



# **MEETING MATERIALS**

**March 23, 2011**

**San Jacinto River Authority Office**



## **Agenda Item 2**

Review and approve minutes of October 6, 2010 and  
January 5, 2011 meetings.



**MINUTES  
REGION H WATER PLANNING GROUP MEETING  
10:00 A.M.  
OCTOBER 6, 2010  
LONE STAR CONVENTION AND EXPO CENTER  
9055 FM 1484  
CONROE, TEXAS**

**MEMBERS PRESENT:** Roosevelt Alexander, Jun Chang, Reed Eichelberger, Mark Evans, Art Henson, John Hofmann, John Howard, Gena Leathers, Glynn Leiper, Ted Long, Ron Neighbors, Jimmie Schindewolf, William Teer, Steve Tyler, Danny Vance, C. Harold Wallace, and Pudge Willcox

**DESIGNATED ALTERNATES:** Mary Carter for John Bartos, Charles Dean for John Blount, Jim Sims for Robert Bruner, Mike O'Connell for Bob Hebert, Tom Michel for Marvin Marcell

**MEMBERS ABSENT:** Robert Istre and James Morrison

**NON-VOTING MEMBERS PRESENT:** Wayne Ahrens, Temple McKinnon, and Melinda Silva

**PRESIDING:** Ron Neighbors, Vice-Chair

**CALL TO ORDER PUBLIC MEETING AT 10:10 A.M.**

**MINUTES OF AUGUST 4, 2010 MEETING**

The minutes for the August 4, 2010, meeting were presented. Motion was made by Mr. Vance; seconded by Mr. Wallace, to approve the minutes as presented. The motion carried unanimously.

(Mr. Evans began presiding at 10:15 A.M.)

**RECEIVE PUBLIC COMMENTS ON SPECIFIC ISSUES RELATED TO AGENDA ITEMS 4-6**

No comments were made by the public.

**RECEIVE PRESENTATION FROM CONSULTANT TEAM AND TEXAS WATER DEVELOPMENT BOARD (TWDB) ON STATUS OF REGIONAL WATER PLAN SUBMITTAL**

Mr. David Parkhill with AECOM gave a short status report on activities related to Region H. He then introduced Mr. Philip Taucer. Mr. Taucer updated the group on Region H activities since the last meeting. He discussed the submittal of the Plan to the TWDB on August 26, 2010, and the Infrastructure Finance Report (IFR), including the surveys and changes to the Plan. Mr.

Parkhill continued with an update on the status of the Senate Bill 3 (Environmental Flows) process, including the timeline since the creation of the Environmental Flows Advisory Group and appointment of the Basin and Bay Expert Science Team (BBEST). He briefly discussed the flow regime recommendations of the BBEST and the Stakeholder Committee and the work plan for same. He stated that the Texas Commission on Environmental Quality (TCEQ) is working on proposed rules related to environmental flows. Mr. Parkhill discussed TCEQ's rulemaking activities and closed by discussing the history of House Bill 1763 and the adopted Groundwater Management Areas (GMAs) in Region H.

### **RECEIVE PRESENTATION FROM SCOPING COMMITTEE REGARDING LEGISLATIVE RECOMMENDATIONS AND PREPARATION FOR 2016 PLANNING ROUND**

Mr. Evans stated that the Scoping Committee was appointed after the last meeting. He recognized the members appointed: Marvin Marcell (Chair), Jimmie Schindewolf, Pudge Willcox, Danny Vance, and Gena Leathers. Mr. Evans updated the group on the outcome of the conference call held to discuss the three tasks assigned to the committee. The tasks assigned were to: (1) consider the scope for the next round of planning; (2) coordinate the development of a request for qualifications for selecting consultant services for the next round of planning; and (3) recommend any legislative issues for special report from the Region H Planning Group.

Mr. Evans stated that the committee went through the tasks and recommended that a letter be sent to the Governor, Speaker, and Lieutenant Governor with certain legislative recommendations, including a request that the TWDB be given funding to be allocated specifically for regional water planning. He then briefly discussed the Request for Statement of Qualifications to prepare the 2016 Regional Water Plan for the Region H Water Planning Group. He discussed the selected process with the group and stated this is the same process as previously used to select a consultant team. Mr. Schindewolf stated that the committee meeting was productive, and he thanked Mr. Houston for his help with the process and his involvement with Region H.

Motion was made by Mr. Neighbors to approve the Request for Statement of Qualifications and to authorize Mr. Evans to sign the proposed letters to the Governor, Speaker, and Lieutenant Governor; seconded by Mr. Vance. The motion carried unanimously.

### **RECEIVE PRESENTATION FROM THE HARRIS-GALVESTON SUBSIDENCE DISTRICT ON THEIR REGULATORY PLAN REVIEW**

Mr. Tom Michel presented an update on the Harris-Galveston Subsidence District's Regulatory Plan Review. Mr. Michel discussed the importance of the project to Region H, the need for same, and the changing landscape with regional water authorities since 1999. He discussed the sponsors and focus area of the project. Mr. Mike Reedy with Freese & Nichols, Inc., discussed the project study area, stakeholder involvement, the schedule, challenges and opportunities, and other details related to the project. Mr. Reedy continued by discussing the current status of the project and the future direction and goals of same. In closing, Mr. Michel briefly discussed how the study will be used to support an update of the District's Regulatory Plan. Mr. Neighbors

discussed the long range plan and continual work needed. He discussed the previous and current regulations, possible recommended changes, and factors for consideration.

### **AGENCY COMMUNICATIONS AND GENERAL INFORMATION**

Temple McKinnon gave the agency report for the TWDB. She stated that their Data Team completed their review of the Plan submitted by Region H. A summary of same will be sent to Mr. Houston.

### **RECEIVE PUBLIC COMMENTS**

No public comments received.

### **NEXT MEETING:**

January 5, 2011  
San Jacinto River Authority  
General and Administration Building  
1577 Dam Site Road  
Conroe, Texas 77304

**ADJOURNED AT 10:45 A.M.**





**MINUTES**  
**REGION H WATER PLANNING GROUP MEETING**  
**10:00 A.M.**  
**JANUARY 5, 2011**  
**SAN JACINTO RIVER AUTHORITY**  
**GENERAL AND ADMINISTRATION BUILDING**  
**1577 DAM SITE ROAD**  
**CONROE, TEXAS**

**MEMBERS PRESENT:** John R. Bartos, John Blount, Robert Bruner, Jun Chang, Reed Eichelberger, Mark Evans, Art Henson, John Hofmann, John Howard, Robert Istre, Gena Leathers, Ted Long, Marvin Marcell, Ron Neighbors, Jimmie Schindewolf, William Teer, Steve Tyler, Danny Vance, C. Harold Wallace, and Pudge Willcox

**DESIGNATED ALTERNATES:** Mike O'Connell for Bob Hebert

**MEMBERS ABSENT:** Roosevelt Alexander, Glynn Leiper, and James Morrison

**NON-VOTING MEMBERS PRESENT:** Temple McKinnon and Jamie Schubert

**PRESIDING:** Mark Evans, Chair

**CALL TO ORDER PUBLIC MEETING AT 10:35 A.M.**

**MINUTES OF OCTOBER 6, 2010 MEETING**

Consideration and approval of the minutes for the October 6, 2010, meeting was deferred.

**ACCEPT RESIGNATION OF ROOSEVELT ALEXANDER AS A VOTING MEMBER OF THE REGION H WATER PLANNING GROUP REPRESENTING THE PUBLIC**

Mr. Houston stated that Mr. Alexander submitted a letter of resignation as a voting member of the Region H Water Planning Group. Mr. Bartos recognized Mr. Alexander's role as one of the original members of the Group. Motion was made by Mr. Wallace; seconded by Mr. Henson. The motion carried to accept the resignation of Mr. Roosevelt Alexander as a voting member of the Region H Water Planning Group representing the public.

**RECEIVE PUBLIC COMMENTS ON SPECIFIC ISSUES RELATED TO AGENDA ITEMS 4 THROUGH 6**

Mr. Dan Davis, representing the Lake Conroe Communities Network (LCCN) stated that he met with Judge Sadler and they both wanted to express appreciation for the Group's efforts in working to update the population data in the effort of acquiring additional water supplies. He stated that *Lone Star Water Smart* information, including the Montgomery County Water Conservation Study is posted on the websites of Montgomery County Municipal Utility District No. 8 and the LCCN. Mr. Davis briefly discussed the main recommendations of that study.

**RECEIVE PRESENTATION FROM AECOM REGARDING STATEMENT OF QUALIFICATIONS TO PREPARE REGIONAL WATER PLAN FOR THE REGION H WATER PLANNING GROUP**

Mr. David Parkhill with AECOM discussed their current role and commitment to Region H. He then introduced Mr. Jason Afinowicz. Mr. Afinowicz discussed AECOM's project experience, including AECOM's understanding of the program, challenges, objectives identified to provide a comprehensive plan and approach and strategies to prepare the 2016 Regional Water Plan for the Region H Water Planning Group. Mr. Parkhill wrapped up the presentation by discussing AECOM's commitment to Region H and the desire to continue the opportunity. Mr. Parkhill and Mr. Afinowicz responded to questions from the Group members.

Mr. Evans announced that there would be a ten minute recess before proceeding to the next presentation.

**RECEIVE PRESENTATION FROM FREESE AND NICHOLS, INC., REGARDING STATEMENT OF QUALIFICATIONS TO PREPARE REGIONAL WATER PLAN FOR THE REGION H WATER PLANNING GROUP**

Mr. Jeff Taylor and Mr. Mike Reedy were introduced to the Group. Mr. Taylor began with an overview of Freese and Nichols and their team. Mr. Reedy continued by discussing their project experience, along with the firm's capabilities and available resources. Mr. Taylor supplemented Mr. Reedy's comments by highlighting staff's experience and leadership capabilities. Mr. Taylor and Mr. Reedy responded to questions from the Group.

Mr. Evans announced that there would be a five minute recess.

**CONSIDER AND TAKE ACTION TO SELECT A CONSULTANT TEAM TO PREPARE THE 2016 REGIONAL WATER PLAN FOR THE REGION H WATER PLANNING GROUP**

Mr. Houston explained the voting process that would be used to select the consultant team to prepare the 2016 Regional Water Plan for the Region H Water Planning Group. He stated that the Scoping Committee wanted to ensure a fair process, so careful consideration was given to establishing a method of voting that did not create a bias in favor of either firm. Mr. Houston explained that the process had been discussed with the Attorney General's office and received a favorable response. All members were given two cards – one card for AECOM and one for Freese and Nichols. All voting members voted simultaneously by holding up the card of the firm they wished to select, and a count of the votes was taken. The count was confirmed by Mr. Houston and his staff. The result of the vote was eighteen votes for Freese and Nichols and three votes for AECOM, thus selecting Freese and Nichols as the consultant team to prepare the 2016 Region Water Plan for the Region H Water Planning Group.

## **AGENCY COMMUNICATIONS AND GENERAL INFORMATION**

Temple McKinnon gave the agency report for the TWDB. She briefly discussed funds remaining at the conclusion of the planning efforts, the release of same, and the application process to pursue the remaining funds.

### **NEXT MEETING:**

Tentatively set for April 6, 2011  
San Jacinto River Authority  
General and Administration Building  
1577 Dam Site Road  
Conroe, Texas 77304

**ADJOURNED AT 12:45 A.M.**



## **Agenda Item 7**

Receive presentation from Consultant Team and Texas Water Development Board regarding the process for and preparation of an application for a Regional Water Planning Grant from the Texas Water Development Board for funding of the fourth round of regional water planning for Region H.





