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AGENDA ITEM MEMO

BOARD MEETING DATE: July 24, 2025

TO: Board Members

THROUGH: Bryan McMath, Interim Executive Administrator
Ashley Harden, General Counsel
Jessica Peña, Deputy Executive Administrator, Water Supply & Infrastructure
Marvin Cole-Chaney, Director, Program Administration and Reporting

FROM: Suzanne Wright, Reporting Manager, Program Administration and Reporting

SUBJECT: Vendor Selection and Contract Issuance for Project Management for the 8th Drinking Water Infrastructure Needs Survey and Assessment

ACTION REQUESTED

Consider authorizing the Executive Administrator to execute a one year contract with an optional extension period through December 31, 2026, with the Texas Rural Water Association to complete the U.S. Environmental Protection Agency's 8th Drinking Water Infrastructure Needs Survey and Assessment in an amount not to exceed \$250,000.

BACKGROUND

The Drinking Water Infrastructure Needs Survey and Assessment (DWINSA) was established to assess the 20-year capital improvement needs of public water systems in the United States by collecting information on their construction, rehabilitation, and infrastructure replacement needs. A list of projects is collected and assembled with supporting documentation to facilitate compliance with drinking water regulations of the Safe Drinking Water Act (SDWA) of 1996. The U.S. Environmental Protection Agency (EPA) assigns costs to these projects and then uses the results to allocate annual Drinking Water State Revolving Fund (DWSRF) capitalization grants among the states and for American Indian and Alaska Native Villages giving those with the greatest needs the largest portion of the grants. The EPA submits a report to Congress containing the results of the assessment every four years.

Surveys taken from public water systems are reported to the EPA to estimate financial needs for improving and maintaining drinking water systems throughout Texas. These surveys help determine the amount of the annual capitalization grant awarded to TWDB to administer the DWSRF program. From that allotment, states can use up to four percent of the capitalization grant, \$400,000, or 0.2 percent of the current valuation of the fund (whichever is greater) for Administration and Technical Assistance set-aside allows. This set-aside can be used for costs associated with administering and implementing the state's DWSRF Program.

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Leading the state's efforts
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Board Members

L'Oreal Stepney, P.E., Chairwoman | Tonya R. Miller, Board Member
Bryan McMath, Executive Administrator

KEY ISSUES

The DWINSA is a congressionally mandated survey that incorporates a statistical approach with specific data collection methodologies, survey form specifications, and reporting requirements from the EPA. While state participation is not required, the statistical samples of eligible systems that we successfully collect will impact allotments for DWSRF funding. The allotment for Texas based on the 7th DWINSA results is 7.97% for the Federal Fiscal Year 2025.

The 7th DWINSA was conducted from December 16, 2020, to October 10, 2022. The TWDB was responsible for overseeing the survey of 76 large systems (i.e., public water systems serving a population of 100,000 or greater customers). By executing this contract, the efforts to complete this survey will result in a better information gathering process and preserve staff time for other essential job functions. The EPA plans to submit the 8th DWINSA Report to Congress in February 2027, and the results will impact the Federal Fiscal Years 2027-2030 capitalization grant allocations.

SELECTION PROCESS AND AUTHORIZED WORK

The solicitation for project management of EPA's 8th DWINSA was posted on March 24, 2025, and responses were accepted through April 23, 2025. Four vendors submitted Statements of Qualifications and supporting documentation, but only two met qualification standards and were considered administratively complete and acceptable. These two submittals were scored and ranked.

The selected vendor will provide a service to TWDB in completing the DWINSA, from initial preparations through the final review phase, including:

- managing data collection, reviewing documentation and compilation of data for acceptance by EPA,
- managing final submission of information to EPA, and
- reviewing and responding to data modification requests and/or clarifications by EPA.

RECOMMENDATION

Authorize the Executive Administrator to select Texas Rural Water Association as the vendor to manage the 8th DWINSA and initiate and enter into a contract for a total amount not to exceed \$250,000 with Texas Rural Water Association to implement the work related to the 8th DWINSA.