Regional Water Commons Monthly Meeting Agenda Packet

Next Meeting:

WEDNESDAY, JULY 21, 2021AT 9:00AM

MICROSOFT TEAMS MEETING

Agenda Packet Includes:

- A. Next Meeting's Agenda
- B. Attachments
- C. Training Opportunities
- D. Previous Meeting Packet
- E. Agenda, Meeting Notes, Takeaways
- F. Presentation Slides



McKinley County 207 West Hill Avenue Gallup, NM 87301



NW Council of Governments 106 West Aztec Avenue Gallup, NM 87301





Regional Water Commons (RWC)

a joint program with McKinley County and its partners

AGENDA PACKET

Regional Water Commons

Next Meeting

Wednesday, July 21, 2021 9:00AM – 10:00AM

Microsoft Teams Meeting
<u>Link Here</u>





MCKINLEY COUNTY REGIONAL WATER COMMONS

MONTHLY MEETING

Wednesday, July 21, 2021 9 AM — 10 AM

Virtual Meeting

AGENDA

WELCOME	Angelina Grey, COG
COG Review/Updates Online Survey Review Updates	Angelina Grey, COG
SYSTEMS LIGHTNING ROUND	Water Systems
COUNTY UPDATES	Doug Decker, Attorney
STANDING PARTNERS Water Outage Checklist for Water Systems	Karen Torres, NMED
TRAINING & FUNDING OPPORTUNITIES	Angelina Grey, NWNMCOG
CLOSING	Doug Decker, County Attorney

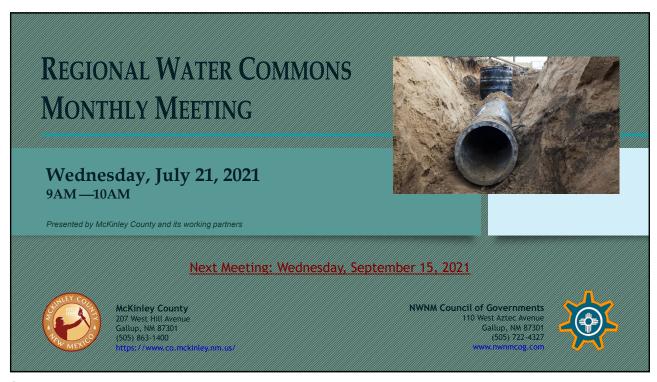
REGULAR MEETING SCHEDULE:

These regularly scheduled meetings will be conducted as a "coffee hour" platform where attendees are free to discuss issues, provide updates and news, provide guidance, etc. This is your time to connect with the County and its working partners to establish a line of communication and support to work towards efficient strategies.

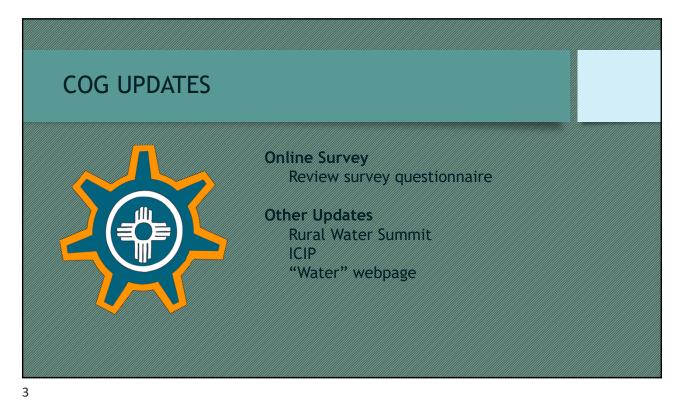
Third Wednesdays of every month, from 9am to 10am.

Meetings are virtual until further notice.

