







## Regulatory Reporting Requirements for Public Water Systems

| State Agency   | Document(s)  | Due Dates  | Address   |
|--|--|--|---|
| <br><b>New Mexico Environment Department</b>              | Every public water system / Certified Operator / Certified Sampler are required to collect water samples and water monitoring for distribution systems.  | <b>1. Water Sampling</b><br><b>2. Monitoring</b>   | Water Sampling: Based on each System's scheduling<br><br>NM Environment Department<br>Drinking Water Bureau<br>Water System Compliance Officer<br>Harold Runnels Building<br>1190 St. Francis Drive, Suite N4050<br>Santa Fe, New Mexico 87505<br>1-877-654-8720<br><a href="https://www.env.nm.gov/drinking_water/sampling-and-analysis/">https://www.env.nm.gov/drinking_water/sampling-and-analysis/</a>                                 |
|  | Every public water system is responsible for notifying customers on water quality updates, system violations (if any), including five-year progress/projections.   | <b>3. Consumer Confidence Reports</b>  | Due to Administrator:<br>(July 1): June 17<br><br>Due to Customers:<br>On or before July 1st  |
| <br><b>Office of the State Engineer</b>                  | Every public water system is responsible for reporting meter readings each month.<br><br>*Check your water rights permit   | <b>1. Water Meter Reading</b>  | The 10th day of each month<br><br><b>EMAIL</b><br>Albuquerque Office:<br><a href="mailto:dist1.meterreadings@ose.nm.gov">dist1.meterreadings@ose.nm.gov</a><br><br><a href="https://www.ose.state.nm.us//Meter/">https://www.ose.state.nm.us//Meter/</a>  |
| <br><b>New Mexico Taxation Revenue</b>                  | Every public water supply system must pay a water conservation fee of three cents (\$0.03) per 1,000-gallons of water produced. Systems must report total water produced based on meter readings.<br><br>*Check for changes to tax rates in January and July | <b>1. Governmental Gross Receipts Tax (Rate of 5%)</b>   | Monthly, Quarterly, Semi or Annually<br><br>NM Taxation & Revenue Dept.<br>1100 South St. Francis Drive<br>Santa Fe, N.M. 87504<br>(505) 827-0700<br><a href="https://www.tax.newmexico.gov/governments/governmental-gross-receipts-tax/">https://www.tax.newmexico.gov/governments/governmental-gross-receipts-tax/</a>  |
|  |  | <b>2. Water Conservation Fee</b>   | On or before the 25th of each month<br><br><a href="https://www.tax.newmexico.gov/all-nm-taxes/2020/10/21/water-conservation-fee/">https://www.tax.newmexico.gov/all-nm-taxes/2020/10/21/water-conservation-fee/</a>  |
| <br><b>Attorney General's Office</b>                    | State law that requires water systems organized as local governments to conduct open meetings. It specifies requirements for meeting notice, agendas, and minutes. Systems subject to the Act are also required to pass a yearly open meetings resolution.   | <b>1. Open Meetings Act Resolution</b><br><b>2. Inspection of Public Records Act</b><br><b>3. Governmental Conduct</b> | Annually, typically at the beginning of each fiscal year. If water systems only hold annual meetings, update OMA Resolution at this meeting.<br><br>Office of Attorney General<br>408 Galisteo Street<br>Villagra Building<br>Santa Fe, N.M. 87501<br>1-866-627-3249<br><a href="https://www.nmag.gov/resources/publications/oma-and-ipra-nm-sunshine-laws/">https://www.nmag.gov/resources/publications/oma-and-ipra-nm-sunshine-laws/</a> |
| <br><b>Office of the State Auditor</b>                  | Audits or tiered financial reporting are based on the annual income and state grant funding received.  | <b>1. Audits / Tiered System Financial Reporting</b>   | Annually, 5-months after your fiscal year ends<br><br>NM Office of the State Auditor<br>2540 Camino Edward Ortiz Suite A<br>Santa Fe, N.M. 87507<br>(505) 476-3800<br><a href="http://www.osanm.org/tiered_system_reporting">http://www.osanm.org/tiered_system_reporting</a>   |
| <br><b>NM Department of Finance &amp; Administration</b> | Required for all water systems (Tier 2 or higher) to complete and submit an annual budget, including copies of signed resolution, meeting minutes, and quarterly reports from the previous year.   | <b>1. Annual Budget</b>  | Annually, Proposed budget due by June 1st. Final budget due by July 31st<br><br>Dept of Finance & Administration<br>Budget & Finance Bureau<br>Bataan Memorial Building, Suite 201<br>402 Don Gaspar<br>Santa Fe, NM 87501<br>(505) 827-8051<br><a href="http://www.nmdfa.state.nm.us/Budget_Finance_Bureau.aspx">http://www.nmdfa.state.nm.us/Budget_Finance_Bureau.aspx</a>   |
|  | Along with budget reports, also submit quarterly reports every three months. These should also be included in the final budget sent at the end of the year.  | <b>2. Quarterly Budget Reports</b>   | (Jul-Sep) Oct<br>(Oct-Dec) Jan<br>(Jan-Mar) April<br>(Apr-Jun) July<br><br>Download templates at:<br><a href="http://nmdfa.state.nm.us/bfb-forms.aspx">http://nmdfa.state.nm.us/bfb-forms.aspx</a>  |
|  | The local government infrastructure capital improvement plan (ICIP) is a PLANNING TOOL, which establishes priorities for anticipated infrastructure projects. This needs to be updated annually.   | <b>3. Infrastructure Capital Improvement Plan (ICIP)</b>   | Annually, Between May and August<br><br>Dept of Finance & Administration<br>Local Government Division<br>407 Galisteo Street<br>Santa Fe, NM 87501<br><a href="https://www.nmdfa.state.nm.us/local-government/icip/">https://www.nmdfa.state.nm.us/local-government/icip/</a>   |
| <br><b>NM Secretary of State</b>                        | <a href="https://portal.sos.state.nm.us/BFS/online/Partnerships/VerifyCertificateofExistence">https://portal.sos.state.nm.us/BFS/online/Partnerships/VerifyCertificateofExistence</a>  | <b>1. Annual Reports</b>   | Annually, by May 15th<br><br>New Mexico Secretary of State<br>New Mexico Capitol Annex North<br>325 Don Gaspar, Suite 300<br>Santa Fe, NM 87501<br>1-800-477-3632   |
|  | Depending on Incorporation Status:<br>Filing Fee: \$25.00<br>Late Penalty Fee: \$200.00  | <b>2. Annual Filing Fee</b>  | Annually, May 15 or Nov 15<br><br>Online Portal:<br><a href="https://portal.sos.state.nm.us/BFS/online/">https://portal.sos.state.nm.us/BFS/online/</a>   |
| <br><b>NM 811</b>                                       | Utilities that have underground lines must be a member of New Mexico 811 to minimize damage to underground lines before an area is excavated. Utilities must mark water lines within two days of the request.  | <b>1. Yearly Membership Fee</b>  | Annually or Quarterly<br><br>New Mexico 811<br>1021 Eubank Blvd. N.E.<br>Albuquerque, N.M. 87112<br>Office: (505) 260-1248<br>Locate Requests: 1 (800) 321-2537<br>Emergency Number: 1 (866) 344-6662<br><a href="http://nm811.org/">http://nm811.org/</a>  |