

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

**1:00 P.M.**  
**Thursday, August 28, 2025**  
**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 Yvette Barrera Villanueva, Board Trustee Stuart Blythin, and Mayor Neal Linnartz

**ABSENT**

None

**NBU PERSONNEL**

Ryan Kelso, Ragan Dickens, Greg Brown, Dawn Schriewer, Jessica Williams, Connie Lock, Rocio Gallegos, Mark Steelman, Sheila Lavender, David Hubbard  
Adriana Sanchez, Andrew Cummings, Ashley VanBooven, Bob Figuly, Carlos Salas, Darrin Jensen, Jason Theurer, John Warren, Julia Haynes, Justin Green, Mike Short, Rachel Leier, Reagan Pena, Adam Willard, Becca Graham, Brent Lundmark, Bruce Haby, Coby Henk, David Guerrero Jr., Doug Clifton, Gregory Thomas, Jacob Tschoepe, James Rammel, Jeffery Morriss, Jenna Mathis, Jesse Luna, Jessica Coleman, Jessica Green, Joe Vargas, Kenneth Allen, Kimberly Huffman, Kristi Villasana, Missy Quent, Robert Aleman, Nancy Pappas

**NBU CONSULTANTS**

Charles Schoening, Arcadis

**PLEDGE AND INVOCATION**

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

**PUBLIC COMMENT**

Al Kaufman, resident, addressed the board on outgoing NBU CFO Dawn Schriewer's accomplishments.

**NBU EMPLOYEE AWARDS AND RECOGNITION**

**1. Recognition of NBU Texas Lineman Rodeo Participants**

NBU recognized three journeyman teams and five apprentices participating in the Texas Lineman Rodeo. NBU also had two teams participate in the Lineman barbecue competition.

**2. New Braunfels Chamber of Commerce City of a Prince Decree Awarded to Dawn Schriewer**

The New Braunfels Chamber of Commerce presented outgoing NBU CFO Dawn Schriewer with the Chamber's City of a Prince decree.

**3. Retirement Recognition of NBU Employee Dawn Schriewer**

CEO Ryan Kelso recognized Dawn Schriewer, who retired with 20 years of dedicated service to NBU.

**ITEMS FROM THE CHAIR**

**1. NBU Board Committee Assignments**

Board President Wayne Peters provided the Board with an updated list of the NBU Board Committee assignments, including the Security Committee, which was approved at the June Board meeting.

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

Wayne Peters congratulated the NBU linemen who were recognized for participating in the Texas Lineman's Rodeo and the outgoing NBU CFO, Dawn Schriewer.

**ITEMS FROM STAFF**

**1. CEO Update**

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

**a. Leadership Announcement of New Hires and Position Changes: Chief Financial Officer, Jessica Williams, and Manager of Conservation and Customer Solutions, Jesse Luna**

Jessica Williams joined NBU as Chief Financial Officer. She will oversee the Finance and Energy Risk departments, including accounting, budgeting, and risk management. Jessica previously served as CFO for the cities of Denton and Wichita Falls, Texas, and for the Oregon Public Employees Retirement System. She holds a Master of Public Administration and is a Certified Public Finance Officer.

NBU's Jesse Luna has been named the new Conservation and Customer Solutions Manager. Jesse brings over three years of leadership experience as NBU's Purchasing Manager.

**b. NBU Journeyman Tristan Tips Selected as Keynote Speaker at the 2025 Lineworker Academy Graduation Held at Texas A&M University**

NBU Journey Lineman Tristan Tips was a guest instructor at the Texas A&M Engineering Extension Service (TEEX) Lineman Academy. Tristan was invited to serve as the keynote speaker at their graduation ceremony.

**c. NBU Presents at the United States Water Alliance One Water Summit**

Julia Haynes and Robin Gary recently attended the US Water Alliance's One Water Summit in Pittsburgh, Pennsylvania. Robin Gary was a panelist for the Meeting the Future Through One Water Planning and Development session. Headwaters and the One Water New Braunfels program also received special recognition during the US Water Alliance CEO's keynote address.

**d. Texas Public Power Association Annual Conference Update**

NBU team members and Board members attended the annual Texas Public Power Association conference. The conference provided insights and information on legislative matters, electric systems reliability, leadership development, and other topics related to the industry.

**e. NBU Hosts Emergency Preparedness Community Event**

NBU hosted an Emergency Preparedness Event at the Customer Solutions Center with the theme "Stay Safe. Stay Informed. Stay Connected." The open house gave residents practical tools for weather readiness, including power outage planning, conservation education, and bill assistance resources. Participants took home complimentary starter emergency kits.