NEXT MEETING - Wednesday, September 15, 2021, from 9:00AM to 10:00AM



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	WELCOME	Angelina Grey	
	COG REVIEW/UPDATES Online Survey Review	Angelina Grey	
	SYSTEMS LIGHTNING ROUND	Water Systems	
	COUNTY UPDATES	Doug Decker	-
	STANDING PARTNERS Water Outage Checklist for Water Systems	Karen Torres	
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	CLOSING	Doug Decker	



SYSTEM LIGHTNING ROUND

Open floor for Water Systems and other attendees

- Online Survey
- Topic suggestions
- Meeting Scheduling
- Other key issues to discuss



STANDING PARTNERS

Karen Torres, NMED

Water Outage Checklist for Water Systems

NEW MEXICO ASSAULTED

NEW MEX

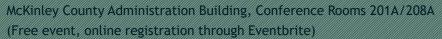
TRAINING & FUNDING OPPORTUNITIES

 NM Rural Water Association 42nd Annual Conference: August 3-5, 2021 (Registration Fees)



2. 2021 Rural Water Summit:

August 31, 2021





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CLOSING

- 1. Closing Remarks
- 2. Questions or Comments
- 3. Issues or Concerns



Next Meeting: Wednesday, September 15, 2021







Regional Water Commons Monthly Meetings



- Missed the last meeting on <u>Wednesday</u>, <u>June 16</u>, <u>2021</u>? Watch the recorded video
 to get informed on updates and issues related to the small water systems. Access the
 link here.
- Take the <u>online survey</u> to update project and administrative needs for water systems.
- Forward comments, suggestions, meeting topic ideas, etc. to contact info below.

What you need to know:

- Outline organizational (members) and financial (audits) structure priorities, for both established water systems and new water systems.
- Identify and prioritize local infrastructure projects (ICIP, asset management). ICIP season is from August to September. <u>Start preparing now</u>.
- Funding strategy planned to meet your local priorities (CDBG, WTB, Capital Outlay).
- Opportunity to increase capacity through training and certification programs.

What you can expect:

- Dedicated technical support from planning to construction to implementation.
- Improved conditions through shared investment and capacity building.
- Innovative approach to community development through collaborative partnerships.

Questions?

Contact Angelina Grey, at agrey@nwnmcog.org or (505) 722-4327.



FUNDING FOR RURAL SMALL WATER SYSTEMS

2 MAIN ISSUES:

- **1. Funding requirements and Conditions for funding:** See list. In addition to a loan component dictated by affordability, WTB has a match requirement; communities have to shop around to fund the match.
- 2. Rural Small System Characteristics: Run by volunteers; small, mostly less than 100 connections, some at 200 connections; water rates are high, the average for systems doing infrastructure upgrades is \$44 to \$48 a month

PROPOSED SOLUTIONS

- **1. Technical assistance:** Having insufficient technical assistance reduces a small community's ability to get funding. Consider the cost and resources of preparing a funding application.
- **2. Regionalization:** It is happening in the state in various formats:
 - a. Umbrella Management Entity. Examples: the Lower Rio Grande Water Authority in Dona Ana County and EL Valle Water Alliance in San Miguel County.
 - i. These entities are managing almost all the small water systems in their respective counties and cannot keep up with the demand.
 - ii. The funding that helped formed them is no longer available.
 - iii. The systems they help still need funding for infrastructure.
 - b. Mergers of two or more systems into one MDWCA. Examples: Cerro, El Rito, Sangre de Cristo, Rio Embudo, El Creston, Union del Llano. They are building economies of scale to help each other afford funding, reduce the number of boards, etc.

3. Policies that support Regionalization:

- a. The state has a commitment to fund big regional projects such as ENM and the Navajo Gallup pipelines (state sponsored projects); they get funded every year. The same commitment should be made to regional systems such as El Valle, El Creston, Lower Rio Grande, Santa Fe County etc. since they are addressing managerial, financial and technical capacity building for an entire region of the state.
- b. Funding agencies should make their funding to cities conditional on them working collaboratively with their neighbors. Water has no boundaries. We have examples of the City of Las Vegas, Chama and others that were funded in the millions to address issues that are not contained to their cities but also affect their neighboring communities.
- c. Making legislation for groups of systems to create their own Water Authority
- d. Set a state wide definition for regionalization such as: "Regionalization does NOT require connecting pipe. It requires connecting management and finances to build strong viable and sustainable systems."

