



Meeting Date: February 26, 2026 **Agenda Type:** Consent Items for Action

From: Jessica Coleman **Reviewed by:** John Warren
Financial Planning and Director of Financial Planning
Analysis Manager and Analysis

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

RECOMMENDED ACTION: Authorize the CEO to Negotiate and Execute a Professional Services Agreement with Terreno Services, Inc. for Wireless Transmitter Leasing Program Consulting and Management Services

BACKGROUND

New Braunfels Utilities (“NBU”) has existing long-term antenna lease agreements that allow various wireless carriers to attach to NBU towers and structures in exchange for rent. Although the management of antenna leases is not an NBU primary business, the lease of space provides an opportunity for additional revenue.

In 2020, NBU staff reviewed the then existing antenna lease agreements and found it difficult to ascertain relevant industry information in order to assess: (i) fair market rent, (ii) the frequency and amount by which a typical lease escalates, (iii) fair prices for antenna lease buyouts, (iv) common lease terms, and (v) proposed rent reductions. In order to optimize the additional revenue potential, NBU staff required the services of an experienced consultant to assist with the marketing and management of the NBU Wireless Transmitter Leasing Program.

On August 27, 2020, the NBU Board approved an agreement with Terreno Services, Inc. (“TSI”) for wireless consulting services and antenna management. The agreement initially expired on August 31, 2021, and included provisions for automatic renewal for up to four (4) successive terms.

In September 2025, NBU issued a Request for Proposals for wireless consulting services and antenna management (“the Antenna Lease RFP”). NBU received two proposals in response to the Antenna Lease RFP that were evaluated based on (i) organization, information, and experience, (ii) references, and (iii) cost proposal. NBU staff met to discuss and review proposals for wireless consulting services and antenna management and recommended that the contract be awarded to Terreno Services, Inc. (“TSI”) as its proposal was determined to be the most advantageous to NBU, considering the evaluation criteria included in the Antenna Lease RFP. TSI will act on behalf of NBU to navigate the intricacies of antenna lease management and engage with existing and future wireless leasing contract holders to ensure NBU obtains optimal lease rates.

The agreement with TSI will be effective for a period of one (1) year from January 29, 2026, to January 28, 2027, and shall automatically renew for up to four (4) successive one-year terms, unless either party provides written notice of its intent to terminate the agreement prior to the expiration of any term.

NBU staff recommends that the NBU Board approve a Professional Services Agreement with TSI. This Agreement is being presented to the Board because the total amount of the Agreement exceeds \$250,000.00.

FINANCIAL IMPACT

TSI shall be compensated a management fee equal to thirty percent (33%) of the monthly “gross receipt” collected by NBU from lease or rental agreements executed or modified during the term of the agreement and from renewal(s) hereof. “Gross receipt” is defined as all revenues and any associated fees collected by NBU from leases or rental agreements managed by TSI. The total compensation for TSI shall not exceed the lesser of \$300,000 or 33% of the gross receipt for the initial term and shall not exceed \$1,500,000 for the duration of the Agreement.

LINK TO STRATEGIC PLAN

Financial Excellence

EXHIBITS

1. Bid Evaluation Matrix – RFP 25-0091 – Wireless Transmitter Leasing Program Management

Bid Evaluation Matrix				
Item	Criteria	Possible Points	Alta	Terreno
1.	Organization, Information, and Experience	50	40.00	50.00
2.	References	20	12.0	20.0
3.	Cost	30	30.0	29.2
	Total Score	100	82.0	99.2

2. Professional Services Agreement with Terreno Services, Inc.