

## Summary of Minutes

Water Conservation Advisory Council Workgroup Meeting and Conference Call  
Workgroup: Municipal

Date: February 28, 2018  
Time: 8:30 a.m.  
Location: Lower Colorado River Authority – Redbud Center, Room 210  
3601 Lake Austin Blvd., Austin, TX 78703

<u>Members</u>	<u>Alternates</u>	<u>Interested Parties</u>	<u>TWDB Staff</u>
Karen Guz Jennifer Allis Donna Howe (by phone)	Jennifer Walker Kevin Kluge	Perry Fowler Jennifer Nations (by phone) James Theiss Meghan Bock Valerie Miller Molly Morris (by phone) Heather Dalrymple Suzanne King Johnathan Kleinman Ruthie Redmond Brandon Leister (by phone) Chad Cospers (by phone) Martha Wright (by phone)	John Sutton Shae Luther Josh Sendejar

### I. Introductions

The meeting was called to order at 8:42 AM and roll call was taken.

### II. Review of Whole BMP Project

Karen Guz led the meeting and gave a summary on the plan to update the best management practices (BMPs), the group hopes to have these BMPs updated in time for utilities to use them in their 2019 Conservation Plans.

### III. Discussion of Comments on BMP Draft Documents Under Consideration

\*\*Drafts of BMPs can be found on the Save Texas Water website (<http://www.savetexaswater.org/bmp/municipal/index.asp>). To submit feedback, send an email to [WCAC@twdb.texas.gov](mailto:WCAC@twdb.texas.gov) with the subject line pertaining to the appropriate BMP.\*\*

The BMPs were originally introduced in 2004. The format of the BMPs includes a ‘Literature Cited’ section with additional resources pertaining to the BMPs. At the last WCAC meeting it was discussed that we could include resource documents that would reside on the Save Texas Water website to make it easier for readers to implement that BMP.

#### BMP Drafts Discussed:

- Conservation Coordinator
  - o Originally written in 2004, most of the information is still valid.

- One edit believed to be need is that it is now required for entities with over 3,300 connections to designate a conservation coordinator.
- Another suggested edit was for TWDB to add language regarding the process of informing TWDB on the identity of the conservation coordinator.
  - Also to include that it is not required information for a utilities' Water Conservation Plans
- Another suggestion was to bullet out the responsibilities for the Conservation Coordinator and include hyperlinks to TWDB resources.
- Planning for Program Evaluation (Customer Characterization)
  - The discussion for this BMP resulted in using the information to create a “Getting Started” document leading into an analysis of what BMPs might be useful for entities on a case-by-case basis.
  - Johnathan K., Aubry W., and Karen G. will begin drafting the document.
- Water Loss Auditing
  - A draft was not available during the meeting; however, Perry Fowler was in attendance to discuss including a ‘call before you dig’ program to minimize water loss during construction operations. Karen G. & Perry F. will be discussing the language of the addition.
  - Data Validation was discussed to be input into the BMP.
- Small Utility Outreach and Education
  - Discussion focused on adding some information on digital engagement as well as if the Title should restrict the information to small utilities. It was pointed out that the information would be applicable for any utility, regardless of size.
  - James T. will review the document for edits of language as well as what resources may be useful for inclusion.
- Due to time constraints, attendees were asked to review the following two BMPs and send any comments to Josh ([josh.sendejar@twdb.texas.gov](mailto:josh.sendejar@twdb.texas.gov)) by March 15<sup>th</sup>.
  - Plumbing Assistance Programs for Economically Disadvantaged Customers
  - Custom Conservation Rebates Program

IV. Next BMPs in Preparation for Update

- Indoor Retrofit BMP
- Irrigation Scheduling
- Irrigation Checkup of Large Commercial Irrigation Sites
- Using Custom Conservation Reports to Engage Customers in Understanding Water Usage

V. Discussion of Promotion of Updated BMPs for Water Planning Cycle.

VI. Adjourn

**The next meeting of the Workgroup was scheduled for April 5, 2018, from 11:00 a.m. – 1:00 p.m. at the LCRA Redbud Center.**

The meeting was adjourned and the call ended at 10:15 a.m.