FUNDING REQUIREMENTS CHECKLIST

2 M 3 M 4 F 5 I	Don't fund MDWCA or water cooperatives,		RLF	Loan	RD/RUS	CDBG	Planning	Approp.	Fund	RF
3 N 4 F 5 I						Х				X
4 F	MHI - Affects Interest Rate and/or loan/grant ratio		Х		Х	Х	Х			Х
5 I	Match Requirement					Х			Х	
I I	Requires the ICIP					Х		Х	Х	
r	RFP for engineering (USDA always - others follow state procurement)		Х	х	Х	Х	Х	Х	Х	Х
6 F	Requires PER and ER both (the others require PER only or fund it)		Х		Х	х				Х
1	Requires Public hearings or meetings to determine project need;records of meeting		x	x	x	х	х		х	
	Requires Easements and Right of Ways, property ownership, permits, licences		х	х	х	Х		Х	Х	Х
1	Resolution/Ordinance from the Board/Governing Body authoriz- ing the Loan and identifying the source of repayment	Х	х	х	х	х	Х		Х	Х
10 C	OSE Water Rights Questionnaire & Compliance	Х	Х		Х	Х				
11 A	Asset Management Process	Х			Х	Х			Х	
12 V	Water Conservation Policies	Χ	Х			Х				
13 (Current Rate Schedule	Χ	Х	Х	Х	Х	Х		Х	Х
	List of Current Delinquencies (RIP Requires past dues for 3 years)			Х	X					
15 C	Compliance with the Sanitary Projects Act	Χ	Х							
	3 Yrs of Financials (P&L) or Bank St. audited statements if available	Х	х	Х	X	Х	х		х	Х
17 A	Audits Rule	Х	Х	Х	Х	Х	Х	Х	Х	Х
18 E	Balance Sheet (3 Years)	Х	Х	Х	Х	Х	Х			Х
19 A	Annual Operating Budget	Х	Х		Х	Х	Х	Х	X	
20 L	List of all Debt including debt holder	Х	Х	Х	Х	Х				Х
21 5	5 Year Financial Plan	Х								
22 L	List members (Water Users Agreements)			Х	Х					
23 A	Articles of Incorporation	Х	Х	Х	Х	Х	Х	Х	Х	
	Bylaws	Х	Х	Х	Х	Х	Х	Х	Х	
	Rules and Regulations - Policies	Х	Х		X		Х	Х	X	
	Open Meetings Act Resolution	Х	Х	Х	Х	Х	Х	Х	X	
	SOS Compliance - In Good Standing	Х	Х	Х	X	Х	Х	Х		
	Certified Operator in Place	Х	Х	Х	Х	Х	Х	Х		Х
	Board Training	Х	Х		Х					
	Emergency Response Plan (ERP)	Х	X		Х					
	O&M Plan	X	X				.,		.,	X
	System Map	.,	X			X	X		X	Х
	JPA or MOU/MOA	X	X	V		X	X	V	Х	
	Fill out a Project Interest Form	X	X	X	X	Х	X	Х		X
36 C	EIN or DUNS number; SAM (formerly CCR) Compliance with Tax and Revenue, GRT and Water Conservation	X	X	X	X		X			X
	Fee		.,							
	Annual Estimated Increase in Operating Cost		X	Х	Х					
38 [Documentation of any litigation pending	Х	Х		Х				Х	Х
	Authorized Signature Resolution	Х	Х	Х		Х	Х	Х	Х	Х
	Property, liability and fidelity insurance			Х	Х	Х				Х
	Drought Contingecy Plan					Х				
	Project to be completed within 24 months	Х				Х				
	Cost benefit-the higher number of direct beneficiareis compared to the amount of funds requested, the higher the score	Х				Х			Х	
	Commitment to O&M of the project	Х						Х		
	Water System Long Term Water Plan (minimum 10 years)	Х								
	Detailed Project Phase Schedule	Х			Х				X	
	Documentation that each non agency funded project has been funded	Х			Х					
48 N	Metering of customers. Rates based on meters	Х			Х					
49 V	Written job descriptions of all staff	Х								
50 C	Cross Connection Control Program	Х								
51 S	Source Water Protection Plan	Х	Х							
	Water Audit Plan	Х								
53 0	Compliance with the SDWA	Х	Х							



Rural Community Assistance Corporation (RCAC) provides technical assistance, training and financing so rural communities achieve their goals and visions.



