



# Regulatory Calendar for Water Systems



This guidance document aims to outline some of the regulatory tasks that water systems should be aware of during a calendar year. Each water system will have variations based on the system type, size, revenue, and internal rules and requirements. The list provides the basic requirements but **there may be additional reporting required**. We recommend systems make a yearly reporting schedule for all of the required reports, so due dates are easily and consistently followed. Please be aware that legislation, changes in regulations, and court decisions may affect the accuracy of the information.

AGENCY	WHAT	WHEN	CONTACT
<p><b>New Mexico Environment Department</b>  <a href="https://www.env.nm.gov/">https://www.env.nm.gov/</a></p>	<p><b>Water Sampling/ Monitoring:</b>            Every public water system is responsible for having a certified operator or sampler collect all samples that monitor water quality in the distribution system.  <a href="https://www.env.nm.gov/dwb/sap.htm">https://www.env.nm.gov/dwb/sap.htm</a></p>	<p>Monthly, Quarterly,            Semiannually,            Annually</p> <p>Specific to your system</p>	<p><b>Water System Compliance Officer</b>  <b>NMED Drinking Water Bureau</b>            Harold Runnels Building            1190 St. Francis Dr. Suite N4050            Santa Fe, NM 87505            Toll Free: 1-877-654-8720</p>
<p><b>New Mexico Environment Department</b>  <a href="https://www.env.nm.gov/">https://www.env.nm.gov/</a></p>	<p><b>Consumer Confidence Reports:</b>            The report notifies customers of their water quality and of any violations their system has. It includes the previous five years of data.  <a href="https://www.env.nm.gov/dwb/regulations/">https://www.env.nm.gov/dwb/regulations/</a></p>	<p>The CCR is due to the Rule Administrator two weeks prior to July 1<sup>st</sup> for approval.            Due annually to all customers on or before July 1<sup>st</sup></p>	<p><b>CCR Rule Administrator</b>  <b>Nmenv.ccr@state.nm.us</b>  <b>NMED - Drinking Water Bureau</b>            1190 St. Francis Dr. Suite N4050            Santa Fe, NM 87505            Toll Free: 1-877-654-8720</p>

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<p><b>Office of the State Engineer</b>  <a href="http://www.ose.state.nm.us/index.php">http://www.ose.state.nm.us/index.php</a></p>	<p><b>Water Meter Reading:</b>  The report should indicate the amount of water pumped by the system.  <a href="http://www.ose.state.nm.us/Meter/">http://www.ose.state.nm.us/Meter/</a></p>	<p>Monthly, Quarterly, Semiannually, Annually</p> <p>Specific to your system- Check your water rights permit</p>	<p><b>Office of the State Engineer Water Rights Division</b>  130 South Capitol Street  Bataan Memorial Building  P.O. Box 25102  Santa Fe, NM 87504-5102  Toll Free: 1-800-928-3766</p>
<p><b>New Mexico Taxation and Revenue</b>  <a href="http://www.tax.newmexico.gov/">http://www.tax.newmexico.gov/</a></p>	<p><b>Gross Receipts Tax:</b>  A governmental gross receipts tax of 5% is imposed on the receipts of New Mexico entities that offer water, sewer, and refuse collection and disposal.  <a href="http://www.tax.newmexico.gov/Businesses/gross-receipts.aspx">http://www.tax.newmexico.gov/Businesses/gross-receipts.aspx</a></p>	<p>Monthly, Quarterly, Semi-Annually, Annually</p> <p>Specific to your system</p> <p>Check for change in the tax rate in January and July</p>	<p><b>New Mexico Taxation &amp; Revenue Dept.</b>  1100 South St. Francis Drive  Santa Fe, N.M. 87504  (505) 827-0700</p>
<p><b>New Mexico Taxation and Revenue</b>  <a href="http://www.tax.newmexico.gov/">http://www.tax.newmexico.gov/</a></p>	<p><b>Water Conservation Fee:</b>  Every public water supply system must pay a water conservation fee of three cents (\$0.03) per thousand gallons of water produced. Systems must report total water produced based on meter readings.  <a href="http://www.tax.newmexico.gov/all-nm-taxes.aspx?9674a2e28c1442ce8b25e81c6d015418blogPostId=1ba9392ad274415094d5fabddde025f6">http://www.tax.newmexico.gov/all-nm-taxes.aspx?9674a2e28c1442ce8b25e81c6d015418blogPostId=1ba9392ad274415094d5fabddde025f6</a></p>	<p>Monthly on or before the 25<sup>th</sup></p>	<p><b>New Mexico Taxation &amp; Revenue Dept.</b>  1100 South St. Francis Drive  Santa Fe, N.M. 87504  (505) 827-0700</p>

