



**NOTICE OF OPEN MEETING**  
**AUGUST BOARD OF TRUSTEES**  
NBU Board Room, 263 Main Plaza, New Braunfels, Texas 78130  
August 28, 2025, at 1:00 PM  
[www.nbutexas.com](http://www.nbutexas.com)

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## **AGENDA**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE AND INVOCATION**

Board President Wayne Peters

### **PUBLIC COMMENT**

### **NBU EMPLOYEE AWARDS AND RECOGNITIONS**

1. Recognition of NBU Texas Lineman Rodeo Participants
2. New Braunfels Chamber of Commerce City of a Prince Decree Awarded to Dawn Schriewer
3. Retirement Recognition of NBU Employee Dawn Schriewer

### **ITEMS FROM THE CHAIR**

1. NBU Board Committee Assignments
2. Any Other Items Permitted Under Section 551.0415 of the Texas Government Code

### **ITEMS FROM STAFF**

1. CEO's Update
  - a. Leadership Announcement of New Hires and Position Changes: Chief Financial Officer, Jessica Williams, and Manager of Conservation and Customer Solutions, Jesse Luna
  - b. NBU Journeyman Tristan Tips Selected as Keynote Speaker at the 2025 Lineworker Academy Graduation Held at Texas A&M University
  - c. NBU Presents at the United States Water Alliance One Water Summit
  - d. Texas Public Power Association Annual Conference Update
  - e. NBU Hosts Emergency Preparedness Community Event
  - f. NBU Employees Participate in NBU's Fiscal Year 2025 Emerging Leader Program
  - g. NBU Receives Government Finance Officers Association Certificate for Excellence in Financial Reporting for Fiscal Year 2024
  - h. Any Other Items Permitted Under Section 551.0415 of the Texas Government Code

- [2.](#) Financial Update and Report
- [3.](#) Legislative Update
- [4.](#) Fiscal Year 2025 Fourth Quarter Strategic Plan Update
- [5.](#) Monthly NBU Headquarters Progress Update
- [6.](#) Drought Update Report

## **CONSENT ITEMS FOR ACTION**

- [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”) Totalling 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 a Second Amendment to the Professional Services Agreement with Freese and Nichols, Inc. for the NBU Headquarters Facility Project, Located on a 76-Acre Tract of Property at the Intersection of Engel Road and IH 35, for Owner's Representative 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
- [2.](#) Presentation on the Plan to Update the Current Strategic Plan for Fiscal Year 2028
- [3.](#) Presentation on the NBU Employee Engagement Survey Results and Discuss Related Action Plans

## **ITEMS FOR FUTURE ACTION**

- [1.](#) Review and Discuss the 2025 Water Resource Plan Prepared by Arcadis U.S., Inc. and Dated August 2025

## **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

## **EXECUTIVE SESSION**

The Board of Trustees may recess into Executive Session for any purpose permitted by the Texas Open Meetings Act, including but not limited to the following:

1. Power Supply Resources – Competitive Matters  
(Section 551.086 – Texas Government Code)
2. 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)
  - a. 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.
3. Consultation with Attorney Regarding Pending or Contemplated Litigation and Other Matters Protected by Attorney Client Privilege  
(Section 551.071 – Texas Government Code)
  - a. Discuss Legal Matters Relating to the Gonzales Carrizo Water Supply Project
4. Personnel Matters (Section 551.074 – Texas Government Code)
  - a. Deliberate the appointment, employment, evaluation, and duties of the CEO

The Board of Trustees, upon reconvening in Open Session, will discuss and consider any necessary action regarding closed session items.

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

## **ADJOURN**

If you require assistance in participating at a public meeting due to a disability as defined under the Americans with Disabilities Act, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the Board Relations Coordinator at least three (3) days prior to the scheduled meeting date at (830) 629-8400 or the NBU Main Office at 263 Main Plaza, New Braunfels, Texas, for additional information.

## CERTIFICATE OF POSTING

I, Ryan Kelso, Secretary to the Board of Trustees, do hereby certify that this Notice of Meeting was posted on a bulletin board at a place convenient to the public at the City of New Braunfels City Hall, 550 Landa Street, New Braunfels, Texas; the New Braunfels Utilities Main Office, 263 Main Plaza, New Braunfels, Texas; and the New Braunfels Utilities Customer Solutions Center, 1488 South Seguin Avenue, New Braunfels, Texas, on the **22nd day of August 2025**, and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.



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Ryan Kelso, Chief Executive Officer  
Secretary to the Board of Trustees



**Meeting Date:** August 28, 2025

**Agenda Type:** Items from Staff

**From:** Kimberly Huffman  
Accounting Manager

**Reviewed by:** John Warren  
Director of Finance

**Submitted by:** Dawn Schriewer  
Chief Financial Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** Financial Update and Report

## BACKGROUND

NBU's service territory experienced higher temperatures and higher rainfall during the month of June than historically. The average temperature was 83.0 degrees, which was 1.6 degrees higher than the historical average temperature of 81.4 degrees. Rainfall totaled 5.93 inches for the month of June, which was 2.43 inches higher than the historical average rainfall of 3.50 inches.

For the month of June 2025, NBU recorded a change in net position after contributions ("CNPAC") of \$7,200,000 which represents an increase of \$1,314,000 compared to the budgeted monthly CNPAC of \$5,886,000. Operating service revenues of \$23,817,000 were less than budget by \$3,296,000, or 12%, for the month of June. A \$3,455,000 decrease in electric revenue, \$182,000 increase in water revenue, and a \$21,000 decrease in wastewater revenue contributed to the overall service revenues. Other operating revenues of \$514,000 were less than budget by \$91,000 for the month of June. Purchased power costs were \$3,095,000 less than budget for June 2025 and \$35,191,000 less for Year-to-Date ("YTD"). An increase in other operating expenses of \$285,000 resulted in total operating expenses to be \$2,810,000, or 12%, less than the budgeted amount of \$23,042,000. The net revenue and operating expense variances contributed to an unfavorable net operating income variance of \$576,000 from budget. Net non-operating items had a \$1,520,000 favorable variance compared to budget. Impact fees were greater than budget by \$492,000, services income was greater than budget by \$52,000, and capital participation fees was less than budget by \$173,000. June 2025 YTD CNPAC was \$63,360,000, which was \$20,755,000 greater than the budgeted amount of \$42,605,000.

## FINANCIAL IMPACT

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### Electric

The Electric Line of Business reported total operating revenues of \$16,898,000, a \$3,532,000 decrease, from the June budgeted amount of \$20,430,000. The net rate realized per kWh was \$0.0967, which was 18% less than the budgeted rate of \$0.1177 for the month of June. June kWh sales were 170.7 million kWh, a 1.1 million kWh increase, or 1 %, in comparison to the budgeted amount of 169.6 million kWh.

Purchased power costs totaled \$9,722,000, which was \$3,095,000 less than the budgeted amount of \$12,817,000. Electric gross margin, which is total operating revenues minus purchased power, resulted in the amount of \$7,176,000 for the month of June and \$67,498,000 YTD. These amounts were \$437,000 less than and \$4,981,000 less than the budgeted amount of \$7,613,000 Month-to-Date (“MTD”) and \$72,479,000 YTD. Other operating expenses were less than budget by \$292,000. These items resulted in the Electric Line of Business reporting net operating income of \$4,371,000, which was \$146,000 less than the budgeted amount of \$4,517,000. Net non-operating items provided a favorable variance from budget of \$628,000. Services income was greater than budget by \$2,000. The Electric Line of Business reported June 2025 CNPAC of \$4,471,000 and YTD CNPAC of \$35,499,000. These amounts were \$485,000 greater than and \$5,286,000 greater than their respective June 2025 MTD and June 2025 YTD budget amounts.

### Water

The Water Line of Business reported total operating revenues of \$3,991,000, a \$164,000 increase, or 4%, from the June budgeted amount of \$3,827,000. In June, water gallons sold of 383,600,000 was less than the budgeted amount of 400,272,000 (a 16,672,000-gallon variance from budget, or 4%). NBU’s net realized price per 1,000 gallons sold in June was \$10.17, which was greater than the budgeted amount of \$9.29. Operating expenses for June were \$4,557,000, which was \$254,000 greater than the budgeted amount of \$4,303,000. The net effect of greater revenues and greater operating expenses than budgeted resulted in the Water’s net operating income of (\$567,000), which was less than budget. Net non-operating items provided a favorable variance of \$256,000 from budget. Impact fees of \$1,862,000 were greater than budget by \$335,000, and services income of \$168,000 was greater than budget by \$50,000. The Water Line of Business reported June 2025 CNPAC of \$1,418,000 and YTD CNPAC of \$13,317,000. These amounts were \$550,000 greater than and \$8,737,000 greater than their respective June 2025 MTD and June 2025 YTD budget amounts.

### Wastewater

The Wastewater Line of Business reported total operating revenues of \$3,443,000, a \$17,000 decrease from the June budgeted amount of \$3,460,000. Total operating expenses of \$3,147,000 were \$322,000 greater than the budgeted amount of \$2,825,000. As a result, the Wastewater Line of Business reported net operating income of \$295,000, which was \$340,000 less than the budgeted amount of \$635,000. Net non-operating items provided a favorable variance of \$635,000 from budget. Impact fees were greater than budget by \$157,000, and capital participation fees were less than budget by \$173,000. The Wastewater Line of Business reported June 2025 CNPAC of \$1,311,000 and YTD CNPAC of \$14,544,000. These amounts were \$279,000 greater than and \$6,732,000 greater than their respective June 2025 MTD and June 2025 YTD budget amounts.

## **LINK TO STRATEGIC PLAN**

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### **Financial Excellence**

## **EXHIBITS**

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1. Overview Comparison to Budget and Prior Fiscal Year
2. Financial Statements
3. Capital Expenditure Summary
4. Statistics - Electric (Provided separately due to competitive matters)
5. Statistics – Water
6. Statistics - Wastewater

# Financial Update

- June 2025 Financials

- Kimberly Huffman, Accounting Manager





# Board Financial Policy Compliance - June 2025 YTD

	FY 2024 Actual	FY 2025 Budget	Financial Policy	FY 2025 Actual*
<b>Debt to Capitalization (lower is better)</b>	41.1%	45.5%	≤55.0%	<b>41.0%</b>
<b>Debt Service Coverage (higher is better)</b>	5.14	4.71	≥2.40	<b>4.57</b>
<b>Days Cash on Hand (higher is better)</b>	208	224	≥140	<b>263</b>
<b>Days Liquidity on Hand (higher is better)</b>	495	N/A	N/A	<b>558</b>

\* Amounts are calculated by annualizing the YTD results

## Mission

Strengthening our community by providing resilient essential services

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## Vision

Be a trusted community partner dedicated to excellence in service

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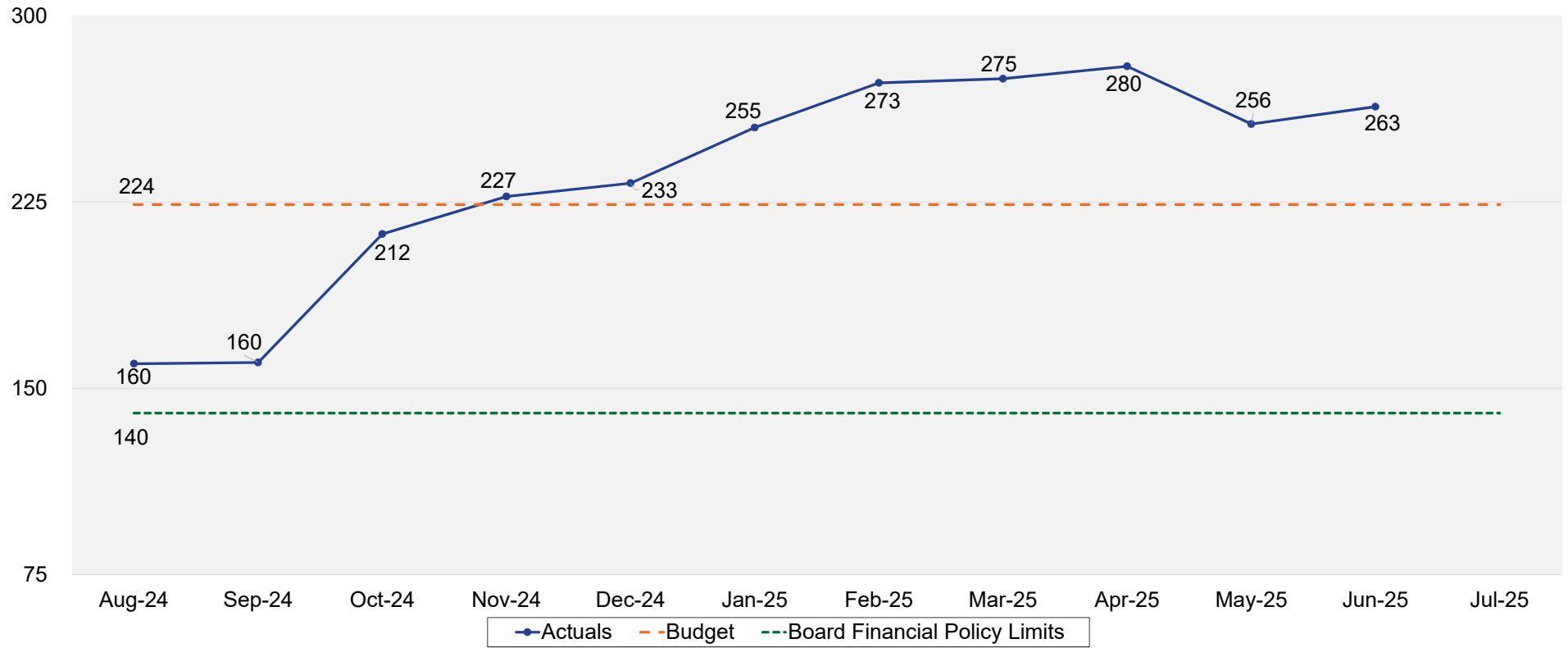
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Safety, Team, Integrity, Culture, and Stewardship





# Days Cash on Hand - June 2025 YTD



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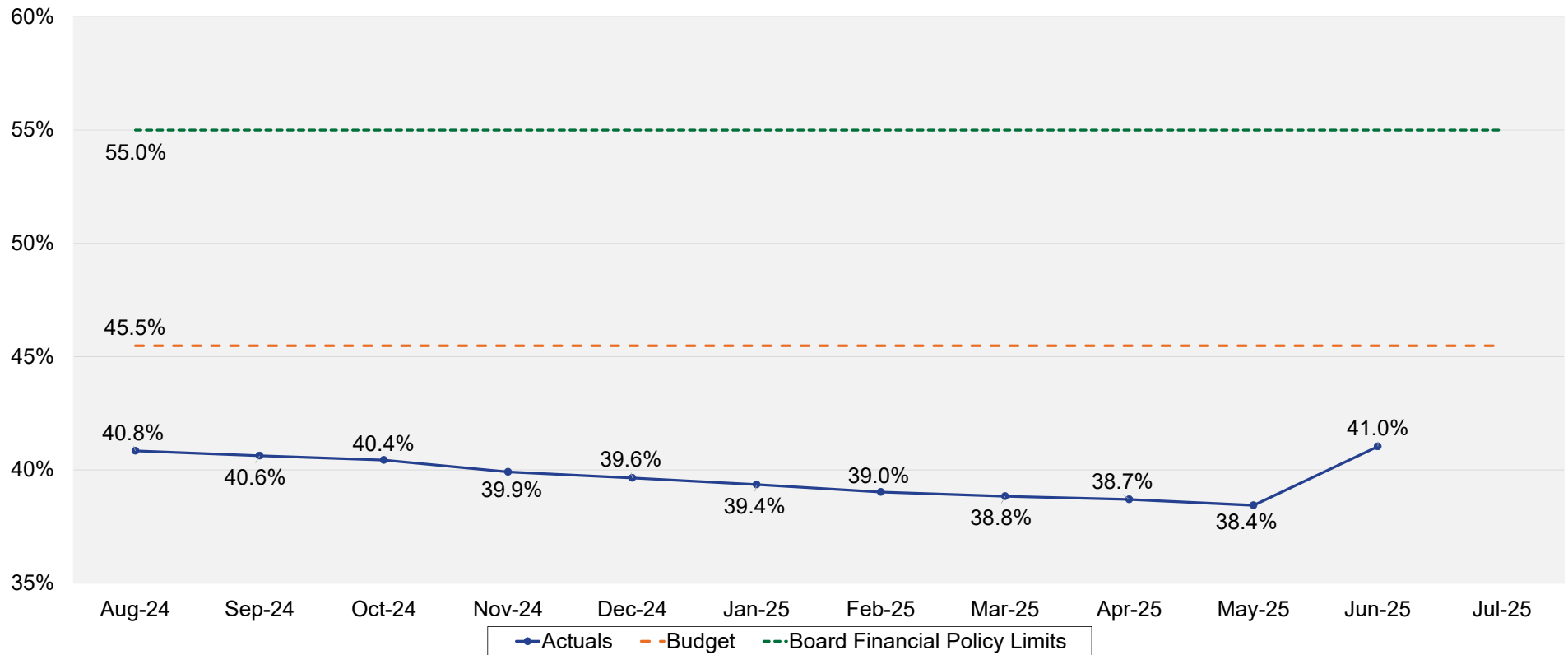
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# Debt to Capitalization - June 2025 YTD



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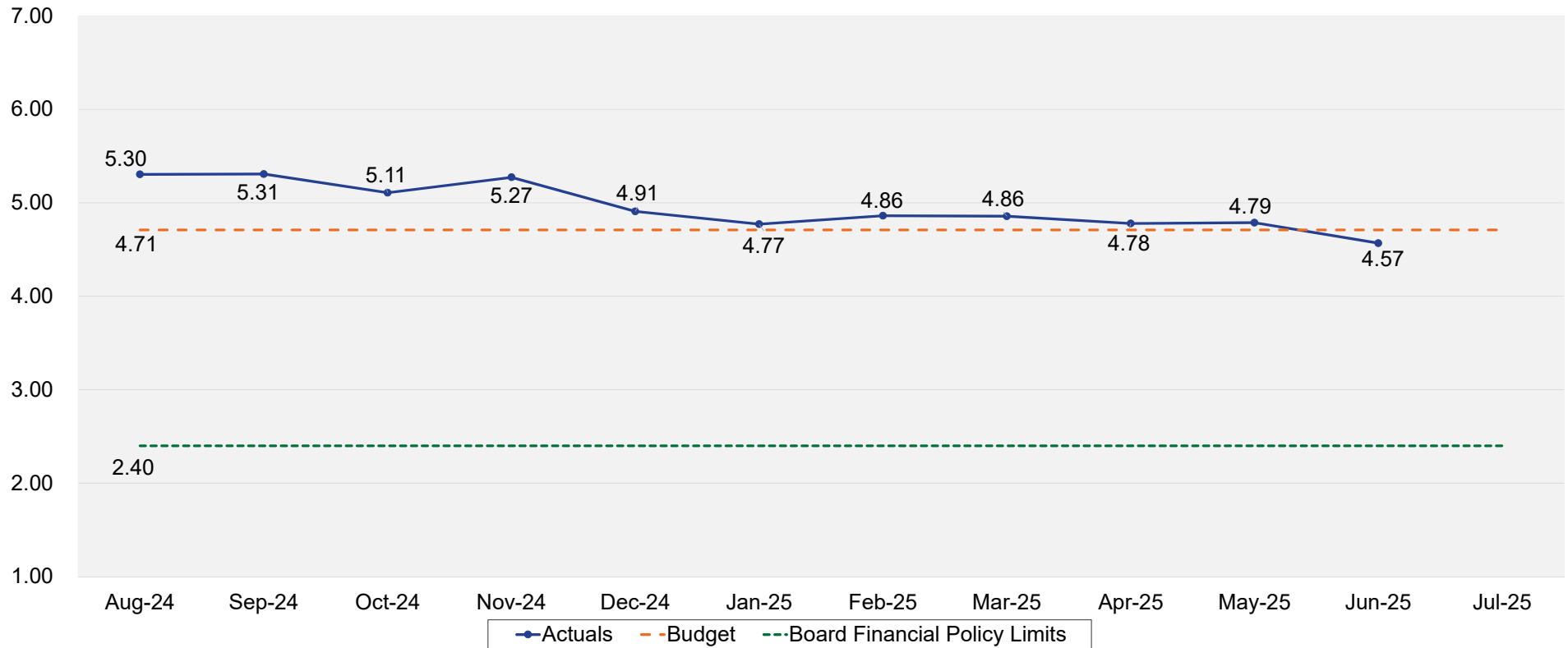


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# Debt Service Coverage - June 2025 YTD



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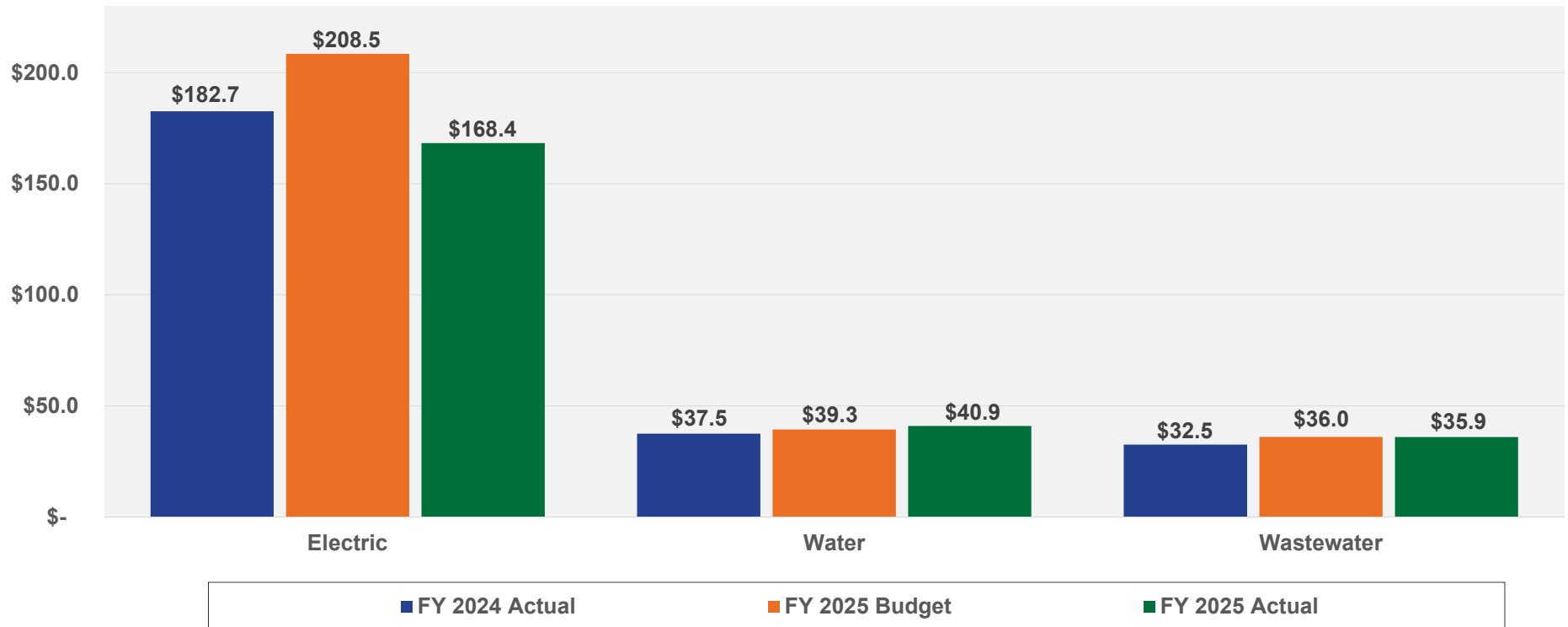
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# Operating Revenue by LOB

