

**July 15, 2020 Meeting Materials for the
General Best Practices for Future Planning Committee of the
Interregional Planning Council**

1. Agenda
2. Meeting presentation
3. Draft Action Plan
4. General Best Practice Discussion Topics to Date

1. Agenda

General Best Practices for Future Planning Committee of the Interregional Planning Council

JULY 15, 1:30PM

Meeting will be conducted via GoToWebinar and can be accessed with the link below.

<https://attendee.gotowebinar.com/register/774727296017894413>

Webinar ID: 531-225-659

PLEASE SEE: <http://www.twdb.texas.gov/waterplanning/rwp/ipc/committees.asp>

**The Chairman of this Committee may choose to address the items identified in this agenda in an order outside of the pre-arranged numbering.*

1. Call to order and welcome
2. Public comment
3. Review and Discussion of General Best Practice Resource Documents available on the Council
Webpage: <http://www.twdb.texas.gov/waterplanning/rwp/ipc/index.asp>
4. Discussion and Action, as appropriate – Consideration of an Action Plan for Committee Work
5. Discussion and Action, as appropriate – General Best Practices for Future Planning
6. Consideration and Action, as appropriate – Committee recommendations to the Interregional Planning Council regarding General Best Practices for Future Planning
7. Discuss next steps: methods to move forward including scheduling of Committee meetings, background materials needed for future meetings or discussion and steps that can be accomplished before future meetings
8. Discussion of agenda for future meetings
9. Public comment
10. Adjourn

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact Melinda Smith at melinda.smith@twdb.texas.gov or at (512) 463-6478 two (2) work days prior to the meeting so that appropriate arrangements can be made.

Direct links to this information can be found on our website at
<http://www.twdb.texas.gov/waterplanning/rwp/ipc/committees.asp>

To view/listen to the General Best Practices for Future Planning Committee Meeting on Wednesday, July 15, 2020, please use GoToWebinar. If you are a visitor for this meeting and wish to address the Committee, you will have an opportunity to do so under agenda items number 1 and 9 through the GoToWebinar application.

Additional Information may be obtained from: Elizabeth McCoy, Regional Water Planner, Texas Water Development Board, 512/475-1852 elizabeth.mccoy@twdb.texas.gov

Emergency Mtg: No

2. Meeting presentation

Interregional Planning Council

General Best Practices for Future Planning Committee

July 15, 2020

AGENDA

1. Call to order and welcome
2. Public comment
3. Review and Discussion of General Best Practice Resource Documents available on the Council Webpage:
<http://www.twdb.texas.gov/waterplanning/rwp/ipc/index.asp>
4. Discussion and Action, as appropriate – Consideration of an Action Plan for Committee Work
5. Discussion and Action, as appropriate – General Best Practices for Future Planning
6. Consideration and Action, as appropriate – Committee recommendations to the Interregional Planning Council regarding General Best Practices for Future Planning
7. Discuss next steps: methods to move forward including scheduling of Committee meetings, background materials needed for future meetings or discussion and steps that can be accomplished before future meetings
8. Discussion of agenda for future meetings
9. Public comment
10. Adjourn

2. PUBLIC COMMENT

- Limit comments to 3 minutes each.
- Please state your name prior to commenting.
- Those on video Go To Webinar – Click “raise hand” on your screen.
- Those with telephone access – The organizer will unmute phone attendees to provide public comment.

3. REVIEW AND DISCUSSION OF RESOURCES

General Best Practice Resource Documents
available on the Council Webpage:

<http://www.twdb.texas.gov/waterplanning/rwp/ipc/index.asp>

- BMP Guide for RWPG Political Subdivisions
- Uniform Standards Stakeholder Committee work product
- Planning rules/guidance for WMS evaluations
- 11/17/16 Board Work Session with RWPG Chairs on Structure and Operation
- 10/04/17 Board Work Session with RWPG Chairs on implementing RWPG legislation

4.
CONSIDERATION
OF AN ACTION
PLAN

- Draft committee Action Plan
- Committee member roles

5. DISCUSSION OF GENERAL BEST PRACTICES

Council Problem Statement:

Formal requirements may stymie the use of best practices. Formalized sharing of information between RWPGs is not always facilitated timely in the planning cycle by TWDB, including group processing of Chapter 8 recommendations. Funding may be inadequate to devote time and effort for reviewing best practices.

Council Goal Statement:

The regions will review processes for improvement in sharing and solving best practices among and between regions. A formalized process will occur early in the planning process so that best practices are shared between regional water planning groups.