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<p><b>New Mexico Attorney General's Office</b>  <a href="http://www.nmag.gov/">http://www.nmag.gov/</a></p>	<p><b>Open Meetings Act Resolution:</b>  The Open Meetings Act is a 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.  <a href="http://www.nmag.gov/consumer/publications/openmeetingsactcomplianceguide">http://www.nmag.gov/consumer/publications/openmeetingsactcomplianceguide</a></p>	<p>Annually, typically passed at the annual meeting.</p>	<p><b>Office of Attorney General</b>  408 Galisteo Street  Villagra Building  Santa Fe, N.M. 87501  Toll Free: 1-866-627-3249</p>
<p><b>New Mexico Office of the State Auditor</b>  <a href="http://www.osanm.org/">http://www.osanm.org/</a></p>	<p><b>Audits or Tiered System of Financial Reporting:</b>  The State of New Mexico requires audits or tiered financial reporting of political subdivisions of the state. The level of reporting is based on the annual income and state grant funding that a system has received.  <a href="http://www.osanm.org/tiered_system_reporting">http://www.osanm.org/tiered_system_reporting</a></p>	<p>Annually  <u>Calendar Year:</u>  May 1<sup>st</sup>, or 5 months after your year ends.  <u>Fiscal Year:</u>  December 1<sup>s</sup></p>	<p><b>New Mexico Office of the State Auditor</b>  2540 Camino Edward Ortiz Suite A  Santa Fe, N.M. 87507  (505) 476-3800</p>

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<p><b>Department of Finance and Administration</b>  <a href="http://www.nmdfa.state.nm.us">http://www.nmdfa.state.nm.us</a></p>	<p><b>Budgets:</b>  Annual Budgets are required for every political subdivision of the state classified as Tier 2 or higher by the State Auditor’s Office. The final submission should include the budget, signed resolution, meeting minutes, and quarterly reports from the previous year.  <a href="http://www.nmdfa.state.nm.us/Budget_Finance_Bureau.aspx">http://www.nmdfa.state.nm.us/Budget_Finance_Bureau.aspx</a></p> <p>You must use the DFA templates found at:  <a href="http://nmdfa.state.nm.us/bfb-forms.aspx">http://nmdfa.state.nm.us/bfb-forms.aspx</a></p>	<p>Annually</p> <p><u>Calendar Year:</u>  Proposed budget due December 1<sup>st</sup>  Final budget due January 31<sup>st</sup></p> <p><u>Fiscal Year:</u>  Proposed budget due June 1<sup>st</sup>  Final budget due July 31<sup>st</sup></p>	<p><b>DFA - Budget &amp; Finance Bureau Local Government Division</b>  Bataan Memorial Building, Suite 201  402 Don Gaspar  Santa Fe, NM 87501  (505) 827-8051</p>
<p><b>Department of Finance and Administration</b>  <a href="http://www.nmdfa.state.nm.us">http://www.nmdfa.state.nm.us</a></p>	<p><b>Quarterly Reports:</b>  Along with their budgets, entities must also submit quarterly reports every three months. These should also be included in the final budget sent at the end of the year.  <a href="http://www.nmdfa.state.nm.us/Budget_Finance_Bureau.aspx">http://www.nmdfa.state.nm.us/Budget_Finance_Bureau.aspx</a></p> <p>You must use the DFA templates found at:  <a href="http://nmdfa.state.nm.us/bfb-forms.aspx">http://nmdfa.state.nm.us/bfb-forms.aspx</a></p>	<p>Due one month after each the close of each quarter:</p> <p><u>Calendar Year:</u>  Jan-March due in April;  April-June due in July;  July-Sept due in October;  October-Dec in January;</p> <p><u>Fiscal Year:</u>  Jul-Sept due in Oct.;  Oct.-Dec. due in Jan.;  Jan-March due in April;  April-June due in July</p>	<p><b>DFA-Budget &amp; Finance Bureau Local Government Division</b>  Bataan Memorial Building, Suite 201  402 Don Gaspar  Santa Fe, NM 87501  (505) 827-8051</p>
<p><b>New Mexico Secretary of State</b>  <a href="http://www.sos.state.nm.us/">http://www.sos.state.nm.us/</a></p>	<p><b>Annual Corporate Report:</b>  Corporations must be in good standing with the corporation bureau at the Secretary of State Office. To obtain a non-profit certificate of good standing, you must file yearly with the proper filing fee. It is due annually in May, <a href="#">via their online system</a>. Users can create an account for their system to use each year.  <a href="http://www.sos.state.nm.us/Business_Services/good-standing-and-status-certificate-information-and-fees.aspx">http://www.sos.state.nm.us/Business_Services/good-standing-and-status-certificate-information-and-fees.aspx</a></p>	<p>Due Annually by May 15<sup>th</sup>.</p>	<p><b>New Mexico Secretary of State</b>  New Mexico Capitol Annex North  325 Don Gaspar, Suite 300  Santa Fe, NM 87501  Toll Free: 1-800-477-3632</p>

<p><b>New Mexico 811</b>  <a href="http://nm811.org/">http://nm811.org/</a></p>	<p><b>Yearly Membership and Respond to Requests:</b>  Utilities that have underground lines must be a member of NM 811. New Mexico 811 works to minimize damage by marking underground lines before an area is excavated. Utilities must mark water lines within two days of the request.</p>	<p>Due Annually or Quarterly</p>	<p><b>New Mexico 811</b>  1021 Eubank Blvd. N.E.  Albuquerque, N.M. 87112  (505) 260-1248  Emergency Number (866) 344-6662</p>
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**Additional Reporting for USDA Borrowers**

- Beginning of FY year: - due annually, 30 days before start of FY
  - Proposed Budget with reserves (debt & short lived assets/emergency)
  - Projected Income Statement
  - Projected Cash Flow
- End of Year: due annually, 60 days after end of FY
  - Annual Report Supplement Worksheet
  - Income Statement
  - Balance Sheet
  - Operator Certificate
  - Proof of Insurance
  - Evidence of paid taxes
  - Evidence of good standing on SOS