## June 2025 YTD – Amounts in Millions



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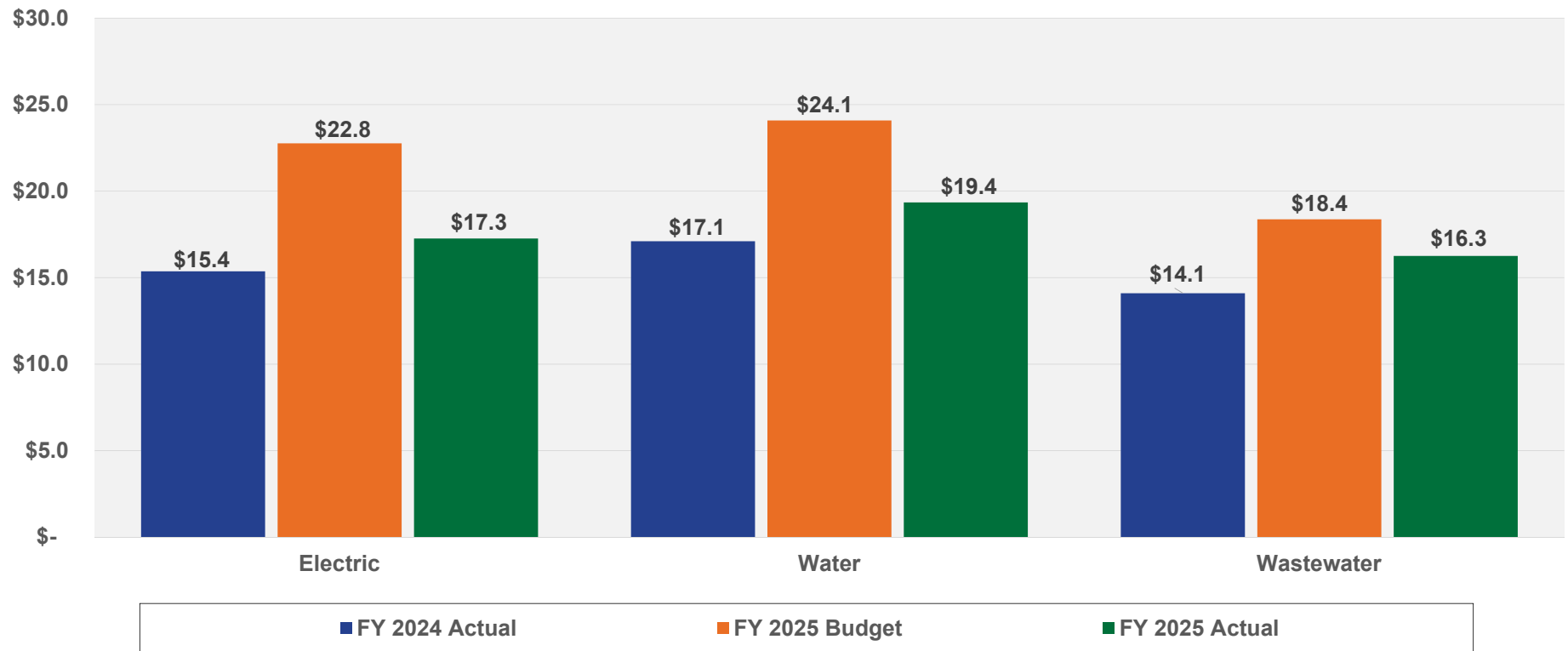
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## Operating Expenses\* by LOB June 2025 YTD – Amounts in Millions



\*Excludes purchased power, purchased water, and depreciation expense

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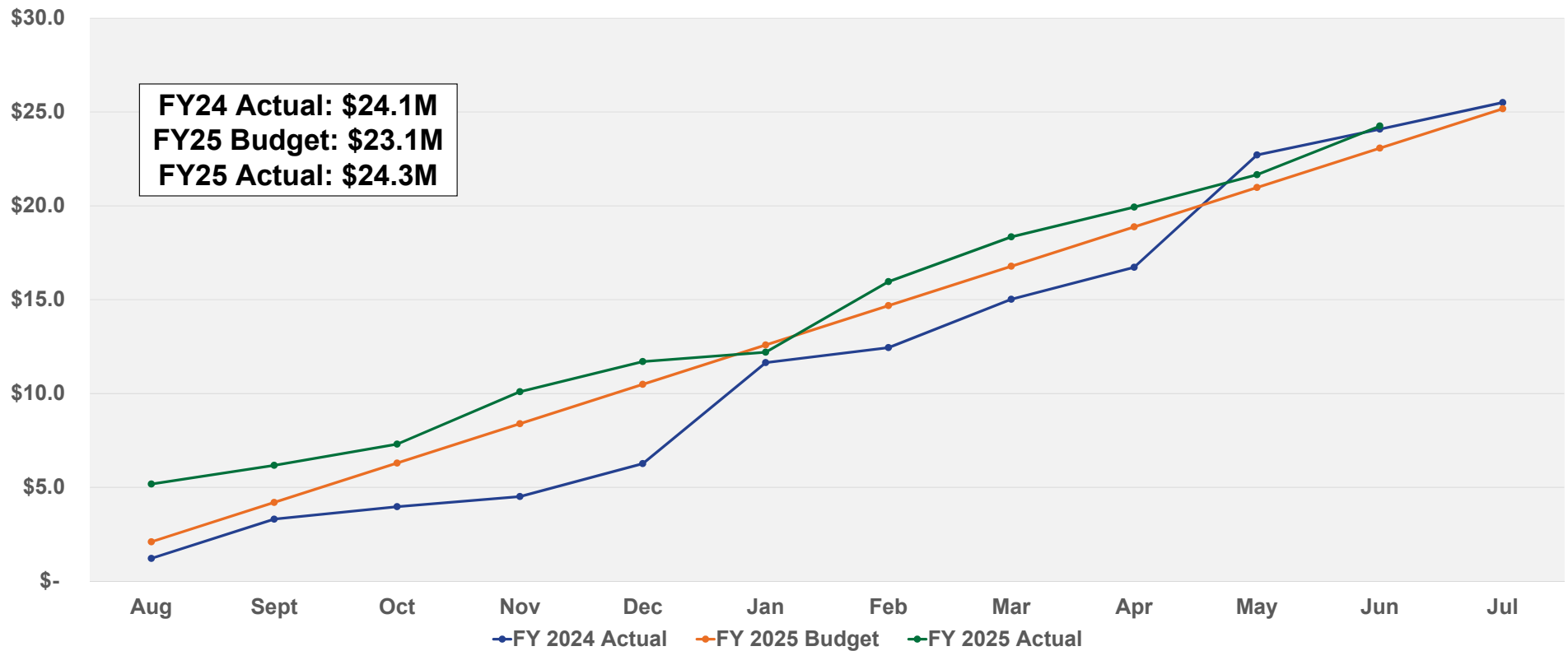
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# Impact Fee Revenues

## June 2025 YTD – Amounts in Millions\*



\* Amounts shown are YTD for each month

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# Power Supply Reserves Update

	Power Stabilization Fund FY25	Power Stabilization Fund Full, FY28
As of FY25 Budget		
Target	\$50M	\$95M
As of June 30, 2025	\$49M	\$49M

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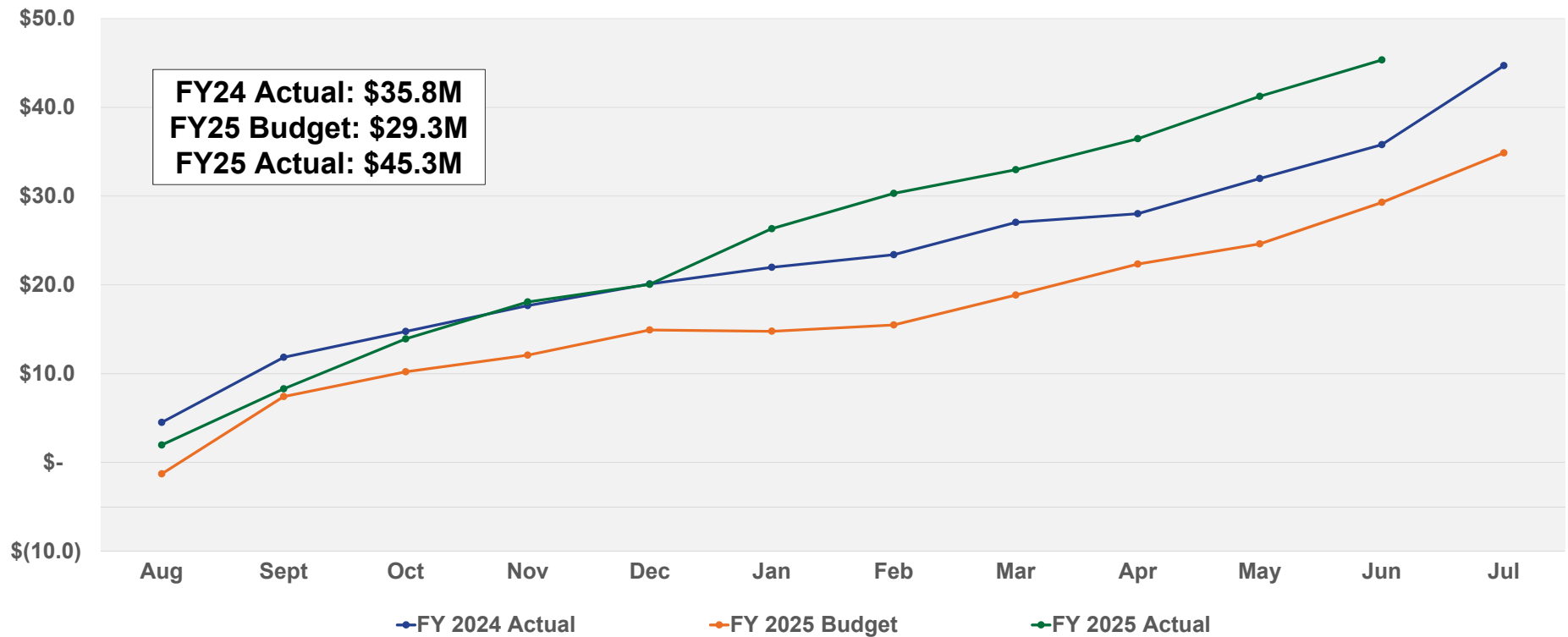
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# Net Operating Income June 2025– Amounts in Millions\*



\* Amounts shown are YTD for each month

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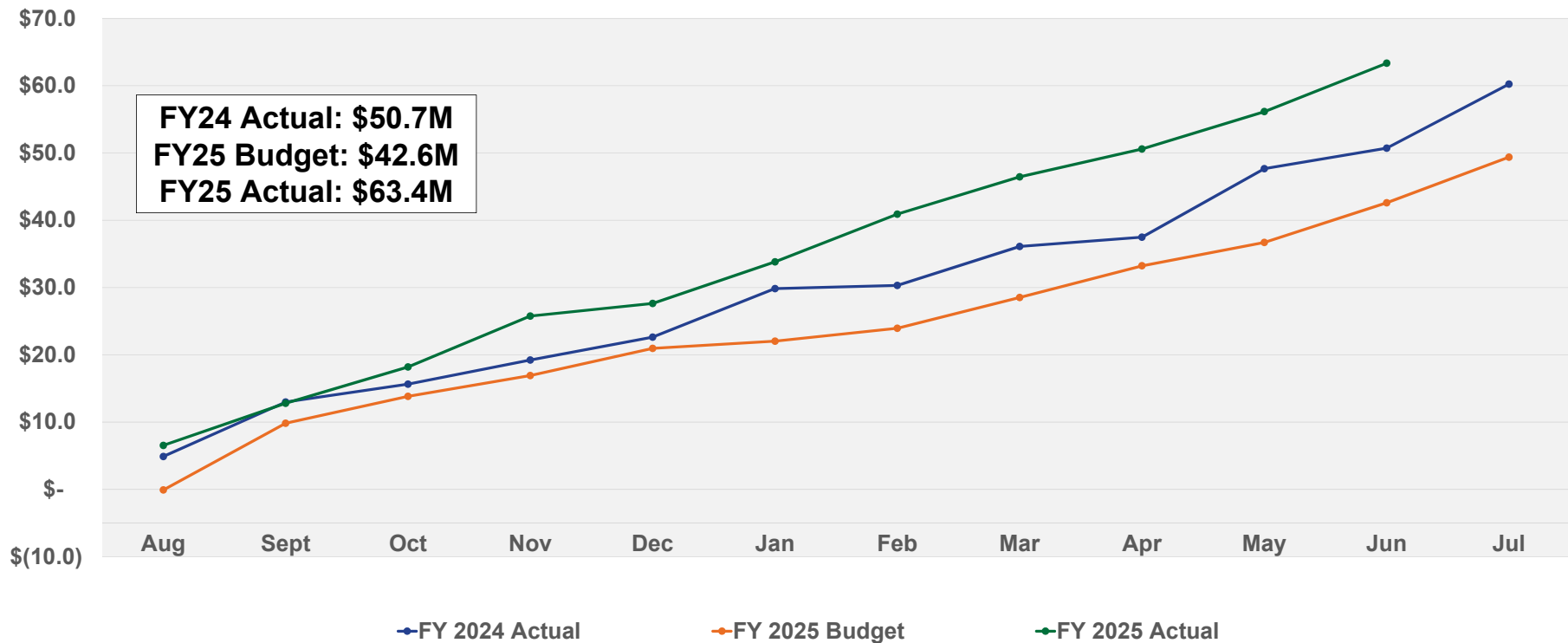
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## Change in Net Position After Contributions June 2025– Amounts in Millions\*



\* Amounts shown are YTD for each month

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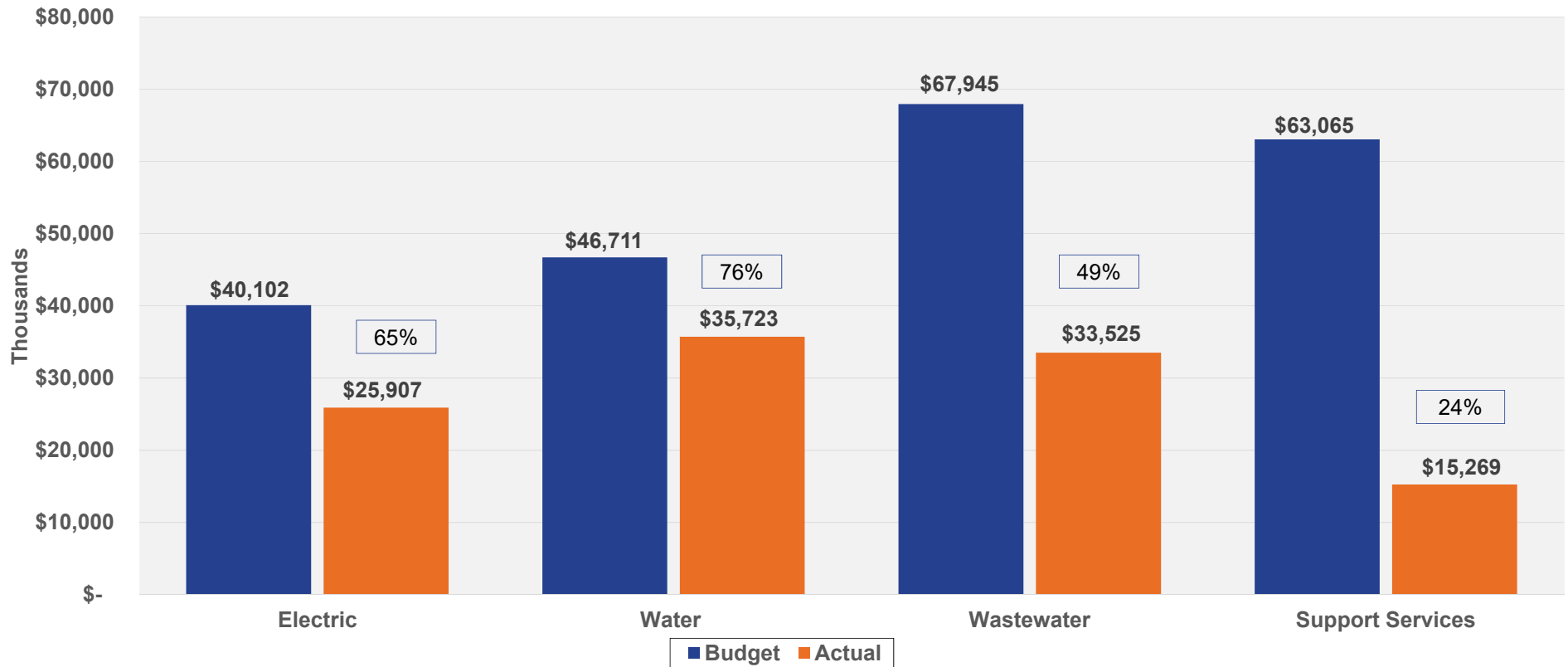
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# Capital Project Expenditures June 2025 YTD – Amounts in Thousands



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# Questions?

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**Meeting Date:** August 28, 2025

**Agenda Type:** Items from Staff

**From:** Ragan Dickens  
Chief Communications  
Officer

**Reviewed by:** Ragan Dickens  
Chief Communications Officer

**Submitted by:** Ragan Dickens  
Chief Communications  
Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** Legislative Update

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# 89<sup>th</sup> Legislative Session Update

- August 28, 2025

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# 89<sup>th</sup> Legislative Session Recap



Regular Session began January 14 and adjourned June 2



June 22 final day for Governor to sign or veto bills



8,719 Bills Filed/1,210 Bills passed

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# General Administrative Bills

Bill Number	Author	Description	Effective Date
HB 762	Leach	Revises requirements for what must be included in an employment agreement, renewal, or renegotiation for an executive employee that includes a provision for severance pay, and requires posting of the severance agreement on the entity's website.	9/1/25
HB 1522	Gerdes	Requires a governmental body to post notice of a public meeting at least three business days, instead of 72-hours, before the date of the meeting.	9/1/25
HB 3112	Tepper	Allows for an exception to the Open Meetings Act for cybersecurity matters.	6/20/25
SB 1173	Perry	Increases the threshold for competitive procurements from \$50,000 to \$100,000	9/1/25
SB 1883	Bettencourt	Requires the political subdivision to make land use assumptions, time period of the projections, and description of capital improvements “available” to public 60 days before publication of notice of public hearing. Requires a 2/3 vote by city council to impose an impact fee and limits fee increase to once every three years.	9/1/25

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# Energy Related Bills

Bill Number	Author	Description	Effective Date
HB 144	King	Mandates the development of a plan for the management and inspection of distribution poles.	6/20/25
SB 6	King	Requires PUC to adopt rules for the interconnection of large loads to ERCOT.	6/20/25
SB 482	Alvarado	Increases the criminal penalties for assault/harassment of utility workers during disasters.	9/1/25
SB 1036	Zaffirini	Requires door-to-door solar panel sales companies and individual salespersons to register with the Texas Department of Licensing and Regulation.	9/1/25
SB 1252	Schwertner	Prohibits a city, but not an MOU, from regulating the installation and inspection of residential backup generators.	9/1/25
SB 1789	Schwertner	Requires MOUs to file annual reports with the PUC regarding the results of the MOU's inspection of transmission and distribution poles, including the number of poles inspected and any remediation or replacement action taken	9/1/25

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# Special Sessions

June 2



Regular Session  
Sine Die

July 21



1<sup>st</sup> Special Session  
Called

August 15



2<sup>nd</sup> Special Session  
Called

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# Questions?

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**Meeting Date:** August 28, 2025

**Agenda Type:** Items from Staff

**From:** Jacob Tschoepe  
Program Portfolio Manager

**Reviewed by:** Darrin Jensen  
Director of Enterprise Project  
Management Office

**Submitted by:** David Hubbard  
Chief Administrative Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** Fiscal Year 2025 Fourth Quarter Strategic Plan Update

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# Fiscal Year 2025 Fourth Quarter Strategic Plan Update

- August 28, 2025

- Jacob Tschoepe, Program Portfolio Manager

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# Q4 Strategic Goals

■ On Track 
 ■ Off Track 
 ■ On Hold 
 ■ At Risk 
 ■ Complete

Strategic Goals					
Strategic Goal	Goal Measures	Q1	Q2	Q3	Q4
<b>Customer &amp; Community</b>	Customer Satisfaction Survey benchmark organizational characteristics by the vendor (Great Blue), at or above industry standard. Measurement data from Public Power Data Source (PPDS).				
<b>People &amp; Culture</b>	Maintain Gallup employee engagement survey participation > 80%				
<b>People &amp; Culture</b>	Implement 50% of approved action items as presented from the Employee Experience Team				
<b>Infrastructure &amp; Technology</b>	Maintain a three-year rolling average SAIDI in top 10% of Texas utilities or three-year rolling average <52.56 minutes (99.99% reliability)				
<b>Infrastructure &amp; Technology</b>	Maintain Information Technology Systems Reliability ≥ 98% uptime for production systems				
<b>Infrastructure &amp; Technology</b>	Infrastructure Leakage Index (ILI) < 3.0 over a three-year rolling average				
<b>Infrastructure &amp; Technology</b>	Wastewater Treatment Compliance Events – maintain > 98% compliance				
<b>Financial Excellence</b>	Maintain a competitive bond rating - maintain a bond rating of ≥A+				
<b>Safety &amp; Security</b>	Maintain preventable damage to equipment incidents to < 2.7% incidents or fewer per 100 employees				
<b>Safety &amp; Security</b>	Manage preventable damage to vehicles at < 10 incidents or fewer per 1,000,000 miles driven				
<b>Stewardship</b>	Refine and deploy the triple bottom line evaluation tool with One Water partners. Evaluate 3 NBU projects using the tool and develop the tool SOP (standard operating procedure) for NBU processes after evaluation				

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# Q4 Annual Priorities

■ On Track 
 ■ Off Track 
 ■ On Hold 
 ■ At Risk 
 ■ Complete

Annual Priorities					
Annual Priorities	Objective or Milestone	Q1	Q2	Q3	Q4
<b>Optimizing Customer Experience</b>	Implement targeted optimization of CS initiatives on response time, quality assurance, operational/ technology efficiencies, and communication adoption.	At Risk	On Track	On Track	Complete
<b>Electric Transportation (ET) Program Creation</b>	Phase 1 of program design completed, and Phase 2 scope of work created.	On Track	On Track	On Track	Complete
<b>Power Supply (The Energy Authority Roadmap)</b>	Begin work on updating Energy Risk Policy to include Phase 1 Roadmap changes, with completion in FY26.	On Track	On Track	On Track	Complete
<b>Enterprise Project Management</b>	Implement project management information system for capital projects within the Electric and Substation departments. Provide Project Management training to all identified managers, directors, and executives.	On Track	On Track	On Track	Complete
<b>NBU HQ</b>	Complete 100% design and construction drawings	On Track	On Track	On Track	Complete
<b>Emergency Management</b>	Complete the general standardization of all NBU Emergency Management Plans into one core Plan, 100% completion by end of FY25	On Track	On Track	On Track	Complete
<b>Communication Plan</b>	Begin Phase 1 implementation and measurement of the Enterprise Communications Plan.	On Track	On Track	On Track	Complete
<b>Integrated Resource Plan</b>	Present the final Integrated Resource Plan to the Board	On Track	Complete	Complete	Complete
<b>Enterprise Asset Management</b>	Finalize Strategic Asset Management Plan Update including departmental roadmaps	On Track	Complete	Complete	Complete

