



**CITY OF NEW BRAUNFELS, TEXAS
WATERSHED ADVISORY COMMITTEE
MEETING
TEJAS ROOM
550 LANDA STREET**



TUESDAY, OCTOBER 28, 2025 at 3:00 PM

AGENDA - AMENDED

1. CALL TO ORDER

2. ROLL CALL

- A) WAC Member and City Staff Introduction [25-1349](#)
- B) Elect Committee Vice-Chair position [25-1348](#)

3. APPROVAL OF MINUTES

- A) Approval of Meeting Minutes for October 22, 2024 for the [25-1341](#) Watershed Advisory Committee meeting.

4. CITIZENS' COMMUNICATIONS

This time is for citizens to address the Committee on issues and items of concerns not on this agenda. There will be no Committee action at this time.

5. STAFF REPORT

- A) Presentation of Drainage Area Master Plan [25-1339](#)
- B) Presentation of Watershed Program Updates [25-1359](#)

6. ADJOURNMENT

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

10/28/2025

Agenda Item No. A)

PRESENTER:

Phillip Quast, Watershed Supervisor

SUBJECT:

WAC Member and City Staff Introduction

DISCUSSION:

As this will be the first WAC meeting for several of the committee members, the committee members and city staff will each provide a brief introduction. WAC members will include their experiential appointment background in their introduction (see excerpt below).

Excerpt from WAC bylaws:

“...one (1) engineer; one (1) developer; one (1) landscape planner, architect or arborist; one (1) member representing the business community; one (1) member representing biological or environmental interests; two (2) citizen-at-large; and two (2) representatives from different homeowner’s associations. The City Council may appoint two persons at-large who are citizens of the city, in lieu of any of the previously listed qualified persons ETJ membership on the committee shall be limited to three total members.”

10/28/2025

Agenda Item No. B)

PRESENTER:

Hank Crippen, WAC Chair

SUBJECT:

Elect Committee Vice-Chair position

DISCUSSION:

Elect Committee Chair and Vice-Chair positions as outlined by WAC bylaws.

Excerpt from WAC bylaws:

Section 4.1 Election of Officers

The Chairman of the Committee shall be appointed by the Mayor. At the first meeting of the Committee, the members shall elect a vice-chairman and any other officers that the Committee deems appropriate. The officers elected by the Committee will serve a term of one year. No member may serve in more than one officer position at a time. Officers cannot serve in the same office position for more than three (3) consecutive terms.

Section 4.2 Duties of Officers

Section 4.2.1 Chair

The Chair shall preside and participate at all meetings of the Committee, shall appoint sub-committee chairs, and shall have the authority to appoint sub-committee members. In addition to these duties, the Chair has the same rights and responsibilities as the other members of the Committee.

Section 4.2.2 Vice-Chair

The Vice-Chair shall assist the Chair as needed and shall serve as the presiding officer in the absence of the Chair. In addition to these duties, the Vice Chair has the same rights and responsibilities as the other members of the Committee.

BYLAWS OF
WATERSHED ADVISORY COMMITTEE
FOR THE CITY OF
NEW BRAUNFELS, TEXAS

ARTICLE I
Name

The name of this organization shall be the Watershed Advisory Committee (WAC).

ARTICLE II
Duties

The Committee shall review information and material with regard to stormwater, water, and watershed issues and make recommendations to the City Council concerning the same. Specifically, the Committee will:

- (1) Serve as the federally mandated stormwater advisory committee and perform the functions of such committee pursuant to the federal stormwater regulations;
- (2) Provide advice to the City Council on capital improvement projects involving stormwater and watershed matters;
- (3) Provide advice in the development or review of a drainage criteria manual;
- (4) Provide advice to the Council on regional watershed issues; and
- (5) Distribute information to the public and keep it informed on watershed matters and issues.

ARTICLE III
Membership

Section 3.1 Appointments:

The Committee shall consist of nine (9) stakeholder representatives from within the City limits or the City's Extraterritorial Jurisdiction (ETJ). In making appointments to the Committee, the City Council shall attempt to appoint members with experience in each of the following areas: one (1) engineer; one (1) developer; one (1) landscape planner, architect or arborist; one (1) member representing the business community; one (1) member representing biological or environmental interests; two (2) citizen-at-large; and two (2) representatives from different homeowner's associations. The City Council may appoint two persons at-large who are citizens of the city, in lieu of any of the previously listed qualified persons ETJ membership on the committee shall be limited to three total members.

