

**TEXAS WATER DEVELOPMENT BOARD  
REQUEST FOR RESEARCH AND PLANNING FUNDS  
BY THE PANHANDLE REGIONAL PLANNING  
COMMISSION ON BEHALF OF THE PANHANDLE  
AREA WATER PLANNING GROUP**

**PHASE II – 2016 REGIONAL PLANNING CYCLE**

SUBMITTED ON SEPTEMBER 10, 2012

Prepared by Panhandle Regional Planning Commission on behalf of the  
Panhandle Water Planning Group

**TEXAS WATER DEVELOPMENT BOARD  
REQUEST FOR RESEARCH AND PLANNING FUNDS  
FOR THE PANHANDLE WATER PLANNING GROUP  
September 10, 2012**

**Table of Contents**

Table of Contents	i
Application Checklist	ii
I. General Information	
II. Planning Information	
III. Written Assurances	
IV. Proof of Notification	
Exhibit I. Task and Expense Budget	
Exhibit II. Time Schedule	
Exhibit III. Written Assurances	
Exhibit IV. Detailed Scopes of Work and Justifications for Projects	
Exhibit V. Resumes of Proposed Project Staff	
Exhibit VI. Public Notice	
Exhibit VII. Public Comments	

## 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. Is this application in response to a Request for Applications published in the Texas Register?  
Yes      x      No
- 7. If yes to No. 6 above, list document number and date of publication of the Texas Register.
- 8. 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
- 9. Total proposed planning cost (see *Guidance for Preparation of the 2012 Application for Regional Water Planning Grant* at <http://www.twdb.texas.gov/wrpi/rwp/docu.asp> for amount)
- 10. Total grant funds requested from the Texas Water Development Board.
- 11. Detailed statement of the purpose for which the money will be used. (Not to exceed 1 page.)
- 12. Detailed description of why state funding assistance is needed. (Not to exceed 1 page.)
- 13. Identify potential sources and amounts of funding available for implementation of viable solutions resulting from proposed planning.

### **II. PLANNING INFORMATION**

- 14. A detailed scope of work for proposed planning. (Include Scope of Work document prepared by TWDB located at <http://www.twdb.texas.gov/wrpi/rwp/docu.asp>)

- 15. A task budget for detailed scope of work by task. *Example is attached.*
- 16. An expense budget for scope of work by expense category. *Example is attached.*
- 17. A time schedule for completing detailed Scope of Work by task. (see Scope of Work document referenced above)
- 18. Specific deliverables for each task in Scope of Work. (see Scope of Work document referenced above)
- 19. Method of monitoring study progress.
- 20. 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 (October 17, 2012), 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 all voting and non-voting Regional Water Planning Group (RWPG) members; any person or entity who has requested notice of RWPG activities either in writing or email; each County Clerk, in writing, within the Regional Water Planning Area (RWPA); 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 RWPA; each county judge of a county located in whole or in part in the RWPA; each special or general law district or river authority with responsibility to manage or supply water in the RWPA based upon lists of such water districts and river authorities obtained from Texas Commission on Environmental Quality; and all RWPGs in the state.

The notice must include the following:

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

**I. GENERAL INFORMATION**

**1. Legal name of applicant(s).**

Panhandle Regional Planning Commission

**2. Regional Water Planning Group.**

Panhandle Area (Region A) – Panhandle Water Planning Group (PWPG)

**3. Authority of law under which the applicant was created.**

The Panhandle Regional Planning Commission was created as a Council of Government in 1968, under authority of Title 12, Sub C, Chapter 391, Texas Local Government Code

**4. Applicant’s official representative, Name, Title, Mailing address, Phone number, Fax number, if available, E-mail Address, and Vendor ID number.**

Gary Pitner, Executive Director  
PO Box 9257  
Amarillo, Texas 79105  
806/372-3381 (V)  
806/373-3268 (F)  
e-mail: [gpitner@prpc.cog.tx.us](mailto:gpitner@prpc.cog.tx.us)  
Vendor ID#: 175317291002

**5. DUNS Number.**

078550019

**6. Is this application in response to a Request for Proposals published in the Texas Register?**

Yes  No

**7. If yes to No. 6 above, list document number and date of publication of the Texas Register.**

The document number was TRD – 201203832, Volume 37 Number 31, ISSN Number 0362-4781. Texas Register Issue 08/03/12 p.5854 under Agency: Texas Water Development Board. Request for Applications to Complete the Fourth Cycle of Regional Water Planning..

<http://www.twdb.state.tx.us/waterplanning/rwp/planningdocu/2016/doc/maindoc/4thcycleworkingdocs/37TexReg31.pdf>

**8. Type of proposed planning (Check all that apply)**

- Initial scope of work
- Development of a regional water plan
- Revision of a regional water plan
- Special studies approved by TWDB

**9. Total proposed planning cost.**

The total proposed planning cost for Phase II of the 2016 regional planning process in Region A is \$391,055. Please note that this cost is in addition to the \$124,228 contracted for Phase I of this process as well as an additional \$17,500 funded by the PWPG for additional Agriculture Demand Analysis.

**10. Total grant funds requested from the Texas Water Development Board.**

The total proposed planning cost for Phase II of the 2016 regional planning process in Region A is \$391,055.

**11. Detailed statement of the purpose for which the money will be used.**

The purpose of the requested funding is to prepare the 2016 Panhandle Area Water Plan. The updated water plan is intended to meet legislative and regulatory requirements while addressing changed conditions since the completion of the 2011 Plan. Moreover, there are changed conditions due to population changes after the 2000 Census that have not been addressed in the regional planning process to date. The Panhandle region continues to experience drought conditions with each year being worse than the last, severely limiting its surface water use. This has resulted in increased requirements for groundwater development. In addition, technological and biological advances combined with projected water deficiencies have created significant and unanticipated changes in the agricultural industries. Agriculture industries account for the vast majority (92%) of the total water use in the Panhandle planning area. Some of these changes are expected to be long-term trends that will dramatically affect the composition of livestock operations and crop mix leading to a significant change in water usage within the region. Since most of the water for the Panhandle area is from the Ogallala Aquifer, it is imperative to assess the potential impacts of these regional changes to the supplies available from this important resource. This planning grant outlines the activities necessary to address these changed conditions to maintain the quality and integrity of the Panhandle Area Water Plan and the planning process. Additionally, the ongoing decline of water levels at Lake Meredith further exacerbates the problems created by the region's reliance upon groundwater. The availability of groundwater by location is of paramount concern to the PWPG. Further delineating current and projected saturated thicknesses of the Ogallala and Dockum Aquifers in geographic relation to agriculture and municipal demand must be an ongoing effort in the region. Funds will be used to sustain analyzes of the region's water supply, water demands, and the development of water management strategies necessary to preserve the Panhandle way of life well into the future.

Further, 2000 U.S. Census data has been used throughout the regional water planning process for the last two cycles. Recently released 2010 Census data indicates that the region has seen a 7% increase in population with some counties gaining more than 13% and others losing over 11%. Accounting for rounding, 18 of the 21 counties in Region A have seen a 5% or greater population fluctuation. For two cycles the PWPG has looked forward to being able to develop better demand projections based upon the results of the 2010 Census.

