

**Lower Rio Grande Public Water Works Authority**  
**Resolution Number FY2023-18**  
**Open Meetings Act Resolution for FY2024**

**WHEREAS**, THE Lower Rio Grande Public Water Works Authority (LRGPWWA) Board of Directors met in regular session at the LRGPWWA La Mesa Office, 521 St. Valentine, La Mesa, NM, on Wednesday, May 17, 2023, at 9:00, a.m., as required by law; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the LRGPWWA Board of Directors to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the Lower Rio Grande Public Water Works Authority Board of Directors that:

1. All meetings shall be held at the offices of the Lower Rio Grande Public Water Works Authority at the locations indicated in the attached schedule of meetings notice and/or online in accordance with New Mexico Attorney General Office guidance, or as indicated in the meeting notice.
2. Unless otherwise specified, or adjusted to accommodate holidays, regular meetings shall be held each month on the third Wednesday of the month at 9:00 a.m. The agenda will be available at least seventy-two (72) hours prior to the meeting from the LRGPWWA Projects Department, whose office is located in Anthony, New Mexico. The agenda will usually also be posted at all of the offices of the LRGPWWA which are open to the public, at the public locations throughout all of the communities served by the LRGPWWA's water systems for which the LRGPWWA Projects Department maintains a list, and on the LRGPWWA's website at <https://lrgauthority.org/notices/>, and meeting notices will usually be emailed to any individual or entity who requests to be included in the LRGPWWA's board notification email list.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten (10) days in advance of the meeting date. The notice will include a copy of the agenda or

information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted on the LRGPWWA's website at <https://lrgauthority.org/notices/>.

4. Special meetings may be called by the Chair or a majority of the directors upon three (3) days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours before the meeting and posted on the LRGPWWA's website at <https://lrgauthority.org/notices/>.

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The LRGPWWA Board of Directors will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the directors with twenty-four (24) hours prior notice, unless threats of personal injury or property damage require less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the LRGPWWA Board of Directors will notify the Attorney General's Office of the action that was taken and the circumstances creating the emergency.

6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the customer lobby of the LRGPWWA offices which are open to the public. Copies of the written notice shall also be mailed or emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is posted in the customer lobby of all LRGPWWA offices that are open to the public. Telephone or email notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

8. In addition to the information specified above, all notices shall include the following language:

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Mesquite office of the LRGPWWA at 575-233-5742, by mail at P.O. Box 2646, Anthony, NM 88021, or by email at [board@lrgauthority.org](mailto:board@lrgauthority.org) at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in*

*various accessible formats. Please use the same contact information if a summary or other type of accessible format is needed.*

9. The LRGPWWA may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the LRGPWWA Board of Directors taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the LRGPWWA Board of Directors is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the LRGPWWA Board of Directors in an open public meeting.

Passed by the Lower Rio Grande Public Water Works Authority Board of Directors this 17th day of May 2023.



Esperanza Holguin, Board Chair

Attest:

Glory Juarez, Secretary

# Lower Rio Grande Public Water Works Authority

## Amended Board of Directors Schedule for Meetings 2023-2024 *Modificado Horario de Reuniones de la Junta Directiva 2023-2024*

Unless otherwise specified to accommodate Holidays, the Lower Rio Grande PWWA Board will meet the third Wednesday of each month at 9:00 a.m. at the La Mesa Office 10 months and at 9:30 at the East Mesa Office in September & April. Agendas will be available seventy-two hours prior to the meeting at each Lower Rio Grande PWWA office that is open to the public.

*A menos que se especifique lo contrario para adaptarse a los días festivos, la Junta de Lower Rio Grande PWWA se reunirá el tercer miércoles de cada mes a las 9:00 a. m. en la oficina de La Mesa durante 10 meses y a las 9:30 en la oficina de East Mesa en septiembre y abril. Las agendas estarán disponibles setenta y dos horas antes de la reunión en cada oficina de PWWA del Bajo Río Grande que esté abierta al público.*

9:00 a.m. July 19, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 19 de Julio, 2023
9:00 a.m. August 16, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 16 de agosto, 2023
<u>9:30 a.m. September 20, 2023</u>	East Mesa, 9774 Butterfield Blvd.	<u>9:30 a.m. 20 de septiembre, 2023</u>
9:00 a.m. October 18, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 18 de octubre, 2023
9:00 a.m. November 15, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 15 de noviembre, 2023
9:00 a.m. December 13, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 13 de diciembre, 2023
9:00 a.m. January 17, 2024	La Mesa, 521 S. Valentine	9:00 a.m. 17 de enero, 2024
9:00 a.m. February 21, 2024	La Mesa, 521 St. Valentine	9:00 a.m. 21 de febrero, 2024
9:00 a.m. March 20, 2024	La Mesa, 521 St. Valentine	9:00 a.m. 20 de marzo, 2024
<u>9:30 a.m. April 17, 2024</u>	East Mesa, 9774 Butterfield Blvd.	<u>9:30 a.m. 17 de abril, 2024</u>
9:00 a.m. May 15, 2024	La Mesa, 521 St. Valentine	9:00 a.m. 15 de mayo, 2024
9:00 a.m. June 19, 2024*	La Mesa, 521 St. Valentine	9:00 a.m. 19 de junio, 2024

\*June meeting will include a public hearing on the annual budget.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aide or service to attend or participate in the hearing or meeting, please contact the LRGPWWA office at 575-233-5742, PO Box 2646, Anthony, NM 88021 OR 215 Bryant St., Mesquite, NM at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the LRGPWWA office if a summary or other type of accessible format is needed.

*Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete de lenguaje de signos o cualquier otra forma de ayudante auxiliar o de servicio para asistir o participar en la audiencia o reunión, por favor póngase en contacto con la oficina de LRGPWWA en 575-233-5742, PO Box 2646, Anthony, NM 88021 OR 215 Bryant St., Mesquite, NM por lo menos una semana antes de la reunión o tan pronto como sea posible. Documentos públicos, incluyendo el orden del día y actas, pueden proporcionarse en diferentes formatos accesibles. Póngase en contacto con la oficina LRGPWWA si es necesario un resumen o de otro tipo de formato accesible.*