



Meeting Date: October 29, 2026 **Agenda Type:** Consent Items for Action

From: Anna Melton **Reviewed by:** Kimberly DaCosta
Procurement Manager Director of Financial Services

Submitted by: Jessica Williams **Approved by:** Ryan Kelso
Chief Financial Officer Chief Executive Officer

RECOMMENDED ACTION: Approve the Change Order Log from August 15, 2026, through September 15, 2026

BACKGROUND

The Board of Trustees approved the NBU Purchasing Policy on May 26, 2026. 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 director or department manager, as appropriate, 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 Procurement Manager for the period of August 15, 2026, through September 15, 2026.

FINANCIAL IMPACT

Change orders less than \$50,000:

Item #	Project Name	Description of Work	Vendor	Change Order #	Cost Change in \$ +/-
1	Infrastructure Replacement Package 3 (UEG)	Asphalt pavement adjustment	Pesado Construction Company	2	21,919.35
2	South Kuehler Interceptor Phase 1	Sable Circle privacy fence	Pesado Construction Company	6	2,652.00
3	Gruene Rd Sewer Main Rehabilitation/Relocation	Owner's Contingency - Cost of striping Gruene Road per CoNB request for full-width paving	Spiess Construction Co., Inc.	9	0.00

4	NBU Headquarters	Contingency Request for the additional labor, material, equipment, and supervision for (1) framing, sheetrock, tape, float and painting for the hard lid ceilings that were added at the Maintenance Building and Custodial rooms, and the furr-out added at the column in the Office Building room	SpawGlass	CTR 019	8,664.00
5	NBU Headquarters	Contingency Request for the labor and material to install 2x4 black ACT ceiling tile above the black ceiling grid in all rooms/locations that have the ACG1 and ACG2 ceiling types in order to meet fire/smoke barrier requirements	SpawGlass	CTR 020	19,798.00
6	Headwaters	Emory Sedge in Sunken Garden	Byrne Construction	PCO 028	2,758.61
7	NBU Headquarters	Owner Contingency Request for the additional labor, material, equipment, and supervision for all added flannery at window locations, and rework at coffee bar location walls to add receptacles at floors B2, B3, and B4	SpawGlass	OCT 32	36,072.00
8	NBU Headquarters	Steel allowance transfer to infill the 14-1/4" gaps located at staircase 4	SpawGlass	OAT 006	3,287.00
9	NBU Headquarters	Contingency Request for the labor, material, equipment, and supervision to excavate / clear the 5' fence line area between the NBU HQ property and the Magnolia Supervision	SpawGlass	OCT 38	32,436.00
10	NBU Headquarters	Contingency Request for the ability to use the service elevator for construction use for 8 months	SpawGlass	CTR 22	33,586.00

11	NBU Headquarters	Contingency Request for the labor and material to install shower tile in the Office Building Area C men's and women's locker rooms, and in the Maintenance Building	SpawGlass	CTR 21	19,420.00
Total increase/(decrease) in change orders less than \$50,000:					\$180,592.96

Change orders more than \$50,000:

Item #	Project Name	Description of Work	Vendor	Change Order #	Cost Change in \$ +/-
1	Trinity Expansion Well Field	Deduction change order removing bid items that were not needed	Kutscher Drilling, LTD	3	(201,225.00)
Total change orders more than \$50,000:					(\$201,225.00)

LINK TO STRATEGIC PLAN

Infrastructure and Technology

EXHIBITS

None