

Regional Water Planning Public Notification Quick Reference

Note: Consult 31 Texas Administrative Code (TAC) Chapters 355 and 357 and Texas Open Meetings Act for details.



Public Notifications	TAC Rule	Regional Water Planning Group (RWPG) Activity																		
		Regular RWPG meetings	Amendments to the regional water planning scope of work or budget	Population projection and Water Demand projection revision requests to the Executive Administrator (EA) regarding draft projections	Process of identifying potentially feasible Water Management Strategies (WMS) for plans previous to the 2026 Regional Water Plan (RWP)	Meetings to replace RWPG members or addition of new RWPG members	Submittal of request to EA for approval of an Alternative WMS substitution	Declaration of simplified planning following public hearing on intent to pursue simplified planning	Adoption of RWPGs	RWPG committee and subcommittee meetings	Population projection and Water Demand projection revision requests to officially adopted Board projections	Approval to submit Technical Memorandum	Substitution of Alternative WMSs	Process of identifying potentially feasible WMSs and presentation of analysis of infeasible WMSs or Water Management Strategy Projects (WMSP) for plans beginning with the 2026 plan	Minor amendments to RWPGs	Holding a preplanning meeting to obtain public input on development of the next RWP*	Public hearings on declarations to pursue simplified planning	Major amendments to RWPGs	Holding hearings for initially prepared plans (IPP)*	Requesting research and planning funds from the Board
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)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MINIMUM NOTICE	72 hours prior to the meeting (suggest 7 days when feasible)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	14+ days prior to the meeting (suggest also submitting to TWDB)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	30+ days prior to the meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENT PERIOD	14 days prior to and following meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	30 days prior to the meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	30+ days prior to TWDB Board meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Until 30 days after hearing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Until 60 days after hearing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Until 90 days after hearing (federal or Texas state agencies)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	120 days after receipt of the IPP - TWDB EA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NOTICE MUST CONTAIN	Name and address of the eligible applicant; name and address of applicant's manager or official representative; a brief description of the regional water planning area (RWPA); the purposes of the planning project; TWDB's name and address, and the name of a TWDB contact person; a statement that any comments must be filed with the EA and the applicant within 30 days of the date on which the notice is mailed or published	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Date, time, and location of the public meeting or hearing; summary of the proposed action to be taken; the name, telephone number, and address of a RWPG contact to whom questions or requests for additional information may be submitted	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Information that the RWPG will accept written and oral comments at the meeting or hearing; how the public may submit written comments separately; and specify a deadline for submission of written public comments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ENTITIES NOTIFIED	All voting and non-voting RWPG members	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Any person or entity who has requested notice of RWPG activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Each RWPG where a recommended or Alternative WMS being considered would be located	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	For actions associated with infeasible WMSs or WMSPs, each project sponsor of a WMS or WMSP identified as infeasible	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Each county judge of a county located in whole or in part in the RWPA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Each special or general law district or river authority with responsibility to manage or supply water in the RWPA (use list obtained from TCEQ)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	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)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	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)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
For amendments associated with infeasible WMSs or WMSPs, each project sponsor of a WMS or WMSP identified as infeasible	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
All other RWPGs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
POSTING VENUES	On the website of the RWPG or host Political Subdivision (must post notice and agenda). In lieu of posting the meeting notice and agenda on the website of the RWPG or host Political Subdivision, the notice and agenda may be provided, in writing, to the County Clerk of each county in the RWPA.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	On the website of the RWPG or host Political Subdivision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Texas Secretary of State website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	In the Texas Register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DOCUMENT PROVISION	Publish in a newspaper of general circulation in each county located in whole or part in the RWPA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Documents to be made available on the internet or in hard copy for public inspection prior to and following the meeting include: 1) Meeting agenda, and 2) copies of all materials, reports, and/or plans presented or discussed at the meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Copy of the IPP 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(d)(4)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* 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(d)(8).

IMPORTANT NOTES

- Note A: All meetings of subsets of the RWPG that constitute a quorum of the RWPG must be noticed appropriately.
- Note B: 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 2018" available at: https://www.texasattorneygeneral.gov/files/og/OMA_handbook_2018.pdf
- Note C: 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).
- Note D: 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.
- Note E: RWPGs may provide notice for various actions in a single mailing. However, a document providing notice for multiple actions should describe all actions individually.