

Fifth Cycle of Regional Water Planning
Initial Scope of Work

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Task 2A - Non-Population Related Water Demand Projections¹

Texas Water Development Board (TWDB) staff will provide draft water demand projections for 2020-2070 for all water demands unrelated to population (e.g. mining, manufacturing, irrigation, steam-electric power, and livestock) based on the projections from the 2017 State Water Plan updated in some cases based on the most recent TWDB historical water use estimates.

TWDB staff will update water demand projections for all associated Water User Groups (WUGs) and provide draft estimates to RWPGs for their review and input.

Each RWPG will then review the draft projections and may provide input to TWDB or request specific changes to the projections from TWDB.² The emphasis of this effort will be on identifying appropriate modifications based on relevant changed conditions that have occurred since the development of the projections used in the 2017 State Water Plan.

If adequate justification is provided by the RWPG to TWDB, water demand projections may be adjusted by the TWDB in consultation with TDA, TCEQ, and TPWD. Once RWPG input and requested changes are considered, final water demand projections will be adopted by the TWDB's governing Board (Board). The adopted projections will then be provided to each RWPG. RWPGs must use the Board-adopted projections when preparing their regional water plans.

TWDB will directly populate DB22 with all WUG-level projections and make related changes to DB22 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:

- 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 §357.31.³
- b) Prepare a stand-alone chapter⁴ (including work from both Tasks 2A & 2B) to be included in the 2021 Regional Water Plan (RWP) that also incorporates all required TWDB DB22 reports into the document.
- c) Receive and make publicly available the draft water demand projections provided by TWDB.
- d) Evaluate draft water demand projections provided by TWDB.
- e) Review comments received from local entities and the public for compliance with TWDB requirements.

¹ Requirements are further explained in the guidance document *General Guidelines for Fifth Cycle of Regional Water Plan Development*.

² 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)

³ Requirements are further explained in the guidance document *General Guidelines for Fifth Cycle of Regional Water Plan Development*.

⁴ This shall be a separate chapter as required by 31 TAC §357.22(b).

- f) Provide detailed feedback to TWDB on water demand projections, as necessary, including justification and documentation supporting suggested changes with a focus on relevant changed conditions that have occurred since the development of the projections used in the 2017 State Water Plan
- g) Prepare and submit numerical requests for revisions, in tabular 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.
- h) Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
- i) 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.
- j) Prepare water demand projection summaries for WUGs using final, Board-adopted projections to be provided by the TWDB, as necessary.
- k) Modify any associated water demand projections for Wholesale Water Providers (WWPs), as necessary based on final, Board-adopted projections.
- l) Review the *TWDB DB22 Non-Population Related⁵ Water Demand* report from the DB22 and incorporate this planning database report into any Technical Memoranda and Initially Prepared Plan (IPP) and adopted regional water plans (labeled as such and with source reference).
- m) Modify any aggregated water demand summaries, for example, for Wholesale Water Providers (WWPs) or irrigation districts, accordingly incorporate this planning database report into any Technical Memoranda and IPP and adopted regional water plans (labeled as such and with source reference).
- n) 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 DB22 and within any planning memorandums or reports, as appropriate.

Task 2B - Population and Population-Related Water Demand Projections⁶

TWDB staff will prepare draft population and associated water demand projections for 2020-2070 for all population-related water user groups using data based on the population projections in the 2017 State Water Plan as reassembled by utility service areas.

TWDB staff will develop population projections and associated water demand projections for all Water User Groups (WUGs) based on utility service areas and provide them to RWPGs for their review and input.

⁵ All ‘*TWDB DB22...*’ 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 any Technical Memoranda and water plan.

⁶ Requirements are further explained in the guidance document *General Guidelines for Fifth Cycle of Regional Water Plan Development*.

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Because there won't be new U.S. Census data available in time to incorporate into the 2021 Regional Water Plans, the emphasis of this work will be on the transition of the 2017 State Water Plan population projections and the associated water demand projections from political boundaries to utility service area boundaries and to making limited modifications based on relevant changed conditions that have occurred since the development of the projections used in the 2017 State Water Plan.

RWPGs shall 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 in consultation with TDA, TCEQ, and TPWD. Once RWPG input and requested changes are considered, final population and associated water demand projections will be adopted by the Board. The adopted projections, based on utility service areas, will then be provided to RWPGs. RWPGs must use the Board-adopted projections when preparing their regional water plans and identify WUGs with associated utility service areas.

TWDB will directly populate the DB22 with all WUG-level projections and make related changes to the DB22 if revisions are made.

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

- 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 §357.31.⁷
- b) Prepare a stand-alone chapter⁸ (including work from both Tasks 2A & 2B) to be included in the 2021 Regional Water Plan (RWP) that also incorporates all of required TWDB DB22 reports into the document.
- c) Receive and make publicly available the draft population and associated water demand projections provided by TWDB and that are based on utility service areas rather than political boundaries.
- d) Evaluate draft population and associated water demand projections provided by TWDB.
- e) Review comments received from local entities and the public for compliance with TWDB requirements.
- f) Provide detailed feedback to TWDB on both population and associated water demand projections, as necessary, including justification and documentation supporting suggested changes with a focus on the transition to utility service areas and, more generally, relevant changed conditions that have occurred since the development of the projections used in the 2017 State Water Plan.
- g) Prepare and submit numerical requests, in tabular format in accordance with TWDB guidance, for revisions of draft population and/or water demand projections and process such requests based on, for

⁷ Requirements are further explained in the guidance document *General Guidelines for Fifth Cycle of Regional Water Plan Development*.

⁸ This shall be a separate chapter as required by 31 TAC §357.22(b).

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example, requests from local entities within the region. The RWPG and/or local entities should provide required documentation and justification of requested revisions.

- h) Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
- i) 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.
- j) 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.
- k) 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.
- l) Modify any associated water demand projections for Wholesale Water Providers (WWP), as necessary based on final, adopted projections.
- m) Review the *TWDB DB22 Population* and associated *TWDB DB22 Population-Related Water Demand* reports from the DB22⁹ and incorporate these planning database reports into any Technical Memoranda, the IPP and final regional water plans (labeled as such and with source reference).
- n) Modify any aggregated water demand summaries, for example, for WWPs, accordingly and present in planning documents.
- o) Update WWP contractual obligations and WUG ‘seller’ obligations to supply water to other entities and report this information along with projected demands including within DB22 and within any planning memorandums or reports, as appropriate.

Task 10 - Public Participation and Plan Adoption¹⁰

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 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.¹¹

⁹ RWPG technical consultants must attend mandatory training on the Regional Water Planning Application (DB22).

¹⁰ Requirements are further explained in the guidance document *General Guidelines for Fifth Cycle of Regional Water Plan Development*.

¹¹ Requirements are further explained in the guidance document *General Guidelines for Fifth Cycle of Regional Water Plan Development*.

- 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 IPP and prior to adoption of the final RWP; and consideration of a Minor Regional Water Plan Amendments.

Technical Support and Administrative Activities

- 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 WWP.
- k) Incorporation of all required DB22 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.
