



**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
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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”) Totaling Approximately 2.069 Acres of Real Property On, Over, and Across Veramendi Precinct 22A Unit 1, Lot 1, Block 77, New Braunfels, Texas in Connection With the Hueco Springs Substation Project for the Amount of \$395,000 Plus Closing Costs; (ii) the CEO or His Designee to Execute Any and All Documents Necessary to Effectuate the Sale Thereof; and (iii) Other Matters in Connection Therewith

13. Authorize the CEO or His Designee to Negotiate and Execute a Cooperative Agreement for Maintenance and Support for the Hosted Unified Communication System with RingCentral, Inc., Entering into the Agreement through its Agent, Avaya LLC
14. Authorize the CEO or His Designee to Negotiate and Execute an AIA Amendment to the Professional Services Agreement with Marmon Mok Architecture for the NBU Headquarters Facility Project, Located on a 76-Acre Tract of Property at the Intersection of Engel Road and IH 35, for Additional Design, Permitting, and other Services
15. Authorize the CEO or His Designee to Negotiate and Execute 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