President Judith Dykes-Hoffmann, Board Trustee Stuart Blythin, and Mayor Neal Linnartz

ABSENT

Board Trustee Yvette Barrera Villanueva

NBU PERSONNEL

Ryan Kelso, Ragan Dickens, Greg Brown, Jessica Williams, Connie Lock, Rocio G. Hilliard, Mark Steelman, Andrew Cummings, David Hubbard

Adriana Sanchez, Ashley Schriewer, Carlos Salas, Darrin Jensen, Jason Theurer, Joe Vargas, John Warren, Julia Haynes, Justin Green, Mike Short, Rachel Leier, Reagan Pena, Will Riley, Adam Willard, Anna Johnson, Azura Kerr, Brent Lundmark, Bruce Haby, David Guerrero Jr., Doug Clifton, Gregory Thomas, Jacob Tschoepe, Jason Rammel, Jeffrey Jones, Jeffrey Morriss, Jenna Mathis, Jesse Luna, Jessica Coleman, Justin Stroup, Kimberly DaCosta, Kristi Villasana, Larry Aguilar, Missy Quent, Nicole Wesley, Pamela Tarbox, Peter Vanderstoep

NBU CONSULTANTS

Kimberly Britton, Britton Strategies

PLEDGE AND INVOCATION

Board President Wayne Peters led the pledge of allegiance and offered the invocation.

PUBLIC COMMENT

There were no public comment requests.

ITEMS FROM THE CHAIR

1. Update from the Facilities Committee

Board President Wayne Peters provided an update from the Security Committee meeting held on January 6th, 2026. Items discussed included a video tour of the facility, information on the AV equipment and specs, and options for the dais and adjacent floor spaces.

2. Any Other Items Permitted Under Section 551.0415 of the Texas Government Code

No additional comments were made.

ITEMS FROM STAFF

1. CEO Update

CEO Ryan Kelso presented updates on the following events that NBU staff participated in:

a. **NBU Chief of Staff Rocio G. Hilliard Receives 2025 Rising Star of New Braunfels Award**

NBU Chief of Staff, Rocío G. Hilliard, was named one of the 2025 Rising Stars of New Braunfels. Presented by the New Braunfels Jaycees and the Greater New Braunfels Chamber of Commerce, this award honors young professionals who excel in their fields, uplift New Braunfels through community service, and embody the promise of our next generation of leaders.

b. **NBU Participates in Wassailfest**

Our Community Engagement Committee was proud to participate in the 2025 New Braunfels Wassailfest downtown, serving warm wassail to our community.

c. **NBU Employee Holiday Party**

The annual NBU Holiday party was held on December 5th. The following awards were presented:

Rising Star to Kristen Pollock

Innovation Awards to Robin Gary, Shayna Treuter, Nick Haughton, and Frank Stringer

Outstanding Achievement Award to Missy Quent

Ian Taylor Ethics Award to Robert Pineda.

d. **NBU Leadership Team Volunteers at the New Braunfels Food Bank**

The NBU leadership team volunteered at the New Braunfels Food Bank on December 16th, supporting both warehouse and garden operations. The team packed roughly 665 bags, totaling 4,710 pounds of food, and also assisted with garden work to help support local families in need.

e. **Update on Winter Storm Fern and Other Potential Winter Storm Activity**

In preparation for Winter Storm Fern, NBU activated our emergency management protocols beginning Friday, January 23rd, by closely monitoring ERCOT conditions, coordinating across departments, and working alongside city partners to ensure continuity of service and public safety. Crews maintained a ready posture for power supply challenges, system impacts, and customer needs while also providing mutual aid on Monday, January 26th, to support the City of Jasper.

f. **Any Other Items Permitted Under Section 551.0415 of the Texas Government Code**

*No additional items were discussed.

2. Financial Update and Report

Accounting Manager Kimberly DeCosta provided an update on the financial status of NBU.

3. Quarterly Capital Update – Fiscal Year 2026 First Quarter (“Q1”)

Program Portfolio Manager Jacob Tschoepe provided an update on the FY26 First Quarter Capital Update.

4. Monthly NBU Headquarters Progress Update

Program Portfolio Manager Jacob Tschoepe provided an update on the progress of the NBU Headquarters project.

CONSENT ITEMS FOR ACTION

Board Trustee Stuart Blytin made a motion, and Vice President Judith Dykes-Hoffmann seconded the motion to approve the Consent Items for Action as follows: #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, #15, #16, #17, #18, #19, #20, and #21. The vote was unanimous.

1. Approve Minutes of the NBU Regular Board Meeting of December 18, 2025
2. Approve Minutes of the NBU Special Board Meeting of January 22, 2026
3. Approve the Change Order Log from November 15, 2025, through December 15, 2025
4. Approve the Reports for Water and Electric Engineering Contracts from August 1, 2025, through December 15, 2025
5. Approve the Electric Line of Business Alternative Procurements from November 15, 2025, through December 15, 2025
6. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with Pesado Construction Company for the Construction of the Saengerhalle North Interceptor Project, Located Generally Along Willowbrook Avenue Between Alves Lane and FM 1101
7. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with Pesado Construction Company for the Construction of the Infrastructure Replacement Package 3 Project, Located Generally at Coll Street, Market Street, Grant Alley, Katy Street, Jackson Street, Marigold Drive, and Mulberry Avenue
8. Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Pawelek & Moy, Inc. for the Design of the Fredericksburg Road Interceptor Project
9. Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Quiddity Engineering, LLC for the Design of the Gruene Water Reclamation Facility Expansion Project
10. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with MGC Contractors, Inc. for the Construction of the Solms Pump Station and Ground Storage