The water management strategies that will be developed under the second phase of planning to address deficiencies throughout the region will be comprehensive and require detailed analysis prior to final approval by the PWPG. Conservation measures, resource development, legislative recommendations, and other water management strategies will require comprehensive consideration prior to inclusion into the regional water plan.

Public participation activities associated with the development and approval of the regional water plan are quite cumbersome and require extensive and expensive public notice and copying activities. Funds will be utilized to ensure that all statutorily and rule required public participation activities are adequately addressed.

## **12. Detailed description of why state funding assistance is needed.**

The Legislature has mandated that the regional water plans be updated every five years. The Panhandle Area Water Planning Group is expected to produce its next plan by January 2016. Currently, the Texas Water Development Board has allocated \$9,463,747 to the second phase of regional water planning in addition to the \$3,320,492 made available for the first phase of regional water planning. Of this, \$391,055 has been made available to Region A for Phase II of the process in addition to the \$124,228 allocated to the Panhandle Region in Phase I of the 2016 Planning Cycle. These funds have been dedicated to the region to meet the basic water planning requirements of the State of Texas for the region.

The base funding request is to meet legislative and regulatory requirements, including the public participation process outlined by the Legislature. The TWDB has identified required components for the 2016 regional water plans that will require the Panhandle Area to review and update each of the ten chapters of the 2011 Panhandle Area Water Plan and develop an eleventh chapter anew for 2016. Descriptions of the required activities for each chapter update are included in the standard Scope of Work developed by TWDB and attached to this application. The primary activities associated with this planning effort will be:

1. Regional Description
2. Evaluation and recommendation of Water Management Strategies
3. Conservation Recommendations
4. Impacts and Consistency of Plan
5. Drought Response Information
6. Unique Sites & Policy Recommendations



7. Infrastructure Financing Analysis

8. Public Participation

9. Comparison to previous water plans

It is anticipated that the funding allocated to the region will be adequate for meeting the regional planning needs at this time.

**13. Identify potential sources and amounts of funding available for implementation of viable solutions resulting from proposed planning.**

Panhandle water user groups have actively pursued the implementation of a variety of identified strategies in recent years. This is evidenced by the recent implementation of several strategies identified in previous plans. The electric generation and manufacturing industries continue to implement conservation strategies with the cost savings they create through reuse and enhanced efficiencies. Cities and counties continue to use certificates of obligation and bond issues to generate funds to expand access to groundwater. Additionally, they regularly raise taxes and/or utility rates in order to expand water resources and infrastructure to accommodate future community needs. Agriculture strategies are being adopted based upon cost savings, economies of scale, technological developments, increased net profitability and a general desire to conserve water for future generations.

Most of the funding for the Panhandle Area water supply projects generally is obtained through cash reserves or bond financing by the respective sponsor of the project. Additional funds have come from federal and state programs. Several Panhandle cities have and will continue to utilize the Texas Water Development Board's Revolving Loan Fund while others are beginning to pursue the Economically Distressed Areas Program. Implementation of the projects covered in the proposed 2016 Panhandle Area Water Plan will likely be financed primarily from Panhandle Area water suppliers, with assistance from TWDB loan programs and other state and federal programs. Groundwater Conservation Districts (GCD) provide incentives to agriculture users to implement some strategies at their own discretion.

Note that levels of funding from the above sources vary by program. In the Panhandle Region, Texas Community Development Block Grant (TCDBG) program limits applications for assistance to \$275,000 per project, yet programs offered by USDA-RUS, USDA-RD, TWDB, etc. have much higher funding capacities. Bonds/Certificates of Obligation are limited by credit standing and repayment capacity of issuing entity. Incentives provided by GCD's vary from district to district.

**II. PLANNING INFORMATION**

**14. A detailed scope of work for proposed planning.**

The scope of work developed by TWDB and requested to be attached for each project may be found in Exhibit IV.

**15. A task budget for detailed scope of work by task.**

The task budget for the base plan based upon the current TWDB funding allocation may be found in Exhibit I.

**16. An expense budget for detailed scope of work by expense category.**

The expense budget for the base plan based upon the current TWDB funding allocation may be found in Exhibit I.

**17. A time schedule for completing detailed scope of work by task.**

See proposed timeline attached as Exhibit II.

**18. Specific deliverables for each task in scope of work.**

See Scope of Work developed by TWDB Attached as Exhibit IV.

**19. Method of monitoring study progress.**

The progress of each project will be monitored using progress reports that will be submitted to the Texas Water Development Board along with the quarterly invoice.

**20. Qualification and direct experience of proposed project staff.**

The Panhandle Regional Planning Commission will be responsible for the overall management of the project. Kyle Ingham, Local Government Services Director, is the point of contact for this grant application and development of the 2016 Regional Water Plan.

Gary Pitner, Executive Director of the Panhandle Regional Water Planning Commission - Degree in Public Administration, 20+ years in regional planning commission employment. Participant in development and implementation of regional plans, including water quality planning, solid waste management planning, recreational land use planning, community development planning, regional workforce development planning, criminal justice, emergency services and 9-1-1 planning. Direct project manager for numerous community development infrastructure projects. Staffed Texas Water Commission Canadian River Basin Chloride Study. General oversight and responsibility for 13 departments, with funding links to numerous state and federal agencies, including: Texas Department of Housing & Comm. Affairs, Texas Workforce Development Board, Department of Defense, Department of Housing and Urban Development, Texas Department of Aging, Texas Department of Economic Development, Texas Natural Resource Conservation Commission, Texas Parks and Wildlife Department, Texas Department of Criminal Justice, and the Advisory Commission on State Emergency Communications, among others.

Kyle Ingham, Local Government Services Director- Masters in Public Administration. Participated as an assistant to the Region's Administrative Agent in the 2001 Regional Water Planning Cycle. Has completed the 2011 Regional Water Planning Cycle as Primary Administrative Agent. Extensive experience in the development, writing, and implementation of grants from multiple state and federal agencies. Oversight for numerous community development infrastructure projects. Provides management and professional services for local governments on a contract basis. Experienced with procurement of professional services. Municipal and Regional Council experience. Direct working experience with relevant state agencies. Extensive contractor and project management expertise. Has presented local information to the Texas Water Development Board's Board of Directors. Has successfully navigated the TWDB posting and management requirements through a full regional planning cycle.

Director of Finance-Degree in Political Science, Masters in Professional Accounting, Certified Public Accountant. Recipient of numerous "Certificates of Achievement for Excellence in Financial Reporting". Past Chair of Texas Association of Regional Councils Finance Officers Association. Manages multiple state and federal grant accounting and reporting programs. Provides financial accountability for all PRPC programs and pass-through funding. Administers pension and benefit funds for regional planning commission. Provides all required accounting and financial reporting issues required by State and Federal Agencies. Responsible for 18+ million dollar budget annually, plus supervision of all ancillary funds provided by various entities. Provided financial accountability for approximately \$30+ million in state and federal funds over the last four years. Head of a fully computerized and staffed accounting department.

