

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

**1:00 P.M.
Thursday, April 24, 2025
NBU Board Room
263 MAIN PLAZA, NEW BRAUNFELS, TEXAS 78130**

Board President Wayne Peters opened the meeting at 1:00 p.m. A quorum of the NBU Board was present.

PRESENT

Board President Wayne Peters, Board Vice President Judith Dykes-Hoffmann, Board Trustee Yvette Villanueva Barrera, and Board Trustee Stuart Blythin

ABSENT

Mayor Neal Linnartz

NBU PERSONNEL

Ryan Kelso, Ragan Dickens, Greg Brown, Dawn Schriewer, Rocio Gallegos, Mark Steelman, Sheila Lavender, David Hubbard
Bob Figuly, Rachel Leier, Nancy Pappas, Reagan Pena, Adriana Sanchez, Carlos Salas, Mike Short, Jason Theurer, John Warren, Larry Aguilar, Kenneth Allen, Doug Clifton, Jessica Coleman, Andrew Cummings, Becca Graham, David Guerrero, Jr., Bruce Haby, Kimberly Huffman, Jeffrey Jones, Jesse Luna, Brent Lundmark, Jeffrey Morriss, Missy Quent, Pamela Tarbox, Gregory Thomas, Jacob Tschoepe, Peter Vanderstoep, Joe Vargas, Adam Willard

NBU CONSULTANTS

Duane Westerman (Samco); Charlie Hickman (Guadalupe Blanco River Authority)

PLEDGE AND INVOCATION

Board Trustee Stuart Blythin led the Pledge of Allegiance and offered the invocation.

NBU EMPLOYEE RECOGNITION

1. Retirement Recognition of Hector Montanez

CEO Ryan Kelso recognized Hector Montanez, who retired with almost 27 years of dedicated service to NBU.

PUBLIC COMMENT

There were no public comment requests.

ITEMS FROM THE CHAIR

1. **Report from the Investment Committee**

Board Vice President Judith Dykes-Hoffmann provided an update from the Investment Committee meeting that took place on April 24, 2025. Items discussed included a safety minute provided by John Warren, a market update, an update on the Series 2025 Bond issuance, and the proposed updates to the Days Cash on Hand requirements in the Financial Policy.

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

Board President Wayne Peters thanked all of the staff who worked on the successful NBU HQ groundbreaking on April 23rd. Additionally, he shared that the Mayfair community sent an invitation to the Board for their Mayfest event, which will be held on May 10th.

ITEMS FROM STAFF

1. **CEO Update**

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

a. **Leadership Announcement of Position Changes: Director of Customer Solutions, Andrew Cummings; Electric Operations, Manager Coby Henk; and Water Operations Manager, Doug Clifton**

NBU announced the promotions of Andrew Cummings, who will serve as the Director of Customer Solutions, Coby Henk, who will serve as the Electric Operations Manager, and Doug Clifton, who will serve as the Water Operations Manager.

b. **NBU Employee Rocio G. Hilliard Invited to Participate in the University of Idaho's Energy Executive Course**

Rocio G. Hilliard, NBU Chief of Staff, has been accepted to participate in the University of Iowa's Energy Executive Course this summer.

c. **CEO Roadshow: Presentations at New Braunfels Lions Club and Comal County Commissioners Court**

In April, CEO Ryan Kelso presented the State of NBU to the New Braunfels Lions Club and a Water Supply Diversification presentation to the Comal County Commissioners Court.

d. **OneWater Events: Building in the Texas Hill Country workshop; Texas Water Conference Panel Moderator on Regional Discussion of OneWater**

OneWater's Robin Gary was invited to highlight OneWater concepts, components for success, and what OneWater looks like in action at both the Building in the Texas Hill Country workshop and at a Texas Water Conference Panel's Regional Discussion of One Water.

e. Conservation and Customer Solutions Events: Agrifest Booth Hosted by Comal County Master Gardeners; Vintage Oaks Xeriscape Fair; Thru the Chute Race Participant

The NBU Conservation and Customer Solutions team hosted booths at Agrifest, hosted by the Comal County Master Gardeners.

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

*No additional items were discussed.

2. Financial Update and Report

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

3. Quarterly Strategic Goal and Annual Priorities Update

Program Portfolio Manager Jacob Tschoepe provided an update on the Quarterly Strategic Goal and Annual Priorities.