## Mission

Strengthening our community by providing resilient essential services



## Vision

Be a trusted community partner dedicated to excellence in service



## Core Values

Safety, Team, Integrity, Culture, and Stewardship



# Questions?

## **Mission**

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+

## **Vision**

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+

## **Core Values**

Safety, Team, Integrity, Culture, and Stewardship



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**Meeting Date:** August 28, 2025      **Agenda Type:** Items from Staff

**From:** Jacob Tschoepe      **Reviewed by:** Darrin Jensen  
Program Portfolio Manager      Director of Enterprise Project  
Management Office

**Submitted by:** David Hubbard      **Approved by:** Ryan Kelso  
Chief Administrative Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Monthly NBU Headquarters Progress Update

---



# New Braunfels Utilities HQ Update

June 2025

**NBU**® NEW BRAUNFELS  
UTILITIES

## Recent Milestones

## May

- Relocation of FM 482 Powerlines
- Office and Warehouse Building Pad
- Completed GC and Owner Trailer Compound

## June

- Began installing storm lines
- Began drilling piers
- Began excavating maintenance building pad
- Temp electric passed City and NBU inspections

## July/August

- Foundation permit received
- Commercial building permit received
- Building pads complete
- First concrete pours made



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## Legend Key

- 1 Training and Testing Field
- 2 Equipment Building
- 3 Recycle/Trash Dumpsters
- 4 Operations Dock
- 5 Warehouse
- 6 Administration Bldg.
- 7 Spoils
- 8 Wire Storage
- 9 Pipe Storage
- 10 Wood Pole Storage
- 11 Transformer Storage
- 12 Steel Pole Storage
- 13 Maintenance Bldg.
- 14 Protection Buffer
- 15 Jurisdictional Waters Buffer Area
- 16 Paved Yard
- 17 Oversized Parking
- 18 Fleet Parking
- 19 Employee Parking
- 20 Public Parking
- 21 Walking Trail
- 22 Crew Ops
- 23 Dock Parking
- 24 Bulk Storage
- 25 Employee Courtyard
- 26 Ground Storage Tank
- 27 Site Fencing
- 28 Monument Sign
- 29 Cistern
- 30 Employee Entry Bridge
- 31 Grass Area



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## Next Steps

- Pour foundation in *August*
- GMP #6 to *September Board*
- Vertical Steel Construction *September*
- Install Bridge *November*

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# Questions



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UTILITIES





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**Meeting Date:** August 28, 2025      **Agenda Type:** Items from Staff

**From:** Andrew Cummings      **Reviewed by:** Sheila Lavender  
Director of Customer      Chief Customer Officer  
Solutions

**Submitted by:** Sheila Lavender      **Approved by:** Ryan Kelso  
Chief Customer Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Drought Update Report

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# Drought Update Report



Landa Wading Pool  
May 26, 2025

- August 28, 2025

- Andrew Cummings, Director of Customer Solutions

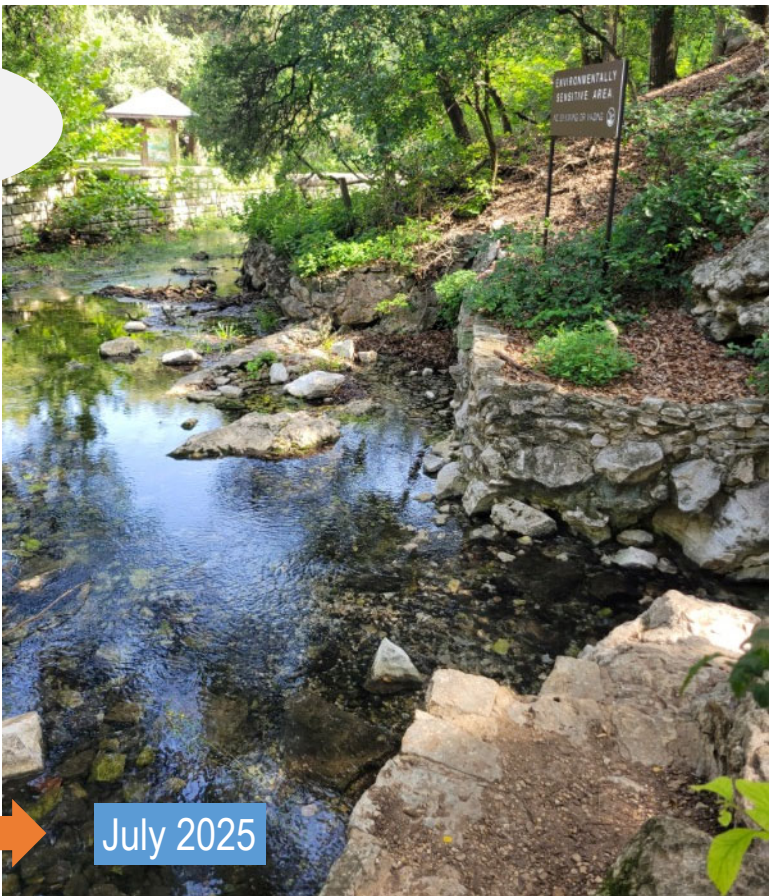


# Visual Improvements



Landa Park,  
Main Spring

February 2025

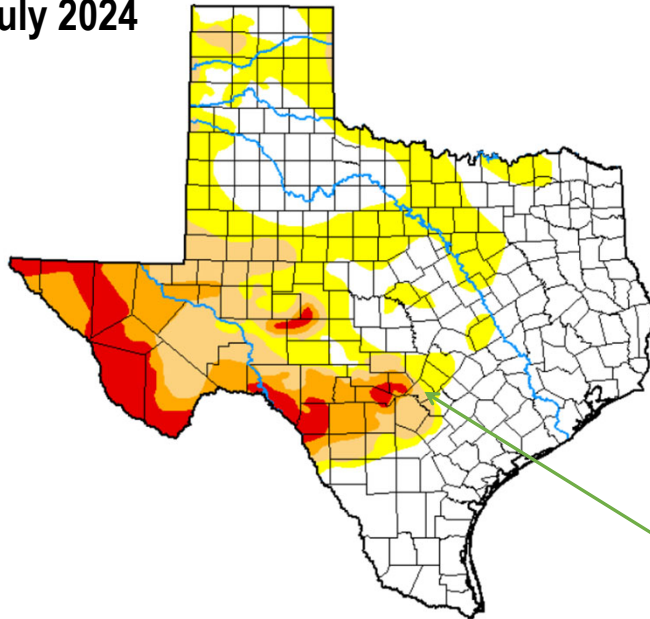


July 2025

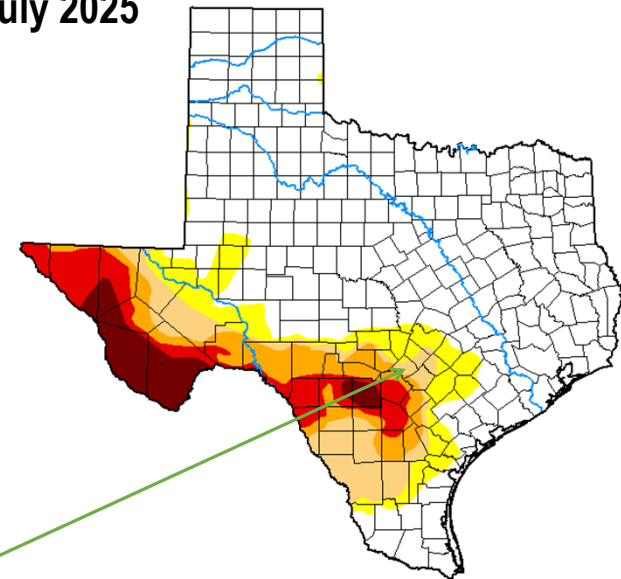
# Drought Status and Updates

Current NBU Stage	Date Entered Drought	Total Duration
<b>2</b>	March 10, 2022	1,223 days <i>as of 7/13/25</i>

July 2024



July 2025



**Comal County**

Abnormally Dry Moderate Severe Extreme Exceptional

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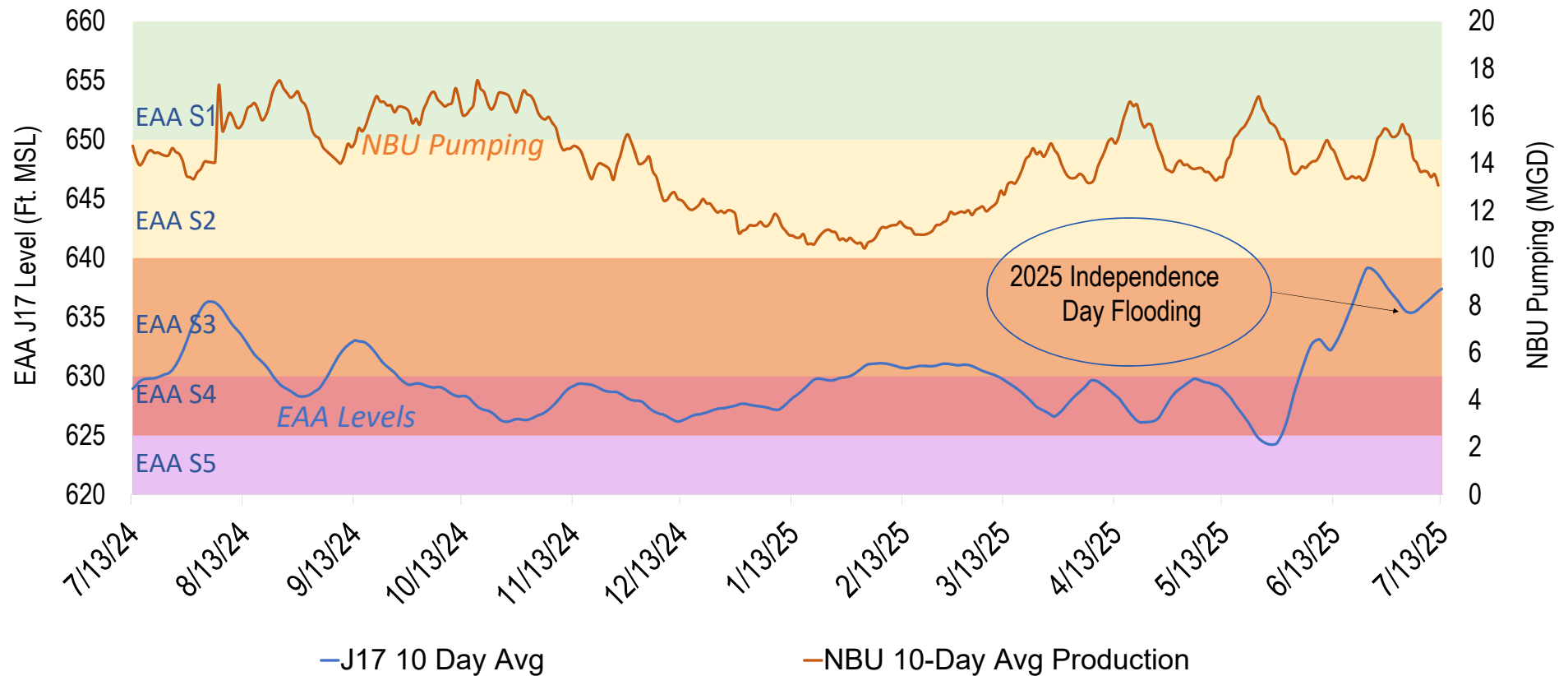
## Core Values

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UTILITIES

3

# Edwards Aquifer Authority (EAA) J17 Well Levels and NBU Pumping



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## + Vision

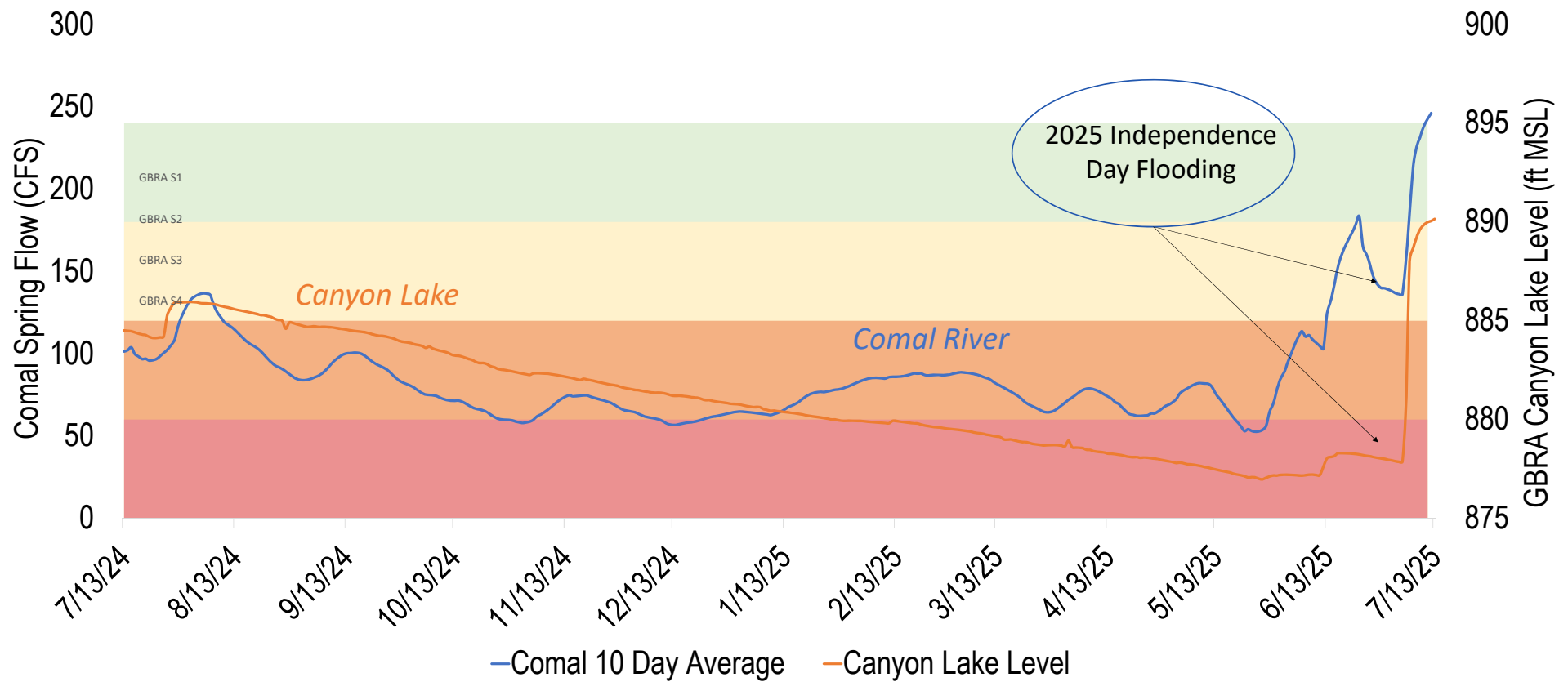
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# Comal Spring Flow and Canyon Lake Level



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# Drought Restrictions in the Area (as of 4/25/25)



Stage 2

## Regulatory Agencies



Stage 3



Stage 2

## Large Utilities



Stage 3



Stage 2

## Comparable Utilities



Stage 3



Stage 3



Stage 4



Stage 2



Stage 3



Stage 1

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# Drought Synopsis: Annual Benchmarks

	Fair Weather Benchmark	2024	2025
<b>Climatological Monitoring (as of 7/13/2025)</b>			
Rainfall Cumulative Total (inches)	~31" (Annual Total)	23.68" (Annual Total)	19.87" (Total to Date)
Max Temperature (°F)	102°F (Annual Max)	106°F (Annual Max)	103°F (Max to Date)
	Fair Weather Benchmark	2024	2025
<b>Year-Over-Year Water Level Monitoring (as of 7/13/2025)</b>			
EAA J17 Level ('msl)	659.3'	630.3'	637.0'
Comal Springs (cfs)	294	94	166
San Marcos Springs (cfs)	174	107	103
Canyon Lake ('msl)	909'	884.5'	890.15'

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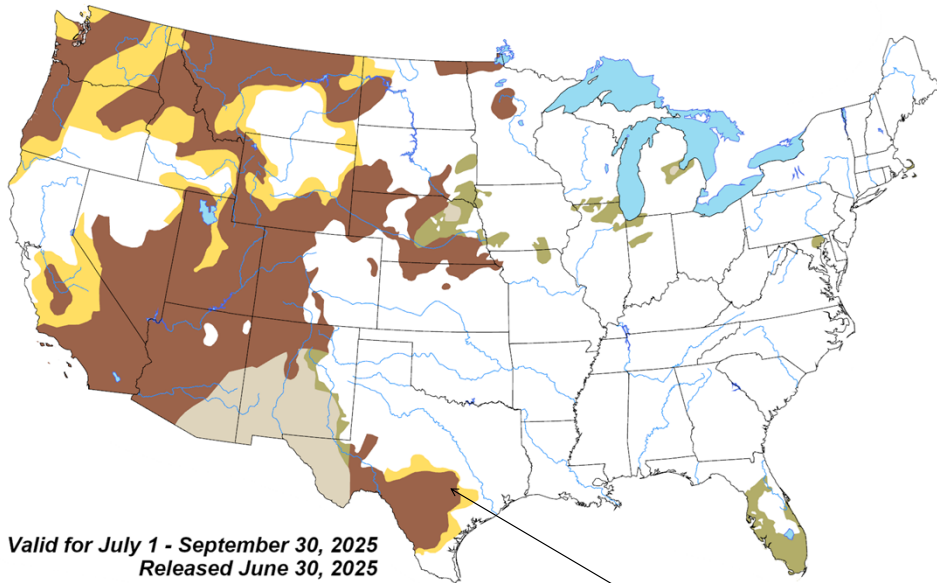
Safety, Team, Integrity, Culture, and Stewardship





# Drought Persists

## U.S. Seasonal Drought Outlook Drought Tendency During the Valid Period



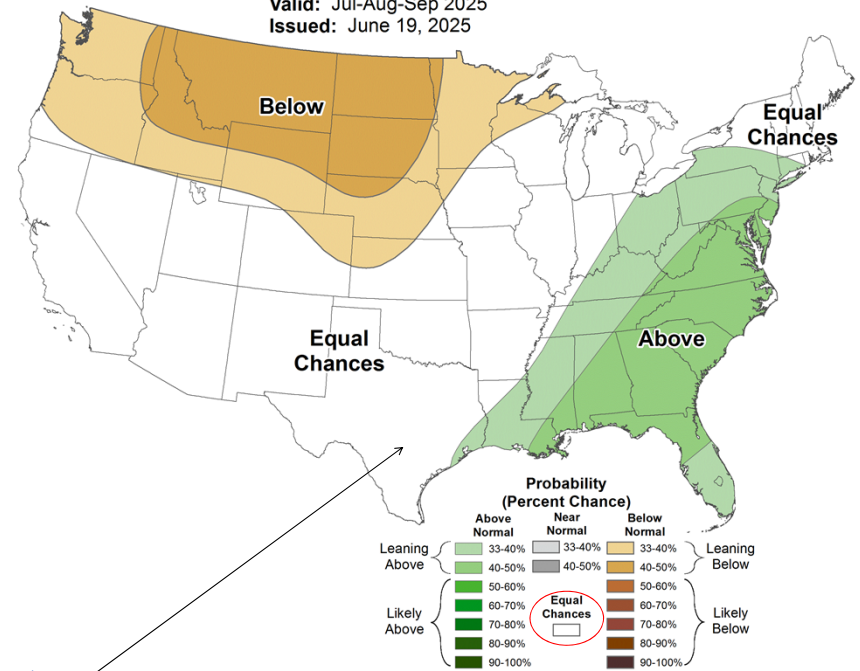
- Drought persists
- Drought remains, but improves
- Drought removal likely
- Drought development likely
- No drought

**Comal County**



## Seasonal Precipitation Outlook

Valid: Jul-Aug-Sep 2025  
Issued: June 19, 2025



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# How We're Managing Drought

- **Daily Water Monitoring**
  - Edwards Aquifer J17 Well Levels
  - Canyon Lake Reservoir Levels
  - Comal River Spring Flows
  - NBU Pumping Infrastructure
  - Climatological Tracking and Forecasts
- **Enhanced Customer Resources**
  - In-Depth Customer Usage Data
  - Increased Public Communications
  - Promotion of Rebate Programs
  - Modified Compliance Monitoring
- **Revised Drought Plan – April 2026**



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UTILITIES

# Questions?

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**Meeting Date:** August 28, 2025 **Agenda Type:** Consent Items for Action

**From:** Laura Ayala **Reviewed by:** Rocio G. Hilliard  
                     Board Relations Coordinator                      Chief of Staff

**Submitted by:** Rocio G. Hilliard **Approved by:** Ryan Kelso  
                             Chief of Staff                      Chief Executive Officer

**RECOMMENDED ACTION:** Approve Minutes of the NBU Regular Board Meeting of June 26, 2025

## **BACKGROUND**

None

## **FINANCIAL IMPACT**

None

## **LINK TO STRATEGIC PLAN**

**Customers and Community**

## **EXHIBITS**

1. June 26, 2025 Regular Board Meeting Minutes

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

**1:00 P.M.  
Thursday, June 26, 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, Trustee Stuart Blythin, and Mayor Neal Linnartz

**ABSENT**

Board Trustee Yvette Villanueva Barrera

**NBU PERSONNEL**

Ryan Kelso, Ragan Dickens, Greg Brown, Dawn Schriewer, Rocio Gallegos, Connie Lock, Rocio G. Hilliard, Mark Steelman, Sheila Lavender, David Hubbard  
Adriana Sanchez, Andrew Cummings, Ashley VanBooven, Carlos Salas, Darrin Jensen, Jason Theurer, John Warren, Julia Haynes, Mike Short, Rachel Leier, Reagan Pena, Adam Willard, Becca Graham, Beth Perez, Bruce Haby, Doug Clifton, Jacob Tschoepe, James Rammel, Jeffrey Jones, Jenna Mathis, Jesse Luna, Jessica Green, Joe Vargas, Justin Stroupe, Kimberly Huffman, Larry Aguilar, Missy Quent, Nancy Pappas, Pamela Tarbox, Peter Vanderstoep, Robert Aleman

**NBU CONSULTANTS**

Shea Pearson and Eddie Solis with HillCo Partners; Seamus McNamee with GreatBlue Research

**PLEDGE AND INVOCATION**

Mayor Neal Linnartz led the Pledge of Allegiance and offered the invocation.

**PUBLIC COMMENT**

There were no public comment requests.

**ITEMS FROM THE CHAIR**

- 1. Any Items Permitted Under Section 551.0415 of the Texas Government Code**  
\*No additional items were discussed.

## 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 Hire: Director of Enterprise Project Management Office, Darrin Jensen**

We are excited to welcome Darrin Jensen as our new Director of Enterprise Project Management Office.

#### b. **NBU Employee Receives ADP Ambassador Shining Star Award**

Our own, Shayna Treuter, was recently honored with the ADP Ambassador Shining Star Award, a prestigious recognition celebrating rising stars in HR and payroll.

#### c. **CEO Roadshow: Realtor's Group**

After attending a Chamber committee's Rates overview presentation, Corridor Title invited NBU to speak to a realtor group on June 5<sup>th</sup>. Topics included the current and proposed rate structure, growth projections, and the infrastructure investments required to support existing and new customers. Also highlighted was NBU's forward-thinking water portfolio planning, which positions us for reliability.

#### d. **NBU All-Retiree Luncheon**

The annual NBU Retiree Luncheon was held at the NBU Service Center. This gathering allows former colleagues to reconnect, share a meal, and reminisce about their time at NBU.