Freese and Nichols, Inc. will be responsible for technical analysis and report preparation, with assistance from LBG-Guyton Associates, Inc., and Texas AgriLife Research. Freese and Nichols was the prime consultant for all previous rounds of the regional water planning process in Region A. A copy of the resume for the lead for each consultant firm is included in Exhibit \_\_\_\_.

### III. WRITTEN ASSURANCES

#### Written assurance of the following items:

- **Proposed planning does not duplicate existing projects.**  
See Exhibit III.
- **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.**  
See Exhibit III.

**IV. PROOF OF NOTIFICATION**

**The Panhandle Regional Planning Commission provided notice with regard to this application requesting funds for regional water planning as follows:**

- (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 all voting and non-voting Regional Water Planning Group (RWPG) members; any person or entity who has requested notice of RWPG activities either in writing or email; each County Clerk, in writing, within the Regional Water Planning Area (RWPA); 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 RWPA; each county judge of a county located in whole or in part in the RWPA; each special or general law district or river authority with responsibility to manage or supply water in the RWPA based upon lists of such water districts and river authorities obtained from Texas Commission on Environmental Quality; and all RWPGs in the state.

The notice included the following:

- name and address of applicant and applicant's official representative;
- brief description of the proposed planning area;
- purpose of the proposed planning;
- Texas Water Development Board Executive Administrator's name and address; and
- statement that any comments on the proposed planning must be filed with the applicant and the Texas Water Development board Executive Administrator within 30 days of the date on which the notice is mailed or published.

The Panhandle Regional Planning Commission has included information regarding the public notice for the public meeting on the grant application and scope of work in Exhibit VI. Exhibit VI includes the following:

- A copy of the notice published in the newspaper
- Publisher's affidavit
- A copy of the notice sent 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, and to each county judge of a county located in whole or in part in the regional water planning area
- A copy of the notice sent to PWPG members and the full interested parties list maintained for the PWPG along with all other RWPGs and districts and authorities in the planning region.
- A copy of the mailing list to which the material was sent including County Clerks.

Submitted By: \_\_\_\_\_

Gary Pitner  
Executive Director, PRPC  
Administrator for  
Panhandle Area Water Planning Group

Date: September 10, 2012

**EXHIBIT I**  
**TASK AND EXPENSE BUDGETS**

**EXHIBIT I**

**TASK AND EXPENSE BUDGETS – PHASE 2 – 2016 PLANNING**

**TASK BUDGET FOR BASIC PLANNING**

<b>Task</b>	<b>Description</b>	<b>TWDB Allocation</b>
	<b>Basic Services</b>	
1	Description of the Region	\$12,307
4D	Strategy Evaluation & Recommendation	\$180,668
5	Conservation Recommendations	\$12,768
6	Impacts & Plan Consistency	\$18,067
7	Drought Response	\$53,156
8	Unique Sites & Policy Recommendations	\$6,170
9	Infrastructure Financing Analysis	\$2,658
10	Public Participation & Adoption	\$92,023
11	Implementation and Plan Comparison	\$13,238
	<b>TOTAL BASIC SERVICES</b>	<b>\$391,055</b>

## EXPENSE BUDGET

### EXPENSE BUDGET FOR BASIC TASKS\*

CATEGORY	TOTAL AMOUNT
Other Expenses <sup>1</sup>	<a href="#">\$32,658</a>
Subcontract Services	<a href="#">\$355,397</a>
Voting Planning Member Travel <sup>2</sup>	<a href="#">\$3,000</a>
TOTAL	\$391,055

<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.

\*Note: These expense estimates are based solely upon the Summary of Funding Allocated to RWPGs by TWDB at the date of application submission. The actual cost of basic plan development for the region will exceed \$200,000 with category amounts potentially being significantly different.



**EXHIBIT II**  
**TIME SCHEDULE**

**EXHIBIT II**

**TIME SCHEDULE FOR PROPOSED PROJECTS  
PANHANDLE PLANNING AREA**

In accordance with the TWDB's Guidance for Regional Water Planning, the Initially Prepared Plans will be submitted to the TWDB by March 1, 2015. The final adopted Regional Water Plan will be submitted to the TWDB by September 1, 2015. The estimated work schedule to complete Phase II of the fourth cycle regional water planning is shown in the following graphic. All Tasks will be completed by March 1, 2015 when the IPP is submitted and the subsequent chart reflects this timeline.

Task	2013				2014				2015				
	Jan	Apr	July	Oct	Jan	Apr	July	Oct	Jan	Apr	July	Oct	
1. Regional Description	-	-	-	-	-	-	-	-	-	●	-	-	-
4D. Water Needs / WMS Analysis	-	-	-	-	-	-	-	-	-	●	-	-	-
5. Conservation Recommendations	-	-	-	-	-	-	-	-	-	●	-	-	-
6. Impacts /Protection of Resources	-	-	-	-	-	-	-	-	-	●	-	-	-
7. Drought Response	-	-	-	-	-	-	-	-	-	●	-	-	-
8. Legislative Recommendations	-	-	-	-	-	-	-	-	-	●	-	-	-
9. Financing Report	-	-	-	-	-	-	-	-	-	●	-	-	-
10. Plan Adoption/ IPP and Final RWP	-	-	-	-	-	-	-	-	-	●	●	-	-
11. Implementation	-	-	-	-	-	-	-	-	-	●	-	-	-

Submittal to TWDB



Phase 2 activities



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**EXHIBIT III**  
**WRITTEN ASSURANCES**

**EXHIBIT III**  
**WRITTEN ASSURANCES**

1. Written assurance that the proposed planning does not duplicate existing projects.

The proposed projects for Panhandle Water Planning Area described in this application do not duplicate existing projects. The projects will incorporate available information from existing plans, including the *2011 Panhandle Area Water Plan* developed in the last round of regional water planning. The projects are responsive to guidance and requirements developed by the Texas Water Development Board for the development of a regional water plan. All contractors participating in projects under this proposal will read program guidelines and existing plans to ensure that duplicative efforts are avoided.

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Gary Pitner  
Executive Director, PRPC  
Administrator for  
Panhandle Area Water Planning Group  
September 10, 2012

2. Written assurance that 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.

The Panhandle Regional Planning Commission will diligently pursue the implementation of viable solutions identified through the proposed planning to the extent that Panhandle Regional Planning Commission involvement is consistent with the regional plan, is appropriate for the recommended strategy, and in areas where the Panhandle Regional Planning Commission has the authority to participate. Most viable solutions identified through the proposed planning will be wholly or partially the responsibility of water users and/or water suppliers in the Panhandle Planning Area.

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Gary Pitner  
Executive Director, PRPC  
Administrator for  
Panhandle Area Water Planning Group  
September 10, 2012

**EXHIBIT IV**  
**DETAILED SCOPES OF WORK**  
**AND JUSTIFICATION FOR PROJECTS**

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

**August 2012**





## Task 1- Planning Area Description<sup>1</sup>

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The objective of this task is to prepare a standalone chapter<sup>2</sup> to be included in the 2016 Regional Water Plan (RWP) that describes the Regional Water Planning Area (RWPA).

