

**Application for Regional Water Planning Grant  
For Development Of The  
Llano Estacado Regional Water Management Plan**

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**Submitted To:  
Texas Water Development Board**

**Submitted By:  
High Plains Underground Water Conservation District No. 1  
(HPWD)**

**On Behalf Of:  
Llano Estacado Regional Water Planning Group ("Region O")**

**March 3, 2015**

# Application for Regional Water Planning Grant for Development Of The Llano Estacado Regional Water Management Plan

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## **GENERAL INFORMATION:**

### **(1) LEGAL NAME OF APPLICANT(S):**

High Plains Underground Water Conservation District No.1 (HPWD) on behalf of the Llano Estacado Regional Water Planning Group ("Region O")

### **(2) REGIONAL WATER PLANNING GROUP:**

Llano Estacado Regional Water Planning Group ("Region O")

### **(3) AUTHORITY OF LAW UNDER WHICH APPLICANT WAS CREATED:**

Article XVI, Section 59, Texas Constitution.

HPWD was designated as a representative of the Llano Estacado Regional Water Planning Group on March 18, 2002.

HPWD was confirmed as the representative for the fifth round of regional planning at the LERWPG regular meeting held January 27, 2015.

**AGENDA ITEM # 9:** A motion to reaffirm HPWD as the political subdivision administering the LERWPG for the 5<sup>th</sup> round of regional water planning was made by Kent Satterwhite and seconded by Dr. Melanie Barnes. The motion was unanimously approved.

**AGENDA ITEM # 10:** A motion to authorize HPWD (*as the LERWPG political subdivision*) to provide public notice and submit a grant application to TWDB on behalf of Region O for funding the 5<sup>th</sup> round of regional water planning was made by Harvey Everheart and seconded by Jim Steiert. The motion was unanimously approved.

Once approved, a complete copy of the Jan. 27, 2015 LERWPG meeting minutes will be available online at [www.llanoplan.org](http://www.llanoplan.org)

**(4) APPLICANT'S OFFICIAL REPRESENTATIVE:**

The official representative for the HPWD and LERWPG for purpose of this application is:

Mr. Jason Coleman, P.E.  
High Plains Water District  
2930 Avenue Q  
Lubbock TX 79411-2499  
Phone: (806) 762-0181      Fax: (806) 762-1834  
E-mail: [jason.coleman@hpwd.org](mailto:jason.coleman@hpwd.org)  
Vendor ID Number: 17560036547-001

**(5) DUNS NUMBER:**

HPWD does not have a DUNS available number at this time. This requirement does not apply.

**(6) APPLICATION IN RESPONSE TO A REQUEST FOR PROPOSALS PUBLISHED IN THE TEXAS REGISTER? Yes.**

**(7) DOCUMENT NUMBER AND DATE OF PUBLICATION OF THE TEXAS REGISTER: TRD-201405743, December 12, 2014.**

**(8) TYPE OF PROPOSED PLANNING:**

- Initial Scope of Work
- Development of a Regional Water Plan**
- Revision of a Regional Water Plan
- Special studies approved by TWDB.

**(9) TOTAL PROPOSED PLANNING COST** \$84,656

**(10) TOTAL GRANT FUNDS REQUESTED FROM TWDB:** \$84,656

**(11) DETAILED STATEMENT OF THE PURPOSE FOR WHICH THE MONEY WILL BE USED:**

The regional water planning grant funds hereby requested will be used for reimbursement of expenses associated with development and update for the Fifth Cycle of Regional Water Planning (2017-2021) as mandated by Senate Bill 1 and its subsequent amendments and TWDB rules.

**(12) DETAILED DESCRIPTION OF WHY STATE FUNDING ASSISTANCE IS NEEDED:**

Pursuant to Senate Bill 1 (1997), Texas was divided into 16 water planning regions by the TWDB. Each region is required to develop and adopt a regional water management plan in 2001, and every five (5) years thereafter. In response to Senate Bill 1, as amended, the LERWPG (Region O) has developed regional water plans for years 2001, 2006, 2011, and is completed the process to develop a plan for 2016.