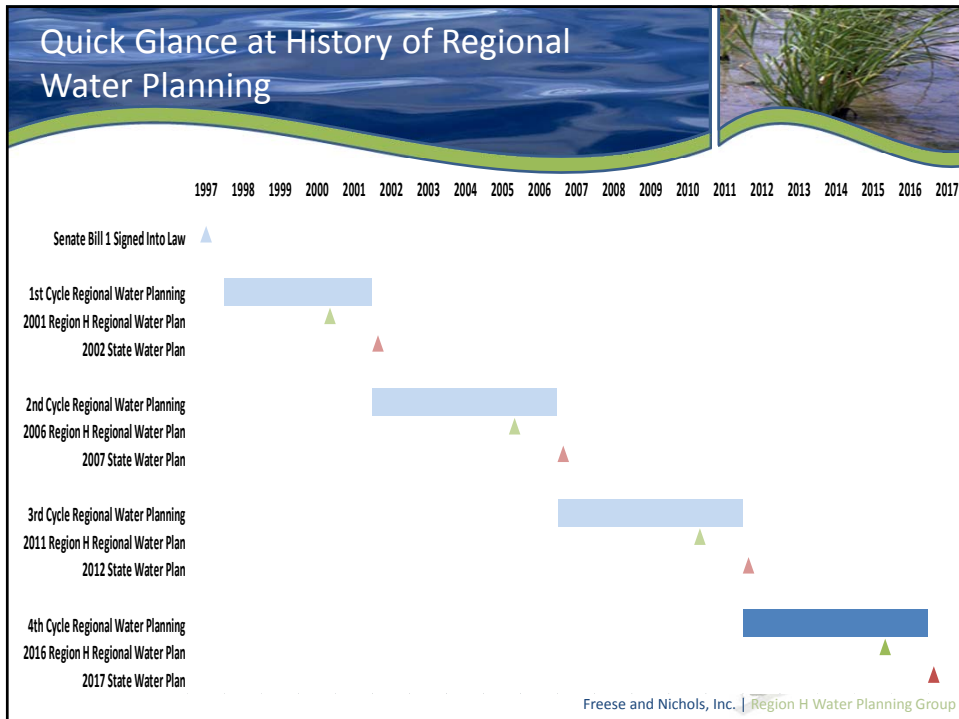


# REGION H WATER PLANNING GROUP


March 23, 2011  
San Jacinto River Authority




Freese and Nichols, Inc. | Region H Water Planning Group



**4<sup>th</sup> Cycle (2011-2015) Regional Water Planning**




- **4th Cycle of Regional Water Planning will culminate for Region H with the completion of the 2016 Region H RWP in September 2015.**
- **2016 Region H RWP will become part of the 2017 State Water Plan.**
- **4th Cycle begins today with the approval of an application to the TWDB for financial assistance.**
- **Contract between TWDB and Region H (SJRA) not expected until July or August.**

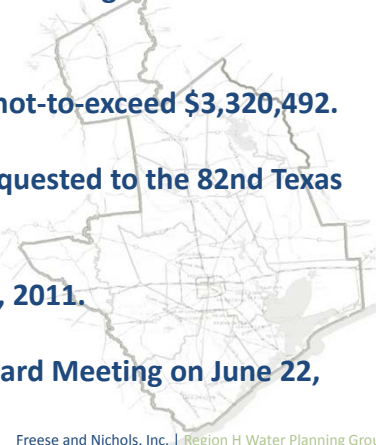


Freese and Nichols, Inc. | Region H Water Planning Group

**4<sup>th</sup> Cycle (2011-2015) Regional Water Planning**



- **Executive Administrator of TWDB published request on February 4, 2011 for Regional Water Planning Grant applications.**
- **Amount of funding for all regions is not-to-exceed \$3,320,492.**
- **Additional funding of \$6.3 million requested to the 82nd Texas Legislature by TWDB for FY 12-13.**
- **Applications due to TWDB by April 8, 2011.**
- **Applications considered at TWDB Board Meeting on June 22, 2011.**



Freese and Nichols, Inc. | Region H Water Planning Group



## 4<sup>th</sup> Cycle (2011-2015) Regional Water Planning



- **Public Notice of Region H intention of submitting grant application for financial assistance.**
- **Public Notice of Region H intention to hold a public meeting to seek input on the 4th Cycle of Regional Water Planning.**
- **Both Public Notices will be published following today's meeting. Public Meeting scheduled for May 4, 2011.**

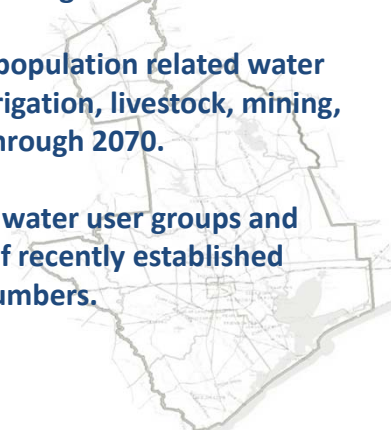


Freese and Nichols, Inc. | Region H Water Planning Group

## Scope of Initial Planning Activities



- **Evaluate and provide input on population and population-related water demand projections through 2070.**
- **Evaluate and provide input on non-population related water demand projections including for irrigation, livestock, mining, steam electric and manufacturing through 2070.**
- **Evaluate existing water supplies for water user groups and wholesalers including the impacts of recently established Managed Available Groundwater numbers.**



Freese and Nichols, Inc. | Region H Water Planning Group

## Scope of Initial Planning Activities

- **Identify water needs of water user groups and wholesaler suppliers.**
- **Identify potentially feasible water management strategies for evaluation.**
- **Prepare and submit a Technical Memorandum summarizing activities and data.**
- **Subject to the findings in the Technical Memorandum and available funding, begin evaluating potential water management strategies to meet identified water needs.**

Freese and Nichols, Inc. | Region H Water Planning Group

TASK	REGION H	ALL REGIONS
Task 1 – Planning Area Description	TBD	TBD
Task 2A – Non-Population Related Water Demand Projections	\$24,358	\$270,000
Task 2B – Population and Population Related Water Demand Projections	\$60,564	\$300,000
Task 3 – Existing Water Supply	\$101,814	\$800,000
Task 4A – Identification of Water Needs	\$0	\$0
Task 4B – Identification of Potentially Feasible Water Management Strategies	\$34,423	\$150,000
Task 4C – Technical Memorandum (Summary of Task 1 through Task 4B)	\$31,817	\$250,000
Task 4D – Evaluation and Selection of Water Management Strategies	\$172,227	\$750,492
Tasks 5 through 9 – Impacts of Water Management Strategies	TBD	TBD
Task 10 – Adoption of Plan for Task 1 through Task 4C	\$101,814	\$800,000
<b>TOTAL</b>	<b>\$527,018</b>	<b>\$3,320,492</b>

**Additional Funding Required**



- **Complete evaluations of and make recommendations of water management strategies.**
- **Evaluate the potential impacts of the regional water plans.**
- **Develop policy and other recommendations.**
- **Approve and submit their draft plans.**
- **Hold hearings and take public input on the draft plans.**
- **Adopt and submit their final 2016 regional water plans.**



Freese and Nichols, Inc. | Region H Water Planning Group



**REGION H WATER PLANNING GROUP**  
**March 23, 2011**  
**San Jacinto River Authority**



Freese and Nichols, Inc. | Region H Water Planning Group



# Texas Water Development Board

P.O. Box 13231, 1700 N. Congress Ave.  
Austin, TX 78711-3231, www.twdb.state.tx.us  
Phone (512) 463-7847, Fax (512) 475-2053  
1-800-RELAYTX (for hearing impaired)

**TO:** Board Members

**THROUGH:** Carolyn L. Brittin, Deputy Executive Administrator  
Water Resources Planning and Information *CYB*

Dan Hardin, Director, Water Resources Planning Division *DH*

Melanie Callahan, Chief Financial Officer *me*

**FROM:** Matt Nelson, Manager, Regional Water Planning *mn*

**DATE:** January 12, 2011

**SUBJECT:** Consider authorizing the Executive Administrator to publish a request for Regional Water Planning Grant Applications for up to \$3,320,492 to commence funding the fourth cycle (2011-2015) of regional water planning

## ACTION REQUESTED

Authorize the Executive Administrator to publish a request for Regional Water Planning Grant Applications for up to \$3,320,492 to commence funding the fourth cycle (2011-2015) of regional water planning. Requests for this currently available funding will be due April 8, 2011.

## BACKGROUND

Section 16.051 of the Texas Water Code (TWC) requires the Texas Water Development Board (TWDB) to develop and adopt a comprehensive state water plan every five years that incorporates the regional water plans developed under TWC Section 16.053. The state water plans are prepared by TWDB based on the regional water plans that are developed every five years by the 16 regional water planning groups.

**Our Mission** :  
To provide leadership, planning, financial assistance, information, and education for the conservation and responsible development of water for Texas :  
**Board Members**  
Edward G. Vaughan, Chairman  
Jack Hunt, Vice Chairman  
J. Kevin Ward, Executive Administrator

James E. Herring, Member  
Thomas Weir Labatt III, Member

Joe M. Crutcher, Member  
Lewis H. McMahan, Member

Texas has now completed the third cycle (2006-2010) of the regional water planning process that was created in 1997 by Senate Bill 1, 75<sup>th</sup> Texas Legislature. These sixteen 2011 Regional Water Plans that the Board approved at its October, November, and December meetings will be the basis for the 2012 State Water Plan. Regional water planning groups (RWPGs) must now begin preparation of the 2016 Regional Water Plans that, once approved, will become the basis for the 2017 State Water Plan.

The 2011 regional water plans were prepared as updates to the 2006 regional water plans, focused primarily on changed conditions, as U.S. Census data to develop wholesale revisions to projected population was not available. For the fourth cycle of regional water planning, the 2010 U.S. Census data will become available in the summer of 2011, to be used as the basis for conducting a full-scale revision of regional water plans including the associated population and municipal water demand projections for these 2016 regional water plans, including the extension of the planning horizon and projection period out to the year 2070.

Population and water demand projections are to be formally adopted by the TWDB after receiving input from the planning groups and the Texas Commission on Environmental Quality, Texas Parks and Wildlife Department, and the Texas Department of Agriculture.

#### *Available Funding*

Funding to commence planning activities is proposed to be provided to all planning groups in an amount not to exceed \$3,320,492. This funding is comprised of:

- FY11 funds less Legislative Budget Board budget reductions
- \$182,251 in remaining reserved funds from FY10.

If any action taken by the 82<sup>nd</sup> Texas Legislature results in an amount less than \$3,320,492 being available during FY11, the proposed funding amounts for each region and for each task will be reduced proportionally.

Staff proposes allocating the \$3,320,492 in funds to regions as an initial funding amount, possibly to be augmented by lapsed funds from the 2011 regional water planning grants, and potential future appropriations, if made available by the legislature.

TWDB included approximately \$6.3 million in its Legislative Appropriations Request to the 82<sup>nd</sup> Texas Legislature for FY 12-13.

### **PROPOSED REQUEST FOR APPLICATIONS**

#### *Scope of Initial Planning Activities*

Work to be performed under this proposed Request for Applications (Attachment A) are to support RWPG efforts to:

- evaluate and provide input on population and population-related water demand projections through 2070;

- evaluate and provide input on non-population related water demand projections including for irrigation, livestock, mining, steam electric, and manufacturing through 2070;
- evaluate existing water supplies for water user groups and wholesalers including the impacts of recently established Managed Available Groundwater numbers;
- identify water needs of water user groups and wholesaler suppliers;
- identify potentially feasible water management strategies for evaluation;
- prepare and submit a Technical Memorandum summarizing activities and data; and
- subject to the findings in the Technical Memorandum and available funding, begin evaluating potential water management strategies to meet identified water needs.

Based on the proposed allocations of currently available funds in Table 1 (Attachment B), regional water planning groups would need additional legislatively appropriated funding to:

- complete evaluations of and make recommendations of water management strategies;
- evaluate the potential impacts of the regional water plans;
- develop policy and other recommendations;
- approve and submit their draft plans;
- hold hearings and take public input on the draft plans; and
- adopt and submit their final 2016 regional water plans.

#### *Funding Allocations*

The initial proposed funding allocations shown in Table 1 (Attachment B) are estimates of the amount of money planning groups will need to perform technical work in accordance with statute and rule requirements including: providing public notice; holding meetings; preparing associated plan documents; and populating the online planning database. These initial funds are proposed to be fully allocated to the following tasks as follows:

- Task 2A: non-population-related water demand projections (manufacturing, mining, irrigation, steam electric power, livestock) – *Allocation between regions based on regions' relative share of non-population-related water user groups.*
- Task 2B: population and population-related demand projections - *Allocation between regions based on both the region's relative share of the anticipated state population growth and the regions' relative share of the population-related water user groups and wholesale water providers.*
- Task 3: evaluation of existing water supplies - *Allocation between regions based on regions' relative share of all water user groups and wholesale water providers.*
- Task 4B: identification of feasible strategies - *Allocation between regions based on regions' relative share of all water user groups that had identified water needs in the 2011 Regional Water Plans.*

- Task 4C: Technical Memorandum submission - *Allocation between regions based on regions' relative share of all water user groups and wholesale water providers.*
- Initial portion of Task 10: administration and public participation - *Allocation between regions based on regions' relative share of all water user groups and wholesale water providers.*
- Task 4D: evaluation of potentially feasible water management strategies - *Allocation between regions based on regions' relative share of all water user groups that had identified water needs in the 2011 plans.* After further scoping by the region, submission of the Technical Memorandum (Task 4C), and contingent on a notice-to-proceed, a portion of Task 4D may be funded. If a proposed work scope cannot support the associated funding request, final, contracted funding amounts presented under Task 4D in Table 1 may be less than the amounts shown.