### Work shall include but not be limited to the following:

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.30.<sup>3</sup>
- b) Review and summary of relevant existing planning documents in the region including those that have been developed since adoption of the previous Regional Water Plan. Documents to be summarized include those referenced under 31 TAC §357.22.
- c) Incorporation of all required TWDB Regional Water Planning Application (formerly referred to as the 'online planning database') (DB17) reports into document.
- d) Review of the chapter document by RWPG members.
- e) Modifications to the chapter document based on RWPG, public, and or agency comments.
- f) Submittal of chapter document to TWDB for review and approval; and
- g) All effort required to obtain final approval of the regional water plan chapter by TWDB.

**Deliverables:** A completed Chapter 1 describing the Regional Water Planning Area shall be delivered in the 2016 RWP as a work product.

## Task 2A - Non-Population Related Water Demand Projections<sup>4</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

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<sup>1</sup> Requirements are further explained in the guidance document [General Guidelines for Regional Water Plan Development/Updated General Guidelines for Development of 2016 Regional Water Plans](#).

<sup>2</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

<sup>3</sup> Requirements are further explained in the guidance document [General Guidelines for Regional Water Plan Development/Updated General Guidelines for Development of 2016 Regional Water Plans](#).

<sup>4</sup> Requirements are further explained in the guidance document [General Guidelines for Regional Water Plan Development/Updated General Guidelines for Development of 2016 Regional Water Plans](#).

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.<sup>5</sup> If adequate justification is provided by the RWPGs to TWDB, water demand projections may be adjusted by the TWDB. Once RWPG input and revision requests are considered, final water demand projections will be adopted by the TWDB's governing Board (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 (DB17)~~ with all WUG-level projections and make related changes to ~~the online~~ DB17 based on Board-adopted projections.

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

1. In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.31.<sup>6</sup>
2. Prepare a standalone chapter<sup>7</sup>(including work from both Tasks 2A & 2B) to be included in the 2016 Regional Water Plan (RWP) that also incorporates all ~~of~~ required TWDB DB17 reports into the document.
3. Receive and make publicly available the draft water demand projections provided by TWDB.
4. Evaluate draft water demand projections provided by TWDB.
5. Review comments received from local entities and the public for compliance with TWDB requirements.
6. Provide detailed feedback to TWDB on water demand projections, as necessary, including justification and documentation supporting suggested changes.
7. 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 should provide required documentation and justification of requested revisions.

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<sup>5</sup> All requests to adjust draft population or water demand projections must be submitted along with associated data in an electronic format determined by TWDB (e.g., fixed format spreadsheets)

<sup>6</sup> Requirements are further explained in the guidance document ~~General Guidelines for Regional Water Plan Development~~Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>7</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

8. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
9. 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.
10. Prepare water demand projection summaries for WUGs using final, Board-adopted projections to be provided by the TWDB, as necessary.
11. Modify any associated water demand projections for Wholesale Water Providers (WWPs), as necessary based on final, Board-adopted projections.
12. Review the *TWDB DB17 Non-Population Related<sup>8</sup> Water Demand* report from the DB17 and incorporate this planning database report into the Technical Memorandum and Initially Prepared Plan (IPP) and adopted regional water plans (labeled as such and with source reference).
13. 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 IPP and adopted regional water plans (labeled as such and with source reference).
14. 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 DB17 and within any planning memorandums or reports, as appropriate.

## **Task 2B - Population and Population-Related Water Demand Projections<sup>9</sup>**

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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 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~~<sup>shall</sup> 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 adjusted by the TWDB, TDA, TCEQ, and TPWD. Once RWPG input and revision requests are considered, final population and associated water demand projections will be adopted by the 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 DB17 with all WUG-level projections and make related changes to the DB17 if revisions are made.

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<sup>8</sup> All 'TWDB DB17...' 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 the Technical Memorandum and water plan.

<sup>9</sup> Requirements are further explained in the guidance document [General Guidelines for Regional Water Plan Development](#)~~Updated General Guidelines for Development of 2016 Regional Water Plans~~.

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

1. In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.31.<sup>10</sup>
2. Prepare a standalone chapter<sup>11</sup>(including work from both Tasks 2A & 2B) to be included in the 2016 Regional Water Plan (RWP) that also incorporates all of required TWDB DB17 reports into the document.
3. Receive and make publicly available the draft population and associated water demand projections provided by TWDB.
4. Evaluate draft population and associated water demand projections provided by TWDB.
5. Review comments received from local entities and the public for compliance with TWDB requirements.
6. Provide detailed feedback to TWDB on both population and associated water demand projections, as necessary, including justification and documentation supporting suggested changes.
7. 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 should provide required documentation and justification of requested revisions.
8. Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
9. 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.
10. 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.
11. 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.
12. Modify any associated water demand projections for WWPs, as necessary based on final, adopted projections.

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<sup>10</sup> Requirements are further explained in the guidance document General Guidelines for Regional Water Plan Development/Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>11</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

13. Review the *TWDB DB17 Population* and associated *TWDB DB17 Population-Related Water Demand* reports from the ~~online planning database (DB17)~~<sup>12</sup> and incorporate these planning database reports into the Technical Memorandum and IPP and final regional water plans (labeled as such and with source reference).
14. Modify any aggregated water demand summaries, for example, for Wholesale Water Providers (WWPs), accordingly and present in planning documents.
15. 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 (DB17)~~ and within any planning memorandums or reports, as appropriate.

### **Task 3 - Water Supply Analyses<sup>13</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 *Updated General Guidelines for Development of 2016 Regional Water Plans* 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:

Meet all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.32.<sup>14</sup>

Prepare a standalone chapter<sup>15</sup> to be included in the 2016 Regional Water Plan (RWP) that also incorporates of all required DB17 reports into the document.

#### **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 existing surface water supply and regional water planning purposes. Reservoir systems<sup>16</sup> and their yields ~~will~~shall be modeled in accordance with the ~~General Guidelines for Regional Water Plan Development~~Updated General Guidelines for Development of 2016 Regional Water Plans.

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<sup>12</sup> RWPG technical consultants must attend mandatory training on the Regional Water Planning Application (DB17).

<sup>13</sup> Requirements are further explained in the guidance document ~~General Guidelines for Regional Water Plan Development~~Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>14</sup> Requirements are further explained in the guidance document ~~General Guidelines for Regional Water Plan Development~~Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>15</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

<sup>16</sup> Reservoir systems must be approved by TWDB and identified as such in DB17

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](#)~~Updated General Guidelines for Development of 2016 Regional Water Plans~~.
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 WWP including conducting supply analyses for WWPs.
5. 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~~shall be quantified based on the most recent measured capacity and estimated capacity in year 2070.
6. Compile TCEQ Water System Data Reports<sup>17</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.
 