Regional water planning is outside the financial ability and obligation of any one entity within the region. The requested regional water planning grant funds are needed to that all water user groups and water suppliers in the planning area are equally evaluated, ensuring that reasonable water management strategies are considered and recommended for each water user group and/or entity. State funding is needed since no other sources of funding are available.

**(13) IDENTIFY POTENTIAL SOURCES AND AMOUNTS OF FUNDING AVAILABLE FOR IMPLEMENTATION OF VIABLE SOLUTIONS RESULTING FROM REGIONAL WATER PLANNING:**

When it is economically feasible, local water user groups that would benefit from implemented water projects are expected to help finance such facilities/projects from their own resources. State loans and state/federal participation assistance can also be available, if needed. A primary source of funding for implementation of viable solutions as a result of the proposed planning is through the TWDB's financial assistance program.

## II. PLANNING INFORMATION

- (14) **A DETAILED SCOPE OF WATER FOR PROPOSED PLANNING** (*Include Initial Scope of Work for the Fifth Cycle of Regional Water Planning Document Found At <http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2021/index.asp>*)

### *Fifth Cycle of Regional Water Planning Initial Scope of Work*

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#### **Task 2A - Non-Population Related Water Demand Projections<sup>1</sup>**

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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.<sup>2</sup> 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

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

<sup>2</sup> 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)

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.<sup>3</sup>
- b) Prepare a stand-alone chapter<sup>4</sup> (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.
- 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.

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

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

- 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 Related<sup>5</sup> 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 Projections<sup>6</sup>**

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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.

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

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<sup>5</sup> 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.

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

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.<sup>7</sup>
- b) Prepare a stand-alone chapter<sup>8</sup> (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

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

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

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 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 DB22<sup>9</sup> 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 Adoption<sup>10</sup>**

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The objective of this task is to address public participation, public meetings, eligible administrative and technical support activities, and other requirements and activities eligible

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

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

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.<sup>11</sup>
- 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.

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

- 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 WWPs.
- 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.

**(15) TASK BUDGET FOR DETAILED SCOPE OF WORK BY TASK**  
*(See Table 2 for task budget by region)*

<b>TASK</b>	<b>DESCRIPTION</b>	<b>TASK TOTAL</b>	<b>TOTAL</b>
<b>2A</b>	Non-Population Related Water Demand Projections	\$22,795	\$22,795
<b>2B</b>	Population and Population-Related Water Demand Projections	\$16,563	\$16,563
<b>10</b>	Public Participation, Administration, And Adoption	\$45,298	\$45,298
<b>TOTAL</b>		<b>\$84,656</b>	<b>\$84,656</b>

**(16) EXPENSE BUDGET FOR DETAILED SCOPE OF WORK  
BY EXPENSE CATEGORY**

**CONTRACTOR (RWPG POLITICAL SUBDIVISION) EXPENSE BUDGET**

CATEGORY	TOTAL AMOUNT
Other Expenses <sup>1</sup>	\$10,000
Subcontract Services	\$74,656
Voting Planning Member Travel <sup>2</sup>	\$0
Total Study Cost <sup>3</sup>	\$84,656

<sup>1</sup>Eligible Other Expenses are administrative costs associated with Political Subdivisions and are defined to be direct, non-labor costs including:

- a) expendable supplies actually consumed in direct support of the planning process;
- b) direct communication charges;
- c) limited direct costs/fees of maintaining RWPG website domain, website hosting, and/or website – not to exceed \$250.00 per calendar year;
- d) reproduction of materials directly associated with notification or planning activities (currently 10¢ per copy or the actual non-labor direct costs as documented by the Contractor);
- e) direct postage (e.g., postage for mailed notification of funding applications or meetings); and
- f) other direct costs of public meetings, all of which must be directly related to planning (e.g., newspaper and other public notice posting costs).

<sup>2</sup>Voting Planning Member Travel Expenses is defined as eligible mileage expenses incurred by regional water planning members that cannot be reimbursed by any other entity, political subdivision, etc. as certified by the voting member. The reimbursed amount is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2013, Article IX, Part 5, as amended or superseded.