Tank Project Located at the NBU Headquarters Property at 5467 FM 482, New Braunfels, Texas

11. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with Pesado Construction Company for the Construction of the Western Downtown to Morningside Pressure Zone Conversion Rusch Lane Pressure Reducing Valve Project, Located at the I-35 Southbound Frontage Road and Rusch Lane Intersection
12. Authorize the CEO or His Designee to Negotiate and Execute a First Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Design of the Central Downtown to Morningside Pressure Zone Conversion Project, Adding Additional Services Related to Expansion of Work along Rosedale Avenue and Pipeline Realignment Along I-35 Near the New Braunfels Library
13. Authorize the CEO or His Designee to Execute a Professional Service Agreement with Burns & McDonnell Engineering Company, Inc. For Engineering, Design, and Construction Management Services of the Hortontown Substation Upgrade Project, Located at 1264 Industrial Drive
14. Authorize the CEO or His Designee to Negotiate and Execute a Second Amendment to the Professional Service Agreement with Schneider Engineering, LLC for Additional Engineering, Design, and Construction Management Services for the Comal T-3 Replacement Project, Freiheit Breaker Additions and Control Enclosure Upgrade Project, Kohlenberg Substation Construction Project, and the Henne Substation Breaker and a Half Upgrade Project
15. Authorize the CEO or His Designee to Negotiate and Execute a Services and Goods Agreement with Austin Armature Works, LP for Lift Station Pump and Diagnostic Repair Services
16. Authorize the CEO or His Designee to Negotiate and Execute a Services and Goods Agreement with Pump Solutions, Inc. for Lift Station Pump and Diagnostic Repair Services
17. Authorize the CEO or His Designee to Negotiate and Execute a Sourcewell Cooperative Agreement, Sourcewell Contract No. 032824-NVS, with Holt Truck Centers of Texas, LLC, for the Purchase of One (1) International CV515 Electric Ops Truck; Two (2) International HV607 13 Yard Dump Truck(s); Three (3) International CV515 Water Ops Truck(s); One (1) International MV607 Water Ops Truck; and One (1) International CV515 Water Ops Truck with Stellar EC4000 Crane
18. Authorize the CEO or His Designee to Negotiate and Execute a Sourcewell Cooperative Agreement, Sourcewell Contract No. 040924-ALT, with Global Rental Co., Inc., for the Purchase of Two (2) AT48M 4x4 Bucket Trucks
19. Authorize the CEO or His Designee to Negotiate and Execute a First Amendment to the Professional Services Agreement with Freese and Nichols, Inc. for Owner's Representative Services for the Backup Operations Center Project to Expand Construction Services and Add Building Commissioning Services

20. Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with F. Guerra DeBerry, LLC, d/b/a GDC Marketing and Ideation for Public Relations and Creative Services
21. Adopt Resolution R-2026-204 Approving Revisions to the Records Policy (formerly the Records and Information Management Policy) and Other Matters in Connection Therewith

ITEMS FOR FUTURE ACTION

1. Discuss Drought Contingency Plan Revisions

Kimberly Britton of Britton Strategies and Interim Chief Customer Officer Andrew Cummings provided information on the revisions to be brought to the Board for consideration at the February meeting. Topics included information from the Community Advisory Panel's feedback on the proposed Drought Contingency Plan ("DCP") and staff's proposed changes to the DCP.

PRESENTATION ITEMS

1. Provide Update on the NBU Billing Assistance Program

Interim Chief Customer Officer Andrew Cummings provided an update on the NBU Billing Assistance Program. Information included a program overview, the history of the program, and the potential future of the program..

ACTION ITEMS

1. Discuss and Consider Approval of a Professional Services Agreement with EEPlus, Inc. for Large Load Consulting Services

Trustee Stuart Blythin made a motion, and Board Vice President Judith Dykes-Hoffmann seconded the motion to approve the Professional Services Agreement with EEPlus, Inc. for Large Load Consulting Services. The vote was unanimous.

EXECUTIVE SESSION

Board President Wayne Peters recessed the Open Session at 2:45 pm and announced that the Board would go into an Executive Session meeting. The Executive Session included Power Supply Resources – Competitive Matters; Consultation with Attorney Regarding Pending or Contemplated Litigation, Settlement Offer, and/or Matters Protected by Attorney-Client Privilege (Section 551.071 – Texas Government Code: a. Discuss *MMF NBTX LAND, LLC v. City of New Braunfels, New Braunfels Utilities, and Ryan Kelso, in his official capacity as Chief Executive Officer of New Braunfels Utilities*, No. C2025-1252D (433rd District Court, Comal County, Texas); b. Discuss *New Braunfels Utilities v. TRC Engineers, Inc.*, Cause No. C2024-1980D (433rd District Court, Comal County, Texas); and Personnel Matters – CEO Semi-Annual Evaluation – Deliberate the appointment, employment, evaluation, and duties of th CEOe (Section 551.074 – Texas Government Code)

The Executive Session was opened at 2:49 pm and closed at 4:45 pm.

**RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION
RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE**

The Regular Session resumed at 4:45 p.m. Only the matters cited above, and no others, were discussed.

ADJOURN

There was no further business, and Board President Wayne Peters adjourned the meeting at 4:45 p.m.



Wayne Peters, President
Approved

Attest:



Ryan Kelso, Secretary of the Board
Chief Executive Officer

Date Approved: February 26, 2026