The proposed allocations do not include funding to evaluate the implementation of previously recommended water management strategies as recommended by the Sunset Commission.

#### *Simplified Regional Water Planning*

Based on the TWDB water needs analysis performed under Task 4A and Technical Memorandums submitted by Regions under Task 4C, TWDB staff may determine that some regions shall enter into a simplified regional planning process under TWC 16.053(g)<sup>1</sup>. This alternative planning process will be more clearly defined once TWDB planning rules are adopted under the rule revision process planned to occur beginning in 2011. In the event that a region is designated to follow simplified planning, the region's contract budget may be modified to reflect the decreased work effort required.

#### **KEY ISSUES**

Funding recommendations for this cycle of regional water planning recognize that not all regions would require an equal amount of effort to complete the fundamental planning tasks as defined in statute and rule.

These initial funding amounts are not guaranteed funds and must be requested in grant applications submitted to TWDB by the deadline. All proposed work activities and associated dollars must be fully justified.

#### *TWDB Online Planning Database*

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<sup>1</sup> "The board shall provide technical and financial assistance to the regional water planning groups in the development of their plans. The board shall simplify, as much as possible, planning requirements in regions with abundant water resources. The board, if requested, may facilitate resolution of conflicts within regions."



The TWDB online planning database will become more integral to this upcoming regional planning cycle by synthesizing regions' data and providing summary reports that will be required to be incorporated within each regional water plan. This approach will:

- reduce the overall cost to the State of producing and approving regional water plans, for example, by reducing the efforts required to identify and present water needs under Task 4A (Table 1, Attachment B);
- ensure that regions populate and rely on the online planning database at an early stage in the planning cycle;
- improve the accuracy of the information entered into the database to ensure that it accurately reflects the regional water plans;
- save significant TWDB staff resources during the reviews of the draft and adopted regional water plans;
- facilitate simplified planning for those regions that have abundant water resources and few projected water needs by allowing TWDB to update significant portions of their regional plans; and,
- accelerate the regional water plan approval process.

#### *Schedule*

- Post Request for Regional Water Planning Grant Applications February 4, 2011
- Deadline for Regional Water Planning Grant Applications April 8, 2011
- TWDB staff request for Board authorization to negotiate and execute 16 regional planning contracts in May 2011.

#### *Allocation of Additional Regional Water Planning Funds*

If additional funding for this cycle of regional water planning is made available by the 82<sup>nd</sup> Texas Legislature, regions will be required to apply for these additional funds under a Request for Application process approved by the Board at a future date. Future funding, if appropriated, would be allocated to complete Tasks 4D and 10, and to perform Tasks 1, and 5-9 (Table 1). A scope of work for the remainder of the planning tasks would be prepared by regional planning groups (based on the region's Technical Memorandum) as part of any further requests for additional regional water planning funds, subject to availability.

#### *Absence of Additional Regional Water Planning Funding*

In the event that the Texas Legislature does not appropriate any additional funding for activities to develop the 2016 regional water plans, TWDB staff recommends that the total funding allocations for each region shown in Table 1 be reallocated across each region's planning tasks to facilitate completion of regional water plans that meet minimum rule requirements. This would retain the total funding allocation to each region but reassign the region's total funding across Tasks 1-10, as appropriate, to balance work efforts required to produce adopted regional water plans that meet statute and rules.

Final staff funding recommendations for regional water planning contracts will be presented at the May 19, 2010 meeting for Board consideration.

**RECOMMENDATION**

Authorize the Executive Administrator to publish a request for Regional Water Planning Grant Applications for up to \$3,320,492 to commence funding the fourth cycle (2011-2015) of regional water planning.

This recommendation has been reviewed by legal counsel and is in compliance with applicable statutes and Board rules.



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Ken Petersen  
General Counsel

**Attachment A:** Draft Request for Applications

**Attachment B:** Table 1: Summary of Recommended Funding Allocations for the Fourth Cycle of Regional Water Planning

## Attachment A

### Texas Water Development Board

#### Request for Applications

The Texas Water Development Board (TWDB) requests, pursuant to 31 Texas Administrative Code (TAC) §355.92, the submission of regional water planning applications leading to the possible award of contracts to revise or update regional water plans as described in 31 TAC Chapter 357. In order to receive a grant, the applicant must be a political subdivision of the state and must have been designated an eligible applicant by a regional water planning group as defined in 31 TAC §355.91. 31 TAC Chapter 355, Subchapter C provides guidance for regional water planning grants.

#### Description of Funding Consideration.

Total funding for activities related to the development or revision of a regional water plan shall not exceed 100 percent of the total cost of the planning for that regional water planning area as defined in 31 TAC §355.91. Funds awarded for grants under this request for applications may total up to the remaining amount of funds appropriated for such activities for the Fiscal Year 2010-2011 biennium.

Funding is provided on a not-to-exceed basis for certain planning tasks as outlined in the Guidance for Preparation of the Application for Regional Water Planning Funding. As further outlined in this Guidance, provisions exist for additional funding, if made available, for the tasks not addressed in this application. In the event that acceptable applications are not submitted or that insufficient funds are available to fund proposed activities, the TWDB retains the right to not award contract funds.

#### Deadline, Review Criteria, and Contact Person for Additional Information.

Five double sided copies and an electronic version of a complete regional water planning grant application must be filed with the Board prior to 5:00 p.m., April 8, 2011. All applications should be prepared using the TWDB's application instruction sheet for Regional Water Planning Grants, and the Guidance for Preparation of the Application for Regional Water Planning Funding. Applications will be evaluated according to the criteria listed in 31 TAC §355.94. All potential applicants may contact the Board to obtain the application checklist and guidance documents or they may be obtained from the Texas Water Development Board's webpage at: <http://www.twdb.state.tx.us/wrpi/rwp/rwp.asp>

Applications must be directed either in person to David Carter, Texas Water Development Board, Stephen F. Austin Building, 1700 North Congress Avenue, Austin, Texas, or by mail to David Carter, Texas Water Development Board, P.O. Box 13231, Austin, Texas, 78711-3231. Requests for information, the Board's rules, and instruction sheet covering the research and planning fund may be directed to Temple McKinnon at the preceding address or by calling (512) 475-2057, or by e-mail at [temple.mckinnon@twdb.state.tx.us](mailto:temple.mckinnon@twdb.state.tx.us).

TRD-  
Ken Petersen  
General Counsel  
Texas Water Development Board  
Filed:

Table 1: Summary of Recommended Funding Allocations for the Fourth Cycle of Regional Planning

		Task/Chapter Allocations									
		1	2A*	2B*	3*	4A**	4B	4C*	4D	5 - 9	10
		Planning Area Description (Update)	Non-Population Related Water Demand Projections (new projections)	Population & Population-Related Water Demand Projections (new projections)	Evaluation of Existing Water Supply	Identification of Water Needs	Identification of Potentially Feasible Water Management Strategies	Technical Memorandum (Summary of Tasks 1-4B) of Regional Water Plan	Evaluation and Selection of Water Management Strategies	Impacts of WMSs on Water Quality & Moving Water from Ag and Rural Areas; Conservation and Drought Management; Consistency with Long-term Protection of Natural Resources; Unique Reservoir/Stream Segments & Legislative Recommendations; Water Infrastructure Funding	Adoption of Plan (administration & public participation for Tasks 1-4C)
Region	Total Initial Funding	Amount	Amount	Amount	Amount	Amount**	Amount	Amount	Amount	Amount	Amount
A	\$124,228	TBD	\$17,800	\$5,936	\$35,874	\$0	\$2,921	\$11,210	\$14,613	TBD	\$35,874
B	\$65,185	TBD	\$9,181	\$2,934	\$19,699	\$0	\$1,252	\$6,156	\$6,263	TBD	\$19,699
C	\$542,297	TBD	\$18,175	\$70,129	\$101,814	\$0	\$36,405	\$31,817	\$182,143	TBD	\$101,814
D	\$228,181	TBD	\$20,236	\$17,247	\$69,466	\$0	\$5,007	\$21,708	\$25,051	TBD	\$69,466
E	\$43,554	TBD	\$4,497	\$6,607	\$10,783	\$0	\$1,252	\$3,370	\$6,263	TBD	\$10,783
F	\$187,268	TBD	\$25,670	\$7,208	\$49,974	\$0	\$6,467	\$15,617	\$32,358	TBD	\$49,974
G	\$392,646	TBD	\$35,038	\$30,977	\$106,584	\$0	\$13,352	\$33,307	\$66,803	TBD	\$106,584
H	\$527,018	TBD	\$24,358	\$60,564	\$101,814	\$0	\$34,423	\$31,817	\$172,227	TBD	\$101,814
I	\$229,659	TBD	\$20,236	\$15,097	\$63,453	\$0	\$7,928	\$19,829	\$39,664	TBD	\$63,453
J	\$36,635	TBD	\$5,996	\$2,054	\$11,820	\$0	\$209	\$3,694	\$1,044	TBD	\$11,820
K	\$206,750	TBD	\$19,112	\$18,298	\$48,315	\$0	\$9,597	\$15,098	\$48,015	TBD	\$48,315
L	\$306,120	TBD	\$27,169	\$26,755	\$75,480	\$0	\$12,935	\$23,587	\$64,716	TBD	\$75,480
M	\$158,086	TBD	\$8,806	\$23,418	\$32,763	\$0	\$8,345	\$10,238	\$41,752	TBD	\$32,763
N	\$85,332	TBD	\$10,305	\$5,772	\$24,261	\$0	\$2,191	\$7,582	\$10,960	TBD	\$24,261
O	\$161,650	TBD	\$19,112	\$6,009	\$39,813	\$0	\$7,406	\$12,442	\$37,055	TBD	\$39,813
P	\$25,884	TBD	\$4,310	\$994	\$8,087	\$0	\$313	\$2,527	\$1,566	TBD	\$8,087
<b>Total</b>	<b>\$3,320,492</b>	<b>TBD</b>	<b>\$270,000</b>	<b>\$300,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$ 750,492</b>	<b>TBD</b>	<b>\$800,000</b>

\*Related data results to be provided as TWDB-generated reports based on the online planning database (DB17).

TWDB-generated reports will be required to be incorporated into Technical Memoranda and the Draft and Adopted regional water plan documents.

\*\*Analysis and reporting to be performed by TWDB staff using the information provided by Regions in the online planning database.

TWDB to provide customizable online reports.

DRAFT

# Initial Scope of Work for the Fourth Cycle of Regional Water Planning

**February 4, 2011**

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*Note that there is no separate task or associated budget for the preparation of scope of work for the initial phase of the planning activities.*

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**TASK 1 - PLANNING AREA DESCRIPTION**

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*(to be scoped, budgeted and incorporated by amendment into the contract at later date)*

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**Table 1: Estimated Minimum Count of Water User Groups (WUGs) and Wholesale Water Providers (WWPs) that Must be Planned for in the 2016 Regional Water Plans<sup>1</sup>**

<b>Region</b>	<b>Municipal and County-other WUGs</b>	<b>WWPs</b>	<b>Non population-related WUGs</b>	<b>WUGs with needs</b>
A	71	7	95	28
B	44	2	49	12
C	357	37	97	349
D	211	16	108	48
E	25	3	24	12
F	97	7	137	62
G	308	19	187	128
H	337	24	130	330
I	182	16	108	76
J	24	1	32	2
K	129	2	102	92
L	212	7	145	124
M	87	24	47	80
N	58	4	55	21
O	87	3	102	71
P	15	1	23	3

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<sup>1</sup>Estimate based on 2011 Regional Water Plans; does not include new WUGs or WWPs and does not take into account changed conditions that must be addressed in the 2016 Regional Water Plans.

## **TASK 2A - NON-POPULATION RELATED WATER DEMAND PROJECTIONS<sup>2</sup>**

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Texas Water Development Board (TWDB) staff, in conjunction with the Texas Commission on Environmental Quality (TCEQ), Texas Parks and Wildlife Department (TPWD), and Texas Department of Agriculture (TDA) will prepare draft water demand projections for all water demands unrelated to population (e.g. mining, manufacturing, irrigation, steam electric power, and livestock) with specific attention to updated mining water demand projections to be provided by the TWDB. TWDB staff will update water demand projections for all associated Water User Groups (WUGs) and provide them to RWPGs for their review and input. All projections will be extended through 2070.