Section 3.2 Qualifications:

A member of the WAC shall have a demonstrated interest in stormwater, water, and watershed issues, reside in New Braunfels or its extraterritorial jurisdiction, and be designated as an appointee for one of the named categories listed above.

Section 3.3 Terms:

Each of the stakeholder representatives shall serve a three-year term and the terms will be staggered. At the first meeting of the Committee, the members shall draw for terms so that three (3) members shall serve a one-year term, three (3) members shall serve a two-year term, and three (3) members shall serve a three-year term. Thereafter, any stakeholder representative appointed or reappointed to the Committee shall serve a three-year term unless the appointment is to fill an unexpired vacant term. The members of the Committee shall serve at the pleasure of the City Council, and a majority of the City Council may remove a member of the Committee at any time and for any reason.

ARTICLE IV Officers

Section 4.1 Election of Officers

The Chairman of the Committee shall be appointed by the Mayor. At the first meeting of the Committee, the members shall elect a vice-chairman and any other officers that the Committee deems appropriate. The officers elected by the Committee will serve a term of one year. No member may serve in more than one officer position at a time. Officers cannot serve in the same office position for more than three (3) consecutive terms.

Section 4.2 Duties of Officers

Section 4.2.1 Chair

The Chair shall preside and participate at all meetings of the Committee, shall appoint sub-committee chairs, and shall have the authority to appoint sub-committee members. In addition to these duties, the Chair has the same rights and responsibilities as the other members of the Committee.

Section 4.2.2 Vice-Chair

The Vice-Chair shall assist the Chair as needed and shall serve as the presiding officer in the absence of the Chair. In addition to these duties, the Vice Chair has the same rights and responsibilities as the other members of the Committee.

Section 4.2.3 Other Officers

The Committee may, by majority vote, create any additional officer position that they may deem appropriate. At the time the committee creates an additional officer position, it shall clearly define the duties of said office. All officers of the committee must be appointed from the membership of the Committee and, in addition to the duties of any office that they may be elected to, all officers of the

Committee shall retain the same rights and responsibilities as the other members of the Committee.

Section 4.2.4 Terms of Officers

Each officer appointed by the committee shall hold their office for one (1) year. All resignations from an office shall be submitted in writing to the Chair. Any resignation or removal from the Committee shall constitute a resignation from an office of the Committee. Officers appointed by the Committee cannot serve in the same position for more than three (3) consecutive terms. No member may serve in more than one officer position at a time.

ARTICLE V Meetings

Section 5.1 Date, Time and Place of Meetings

The Committee shall, by majority vote, set the time and place of its regular meetings. Meetings shall be held in the municipal building of the City of New Braunfels unless notice of a different location is given.

Section 5.2 Open Meetings

All meetings shall be held in accordance with the Texas Open Meetings Act.

Section 5.3 Special Meetings

The Chair or a majority of the Members of the Committee may call a special meeting of the Committee if they provide at least ninety-six (96) hours written notice to the members of the Committee. Additionally, to ensure compliance with the Texas Open Meetings Act, the above-mentioned notice must also be provided to the City Secretary of the City of New Braunfels at least ninety-six (96) hours before the time the meeting is to begin.

Section 5.4 Quorum

A majority of the members (five) of the Committee shall constitute a quorum.

ARTICLE VI Sub-Committees

Sub-committees may be created or abolished by a majority vote of the Committee. The Chair of the Committee shall appoint all sub-committee chairs. In consultation with sub-committee Chairs, the Chair shall appoint the members of the sub-committees. Any person interested in the mission and purpose of the Committee may be appointed to a sub-committee, provided that at least one member of the Committee must be appointed to each sub-committee. The rules governing the conduct of the Committee's meetings shall also govern those of its sub-committees.

ARTICLE VII
Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these bylaws. The Committee shall conduct themselves in accordance with the City Charter of the City of New Braunfels and the laws of the State of Texas.

ARTICLE VIII
Indemnification

The Committee and committee members are covered by Ordinance No. 2010-14, as amended from time to time.