#### e. **Summer Weatherization Presentation**

Our Conservation and Customer Solutions teams led a "Summer Weatherization" workshop in partnership with the Westside Community Center. Attendees learned practical techniques to keep their homes cool and reduce energy costs.

#### f. **APPA National Conference**

During the week of June 8th, NBU leadership attended the American Public Power Association conference in New Orleans to network with industry peers, review emerging policy and technology trends, and bring back practical strategies to enhance our reliability and customer service.

#### g. **Control Center Recognition Week**

During June 16<sup>th</sup> – 20<sup>th</sup>, NBU celebrated Control Center Appreciation Week to honor the 24/7 team that keeps our operations running smoothly. Their behind-the-scenes efforts are vital to NBU's safe, reliable service.

**h. NBU Presents Proposed Electric, Water, and Wastewater Rates to New Braunfels City Council**

On June 16<sup>th</sup> and June 23<sup>rd</sup>, NBU formally presented the proposed Fiscal Year 2026 and Fiscal Year 2027 rate adjustments to the New Braunfels City Council, and they were approved. This presentation was an important opportunity to outline the necessary investments in NBU's utility systems, proactive water management strategy, and the key projects driving these adjustments. NBU is grateful to the City Council, the NBU Board of Trustees, and the Community Advisory Panel for their thoughtful consideration and engagement throughout this process, and look forward to the continued work ahead.

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

\*No additional items were discussed.

**2. Financial Update and Report, Including an Update on the Impact Fee Program Effective February 1, 2023 (referred to as Program E)**

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

**3. Legislative Update**

Ragan Dickens introduced Shea Pearson and Eddie Solis from HillCo Partners, who provided an update on the recent 89<sup>th</sup> Texas Legislative session. Items covered legislative session priorities, highlights, and legislation specific to water and electricity.

**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**

**Mayor Neal Linnartz made a motion, and Board Trustee Stuart Blythin 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 and #15. The vote was unanimous.**

1. Approve Minutes of the NBU Regular Board Meeting of May 29, 2025
2. Approve the Change Order Log from April 15, 2025, through May 15, 2025
3. Approve the Reports for Water and Electric Engineering Contracts from August 1, 2024, through May 15, 2025
4. Approve the Electric Line of Business Alternative Procurements from April 15, 2025, through May 15, 2025
5. Authorize the CEO or His Designee to Negotiate and Execute a Grant Agreement for Fiscal Year 2026 between NBU and Headwaters at the Comal

6. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with Spiess Construction Co., Inc. for the Construction of the Wood Meadows Water Line River Crossing Project
7. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with Spiess Construction Co., Inc. for the Construction of the Gruene Wastewater and Inverted Siphon Improvements Project
8. Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Freese and Nichols, Inc. for the Design of the Water Tank Rehabilitations Phase 2 Project for the Newks and Kerlick Sites
9. Authorize the CEO or His Designee to Negotiate and Execute the Third Amendment to a Professional Services Agreement with Arcadis U.S., Inc. for the Surface Water Treatment Plant Expansion Project
10. Authorize the CEO or His Designee to Approve Additional Construction Contract Contingency with Capital Excavation Company in the Amount of \$350,000.00 for the Construction of the Goodwin/Conrads Adjustments Project Joint Bid with the City of New Braunfels
11. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with Primoris T&D Services, LLC, for Construction of the Henne Substation Breaker and a Half Upgrade Project
12. Approve and Adopt Resolution #2025-200 Authorizing and Approving (i) the Purchase of 10.441 Acres of Unimproved Real Property and a 0.908 Acre Access and Utility Easement, Both of Which are Situated in the Antonio Maria Esnaurizar Survey Number 1, Abstract 1, Comal County, Texas in Connection with the Kohlenberg Electrical Substation Project in an Amount not to Exceed \$2,101,023; (ii) the CEO or His Designee to Execute any and all Documents Necessary to Purchase the Property or, if the CEO Deems Necessary, Terminate the Subject Transaction; and (iii) Other Matters in Connection Therewith
13. Authorize the CEO or His Designee to Negotiate and Execute a Services and Goods Agreement with HPS, LLC for Wastewater Manhole Level Monitoring Services
14. Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Flow Cert Services, LLC, dba Precision Calibrate Meter Services, for Calibration and Testing Services of Water and Wastewater Flow Meters
15. Approve and Adopt Proposed Revisions to the NBU Board Governance Policies Relating to NBU Board Member Committees



## **PRESENTATION ITEMS**

### **1. Presentation on the NBU Customer Satisfaction Survey Results for Fiscal Year 2025 from Great Blue Research and Discuss Related Strategies**

Sheila Lavender introduced Seamus McNamee from GreatBlue Research, who presented the results of the recent Residential and Commercial Customer Satisfaction Survey. Following the presentation of the survey results, Sheila Lavender shared proposed strategy plans for the future.

## **EXECUTIVE SESSION**

Board President Wayne Peters recessed the Open Session at 2:28 pm and announced that the Board would go into an Executive Session meeting. The Executive Session included Consultation with Attorney Regarding Pending or Contemplated Litigation, Settlement Offer, or Other Matters Protected by Attorney-Client Privilege(Section 551.071 – Texas Government Code): a. Discuss Legal Matters Relating to the Gonzales Carrizo Water Supply Project.

The Executive Session was opened at 2:33 p.m. and closed at 3:14 p.m.

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

The Regular Session resumed at 3:16 p.m. Only the matters cited above, and no others, were discussed, and no votes were taken in Executive Session.

## **ADJOURN**

There was no further business, and Board President Wayne Peters adjourned the meeting at 3:16 p.m.

**Attest:**

---

*Wayne Peters, President*  
*Approved*

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*Ryan Kelso, Secretary of the Board*  
*Chief Executive Officer*

*Date Approved: August 28, 2025*



**Meeting Date:** August 28, 2025      **Agenda Type:** Consent Items for Action

**From:** Jesse Luna      **Reviewed by:** David Hubbard  
                  Purchasing Manager      Chief Administrative Officer

**Submitted by:** David Hubbard      **Approved by:** Ryan Kelso  
                  Chief Administrative Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Approve the Change Order Log from May 15, 2025, through July 15, 2025

## BACKGROUND

The Board of Trustees approved the NBU Purchasing Policy on October 31, 2019. The Purchasing Policy defines the process for obtaining approval of change orders. In addition to the individual approval by the Board of Trustees for change orders greater than \$50,000, the policy further states, “Each department manager will keep a log of all change orders and forward that log on a monthly basis to the Purchasing Manager before each Board of Trustees’ meeting. The Purchasing Manager will prepare a consent agenda item to request approval of those change orders at the next Board of Trustees’ meeting.”

Listed below are the change orders submitted to the Purchasing Manager for the period of May 15, 2025, through July 15, 2025.

## FINANCIAL IMPACT

Change orders less than \$50,000:

- Sewer Infrastructure Replacement Package 2, Pesado Construction Company, Additional manhole, Change order No. 2, Cost increase of \$9,244.74.
- Trinity Expansion Treatment Plant, Backwash recycle pump #2 repair, PLW Waterworks, LLC, Change order No. 12, Cost increase of \$10,519.00.
- Senate Bill 3 EPP Generators, Generator permitting regulator size change and vegetated filter strip additions, C. F. McDonald Electric, Inc., Change order No. 1, Cost increase of \$4,762.00.
- South Kuehler Interceptor Phase 1, Temporary fencing to secure exposed line., Pesado Construction Company, Change order No. 1, Cost increase of \$14,031.55.
- Goodwin/Conrads Adjustments (CNB), Credit for watermain B additional materials, and adding 12" cut in gate valve, Capital Excavation Co., Change order No. 1, Cost increase of \$12,099.84.
- Solms Force Main Emergency Project, Deduct for Concrete Encasement, Pesado Construction Company, Change order No. 3, Cost decrease of \$34,500.00.

- Senate Bill 3 EPP Generators, Removal of 2 trees at Well 4 site, C. F. McDonald Electric, Inc., Change order No. 2, Cost increase of \$3,536.25.
- McKenzie WRF Expansion, Various charges and deducts for multiple (11) changes to project bid items, MGC Contractors, Inc., Change order No. 8, No cost increase.
- Kuehler WRF Rehabilitation - Clarifier Replacement, Connect Uninterruptible Power Supply (“UPS”) modules in control panels, install new duplex basket strainer, deducts for unused Stormwater Pollution Prevention Plan (“SWPPP”) bid item, MGC Contractors, Inc., Change order No. 5, Cost increase of \$95,840.65.
- South Kuehler Interceptor Phase 1, Manhole and line cleaning, Pesado Construction Company, Change order. No. 2, Cost increase of \$11,954.25.
- NBU Headquarters, added labor and material associated with curbs, slabs, concrete pads, and office building wall, mechanical pad, and beam at mechanical building, \$31,877.00 of contractor’s contingency, SpawGlass, Contingency transfer No. 1, No cost increase.

Change orders more than \$50,000:

- Kuehler WRF Rehabilitation - Clarifier Replacement, Connect UPS modules in control panels, install new duplex basket strainer, deducts for unused SWPPP bid item, MGC Contractors, Inc., Change order No. 5, Cost increase of \$95,840.65.
- Mission to Westpointe Connection Waterlines, Change in alignment due to AT&T conflict, additional asphalt driveway, drain valve extensions, Pesado Construction Company, Change order No 1, Cost increase \$ 61,815.36.
- Solms Lift Station Expansion, Extended bypass cost due to Force Main (“FM”) failure, Pesado Construction Company, Change order No. 2, Cost increase of \$125,756.31
- NBU Headquarters, added material and associated costs for structural steel, building concrete, pre-engineered metal building, \$249,355.00 of contractor’s contingency, SpawGlass, Contingency transfer No. 2, No cost increase.
- NBU Headquarters, Refinement of Plumbing in Office/Warehouse building, Refinement of concrete throughout Equipment, Maintenance, and Office/Warehouse Building, Refinement of Structural Steel at the Office/Warehouse Building, Refinement of Canopies from rod hung to structural cantilever at Maintenance and Equipment buildings, \$491,443.00 of contractor’s contingency, SpawGlass, Contingency transfer No. 3, No cost increase.
- NBU Headquarters, Refinement of earthwork and site utilities needed to maintain schedule, \$343,999.00 of contractor’s contingency, SpawGlass, Contingency transfer No. 4, No cost increase.

## **LINK TO STRATEGIC PLAN**

### **Customers and Community**

### **People and Culture**

### **Stewardship**

## **EXHIBITS**

None

**RECOMMENDED ACTION:** Approve the Reports for Water and Electric Engineering Contracts from August 1, 2024, through July 15, 2025

## BACKGROUND

The Board of Trustees approved the NBU Purchasing Policy on October 31, 2019. The Purchasing Policy defines the process for obtaining approval of Professional Engineering Contracts. In addition to the individual approval by the Board of Trustees for Professional Engineering Contracts greater than \$500,000, the policy further states, “The limit for expenditures to be paid to a licensed professional engineer or a firm of licensed professional engineers as defined in Chapter 2254 of the Texas Government Code, as amended, performing engineering services without the prior approval of the Board of Trustees shall be \$500,000 per vendor per contract. Each department manager, who hires a licensed professional engineer or firm of licensed professional engineers, shall prepare a report specifying the following:

1. name of licensed professional engineer or firm of licensed professional engineers engaged to complete a project;
2. project name;
3. contract amount and amendments to original contract amount;
4. total cumulative number of contracts and contract amounts approved in a fiscal year to that licensed professional engineer/firm of licensed engineers; and
5. date presented to the Board of Trustees.

This report shall be prepared on a monthly basis and be delivered to the Purchasing Manager before each Board of Trustees' meeting. The Purchasing Manager will prepare a consent agenda item to request approval of the report at the next Board of Trustees' meeting."

Exhibits attached to this agenda item are the Professional Engineering report(s) submitted to the Purchasing Manager for the period of August 1, 2024, through July 15, 2025.

**FINANCIAL IMPACT**

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The financial impact of the contracts approved during this time period is \$7,713,425.00.

**LINK TO STRATEGIC PLAN**

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**Customers and Community**

**People and Culture**

**Stewardship**

**EXHIBITS**

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1. Exhibit A – Report for Water Engineering Contracts
2. Exhibit B – Report for Electric Engineering Contracts



**Meeting Date:** August 28, 2025 **Agenda Type:** Consent Items for Action

**From:** Jesse Luna **Reviewed by:** David Hubbard  
Purchasing Manager Chief Administrative Officer

**Submitted by:** David Hubbard **Approved by:** Ryan Kelso  
Chief Administrative Officer Chief Executive Officer

**RECOMMENDED ACTION:** Approve the Electric Line of Business Alternative Procurements from May 15, 2025, through July 15, 2025

## **BACKGROUND**

Section 252.022(c) of the Texas Local Government Code provides that a municipally owned electric utility may define, by resolution, an alternative procurement procedure for the purchase of goods and services related to the electric utility. On June 28, 2018, the Board of Trustees approved the NBU Purchasing Policy, by resolution, which defined a procedure for procurement of goods and services for NBU's electric line of business. The Purchasing Policy was later revised and approved on October 31, 2019. Among other conditions, the Purchasing Policy requires NBU staff to notify the Board of Trustees of any procurement over \$250,000 that uses the electric line of business procurement procedure.

Listed below are the procurements, in excess of \$250,000.00, submitted to the Purchasing Manager for the period of May 15, 2025, through July 15, 2025, using the electric line of business alternative procurement process.

## **FINANCIAL IMPACT**

Electric Line of Business purchases more than \$250,000.00:

- None reported during this period.

## **LINK TO STRATEGIC PLAN**

**Infrastructure and Technology**

**Stewardship**

## **EXHIBITS**

None





**FINANCIAL IMPACT**

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Approximately \$12.7 million, which is \$113,582.00 greater than the amount of \$12.6 million included in the Fiscal Year 2026 budget that was approved by the Board of Trustees on May 29, 2025.

**LINK TO STRATEGIC PLAN**

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**Customers and Community**

**Financial Excellence**

**EXHIBITS**

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1. Letter to the Mayor and City Council, dated August 29, 2025
2. Exhibit I – Calculation of the estimated city transfer payable in Fiscal Year 2026
3. Exhibit II – Schedule of projected cash flows utilizing pledging of revenues



**Meeting Date:** August 28, 2025      **Agenda Type:** Consent Items for Action

**From:** Nancy Pappas      **Reviewed by:** Dawn Schriewer  
Managing Director,      Chief Financial Officer  
Headwaters at the Comal

**Submitted by:** Rocio Hilliard      **Approved by:** Ryan Kelso  
Chief of Staff      Chief Executive Officer

**RECOMMENDED ACTION:** 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

## **BACKGROUND**

In accordance with the Headwaters at the Comal’s (“Headwaters”) First Amended and Restated Bylaws, approved by the New Braunfels Utilities (“NBU”) Board of Trustees on February 23, 2023, the Headwaters Board structure consists of a seven-member Board comprised of four (4) NBU employees and three (3) community members. The NBU employees to serve on the Headwaters Board are to be recommended by NBU’s Chief Executive Officer and appointed by the NBU Board of Trustees.

Due to the retirement of Dawn Schriewer, Chief Financial Officer, Ryan Kelso recommends the Board remove Dawn Schriewer from the Headwaters Board of Directors and appoint Julia Haynes, Director of External Relations, as the Headwaters Board President, effective August 29, 2025.

Additionally, due to the retirement of Gretchen Reuwer, Director of Electric Services and Compliance, and departure of Shawn Schorn, Director of Business Strategy, Ryan Kelso recommends the Board remove Gretchen Reuwer and Shawn Schorn from the Headwaters Board and appoint Reagan Peña, Director of Enterprise Communication, and Jessica Williams, Chief Financial Officer. The four (4) NBU employee representatives on the Headwaters Board will include Julia Haynes, Reagan Peña, Jessica Williams, and Brent Lundmark.

## **FINANCIAL IMPACT**

None

## **LINK TO STRATEGIC PLAN**

**Stewardship**

## **EXHIBITS**

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1. Headwaters at the Comal First Amended and Restated Bylaws



**Meeting Date:** August 28, 2025

**Agenda Type:** Consent Items for Action

**From:** Rocio G. Hilliard  
Chief of Staff

**Reviewed by:** Rocio G. Hilliard  
Chief of Staff

**Submitted by:** Rocio G. Hilliard  
Chief of Staff

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** Appoint Marcie Rodriguez to the NBU Community Advisory Panel

## **BACKGROUND**

On August 31, 2023, the NBU Board of Trustees approved Resolution #2023-176 establishing the Community Advisory Panel (“CAP”). The panel is tasked with reviewing specific NBU initiatives, including, but not limited to, NBU’s Integrated Resource Plan (“IRP”), the drought ordinance, and the Fiscal Year 2026-2027 Rate Plan.

On October 26, 2023, the NBU Board of Trustees appointed thirteen (13) community members to the CAP, which consists of nominations by the City Council, the NBU Board of Trustees, and two (2) at-large participants, all to serve up to three (3) year staggered terms on the CAP. The members appointed were as follows: Justin Meadows, Stuart Blythin, Mark Hampton, Dr. Michael Patrick Harrington, PhD, Bobby Avary, Dr. Les Shepard, Darren Hill, Jonathan Packer, Alice Jewell, Ian Perez, Chris Snider, Amber Brown, and Leticia Pena Martinez. In addition, the Board appointed Justin Meadows as Chair and Stuart Blythin as Vice Chair and approved the Bylaws for the CAP.

On January 30, 2025, the NBU Board of Trustees appointed Joe Castilleja and Julissa Vela to the CAP to replace outgoing CAP members Stuart Blythin and Jonathan Packer. Additionally, Dr. Les Shepard was appointed Vice Chair to replace Stuart Blythin.

CAP members Darren Hill and Chris Snider's terms have expired. The Board will need to replace these two members, one being a Board-appointed seat, and the second being appointed by City Council district six. The Board-appointed seat replacement will be presented to the Board in the August 28, 2025 Board meeting, and the City Council district six seat will remain vacant until filled.

## **FINANCIAL IMPACT**

None

## **LINK TO STRATEGIC PLAN**

**Customers and Community**

## Stewardship

### **EXHIBITS**

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1. Community Advisory Panel Bylaws
2. Community Advisory Panel Committee Member List with Terms





**Meeting Date:** August 28, 2025      **Agenda Type:** Consent Items for Action

**From:** Jesse Luna      **Reviewed by:** David Hubbard  
Purchasing Manager      Chief Administrative Officer

**Submitted by:** David Hubbard      **Approved by:** Ryan Kelso  
Chief Administrative Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Approve Staff Recommendation to Reject All Proposals Submitted for RFP #25-0099, Schmidt Avenue Water and Wastewater Relocation

## BACKGROUND

On July 3, 2025, New Braunfels Utilities (“NBU”) issued a request for competitive sealed proposals (“RFP”), RFP# 25-0099, seeking a contractor for the completion of the Schmidt Avenue Water and Wastewater Relocation. The project was anticipated to include some or all of the following items within its scope: (i) construction of approximately 1,650 linear feet (“LF”) of 8-inch and 16-inch water main by open-cut; (ii) construction of approximately 100 LF of 8-inch water main by trenchless methods; (iii) construction of approximately 1,200 LF of 8-inch and 12-inch sewer main by open-cut; (iv) construction of approximately 100 LF of 8-inch sewer main by trenchless methods; (v) removal, abandonment and grout filling of existing water and sewer mains; (vi) connections to the NBU water and sewer systems; (vii) storm water pollution prevention; (viii) site restoration; and (ix) all other appurtenances necessary to complete the Project.

The deadline to submit proposals was July 31, 2025, at 2:00 p.m., at which time NBU received three (3) proposals. The published solicitation had erroneous weights for the evaluation criteria. This error did not mathematically value cost as 50% of the criteria to be considered, as is required by statute for civil works projects. NBU intends to resolicit for these services with corrections valuing cost as 50% of the criteria to be considered during evaluation.

This item is being presented to the Board because the Purchasing Policy and Section 252.043(f) of the Local Government Code require the governing body to authorize the rejection of all proposals submitted in response to a solicitation.

## FINANCIAL IMPACT

None

**LINK TO STRATEGIC PLAN**

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**Customers and Community**

**People and Culture**

**Stewardship**

**EXHIBITS**

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None



**Meeting Date:** August 28, 2025 **Agenda Type:** Consent Items for Action

**From:** Bruce Haby **Reviewed by:** Rachel Leier  
 Real Estate Services Manager Director of Legal Services

**Submitted by:** Connie Lock **Approved by:** Ryan Kelso  
 General Counsel & Chief Chief Executive Officer  
 Ethics Officer

**RECOMMENDED ACTION:** 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

## BACKGROUND

On March 21, 2025, New Braunfels Utilities (“NBU”) issued a request for proposal (“RFP”) for right-of-way and easement acquisition services for NBU’s capital improvement projects (the “Projects”). The RFP included, among other things, (i) property owner negotiations, (ii) escrow and title coordination, (iii) property management and administration, and (iv) condemnation proceedings support.

On April 11, 2025, NBU received fourteen (14) proposals for right-of-way and easement acquisition services. The evaluation team reviewed the proposals and recommends the selection of Contract Land Staff, LLC, as the responsible offeror whose proposal is the most advantageous to NBU, considering the relative importance of price and the evaluation criteria in the RFP.

The Professional Service Agreement with Contract Land Staff, LLC (the “Agreement”) has a term of one (1) year with four (4) successive one-year renewal periods.

NBU staff requests that the Board of Trustees approve the Agreement with Contract Land Staff, LLC, to provide right-of-way and easement acquisition services on an as-needed basis for the Projects.

This item is being presented to the Board because the total amount of the Agreement exceeds \$250,000.00.

## FINANCIAL IMPACT

The total financial impact for the Agreement with Contract Land Staff, LLC is \$100,000.00 annually and \$500,000.00 for the five-year duration of the Agreement. The Agreement will be funded from the Fiscal Year 2026 through Fiscal Year 2031 NBU Board approved Capital Improvements Projects Budget.

## **LINK TO STRATEGIC PLAN**

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**Customers and Community**

**Infrastructure and Technology**

**Stewardship**

## **EXHIBITS**

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1. Professional Services Agreement with Contract Land Staff, LLC

**RECOMMENDED ACTION:** 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

The singular substantive update clarifies that a Communications Provider “Attachment” does include standalone service drops, which are attached to NBU poles. This clarification is critical as there has existed inconsistency on whether service drops are included in annual pole attachment tallies. As standalone service drops consume space upon and add mechanical loading onto NBU utility poles, they are permitted to be billed as an attachment. Other non-substantive clerical and administrative updates are also proposed, as detailed within the Exhibits.

## **FINANCIAL IMPACT**

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NBU staff anticipates gaining attachment count by including standalone service drops in the pole attachment annual tally. It is estimated up to 1,000 existing and future service drops would be eligible for billing, translating to \$16,970.00 per year using Calendar Year 2025 calculated rates. Additional service drop attachments will be added to NBU's Geographical Information System on an as-found and as-permitted basis, and billed to the Communications Providers accordingly.