RWPGs will then review the draft projections and may provide input to TWDB or request specific changes to the projections from TWDB. If adequate justification is provided by the RWPGs to TWDB, water demand projections may be revised by the TWDB. Once RWPG input and revision requests are considered, final water demand projections will be adopted by the TWDB's governing board. The adopted projections will then be provided to RWPGs. RWPGs must use the Board-adopted projections when preparing their regional water plans.

TWDB will directly populate the online planning database with all WUG-level projections and make related changes to the online planning database if revisions are made.

This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

1. Receive and make publicly available the draft water demand projections provided by TWDB.
2. Evaluate draft water demand projections provided by TWDB.
3. Provide detailed feedback to TWDB on water demand projections, as necessary, including justification and documentation supporting suggested changes.
4. Review comments received by local entities and the public for compliance with TWDB requirements and incorporate changes which meet TWDB conditions for changes into revision requests to TWDB.

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<sup>2</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.

5. Prepare and submit numerical requests for revisions, in table format in accordance with TWDB guidance, of draft water demand projections, and process such requests based on, for example, requests from local entities within the region. The RWPG and/or local entities may provide required documentation and justification of requested revisions.
6. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
7. Assist TWDB, as necessary, in resolving final allocations of water demands to water user groups to conform with any control totals defined by TWDB, for example, by county and/or region.
8. Prepare water demand projection summaries for WUGs using final, adopted projections to be provided by the TWDB, as necessary.
9. Modify any associated water demand projections for Wholesale Water Providers (WWPs), as necessary based on final, adopted projections.
10. Review and confirm the accuracy of the *TWDB DB17 Non-Population Water Demand Related*<sup>3</sup> report from the online planning database (DB17) and incorporate this planning database report into the Technical Memorandum and draft and final regional water plans (labeled as such and with source reference).
11. Modify any aggregated water demand summaries, for example, for Wholesale Water Providers (WWPs) or irrigation districts, accordingly incorporate this planning database report into the Technical Memorandum and draft and final regional water plans (labeled as such and with source reference).
12. Update WWP contractual obligations and WUG 'seller' obligations to supply water to other entities and report this information along with projected demands including within the online planning database and within any planning memorandums or reports, as appropriate.
13. Complete and update required data elements within the online planning database (DB17).<sup>4</sup>

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<sup>3</sup> All 'TWDB DB17...' reports are based on data entered by RWPGs into the database in accordance with the Guidelines for Regional Water Plan Data Deliverables. These reports will be provided by TWDB through the online planning database web interface as a customizable report that can be downloaded by RWPGs and must be included as part of every Technical Memorandum and water plan.

<sup>4</sup> RWPG technical consultants must attend mandatory training on the online planning database.



## **TASK 2B - POPULATION AND POPULATION-RELATED WATER DEMAND PROJECTIONS<sup>5</sup>**

TWDB staff, in conjunction with the TCEQ, TPWD, and TDA will prepare draft population and associated water demand projections for all population-related water user groups in the 2016 Regional Water Plan (2016RWP) using data from the recent 2010 Census. TWDB staff will update population and associated water demand projections for all Water User Groups (WUGs) and provide them to RWPGs for their review and input. All projections will be extended through 2070.

RWPGs will then review the draft projections and may provide input to TWDB or request specific changes to the projections from TWDB. If adequate justification is provided by the RWPGs to TWDB, population and/or water demand projections may be revised by the TWDB. Once RWPG input and revision requests are considered, final population and associated water demand projections will be adopted by the TWDB. The adopted projections will then be provided to RWPGs. RWPGs must use the Board-adopted projections when preparing their regional water plans.

TWDB will directly populate the online planning database with all WUG-level projections and make related changes to the online planning database if revisions are made.

This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

1. Receive and make publicly available the draft population and associated water demand projections provided by TWDB.
2. Evaluate draft population and associated water demand projections provided by TWDB.
3. Provide detailed feedback to TWDB on both population and associated water demand projections, as necessary, including justification and documentation supporting suggested changes.
4. Review comments received by local entities and the public for compliance with TWDB requirements and incorporate changes which meet TWDB conditions for changes into revision requests to TWDB.
5. Prepare and submit numerical requests, in table format in accordance with TWDB guidance, for revisions of draft population and/or water demand projections, and process such requests based on, for example, requests from local entities within the region. The RWPG and/or local entities may provide required documentation and justification of requested revisions.

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<sup>5</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.

6. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
7. Assist TWDB, as necessary, in resolving final allocations of population and water demands to water user groups to conform with any control totals defined by TWDB, for example, by county and/or region.
8. Prepare population and water demand projection summaries for WUGs using final, adopted projections to be provided by the TWDB, as necessary for presentation in documents.
9. Consider and include in all appropriate planning documents the projections of population and associated water demands for any new WUGs to be provided by the TWDB.
10. Modify any associated water demand projections for WWPs, as necessary based on final, adopted projections.
11. Review and confirm the accuracy of the *TWDB DB17 Population* and associated *TWDB DB17 Non-population Water Demand* reports from the online planning database (DB17)<sup>6</sup> and incorporate these planning database reports into the Technical Memorandum and draft and final regional water plans (labeled as such and with source reference).
12. Modify any aggregated water demand summaries, for example, for Wholesale Water Providers (WWPs), accordingly and present in planning documents.
13. Update WWP contractual obligations and WUG 'seller' obligations to supply water to other entities and report this information along with projected demands including within the online planning database and within any planning memorandums or reports, as appropriate.
14. Complete and update required data elements within the online planning database (DB17).<sup>7</sup>

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<sup>6</sup> RWPG technical consultants must attend mandatory training on the online planning database.

<sup>7</sup> In accordance with the Guidelines for Regional Water Plan Data Deliverables. RWPG technical consultants must attend mandatory training on the online planning database.

## **TASK 3 WATER SUPPLY ANALYSES<sup>8</sup>**

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This task involves updating or adding: a) groundwater, surface water, reuse, and other water source availability estimates, and b) existing WUG and WWP water supplies that were included in the 2011 Regional Water Plan, in accordance with methodology described in **Section 3** of the *General Guidelines for Regional Water Plan Development* for estimating surface water, groundwater, systems, reuse, and other supplies during drought of record conditions. All water availability and water supply estimates will be extended through 2070.

This Task includes performing all work in accordance with TWDB rules and guidance required to:

### **I) Estimate a) Surface Water Availability and b) Existing WUG and WWP Surface Water Supplies:**

1. Select hydrologic assumptions, models, and operational procedures for modeling the region's river basins and reservoirs using Texas Commission on Environmental Quality (TCEQ) Water Availability Models (WAMs) in a manner appropriate for assessment of current surface water supply and regional water planning purposes. Reservoir systems<sup>9</sup> and their yields will be modeled in accordance with the *General Guidelines for Regional Water Plan Development*.
2. Obtain TWDB Executive Administrator approval of hydrologic assumptions or models and for any variations from modeling requirements in the *General Guidelines for Regional Water Plan Development*.
3. As necessary and appropriate, modify or update associated WAMs or other models to reflect recent changes to permits, transfers, legal requirements, new water rights, and/or specified operational requirements.
4. Assign available water supplies, as appropriate, to WUGs and WWPs including conducting demand analyses for WWPs.
5. Take into account Senate Bill 3 (SB3) environmental flow process recommendations and associated TCEQ rules (e.g. flows set-asides) within models and availability and existing water supply estimates; and, in locations without completed SB3 rules, other local studies or the environmental consensus criteria per Section 4.2 of the *General Guidelines for Regional Water Plan Development*.

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<sup>8</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.

<sup>9</sup> Reservoir systems must be approved by TWDB and identified as such in DB17

6. Apply the TCEQ WAMs, as modified and approved by TWDB, and/or other appropriate models to quantify firm yield for major reservoirs, reservoir systems, and firm diversion for run-of-river water rights, as determined on at least a monthly time-step basis. Reservoir firm yield will be quantified based on the most recent measured capacity and estimated capacity in year 2070.
7. Compile TCEQ Water System Data Reports<sup>10</sup> for municipal WUGs that use surface water and identify any physical constraints limiting existing water supplies to WUGs and/or WWPs. Limitations to be considered based on delivering treated water to WUGs. Other information that the RWPGs collect, for example, survey results, may be included in the evaluation of infrastructure capacity or limitations in delivering treated water to WUGs.
8. Take into consideration the recommendations of the SB3 environmental flows process and any resulting TCEQ rules or flow set-asides.
9. Update information on WWP contractual obligations and WUG ‘seller’ obligations to supply water to other entities including within the online planning database.<sup>11</sup> Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements will be assumed to renew at the contract termination date, for example, if the contract provides for renewal or extensions. Report this information within any planning memorandums or reports, as appropriate.
10. Based on the water availability, existing infrastructure, and associated physical and legal limitations, determine the existing surface water supply available from each surface water source to each WUG and WWP (including newly identified WUGs and WWPs) during a drought of record based on source water availability, infrastructure capacity, legal constraints, and/or operational limitations.
11. Complete and update all required data elements for TWDB online planning database DB17 through the web interface.<sup>12</sup>
12. Compile firm yield and diversion information by Source, WUG, WWP, county, river basin, and planning region as necessary to obtain decadal estimates of existing surface water supply throughout the planning period. This will be facilitated by *TWDB DB17 Water Source Availability* and associated *TWDB DB17 WUG and WWP Existing Water Supply* reports using data provided by RWPGs

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<sup>10</sup> Available from TCEQ

<sup>11</sup> Some WUGs have ‘seller’ obligations even though they are not classified as a WWP. RWPG technical consultants must attend mandatory training on the online planning database.

<sup>12</sup> In accordance with the Guidelines for Regional Water Plan Data Deliverables. RWPG technical consultants must attend mandatory training on the online planning database.

and made available to all RWPGs through the online planning database interface.

13. Review, confirm the accuracy of, and incorporate the required associated planning database reports directly into the Technical Memorandum and draft and final regional water plans under Task 4C (labeled as such and with source reference).

## **II) Estimate a) Groundwater Availability and b) Existing WUG and WWP Groundwater Supplies:**

Obtain and review the **Total Pumping**<sup>13</sup> annual volumes that are developed by TWDB based on the Desired Future Conditions adopted by Groundwater Management Areas (GMAs). Total Pumping annual volumes for each aquifer will be available from TWDB through the online planning database interface, split into discrete geographic-aquifer units by: Aquifer; County; River Basin; Region; and, where applicable, additionally by Groundwater Conservation District (GCD).

1. In areas that were not considered in the DFC process and therefore do not have Total Pumping annual volumes but have 'local' groundwater supplies or minor aquifers, develop estimates according to the General Guidelines for Regional Water Plan Development.
2. Consider the impacts of the available Total Pumping annual volumes on the regional water plan including how it impacts: existing water supplies; identified water needs; and water management strategies that were recommended in the 2011 regional water plan.
3. In areas with Groundwater Conservation District (GCDs), obtain GCD Management Plans and GCD information to be considered when estimating existing supplies and water management strategies under future tasks.
4. Assign available, water supplies, as appropriate, to WUGs and WWPs including conducting demand analyses for WWPs.
5. Select hydrologic and other assumptions for distribution of available groundwater for potential future use by WUGs (e.g. via a pro-rationing policy) as either existing supply or as part of water management strategies including based on models and operational procedures appropriate for assessment of water supply and regional water planning purposes.

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<sup>13</sup> **Total Pumping** = [Managed Available Groundwater + exempt uses]. The estimated total pumping from the aquifer that achieves the desired future condition adopted by members of the associated Groundwater Management Area.

6. Compile TCEQ Water System Data Reports<sup>14</sup> for municipal Water User Groups using groundwater and identify any physical constraints limiting existing water supplies to WUGs and/or WWPs. Limitations to be considered based on delivering treated water to WUGs. Other information that the RWPGs collect, for example, survey results, may be included in the evaluation of infrastructure capacity or limitations in delivering treated water to WUGs.
7. Update information on WWP contractual obligations and WUG ‘seller’ obligations to supply water to other entities including within the online planning database. Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements will be assumed to renew at the contract termination date, for example, if the contract provides for renewal or extensions. Report this information within any planning memorandums or reports, as appropriate.
8. Compile and/or update information regarding acquisitions of groundwater rights, for example, for transfer to municipal use, and account for same in the assessment of both availability and existing groundwater supplies.
9. Based on the water availability, existing infrastructure, and associated physical and legal limitations, determine the existing groundwater supply available from each water source to each WUG and WWP (including newly identified WUGs and WWPs) during a drought of record based on water availability, infrastructure capacity, legal constraints, and/or operational limitations.
10. Complete and update all required data elements for TWDB online planning database DB17 through the web interface.<sup>15</sup>
11. Compile groundwater availability information by Source, Water User Group, Wholesale Water Provider, county, river basin, and planning region as necessary to obtain decadal estimates of supply throughout the planning period. This will be facilitated by *TWDB DB17 Water Source Availability* and associated *TWDB DB17 WUG and WWP Existing Water Supply* reports using data provided by RWPGs and made available to all RWPGs.