RCAC serves rural communities in the western United States and the Pacific Islands

CONTACT INFO

Ellen Drew - Regional Environmental Manager AZ/CO/NM/UT

Phone: (575) 421-0261 Cell: (575) 635-3924 Email: edrew@rcac.org

Olga Morales – Rural Development Specialist, Environmental

Phone: (575) 382-6992 Cell: (575) 640-3386 Email: omorales@rcac.org

Blanca Surgeon – Rural Development Specialist, Environmental

Phone: (505) 983-5074 Cell: (505) 577-6917 Email: bsurgeon@rcac.org

CORPORATE OFFICE

3120 Freeboard Drive, Suite 201 West Sacramento, CA 95691

Phone (916) 447-2854 **Fax** (916) 447-2878

www.rcac.org





Regional Water Commons (RWC)

AGENDA PACKET

Regional Water Commons

Previous Meeting

Wednesday, June 16, 2021 9:00AM – 10:00AM





MCKINLEY COUNTY REGIONAL WATER COMMONS

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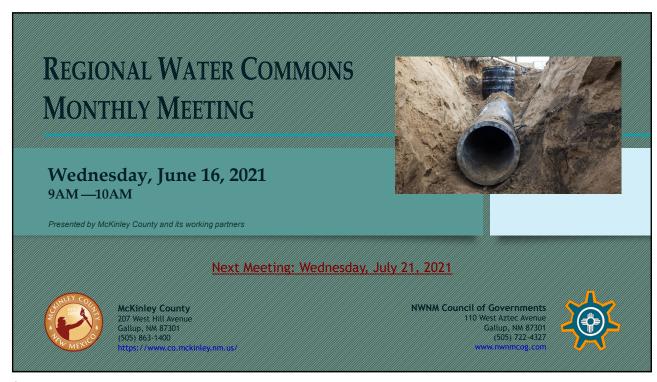
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SYSTEM LIGHTNING ROUND

Open floor for Water Systems and other attendees

- · Any key issues to share with the group?
- Any suggestions for topics of discussion for next meeting?
- · Any suggestions to meeting format?
- Does the monthly meetings help, or should they be held quarterly?
- · Are there other individuals out there who should be part of this group?

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FUNDING PROGRAMS

There are different types of funding programs available to our communities.

New Mexico

- Community Development Block Grant (CDBG)
- Infrastructure Capital Improvement Plan (ICIP)
- Water Trust Board (WTB)
- Capital Outlay
- · Drinking Water State Revolving Loan Fund

Federal

- EPA WIIN Grant
- · USDA Rural Development Program, Rural Utilities Services
- USDA Water & Waste Disposal Loan & Grant Program







Community Development Block Grant (CDBG)

An annual funding program, offered through the Local Government Division (LGD) with NMDFA, to benefit principally low- and moderate-income families. Each local government is allowed only one open CDBG project at a time.

- Funding cycles (January to June)
- Grants Available
 - Planning Grant (\$50K): develop local plans (comprehensive plan, asset management plan, climate change mitigation and adaptation plan, PER). <u>Available year round</u>.
 - Construction Grant (\$500K/\$750K): plan, design, construct infrastructure projects (water, wastewater, street, drainage). Annual schedule.
- Current Projects
 - · McKinley CO: White Cliffs Water Improvement Project (2019 construction grant)
 - Gallup: West Logan Avenue Street & Drainage Improvement Project (2020 construction grant)
 - McKinley CO: Allison Preliminary Engineering Report (2020 planning grant) Pending

https://www.nmdfa.state.nm.us/local-government/community-development-bureau/cdbg-information/

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Infrastructure Capital Improvement Plan (ICIP)

An annual program offered through LGD to assist local governments with priority planning on local infrastructure needs. Not a funding program but can directly link you to other state funding opportunities like the Capital Outlay.