Update information on WWP contractual obligations and WUG 'seller' obligations to supply water to other entities including within ~~the online planning database~~DB17<sup>18, 12</sup>. Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements ~~will~~shall 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.
7. Based on the water availability, existing infrastructure, and associated physical and legal limitations, determines 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.
8. Complete and update all required data elements for ~~TWDB online planning database~~DB17 through the web interface.<sup>19</sup>
9. 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*

<sup>17</sup> Available from TCEQ

<sup>18</sup> Some WUGs have 'seller' obligations even though they are not classified as a WWP.

<sup>19</sup> In accordance with the Guidelines for Regional Water Plan Data Deliverables. RWPG technical consultants must attend mandatory training on the ~~online planning database~~Regional Water Planning Application (DB17).

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-DB17](#) interface.

10. Review, confirm the accuracy of, and incorporate the required associated planning database reports directly into the Technical Memorandum and IPP and adopted 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 [Modeled Available Groundwater](#)~~Total Pumping~~<sup>20</sup> annual volumes that are developed by TWDB based on the Desired Future Conditions adopted by Groundwater Management Areas (GMAs). [Modeled Available Groundwater](#)~~Total Pumping~~ annual volumes for each aquifer will be available from TWDB through the [online-DB17 planning database](#) interface, split into discrete geographic-aquifer units by: Aquifer; County; River Basin; Region; and, where applicable, by Groundwater Conservation District (GCD).

1. In areas that were not considered in the DFC process and therefore do not have ~~Total Pumping~~[Modeled Available Groundwater](#) annual volumes but have groundwater supplies, develop availability estimates according to the [General Guidelines for Regional Water Plan Development](#)~~Updated General Guidelines for Development of 2016 Regional Water Plans~~.
2. Consider the impacts of the available ~~Total Pumping~~[Modeled Available Groundwater](#) annual volumes on the regional water plan including how it impacts existing water supplies.
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 supply 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 existing supply based on models and operational procedures appropriate for assessment of water supply and regional water planning purposes.
6. Compile TCEQ Water System Data Reports<sup>21</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.

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<sup>20</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. ~~Total pumping~~[Modeled Available Groundwater](#) data to be entered into DB17 by TWDB (see guidance document).

<sup>21</sup> Available from TCEQ

7. Update information on WWP contractual obligations and WUG 'seller' obligations to supply water to other entities including within ~~the online planning database~~ [DB17](#). Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements ~~will~~shall 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, determines 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>22</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.

### 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.

<sup>22</sup> In accordance with the Guidelines for Regional Water Plan Data Deliverables. RWPG technical consultants must attend mandatory training on the ~~online planning database~~ [Regional Water Planning Application \(DB17\)](#).



5. Identify and sub-categorize existing sources in [the online planning database-DB17](#) to extract unique sources. In addition to surface water, groundwater, and reuse, for example, further clarify the source types in [the online planning database-DB17](#) to subcategorize other specific water sources such as desalinated groundwater or desalinated surface water, and seawater desalination, 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 WWP including based on TCEQ Water System Data Reports<sup>23</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 DB17](#). Unless the RWPG considers it unlikely that a specific contract will be renewed, water supplies based on contractual agreements will/shall 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.
9. Based on the water availability, existing infrastructure, and associated physical and legal limitations, determines 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-DB17](#) interface.
12. Review, confirm the accuracy of, and incorporate the required associated planning database reports directly into the Technical Memorandum and IPP and adopted regional water plans under Task 4C (labeled as such and with source reference).

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<sup>23</sup> Available from TCEQ

13. Technical Memo, IPP, and adopted RWP shall include a written summary of all WAM and GAM models on which the surface and groundwater availability in the RWP is based (except for availability associated with MAGs), to include:

- the named/labeled version (incl. date) of each model used;
- a summary of any modifications to each model and the date these modifications were approved by the EA;
- name of the entity/firm that performed the model run; and
- the dates of the model runs.<sup>24</sup>

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 (analysis to be performed by TWDB)<sup>25</sup>**

##### **Work shall include but not be limited to the following:**

1. In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.33.<sup>26</sup>
2. Prepare a standalone chapter<sup>27</sup> to be included in the 2016 Regional Water Plan (RWP) that also incorporates of all required DB17 reports into the document.

~~1-3.~~ *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 DB17, 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.*

~~2-4.~~ *The results of this computation will be provided by TWDB via the DB17 online planning database to RWPGs in a customizable format that is in accordance with TWDB rules as the TWDB DB17 Identified Water Needs report*

~~3-5.~~ *Regions may also request additional, unique needs analysis (e.g., for a WWP) that the RWPG considers warranted. Such reports will be provided by TWDB, if feasible based on the online database DB17 constraints and TWDB resources. The RWPG will need to enter or provide any*

<sup>24</sup> All input files of WAM models shall be included as an electronic appendix in the IPP and RWP.

<sup>25</sup> Requirements are further explained in the guidance document General Guidelines for Regional Water Plan Development Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>26</sup> Requirements are further explained in the guidance document General Guidelines for Regional Water Plan Development Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>27</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

additional data into ~~the online planning database DB17~~, -that may be necessary to develop these evaluations.

~~4.6.~~ The ~~online planning database DB17~~ needs reports ~~will~~shall be incorporated by the RWPG into the Technical Memorandum and IPP and adopted regional water plans (labeled as such and with source reference).

~~5.7.~~ 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 under this Task. This report will be provided to RWPGs as part of this Task and incorporated into the adopted regional water plans.

~~6.8.~~ If the RWPG chooses to develop its own socioeconomic analysis the resulting socioeconomic report ~~will~~shall be incorporated into the IPP and adopted regional water plan by the RWPG.

#### **Task 4B - Identification of Potentially Feasible Water Management Strategies<sup>28</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. In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.34(a)(b)(c).<sup>29</sup>

~~1.2.~~ 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 evaluation in the 2016 regional water plan. Include a description of the process selected by the RWPG in the Technical Memorandum and the IPP and adopted regional water plans.

~~2.3.~~ Consider the TWDB Water Loss Audit Report and drought management when considering potentially feasible water management strategies as required by rules.

~~3.4.~~ 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 IPP and adopted regional water plans.

~~4.5.~~ Plans to be considered in developing water management strategies include those referenced under 31 TAC §357.22.

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<sup>28</sup> Requirements are further explained in the guidance document General Guidelines for Regional Water Plan Development/Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>29</sup> Requirements are further explained in the guidance document General Guidelines for Regional Water Plan Development/Updated General Guidelines for Development of 2016 Regional Water Plans.

- 5-6. If no potentially feasible strategy can be identified for a WUG or WWP, document the reason for this in the Technical Memorandum and the IPP and adopted regional water plans.
- 6-7. 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.
- 7-8. 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.
- 8-9. Present a list of the potentially feasible water management strategies, in table format, within the Technical Memorandum and the IPP and adopted regional water plans.