4. Monthly NBU Headquarters Progress Update

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

5. NBU Community Advisory Panel Update Regarding the Rate Plan Design Process for Water, Wastewater, and Electric Rates

Chief of Staff Rocio G. Hilliard introduced Kimberly Britton with Britton Strategies, who provided an update on the progress of the NBU Community Advisory Panel meetings regarding the Rate Plan Design Process for Water, Wastewater, and Electric Rates.

CONSENT ITEMS FOR ACTION

Trustee Stuart Blythin made a motion, and Board Vice President Judith Dykes-Hoffmann seconded the motion to approve the Consent Items for Action as follows: #1, #2, #3, #4, #5, and #6. The vote was unanimous.

1. Approve Minutes of the NBU Regular Board Meeting of March 27, 2025
2. Approve the Change Order Log from February 15, 2025, through March 15, 2025
3. Approve the Reports for Water and Electric Engineering Contracts from February 15, 2025, through March 15, 2025
4. Approve the Electric Line of Business Alternative Procurements from August 1, 2024, through March 15, 2025
5. Authorize the CEO or His Designee to Negotiate and Execute a Construction Contract with R.L. Jones, LP, for the Construction of the Simon Street Water and Wastewater Improvements Project
6. Authorize the CEO or His Designee to Negotiate and Execute AIA Document G802-2017, Amendment to the Professional Services Agreement between New Braunfels Utilities and Lake|Flato Architects, Inc. for (i) Formalization of Additional Service Requests (“ASRs”)

from Project Inception to Present; (ii) Extension of Phase 2 Construction Administration; (iii) Completion of Phase 3 Construction Documentation, Phase 3 Construction Administration, and Extension of Phase 3 Construction Administration; and (iv) Additional Services for Completion of Phase 4 Construction Documentation, Phase 4 Permitting, and Phase 4 Construction Administration

ACTION ITEMS

1. **Discuss and Consider Adoption of Resolution #2025-195 Relating to the Issuance of the “City of New Braunfels, Texas Utility System Revenue Refunding Bonds, Series 2025” and Resolving Other Matters Related Thereto**

Board Vice President Judith Dykes-Hoffmann made a motion, and Board Trustee Yvette Barrera Villanueva seconded the motion to Adopt Resolution #2025-195 Relating to the Issuance of the “City of New Braunfels, Texas Utility System Revenue Refunding Bonds, Series 2025” and Resolving Other Matters Related Thereto. The vote was unanimous.

2. **Discuss and Consider Approval and Authorization to Select the Underwriting Team for the City of New Braunfels, Texas, Utility System Revenue Refunding Bonds, Series 2025**

Trustee Stuart Blythin made a motion, and Board Vice President Judith Dykes-Hoffmann seconded the motion to Approve and Authorize the Selection of the Underwriting Team for the City of New Braunfels, Texas, Utility System Revenue Refunding Bonds, Series 2025. The vote was unanimous

PRESENTATIONS

1. Presentation on Status of Gonzales Carrizo Water Supply Project

Charlie Hickman, with the Guadalupe Basin River Authority (GBRA), provided a status update on the Gonzales Carrizo Water Supply Project. The information included interim and permanent solutions to the plant design.

EXECUTIVE SESSION

Board President Wayne Peters recessed the Open Session at 2:08 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, and/or Matters Protected by Attorney-Client Privilege (Section 551.071 – Texas Government Code): a. Discuss Legal Matters Relating to Gonzales Carrizo Water Supply Project; Deliberation Regarding Security Devices or Security Audits (Section 551.089 – Texas Government Code): Deliberate Security Assessments or Deployments Relating to Information Resources Technology, Network Security Information, and the Deployment or Implementation of Critical Utility Infrastructure

The Executive Session was opened at 2:12 p.m. and closed at 3:26 p.m.

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

The Regular Session resumed at 3:26 p.m., and the following actions were taken relating to the Executive Session as described above.

1. Board Vice President Judith Dykes-Hoffmann made a motion, and Board Trustee Stuart Blythin seconded the motion to terminate the Treated Water Sharing Agreement effective August 19, 2024, by and between Guadalupe Blanco River Authority, New Braunfels Utilities, and City of Lockhart and direct the CEO or his designee to effectuate the termination. The vote was unanimous.

ADJOURN

There was no further business, and Board President Wayne Peters adjourned the meeting at 3:27 p.m.

Attest:

Wayne Peters, President
Approved

Ryan Kelso, Secretary of the Board
Chief Executive Officer

Date Approved: May 29, 2025