ARTICLE X
Bylaws

The Committee may, by majority vote, establish bylaws, rules, and procedures for the administration of Committee business. These bylaws may be amended at any regular or special meeting of the Committee by a majority of the Committee, and provided that all of the members were given fifteen (15) days prior written notice of the amendment. No amendment adopted by the Committee shall in any way conflict with any City ordinance or resolution of the City Council. No amendment adopted by the Committee shall become effective until approved by the City Council.

ADOPTED this _____ day of _____, 2021.



Chair

ATTEST:

Secretary

10/28/2025

Agenda Item No. A)

PRESENTER:

Hank Crippen, WAC Chair

SUBJECT:

Approval of Meeting Minutes for October 22, 2024 for the Watershed Advisory Committee meeting.

DISCUSSION:

Please review the attached meeting minutes drafted during the October 22, 2024 WAC meeting prior to the October 28, 2025 meeting.

City of New Braunfels, Texas

550 Landa Street



Minutes

Tuesday, October 22, 2024

3:30 PM

City Hall - Tejas Room

Watershed Advisory Committee

AGENDA

1. CALL TO ORDER

The Watershed Advisory Committee Chair, Hank Crippen called this meeting to order at 3:32pm.

2. ROLL CALL

Watershed Advisory Committee members present: Aleta Meyer, Alexander Morvant, Hank Crippen, Craig Wilson, Gian Carlo Villarreal, and Toni Carter.

City Staff members present: Watershed Supervisor, Phillip Quast; River and Watershed Manager, Amy Niles; Watershed Inspector, Henry Beenenga; River Operations Specialist, Katie Johnson, Assistant City Engineer, Carly Farmer; and Assistant Capital Project Manager, Claudia O'Connell.

3. APPROVAL OF MINUTES

A)

Approval of Meeting Minutes for November 30, 2023 for the Watershed Advisory Committee meeting.

[Minutes18-Oct-2024-10-06-19](#)

The meeting minutes from the November 30, 2023, Watershed Advisory Committee Meeting, were motioned for approval by Craig Wilson and seconded by Gian Carlo Villarreal. The minutes were approved unanimously.

4. CITIZENS' COMMUNICATIONS

This time is for citizens to address the Committee on issues and items of concerns not on this agenda. There will be no Committee action at this time.

There was no citizen's communication at this meeting.

5. STAFF REPORT

A)

Presentation of Drainage Area Master Plan

Staff from Freese and Nichols presented to the committee the Drainage Area Master Plan for the City of New Braunfels. Project Manager, Elliot Poduska, began the presentation with introductions and a brief outline of the project goals. Poduska went on to state the

deliverables of this project: a prioritized list of regional flood control projects, a floodplain study and remapping for 66 streams within the City's ETJ, to enhance public education and create web access to the floodplain information and create a preliminary study of watershed outside of the ETJ. Public outreach and utilizing the public to gather more information on floodplain issues are key elements of this plan. Poduska shared the online public solicitation platform where the public could add comments and notify Freese and Nichols staff of their concerns. Poduska stated they received about 40 comments, and it was a good exercise to do considering they received valuable information from the public. APM and Modeling Lead, Blaine Laechelin, discussed modeling and mapping of Task 1, Critical Streams like Alligator Creek and the Four Mile Creek, and Task 2, the 62 other streams within the ETJ – 18 of which are in coordination with the Guadalupe Blanco River Authority (GBRA). Laechelin then identified Task 3, the future studies outside of the ETJ, where they would identify flood hazards. Laechelin stated that they connected with the City of New Braunfels to see where flooding has affected certain areas and projects over the years. Poduska stated they want to be as transparent as possible and emphasized how important it is to do the public outreach. Watershed Advisory Committee Chair, Hank Crippen asked the guest speakers if they had any project examples they could talk about. Poduska replied that a current project example is the headwaters of Alligator Creek, and future projects could include constructing a pond in the upper third part of the watershed and looking at land that could be potential City parks. Assistant City Engineer, Carly Farmer, reiterated that these areas have not been confirmed to be parks, but are being looked at proactively to identify areas of concern. Committee member Alexander Morvant asked if there were additional projects that were not ponds. Poduska stated yes and explained that creeks could be widened and undeveloped land could be expanded to increase the flood zone. Senior Advisor, Kim Patak stated that now that they know the modeling and mapping, the next step is to understand why flooding is happening and what the ripple effects are.

