

## Summary of Minutes

Water Conservation Advisory Council Workgroup Conference Call  
Workgroup: Municipal

Date: Tuesday, February 28, 2017  
Time: 2:00 – 3:00 PM  
Location: Conference Call

<b>Members</b>	<b>Alternates</b>	<b>Interested Parties</b>	<b>TWDB Staff</b>
Karen Guz Aubrey Spear	Jennifer Allis Dustan Compton	Jonathan Kleinman Brandon Leister Dean Minchillo Anai Padilla Art Torres Jessica Woods Dotty Woodson	Mindy Conyers John Sutton

I. Introductions/Roll Call

The meeting was called to order at 2:00 PM and roll call was taken.

II. Municipal BMP History and Purpose

Karen Guz led the informal discussion and described a proposal to consider outsourcing the effort to update certain municipal best management practices (BMPs). Funding would be provided by the Mitchell Foundation potentially to the Alliance for Water Efficiency, and the established process for developing a BMP would not change should this proposal be executed. Karen Guz also suggested identifying specific people to review draft BMPs during the stakeholder comment period to ensure rigorous review. Any case studies that would support BMP development should be submitted to council support staff.

III. Progress Updating Best Management Practice Documents

Next the BMP update summary document (posted online under related documents) was referenced, and the group discussed how best to identify BMPs most in need of an update, which BMPs could be updated with minimal effort, and which BMP updates could be outsourced. After some discussion, the group decided that Karen Guz should devise a survey instrument (such as Survey Monkey) to be distributed to the workgroup so they have ample time to thoroughly consider the entire list of existing and proposed municipal BMPs.

IV. Setting Priorities on Remaining Older BMP's and Proposed BMP

Karen Guz will create a survey where interested parties can prioritize their top ten BMPs; the results of the survey will be shared with the group. An inquiry was made as to why the group should outsource work when so many people seem to already be working on this effort. The explanation centered on the extensive expertise and time that could be provided by the Alliance for Water Efficiency. Some expressed concern that this effort might replace rather than simply accelerate the BMP development process; however, the clarification was made that the development process would remain unchanged. Other

suggestions included hosting in-person meetings to ensure rigorous review, set hard deadlines for all steps in the process, be sure BMPs are unbiased and Texas specific, be sure the structure and format of any new or revised BMPs matches the existing formatting style, assign a point person to coordinate efforts, ensure any contract includes accountability.

V. Review of Process for Approval of New BMP Drafts

Mindy Conyers provided a review of the BMP development and approval process. A document outlining the process can be found at <http://www.savetexaswater.org/bmp/>. Karen Guz will create and distribute a survey on prioritizing municipal BMPs and will email to council support staff for posting the BMP documents identified as “draft one complete” in the summary document.

VI. Adjourn

The call ended at 2:50 PM.