- ICIP Application cycles (August to October)
- Local Government Priorities
 - Identify local priorities; organize by feasible to less feasible, project estimates, available local resources for match funding, public meeting process
 - Choose top 5 projects --- used for reference by DFA, Capital Outlay Bureau
- ICIP must be approved by local government (local board, council, BOC)
- Consider match funding requirements, at the same time your local ICIPs are getting final approval. Most funding programs require local match funding.
- Organize, Plan, Prepare.

https://www.nmdfa.state.nm.us/local-government/fiscal_services_bureau/icip/



Water Trust Board (WTB)

An annual funding program, offered through the NM Finance Authority. Projects funded through the Water Project Fund. Funding can be used for water conservation, flood prevention, water storage and conveyance, and watershed restoration projects.

- WTB recommends a list of "shovel-ready" projects to the legislature to be authorized for funding under the Water Project Fund (all fees, studies, permits, plans, designs are complete; ready for construction)
- Application cycles (September to January), Internal process (January to May)
- HIGHLY COMPETITIVE!
- · Local match is determined by project type, request size and MHI
- Current Projects
 - McKinley CO (2020-21 Application): Williams Acres Water Improvement Project; funded for \$900K for Phase I of III

https://www.nmfinance.com/water-project-fund/

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Other Funding Opportunities

Funding for construction projects available.

- Capital Outlay: linked to ICIPs and Capital Outlay forms
 - · local governments can advocate for their projects to legislatures directly
- State Agencies.
 - NM Environment Department:
 - · Drinking Water State Revolving Loan Fund (repaid)
 - · Clean Water State Revolving Loan Fund (repaid)
 - · Water Infrastructure Portal funding
 - · Rural Infrastructure Revolving Loan Fund (repaid)

Other Funding Opportunities

Federal Agencies: offer loan funds for projects that is to be repaid

- USDA Rural Development: Water & Waste Disposal Loan & Grant program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program
- USDA Rural Development: W & WD Predevelopment Planning Grants https://www.rd.usda.gov/programs-services/water-waste-disposal-predevelopment-planning-grants

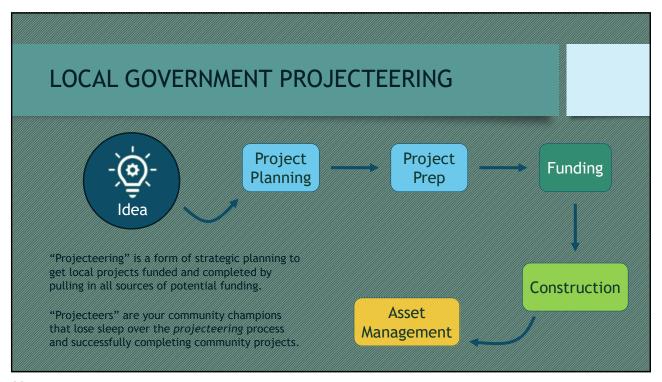
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Technical & Planning Opportunities

Funding for construction projects available.

NM Environment Department:

- · local governments can advocate for their projects to legislatures directly
- State Agencies:
 - NM Environment Department:







COUNTY UPDATES

Doug Decker, County Attorney

County News and Updates

Water regionalization

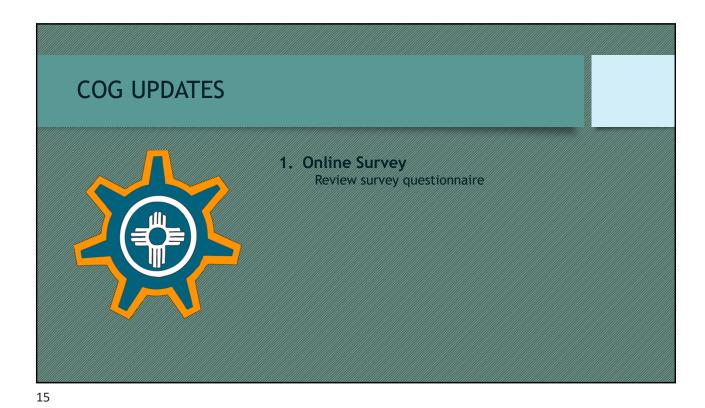
Will Grant

Project Updates (AG)

