

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

**1:00 P.M.  
THURSDAY, JUNE 29, 2023  
NBU BOARD ROOM  
263 MAIN PLAZA, NEW BRAUNFELS, TEXAS 78130**

Board President Judith Dykes-Hoffmann opened the meeting at 1:03 pm. A quorum of the NBU Board was present.

**PRESENT**

Board President Judith Dykes-Hoffmann, Board Vice President Wayne Peters, Board Trustee John Harrell, Board Trustee Yvette Villanueva Barrera, and Mayor Neal Linnartz

**ABSENT**

None

**NBU PERSONNEL**

Ian Taylor, Ryan Kelso, Dawn Schriewer, Connie Lock, Melissa Krause, David Hubbard, Greg Brown, and Laura Rivers

**NBU CONSULTANTS**

None

**PLEDGE AND INVOCATION**

Board Trustee Yvette Villanueva-Barrera led the pledge of allegiance and offered the invocation.

**PUBLIC COMMENT**

None

**ITEMS FROM THE CHAIR**

- 1. Recognition of Chief Executive Officer Ian Taylor**  
The Board recognized Chief Executive Officer Ian Taylor for his years of service.
- 2. Review and Discuss the Proposed New Braunfels Utilities Board of Trustees Application Form**  
Board Vice President Wayne Peters provided information on the New Braunfels Board of Trustees Application that will be provided to the City of New Braunfels City Secretary.
- 3. Governance Committee Update Regarding the Search Process for the Successor of the Current Chief Executive Officer**  
Board Vice President Wayne Peters provided information on the search process for the successor of the current Chief Executive Officer. After review of Request for Proposals was placed, it was recommended that the Board move forward with Baker Tilly's proposal.
- 4. Election of Secretary to the NBU Board of Trustees**

Current Chief Executive Officer Ian Taylor serves as the Secretary to the NBU Board of Trustees. With his retirement, a new Secretary to the NBU Board of Trustees must be elected.

Board Trustee John Harrell made a motion and Board Trustee Yvette Villanueva Barrera seconded the motion to approve Ryan Kelso, Interim Chief Executive Officer, as the Secretary to the NBU Board of Trustees. The vote was unanimous.

## **RETIREMENTS AND RECOGNITIONS**

### **1. Retirement Recognitions**

CEO Ian Taylor recognized Denise Cordova who retired with 21 years of dedicated service to New Braunfels Utilities and Orlando Pena who retired with 40 years of dedicated service to New Braunfels Utilities.

## **ITEMS FROM STAFF**

### **1. CEO'S Update**

CEO Ian Taylor shared information on the 2024 – 2025 Rate Plan Mass Media Communication plan. The plan included employee training sessions on the new rate plan and difference between the current and new plans. The plan also included an external communication plan to ensure customers are aware of the rate changes to include bill inserts, direct mail, newspaper inserts along with digital advertising.

### **2. Financial Update and Report**

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

### **3. Quarterly Capital Update**

Chief Operations Officer Ryan Kelso provided an update on the quarterly capital update.

### **4. Legislative Update**

Chief of Staff Laura Rivers provided an update on the 88<sup>th</sup> Legislative Session.

## **CONSENT ITEMS FOR ACTION**

**Board Trustee John Harrell made a motion and Mayor Neal Linnartz seconded the motion to approve the Consent Items for Action as follows: #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, #15, #16, #17, #18, #19, and #20. The vote was unanimous.**

1. Approve Minutes of the NBU Regular Board Meeting of May 23, 2023
2. Approve the Public Calamity Exemption Log from April 15, 2023, through May 15, 2023
3. Approve the Change Order Log from April 15, 2023, through May 15, 2023
4. Approve the Reports for Water and Electric Engineering Contracts from August 1, 2022, through May 15, 2023
5. Approve the Electric Line of Business Alternative Procurements from April 15, 2023, through May 15, 2023
6. Approve Proposed Revisions to the NBU Board Governance Policies
7. Approve Resolution #2023-173 Requesting the Approval of the First Amendment to the Note Purchase Agreement with J.P. Morgan Chase Bank, National Association in Connection with

the “City of New Braunfels, Texas Utility System Commercial Paper Notes, Series 2019A and Series 2019B,” and Resolving Other Matters Incident and Related Thereto