#### Task 4C - Prepare and Submit Technical Memorandum<sup>30</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 briefly 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:
  - ~~13-14. \_\_\_\_\_ an executive summary of work completed that shall be no longer than 52 pages.~~
  - ~~15. each of the 'TWDB-DB17' online planning database reports described under Tasks 2, 3, 4A, and 4B and as required by the Updated General Guidelines for Development of 2016 Regional Water Plans within the body of the memorandum.~~<sup>31</sup>
  - ~~14. 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 Total Pumping volumes on the existing supplies and needs of WUG and WWPs in comparison to the 2011 regional water plan.~~~~
  - ~~3. A list of the potentially feasible water management strategies that were identified by the RWPG including information on what past evaluations have been performed for the potentially feasible water management strategy by the RWPG and/or others.~~

<sup>30</sup> Requirements are further explained in the guidance document General Guidelines for Regional Water Plan Development Updated General Guidelines for Development of 2016 Regional Water Plans.

<sup>31</sup> Also per the Updated General Guidelines for Development of 2016 Regional Water Plans document.

4.2. Approve submittal of the Technical Memorandum to TWDB at a regular regional water planning group meeting. The Technical Memorandum must be submitted to TWDB in accordance with Section I Article I of the contract.

#### **Task 4D - Evaluation and Recommendation of Water Management Strategies (WMSs)**

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The objective of this task is to evaluate and recommend water management strategies (WMS) including preparing a separate chapter<sup>32</sup> and subchapter (on conservation recommendations see - Task 5) to be included in the 2016 Regional Water Plan (RWP) that describes the work completed, presents the potentially feasible WMSs, recommended and alternative WMSs, including all the technical evaluations, and presents which water user entities will rely on the recommended WMSs.

**Work shall be contingent upon a written notice-to-proceed and shall include but not be limited to the following:**

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.34 and §357.35 that is not already included under Task 4B or Task 5.<sup>33</sup>
- b) Plans to be considered in developing water management strategies include those referenced under 31 TAC §357.22.
- c) Inclusion of a list of the potentially feasible water management strategies that were identified by the RWPG. Information to include what past evaluations have been performed for each potentially feasible water management strategy listed.
- d) Technical evaluations of all categories of potentially feasible WMSs including previously identified or recommended WMSs and newly identified WMSs including drought management and conservation WMSs; WMS documentation shall include a strategy description, discussion of associated facilities, project map, and technical evaluation addressing all considerations and factors required under 31 TAC §357.34(d)(e)(f) and §357.35.
- e) Process of selecting all recommended WMSs including development of WMS evaluations matrices and other tools required to assist the RWPG in comparing and selecting recommended WMSs.

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<sup>32</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

<sup>33</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

- f) Consideration of water conservation and drought contingency plans from each WUG, as necessary, to inform WMS evaluations and recommendations.
- g) Communication, coordination, and facilitation required within the RWPA and with other RWPGs to develop recommendations.
- h) Updates to descriptions and associated technical analyses and documentation of any WMSs that are carried forward from the previous RWP to address:
  - Changed conditions or project configuration
  - Changes to sponsor of WMS
  - Updated costs (based on use of required costing tool<sup>34</sup>)
  - Other changes that must be addressed to meet requirements of 31 TAC §357.34 and §357.35.
- i) Assignment of all recommended strategy water supplies to meet projected needs of specific WUGs.
- j) Documentation of the evaluation and selection of all recommended water management strategies.
- k) Coordination 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.
- l) If applicable, determination of the “highest practicable level” of water conservation and efficiency achievable (as existing conservation or proposed within a water management strategy) for each WUG that relies on a WMS involving and interbasin transfer to which TWC 11.085 applies. Recommended conservation WMSs associated with this analysis shall be presented by WUG.
- m) Presentation of the water supply plans in the RWP for each WUG and WWP relying on the recommended WMSs.
- n) Consideration of alternative WMSs for inclusion in the plan. Alternative water management strategies must be fully evaluated in accordance with 31 TAC §357.34(d)(e)(f).
- o) Incorporation of all required DB17 reports into document.
- p) Submission of data through the Regional Water Planning Application (DB17) to include the following work:
  - review of the data,
  - confirmation that data is accurate,
  - incorporation of the required DB17 reports into the draft and final regional water planning chapter document

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<sup>34</sup> See section 5.1.2 ‘Financial Costs’ in *Updated General Guidelines for Development of 2016 Regional Water Plans*

- q) Review of the chapter document and related information by RWPG members,
- r) Modifications to the chapter document based on RWPG, public, and or agency comments.
- s) Submittal of chapter document to TWDB for review and approval; and
- t) All effort required to obtain final approval of the regional water plan chapter and associated DB17 data by TWDB.
- u) *[SCOPE OF WORK TO BE DETERMINED]*

***Scope of Work to be amended based on specific Task 4D scope of work to be developed and negotiated with TWDB. Work under this Task to be performed only after approval and incorporation of Task 4D scope of work and written notice-to-proceed. NOTE: Work effort associated with preparing and submitting a proposed Task 4D scope of work for the purpose of obtaining a written 'notice-to-proceed' from TWDB is not included in Task 4D and shall not be reimbursed under the Contract.***

**Deliverables:** A completed Chapter 5 shall be delivered in the 2016 RWP as a work product to include technical analyses of all evaluated WMSs. Data shall be submitted and finalized through DB17 in accordance with the Guidelines for Regional Water Planning Data Deliverables.

#### **Task 5 - Water Conservation Recommendations**

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The objective of this task is to prepare a separate subchapter<sup>35</sup> of Chapter 5 to be included in the 2016 Regional Water Plan (RWP) that consolidates conservation-related recommendations and provide model water conservation plans.

**Work shall include but not be limited to the following:**

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.34(g).<sup>36</sup>
- b) Consider water conservation plans from each WUG, as necessary, to inform conservation WMSs and other recommendations.
- c) If applicable, explanation of the RWPG's basis for not recommending conservation for WUGs that had identified water needs but did not have a recommended conservation WMS.
- d) If applicable, present what level of water conservation (as existing conservation or proposed within a water management strategy) is considered by the RWPG as the "highest practicable

<sup>35</sup> This shall be a separate subchapter as required by 31 TAC §357.34(g).

<sup>36</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

level” of water conservation for each WUG and/or WWP that are dependent upon water management strategies involving interbasin transfers to which TWC 11.085 applies.

- e) Provision of model water conservation plans that may be referenced, instead of included in hard copy, in this subchapter, for example, by using internet links.
- f) Review of the subchapter document and related information by RWPG members,
- g) Modifications to the subchapter document based on RWPG, public, and or agency comments.
- h) Submittal of subchapter document to TWDB for review and approval; and
- i) All effort required to obtain final approval of the regional water plan by TWDB.

**Deliverables:** A completed Subchapter of Chapter 5 shall be delivered in the 2016 RWP as a work product.

#### **Task 6 - Impacts of Regional Water Plan**

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The objective of this task is to prepare a separate chapter<sup>37</sup> to be included in the 2016 Regional Water Plan (RWP) that describes the potential impacts of the regional water plan and how the plan is consistent with long-term protection of water resources, agricultural resources, and natural resources.