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<sup>14</sup> Available from TCEQ

<sup>15</sup> In accordance with the Guidelines for Regional Water Plan Data Deliverables. RWPG technical consultants must attend mandatory training on the online planning database.

### III) Estimate System, Reuse, and Other Types of existing supplies

#### Systems, Reuse, and Other Water Supplies

1. Integrate firm water supplies for WUGs using a system of supply sources (e.g., surface water, storage, and groundwater).
2. Research and quantify existing supplies and commitments of treated effluent through direct and indirect reuse.
3. Compile systems, reuse, and other availability information by Source, Water User Group, Wholesale Water Provider, county, river basin, and planning region as necessary to obtain decadal estimates of supply throughout the planning period.
4. Assign available water supplies, as appropriate, to WUGs and WWPs including conducting demand analyses for WWPs.
5. Identify and re-categorize existing sources in the online planning database to extract unique sources. In addition to surface water, groundwater, and reuse, for example, clarify the source types in the online planning database to separate out and re-label other specific water sources such as desalinated groundwater or desalinated surface water and any other supply types that are connected supplies.
6. Review and confirm the accuracy of the *TWDB DB17 Availability* and associated *TWDB DB17 Existing Water Supply* reports from the online planning database (DB17) and incorporate these planning database reports directly into the Technical Memorandum and other planning documents (labeled as such and with source reference).
7. Identify any physical constraints limiting these existing water supplies to WUGs and/or WWPs including based on TCEQ Water System Data Reports<sup>16</sup>. Limitations to be considered based on delivering treated water to WUGs. Other information that the RWPGs collect, for example, survey results, may be included in the evaluation of infrastructure capacity or limitations in delivering treated water to WUGs.
8. Update information on WWP contractual obligations and WUG 'seller' obligations to supply water to other entities including within the online planning database. Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements will be assumed to renew at the contract termination date, for example, if the

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<sup>16</sup> Available from TCEQ

contract provides for renewal or extensions. Report this information within any planning memorandums or reports, as appropriate.

9. Based on the water availability, existing infrastructure, and associated physical and legal limitations, determine the existing system, reuse, and other water supplies available from each water source to each WUG and WWP (including newly identified WUGs and WWPs) during a drought of record based on source water availability, infrastructure capacity, legal constraints, and/or operational limitations.
10. Complete and update all required data elements for TWDB online planning database DB17 through the web interface.
11. Compile these supplies by Source, Water User Group, Wholesale Water Provider, county, river basin, and planning region as necessary to obtain decadal estimates of existing surface water supply throughout the planning period. This will be facilitated by *TWDB DB17 Water Source Availability* and associated *TWDB DB17 WUG and WWP Existing Water Supply* reports using data provided by RWPGs and made available to all RWPGs through the online planning database interface.
12. Review, confirm the accuracy of, and incorporate the required associated planning database reports directly into the Technical Memorandum and draft and final regional water plans under Task 4C (labeled as such and with source reference).

Includes all work required to coordinate with other planning regions to develop and allocate estimates of water availability and existing water supplies.

***TASK 4A - IDENTIFICATION OF WATER NEEDS<sup>17</sup> (ANALYSIS TO BE PERFORMED BY TWDB)***

1. *Based upon updated projections of existing water supply and projected water demands under Tasks 2 and 3, and the associated data entered into the online planning database by RWPGs, TWDB will update computations of identified water needs (potential shortages) by:*
  - *WUGs*
  - *WWPs**As decadal estimates of needs (potential shortages) as well as by, county, river basin, and planning region.*

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<sup>17</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.



2. *The results of this computation will be provided by TWDB via the online planning database to RWPGs in a customizable format that is in accordance with TWDB rules as the TWDB DB17 Identified Water Needs report.*
3. *(Regions may also request additional, unique needs analysis (e.g. for a WWP) that the RWPG considers warranted. Such reports will be provided, if feasible based on the online database constraints and TWDB resources. The RWPG will need to enter or provide any additional data into the online planning database, that may be necessary to develop these evaluations.)*
4. **The online planning database needs report will be incorporated by the RWPG directly into the Technical Memorandum and draft and final regional water plans (labeled as such and with source reference).**
5. *Upon request, TWDB will perform a socioeconomic analysis of the economic effects of not meeting the identified water needs and update and summarize potential social and economic effects of not meeting projected water needs identified under Task 4A. This report will be provided to RWPGs as part of this Task and incorporated into the draft and final regional water plans.*
6. **If the RWPG requests a socioeconomic analysis from TWDB, the resulting socioeconomic report will be incorporated into the draft and final regional water plan by the RWPG.**

#### **TASK 4B**

#### **IDENTIFICATION OF POTENTIALLY FEASIBLE WATER MANAGEMENT STRATEGIES<sup>18</sup>**

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This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

1. Receive public comment on a proposed process to be used by the RWPG to identify and select water management strategies for the 2016 regional water plan. Revise and update documentation of the process by which water management strategies that are potentially feasible for meeting a need were identified and selected for inclusion in the 2016 regional water plan. Include a description of the process selected by the RWPG in the Technical Memorandum and the draft and final regional water plans.
2. If applicable, specify what level of water conservation (as existing conservation or proposed within a water management strategy) is considered by the RWPG

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<sup>18</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.

as the “highest practicable level” of conservation for WUGs and/or WWPs dependent upon water management strategies involving interbasin transfers.

3. Consider the TWDB Water Loss Audit Report and drought management when considering potentially feasible water management strategies as required by rules.
4. Update relevant portions of the regional water plan summary of existing water supply plans for local and regional entities. This task requires obtaining and considering existing water supply plans. Updated summary to be included in the draft and final regional water plans.
5. If no potentially feasible strategy can be identified for a WUG or WWP, document the reason for this in the Technical Memorandum and the draft and final regional water plans.
6. Consider recent studies and describe any significant changes in water management strategies described as being in the implementation phase in the 2011 RWP as well as any new projects in the implementation phase prior to adoption of the Initially Prepared 2016 Regional Water Plan.
7. Identify potential water management strategies to meet needs for all WUGs and WWPs with identified needs, including any new retail utility WUGs and WWPS that may have been previously aggregated under County-other in the 2011 regional water plan but which are being treated as unique entities for the 2016 regional water plan.
8. Present a list of the potentially feasible water management strategies, in table format, within the Technical Memorandum and the draft and final regional water plans.

#### **TASK 4C PREPARE AND SUBMIT TECHNICAL MEMORANDUM<sup>19</sup>**

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This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

1. Prepare a concise Technical Memorandum that summarizes the work completed under Tasks 2, 3, 4A, 4B, and 4C and the general findings. To be considered administratively complete, the Technical Memorandum submitted must include:

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<sup>19</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.

- a) an executive summary that shall be no longer than 2 pages.
  - b) each of the 'TWDB DB17' online planning database reports described under Tasks 2, 3, 4A, and 4B within the body of the memorandum.
  - c) a summary section for each Task performed to date (Tasks 2 - 4C)
2. Include in the Technical Memorandum sections that:
- a) Explain reasons for significant changes in existing supplies of WUGs and WWPs.
  - b) Explain reasons for significant changes in identified water needs of WUGs and WWPs.
  - c) Specifically describe the impacts of the MAGs on the existing supplies and needs of WUG and WWPs in comparison to the 2011 regional water plan.
3. Include a separate section that is a proposed scope of work for Task 4D (evaluation and recommendation of water management strategies) that the RWPG considers necessary to complete its 2016 regional water plan, including an estimated budget for this work.<sup>20</sup> Section will include:
- a) a list of the potentially feasible water management strategies that are to be evaluated by the RWPG (and considered and potentially recommended by the RWPG). For each potential strategy listed:
    - a budget line item for performing a technical evaluation
    - information on what past evaluations have been performed for the potentially feasible water management strategy by the RWPG and/or others.
    - proposed scope of work for the proposed strategy technical evaluation.<sup>21</sup>

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<sup>20</sup> Additional guidance on the content and format to be included in the proposed scope of work and budget to be prepared under Task 4D may be provided by TWDB to RWPGs at a later date.

<sup>21</sup> Technical evaluations of water management strategies and the 2016 regional water plan will include assessment of: quantity, reliability, and cost of water; environmental factors; impacts on water resources; threats to agricultural and natural resources; interbasin transfer provisions; third party effects; and other relevant factors. Water management strategy documentation will include description and discussion of planned facilities, dependable supply in drought of record, environmental factors, engineering & costing considerations, and implementation issues in accordance with TWDB rules and guidance.

- b) a proposed scope of work and budget, broken down by water management strategy, to:
- update technical analyses and documentation of water management strategies contained in the 2011 regional water plan for inclusion in the 2016 plan (e.g. including capital and annual cost updates).
  - update or revise technical evaluations and documentation of water management strategies, based on new information from on-going studies outside of regional planning by project sponsors.
- c) a proposed scope of work and budget, broken down by item, to:
- select recommended water management strategies.
  - assign recommended strategies to meet projected needs.
  - consider alternative strategies for inclusion in the plan.
  - document evaluation of and selection of recommended water management strategies.
  - coordinate with sponsoring water user groups, wholesale water providers, and/or other resource agencies regarding any changed conditions in terms of projected needs, strategy modifications, planned facilities, market costs of water supply, endangered or threatened species, etc.
  - revise and/or update the water supply plan in the regional water plan for each WUG and WWP.
  - evaluate and/or update the estimated cumulative impacts of the regional water plan, for example on groundwater levels, spring discharges, bay and estuary inflows, and instream flows.
- d) proposed budget to complete and update all required data elements related to water management strategies for TWDB online planning database DB17 through the web interface; and, review, and confirm the accuracy of, and incorporate the required associated planning database reports into the draft and final regional water plans.
- e) description of how initially contracted Task 4D funds would specifically be spent, based on the budget items summarized in subsections a-d, if TWDB were to issue a written notice-to-proceed for Task 4D work.<sup>22</sup>

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<sup>22</sup> It is anticipated that TWDB agency rules will be revised prior to RWPGs beginning evaluations of WMSs under Task 4D; contract to be amended at a future date to incorporate additional funding (or reallocate remaining funding) to complete planning tasks and to incorporate any agency rule and guidance document updates.

4. Approve submittal of the Technical Memorandum to TWDB at a regular regional water planning group meeting. The Technical Memorandum must be submitted to TWDB no later than November 30<sup>th</sup> 2012.

#### **TASK 4D EVALUATE AND RECOMMEND WATER MANAGEMENT STRATEGIES<sup>23</sup>**

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*Work under this task to be performed only after written notice-to-proceed.<sup>24</sup>  
Contract to be amended based scope of work to be developed and negotiated with TWDB under Task 4C.*

#### **TASKS 5, 6, 7, 8, AND 9**

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*(to be scoped, budgeted and incorporated by amendment into the contract at later date)*

#### **TASK 10 PUBLIC PARTICIPATION AND PLAN ADOPTION<sup>25</sup>**

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This Task includes all work and eligible expenses required to hold meetings and include public input and participation through task 4C and a portion of 4D in accordance with TWDB rules and guidance:

Including, but not limited to:

1. Holding regular RWPG meetings
2. Posting public notices
3. Holding public input meetings
4. Holding special meetings
5. Collect and disseminate public input.
- 6. Costs of technical and other consultants, as needed, to prepare for and participate in RWPG meetings, workshops, hearings, and any other special meetings during the development of the 2016 Regional Water Plan.**
7. Costs of performing any surveys of water suppliers or water user groups.
8. Coordination with and collection of information from groundwater conservation districts, water users, wholesale water providers, and any other entity involved with water planning in the region.
9. Assemble the Technical Memorandum document for submission to TWDB.

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<sup>23</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.

<sup>24</sup> It is anticipated that TWDB agency rules will be revised prior to RWPGs beginning evaluations of WMSs under Task 4D; contract to be amended at a future date to incorporate additional funding (or reallocate remaining funding) to complete planning tasks and to incorporate any agency rule and guidance document updates.

<sup>25</sup> Additional guidance included in the *General Guidelines for Regional Water Plan Development* document.

DRAFT

10. Revise relevant portions of the 2011 regional water plan for inclusion in the draft and final 2016 regional water plan.
11. Interregional cooperation and interregional conflict resolution efforts.