5. DISCUSSION
OF GENERAL
BEST PRACTICES
(CONT.)

- Brainstorming items from full Council meetings
- Additional solutions

6. CONSIDERATION OF RECOMMENDATIONS TO THE COUNCIL

- Committee recommendations
- Recommendations should be
 - Aligned with specific charge from the legislature and additional guidance by Chairman Larson
 - Specific and actionable
 - Delineate which entity the recommendation is directed to
 - Describe the resulting benefit

7. NEXT STEPS

- Schedule
- Background materials needed
- Assignments/accomplishments for next meeting

7. NEXT STEPS (CONT.)

Potential Committee Meeting Dates:

- Tuesday, July 21, 1-5 p.m.
- Tuesday, July 28, 1-5 p.m.
- Tuesday, August 4, 1-5 p.m.
- Thursday, August 20, 1-5 p.m.
- Tuesday, August 25, 1-5 p.m.
- Wednesday, August 26, 1-5 p.m.
- Friday, August 28, 1-5 p.m.
- Tuesday, September 8, 1-5 p.m.
- Wednesday, September 9, 1-5 p.m.
- Thursday, September 10, 1-5 p.m.
- Wednesday, September 16, 1-5 p.m.
- Thursday, September 17, 1-5 p.m.

8. AGENDA FOR FUTURE MEETINGS

- Public comment
- Approve committee minutes
- Status of assignments
- Consider committee reports and recommendations
- Discuss next steps

9. PUBLIC COMMENT

- Limit comments to 3 minutes each.
- Please state your name prior to commenting.
- Those on video Go To Webinar – Click “raise hand” on your screen.
- Those with telephone access – The organizer will unmute phone attendees to provide public comment.

ADJOURN

3. Draft Action Plan

Draft Action Plan – General Best Practices for Future Planning Committee

Expected Outcome: *Identify General Best Practices recommendations for the full Council to consider and compile the committee’s report section.*

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
<i>What Will Be Done?</i>	<i>Who Will Do It?</i>	<i>By When?</i>	<i>What do you need to complete this step? (e.g., documents or data)</i>	<i>What could get in the way of task completion?</i>	<i>What is the outcome of the task?</i>
Complete initial draft of committee report section	TBD				
Review and edit draft committee report section	All committee members				

4. General Best Practice Discussion Topics to Date

Interregional Planning Council

Deliberations by Discussion Topic

III. Best Practices for Future Planning

At their April 29, 2020 meeting, Council members shared the following best practices:

- Suzanne Scott discussed the benefits of developing guiding principles in Region L. The region added several guiding principles to its bylaws to clarify the region's approach to certain aspects of the planning process and to address issues from previous cycles. Region L referred to the guiding principles many times during the planning process.
- Carl Crull noted the need for better public understanding of the role of the regional water planning groups (RWPG) and the division of responsibility between planning and implementation. He also noted challenges in dealing with competing interests of stakeholders.
- Melanie Barnes shared the benefits of having subject matter expert presentations at meetings to help members better understand how different water user groups are using water and stressed the importance of members being informed. Region O has also provided more guidance to the public about when they may comment and ask questions.
- Patrick Brzozowski shared that more time was spent this cycle on ensuring projects in the plan are feasible to finance and implement.
- Steve Walthour noted the important role of RWPG Administrators in the planning process; including the role the Panhandle Regional Planning Commission (PRPC) plays in administering local funds for the planning process and providing high quality personnel to help with the planning process.
- Russell Schreiber noted that with a new drought of record this cycle, Region B determined that planning for supply based on firm yield was not sufficient given the difficulty of treatment when reservoirs reach low levels. Region B worked with TWDB to get approval to use a 20 percent safe yield this cycle.
- Kevin Ward highlighted the importance of receiving input from water providers on what they want their WMSs to be, rather than the region deciding what they should do. Kevin also noted the importance of the flexibility in projections and hydrologic assumptions in the planning process.
- Scott Reinert discussed how the region is being mindful of management supply in the plan. Prior plans had too many projects. They are now designating fewer projects and more alternate projects, which addresses public concern but still preserves the ability to fund primary or alternate projects through SWIFT.
- Allison Strube agreed with others on the importance of the bottom up planning approach and added that the region's consultants have coordinated with consultants from neighboring regions to ensure plans are consistent.
- Gail Peek highlighted Region G's new member orientation and efforts to increase public participation.
- Mark Evans agreed on the importance of the bottom up planning approach and noted the openness to discuss any issues within the Region H membership. Mark stressed the importance of having full participation of membership.
- Kelley Holcomb noted the biggest issue for Region I is a general lack of input and concern for water supply from public due to the planning area being in a water rich part of the state. Meetings are largely unattended.