**f. NBU Employees Participate in NBU's Fiscal Year 2025 Emerging Leader Program**

Sixteen NBU employees participated in the FY25 Emerging Leader Program. This year, the program focused on building leadership skills through awareness and the application of Gallup's Clifton Strengths.

**g. NBU Receives Government Finance Officers Association Certificate for Excellence in Financial Reporting for Fiscal Year 2024**

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded New Braunfels Utilities the Certificate of Achievement for Excellence in Financial Reporting for its annual comprehensive financial report for Fiscal Year 2024. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

**h. 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 Huffman provided an update on the financial status of NBU.

**3. Legislative Update**

External Relations Director Julia Haynes provided an update on the 89<sup>th</sup> Texas Legislative Session.

**4. Fiscal Year 2025 Fourth Quarter Strategic Plan Update**

Program Portfolio Manager Jacob Tschoepe provided an update on the FY25 Fourth Quarter Strategic Plan Update.

**5. Monthly NBU Headquarters Progress Update**

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

**6. Drought Update**

Director of Customer Solutions Andrew Cummings provided a Drought update.

**CONSENT ITEMS FOR ACTION**

Board Vice President Judith Dykes-Hoffmann made a motion, and Mayor Neal Linnartz 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, and #19. The vote was unanimous.

1. Approve Minutes of the NBU Regular Board Meeting of June 26, 2025
2. Approve the Change Order Log from May 15, 2025, through July 15, 2025
3. Approve the Reports for Water and Electric Engineering Contracts from August 1, 2024, through July 15, 2025
4. Approve the Electric Line of Business Alternative Procurements from May 15, 2025, through July 15, 2025
5. Approve the City Transfer Payable in Fiscal Year 2026
6. Approve the Appointment of Julia Haynes as President of the Headwaters at the Comal Board of Directors and the Appointment of Reagan Pena and Jessica Williams to the Headwaters at the Comal Board of Directors
7. Appoint Marcie Rodriguez to the NBU Community Advisory Panel
8. Approve Staff Recommendation to Reject All Proposals Submitted for RFP #25-0099, Schmidt Avenue Water and Wastewater Relocation
9. Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Contract Land Staff, LLC, for Right of Way and Easement Acquisition Services
10. Approve and Adopt Resolution #2025-201 Approving Pole Attachment and Wireless Installation Standards and Authorizing the Chief Executive Officer or His Designee to Enter into License Agreements with Communications Providers Attaching to NBU Facilities
11. Authorize the CEO Or His Designee to Negotiate and Execute a Construction Contract with Power Standard, LLC, for the Comal T3 Replacement and CO31 Addition Project

12. Approve and Adopt Resolution #2025-202 Authorizing and Approving (i) the Sale of Four Easements to LCRA Transmission Services Corporation (“LCRA TSC”) Totaling Approximately 2.069 Acres of Real Property On, Over, and Across Veramendi Precinct 22A Unit 1, Lot 1, Block 77, New Braunfels, Texas in Connection With the Hueco Springs Substation Project for the Amount of \$395,000 Plus Closing Costs; (ii) the CEO or His Designee to Execute Any and All Documents Necessary to Effectuate the Sale Thereof; and (iii) Other Matters in Connection Therewith
13. Authorize the CEO or His Designee to Negotiate and Execute a Cooperative Agreement for Maintenance and Support for the Hosted Unified Communication System with RingCentral, Inc., Entering into the Agreement through its Agent, Avaya LLC
14. Authorize the CEO or His Designee to Negotiate and Execute an AIA Amendment to the Professional Services Agreement with Marmon Mok Architecture for the NBU Headquarters Facility Project, Located on a 76-Acre Tract of Property at the Intersection of Engel Road and IH 35, for Additional Design, Permitting, and other Services
15. Authorize the CEO or His Designee to Negotiate and Execute an AIA Amendment to the Professional Services Agreement with Marmon Mok Architecture for the NBU Headquarters Facility Project, Located on a 76-Acre Tract of Property at the Intersection of Engel Road and IH 35, for Additional Design, Permitting, and other Services
16. Approve and Adopt Resolution #2025-203 Authorizing (i) the Negotiation and Execution of a Local On-System Improvement Project Agreement with the Texas Department of Transportation for Improvements to FM 482 Associated with the NBU Headquarters Facility Project Being Constructed on a 76.618 Acre Tract of Property Located at the Intersection of Engel Road and IH 35 in Comal County, Texas and (ii) Other Matters in Connection Therewith
17. Authorize the CEO or His Designee to Negotiate and Execute a First Amendment to the Professional Services Agreement with Square One Consultants, Inc. for the Headwaters at the Comal Phase 2 Project for Owner’s Representative and Project Management Services
18. Authorize the CEO Or His Designee to Negotiate and Execute a Guaranteed Price Agreement with ADP, Inc., for Workforce Now HCM Solutions and ADP DataCloud Services
19. Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Incircle Management, Inc. for Grounds Maintenance Services

## **PRESENTATION ITEMS**

### **1. Presentation on NBU’s 2025 – 2026 Drought Contingency Plan Amendments**

Andrew Cummings presented information on NBU’s 2025 – 2026 Drought Contingency Plan. The presentation included information on drought guidance and management. The Drought Contingency Plan will be an upcoming topic with the NBU Community Advisory Panel before coming back to the board for approval at a later board meeting.