8. Authorize CEO or His Designee to Negotiate and Execute a Cooperative Agreement with ConvergeOne, Inc. for Additional User Licenses for the Duo Multi-Factor Authentication Platform
9. Authorize the CEO or His Designee to Negotiate and Execute a Cooperative Agreement with Optimum Modern Software Solutions, Inc. for Additional Smartsheet Licenses
10. Authorize the CEO or His Designee to Negotiate and Execute a Contract with Optimum Consulting Services, LLC to Design and Implement NBU’s Portfolio and Project Management System Utilizing the Smartsheet Platform
11. Authorize the CEO or His Designee to Negotiate and Execute a Buy Board Cooperative Contract with Reliance Truck and Equipment, LLC for the Purchase of a Truck Mounted Closed-Circuit Television Sewer Inspection System
12. Authorize CEO or His Designee to Negotiate and Execute a Construction Contract with Pesado Construction Company for the Construction of the I-35 Water Line (Downtown) Project
13. Authorize CEO or His Designee to Negotiate and Execute a Construction Contract with Pesado Construction Company for the Construction of the Solms Lift Station Expansion Project
14. Authorize CEO or His Designee to Negotiate and Execute a Construction Contract with Argo Utilities, LLC for the Construction of the Guadalupe-Blanco River Authority Interconnect Metering Station Project
15. Authorize CEO or His Designee to Negotiate and Execute a Third Amendment to the Professional Services Agreement with Merrick & Company for the Design of the Weltner Road Ground Storage Tank and Pump Station Project
16. Authorize CEO or His Designee to Negotiate and Execute a Second Amendment to the Professional Services Agreement with Freese and Nichols, Inc. for the Design of the Landa Pump Station Phase II Project
17. Authorize CEO or His Designee to Negotiate and Execute a Materials Agreement with Brenntag Southwest, Inc. for the Purchase of Water and Wastewater Chemicals
18. Authorize CEO or His Designee to Negotiate and Execute a Materials Agreement with Pennco, Inc. for the Purchase of Water and Wastewater Chemicals
19. Authorize CEO or His Designee to Negotiate and Execute a Materials Agreement with Polydyne, Inc. for the Purchase of Water and Wastewater Chemicals
20. Authorize CEO or His Designee to Negotiate and Execute a Materials Agreement with DPC Industries, Inc. for the Purchase of Water and Wastewater Chemicals

## **ACTION ITEMS**

**1. Discuss and Consider Authorizing the CEO or His Designee to Negotiate and Execute an Interlocal Agreement with City of New Braunfels and Guadalupe-Blanco River Authority for the One Water Program**

Board Trustee John Harrell made a motion and Board Trustee Yvette Villanueva Barrera second the motion to authorize the CEO or his Designee to negotiate and execute an Interlocal Agreement with the City of New Braunfels and Guadalupe-Blanco River Authority for the One Water Program.

**EXECUTIVE SESSION**

Board President Judith Dykes-Hoffmann recessed the Open Session at 3:09 pm and announced that the Board would go into an Executive Session meeting. The Executive Session included Power Supply Resources – Competitive Matters; Consultation with Attorney Regarding Matters Protected by Attorney Client Privilege; and Personnel Matters. The Executive Session was opened at 3:16 pm and closed at 5:50 pm.

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

**ADJOURN**

There was no further business and Board President Judith Dykes-Hoffmann adjourned the meeting at 5:51 pm.

***Attest:***

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*Judith Dykes-Hoffmann, President*  
*Approved*

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

*Date Approved: August 31, 2023*