<sup>3</sup>Ineligible Expenses include, but are not limited to:

- a) Compensation for the time or expenses of RWPGs members' service on or for the RWPG;
- b) Costs of administering the RWPGs, including labor costs, or building, or overhead costs associated with the Political Subdivision;
- c) Indirect or labor costs of public notice and meetings, including time and expenses for attendance at such meetings;
- d) Costs for training;
- e) Costs of reviewing products developed due to funding requests to TWDB;
- f) Costs of administering the regional water planning grant and associated contracts;
- g) Labor, reproduction, or distribution of newsletters;
- h) Direct costs greater than \$250.00 per year for domain fees, website hosting, and/or web site maintenance costs;
- i) Food, drink, or lodging for Regional Water Planning Group members (including tips and alcoholic beverages);
- j) Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
- k) General purchases of office supplies not documented as consumed directly for the planning process; and
- l) Costs associated with social events or tours.

**(17) TIME SCHEDULE FOR COMPLETING DETAILED SCOPE OF WORK**

In order to complete the Scope of Work, all necessary work will be completed in time to submit the Initially Prepared Plan by May 1, 2020 and the final adopted plan by Nov. 2, 2020.

**(18) SPECIFIC DELIVERABLES FOR EACH TASK IN SCOPE OF WORK**

The result of work on each task will be presented in draft report form (Technical Report in accordance with TWDB planning report guidelines) to the LERWPG members for review at regularly-scheduled planning group meetings. Upon response to the review, appropriate corrections and/or revisions will be made, and final reports will be submitted to the planning group and the TWDB.

**(19) METHOD OF MONITORING PROGRESS**

HPWD will provide administrative functions in support of all activities, including contract administration, subconsultant contract management and oversight, meeting preparation and management, posting of meeting notices, meeting attendance, and public participation activities.

The primary subconsultant will provide updates of the work being performed to revise the regional water plan at each LERWPG meeting. This will be part of the monthly requests for reimbursement from TWDB. Draft and final reports will be required of the primary subconsultant and will be transmitted to the TWDB, in accordance with planning contract procedures and requirements.

**(20) QUALIFICATIONS AND DIRECT EXPERIENCE OF PROPOSED STAFF**

**Proposed Project Staff (HPWD):**

- Mr. Jason Coleman, P.E., General Manager, HPWD.
- Mr. Carmon McCain, Information/Education Group Supervisor, HPWD.

The High Plains Underground Water Conservation District has served as the political subdivision administering the Llano Estacado Regional Water Planning Group since its inception. HPWD staff has been involved in the successful development and completion of each water management plan submitted by Region O for years 2001, 2006, 2011, and 2016.

### **Proposed Subconsultant Project Staff:**

Project sub-consultants have not yet been procured. HPWD will procure the project consultant prior to any technical work conducted for the 5<sup>th</sup> cycle of regional water planning and will submit resumes from the selected firm to TWDB once a contract has been awarded.

### **III. WRITTEN ASSURANCES:**

The proposed planning activities by the HPWD, on behalf of the LERWPG, do not duplicate existing projects.

HPWD and LERWPG will diligently pursue any implementation of viable solutions identified through the proposed planning and identify potential sources of funding for the implementation of viable solutions.

### **IV. PROOF OF NOTIFICATION:**

**PUBLISHED NOTICE:** HPWD, on behalf of the LERWPG, published notice that it will file an application with the Texas Water Development Board (TWDB) for funding assistance to revise the Llano Estacado Regional Water Management Plan. This notice was published in the *Amarillo Globe-News* and the *Lubbock Avalanche-Journal*, two newspapers of general circulation within the 21-county LERWPG area. A copy of the notice, showing the February 15, 2015 publication date is included as an attachment.

**MAILED NOTICES:** Written notices were mailed Feb. 11-12, 2015 to the following:

- All voting and non-voting members of Region O.
- Any person or entity who has requested notice of RWPG activities in writing or e-mail.
- Each County Clerk within the LERWPG area.
- Each County Clerk in counties where a recommended or alternative water management strategy would be located.
- Each mayor of a municipality within the LERPWG area with a population of 1,000 or more or which is a county seat located in whole or in part in the LERWPG area.
- Each County Judge of a county within the LERWPG area.
- Each special or general law district or river authority with responsibility to manage or supply water in the LERWPG based upon lists of such water districts and river authorities obtained from Texas Commission on Environmental Quality.

- All RWPGs in Texas.

A copy of the notice and a list of those to whom it was sent are included as an attachment.