# **Guidance for Preparation of Application for Regional Water Planning Grant**

*Prepared for the Fourth Cycle of Regional Water Planning*

**February 4, 2011**

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## Timeline for Regional Water Planning Contracting

- **January 20, 2011:** Board approved posting the Request for Applications (RFA) for the development of Fourth cycle of regional water planning.
- **February 4, 2011:** TWDB to post RFA and documents for Fourth Cycle of Regional Planning

*[RWPG to meet prior to April 8<sup>th</sup> to authorize application submission and Political Subdivision to post 2 public notices prior to submission of application – reference page 4 of this guidance]*

- **April 8, 2011:** Grant Applications for Fourth Cycle Phase 1 of Regional Water Planning due to the TWDB.<sup>1</sup>

*[RWPG to hold public meeting to receive preplanning input from the public prior to performing planning activities requiring reimbursement from TWDB; 30-day notice]*

- **April – May 2011:** TWDB Staff review Applications and prepare staff recommendation for Board consideration at the regularly scheduled May 2011 Board meeting.
- **May 19, 2011** TWDB Board to consider authorizing execution of regional water planning contracts
- **May - August 31, 2011:** Negotiate and execute Fourth cycle water planning contracts.

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### *(Tentative)*

#### **-2011-**

- Potential legislative appropriation for FY 2012-2013 may become available for regional water planning activities (*this anticipated future funding is not included in this current application*).
- Board to consider adopting revisions to 31 Texas Administrative Code 355, 357, and 358 at regularly scheduled Board meeting.

#### **-2012-**

- Board considers posting a Request For Applications (RFA) for FY 2012-2013 planning funds.
- **November:** RWPGs Submit Fourth Cycle *Technical Memorandums* to TWDB.

#### **-2013-**

- Amend regional water planning contracts to incorporate additional funding and scope of work based partially on Technical Memorandums submitted.
- Estimated legislative appropriation for FY 2014-2015 becomes available for regional water planning activities.

- 
- **March 1, 2015:** Submit Fourth Cycle Initially Prepared Regional Water Plans (IPPs) to TWDB.
  - **September 1, 2015:** Submit Fourth Cycle Adopted Regional Water Plans to TWDB.
  - **January 5, 2016:** Statutory deadline for submission of Fourth Cycle Final Adopted Regional Water Plans to TWDB.

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<sup>1</sup> Regions do not have to procure technical consultants prior to applying for funds.

## Required Public Notices<sup>2</sup> Associated with Submitting an Application to TWDB for Regional Water Planning Funds and Holding a Public Meeting to Receive Public Input on Issues to be Addressed in the Regional Water Plan

There are two significant notices associated with a) filing an application, and b) holding a 'preplanning' public meeting to receive public input on issues that should be addressed or provisions that should be included in the regional or state water plan (see Texas Administration Code §355.97 and §357.6):

- Notice of intent to apply for Regional Water Planning funds 30 days prior to TWDB Board action  
The RWPG's Political Subdivision **must include proof of this posted public notice within the Region's application** that is submitted to TWDB by 5pm on April 8th.
- Notice of a RWPG public meeting to receive public input on issues that should be addressed in the regional water plan 30 days prior to the RWPG meeting to receive public input

**Please note** that the most efficient use of limited regional planning administrative funds is to include the two separate notices in the same mailing packages.<sup>3</sup>

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<sup>2</sup> Generic examples of these notices may be found at: <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp>

<sup>3</sup> Entities notified under these two notices differ slightly with the application notice going to additional entities including other RWPGs (see Public Notification Quick Reference Guide for Regional Water Planning).

## Introduction to the Application

### ***Background on the Process for the Fourth Cycle of Regional Water Planning***

The Fourth cycle of regional water planning will commence using the \$3.3 million in funding that is currently available with additional legislative appropriations, if available, to be provided to RWPGs via a future TWDB Request for Applications. These initial funds are considered sufficient to support regional water planning activities to the point at which regions are able to identify their projected water needs and identify potentially feasible water management strategies to meet those needs. At that point, RWPGs will report back to TWDB via a Technical Memorandum summarizing their progress along with a proposed scope of work and proposed budget to evaluate and recommend water management strategies and complete the regional water plans.

In conjunction with another TWDB Request for Applications (based on future appropriations) and after the TWDB reviews the Technical Memorandums, TWDB may: a) issue notices to proceed for Task 4D activities (evaluation of water management strategies) to the extent they can be funded under the initial contract; and, b) will amend the contracts to include the additional scope of work and additional funds, subject to availability.

### ***Relevant Documents for the Application:***

- Guidance for Preparation of the Application for Regional Water Planning Grant (this document)
- Notice of Request for Applications (Texas Register notice)
- TWDB Research and Planning Fund Senate Bill One Regional Water Planning **Instruction Sheet** (*including application checklist*)
- Initial Scope of Work for the Fourth Cycle of Regional Water Planning (prepared by TWDB)
- General Guidelines for Development of 2016 Regional Water Plans and General Guidelines for Regional Water Plan Data Deliverables (subject to amendment)
- Regional Water Planning Rules
- Example public notices
- Public Notification Quick Reference Guide for Regional Water Planning

These may all be downloaded at:

<http://www.twdb.state.tx.us/wrpi/rwp/docu.asp>

### ***Scope of Work***

The standard scope of work to be included in the application was prepared by TWDB<sup>4</sup> and is being provided to all RWPGs by TWDB as the: “*Initial Scope of Work for the Fourth Cycle of Regional Water Planning*” and may be downloaded at:

<http://www.twdb.state.tx.us/wrpi/rwp/docu.asp>

The TWDB-furnished scope of work needs to be included in the application.

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<sup>4</sup> There is no 'scope development' budget. Regions are to submit the scope of work provided by TWDB as part of the Request for Application documents.

### **Currently Available Funding**

Available funding to commence planning activities for all planning groups is in an amount not to exceed \$3,320,492 (Table 1).

If additional funding for this cycle of regional water planning is made available by the 82<sup>nd</sup> Texas Legislature, regions will be required to apply for these additional funds under a Request for Application process approved by the Board at a future date. Future funding, if appropriated, would be allocated to complete Tasks 4D and 10, and to perform Tasks 1, and 5-9 (see Table 1). A scope of work for the remainder of the planning tasks would be prepared by regional planning groups (based on the region's Technical Memorandum) as part of any further requests for additional regional water planning funds, subject to availability.

### **Funding Allocations**

The initial proposed funding allocations shown in Table 1 are estimates of the funds planning groups will need to perform technical work in accordance with statute and rule requirements including: providing public notice; holding meetings; preparing associated plan documents; and populating the online planning database. These initial funds are fully allocated to the Tasks as shown in Table 1 and as described in the *Initial Scope of Work for the Fourth Cycle of Regional Water Planning*.

These initial funding amounts are not guaranteed funds and must be requested in grant applications submitted to TWDB by the deadline. Table 2 shows the format for Task Budgets to be submitted as part of the Applications. The expense budget to be included in the Application should follow the format shown in the *TWDB Research and Planning Fund Senate Bill One Regional Water Planning Instruction Sheet*.

The initial funding for Task amounts shown in Table 2 need to be included in each RWPG application along with an Expense budget.

If any action taken by the 82<sup>nd</sup> Texas Legislature results in an amount less than the \$3,320,492 currently available, the proposed funding amounts for each region and for each task will be reduced proportionally.

Because each regional plan will require varying levels of efforts amongst tasks, TWDB recognizes the need for flexibility. Once the scope of work and associated budget have been approved by the Board, and signed into contract, the regional water planning groups (and their consultants) will have the option of reallocating funds between tasks up to 35 percent of either task's budget, as described in the contract. The reallocation of funds beyond this limit will require approval by the RWPG and written approval by TWDB in accordance with the contract.

Table 1: Summary of Funding Allocated to RWPGs for the Fourth Cycle of Regional Planning

		Task/Chapter Allocations									
		1	2A*	2B*	3*	4A**	4B	4C*	4D***	5 - 9	10***
		Planning Area Description (Update)	Non-Population Related Water Demand Projections (new projections)	Population & Population-Related Water Demand Projections (new projections)	Evaluation of Existing Water Supply	Identification of Water Needs	Identification of Potentially Feasible Water Management Strategies	Technical Memorandum (Summary of Tasks 1-4B) of Regional Water Plan	Evaluation and Selection of Water Management Strategies	Impacts of WMSs on Water Quality & Moving Water from Ag and Rural Areas; Conservation and Drought Management; Consistency with Long-term Protection of Natural Resources; Unique Reservoir/Stream Segments & Legislative Recommendations; Water Infrastructure Funding	Adoption of Plan (administration & public participation for Tasks 1-4C)
Region	Total Initial Funding	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount***	Amount	Amount***
A	\$124,228	TBD	\$17,800	\$5,936	\$35,874	\$0	\$2,921	\$11,210	\$14,613	TBD	\$35,874
B	\$65,185	TBD	\$9,181	\$2,935	\$19,699	\$0	\$1,252	\$6,156	\$6,263	TBD	\$19,699
C	\$542,297	TBD	\$18,175	\$70,129	\$101,814	\$0	\$36,405	\$31,817	\$182,143	TBD	\$101,814
D	\$228,181	TBD	\$20,236	\$17,247	\$69,466	\$0	\$5,007	\$21,708	\$25,051	TBD	\$69,466
E	\$43,554	TBD	\$4,497	\$6,607	\$10,783	\$0	\$1,251	\$3,370	\$6,263	TBD	\$10,783
F	\$187,268	TBD	\$25,670	\$7,208	\$49,974	\$0	\$6,467	\$15,617	\$32,358	TBD	\$49,974
G	\$392,646	TBD	\$35,038	\$30,977	\$106,584	\$0	\$13,352	\$33,308	\$66,803	TBD	\$106,584
H	\$527,018	TBD	\$24,358	\$60,564	\$101,814	\$0	\$34,423	\$31,817	\$172,228	TBD	\$101,814
I	\$229,659	TBD	\$20,236	\$15,097	\$63,453	\$0	\$7,928	\$19,829	\$39,663	TBD	\$63,453
J	\$36,635	TBD	\$5,996	\$2,054	\$11,820	\$0	\$207	\$3,694	\$1,044	TBD	\$11,820
K	\$206,750	TBD	\$19,112	\$18,298	\$48,315	\$0	\$9,597	\$15,098	\$48,015	TBD	\$48,315
L	\$306,119	TBD	\$27,168	\$26,755	\$75,480	\$0	\$12,935	\$23,587	\$64,714	TBD	\$75,480
M	\$158,086	TBD	\$8,806	\$23,418	\$32,763	\$0	\$8,345	\$10,238	\$41,753	TBD	\$32,763
N	\$85,332	TBD	\$10,305	\$5,772	\$24,261	\$0	\$2,191	\$7,582	\$10,960	TBD	\$24,261
O	\$161,650	TBD	\$19,112	\$6,009	\$39,813	\$0	\$7,406	\$12,442	\$37,055	TBD	\$39,813
P	\$25,884	TBD	\$4,310	\$994	\$8,087	\$0	\$313	\$2,527	\$1,566	TBD	\$8,087
<b>Total</b>	<b>\$3,320,492</b>	<i>TBD</i>	<b>\$270,000</b>	<b>\$300,000</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$750,492</b>	<i>TBD</i>	<b>\$800,000</b>

\*Related data results to be provided as TWDB-generated reports based on the online planning database (DB17).

TWDB-generated reports will be required to be incorporated into Technical Memoranda and the Draft and Adopted regional water plan documents.

\*\*Analysis and reporting to be performed by TWDB staff using the information provided by Regions in the online planning database.

TWDB to provide customizable online reports.

\*\*\* Task only partially funded. When additional appropriations become available, contracts will to be amended to add funds through a future Request for Applications.