Committee member Aleta Meyer asked the guest speakers if there are grants or if they offer financial assistance to the City for these projects. Poduska stated that they do help with funding and criterion types. Crippen asked how many residents were being affected by water surface elevation increase. Patak replied that they can only make assumptions right now and don't have the numbers yet. In conclusion, Crippen stated that he believes this is a great idea and a

proactive approach.

B)

Presentation of MS4 Permit and Stormwater Management Program Update

Watershed Supervisor, Phillip Quast presented to the committee a brief overview of the Municipal Separate Storm Sewer System (MS4). The sewer system is designed to route stormwater away from developed areas and toward intended locations such as detention basins and natural waterways. Quast explained that as of the 2020 census New Braunfels is a Level 3 MS4 Operator. TCEQ is switching to a “Comprehensive General Permit” approach which means that there will be no longer be a Stormwater Management Plan submitted to TCEQ for approval, but a City-wide program that municipalities will be required to meet. This new permitting process has eight Minimum Control Measures: Public Education and Outreach, Public Involvement, Illicit Discharge Detection and Elimination, Construction Stormwater Management, Post-Construction Stormwater Management in New Development and Redevelopment, Pollution Prevention and Good Housekeeping for Municipal Operations, Impaired Waters, and Construction Where MS4 is Site Operator. Quast explained that about 90% of what the City of New Braunfels has been doing can be transferred to the new permit, stating that the City is currently meeting the majority of the new requirements. Quast briefly explained each MCM and what TCEQ expected to see. Committee member Aleta Meyer stated that San Marcos has a watershed awareness week that she believes the City should look into as something the City of New Braunfels could implement as well. Quast added that the Regional Stormwater Conference would take place in New Braunfels on January 25th, 2025.

C)

Presentation of Dry Comal Creek and Comal River Watershed Protection Plan Update

Watershed Supervisor, Phillip Quast, presented to the committee an update on the Watershed Protection Plan (WPP). The WPP is a coordinated framework for implementing prioritized and integrated water quality protection and restoration strategies driven by environmental objectives. It is a 10-year implementation plan that began in 2018, with main focuses on outreach and education for residents as well as pilot programs for best management practices, waste reduction, and removal. Quast gave an update on the In-Pipe Filtration System Pilot Program, stating that this is the first time

something of this nature will be done and tested in the City of New Braunfels. The filtration program will be able to test the water going in and test the water going out to study the differences. Grant funding from TCEQ is funding this pilot program and in return will get water quality data that they can collect and study. Quast played a short clip of how the filtration system works. Committee member Craig Wilson asked what the life span was for one of these filters. Quast replied that they should last 6 months to a year since we do not get as much rain as other regions. Wilson also asked if private developers were implementing these filtration systems. Quast stated that they are not currently required to add them. Lastly, Quast explained the recent Watershed Protection Plan campaign that was active in the past river season, sharing that a video and other ads promoting water quality and bacteria reduction were played in the local movie theaters and on social media platforms.

6. ITEMS FOR NEXT AGENDA

Drainage Area Master Plan for the City of New Braunfels Update
MS4 Update
WPP Update
Deer population survey and management proposal

7. ADJOURNMENT

10/28/2025

Agenda Item No. A)

PRESENTER:

Freese and Nichols Representative

SUBJECT:

Presentation of Drainage Area Master Plan

DISCUSSION:

City staff and consultants have been working together to create a Drainage Area Master Plan (DAMP) for the City of New Braunfels. The goal of the plan is to provide a better understanding of local flood patterns during high water events to city staff and residents. Consultants Freese and Nichols will provide a summary presentation of the current state of the DAMP and a brief history of the project.

<https://newbraunfels.gov/3552/Drainage-Area-Master-Plan-DAMP>

10/28/2025

Agenda Item No. B)

PRESENTER:

Phillip Quast, Watershed Supervisor

SUBJECT:

Presentation of Watershed Program Updates

DISCUSSION:

City staff will provide a brief update on the following programs managed by the River and Watershed division: Dry Comal Creek and Comal River Watershed Protection Plan (WPP), Edwards Aquifer Habitat Conservation Plan (EAHCP), and the Municipal Separate Stormwater Sewer System (MS4).