- Ray Buck shared that strengths of Region J are transparency and consensus decision-making. Ray noted that the most contentious issue discussed this planning cycle was the designation of unique stream segments.
- David Wheelock noted the importance of communicating water issues. He shared that the region has generally followed the status quo for the past few cycles but is trying to address issues that weren't able to be thoroughly considered in the current cycle.
- April 29, 2020 Kelley Holcomb asked if the Uniform Standards Stakeholder Committee was still active and if their unresolved issues could be considered by this Council. TWDB staff indicated that the Uniform Standards Committee is active and is charged with project prioritization standards. Kelley discussed that the Uniform Standards Committee needed assistance with resolving issues they identified in their process.
- April 29, 2020 Suzanne Scott stated that continuing to have the rulemaking process be responsive to changing conditions is working; TWDB doing a good job.
- June 22, 2020 Suzanne Scott asked how to develop a mechanism to share what other planning groups do and that in the first year of the planning cycle planning groups should have a "lessons-learned" session and TWDB can process all Chapter 8 recommendations from the regional water plans for planning group consideration.
- June 22, 2020 Steve Walthour suggested a survey of planning groups of sharing their best practices.
- June 22, 2020 Members discussed chair's conference calls and past work sessions as mechanisms planning groups have used to share best practices in the past. It was noted that the Chair's conference calls often don't provide an opportunity for participants to brainstorm on process improvements.
- June 22, 2020 Temple McKinnon noted that results from the past work sessions were used to update rules and guidance and develop a Best Management Practices guide. In 2016, a work session was held to review planning group bylaws and best practice matrix on membership and other items. Information on these work sessions are posted on the Council's webpage.
- June 29, 2020 Steve Walthour noted that the simplified planning process has too many hurdles and does not offer cost savings. Region A receives funding from participating entities in addition to TWDB funds to develop the regional water plan. Simplified planning does not provide a cost savings to those entities. He proposed that reducing requirements to rerun models when there is no substantial change in data could provide cost savings.
- June 29, 2020 Jim Thompson added that in Region D it seems a lot of the same material is repeated in the 5-year plans. He suggested it may be beneficial to have a 5-year report and 10-year report that provide different levels of detail and analysis.
- June 29, 2020 Gail Peek shared a problem she has observed in Region G is that members and consultants have become comfortable with each other and the process and have difficulty assessing their approach in a critical way. Region G is trying to balance between collective history and new ideas. Region G has also been working on improving public involvement by once a cycle holding meetings in lower, middle, and upper basins to seek input from different groups across the region.
- June 29, 2020 Suzanne Scott asked if regions have considered using term limits as a way to improve member engagement. Jim Thompson noted that Region D bylaws include term limits that permit members to serve two consecutive 3-year terms. An individual can serve again after rotating off the RWPG for three years. This has given more people the opportunity to participate as members of the planning group. Gail Peek added that Region G previously had a 10-year term limit in place. Region G eliminated term limits requirements when groundwater management area representatives were added to RWPG membership with no term limits. Steve Walthour noted that Region A has had problems filling voting member vacancies, which is why the region

does not have term limits. Melanie Barnes added that Region O members have made an effort to bring in new people to fill vacancies.

- June 29, 2020 Melanie Barnes noted there was increased engagement in Region O when the region got involved in looking into new water sources and how to save water. She proposed that additional funds saved from pursuit of simplified planning could be used to fund special studies. Chair Scott added this could also support research for innovative technologies.
- June 29, 2020 Melanie Barnes then suggested that as the planning group develops policy recommendations for Chapter 8 at the end of each cycle, often ideas are put forward that the group would like to follow up on in the next cycle. It is difficult to fit addressing these items into the start of the next planning cycle. She noted this could just be an issue for the planning group but also a possible improvement needed in the planning process.
- June 29, 2020 Carl Crull shared that funding amounts and requirements that funds be used to evaluate projects that address needs is a limitation on looking at big picture of providing water in the region. Region N has had to rely on project sponsors to provide project evaluation information to include in the plan. The planning group does not have the financial ability to adequately review these projects.
- June 29, 2020 Kelley Holcomb brought up the special studies that were funded in the third planning cycle and suggested it may be time to do additional studies. He added that at end of each planning cycle a lot of effort is put into developing the scope of the next planning cycle. He asked if there would be value in the Council participating in discussions on scope and allocation of funds.
- June 29, 2020 Suzanne Scott suggested it could be beneficial for the Council to review all of the recommendations in Chapter 8 of regional water plans. The Council could then put forward recommendations or assist in prioritizing recommendations presented in Chapter 8. Temple McKinnon informed the Council that TWDB is compiling Chapter 8 from the initially prepared plans to support the Council's work. This will be available in July.
- June 29, 2020 Kelley Holcomb questioned how the process does not encourage or allow participants to review the process? He noted that Region I has issues with engagement although he frequently asks for people to get engaged. Mr. Holcomb suggested that large complex processes, such as the regional water planning process, tend to have issues with engagement, and it shouldn't be put on consultants and volunteer planning group members to solve.
- June 29, 2020 Gail Peek noted that Region G has had some natural turn over in membership. She added that when the region explored using a new consultant, the consultant that had worked for the region for many years reinvented themselves and broke out of business of usual. Kelley Holcomb suggested that shows the process is working. Ms. Peek asked more broadly how to encourage new ideas in planning?
- June 29, 2020 Mark Evans suggested in regards to language on "no formalized process" that individual RWPG members may not be aware of what the chairs are doing on the regular chair's conference calls. He reminded members that the Uniform Standards Stakeholder Committee also provides a process for RWPGs to share best practices.
- June 29, 2020 Suzanne Scott noted that the chair's conference calls often focus on what is occurring in the planning process not best practices. She suggested the work session on best practices that produced the best practices matrix was productive. It was productive to have a meeting outside of the usual planning process framework. Ms. Scott offered it is important for the review process to occur at a time that is productive and include the appropriate persons or representatives.