2019 CDBG Construction Grant Application: White Cliffs Water Improvement Project

CDBG Planning Grant Application: Allison Preliminary Engineering Report

2020 CDBG Construction Grant Application: West Logan Avenue Street & Drainage Project





CLOSING

- 1. Closing Remarks
- 2. Questions or Comments
- 3. Issues or Concerns



Next Meeting: Wednesday, July 21, 2021

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CONTACT INFORMATION



McKinley County

Anthony Dimas County Manager anthony.dimas@co.mckinley.nm.us

Doug Decker County Attorney ddecker@co.mckinley.nm.us

www.co.mckinley.nm.us/



NWNM Council of Governments (COG)

Evan Williams Executive Director (505) 722-4327 (office) ewilliams@nwnmcog.org

Angelina Grey Associate Planner II (505) 728-6198 (cell) agrey@nwnmcog.org

www.nwnmcog.com







McKinley County Regional Water Commons Meeting Wednesday, June 16, 2021 9:00 AM

Attendees:

Name	Entity	Email
Doug Decker	County Attorney	ddecker@co.mckinley.nm.us
Mario Rodriquez	DePauli Engineering & Surveying	Imarquez@depauliengineering.com
Catherine Conran	NMED	catherine.conran@state.nm.us
Jill Turner	NMED	jill.turner@state.nm.us
Ramon Lucero	RCAC	rlucero@rcac.org
Jason Sanchez	Gamerco WSD/Yahtahey WSD	gamercowsd@hotmail.com
Mike Daly	White Cliffs MDWUA	arrowengineering1@gmail.com
John Leeper	John Wood Group PLC	john.leeper@woodplc.com
Marty Menapace	Catalpa Water Association	mmenapace@ricoautocomplex.com
Rockelle Lengefeld	Williams Acres WSD	Rockelle.Lengefeld@gmail.com
Scott Williams	Whispering Cedars MDWUA	popeye_59@yahoo.com
Sherry Lambson	Ramah WSD	sklambson@gmail.com
Cindy Blea (3)	Ramah WSD	ramahwaterdistrict@gmail.com
Eric Ghahate	COG	eghahate@cnm.ed
Evan Williams	Executive Director	ewilliams@nwnmcog.org
Angelina Grey	Planner	agrey@nwnmcog.org
Brandon Howe	Planner	bhowe@nwnmkcog.org
Dennis Romero	City of Gallup	dromero@gallupnm.gov
?	?	(505) 870-0730

1. **Welcome**: Angelina Grey logged onto Microsoft Teams at 8:50am and monitored incoming attendees. Ms. Grey gave pause at approximately 9:00am as to allow attendees to continue logging on. Meeting started at 9:04am. Ms. Grey reminded attendees that the meeting session will be recorded for reference purposes.

Here is the link to this meeting.

- 2. **Water System Lightning Round:** Ms. Grey open the meeting by opening the floor to attending water systems, starting with:
 - a. <u>Gamerco WSD:</u> Got billing back, challenge has been to manage the system. Need to find a quality manager that can manage the system, apply for funding, etc. Management has been a big issue, Gamerco has over 400+ connections and required considerable effort to ensure quality service. We also need a qualified water operator. Current operator comes from Farmington.

- b. Yahtahey WSD: Turn-key and have recruited board members.
- c. <u>Williams Acres WSD:</u> Don't have a way for people to call or dispatch. They have to call the bookkeeper. Do not have anyone to conduct line location. Have to hire contractor to conduct lift station maintenance. Contractors hiring contractors. Hire waste and water operators.
- d. <u>Ramah WSD:</u> Have 1 part-time secretary and 1 full-time operator. Board members required to conduct work for free. Need an avenue for information and technical assistance. Feeling left out. Need funding to improve water system. A lot is required of water systems and it all cost money, money that systems don't have.
- e. Whispering Cedars MDWUA: Biggest challenge is that we have big dollar projects that need immediate attention, including pulling a north well and meter upgrades. Contracted work this past weekend to replace meter readers and repair leaks. Looking for grant funding.
- f. <u>Allison Community:</u> Trying to formalize, learning as we go. Really need guidance on what to do. A new system.

