

From: [RegionalWaterPlanning](#)
Cc: [Temple McKinnon](#); [Sarah Lee](#); [OOP-WSP-RWP](#)
Subject: Pre-planning Guidance and Meeting Requirements for Development of the 2031 Regional Water Plans
Date: Friday, July 24, 2026 3:57:12 PM
Attachments: [image001.png](#)

Good afternoon RWPG Chairs and Sponsors,

As Regional Water Planning Groups (RWPGs) are planning and scheduling their pre-planning meetings, we have received some questions and wanted to provide general guidance and a few reminders regarding the pre-planning meeting and public notification requirements.

Each planning cycle, RWPGs must hold a pre-planning public meeting to receive suggestions and recommendations from the public on issues that should be addressed in the next Regional Water Plan and the State Water Plan. This meeting must occur near the beginning of the planning cycle and before any technical work begins.

Key items to keep in mind:

Public Notification Requirements

- Provide at least 30 days' notice of the meeting, including posted notice in a newspaper and a hard copy mailout to certain entities, as required by [31 TAC 357.21\(h\)](#).
- Provide opportunities for both oral and written public comment.
- For additional notice, posting, and comment-period requirements, please refer to the rule linked above or the Regional Water [Planning Public Notification Quick Reference](#).

Open Meetings Requirements

- The meeting is subject to the Texas Open Meetings Act and Texas Public Information Act.
- RWPGs should ensure a quorum is present.

Interregional Coordination

- The [pre-planning](#) meeting must include a discussion of how the RWPG will approach interregional coordination and collaboration during development of the 2031 Regional Water Plans.
- TWDB will provide a list of recommended and alternative water management strategies from the 2026 Regional Water Plans that provide supplies to multiple regions to support this discussion.

Technical Work Reimbursement

- The upcoming contract will specify that the eligible reimbursement date for technical work begins on the date the required public pre-planning meeting is held. Therefore, technical consultant work associated with planning activities conducted after that meeting, including preparation for and participation in the pre-planning process, will be eligible for reimbursement under the contract.

Timeline

- TWDB is planning to release the municipal water user group list, GPCD data, historical population data, and historical water use data in January.
- To help facilitate a timely start to technical work, RWPGs are encouraged to hold their pre-planning meeting by the end of December this year.
- The current [working schedule](#) for development of the 2031 Regional Water Plans is available on the TWDB [2031 regional water planning webpage](#).

Please note that RWPGs may include these pre-planning items as part of a regular RWPG meeting. However, the meeting must comply with the applicable 30-day notice requirement for the pre-planning agenda items.

If you have any questions, please contact me or your assigned Planner.

RWPG chairs and sponsors and are Bcc'd on this email.

Best,
William

William Alfaro

Manager, Regional Water Planning
Texas Water Development Board
1700 N. Congress Ave., Austin, Texas 78701
(512) 463-4741
William.Alfaro@twdb.texas.gov
www.twdb.texas.gov

