

Summary of Minutes

Water Conservation Advisory Council Meeting

Date: Tuesday September 16, 2008
Time: 10:00 am – 2:00 pm
Location: Robert E. Johnson Building
1501 North Congress
Austin, TX

Meeting called by: C.E. Williams, Presiding Officer
Meeting Facilitators: TWDB support staff

Council Members in attendance are listed below:

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|----------------|----------------|--------------------|----------------|-----------------|
| Scott Swanson | Comer Tuck | Greg Carter | Ken Kramer | Gene Montgomery |
| C. E. Williams | Kelly Hall | H. W. Bill Hoffman | Steven Bednarz | Richard Egg |
| Carole Baker | Jim Parks | Cindy Loeffler | Karen Guz | |
| Donna Howe | Wilson Scaling | Wayne Halbert | Gary Walker | |

Alternates in place of Council Members:

Lara Zent for Janet Adams

At 10:00 am the Council meeting was called to order by the Presiding Officer C.E. Williams. The presiding officer welcomed the Water Conservation Advisory Council (Council), the alternates, and the audience. The first item in the agenda was the approval of the previous council meeting minutes. The previous minutes were approved. The floor was opened for public comment for which there was none.

The floor was turned over to Texas Water Development Board (TWDB) staff for an update on the current status of project efforts. It was reported that:

- www.savetexaswater.org website ~ Agency staff is still developing the website and the target live date is November 1, 2008.
- Council's "Conservation Activities Online Survey" ~ TWDB staff has drafted up some questions for sections II & III of the online survey. Those drafted questions were available in the handout packet and open for comments.
- TWDB's Public Awareness Program ~ Agency staff is working on the transfer of the website files.

The floor was then turned over to the workgroup chairs so that they may share any updates on their workgroup activities. WG 2 Metrics and Trends was the only workgroup with new updates. WG 2 provided the most recent update appendix documents to the Council and was making them available for comments via email.

The floor was turned over to a discussion on the draft legislative report. The following feedback was noted to be taken in to account on the next draft.

- ❖ There should be a brief history and background included somewhere in the Executive summary.
- ❖ There should be a condensed one page summary in addition and prior to the Executive Summary.
- ❖ The Key Findings should be grouped into three main headers:
 - Implementation & Measurement
 - Public Awareness & Recognition
 - Resource Availability: Information, Tools, and Expertise
- ❖ The Key Findings and Recommendations statements should be more direct and precise.
- ❖ There needs to be a transmittal letter.
- ❖ Executive summary needs to include some dollar figures.
- ❖ There should be a transition paragraph between the executive summary and main body.
- ❖ Revise the table of WG 3 report.
- ❖ Have some contents that state the risks of not achieving the core elements.
- ❖ Revise the use of the term “enforcement”.

There was a break in the meeting for a 40 minute lunch.

After a lunch break the Council members decided to review some of the sets of comments. As the group reviewed and discussed certain points of the document, changes were made as necessary. The Council asked that the TWDB staff further review and incorporate all comments into one single document which would then be discussed on 9/29/08 by the Report subcommittee. The Council members went on to discuss the layout of their cover page for the report cover.

The presiding chair assigned each workgroup chair to put together a description or list of the resource and funding needs, necessary to accomplish their charges, for inclusion in the Legislative Report. This written list or description would then be reviewed by TCEQ/ TWDB staff to help identify some funding cost estimates.

The Council discussed the schedule and the next steps for finalizing the legislative report. TWDB staff will plan on providing a final draft for review by 10/3/08. At that time comments and suggestions can be provided to TWDB staff through 10/15/08.

Council meeting was adjourned at 2:00 pm.