

# Regional Water Planning Public Notification Quick Reference\*

Note: Consult 31 Texas Administrative Code (TAC) Chapter 357 and Texas Open Meetings Act for details.



Public Notifications		TAC Rule	Regional Water Planning Group (RWPG) Activity																				
			Regular RWPG meetings, committee, or subcommittee meetings	Requesting funds from the Board	Amendments to the regional water planning scope of work or budget	Approval of revision requests for draft population projections and water Demand projections	Adoption of the Initially Prepared Plans	Selecting RWPG members to fill voting and non-voting positions	Submission of request to EA for approval of an alternative WMS substitution or request to EA for a minor amendment determination	Initiation of major amendments to RWPGs and adoption of major amendments following a public hearing	Declaration of implementation of simplified planning following public hearing on intent to pursue simplified planning	Any other items requiring approval by the planning grant contract	Approval of revision requests to official Board adopted population projections and water demand projections	Process of identifying potentially feasible water management strategies and presentation of analysis of infeasible strategies	Approval to submit Technical Memorandum	Adoption of final RWP	Substitution of alternative water management strategies	Adoption of minor amendments to RWPGs	Public hearing on declarations to pursue simplified planning	Public hearing on major amendments to RWPGs	Holding a preplanning meeting to obtain public input on development of the next RWP**	Holding hearings for initially prepared plans (IPP)**	Revisions to RWPGs based on interregional conflict resolutions**
<b>Meeting Notice Requirements</b>																							
OPEN MEETINGS & PUBLIC INFORMATION ACTS	Each RWPG and any committee or subcommittee of an RWPG are subject to Chapters 551 (Open Meetings Act) and 552 (Public Information Act), Government Code. A copy of all materials presented or discussed at an open meeting shall be made available for public inspection prior to and following the meetings and shall meet the additional notice requirements when specifically referenced as required under subsections.	357.21(a)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	7 days prior to the meeting	357.21(g)(1)	✓	✓	✓	✓	✓	✓	✓	✓	✓												
	14 days prior to the meeting	357.21(g)(2)										✓	✓	✓	✓	✓	✓	✓					
MINIMUM NOTICE (calendar days)	30 days prior to the meeting	357.21(g)(3); (h)(2)																	✓	✓	✓	✓	✓
	Date, time, and location of the public meeting or hearing; Summary of the proposed action(s) to be taken; The name, telephone number, email address, and physical address of a RWPG contact to whom questions or requests for additional information may be submitted; A statement of how and when comments will be received from members and the public.	357.21(f)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ENTITIES TO NOTIFY	All voting and non-voting RWPG members	357.21(e)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Any person or entity who has requested notice of RWPG activities	357.21(e)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Each RWPG where a recommended or alternative water management strategy being considered would be located	357.21(e)(1)							✓										✓	✓	✓	✓	
	For declarations of intent to pursue simplified planning, RWPGs with water supply sources, WMSs, or WMSPs shared with the RWPG declaring intent to pursue simplified planning	357.21(e)(2)																		✓			
	For actions associated with infeasible WMSs or WMSPs, each project sponsor of a WMS or WMSP identified as infeasible	357.21(e)(3)							✓	✓				✓			✓	✓		✓			
	All adjacent RWPGs	357.21(h)(5)(A)																			✓	✓	✓
	Each mayor of a municipality, located in whole or in part in the RWPA, with a population of 1,000 or more or which is a county seat	357.21(h)(5)(B)																			✓	✓	✓
	Each county judge of a county located in whole or in part in the RWPA	357.21(h)(5)(C)																			✓	✓	✓
	Each special or general law district or river authority with responsibility to manage or supply water in the RWPA (use list obtained from TCEQ)	357.21(h)(5)(D)																			✓	✓	✓
Each Retail Public Utility, defined as a community water system, that serves any part of the RWPA or receives water from the RWPA (use list obtained from TCEQ)	357.21(h)(5)(E)																			✓	✓	✓	
Each holder of record of a water right for the use of surface water the diversion of which occurs in the RWPA (use list obtained from TCEQ)	357.21(h)(5)(F)																			✓	✓	✓	
WHERE TO POST	On the website of the RWPG	357.21(f)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Texas Secretary of State website	357.21(f)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Publish in a newspaper of general circulation in each county located in whole or part in the RWPA. RWPG should allow for additional time as necessary for newspaper publication schedules.	357.21(h)(1)																			✓	✓	✓
<b>Other Rule Requirements</b>																							
WRITTEN COMMENT PERIOD*** (calendar days)	14 days prior to the meeting	357.21(g)(2)												✓	✓	✓	✓	✓	✓				
	30 days prior to the meeting	357.21(h)(3)(A)																			✓	✓	
	30 days prior to and 30 days following the hearing	357.21(g)(3)																	✓	✓			
	30 days prior to and 60 days following the hearing	357.21(h)(3)(A); 357.21(h)(3)(B)																				✓	✓
MEETING MATERIALS POSTING (calendar days)	3 days prior to and 7 days following the meeting	357.21(g)(1)	✓	✓	✓	✓	✓	✓	✓	✓	✓												
	7 days prior to and 14 days following the meeting	357.21(g)(2)										✓	✓	✓	✓	✓	✓						
	7 days prior to and 30 days following the meeting	357.21(g)(3); 357.21(h)(8)																		✓		✓	
DOCUMENT PROVISION	The Initially Prepared (Draft) Plan must be made available 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 RWPA. According to the capabilities of the facility, the RWPG may provide copies electronically, on electronic media, through an internet web link, or in hard copy. Notice must include the location of the IPP copies.	357.21(h)(7)																			✓		

**IMPORTANT NOTES\***  
 All meetings of subsets of the RWPG that constitute a quorum of the RWPG must be noticed appropriately.  
 The best reference material for RWPG members to ensure that they are in compliance with notice requirements is the Texas Attorney General Office "Open Meetings Handbook 2020" available at: [https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/openmeetings\\_hb.pdf](https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/openmeetings_hb.pdf)  
 The Attorney General's Open Records Division maintains an Open Government Hotline to answer questions regarding open government laws. The Hotline can be reached at (877) 673-6839 (OPENTEX).  
 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.  
 RWPGs may provide notice for various actions in a single mailing. However, a document providing notice for multiple actions should describe all actions individually.  
 \*\* These meetings/hearings must be conducted at a central location readily accessible to the public in accordance with 357.12(a)(1) and 357.21(h)(6).  
 \*\*\*RWPGs must provide a means by which it will accept written public comment prior to and after meetings. Specific timelines prescribed by rule are noted in this section. Oral public comments must also be accepted during all meetings.