## **LINK TO STRATEGIC PLAN**

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### **Infrastructure and Technology**

### **Financial Excellence**

## **EXHIBITS**

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1. Resolution #2025-201
2. Exhibit A - 2025 NBU Pole Attachment and Wireless Installation License Agreement
3. Exhibit B - 2025 NBU Pole Attachment Standards
4. Redline Exhibit A - 2025 NBU Pole Attachment and Wireless Installation License Agreement
5. Redline Exhibit B - 2025 NBU Pole Attachment Standards





**Meeting Date:** August 28, 2025

**Agenda Type:** Consent Items for Action

**From:** Jeff Morriss  
Substation Manager

**Reviewed by:** Justin Green  
Director of Electric Operations  
and Compliance

**Submitted by:** Mark Steelman  
Chief Operations Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** 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

## BACKGROUND

Comal Substation Power Transformer #3 (“COT3”) has an increased probability of experiencing an unexpected failure due to age. In addition, the existing double circuit overhead line of CO11 Torrey St. and CO31 North presents a risk of a larger two-circuit outage. Converting the existing overhead lines on the Eastern property perimeter to underground reduces exposure to outage causes common to overhead power lines. This project replaces the COT3, which was originally manufactured in 1970. In addition, NBU will reposition the CO11 Torrey St. feeder exit to COT3 and convert both CO11 and CO31 circuit exits to underground.

With the upgrade, the new Power Transformer (“PWT”) will have a new load tap changer and galvanized radiators, and will have a greater capacity. It will improve system resiliency and be able to help back up any unanticipated loss of an adjacent PWT.

On-site construction is projected to take eight (8) to ten (10) months. Construction includes site work, trenching, demolition, restoration, and the installation of all necessary structures, disconnect switches, circuit breakers, meters, relays, transformers, conduit, cables, control power systems, grounding, and foundations as identified in the contract. NBU shall provide the equipment, supplies, and materials as identified in the contract.

New Braunfels Utilities (“NBU”) issued a request for proposals for the COT3 Replacement and CO31 Addition project (the “Project”) on January 7, 2025.

NBU received three (3) proposals on February 14, 2025, for the Project during the public bidding process. The project team evaluated the proposals and recommends the selection of Power Standard, LLC (“Power Standard”) for the Project. Power Standard was selected as the respondent who provides the best value to NBU based on (1) the selection criteria and the weighted value for those criteria, and (2) the ranking

evaluation, specifically, their submitted schedule, past experience with similar projects with similar magnitude, company qualifications, available resources, corporate history, and references. Power Standard's submitted proposal includes a total base price of \$2,015,744.52.

NBU staff requests that the Board of Trustees approve the Construction Contract Agreement with Power Standard for the COT3 Replacement and CO31 Addition project.

This item is being presented to the Board because the total amount of this contract exceeds \$250,000.00.

## **FINANCIAL IMPACT**

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The total construction contract with Power Standard for the Project is \$2,015,744.52. The total base price includes a contingency in the amount of \$183,249.50. The Project is budgeted within the Fiscal Year 2024 NBU Board approved Capital Improvements Projects Budget and through Fiscal Year 2026.

## **LINK TO STRATEGIC PLAN**

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### **Infrastructure and Technology**

## **EXHIBITS**

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1. Construction Contract Agreement with Power Standard, LLC
2. Memo of Recommendation from Evaluation Committee
3. Bid Form (RFP 24-0099)
4. Bid Tabulation (RFP 24-099)

Bid Tabulation (RFP 24-0099)		
<b>1</b>	Grid Tech	\$2,273,641.70
<b>2</b>	Lambda Construction, LLC	\$2,517,315.63
<b>3</b>	Power Standard, LLC	\$2,015,744.52

**RECOMMENDED ACTION:** 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

**FINANCIAL IMPACT**

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NBU is accepting consideration in the amount of \$395,000.00 for the land rights needed by LCRA TSC.

**LINK TO STRATEGIC PLAN**

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**Customers and Community**

**Infrastructure and Technology**

**Stewardship**

**EXHIBITS**

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1. Resolution #2025-202
2. Exhibit A - Substation Easement Agreement
3. Appraisal



**Meeting Date:** August 28, 2025

**Agenda Type:** Consent Items for Action

**From:** Jeffrey Jones  
Information Technology  
Manager

**Reviewed by:** Greg Brown  
Chief Technology Officer

**Submitted by:** Greg Brown  
Chief Technology Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** 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

## **BACKGROUND**

On October 25, 2022, New Braunfels Utilities (“NBU”) executed a Master Support and Maintenance Agreement with RingCentral Inc. (“RingCentral”) for Phone System and Contact Center software (the “Original Agreement”). RingCentral solutions are NBU’s Hosted Unified Communication System used for our Customer Service department and the rest of the organization. These systems are utilized to track customer calls, monitor the call queue, as well as provide phone lines and online meeting capabilities for NBU staff.

NBU now seeks a separate additional agreement to upgrade and add functionality to its Master Support and Maintenance Agreement with RingCentral. This upgrade will give NBU access to a new suite of products and services that will improve our Customer Service processes while allowing NBU to procure more phone lines required for our different functional areas. Keeping current with the applications and software is essential to support our customer experience initiatives. With this upgrade, we will have access to extended licensing options and new functionality required by our operational teams.

The total amount of the original Ring Central agreement in 2022 was \$933,639.32. The total amount of this separate additional agreement will be \$851,954.28, which exceeds the board approval level of \$250,000. The RingCentral solution is offered through a cooperative contract via The Interlocal Purchasing System (TIPS) contract number 240303. The TIPS contract provides NBU with professional services for initial configuration and phased migration, licensing, and service subscription required to establish the telephone solution. TIPS satisfies the competitive bidding requirements under Texas law.

NBU Staff requests that the Board of Trustees approve the Cooperative Agreement with RingCentral for the Phone System and Contact Center Solution.

This item is being presented to the Board because the total amount of the agreement exceeds \$250,000.00.



**FINANCIAL IMPACT**

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The total financial impact for the Agreement is \$851,954.28. These funds for this system are budgeted within our Board approved Fiscal Year 2026 O&M and Capital budgets.

**LINK TO STRATEGIC PLAN**

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**Infrastructure and Technology****EXHIBITS**

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1. 24-0048 RingCentral Contract



**Meeting Date:** August 28, 2025

**Agenda Type:** Consent Items for Action

**From:** Jill Barney  
Project Manager

**Reviewed by:** Darrin Jensen  
Director of Enterprise Project  
Management Office

**Submitted by:** David Hubbard  
Chief Administrative Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** 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

## BACKGROUND

On May 28, 2020, New Braunfels Utilities (“NBU”) entered into a Professional Services Agreement (the “Agreement”) with Marmon Mok Architecture (“Marmon Mok”) for Architectural Design Services for a campus consolidation project to consolidate the Main Office and Operations Center into a single campus to improve efficiency, communication, and collaboration between the various divisions (“Original Services”) for the NBU Headquarters Project (“NBU HQ”), to be completed by September 30, 2023, (the “Project”). This Agreement went to the Board of Trustees for approval because it was over the \$500,000 threshold.

The Project was delayed briefly to allow for the completion of a staffing study, and upon completion of the study, it was determined that a larger site was required to accommodate the additional staff identified. Upon review of multiple sites, a new site was selected. The new campus is a 76-acre tract located in west New Braunfels between FM 482 and I-35 South at Engel Road.

Upon completion of the staffing study and the selection of the new site, NBU and Marmon Mok identified a need to add additional services to expand the scope of the Project to accommodate approximately 765 employees, an increase from 417 originally programmed, and all of the additional expansions to accommodate the larger employee count, resulting in NBU and Marmon Mok entering into the First Amendment to the Professional Services Agreement in December of 2023 (the “First Amendment”).

Now, NBU and Marmon Mok desire to amend the contract again to include the following additional services (i) civil engineering design, surveying, permitting, and required Authority Having Jurisdiction services, (ii) additional topographic survey, (iii) offsite utility easement metes and bounds, (iv) metes and bounds for detention basin drainage easement, (v) Daisy Way extension coordination, (vi) demolition plan

set and permit support, (vii) Site Permit #1 (“SP1”) CDs – mass grading, erosion control, onsite utilities, retaining wall grading, water quality and onsite storm drains, (viii) SP1 drainage report, (ix) SP1 NBU permitting, (x) SP1 City Permitting, (xi) Site Permit #2 (SP2) CDs – bridge, retaining wall, and detention control structure, (xii) foundation CDs and permit support, (xiii) TxDOT plan modifications, (xiv) renewal of TxDOT utility permit, (xv) future NBU water improvement project coordination, (xvi) western courtyard and retaining wall drain systems, (xvii) hike and bike trail – grading and low water crossing, (xviii) geo-technical boring and analysis, (xix) increased number of borings to accommodate larger building footprints and site configuration, retaining wall locations, and bridges, (xx) geo-technical analysis of increased number of samples, (xxi) brush clearing to access boring locations, and (xxii) wireless data service mapping (the “Additional Services”)

As a result, NBU staff requests that the Board of Trustees approve the Second Amendment to the Agreement (the “Second Amendment”) to (i) add the Additional Services, (ii) authorize additional compensation for the Additional Services, and (iii) extend the completion through June of 2025.

This item is being presented to the Board because the total amount for the Project exceeds \$250,000.00.

## **FINANCIAL IMPACT**

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The total financial impact of the Second Amendment is \$342,320.00. The total contract amount for the Agreement, the First Amendment, and the Second Amendment with Marmon Mok for the Project is \$11,597,270.00. The Project is budgeted within the Fiscal Year 2023 through Fiscal Year 2026 NBU Board approved Capital Improvement Projects Budget as NBU Headquarters.

## **LINK TO STRATEGIC PLAN**

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### **Infrastructure and Technology**

### **Safety and Security**

## **EXHIBITS**

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1. AIA G802 Second Amendment to the Professional Services Agreement with Marmon Mok



**Meeting Date:** August 28, 2025      **Agenda Type:** Consent Items for Action

**From:** Dan Redhead      **Reviewed by:** Darrin Jensen  
    Project Manager      Director of Enterprise Project  
        Manager Office

**Submitted by:** David Hubbard      **Approved by:** Ryan Kelso  
    Chief Administrative Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Authorize the CEO or His Designee to Negotiate and Execute a Second Amendment to the Professional Services Agreement with Freese and Nichols, Inc. for the NBU Headquarters Facility Project, Located on a 76-Acre Tract of Property at the Intersection of Engel Road and IH 35, for Owner’s Representative Services

## BACKGROUND

On June 24, 2021, New Braunfels Utilities (“NBU”) entered into a Professional Services Agreement (the “Agreement”) with Freese and Nichols, Inc. (“FNI”) for Owner’s Representative Services to include project management, pre-construction phase services, constructive phase services and close and warranty services (“Original Services”) for the NBU Headquarters Project (“NBU HQ”), to be completed by September 30, 2023, (the “Project”).

The Project was delayed briefly to allow for the completion of a staffing study, and upon completion of the study, it was determined that a larger site was required to accommodate the additional staff identified.

Upon completion of the staffing study, NBU and FNI identified a need to (i) add alternate site study services and site due diligence assessment services (“New Services”); and (ii) reduce the number of meetings related to supplemental services, and exclude the requirements for coordination with the Trinity Water Treatment Plant and Wellfield Expansion Project.

On December 14, 2023, the NBU Board approved the First Amendment to the Agreement (the “First Amendment”) to (i) add the New Services, (ii) delete certain services that are no longer needed, (iii) authorize additional compensation for the New Services, and (iv) extend the completion time for the New Services to December 31, 2028; and (v) engage the Supplemental Services, authorize the related compensation, and define a time of completion for the Supplemental Services of December 31, 2027.

Now, NBU and FNI desire to amend the contract again to (the “Second Amendment”), which includes the (i) Additional Services for Site Due Diligence Assessment, (ii) Asbestos Assessment of existing on-site structures, (iii) Construction Material Testing, and (iv) Facilities Commissioning Testing. This item is being presented to the Board because the total amount for the professional services agreement, including this amendment, exceeds \$500,000.

## **FINANCIAL IMPACT**

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The total financial impact of the Second Amendment is \$1,367,356.00. The total contract amount for the Agreement, the First Amendment, and the Second Amendment with FNI for the Project is \$5,906,927.00. The Project is budgeted within the Fiscal Year 2023 through Fiscal Year 2027 NBU Board approved Capital Improvement Projects Budget as NBU Headquarters.

## **LINK TO STRATEGIC PLAN**

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**Infrastructure and Technology**

**Safety and Security**

## **EXHIBITS**

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1. Second Amendment to the Professional Services Agreement with FNI



**Meeting Date:** August 28, 2025

**Agenda Type:** Consent Items for Action

**From:** Dan Redhead  
Project Manager

**Reviewed by:** Darrin Jensen  
Director of Enterprise Project  
Management Office

**Submitted by:** David Hubbard  
Chief Administrative Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** 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

## **BACKGROUND**

Texas Department of Transportation (“TxDOT”) has requested New Braunfels Utilities (“NBU”) to enter into a Local On-System Improvement Agreement (the “Agreement”) for the pavement widening for approximately 2,000 Linear Feet of FM 482 consisting of an eastbound right-turn lane and a southbound center turn lane to the proposed New Braunfels Utilities Headquarters (“NBU HQ”) driveway, an eastbound center turn lane to Krueger Canyon Road, and associated tapers and drainage improvements.

NBU staff requests that the Board approve the Local On-System Improvement Agreement with TxDOT.

This item is being presented to the Board because it is an Improvement Agreement that requires Board approval.

## **FINANCIAL IMPACT**

The total financial impact of the Local On-System Improvement Agreement is \$1,142,644.00. The Agreement is budgeted within the Fiscal Year 2023 through Fiscal Year 2027 NBU Board approved Capital Improvement Projects Budget as NBU Headquarters.



## **LINK TO STRATEGIC PLAN**

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**Infrastructure and Technology**

**Safety and Security**

## **EXHIBITS**

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1. Resolution #2025-203



**Meeting Date:** August 28, 2025      **Agenda Type:** Consent Items for Action

**From:** Jill Barney      **Reviewed by:** Julia Haynes  
    Project Manager      Director of External Relations

**Submitted by:** Ragan Dickens      **Approved by:** Ryan Kelso  
    Chief Communications      Chief Executive Officer  
    Officer

**RECOMMENDED ACTION:** 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

## **BACKGROUND**

In September 2024, New Braunfels Utilities (“NBU”) entered into a Professional Services Agreement (the “Agreement”) with Square One Consultants, Inc. (“Square One”) for owner’s representative and project management services for Phase 2 of the Headwaters at the Comal project (the “Project”).

NBU staff has identified a need to revise the Agreement for additional owner’s representative and project management services due to the extension of the construction phase of the Project. As a result, NBU staff requests that the Board of Trustees approve the First Amendment to the Professional Services Agreement (the “First Amendment”). The First Amendment includes general services, pre-construction, and post-construction phase services (collectively, the “Services”), and an increase in the compensation to Square One for the Services in the amount of \$61,000.00 for the Project.

The Professional Services Agreement was not originally submitted to the NBU Board for approval because the Agreement was for an amount less than \$250,000.00. The First Amendment is being presented to the Board at this time because the total contract amount, including the original contract amount and the First Amendment, is now over \$250,000.00.

NBU staff requests that the Board approve the First Amendment to the Agreement with Square One for the Project.

**FINANCIAL IMPACT**

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The total financial impact for the First Amendment is \$61,750.00. The total contract amount for the Agreement and the First Amendment with Square One for the Project is \$308,750.00. The Project is budgeted within the Fiscal Year 2025 through Fiscal Year 2026 NBU Board approved Capital Improvements Projects Budget.

**LINK TO STRATEGIC PLAN**

---

**Customers and Community**

**Stewardship**

**EXHIBITS**

---

1. First Amendment to Professional Services Agreement with Square One



## **LINK TO STRATEGIC PLAN**

---

**People and Culture**

**Stewardship**

## **EXHIBITS**

---

1. 2025 Update Price Agreement
2. 2025 ADP Quote
3. 2022 ADP Addendum to the MSA Agreement
4. 2022 ADP Workforce Now Master Service Agreement
5. 2007 ADP Contract



**Meeting Date:** August 28, 2025      **Agenda Type:** Consent Items for Action  
**From:** Kenneth Allen      **Reviewed by:** Mark Steelman  
                          Fleet and Facilities Manager           Chief Operations Officer  
**Submitted by:** Mark Steelman      **Approved by:** Ryan Kelso  
                          Chief Operations Officer           Chief Executive Officer

**RECOMMENDED ACTION:** Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Incircle Management, Inc. for Grounds Maintenance Services

## BACKGROUND

This Professional Services Agreement (the “Agreement”) is made and entered into by and between New Braunfels Utilities, a Texas municipally owned utility (“NBU”), and Incircle Management, Inc., a Texas corporation (the “Professional”).

The Professional shall provide landscaping, grounds maintenance, and ancillary services for NBU facilities (the “Services”). The Professional shall provide all personnel management, supervision, labor, tools, materials, and equipment necessary to perform the Services. The Professional shall perform the Services at the sites listed in the contract in accordance with the schedule of services listed for each site. NBU may remove or add sites at any time during the contracted term.

The Agreement with Incircle Management, Inc. has a term of one (1) year with four (4) successive one-year renewal periods.

NBU staff requests that the Board of Trustees approve the Agreement with Incircle Management, Inc., for the Services.

This item is being presented to the Board because the total amount of the Agreement exceeds \$500,000.00.

## FINANCIAL IMPACT

The total financial impact for the Agreement has a total not-to-exceed amount of \$201,129.00 annually, and a not-to-exceed amount of \$1,005,645.00 for the duration of the Agreement. These funds are currently budgeted within the Fiscal Year 2026 through Fiscal Year 2030 Fleet and Facilities O&M budget.



## **LINK TO STRATEGIC PLAN**

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**Customers and Community**

**Financial Excellence**

**Stewardship**

## **EXHIBITS**

---

1. Professional Services Agreement with Incircle Management, Inc.



---

**Meeting Date:** August 28, 2025      **Agenda Type:** Presentation Items

**From:** Andrew Cummings      **Reviewed by:** Sheila Lavender  
Director of Customer      Chief Customer Officer  
Solutions

**Submitted by:** Sheila Lavender      **Approved by:** Ryan Kelso  
Chief Customer Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Presentation on NBU's 2025 – 2026 Drought Contingency Plan Amendments

---

# 2025 – 2026 Drought Contingency Plan Amendments

- High-Level Overview

- August 28, 2025



Canyon Lake, 2023  
San Antonio Report

# Content

- Project Intent and Deliverables
- Peer Utility Practices
- Project Proposals
- Current Timeline and Milestones
- Discussion



Landa Park Wading Pool, May 2025  
*KENS 5 San Antonio*

## Mission

Strengthening our community by providing resilient essential services



## Vision

Be a trusted community partner dedicated to excellence in service



## Core Values

Safety, Team, Integrity, Culture, and Stewardship



# Project Intent and Deliverables

- **Project Intent**

- Provide clear, easy-to-understand drought guidance for customers.
- Alignment with neighboring utilities.
- Balance customer lifestyles with drought management and empower voluntary conservation.
- Protect essential water users.
- Prepare for formal DCP revision in 2029

- **Deliverables**

- Revised Trigger Level and Trigger Events
- Updated Drought Surcharge
- Updates to Primary Calls to Action for Drought Stages 0-5



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# Neighboring Utility Practices

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# Drought Stage Label Inconsistencies



- Non-Drought
- Stage I-V (Roman Numerals)

## • Edwards Aquifer Authority

- Stable
- Stage 1-5 (Standard Numbers)

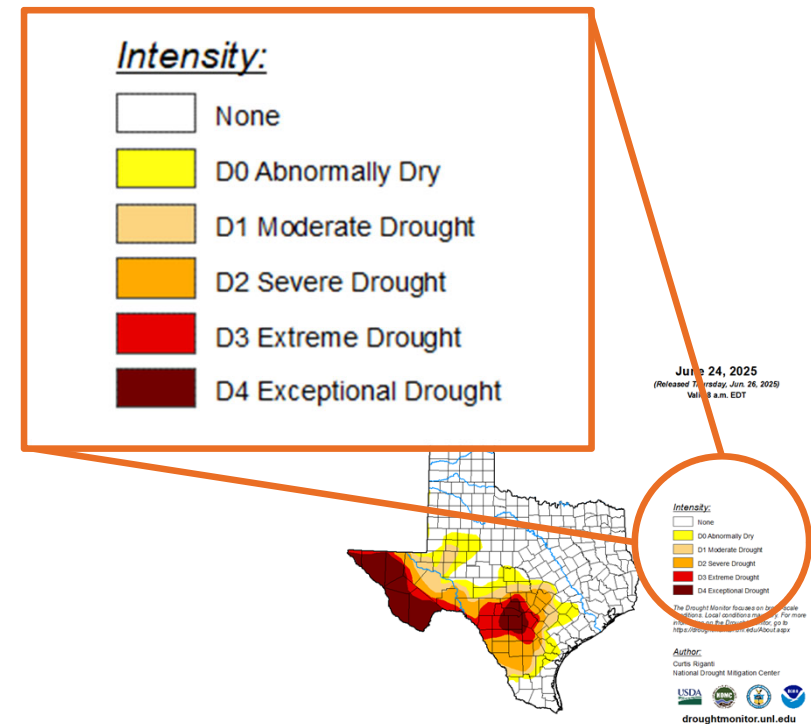
## • SAWS Austin Water, San Marcos, Buda, Texas Water

- Year-Round
- Stage 1-4 (Standard Numbers)
- *Austin Water – Emergency Stage 5*

## • Kyle

- Water Conservation Period
- Alarm Stage Drought
- Critical Stage Drought
- Exceptional Stage Drought
- Emergency Stage Drought

## • US Drought Monitor



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# Peer Utility Practices – Watering Frequency

	Non-drought	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
	2x Weekly	1x Weekly		1x Bi-Weekly	No Guidance	
Austin Water	1x Weekly					Prohibited
SAWS	Any Day	1x Weekly			1x Bi-Weekly	No Guidance
San Marcos	No Guidance	2x Weekly	1x Weekly	1x Bi-Weekly	No Guidance	
Buda	2x Weekly		1x Weekly		1x Bi-Weekly	No Guidance
Kyle	Any Day	2x Weekly	1x Weekly	1x Bi-Weekly		Prohibited
Texas Water	2x Weekly	1x Weekly	1x Bi-Weekly		Prohibited	No Guidance

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# Project Proposals

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# Trigger Levels and Events – Adding Stage 4 & 5

## Proposed Language – Green Indicates Changes

Ordinance Sec. 130-167. - Sec. 130-224 "Trigger levels" for implementation and termination of water use reduction measures, stages 1, 2, 3, 4, and 5 to meet reduction measures as NBU deems necessary to meet regulatory requirements.

Factor Considered	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Edwards Aquifer J17 Monitoring Well	660 msl	650 msl	640 msl	630 msl	625 msl
Comal River Spring Flow	225 cfs	200 cfs	150 cfs	100 cfs	45 cfs
NBU Reduction Targets	TBD	TBD	TBD	TBD	TBD

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# Trigger Levels and Events – Expanding Flexibility

## Proposed Language (Summarized) – Green Indicates Additions

Ordinance Sec. 130-226. Implementation of additional water use reduction measures , ("aquifer risk"). Additional considerations for implementation and termination of water use reduction measures, stages 1, 2, 3, 4, and 5.

- (a) Drought Conditions: Extra restrictions may be imposed during severe drought based on broader conditions, not just trigger levels.
- (b) Water Quality: If water quality is unsafe, mandatory reductions may be enforced with the mayor's approval.
- (c) Water Supply Availability: Supply levels and regional conditions may guide reduction measures.
- (d) Infrastructure Issues: Emergency restrictions may apply if infrastructure failures threaten supply.
- (e) Other Considerations: Additional restrictions may be implemented at any time due to general seasonal or weather concerns.

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# Drought Surcharge – First Update Since 2014

## Proposed Language (Summarized) – Green Indicates Changes

Ordinance Sec. 130-167. - Water rates. (m) Residential and landscape irrigation drought surcharges.