**Work shall include but not be limited to the following:**

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.40 and §357.41.<sup>38</sup>
- b) Evaluation of the estimated cumulative impacts of the regional water plan, for example on groundwater levels, spring discharges, bay and estuary inflows, and instream flows.
- c) Review of the chapter document by RWPG members.
- d) Modifications to the chapter document based on RWPG, public, and or agency comments.
- e) Submittal of chapter document to TWDB for review and approval; and
- f) All effort required to obtain final approval of the regional water plan chapter by TWDB.

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<sup>37</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

<sup>38</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.



**Deliverables:** A completed Chapter 6 shall be delivered in the 2016 RWP as a work product.

### **Task 7 – Drought Response Information, Activities and Recommendations**

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The objective of this task is to prepare a separate chapter<sup>39</sup> to be included in the 2016 Regional Water Plan (RWP) that: presents information regarding historical droughts and on preparations for drought in the region; develops recommendations for triggers and responses to the onset of drought conditions; evaluates potential emergency responses to local drought conditions; and includes various other drought-related evaluations and recommendations.

**Work shall include but not be limited to the following:**

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.42.<sup>40</sup>
- b) Plans to be considered in developing this chapter include relevant plans referenced under 31 TAC §357.22.
- c) Collecting information on previous and current responses to drought in the region including reviewing drought contingency plans received from each WUG and determining what measures are most commonly used and whether these measures have been recently implemented in response to drought conditions.
- d) Determining whether there is any reliable information on the reduction in demands on individual WUGs caused by their implementation of drought contingency measures.
- e) Process of selecting recommended triggers and actions including any tools required to assist the RWPG in comparing options and making recommendations.
- f) Consideration of drought contingency plans from each WUG, as necessary, to inform WMS evaluations and recommendations.
- g) Coordination and communication, as necessary, with entities in the region to gather information required to develop recommendations.
- h) Summarization of potentially feasible drought management WMS, recommended drought management WMS, and or alternative drought management WMSs, if any, associated with work performed under Task 4D.

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<sup>39</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

<sup>40</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

- i) If applicable, explanation of the RWPG's basis for not recommending drought management strategies for WUGs that had identified water needs but did not have a recommended drought management WMS.
- j) Development by the RWPG of region-specific model drought contingency plans consistent with TCEQ requirements that, at a minimum, identify triggers for and responses to the most severe drought response stages commonly referred as 'severe', 'critical' and 'emergency' drought conditions.
- k) Summary of any other drought management measures recommended by the RWPG.
- l) Preparation of tabular data for inclusion in chapter.
- m) Review of the chapter document and related information by RWPG members.
- n) Modifications to the chapter document based on RWPG, public, and or agency comments.
- o) Submittal of chapter document to TWDB for review and approval; and
- p) All effort required to obtain final approval of the regional water plan chapter and associated data by TWDB.

**Deliverables:** A completed Chapter 7 shall be delivered in the 2016 RWP as a work product. Data shall be submitted in the form of tables included in the chapter.

#### **Task 8 - Recommendations Regarding Unique Stream Segments and/or Reservoir Sites and Legislative & Regional Policy Issues**

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The objective of this task is to prepare a separate chapter<sup>41</sup> to be included in the 2016 Regional Water Plan (RWP) that presents the RWPG's unique stream segment, unique reservoir site, legislative, administrative, and regulatory recommendations.

**Work shall include but not be limited to the following:**

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.43 and §358.2.<sup>42</sup>

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<sup>41</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

<sup>42</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

- b) Plans to be considered in developing this chapter include relevant plans referenced under 31 TAC §357.22.
- c) RWPG consideration and discussion of potential recommendations for designation of ecologically unique stream segments within the Regional Water Planning Area (RWPA), based on criteria in 31 TAC §358.2.
- d) If applicable, prepare a draft memorandum recommending which stream segments in the region, if any, should be recommended for designation as ecologically unique stream segments. Evaluate and incorporate comments from the regional water planning group. Upon approval by the group, submit the draft memorandum to TWDB and TPWD for comments.
- e) RWPG consideration and discussion of potential recommendations for designation of unique reservoir sites within the RWPA.
- f) If applicable, prepare a draft memorandum recommending designation of unique sites for reservoir development. Evaluate and incorporate comments from the regional water planning group. Upon approval by the group, submit the draft memorandum to TWDB for comments.
- g) RWPG consideration and discussion of potential regional policy issues; identification and articulation of recommendations for legislative, administrative, and regulatory rule changes; and negotiations toward RWPG consensus.
- h) Review of the chapter document and related information by RWPG members.
- i) Modifications to the chapter document based on RWPG, public, and or agency comments.
- j) Submittal of chapter document to TWDB for review and approval; and
- k) All effort required to obtain final approval of the regional water plan chapter by TWDB.

**Deliverables:** A completed Chapter 8 shall be delivered in the 2016 RWP as a work product.

#### **Task 9 - Report to Legislature on Water Infrastructure Funding Recommendations**

The objective of this task is to evaluate and recommend water management strategies (WMS) including preparing a separate chapter<sup>43</sup> to be included in the 2016 Regional Water Plan (RWP) that reports on how sponsors of recommended WMSs propose to finance projects.

**Work shall include but not be limited to the following:**

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<sup>43</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.44.<sup>44</sup>
- b) Coordination and communication with sponsoring water user groups, wholesale water providers, and/or other water agencies.
- c) Perform a survey, including the following work:
  - a. Contacting WMS project sponsors/WUGs
  - b. Collection and collation of data
  - c. Documentation of the effectiveness of survey methodology, providing percent survey completions, and whether an acceptable minimum percent survey completion was achieved.
  - d. Submission of data into the online survey tool
- d) Coordination with WUGs and WWP as necessary to ensure detailed needs and costs associated with their anticipated projects are sufficiently represented in the RWP for future funding determinations.
- e) Assisting the RWPG with the development of recommendations regarding the proposed role of the State in financing water infrastructure projects identified in the RWP.
- f) Summarizing the survey results.
- g) Review chapter document and related information by RWPG members.
- h) Submittal of chapter document to TWDB for review and approval; and
- i) All effort required to obtain final approval of the regional water plan chapter and associated DB17 data by TWDB.

**Deliverables:** A completed Chapter 9 shall be delivered in the 2016 RWP as a work product to include summary of reported financing approaches for all recommended WMSs. Data shall be submitted and finalized through the online survey tool in accordance with the *Guidelines for Regional Water Planning Data Deliverables*.

#### **Task 10 Public Participation and Plan Adoption<sup>45</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:

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<sup>44</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

<sup>45</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

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.~~
10. ~~revise relevant portions of the 2011 regional water plan for inclusion in the IPP and adopted 2016 regional water plan; and,~~
11. ~~interregional cooperation and interregional conflict resolution efforts.~~

The objective of this task is to address public participation, public meetings, eligible administrative and technical support activities, and other requirements and activities eligible for reimbursement and necessary to complete and submit an Initially Prepared Plan (IPP) and final RWP and obtain TWDB approval of the RWP.

