## **2012 Regional Water Planning Public Notification Quick-Reference** (print in color on 11x17) **Note:** Consult 31 TAC 355 and 357 and Texas Open Meetings Act for details

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	DRAFT - UPDATED TO REFLECT RULE REVISIONS EFFECTIVE AUGUST 2012	MINIM	UM NOT	TICE	COMMENT PERIOD				NOTICE MUST CONTAIN				ENTITIES NOTIFIED								PO	STING	VENU	JES	DOCUMENT PROVISION		
	RWPG ACTIVITY & NOTIFICATIONS	72 Hours (Suggest 7 days when feasible)	14+ days (also submit to TWDB)	30+ days	<ul><li>14 days prior to and following meeting</li><li>30 days prior to TWDB Board meeting</li></ul>	Until 30 days after hearing Until 60 days after hearing held	Until 90 days after hearing held( State or Federal Agencies)	120 days after reciept of the IPP - TWDB EA	of ef ng of a ments and the notice	Date/time/location of the public meeting/hearing; summary of the proposed action; name/telephone/address of the RWPG person for public's questions.	Information that the RWPG will accept written and oral comments at the hearings and how the public may submit written comments separately.	RWPG Members (voting and non-voting) Any person or entity who has requested notice in writing	Emailed or mailed to each County Clerk within the	County clerk in counties outside RWPA where WMS would be located (when applicable)	Each mayor of a municipality that either (a) has a population of 1,000 or more, or (b) is a county seat at	mpletely or at	All districts and authorities that manage or supply water in the regional water planning area - must use the list provided by TCEQ	Each retail public utility, defined as a community water system, that serves at least part of the Region or that receives water from the Region (TCEQ has a list)	Each holder of record of a surface water right that has a diversion point within the Region (TCEQ has a list)	All other RWPGs in the state	Political Subdivision and RWPG websites - must post agenda; or TWDB website upon request	Must notify the Texas Secretary of State (WEBSITE)	Must notify the Texas Register	Publish in a newspaper of general circulation in each county located in whole or part within Region	RWPGs must make a copy of all materials presented or discussed available for public inspection prior to and following the meeting.	INTERNET: RWPGs must publish agendas, meeting notices, and current adopted initially prepared plans and adopted final regional water plans on the Internet. This can be done by submitting the info to TWDB for posting on TWDB's website.	Copy of the IPP in (1) at least one public library in each county and (2) either the county courthouse's law library, the county clerk's office, or some other accessible place within the county courthouse of each county having land in the regional water planning area. According to the capabilities of the facility, the RWPG may provide copies electronically. (NOTE: notice must include the location of these regional water plan copies).
	Regular public RWPG meetings (e.g. quarterly)																										
	When considering any amendment to the Scope of Work (Preplanning) OR BUDGET													ı													
	Replacement of RWPG members or addition of additional RWPG members																										
	Adoption of a Regional Water Plan																										
	Vet Process of Identifying Potentially Feasible Water Management Strategies																										
	Public meeting to consider proposed population or water demand projection revision requests.																										
	Public meeting to consider Substitution of alternative WMSs			- 1																							
	Public meeting to consider a Minor Regional Water Plan Amendment																										
provide notice for ons in a single ver, a document otice for many alld describe all ndividually.	Holding preplanning meeting to obtain public input on development of the next RWP [not necessarily associated with a funding application]																										
RW/ mai	Requesting research and planning funds from the Board for regional water planning																										
	RWPG public hearing after adoption of an initially prepared regional plan (IPP) and prior to adoption of the final RWP																										
	Major Regional Water Plan Amendment RWPG hearing prior to amending a regional water plan																										
IMPORTANT NOTES		357.21(b)(1); (b)(2)	357.21(c)(1), (c)(2)	357.21(d)(1); (d)(2)	357.21(c)(7) 357.21(d)(4)	357.21(d)(8) 357.21(d)(8); 357.50(d)(3)	357.50(d)(2)	357.50(d)(1)	357.21(d)(4)	357.21(b)(3); (c)(3); (d)(3)	357.21(c)(3); (d)(3)	357.21(b)(4);(c)(4);(d)(6) 357.21(b)(4);(c)(4);(d)(6)	357.21(b)(4);(c)(4);(d)(6)	357.21(c)(4);(d)(6)	357.21(d)(6)	357.21(d)(6)	357.21(d)(6)	357.21(d)(6)	357.21(d)(6)	357.21(d)(6)	357.21(b)(5);(c)(5);(d)(7)	357.21(b)(5);(c)(5);(d)(7)	357.21(d)(7)	357.21(d)(2)	357.21(b)(6);(c)(6)	357.21(b)(5); (b)(6); (c)(5); (c)(6); (d)(5);	357.21(d)(5)

All meetings of subsets of the RWPG that constitute a quorum of the RWPG must be noticed appropriately Note A:

The best reference material for RWPG members to ensure that they are in compliance with notice requirements are from the Texas Attorney General Office: "The Open Meetings Handbook 2012" and the "2012 Open Meetings Act Made Easy." Both are available at: www.oag.state.tx.us In the event of uncertainty, elected officials may contact the Office of the Attorney General at (512) 463-2057 or the Municipal and County Affairs Section of the Office of the Attorney General at (512) 475-4683.

The Attorney General also sponsors an open government hotline where public officials can get answers to basic questions about the Open Meetings Act (OMA) at (800) 252-8011.

To the extent an action by the RWPG could qualify under more than one row of this matrix (for instance, a regular meeting), the stricter notice requirements should be used. Note B: Note C:

Note D: