

**Summary of Minutes**

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

Date: May 2, 2018  
 Time: 9:00 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 Tim Loftus Anai Padilla (by phone) Aubrey Spear (by phone)	Jennifer Walker Kevin Kluge	Meghan Bock Valerie Miller Ruthie Redmond Jacob Johnson (by phone) Jennifer Nations (by phone)	John Sutton Shae Luther Josh Sendejar

- I. Introduction of Participants  
 The meeting was called to order and the conference call began at 9:15 a.m.
- II. Discussion of Feedback on BMP Draft Documents Under Consideration

Conservation Coordinator:

Conservation Coordinator is referenced in statute however, the duties of the CC are not detailed within HB 1648 as stated within the current draft of the BMP. It is recommended that the sentence be rephrased to say this BMP **suggests** the duties of the Conservation Coordinator.

Also discussed is the categorization of this BMP as a Strategic BMP and will have a header labeling it as such.

Finally, the addition of sample job descriptions for Conservation Coordinators will be included for this BMP. LCRA has submitted their sample job description for inclusion.

The Workgroup is in consensus that this BMP is ready for review by the WCAC after revision and addition of sample job descriptions.

*T. Loftus will revise and submit in time for the May 9<sup>th</sup> WCAC Meeting.  
 SAWS and Austin Water will submit their sample job descriptions for inclusion as well.*

Customer Characterization:

Discussion on this BMP included renaming the BMP to more accurately reflect the subject or adding a subtitle to clarify the intent of the BMP. The final agreed upon name is ‘Customer Characterization: Analysis to Prioritize BMP Selection.’ This BMP will also be labeled as a Strategic BMP.

This BMP was determined to be ready for the Council’s review.

### Custom Conservation Rebates BMP:

Discussion on this BMP centered on quantifying water savings. Because each rebate program will be customized for the community its serving, having a generalized water savings would not accurately capture the amount saved.

Feedback centered on the addition of examples/case studies to provide/illustrate possible savings. Additionally, the inclusion of what an ICI Customer may be was also recommended.

This BMP was deemed ready for the Council's review after edits and additions.

### Enforcement of Texas Irrigation License Standards BMP:

This BMP will need revision to clarify the code requiring licensing. Additionally, revisions concerning Measure of Success/Water Savings were discussed. A standard number for water savings would be difficult to include as it would be based on the number of inspections the utility performs, as well as the size of irrigation system the inspection is performed on. Karen G. mentioned she could insert a table displaying relative water savings based of the lot size of the property to allow single utilities to estimate the water savings they could see by carrying out this program. Also discussed, was the language to use concerning how much water can saved. The Workgroup decided savings 'Can be up to 20%' would be appropriate for this BMP.

The Workgroup also agreed to recommend that staff performing irrigation inspections, should have training and/or be a Licensed Irrigation Inspector/Auditor.

*K. Guz will create a water-savings table and expand on the Applicability of this BMP.*

### Outdoor Water Scheduling:

Updated draft of this BMP was well received by the workgroup. The only feedback discussed was referencing data from Water Conservation: By the Yard report and clarifying that all case studies referenced concerned automatic irrigation systems.

The Workgroup determined this BMP is ready for review by the WCAC after discussed revisions.

### Small Utility Outreach & Education:

The Workgroup agreed to changing the name of this BMP to 'Public Outreach and Education'. This BMP will also be labeled as a Strategic BMP.

The Workgroup deemed that this BMP is ready to be reviewed by the full WCAC.

### Plumbing Assistance Programs for Economically Disadvantaged Customers:

The quantification of water savings for this BMP was discussed. Karen G. will provide SAWS' quantification method. Other feedback discussed included making the language consistent throughout the BMP (Economically disadvantaged vs. low-income).

*J. Sendejar will go through the BMP and change language for consistency.*

*K. Guz will revise the BMP to include the water quantification method.*

The Workgroup deemed this BMP ready for Council review after revisions.

Outdoor Water Management:

The language in the current iteration of this BMP implies a level of enforcement capacity that most utilities do not have. Additionally, the BMP seems to touch on many other BMPs already being discussed.

*K. Guz will talk with J. Theiss to see if the BMP can be focused a little more.*

III. Next Steps

a. Additional BMPs Needed?

b. BMPs needing revision?

i. Water Audit and Water Loss:

TWDB has thoughts on revisions, will complete revisions in time for the May 9<sup>th</sup> WCAC Meeting.

**Revisions on BMPs are due to Josh by May 4<sup>th</sup> for discussion at the May 9<sup>th</sup> WCAC Meeting.**

IV. Adjourn

a. The meeting was adjourned and the call ended at 11:45 a.m.