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**Meeting Date:** January 25, 2024      **Agenda Type:** Consent Items for Action

**From:** Laura Rivers      **Reviewed by:** Laura Rivers  
Chief of Staff      Chief of Staff

**Submitted by:** Laura Rivers      **Approved by:** Ryan Kelso  
Chief of Staff      Interim Chief Executive Officer

**RECOMMENDED ACTION:** Authorize Interim CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Britton Strategies LLC., for the Community Advisory Panel for Planning, Facilities and Project Management Services

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## **BACKGROUND**

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This Professional Services Agreement (the “Agreement”) between New Braunfels Utilities (“NBU”) and Britton Strategies LLC is to provide facilitation services for all Community Advisory Panel (the “CAP”) related meetings, and leadership strategic planning consultations.

On August 31, 2023, the NBU Board of Trustees approved Resolution #2023-176 establishing the Community Advisory Panel, which is tasked with reviewing certain NBU initiatives, including but not limited to, NBU’s Integrated Resource Plan (the “IRP”), the drought ordinance, and the Fiscal Year 2026-2027 Rate Plan.

Properly staffing and supporting the CAP is necessary to meet the ever-growing demands of an expanding marketplace, customer expectations, and the challenges facing the utility.

NBU staff request that the Board of Trustees approve the Agreement with Britton Strategies LLC.

This item is being presented to the Board because the total amount of the Agreement exceeds \$250,000.

## **FINANCIAL IMPACT**

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The term for this agreement begins on February 1, 2024, with one automatic renewal, not to extend past January 31, 2026. This agreement will not exceed \$554,784, for CAP services and \$211,652, for additional services, for a total of \$766,436.

## **LINK TO STRATEGIC PLAN**

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### **Customers and Community**

## **EXHIBITS**

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1. Professional Services Agreement with Britton Strategies LLC