Table 2: **Task Budget** format to be Submitted by Each Region as part of their Application

**REGION**

<b>TASK</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>
<b>2A</b>	Non-Population Related Water Demand Projections (new projections)	\$17,800	\$9,181	\$18,175	\$20,236	\$4,497	\$25,670	\$35,038	\$24,358	\$20,236	\$5,996	\$19,112	\$27,168	\$8,806	\$10,305	\$19,112	\$4,310
<b>2B</b>	Population & Population-Related Water Demand Projections (new projections)	\$5,936	\$2,935	\$70,129	\$17,247	\$6,607	\$7,208	\$30,977	\$60,564	\$15,097	\$2,054	\$18,298	\$26,755	\$23,418	\$5,772	\$6,009	\$994
<b>3</b>	Evaluation of Existing Water Supply	\$35,874	\$19,699	\$101,814	\$69,466	\$10,783	\$49,974	\$106,584	\$101,814	\$63,453	\$11,820	\$48,315	\$75,480	\$32,763	\$24,261	\$39,813	\$8,087
<b>4B</b>	Identification of Potentially Feasible Water Management Strategies	\$2,921	\$1,252	\$36,405	\$5,007	\$1,251	\$6,467	\$13,352	\$34,423	\$7,928	\$207	\$9,597	\$12,935	\$8,345	\$2,191	\$7,406	\$313
<b>4C</b>	Technical Memorandum (Summary of Tasks 1-4B) of Regional Water Plan	\$11,210	\$6,156	\$31,817	\$21,708	\$3,370	\$15,617	\$33,308	\$31,817	\$19,829	\$3,694	\$15,098	\$23,587	\$10,238	\$7,582	\$12,442	\$2,527
<b>4D</b>	Evaluation and Selection of Water Management Strategies	\$14,613	\$6,263	\$182,143	\$25,051	\$6,263	\$32,358	\$66,803	\$172,228	\$39,663	\$1,044	\$48,015	\$64,714	\$41,753	\$10,960	\$37,055	\$1,566
<b>10</b>	Adoption of Plan (administration & public participation for Tasks 1-4C)	\$35,874	\$19,699	\$101,814	\$69,466	\$10,783	\$49,974	\$106,584	\$101,814	\$63,453	\$11,820	\$48,315	\$75,480	\$32,763	\$24,261	\$39,813	\$8,087
<b>TOTAL</b>		<b>\$124,228</b>	<b>\$65,185</b>	<b>\$542,297</b>	<b>\$228,181</b>	<b>\$43,554</b>	<b>\$187,268</b>	<b>\$392,646</b>	<b>\$527,018</b>	<b>\$229,659</b>	<b>\$36,635</b>	<b>\$206,750</b>	<b>\$306,119</b>	<b>\$158,086</b>	<b>\$85,332</b>	<b>\$161,650</b>	<b>\$25,884</b>

## **Contracts Between the TWDB and the Regional Water Planning Group Political Subdivisions**

The Contract budget will address the initial planning activities of the fourth planning cycle, which concludes January 5, 2016. The Contract term will be for the full time period through adoption of the next regional water plans, limited by the budget and scope of work until amended at a future date to cover all tasks required to adopt final plans. The initial Contracts will include contingency language relative to funding authorization by notice-to-proceed for beginning Task 4D. The initial scope of work as performed, must address all necessary elements required for preparation of the associated elements of a regional water plan as described in 31 TAC Chapter 357. All proposed work activities and associated dollars must be fully justified.

The documents, in addition to these instructions and the contract boilerplate, that will serve as the core of the regional planning contracts during the initial contract period are available at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp> and include:

- General Guidelines for Development of Regional Water Plans and General Guidelines for Regional Water Plan Data Deliverables (subject to amendment)
- Initial Scope of Work for the Fourth Cycle of Regional Water Planning
- All provisions of 31 Texas Administrative Code, Chapter 357 will serve as the foundational guidance for the development of regional water plans.

Any revisions to 31 Texas Administrative Code, Chapter 357 adopted by the Board during the planning cycle that result in a change to the planning efforts will be addressed through contract amendments.

TWDB staff anticipates performing a significant regional planning rule revision during 2011. Texas Water Code §16.051(d) directs the Board, in coordination with the Texas Commission on Environmental Quality (TCEQ), Texas Department of Agriculture (TDA), and Texas Parks and Wildlife Department (TPWD), to review and update its administrative rules for regional and state water planning at least every five years. Staff has begun this review and will draft proposed revisions to 31 TAC Chapters 357 and 358. These revisions will, among other things, consolidate the notice requirements for public participation, eliminate redundant guidance, and clarify and simplify the information presented.

These draft revisions will then be sent to TCEQ, TDA, and TPWD, as well as regional water planning stakeholders for their review and comment. Staff will bring proposed rule revisions to the Board for their consideration for posting for public comment in 2011.

## Eligible Expenses

### ***Administrative Expenses***

Administrative Costs (associated with Political Subdivisions) for Regional Water Plan Development that will be reimbursable under the contract are limited to direct, non-labor costs including:

- Newspaper posting costs;
- Postage for mailed notification of application;
- Postage for mailed notification of meetings;
- Travel for public members – mileage (currently 51¢ per mile (as of Jan. 1, 2011) See <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php> for updates.
- Reproduction costs associated with notification or plan activities (currently 10¢ per copy).

### ***Start of Reimbursable Period***

Staff does not anticipate the TWDB authorizing reimbursement for any activities, other than notice posting costs associated with the grant applications,<sup>5</sup> that occur prior to the date of the execution of the contract or the date of public meeting to receive preplanning input from the public. All contracts must be executed no later than August 31, 2011.

The required public meeting to receive preplanning input from the public does not have to occur prior to Board action on the grant applications (Regions are not developing a scope of work for their applications); however, TWDB will not reimburse for any activities that occur prior to the date of this public meeting under the TWDB contract.

The public's input on scoping for the 2016 regional water plans may be used by the RWPGs to guide its planning activities and to direct, to the extent practicable under its regional planning contract, how TWDB funds will be spent within the Region's budget during the Fourth cycle of planning. Regions may use this preplanning scope input to clarify or refine the Technical Consultant scopes of work throughout the Fourth cycle.

## Simplified Regional Water Planning

Based on the TWDB water needs analysis performed under Task 4A and Technical Memorandums submitted by Regions under Task 4C, TWDB staff may determine that some regions shall enter into a simplified regional planning process under TWC 16.053(g)<sup>6</sup>. This

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<sup>5</sup> Board staff anticipates requesting permission from our Board to allow reimbursement of Political Subdivisions under the contracts for the Fourth cycle for allowable, direct (non-labor) costs associated with posting the public notices associated with the applications only.

<sup>6</sup> “The board shall provide technical and financial assistance to the regional water planning groups in the development of their plans. The board shall simplify, as much as possible, planning requirements in regions with abundant water resources.”



alternative planning process will be more clearly defined once TWDB planning rules are adopted under the rule revision process planned to occur beginning in 2011. In the event that a region is designated to follow simplified planning, the region's contract budget may be modified to reflect the decreased work effort required.

***If you have any questions or need any assistance with this process, please contact your TWDB Regional Water Planning Project Manager.***



**TEXAS WATER DEVELOPMENT BOARD  
RESEARCH AND PLANNING FUND  
SENATE BILL ONE  
REGIONAL WATER PLANNING  
INSTRUCTION SHEET**

The Texas Water Development Board's (TWDB) Research and Planning Fund offers grants to eligible applicants for the development or revision of regional water plans. The proposed planning must be a plan, an amendment to an approved regional water plan developed by the regional water planning group for a regional water planning area pursuant to the Texas Water Code, §16.053 and Chapter 357, or other special studies approved by the TWDB which will enhance water planning efforts in the region. Activities eligible for funding are those related to the development, revision, or improvement of regional water plans including public meetings, hearings, and special studies. Activities ineligible for funding include activities which the TWDB determines existing information or data is sufficient, activities directly related to the preparation of applications for state or federal permits or other approvals, activities associated with administrative or legal proceedings by regulatory agencies, preparation of engineering plans and specifications, or activities relating to individual system facility needs. TWDB population and water demand projections and environmental planning criteria will be used to determine future needs in the planning process unless there have been revisions that have been adopted by the board, after coordination with Texas Commission on Environmental Quality, Texas Department of Agriculture, and Texas Parks and Wildlife Department, based on changed conditions and availability of new information.

**When to apply:**

The TWDB published a Request for Applications in the Texas Register February 4, 2011. Unsolicited applications can be filed at any time but will only be considered for funding depending on availability of funds and demonstrated need. The current timeline for consideration of applications is as follows:

**April 8, 2011** – Application, including required scope of work (as defined by TWDB in Request for Applications) due to TWDB. Pursuant to TWDB rule §355.97, regional water planning groups (RWPGs) should also submit in the application proof of public notice that an application for planning assistance has been filed.

**May 19, 2011** – TWDB staff will present funding recommendations for Board consideration.

**Prior to August 31, 2011** – RWPGs hold public meetings to receive comments regarding the scope of work and regional planning activities for the entire planning cycle per TWDB Rule §357.6.

**Who may apply:**

**Eligible applicant - A political subdivision that has been designated, in writing to the executive administrator, by the regional water planning group as a representative of the regional water planning group to receive funds for all or part of the cost of developing or revising regional water plans defined in Texas Water Code, §16.053 and Chapter 357 of this title (relating to Regional Water Planning).**

**Political subdivision includes a city, county, district or authority created under the Texas Constitution, Article III, §52, or Article XVI, §59, any other political subdivision of the state,**

**any interstate compact commission to which the state is a party, and any nonprofit water supply corporation created and operating under Acts of the 43rd Legislature, 1933, 1st Called Session, Chapter 76, (Vernon’s Texas Civil Statutes, Article 1434a).**

**Application Submittal:**

Each RWPG must submit a single application containing a proposed scope of work which includes a task and expense budget, a detailed description of tasks to be performed, specific deliverables for each task, and a task schedule. Reference the document developed by TWDB: “Initial Scope of Work for the Fourth Cycle of Regional Water Planning” located at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp>.

Tasks are related to the following activities:

- Reevaluation of population and demand projections in response to results from the 2010 U.S. Census;
- Refinement of water supply information or water management strategies;
- Evaluation of new water management strategies; and
- Administrative and public participation activities (see table below).

Funding for the first biennium of the regional water planning cycle will be limited to a maximum of \$3.32 million. None of this funding will be awarded by task on a competitive basis. Administrative funds including public participation activities will account for \$800,000 or 24 percent of the total funds appropriated and will be allocated to each region according to formula funding. The total regional allocation is included in the following table (see *Guidance for Preparation of Application for Regional Water Planning Grant* at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp> for Task budget breakdown):

Region	Total Initial Funding
A	\$124,228
B	\$65,185
C	\$542,297
D	\$228,181
E	\$43,554
F	\$187,268
G	\$392,646
H	\$527,018
I	\$229,659
J	\$36,635
K	\$206,750
L	\$306,119
M	\$158,086
N	\$85,332
O	\$161,650
P	\$25,884
<b>Total</b>	<b>\$3,320,492</b>

Proposals for work necessary to complete 2016 Regional Water Plans and related funding will be considered in subsequent years of the fourth planning cycle.

Applications are to be copied on both sides of the paper and recycled materials should be used when possible. A total of five (5) copies and an electronic version of a complete proposal should be submitted to the following address:

Texas Water Development Board  
Contracts and Purchasing  
1700 North Congress  
P. O. Box 13231  
Austin, Texas 78711-3231

All applications **must be complete** and include general information, proposed planning information, and proof of notification. A list of required items with check boxes has been provided in the following pages to assist you in completing the application. **Please check the boxes after you have included the respective items in the application and return the completed checklist with the application.**

**If a Grant is Awarded:**

A copy of our standard contract for Senate Bill 1 Research and Planning Fund grants will be forthcoming. Please make note of the following contractual requirements that will be included in the regional water planning contract.

- applicants must coordinate existing water planning for the purpose of providing information for the proposed planning and to avoid duplication of activities;
- all subcontracts for professional services must be awarded in accordance with the Professional Services Procurement Act, Texas Civil Statutes, Article 664-4;
- all subcontracts for work performed before being contracted or assigned must be approved in writing by the Texas Water Development Board;
- all subcontracts must include a detailed task and expense budget for each item of work to be performed;
- all subcontracts must include provisions that require subcontractor compliance with Texas Water Development Board rules and grant contract with the applicant;
- all subcontractor charges must be paid by the applicant prior to submitting a voucher to the Texas Water Development Board;
- all funding from the Texas Water Development Board will be on a cash reimbursable basis with a 10% retainage to be withheld by the Texas Water Development Board until conclusion of the planning or a Letter of Credit may be submitted in lieu of the 10% retainage;
- applicants must submit payment requests including substantiating documentation and progress reports to the Texas Water Development Board for reimbursement of expenses;
- applicants must submit seven (7) copies of a draft final report on the planning (Initially Prepared Plan) to the Texas Water Development Board for review and comment;
- applicants must submit ten (10) copies of a Final, Adopted Regional Water Plan that incorporates and addresses comments received from the Texas Water Development Board;
- Final, Adopted Regional Water Plans are to be copied on both sides of the paper and recycled materials should be used when possible;
- the Texas Water Development Board retains unlimited rights to technical or other data resulting directly from the planning; and
- applicants must provide the Texas Water Development Board with copies of all original electronic data and programs resulting directly from the planning for the initially prepared plan and the adopted regional water plan.