## **2. Presentation on the Plan to Update the Current Strategic Plan for Fiscal Year 2028**

Darrin Jensen presented the plan to revisit, update, and refine the current Strategic Plan, mission, vision, and core values for Fiscal Year 2028.

## **3. Presentation on the NBU Employee Engagement Survey Results and Discuss Related Action Plans**

Adriana Sanchez presented survey results from the NBU Employee Engagement Survey. Dakota Folts, the Employee Experience Team representative, presented information on the key takeaways, successes, and future action items proposed to address the Employee Engagement Survey Results.

### **ITEMS FOR FUTURE ACTION**

#### **1. Review and Discuss the 2025 Water Resource Plan Prepared by Arcadis U.S., Inc. and Dated August 2025**

Mike Short and Charles Schoening (with Arcadis) presented information on the 2025 Water Resource Plan. The presentation included information on current water supplies, water availability, demand projections, and recommendations.

### **ACTION ITEMS**

#### **1. Authorize the CEO or His Designee to Execute AIA Document A133 – 2019 Exhibit A Guaranteed Maximum Price Amendment No. 6 with Thos. S. Byrne, Inc. for the Headwaters at the Comal Master Plan, Phase 3, for the Completion of the Master Plan**

Board Vice President Judith Dykes-Hoffmann made a motion, and Board Trustee Yvette Barrera Villanueva seconded the motion to authorize the CEO or His Designee to execute AIA Document A133 – 2019 Exhibit A Guaranteed Maximum Price Amendment No. 6 with Thos. S. Byrne, Inc. for the Headwaters at the Comal Master Plan, Phase 3, for the completion of the master plan. The vote was unanimous.

### **EXECUTIVE SESSION**

Board President Wayne Peters recessed the Open Session at 3:40 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); Real Property (Section 551.072 – Texas Government Code); Discuss Legal Matters Relating to Potential Eminent Domain Actions to Secure the Following Easements Regarding the Highway 46 Substation Feeder (“HW14”) to FM 3009 Extension Phase 2 Project: i. a 0.386 Acre Electric Utility Easement, situated in the J. Doehne Survey No. 912, Abstract 971 in Comal County, Texas and out of that 15.105 acre tract conveyed to Stephen J. Clayton by deed recorded in Document No. 202306039904 of the Official Public Records of Comal County Texas, ii. a 0.043 Acre Electric Utility Easement, situated in the J. Doehne Survey No. 912,

Abstract 971 in Comal County, Texas and out of that called 19.602 acre tract conveyed to Craig E. Johnson and Cynthia D. Johnson, Trustees of the Johnson Living Trust Dated July 11, 2005, recorded in Document No. 200506033503 of the Official Public Records of Comal County Texas; Consultation with Attorney Regarding Pending or Contemplated Litigation and Other Matters Protected by Attorney Client Privilege (Section 551.071 – Texas Government Code); Discuss Legal Matters Relating to the Gonzales Carrizo Water Supply Project; Personnel Matters (Section 551.074 – Texas Government Code); Deliberate the appointment, employment, evaluation, and duties of the CEO

The Executive Session was opened at 3:45 pm and closed at 5:41 pm.

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

The Regular Session resumed at 5:43 p.m. Only the matters cited above, and no others, were discussed. The board voted on the competitive matter listed on the agenda, but no other votes were taken in Executive Session.

The following action was taken relating to the Executive Session as described above.

1. Board Trustee Stuart Blythin made the motion, and Board Trustee Yvette Barrera Villanueva seconded the motion to give Ryan Kelso a 5% increase, consistent with the average increase to NBU staff, in base salary effective September 1, 2025, and a continuation of his current car and phone allowance. The vote was unanimous.

**ADJOURN**

There was no further business, and Board President Wayne Peters adjourned the meeting at 5:43 p.m.



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Wayne Peters, President  
Approved

**Attest:**



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Ryan Kelso, Secretary of the Board  
Chief Executive Officer

*Date Approved: September 25, 2025*