- The new proposal realigns surcharge with current rate structure and uses escalating amounts on higher water consumption during drought stages to discourage excessive use while safeguarding essential residential and irrigation needs.

Current Structure (est. 2014)

Stage	Domestic	Irrigation	Surcharge
	Threshold	Threshold	
3	15,000	7,500	\$1.00
4	15,000	7,500	\$2.00
5	N/A	N/A	N/A

Proposed Structure (Raftelis, June 2025)

Domestic	Irrigation	Surcharge
Threshold	Threshold	
12,000	6,000	TBD (est. \$3 to \$6)
12,000	6,000	TBD (est. \$3 to \$6)
6,000	1	TBD (est. \$3 to \$6)

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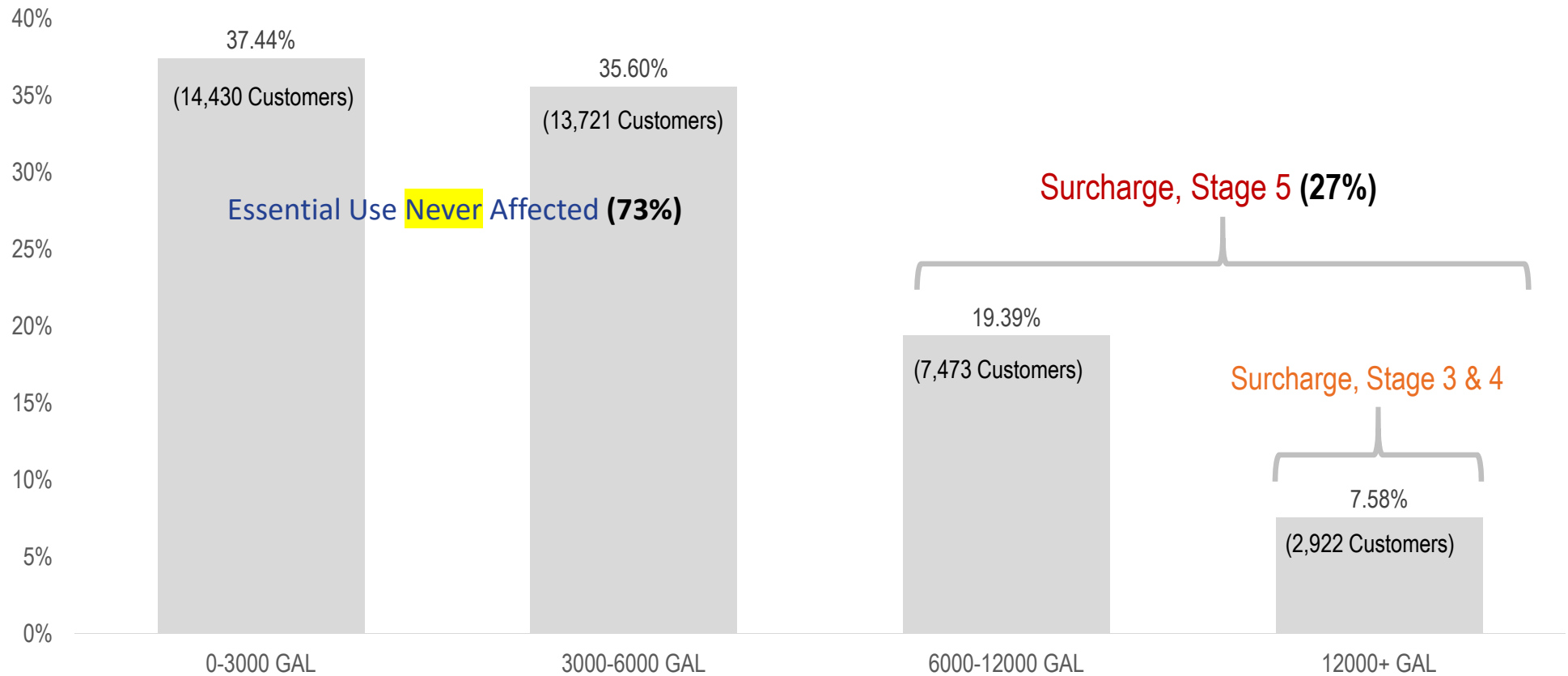
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# Surcharge Structure – Residential Domestic

Domestic Usage Bracket Averages, Annual 2022-2024



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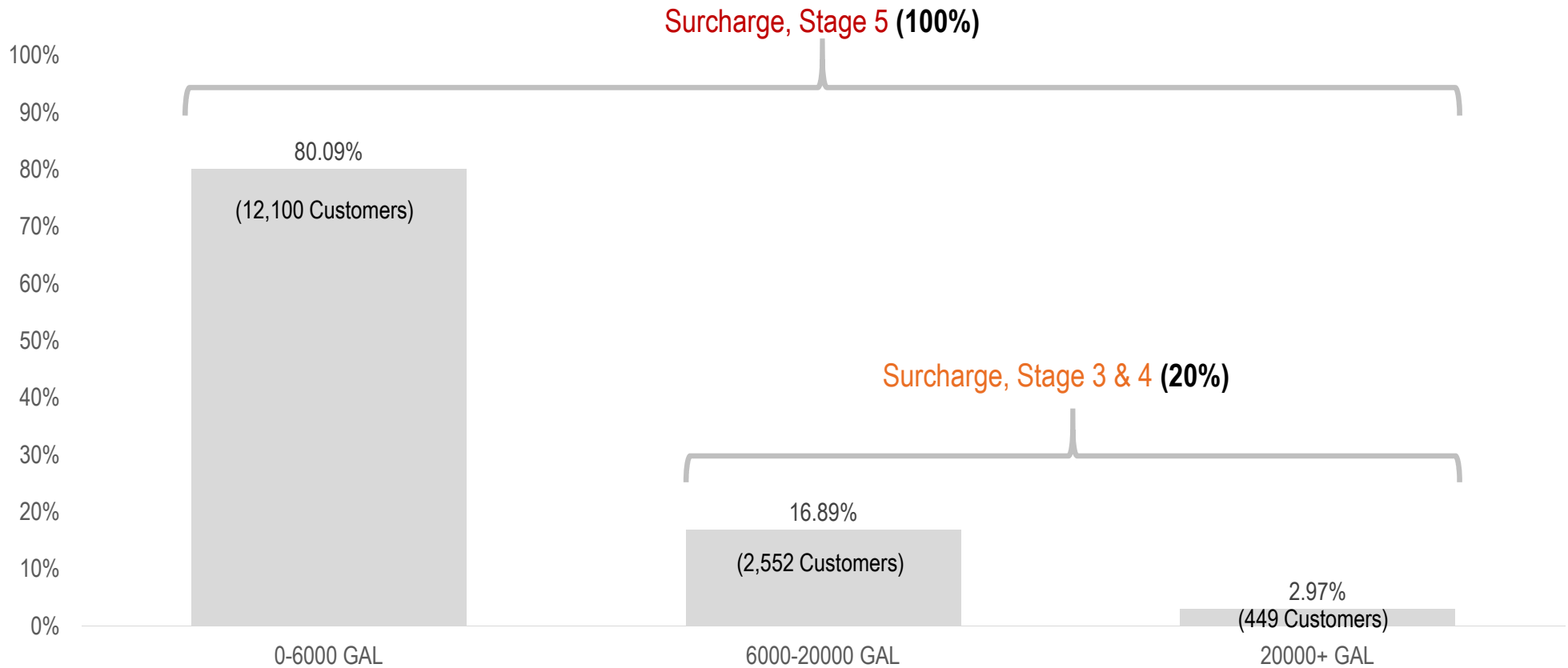
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# Surcharge Structure – Residential Irrigation

Irrigation Usage Bracket Averages, Annual 2022-2024



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# Primary Changes to Customer Response

- **Watering Frequency**

- Change – moving every-other-week watering schedule into escalated stages 4-5 (Section – 130-225).

- **Variances – Landscape Area Remainder in Stages 3-5**

- Change – New landscapes may use no more than 50% turf, must follow proper horticultural practices (like mulch and zonal irrigation), and the remaining area must be permanent, non-irrigated, erosion-preventing materials—not artificial turf. (Section – 130-228).
- The CoNB's *Land Development Ordinance (LDO)* is proposing reducing new construction turf limitations to no more than 50% for residential and 25% for commercial. The proposed **DCP changes** will account for the *LDO's upcoming changes* and will not conflict. Reference table below for logistics for Stages 3-5.

Condition	Baseline Guidance	Additional Guidance (if applicable)
Stage 0 (LDO)	50% Turfgrass	50% Approved Ground Cover
Stage 1 (LDO)	50% Turfgrass	50% Approved Ground Cover
Stage 2 (LDO)	50% Turfgrass	50% Approved Ground Cover
Stage 3	50% Turfgrass	50% Permanent, Non-Irrigated, Erosion Preventing Materials to Exclude Artificial Turf
Stage 4 (Proposed)	25% Turfgrass	75% Permanent, Non-Irrigated, Erosion Preventing Materials to Exclude Artificial Turf
Stage 5 (Proposed)	0% Turfgrass	100% Permanent, Non-Irrigated, Erosion Preventing Materials to Exclude Artificial Turf

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## Stage 4 – Flexible Strategy Options

Focus	Stage 4	
Landscape Watering	(-) Added Enforcement	• Every-other-week watering schedule for spray-type irrigation
	(+) Remaining Customer Flexibility	• Watering by hand, soaker, or drip still allowed any day, during watering times
New Landscapes	• Installations to allow no more than <b>25%</b> turfgrass	
Pressure Washing	• Carry over from Stage 3 (public health, safety, prep for construction allowed)	
Swimming Pools	• Carry over from Stage 3 (no restrictions on construction)	
Vehicle Washing	• Prohibition of at-home vehicle washing	

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## Stage 5 – Flexible Strategy Options

Focus	Stage 5 (Worst Case Scenario)	
Landscape Watering	Added Enforcement	<ul style="list-style-type: none"> <li>Prohibition of spray-type irrigation</li> </ul>
	Remaining Customer Flexibility	<ul style="list-style-type: none"> <li>Watering landscape by hand, soaker, or drip restricted to assigned day, once-per-week, during watering times</li> <li>Watering trees by hand, soaker, or drip allowed for up to two hours on any day, during watering times, without waste</li> </ul>
New Landscapes	<ul style="list-style-type: none"> <li>Prohibition of new turfgrass installations</li> </ul>	
Pressure Washing	<ul style="list-style-type: none"> <li>Prohibition of all pressure washing</li> </ul>	
Swimming Pools	<ul style="list-style-type: none"> <li>Prohibition of the construction of new pools</li> </ul>	
Vehicle Washing	<ul style="list-style-type: none"> <li>Prohibition of commercial vehicle washing facility operations</li> </ul>	

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## Current Timeline and Milestones

Month	Event
August 2025	Preview presentation for NBU Board
September 2025	CAP workshop – Education on the Drought Contingency Plan
October 2025	CAP workshop – Proposed Changes
December 2025	CAP workshop – Feedback
January 2026	Formal presentation for NBU Board (Presentation for Future Action)
February 2026	Formal presentation for NBU Board (Action Item)
March 2026	Formal presentation for CoNB City Council (x2)
April 2026	Implementation of revised DCP, Communications Campaign Launch Begin holistic revision of DCP (12-24 months – deadline to TCEQ May 2029)

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# Questions?

## Mission

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**Agenda Type:** Presentation Items

**Reviewed by:** Darrin Jensen  
Director of Enterprise Project  
Management Office

**Approved by:** Ryan Kelso  
Chief Executive Officer

## BACKGROUND

- (1) Initiating:** to define the purpose and value of the project;
- (2) Planning:** involving stakeholder engagement, data review, and benchmarking;
- (3) Executing:** where the mission, vision, core values, and goals will be refined alongside risk assessments and control measures;
- (4) Monitoring and Controlling:** to align the organization through communication and internal input; and
- (5) Finalization and Implementation Readiness:** culminating in a launch strategy, monitoring framework, and mechanisms for continuous improvement. Together, these phases ensure the ten-year strategic plan is grounded, actionable, and aligned with NBU's long-term vision.

## **LINK TO STRATEGIC PLAN**

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**Customers and Community**

**People and Culture**

**Infrastructure and Technology**

**Financial Excellence**

**Safety and Security**

**Stewardship**

# Proposed Strategic Plan and Strategy Update

Darrin Jensen, Director of  
Enterprise Project  
Management Office

- August 28, 2025



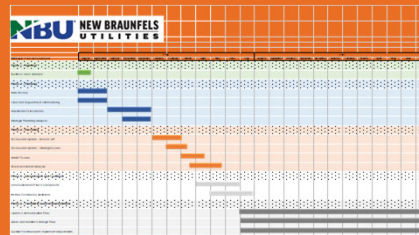
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# Strategic Plan Development

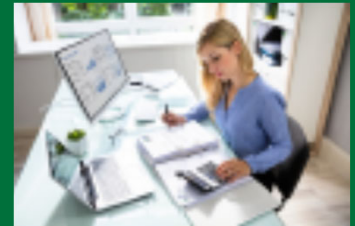
## SCOPE

The objective of this project is to revisit, update, and refine NBU's Strategic Plan to ensure it reflects current organizational priorities, emerging industry trends, stakeholder expectations, and long-term community needs. The revised strategic plan will provide a clear, actionable roadmap to guide decision-making and resource allocation through 2038, and will be completed and delivered by July 2026.

## SCHEDULE



## BUDGET



### Mission

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### Vision

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# Strategic Plan Development

## SCOPE

The objective of this project is to revisit, update, and refine NBU's Strategic Plan to ensure it reflects current organizational priorities, emerging industry trends, stakeholder expectations, and long-term community needs. The revised strategic plan will provide a clear, actionable roadmap to guide decision-making and resource allocation through 2038, and will be completed and delivered by July 2026.

The objective of this project is to revisit, update, and refine NBU's Strategic Plan to ensure it reflects current organizational priorities, emerging industry trends, stakeholder expectations, and long-term community needs.

### Mission

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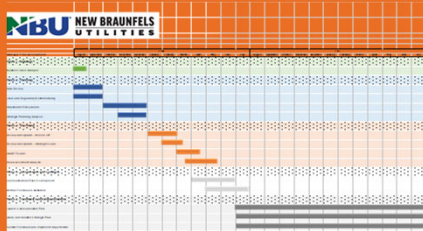
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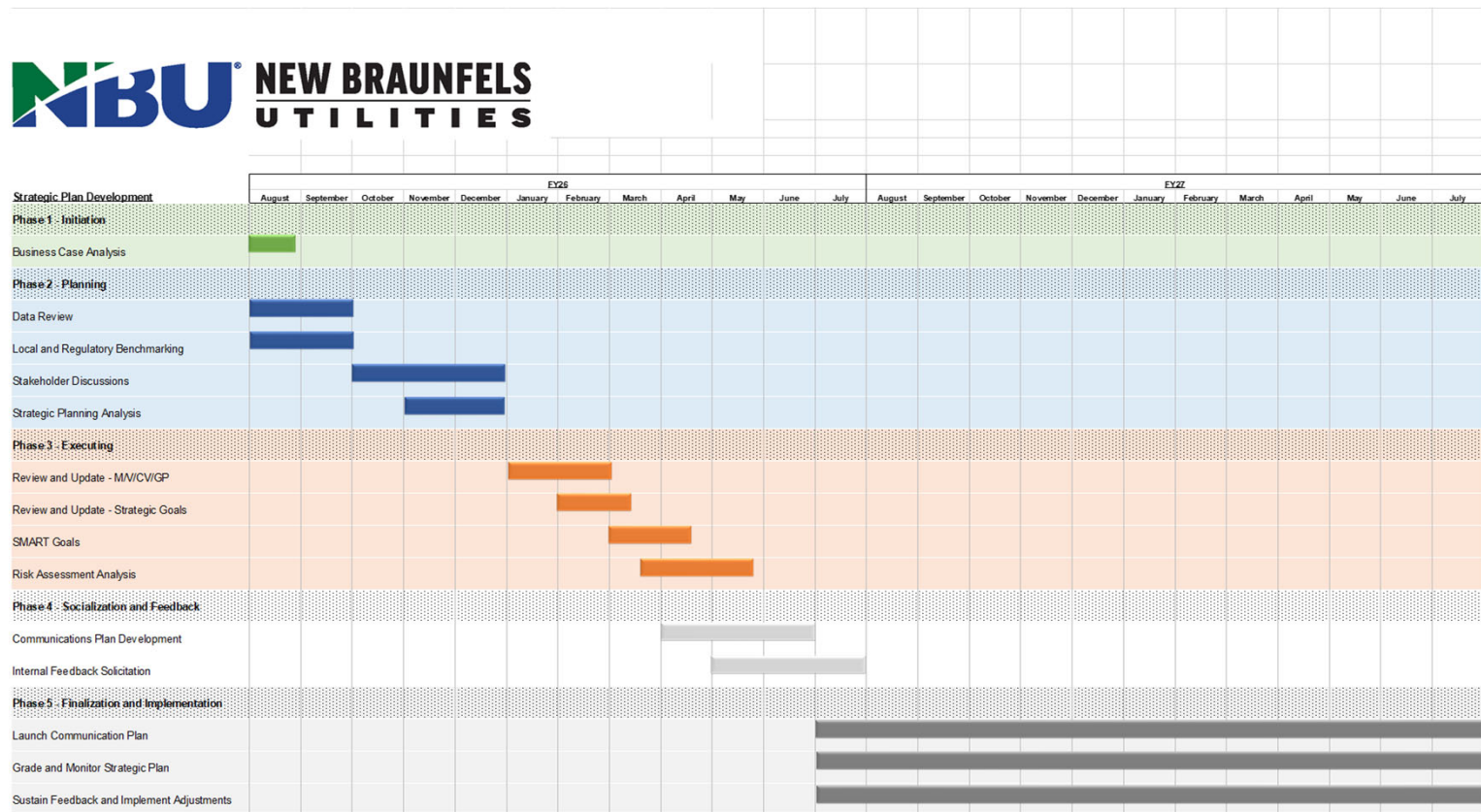
# Strategic Plan Development

## SCHEDULE



Start: June 2025

Finish: July 2026



### Mission

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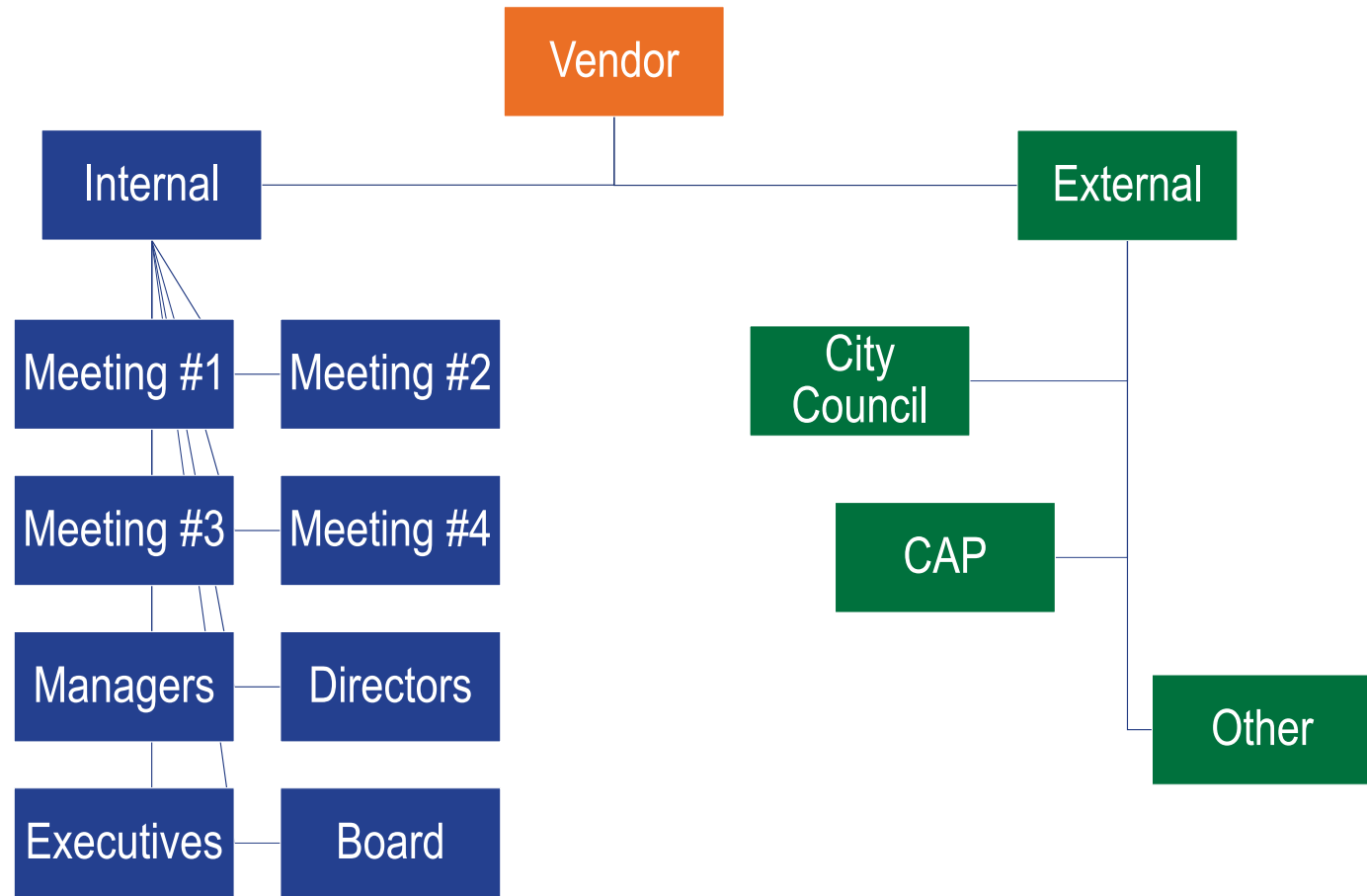


# Strategic Plan Development

## BUDGET



Existing Contract  
~ \$105,000.00



### Mission

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# Strategic Plan Development

**What? – Revisiting Mission, Vision, Core Values,  
and Strategic Goals**

**Why?**

**Who?**

**When?**

**How?**

## **Mission**

Strengthening our community by providing resilient essential services

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## **Vision**

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## **Core Values**

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# Strategic Plan Development

**What? – Revisiting Mission, Vision, Core Values,  
and Strategic Goals**

**Why? – Last updated 2018**

**Who?**

**When?**

**How?**

## **Mission**

Strengthening our community by providing resilient essential services

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## **Vision**

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## **Core Values**

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# Strategic Plan Development

**What? – Revisiting Mission, Vision, Core Values,  
and Strategic Goals**

**Why? – Last updated 2018**

**Who? – Both internal and external engagement**

**When?**

**How?**

## **Mission**

Strengthening our community by providing resilient essential services

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## **Vision**

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## **Core Values**

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# Strategic Plan Development

**What? – Revisiting Mission, Vision, Core Values,  
and Strategic Goals**

**Why? – Last updated 2018**

**Who? – Both internal and external engagement**

**When? – We've already started**

**How?**

## **Mission**

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## **Vision**

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## **Core Values**

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# Strategic Plan Development

**What? – Revisiting Mission, Vision, Core Values,  
and Strategic Goals**

**Why? – Last updated 2018**

**Who? – Both internal and external engagement**

**When? – We've already started**

**How? – Next slide...**

## **Mission**

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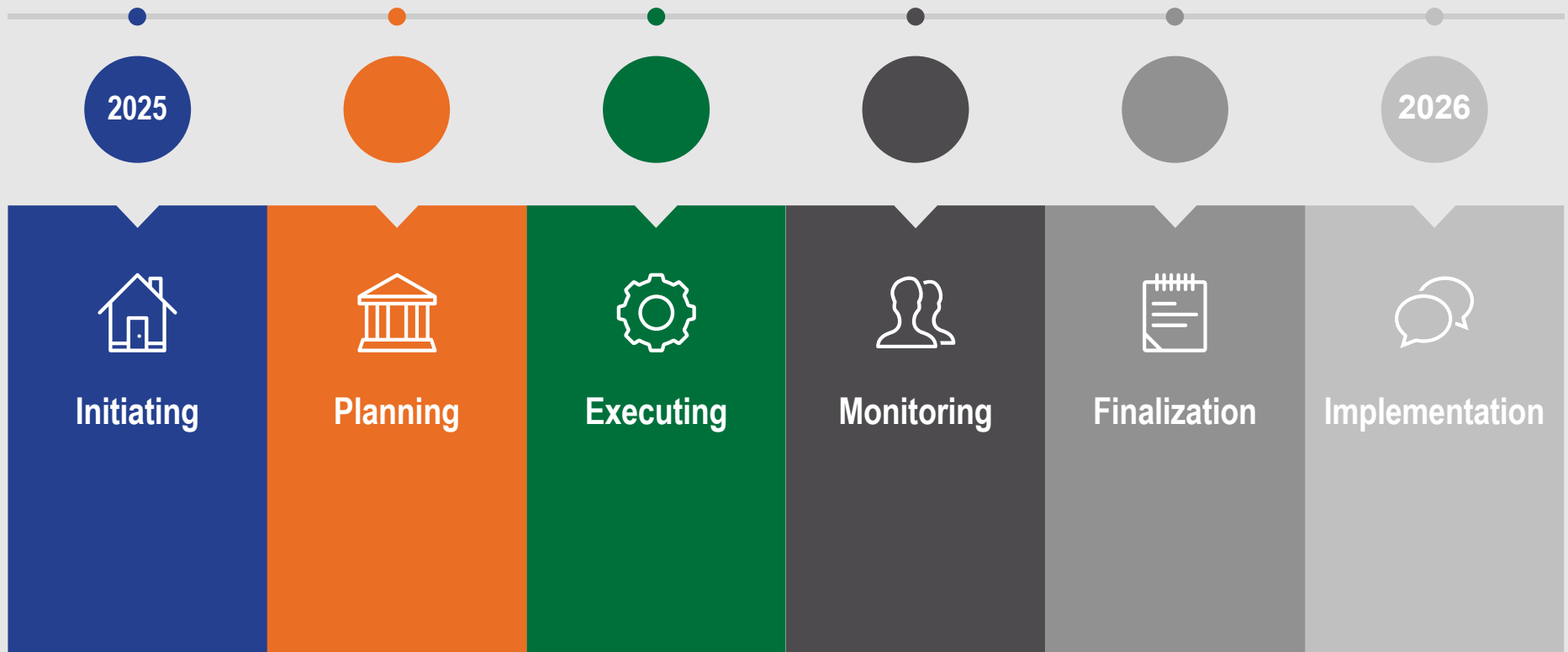
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## **Core Values**

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# Strategic Plan Development

Phased Approach



## Mission

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# Questions?