**If you have questions regarding preparation of an application, call the Texas Water Development Board's Contract and Purchasing Division at (512) 936-6079.**

## Application Checklist

### I. GENERAL INFORMATION

- 1. Legal name of applicant(s).
- 2. Regional Water Planning Group:
- 3. Authority of law under which the applicant was created.
- 4. Applicant's official representative, Name, Title, Mailing address, Phone number, Fax number, if available, E-mail Address, and Vendor ID Number.
- 5. DUNS Number, if you do not have a DUNS number, visit:  
[https://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*DUNSNumberTab)
- 6. Central Contract Registration Number (CCR#). If you do not have a CCR number, visit:  
<https://www.uscontractorregistration.com/>
- 7. Is this application in response to a Request for Applications published in the Texas Register?  
Yes      x      No
- 8. If yes to No. 6 above, list document number and date of publication of the Texas Register.
- 9. Type of proposed planning (Check all that apply)
  - Initial scope of work
  - Development of a regional water plan      X
  - Revision of a regional water plan
  - Special studies approved by TWDB
- 10. Total proposed planning cost (see Guidance for Preparation of Application at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp> for amount)
- 11. Total grant funds requested from the Texas Water Development Board.
- 12. Detailed statement of the purpose for which the money will be used. (Not to exceed 1 page.)
- 13. Detailed description of why state funding assistance is needed. (Not to exceed 1 page.)
- 14. Identify potential sources and amounts of funding available for implementation of viable solutions resulting from proposed planning.

### II. PLANNING INFORMATION

- 15. A detailed scope of work for proposed planning. (Include Scope of Work document

prepared by TWDB located at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp>)

- 17. A task budget for detailed scope of work by task. *Example is attached.*
- 18. An expense budget for detailed scope of work by expense category. *Example is attached.*
- 19. A time schedule for completing detailed Scope of Work by task. (see Scope of Work document referenced above)
- 20. Specific deliverables for each task in Scope of Work. (see Scope of Work document referenced above)
- 21. Method of monitoring study progress.
- 22. Qualifications and direct experience of proposed project staff.

### **III. WRITTEN ASSURANCES**

Written assurance of the following items:

- Proposed planning does not duplicate existing projects;
- Implementation of viable solutions identified through the proposed planning will be diligently pursued and identification of potential sources of funding for implementation of viable solutions;

### **IV. PROOF OF NOTIFICATION**

- Proof of notification

Develop or revise regional water plans. Eligible applicants requesting funds to develop or revise regional water plans must, not less than 30 days before board consideration of the application, provide notice that an application for planning assistance is being filed with the executive administrator by:

- (1) publishing notice once in a newspaper of general circulation in each county located in whole or in part in the regional water planning area; and
- (2) mailing notice to each mayor of a municipality with a population of 1,000 or more or which is a county seat and that is located in whole or in part in the regional water planning area, to each county judge of a county located in whole or in part in the regional water planning area, to all districts and authorities created under Texas Constitution, Article III, §52, or Article XVI, §59, located in whole or in part in the regional water planning area based upon lists of such water districts and river authorities obtained from Texas Commission on Environmental Quality, and all regional water planning groups in the state.

The notice must include the following:

- Name and address of applicant and applicant's official representative;
- Brief description of proposed planning area;
- Purpose of the proposed planning;
- Texas Water Development Board Interim Executive Administrator's name (Melanie Callahan) and address; and
- Statement that any comments on the proposed planning must be filed with the applicant and the Texas Water Development Board Interim Executive Administrator within 30 days of the date on which the notice was mailed.



**TASK BUDGET** (use region's portion of table below to prepare task budget)

TASK		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
<b>2A</b>	Non-Population Related Water Demand Projections (new projections)	\$17,800	\$9,181	\$18,175	\$20,236	\$4,497	\$25,670	\$35,038	\$24,358	\$20,236	\$5,996	\$19,112	\$27,168	\$8,806	\$10,305	\$19,112	\$4,310
<b>2B</b>	Population & Population-Related Water Demand Projections (new projections)	\$5,936	\$2,935	\$70,129	\$17,247	\$6,607	\$7,208	\$30,977	\$60,564	\$15,097	\$2,054	\$18,298	\$26,755	\$23,418	\$5,772	\$6,009	\$994
<b>3</b>	Evaluation of Existing Water Supply	\$35,874	\$19,699	\$101,814	\$69,466	\$10,783	\$49,974	\$106,584	\$101,814	\$63,453	\$11,820	\$48,315	\$75,480	\$32,763	\$24,261	\$39,813	\$8,087
<b>4B</b>	Identification of Potentially Feasible Water Management Strategies	\$2,921	\$1,252	\$36,405	\$5,007	\$1,251	\$6,467	\$13,352	\$34,423	\$7,928	\$207	\$9,597	\$12,935	\$8,345	\$2,191	\$7,406	\$313
<b>4C</b>	Technical Memorandum (Summary of Tasks 1-4B) of Regional Water Plan	\$11,210	\$6,156	\$31,817	\$21,708	\$3,370	\$15,617	\$33,308	\$31,817	\$19,829	\$3,694	\$15,098	\$23,587	\$10,238	\$7,582	\$12,442	\$2,527
<b>4D</b>	Evaluation and Selection of Water Management Strategies	\$14,613	\$6,263	\$182,143	\$25,051	\$6,263	\$32,358	\$66,803	\$172,228	\$39,663	\$1,044	\$48,015	\$64,714	\$41,753	\$10,960	\$37,055	\$1,566
<b>10</b>	Adoption of Plan (administration & public participation for Tasks 1-4C)	\$35,874	\$19,699	\$101,814	\$69,466	\$10,783	\$49,974	\$106,584	\$101,814	\$63,453	\$11,820	\$48,315	\$75,480	\$32,763	\$24,261	\$39,813	\$8,087
<b>TOTAL</b>		\$124,228	\$65,185	\$542,297	\$228,181	\$43,554	\$187,268	\$392,646	\$527,018	\$229,659	\$36,635	\$206,750	\$306,119	\$158,086	\$85,332	\$161,650	\$25,884

**CONTRACTOR EXPENSE BUDGET**  
**APPLICANT (RWPG POLITICAL SUBDIVISION)**

CATEGORY	TOTAL AMOUNT
Other Expenses <sup>1</sup>	\$X
Subcontract Services	\$X
Voting Planning Member Travel <sup>2</sup>	\$X
TOTAL	\$XX,XXX

<sup>1</sup>Other Expenses is defined to include expendable supplies, communications, reproduction, postage, and costs of public meetings.

<sup>2</sup>Voting Planning Member Travel Expenses is defined as eligible travel expenses incurred by regional water planning members that cannot be reimbursed by any other entity, political subdivision, etc.

## **Agenda Items 8-9**

Discussion and possible action to authorize the San Jacinto River Authority to provide public notice and submit a grant application to TWDB on behalf of Region H for funding the fourth round of regional water planning.

Discussion and possible action to authorize the San Jacinto River Authority to provide public notice and hold a public meeting to take public input on issues that should be addressed or provisions that should be included in the regional or state water plan for the fourth cycle of regional water planning.





## **REGION H WATER PLANNING GROUP**

*Senate Bill 1 - Texas Water Development Board*

c/o San Jacinto River Authority

P. O. Box 329, Conroe, Texas 77305

Telephone 936-588-7111

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### **TO ALL INTERESTED PARTIES INCLUDING:**

- Each mayor of a municipality with a population of 1,000 or more or which is a county seat that is located in whole or in part in the Region H water planning area;
- Each county judge of a county located in whole or in part in the Region H water planning area;
- Each county clerk of a county located in whole or part in the Region H water planning area.
- Each special or general law district or river authority with responsibility to manage or supply water in the Region H water planning area based upon lists of such water districts and river authorities obtained from Texas Commission on Environmental Quality;
- Each person or entity who has requested notice in writing,
- Each chair of a regional water planning group in Texas, and
- Each member of the Region H Water Planning Group.

**SUBJECT: (1) Notice of Application for Regional Water Planning Grant Funding from Texas Water Development Board for the Fourth Cycle of Regional Water Planning and (2) Notice of Public Meeting to receive public input on the scope of regional water planning for 2011 through 2015.**

DATE: March 24, 2011

Enclosed are two notices of actions to be taken by the Region H Water Planning Group (RHWPG). The Region H Water Planning Group area includes all or part of the following counties: Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Leon, Liberty, Madison, Montgomery, Polk, San Jacinto, Trinity, Walker, and Waller. The RHWPG encourages your participation. The San Jacinto River Authority is the Administrator for the RHWPG.

A copy of 2011 Region H Water Plan is available on the RHWPG website at [www.regionhwater.org](http://www.regionhwater.org) and on the regional planning section of the TWDB website at <http://www.twdb.state.tx.us/wrpi/rwp/3rdround/2011RWP.asp>.

*Questions or requests for additional information may be submitted to:* Glenda Callaway, RHWPG consultant, telephone 713-520-9031 or by email to [info@regionhwater.org](mailto:info@regionhwater.org).



**REGION H WATER PLANNING GROUP**

*Senate Bill 1 - Texas Water Development Board*

c/o San Jacinto River Authority

P. O. Box 329, Conroe, Texas 77305

Telephone 936-588-7111

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**NOTICE TO PUBLIC**

**Regional Water Planning**

**NOTICE DATE: March 24, 2011**

Notice is hereby given that the San Jacinto River Authority (SJRA) will submit by 5 pm on April 8, 2011, a grant application for financial assistance to the Texas Water Development Board (TWDB) on behalf of the Region H Water Planning Group (Region H), to carry out planning activities to develop the 2016 Region H Water Plan as part of the state's Fourth Cycle (2012-2016) of Regional Water Planning. It is anticipated that the application will be considered by the Texas Water Development Board at its June 22, 2011 meeting.

The Region H area includes all or part of the following counties: Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Leon, Liberty, Madison, Montgomery, Polk, San Jacinto, Trinity, Walker, and Waller.

Copies of the grant application may be obtained from SJRA when it becomes available or online at [www.regionhwater.org](http://www.regionhwater.org). Written comments from the public regarding the grant application must be submitted to SJRA and TWDB prior to TWDB Board action on this application (June 22, 2011). Comments can be submitted as follows:

Reed Eichelberger, General Manager  
San Jacinto River Authority  
P. O. Box 329  
Conroe, Texas 77305-0329

Melanie Callahan  
Interim Executive Administrator  
Texas Water Development Board  
P. O. Box 13231  
Austin, Texas 78711-3231

For additional information please contact Jace Houston, Deputy General Manager, SJRA, at 936-588-7111 or Glenda Callaway, RHWPG consultant, at 713-520-9031 or [info@regionhwater.org](mailto:info@regionhwater.org).



## **REGION H WATER PLANNING GROUP**

*Senate Bill 1 - Texas Water Development Board*

c/o San Jacinto River Authority

P. O. Box 329, Conroe, Texas 77305

Telephone 936-588-7111

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### **NOTICE OF PUBLIC MEETING**

#### **Regional Water Planning**

**Notice Date: March 24, 2011**

Notice is hereby given that the Region H Water Planning Group (RHWPG) is seeking input from the public on the scope of planning activities to be considered during the Fourth Cycle of Regional Water Planning.

The Public Meeting will be held in conjunction with the upcoming regular RHWPG meeting, to be held at the offices of the San Jacinto River Authority, 1577 Dam Site Road, Conroe, Texas 77305, **May 4, 2011 at 10:00 a.m.** Written and oral comments (not to exceed five (5) minutes per speaker) regarding the scope of activities to be considered during the Fourth Cycle of Regional Water Planning will be accepted at this meeting. Written comments may be mailed, emailed or faxed and will be accepted as part of the record if received by 10 a.m. on May 4, 2011. Comments may be mailed to:

Hon. Mark Evans, Chair, RHWPG  
c/o San Jacinto River Authority  
P. O. Box 329  
Conroe, Texas 77305

Comments may be emailed to the RHWPG website at [www.regionhwater.org](http://www.regionhwater.org), or faxed in care of SJRA at 936-588-3043.

The Region H area includes all or part of the following counties: Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Leon, Liberty, Madison, Montgomery, Polk, San Jacinto, Trinity, Walker, and Waller.

A copy of the current 2011 Regional Water Plan is available on the RHWPG website at [www.regionhwater.org](http://www.regionhwater.org) or on the Texas Water Development Board site at <http://www.twdb.state.tx.us/wrpi/rwp/3rdround/2011RWP.asp>.

If you have questions or need additional information, please contact Jace Houston, Deputy General Manager, SJRA, at 936-588-7111, or Glenda Callaway, RHWPG consultant, at 713-520-9031, or by email at [info@regionhwater.org](mailto:info@regionhwater.org).







# **MEETING MATERIALS**

**March 23, 2011**

**San Jacinto River Authority Office**