**Work shall include but not be limited to the following:**

- a) In addition to generally meeting all applicable statute requirements governing regional and state water planning this portion of work shall, in particular, include all technical and administrative support activities necessary to meet all the requirements of 31 TAC Chapters 355, 357, and 358 that are not already addressed under the scope of work associated with other contract Tasks but that are necessary and or required to complete and deliver an IPP and final, adopted RWP to TWDB and obtain approval of the adopted RWP by TWDB.<sup>46</sup>
- b) Organization, support, facilitation, and documentation of all meetings/hearings associated with: preplanning meeting; meetings associated with revision of projections; consideration of a substitution of alternative water management strategies; public hearing after adoption of the initially prepared plan (IPP) and prior to adoption of the final RWP; and, consideration of a Minor Regional Water Plan Amendments.

**Technical Support and Administrative Activities**

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<sup>46</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

- c) Attendance and participation of technical consultants at RWPG, subgroup, subcommittees, special and or other meetings and hearings including preparation and follow-up activities.
- d) Developing technical and other presentations and handout materials for regular and special meetings to provide technical and explanatory data to the RWPG and its subcommittees, including follow-up activities.
- e) Collecting and evaluating information, including any information gathering surveys from water suppliers or WUGs, (e.g., on existing infrastructure; existing water supplies; potentially feasible WMSs) and or maintenance of contact lists for regional planning information in the region.
- f) Administrative and technical support and participation in RWPG activities, and documentation of any RWPG workshops, work groups, subgroup and/or subcommittee activities.
- g) Technical support and administrative activities associated with periodic and special meetings of the RWPG including developing agendas and coordinating activities for the RWPG.
- h) Provision of status reports to TWDB for work performed under this Contract.
- i) Development of draft and final responses for RWPG approval to public questions or comments as well as approval of the final responses to comments on RWP documents.
- j) Intraregional and interregional coordination and communication, and or facilitation required within the RWPA and with other RWPGs to develop a RWP including with water suppliers or other relevant entities such as groundwater conservation districts, WUGs, and or WWPs.
- k) Incorporation of all required DB17 reports into RWP document.
- l) Modifications to the RWP documents based on RWPG, public, and or agency comments.
- m) Preparation of a RWP chapter summarizing Task 10 activities including review by RWPG and modification of document as necessary.
- n) Development and inclusion of Executive Summaries in both IPP and final RWP.
- o) Production, distribution, and submittal of all draft and final RWP-related planning documents for RWPG, public and agency review, including in hard-copy format when required.
- p) Assembling, compiling, and production of the completed IPP and Final Regional Water Plan document(s) that meet all requirements of statute, 31 TAC Chapters 355, 357 and 358, Contract and associated guidance documents.
- q) Submittal of the RWP documents in both hard copy and electronic formats to TWDB for review and approval; and all effort required to obtain final approval of the RWP by TWDB.

**Other Activities**

- r) Review of all RWP-related documents by RWPG members.

- s) Limited non-labor, direct costs associated with maintenance of the RWPG website.
- t) Development of agendas, presentations, and handout materials for the public meetings and hearings to provide to the general public.
- u) Documentation of meetings and hearings to include recorded minutes and or audio recordings as required by the RWPG bylaws and archiving and provision of minutes to public.
- v) Preparation and transmission of correspondence, for example, directly related to public comments on RWP documents.
- w) Promoting consensus decisions through conflict resolution efforts including monitoring and facilitation required to resolve issues between and among RWPG members and stakeholders in the event that issues arise during the process of developing the RWP, including mediation between RWPG members, if necessary.
- x) RWPG membership solicitation activities.
- y) Meeting all posting, meeting, hearing and other public notice requirements in accordance with the open meetings act, statute, and 31 TAC §357.21 and 31 TAC Chapter 355 and any other applicable public notice requirements.
- z) Solicitation, review, and dissemination of public input, as necessary.

**Deliverables:** Complete IPP and final, adopted RWP documents shall be delivered as work products. This includes a completed Chapter 10 summarizing public participation activities and appendices with public comments and RWPG responses to comments.

#### **Task 11 – Implementation and Comparison to the Previous Regional Water Plan**

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The objective of this task is to evaluate and recommend water management strategies (WMS) including preparing a separate chapter<sup>47</sup> to be included in the 2016 Regional Water Plan (RWP) that reports on the degree of implementation of WMs from the previous RWP and summarizes how the new RWP compares to the previous RWP.

**Work shall include but not be limited to the following:**

- a) In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work shall, in particular, include all work necessary to meet all the requirements of 31 TAC §357.45.<sup>48</sup>

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<sup>47</sup> This shall be a separate chapter as required by 31 TAC §357.22(b).

<sup>48</sup> Requirements are further explained in the guidance document *Updated General Guidelines for Development of 2016 Regional Water Plans*.

b) Implementation (31 TAC §357.45(a)):

- I. Coordination and communication with RWPG representatives and sponsors of WMSs, including WUGs and WWPs
- II. Documentation of the level of implementation of each WMS that was recommend in the previous regional water plan
- III. Submission of implementation results data in the online survey tool and in spreadsheet format
- IV. To the extent feasible, identify other projects implemented by these entities that are not included in the previous RWP

c) Comparison to the Previous Regional Water Plan (31 TAC §357.45(b)):

- I. Compare the RWP to the previous RWP by chapter in the new RWP
- II. Summarize differences quantitatively and qualitatively
- III. Present information in graphical, tabular, and written format

d) Review of the chapter document and related information by RWPG members.

e) Modifications to the chapter document based on RWPG, public, and or agency comments.

f) Submittal of chapter document to TWDB for review and approval; and

g) All effort required to obtain final approval of the regional water plan chapter and associated DB17 data by TWDB.

**Deliverables:** A completed Chapter 11 shall be delivered in the 2016 RWP as a work product. Survey data shall be submitted and finalized through the online survey tool in accordance with the Guidelines for Regional Water Planning Data Deliverables.



**EXHIBIT V**

**RESUMES OF PROPOSED PROJECT STAFF**

Gary Pitner  
Executive Director  
Panhandle Regional Planning Commission

Kyle G. Ingham  
Local Government Services Director  
Panhandle Regional Planning Commission

Simone Kiel  
Freese & Nichols, Inc.

James Beach  
LBG Guyton

Steve Amosson  
Texas Agrilife

**EXHIBIT VI**  
**PUBLIC NOTICE**

## **EXHIBIT VI**

### **PUBLIC NOTICE**

The Panhandle Regional Planning Commission published a notice regarding the public meeting to take input on scope of work ideas. The public notice also provided information regarding the intent of Panhandle Area Water Planning Group to develop and submit a grant application for Texas Water Development Board funding. The following documents are included in the appendix:

- A copy of the notice published in the newspaper
- Publisher's affidavit
- A copy of the notice sent 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, and to each county judge of a county located in whole or in part in the regional water planning area, and the contact person for each regional water planning group in the State of Texas
- A copy of the mailing list to which the material was sent including County Clerks.

**EXHIBIT VII**  
**PUBLIC COMMENTS**

**EXHIBIT VII**

**PUBLIC COMMENTS**

No Public Comments Submitted at This Time