## Mission

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## Vision

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**Meeting Date:** August 28, 2025      **Agenda Type:** Presentation Items

**From:** Adriana Sanchez      **Reviewed by:** David Hubbard  
Director of People and      Chief Administrative Officer  
Culture

**Submitted by:** David Hubbard      **Approved by:** Ryan Kelso  
Chief Administrative Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Presentation on the NBU Employee Engagement Survey Results and Discuss Related Action Plans

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# Engagement Survey Results

- Gallup Q12 & Scored Question Results

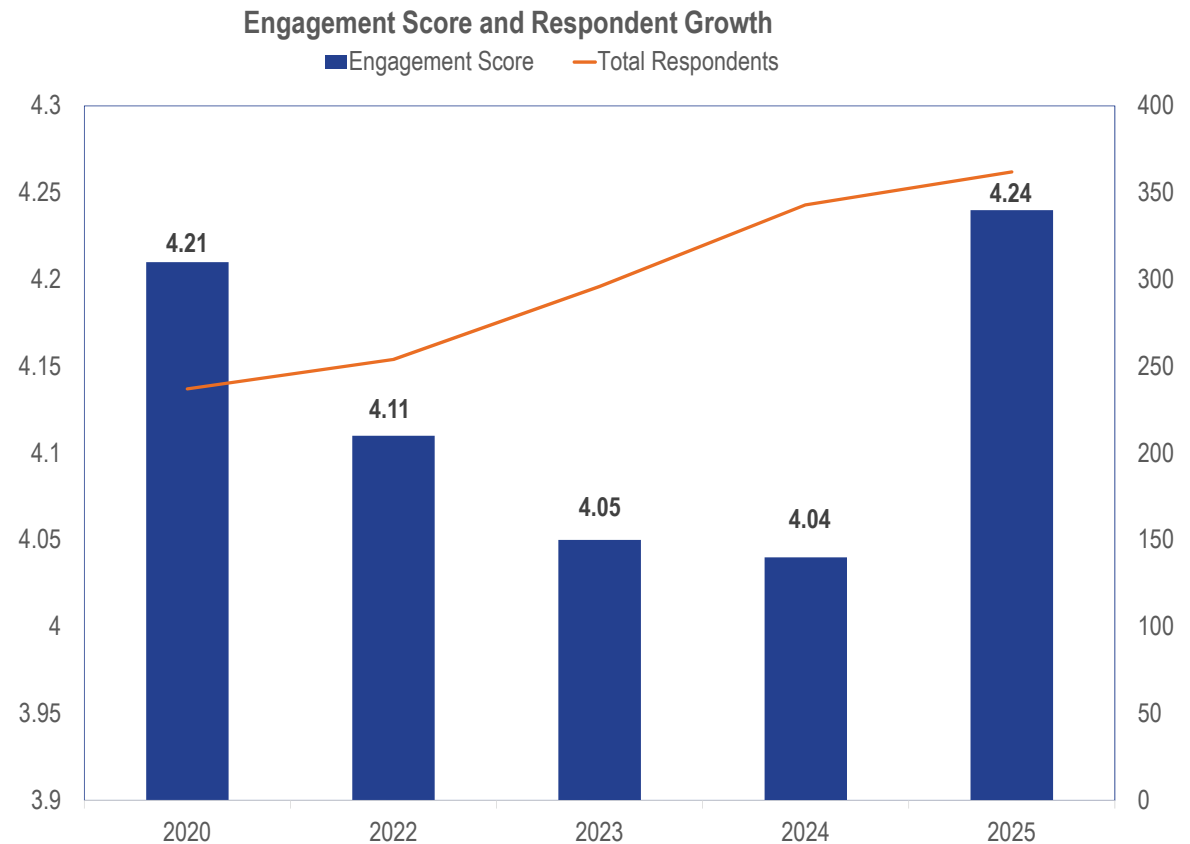
- August 28, 2025



# Engagement Score & Participation Result

## Significant Wins

- Employee Engagement is at an all-time high!!
- NBU increased engagement score by 0.20.
- Engagement score is in the 52<sup>nd</sup> percentile compared to other utilities.
- 89% participation



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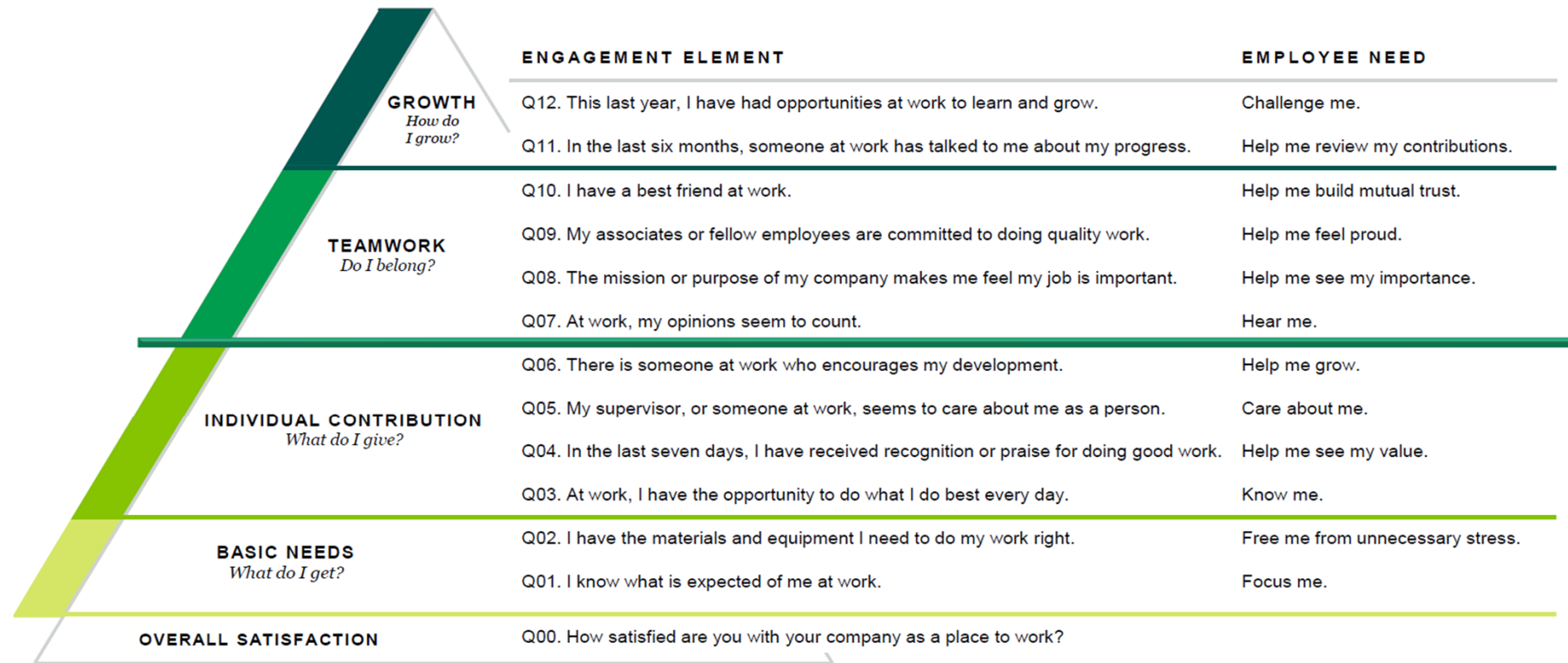
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# Gallup's Q12 Hierarchy

## The Items That Matter for Engagement — Gallup's Q12®



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# Q12 Results

## Significant Wins

- ALL questions showed an increase in engagement
- 5 questions resulted in a significant increase
- FY25 Action Items resulted in an increase in Q6 and Q12

Percentile Range in Gallup Database:

	1 <sup>st</sup> –24 <sup>th</sup>	25 <sup>th</sup> –49 <sup>th</sup>	50 <sup>th</sup> –74 <sup>th</sup>	75 <sup>th</sup> –89 <sup>th</sup>	≥90 <sup>th</sup>
ELEMENT PERCENTILES					n Size = 362
	MEAN	MEAN Δ	Workgroup Overall Q <sup>12</sup> Database (2020-2024) P <sup>TILE</sup>		
Q00 Satisfaction	4.37	+0.15			66 <sup>th</sup>
Q12 Learn & Grow	4.36	+0.21 ▲			60 <sup>th</sup>
Q11 Progress	4.16	+0.15			53 <sup>rd</sup>
Q10 Best Friend	3.99	+0.37 ▲			64 <sup>th</sup>
Q09 Quality	4.30	+0.15			56 <sup>th</sup>
Q08 Mission	4.35	+0.18			59 <sup>th</sup>
Q07 Opinions	3.95	+0.24 ▲			44 <sup>th</sup>
Q06 Development	4.25	+0.20 ▲			59 <sup>th</sup>
Q05 Cares	4.41	+0.15			55 <sup>th</sup>
Q04 Recognition	3.96	+0.30 ▲			56 <sup>th</sup>
Q03 Do Best	4.26	+0.15			55 <sup>th</sup>
Q02 Materials	4.37	+0.15			56 <sup>th</sup>
Q01 Expectations	4.47	+0.08			46 <sup>th</sup>

### Mission

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### Vision

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### Core Values

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**NBU** NEW BRAUNFELS  
UTILITIES

# Engagement Index

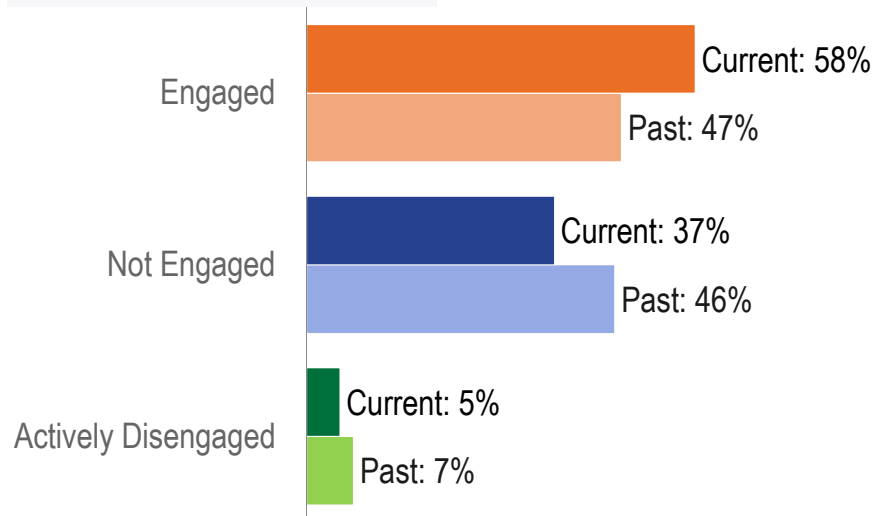
There is a powerful link between employees who are engaged in their jobs and the achievement of crucial business outcomes.

## ENGAGEMENT INDEX RATIO

11.6:1 Current

6.7:1 Past

## ENGAGEMENT INDEX



### Engaged

Employees are highly involved in and enthusiastic about their work and workplace. They are psychological "owners", drive performance, innovation, and move the organization forward.

### Not Engaged

Employees are essentially psychologically unattached to their work and company. Because their engagement needs are not being fully met, they're putting time – but not energy or passion – into their work.

### Actively Disengaged

Employees aren't just unhappy at work – they are resentful that their needs are not being met and are busy acting out their unhappiness. Every day, these workers potentially undermine what their engaged coworkers accomplish.

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## Custom Scored Questions

Questions	Respondents	Current Mean	Last Mean	Change
I have confidence in the leadership of the company to successfully manage emerging challenges.	361	4.06	3.86	▲+0.20
My manager keeps everyone well informed.	362	4.14	*	*
I feel free to express my thoughts, feelings, and disagreements to my supervisor.	361	4.17	4.00	0.17
I am able to maintain a healthy balance between work and personal commitments.	362	4.19	4.04	0.15
My company creates an environment where people can try, fail, and learn from mistakes.	362	4.17	3.98	0.19

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# Engagement Survey Action Items

- Presented by Dakota Folts  
(Employee Experience  
Team Representative)

- August 28, 2025



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# Contributing Team Members



**David Hubbard**  
Chief Administrative Officer

Executive Sponsor



**Adriana Sanchez**  
Director of People & Culture

Team Lead



**Sarah McIver**  
Learning & Development  
Specialist

Team Co-Lead



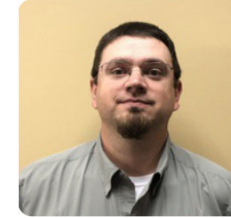
**Alyson Taylor**  
Talent Acquisition Partner

Team Administrator



**Dakota Folts**  
Journeyman

Employee Champion



**Doug Clifton**  
Water Operations Manager

Employee Champion



**Billy Shearer**  
Safety Manager

Employee Champion



**Kimberley Klausner**

Resource Conservation  
Representative

Employee Champion



**Jessica Green**

Reliability & Resiliency  
Manager

Employee Champion



**Amy Watkins**

Records Assistant

Employee Champion



**Moses Chairez**

Senior Safety Officer (Water)

Employee Champion



**Stephanie Ruiz**

Technology Project Manager

Employee Champion



**Janelle Chapman**

Purchasing Administrator

Employee Champion



**Jamie Alvarez**

Water Treatment Plant  
Supervisor

Employee Champion

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# FY25 Action Items:

## Career

- Crucial Conversations 2.0: 100% of Supervisors and up attend Crucial Conversations for Accountability Training
- Establish Guidelines to Empower 1:1 Check-Ins
- 100% attendance for Emotional Intelligence Training for Leads & Above
- 25% of Departments will have a group L&D offered training.
- 100% of Employees are required to take 2 hours of training L&D or outside sources

## Social

- Establish Roadmap for Mentoring Program
- EET Establishes one additional all-employee event
- Implement Ongoing Anonymous Feedback System

## Financial

- Boot / Jean Stipend Increase
- Conduct "Compensation Process and Expectations for Calculating Raises" Roadshows
- Double Time for Emergency Pay

## Community

- Develop Plan for Enterprise Volunteer Opportunities

## Physical

- Walk the Floor of Your Store

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# Successes



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# FY26 Action Items



Q1, Q7 & Q9

**Action Item 1:** Leaders to schedule and conduct regular informal 1:1 feedback sessions with direct reports

**Action Item 2:** Establish standardized role expectations by job level to promote consistency and transparency



Q3 & Q5

**Action Item 3:** 90% Attendance for Leads & Above to attend Gallup training on Conversations that Drive Performance/Conversations that Matter

**Action Item 4:** Deliver customized training for 50% of departments



Q8 & CQ1

**Action Item 5:** Develop & communicate a standardized plan for cascading information

**Action Item 6:** Executives/Directors to hold quarterly round table sessions for existing employees, one round table session for Tenured Employees.

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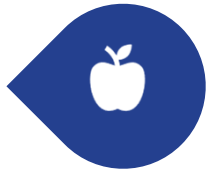
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## Action Item 7: Implement Low Hanging Fruit



1. Make All Job Descriptions Accessible to All Employees
2. Create and Release Department Org Charts and Responsibility Summaries



3. Address 4-10 and Hybrid Schedules
4. Develop formalized system for employees to sign up for individual Gallup Strengths Coaching Sessions



5. Revisit Vacation Time Usage
6. Communicate Status on Action Items Quarterly

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# Questions?

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<b>Meeting Date:</b>	<u>August 28, 2025</u>	<b>Agenda Type:</b>	<u>Items for Future Action</u>
<b>From:</b>	<u>Michael Short, P.E.</u> Director of Engineering	<b>Reviewed by:</b>	<u>Michael Short, P.E.</u> Director of Engineering
<b>Submitted by:</b>	<u>Mark Steelman</u> Chief Operations Officer	<b>Approved by:</b>	<u>Ryan Kelso</u> Chief Executive Officer

**RECOMMENDED ACTION:** Review and Discuss the 2025 Water Resource Plan Prepared by Arcadis U.S., Inc. and Dated August 2025

## BACKGROUND

In 2018, New Braunfels Utilities (“NBU”) completed its first formal water resource plan. A water resource plan is a planning document used to help manage our water supply needs now and into the future.

In response to changes in water demand driven by our growth and the significant effort to obtain additional water supplies since 2018, we have rewritten the entirety of the 2018 Water Resource Plan. The 2025 Water Resource Plan (“WRP”), prepared by Arcadis U.S., Inc., is the culmination of three years of effort focused on stewardship and resiliency.

The 2025 Water Resource Plan outlines:

- Our progress since our 2018 WRP
- NBU’s current and projected water supply portfolio
- Historical and forecasted water demand trends
- Conclusion and Recommendations

This plan will serve as a guide for our long-term water supply decisions and help ensure a resilient water supply for our service area for the next 50 years.

This item is being presented to the Board as a preliminary briefing in anticipation of future action, due to its substantial influence on shaping future water supply needs. This item will be formally discussed and considered for receipt during the September Board meeting.

## FINANCIAL IMPACT

The 2025 Water Resource Plan has no direct financial impact. However, some recommendations in the WRP may require separate Board action at a later date.

## **LINK TO STRATEGIC PLAN**

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### **Stewardship**

## **EXHIBITS**

---

1. Presentation – 2025 Water Resource Plan

# 2025 Water Resources Plan

## Executive Summary

August 28, 2025



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# Agenda

1. Water Resource Planning at NBU
2. Current Water Supplies
3. Water Supply Availability
4. Demand Projections
5. Triple Bottom Line Assessment of Water Supplies
6. Recommendations

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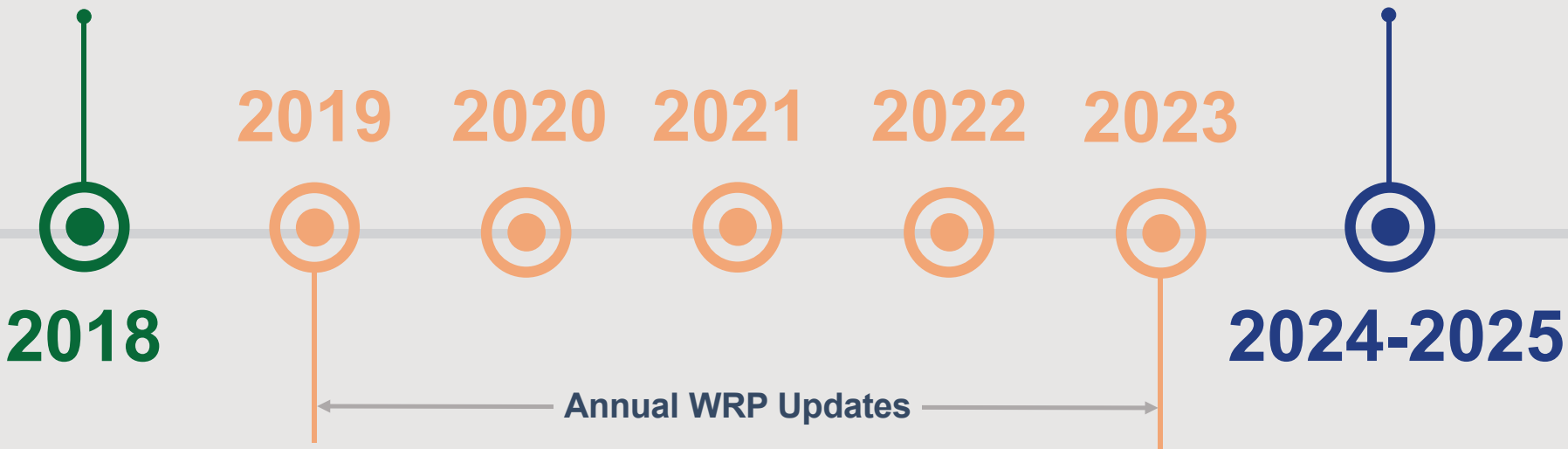
# Water Resource Planning at NBU

**NBU's 1<sup>st</sup> Long-Range Water Resources Plan Completed**

Focused on securing additional supply

**New Water Resources Plan**

Focused on extending the life of current supplies through efficiency



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# Definitions of Key Terms

<b>Authorized Water</b>	The volume of water for which NBU has an existing contract, permit, or approval to use. For water from the Trinity Aquifer, capacity is used as there are no associated permits for that supply.
<b>Firm Water</b>	The authorized volume with all curtailments applied; the amount that NBU could use during worst case drought conditions (worse than the drought of record [DOR]). This is different from the state's use of the term to represent water that would be available during a repeat of the DOR.
<b>Authorized Deliverable Water</b>	The volume of water that NBU can treat and distribute without drought restrictions in place; the minimum of infrastructure capacity and volume of authorized water for each water supply.
<b>Firm Deliverable Water</b>	The volume of water that NBU can treat and distribute with the most stringent drought restrictions in place; the minimum of infrastructure capacity and firm water.

