

# PANHANDLE WATER PLANNING GROUP

P.O. Box 9257  
Phone: 806-372-3381

Amarillo, Texas 79105  
Fax: 806-373-3268

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## Memorandum

**To:** Panhandle Water Planning Group Members  
**From:** Kyle G. Ingham, Local Government Services Director  
**Date:** May 9, 2011  
**Re:** Agenda Item #3

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**Consider - minutes from the regular meeting on February 15, 2011**

*ATTACHMENT: February 15, 2011 Draft Minutes*

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## Memorandum

**To:** Panhandle Water Planning Group Members  
**From:** Kyle G. Ingham, Local Government Services Director  
**Date:** May 9, 2011  
**Re:** Agenda Item #4

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**Discuss and Action as Needed – Consideration of Appointment of Rick Gibson to Electric Utility Representative seat upon recommendation of outgoing member Gale Henslee**

At the February 15, 2011 meeting of the PWPG Gale Henslee submitted a letter of resignation regarding his seat on the PWPG. In that letter he recommended, in accordance with Section 4.1 of the PWPG Bylaws, Rick Gibson of Xcel Energy to be considered by the full PWPG for consideration to fill the vacated seat. A consensus vote by the PWPG membership can accept this nomination or decline it. This meeting, including the notice that Mr. Gibson is considered for the vacated seat, will be posted at least 15 days prior to the meeting so all Bylaw considerations are accommodated.

*Attachments: Gale Henslee resignation letter & recommendation*

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**To:** Panhandle Water Planning Group Members  
**From:** Kyle G. Ingham, Local Government Services Director  
**Date:** May 9, 2011  
**Re:** Agenda Item #5

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### **Discuss and Action as Needed – Consideration of bylaw revisions pertaining to member appointment time frames.**

Section 4 of the PWPG bylaws dictates the selection process for PWPG members. It indicates that within 15 days of expired terms members should be replaced. However, in practice the 15 day timeframe is very constrictive since meetings may not be necessary for other purposes. In order to ensure that the time of each PWPG member is maximized and meetings are not held solely for administrative purposes it may be appropriate to consider revising this requirement. It is proposed that the language of the Bylaws be revised to indicate that vacancies be filled at the first meeting following September 1 of a calendar year. Attached, you will find a copy of the PWPG Bylaws with proposed language highlighted to make this change.

*Attachments: PWPG Bylaws with proposed changes*

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**To:** Panhandle Water Planning Group Members  
**From:** Kyle G. Ingham, Local Government Services Director  
**Date:** May 9, 2011  
**Re:** Agenda Item #6

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### **Discuss and Action as Appropriate – Review and Consider the Current Financial Reports**

Treasurer, Dr. Nolan Clark, will present the current financials of the Panhandle Water Planning Group.

*Attachments: February 2011 – State Planning Financials  
February 2011 – Local Water Planning Financials  
March 2011 Financials will be Presented at the Meeting*

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## Memorandum

**To:** Panhandle Water Planning Group Members  
**From:** Kyle G. Ingham, Local Government Services Director  
**Date:** May 9, 2011  
**Re:** Agenda Item #7

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### **Discuss and Action as Appropriate – Consideration of Consultant Statements of Qualification pertaining to the 2016 Regional Water Planning Cycle**

On March 4, 2011, the PWPG, through PRPC, issued a Request for Qualifications for the consultant work to be performed on the 2016 Regional Water Plan. At the February 15, 2011 PWPG Meeting the PWPG Executive Committee plus three additional members were granted the authority to review the RFQ and meet to make a recommendation to the full PWPG regarding this process. On April 18, 2011, the PWPG Executive Committee Plus 3 will be reviewing all of the Statements of Qualification that they receive. They will likely be interviewing some of the firms submitting Qualifications. Contingent upon their review, the Committee reserves the right to hold an additional meeting prior to the full PWPG meeting or request firms to be available to the full body at the May 9 meeting. It is anticipated that the Committee will bring a formal recommendation to the full PWPG related to this issue.

*Attachments: RFQ Packet  
RFQ Notice  
RFQ Direct Contact Listing*

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**To:** Panhandle Water Planning Group Members  
**From:** Kyle G. Ingham, Local Government Services Director  
**Date:** May 9, 2011  
**Re:** Agenda Item #8

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### **Discuss and Action as Appropriate – Application for funding assistance to the TWDB for the 2016 Regional Water Planning Cycle.**

At the February 15, 2011 PWPG meeting the PRPC was authorized to submit the application for funding under the 2016 Regional Water Planning effort. Upon that direction a draft application was prepared and sent to the PWPG Executive Committee for review and comment. Based upon those comments minor revisions were made and the application was submitted with all attachments on 4-5-11.

In this cycle the TWDB requested that the application be only for the baseline funding that is available to the region based upon current legislative allocations and include the scope of work developed by TWDB for this planning cycle. However, we did include indication that additional baseline work is needed in addition to the \$124,228 currently allocated to the region and that extensive additional research will need to be done in other areas. Indicating these additional needs is intended to help us in any future competition for additional planning funds in the 2016 regional water planning cycle since we have long known that we have extensive work ahead of us.

*Attachments: Application for funding assistance for 2016 Regional Water Planning Cycle*

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**To:** Panhandle Water Planning Group Members  
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**Date:** May 9, 2011  
**Re:** Agenda Item #9

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### **Discuss and Action as Appropriate – Water Related Issues related to the 82<sup>nd</sup> Texas Legislative Session**

This agenda item is intended to allow the PWPG and TWDB Staff to discuss the 82nd legislative session, water related topics, and any action that needs to be taken in relation to the session.

*Attachments: NA*

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## Memorandum

**To:** Panhandle Water Planning Group Members  
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**Date:** May 9, 2011  
**Re:** Agenda Item #10

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Regional Reports – B and O

*Attachments: NA*



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**To:** Panhandle Water Planning Group Members  
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**Re:** Agenda Item #11

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Report or Comments from TWDB Personnel

*Attachments: NA*

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**Re:** Agenda Item #12

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Other business and closing comments from the Chairman and the Board Members.

*Attachments: NA*

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**Re:** Agenda Item #13

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**Public Comment – Relating to PWPG activities**

*Attachments: None*