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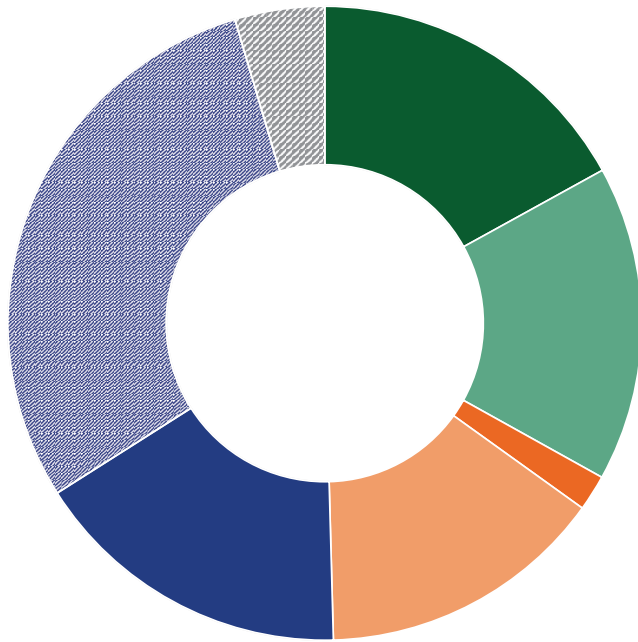
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# Current Water Supplies – Authorized Volumes



Hatched = Undeliverable

- Edwards Aquifer Wells (9,269 AFY deliverable) = 17%
- Trinity Aquifer Wells including Copper Ridge (8,784 AFY deliverable) = 16%
- Green Valley Special Utility District (1,000 AFY deliverable) = 2%
- GBRA's Gonzales Carrizo Water Supply Project (8,000 AFY deliverable) = 15%
- Surface Water: Canyon Reservoir + Run-of-river = 45%  
(8,967 AFY deliverable; 16,055 AFY undeliverable)
- City of Seguin (2,500 AFY undeliverable) = 5%

**Max Volume Authorized, as of 2025 – 54,575 AFY**

**Max Volume Deliverable, as of 2025 – 36,020 AFY**

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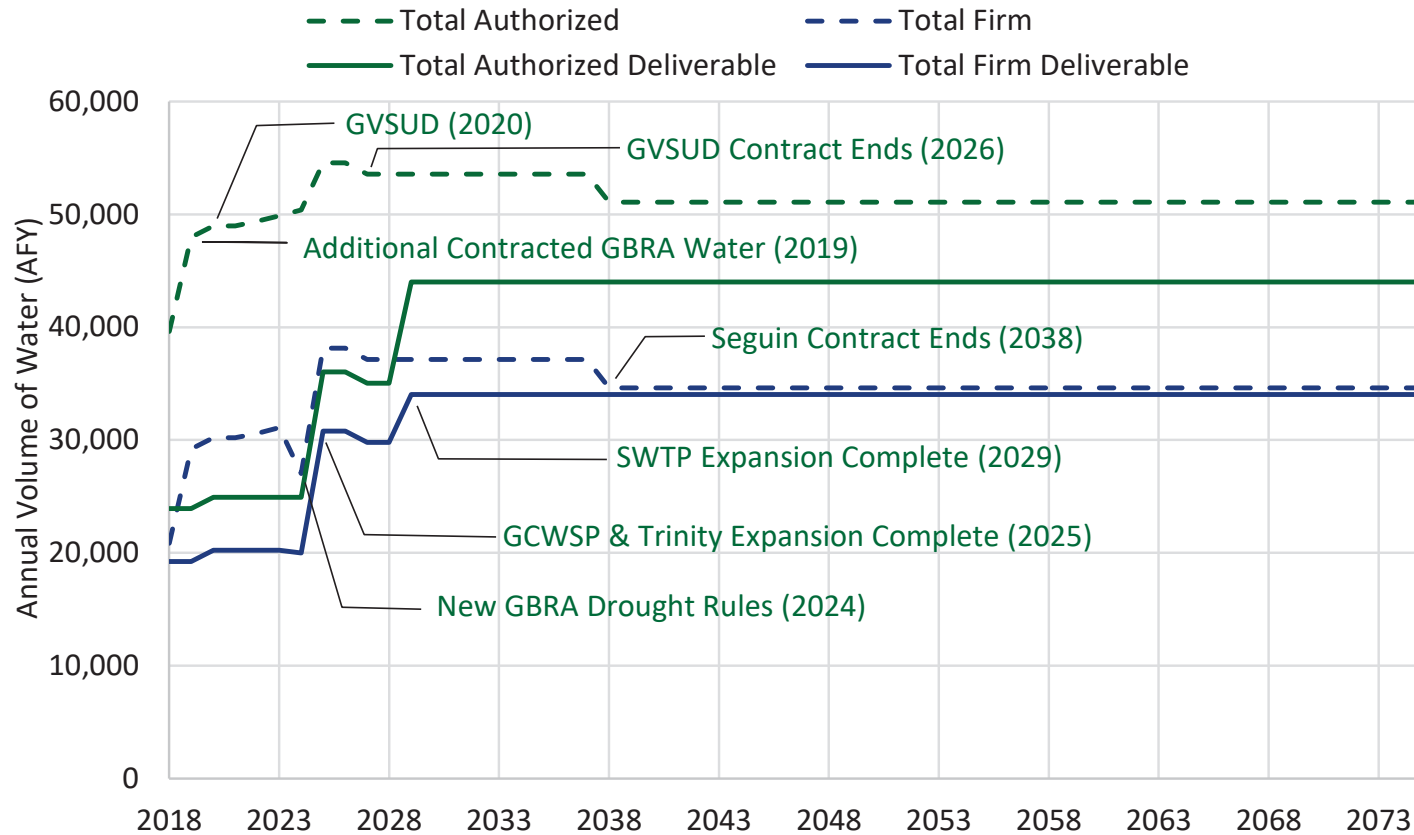
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# Water Supply Availability



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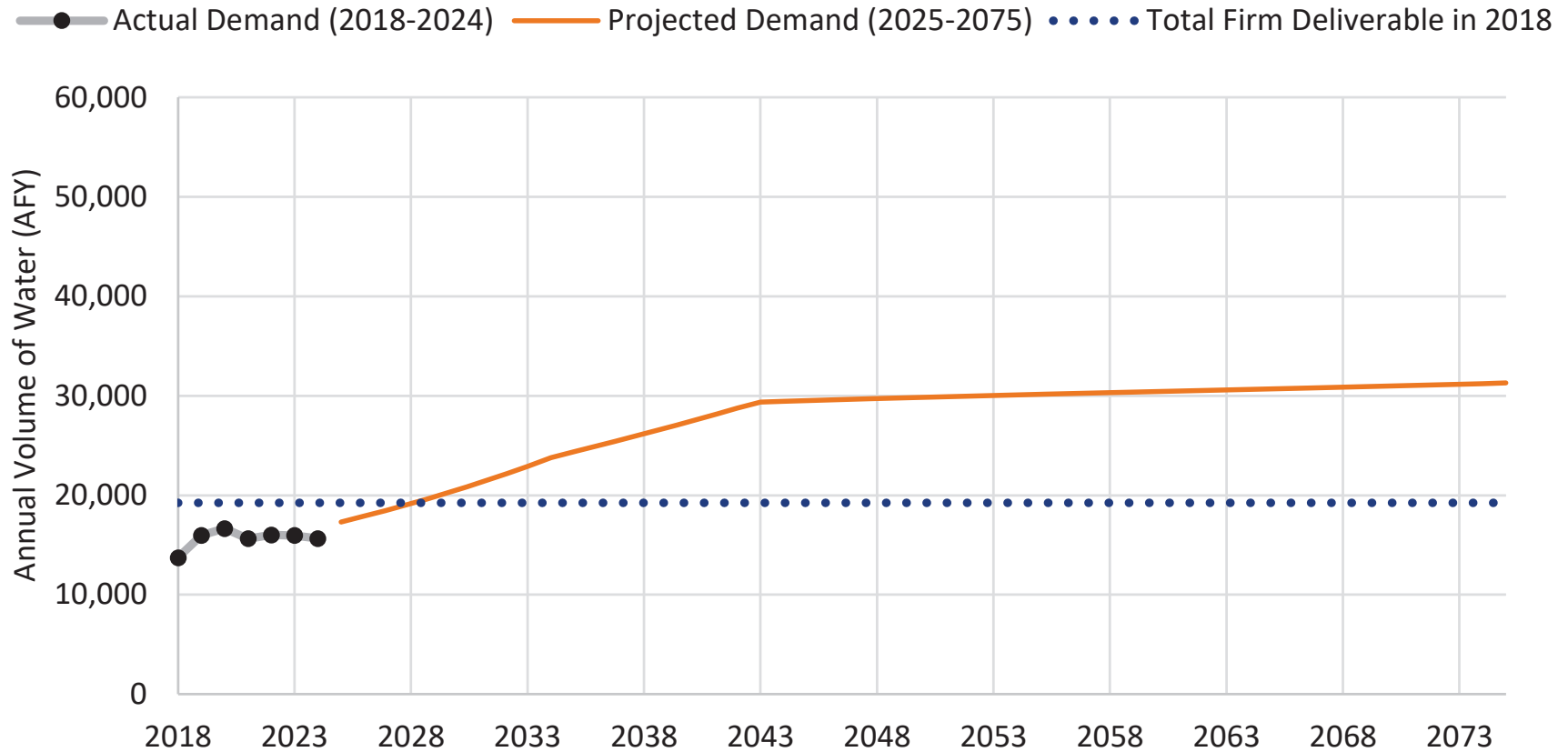
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# Projected Demand Would Have Exceeded Supply...



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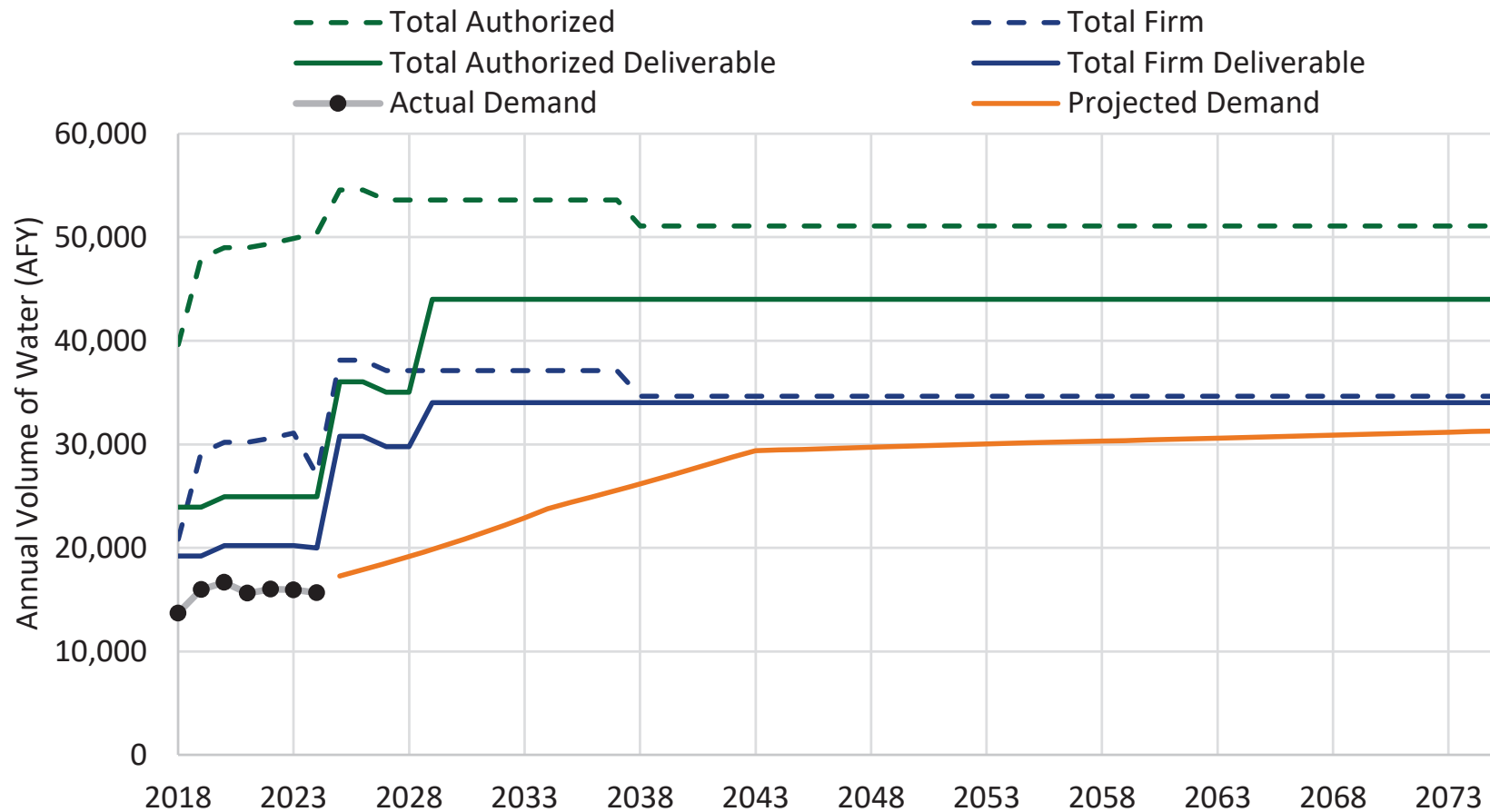
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# ...But Planning Has Ensured Continued Availability



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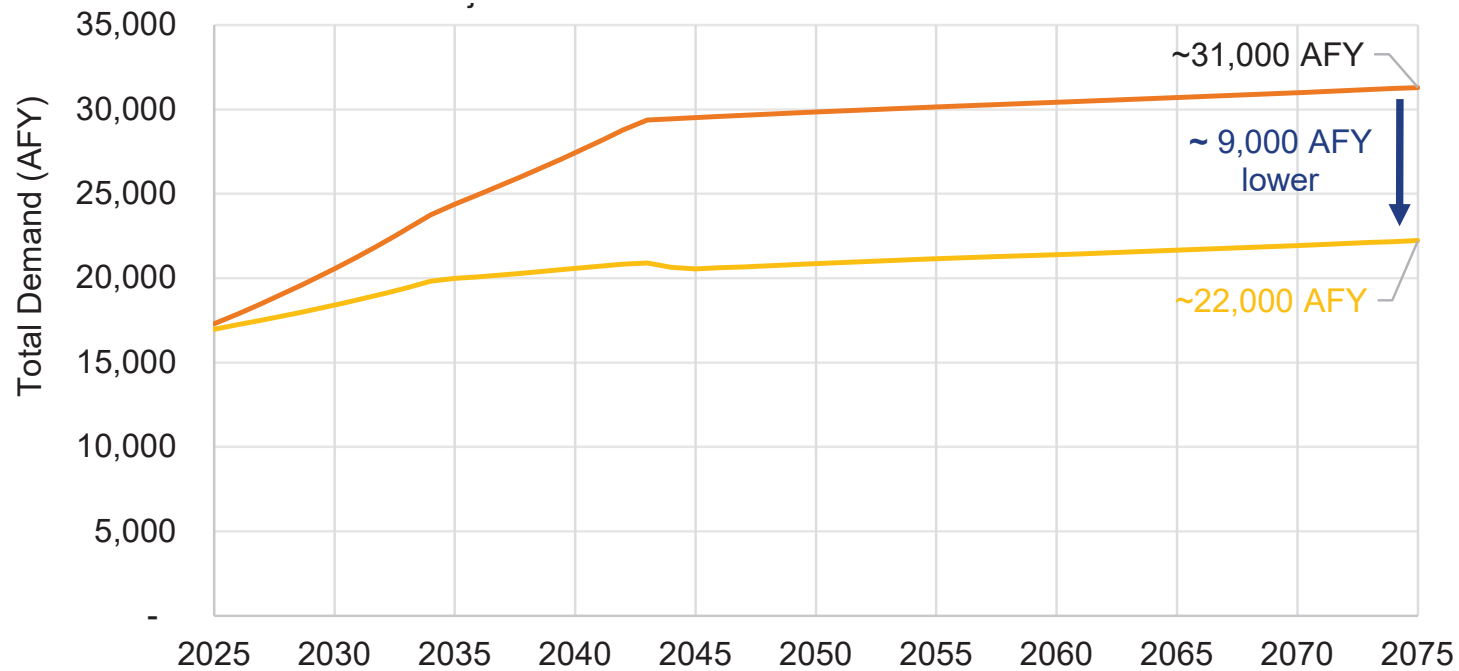
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# Conservation Can Reduce Demand Further



Current (2024)	130 gpcd (10-yr. avg.)	
NBU goal (2040)	118 gpcd (10-yr. avg.)	
Projected Demand Scenario (2031)	118 gpcd (10-yr. avg.)	✓ Goal achieved
Projected Demand with Enhanced Conservation Scenario (2030)	115 gpcd (10-yr. avg.)	✓ Goal achieved

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# Triple Bottom Line Assessment of Water Supplies

Criteria	Weight
<b>Economic Criteria: Being Good Stewards of Public Funds</b>	
Annualized capital and O&M costs per AF compared to other water supplies being considered	10%
Firm volume of water or additional capacity provided	8%
Ease of treatment, transmission, and operation relative to other supplies being considered	8%
Time required for the supply to come online	8%
<b>Social Criteria: Being Good Stewards Towards the Community</b>	
Impact to customer groups or stakeholders	5%
Support of community's social goals	10%
Supply sustainability and resilience	10%
Regulatory, legal, or public acceptance complexities	8%
<b>Environmental Criteria: Being Good Stewards of Regional Natural Resources</b>	
Impact on regional water resources	10%
Impact of the water supply and/or required construction activities on receiving water quality or terrestrial and aquatic habitats	15%
Power required for transmission, treatment, and distribution	8%

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# Water Supply Recommendations

- Continue to pursue the Aquifer Storage and Recovery (“ASR”) program.
- Pursue a bed-and-banks permit.
- Plan for a South Surface Water Treatment Plant (“SWTP”).
- Continue to evaluate potential future supplies, including additional Edwards Aquifer water rights.
- Explore options for the water contracted from the City of Seguin, including cancellation of the contract or sale or lease of the rights.
- WaterSECURE does not provide the same level of value to NBU as other potential supplies.

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# Water Management Recommendations

- Continue development of a more formal (but flexible) water management / operational strategy for existing supplies.
- Regularly review Water Resources Plan, water portfolio, and potential opportunities.
- Stay in regular communication with current and potential water suppliers.
- Continue to implement water conservation and demand management measures from NBU's 2024 Water Conservation Plan and consider incentives for customers implementing on-site (decentralized) water reuse.

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# 2025 Water Resources Plan

## Questions?

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**Meeting Date:** August 28, 2025

**Agenda Type:** Consent Items for Action

**From:** Jill Barney  
Project Manager

**Reviewed by:** Nancy Pappas  
Managing Director, Headwaters  
at the Comal

**Submitted by:** Ragan Dickens  
Chief Communications  
Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** 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

## BACKGROUND

On March 31, 2016, the New Braunfels Utilities (“NBU”) Board approved a Construction Manager at Risk Contract (“CMAR”) contract with Thos. S. Byrne, Inc. (“Byrne”) for the construction of the Comal Springs Conservation Center, now called the Headwaters at the Comal. The Guaranteed Maximum Price (“GMP”) amendment to the CMAR for Phase One of the Master Plan was completed within the GMP of \$5,600,000.00.

On February 23, 2023, the NBU Board approved the execution of an amendment to the CMAR contract for Phase Two of the Master Plan to include site work and the building envelope. The original amount of that amendment was \$5,406,714.00. Due to a delay in the execution of the contract not in Byrne's control, NBU staff requested at the June 27, 2024, Board meeting approval of a change order totaling \$154,644.00. This would bring the total of GMP #2 to \$5,561,358.00. Also, approved at the June 27, 2024, Board Meeting was GMP #3, totaling \$1,862,485.00, for additional scope of work for the exterior of the building. On October 31, 2024, the NBU Board approved the execution of GMP #4, totaling \$4,344,513.00, for the building interior finish out and additional landscaping. On January 30, 2025, the NBU Board approved the execution of GMP #5 for the Klingemann Parking Lot.

New Braunfels Utilities has included funding for the final phase of the Project in Fiscal Year 2026 and Fiscal Year 2027 capital budgets. The scope of work includes, but is not limited to, renovation of existing structures, sitework, and the site improvement components listed in Exhibit C – Contract Documents List. This is being referred to as GMP #6. The total cost impact of GMP #6 is \$10,932,472.00.

NBU Staff requests the Board approve the GMP #6 with Byrne for the project.

This item is being presented to the Board because the total amount of the contract exceeds \$250,000.00.

## **FINANCIAL IMPACT**

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The total financial impact to NBU for GMP #6 is \$10,932,472.00. This is being budgeted from the NBU Fiscal Year 2026-2027 Capital Budget.

## **LINK TO STRATEGIC PLAN**

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### **Stewardship**

## **EXHIBITS**

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1. A133 Exhibit A-2019-1660 Phase III
2. A133 Exhibit B Cost Estimate and Clarifications
3. A133 Exhibit C Contract Documents



HEADWATERS  
AT THE COMAL™

**AIA Document A133**  
**2019 Exhibit A**  
**GMP #6**



# NBU-Headwaters at the Comal

## Phase 3

## Construction Costs

Item 1.

DATE	ITEM	Construction Costs	NBU Contributions	Community Contributions
FY2011-FY2015	Due Diligence, Planning and Design	\$ 2,000,000.00	\$ 2,000,000.00	
FY2016-FY2018	Phase 1 Restoration Work (GMP#1)	\$ 5,600,000.00	\$ 3,942,998.00	\$ 1,657,002.00
FY2018-FY2019	Archaeological Mitigation - excavation	\$ 821,930.00	\$ 821,930.00	
FY2018-FY2019	archaeological Mitigation - public outreach	\$ 75,638.00	\$ 75,638.00	
		<b>\$ 8,497,568.00</b>	<b>\$ 6,840,566.00</b>	<b>\$ 1,657,002.00</b>
FY2023-FY2024	Phase 2 Building Envelope & Site work (GMP #2)	\$ 5,406,714.00	\$ 4,000,000.00	\$ 1,406,714.00
FY2023-FY2024	PCCO #1 Archaeology Delays	\$ 154,644.00		\$ 154,644.00
FY2023-FY2024	Phase 2 Security, Lighting & Landscape (GMP #3)	\$ 1,862,485.00		\$ 1,862,485.00
FY2025	Phase 2 Building Finish-out (GMP #4)	\$ 4,344,513.00	\$ 2,044,513.00	\$ 2,300,000.00 (NBEDC)
FY2025	Parking Area (GMP #5)	\$ 1,108,164.00	\$ 708,164.00	\$ 400,000.00 (TCEQ grant)
		<b>\$ 12,876,520.00</b>	<b>\$ 6,752,677.00</b>	<b>\$ 6,123,843.00</b>
FY2026-FY2027	Phase 3 Master Plan Completion	\$ 10,932,742.00	\$ 10,932,742.00	tbd
		<b>\$ 32,306,830.00</b>	<b>\$ 24,525,985.00</b>	<b>\$ 7,780,845.00</b>

Phase 1

Phase 3

Phase 2 + parking

Item 1.



Item 1.



LAKE FLATO

# Comal Headwaters Conservation Center

Item 1.







Item 1.

170



# Questions?

Item 1.