There was no additional input from the remaining water systems. Note: Need input from White Cliffs MDWUA, Catalpa WA, and Top of the World MDWUA. Need to reconnect with Coal Basin and Cipriano.

- 3. **Presentation**: Ms. Grey provided a two-part presentation, one reviewing different funding programs that local governments often utilize, including the Community Development Block Grant (CDBG), the Infrastructure Capital Improvement Plan (ICIP), etc., and the last part briefly covered the local government projecteering infographics. Handouts to be included in the <u>final agenda packet</u> that will be sent out to attendees and can also be accessed on the COG website, under the "Water" section.
- **4. County Updates**: Mr. Doug Decker provided a brief update on county activities regarding water.

County is proceeding with the regionalization work. Dominique Cartron and Frank Koppler have initiated communication and research. County still planning around end of July, early August for Dominque to reach out and present to the local boards of each water system. County hopes to have the initial process of the joint-powers agreement started by September's election process. There is also idea of a super water and sanitation district, that could be phase two of the initiative, to provide aid and support with management, operation, maintenance, and technical assistance, as voiced by the water systems, especially with the finding of much needed professional services, like water operators. We can find ways to get the economies of scale. The joint powers agreement will start with the three that are most interested: Gamerco WSD, Yah-tahey WSD and White Cliffs MDWUA. This can then be open to other water systems throughout the county and lead to the next step, the creation of a super WSD.

Ms. Grey open the discussion on the status of the EPA WIIN Grant that is to be submitted by the agency. Jill Turner provided a brief update: together with the County and COG, NMED developed a water system scope of work as part of the WIIN grant application process. NMED has finalized its internal review process and the application will be submitted today, June 16th and the application turnout could be August 2021.

Ms. Grey reviewed the current/open CDBG projects with both County and Gallup.

5. COG Updates: Ms. Grey informed the group that the online survey is not currently active but reviewed questions that will be presented on the survey to clarify and ensure there are no confusion to the questionnaire. The survey will help County/COG gauge the status of local water systems, activity, board formation, certified operators, accounting mechanism, asset management plan, participate in annual ICIP process, facilities owned, types of equipment, needs, audits in good standing, etc. This information will be used to gather a comprehensive list of needs and services that could be provided through the regionalization effort. The surveys will be used to determine interest in regionalization and feasibility of effort. The survey will be launched soon and the group will be informed with a follow up email.

6. Training & Funding Opportunities:

- a. NM Rural Water Association 42nd Annual Conference. August 3-5, 2021
- b. 2021 Rural Water Summit. August 31, 2021
- Closing Remarks/Questions/Comments: Floor was open for any final questions, comments or concerns.
 - a. Rockelle Lengefeld (Williams Acres): How do we intend to handle the differences between how projects are built? How would regionalization address increased rates, fee structure, and how do we ensure that one community does not pay for other debts.
 - Mr. Decker: Through the JPA process, systems and current boards would not be impacted and would not require cost sharing. Each system will be given a list of services available through the JPA and projects will occur within the confines of the local water system board. However, with the super WSD, that could change as local systems will have to divest their assets and give them to the regional organization for operation and maintenance.
 - b. Lengefeld: Once we have JPA, are we just talking about sharing contractors or establishing a department at the County and hire employees.
 - Decker: The JPA would be formalized as its own entity and would hire contractors to aid local water systems.
- 8. Meeting was adjourned at 9:55am.

Note: These meetings will be recorded for reference purposes. Those who have missed this session can catch up with what was discussed during this meeting, and if you should have any other questions, issues or concerns regarding rural water systems, please feel free to contact Angelina Grey (COG Planner) at agrey@nwnmcog.org or (505) 722-4327.

Key Takeaways

Regional Water Commons Meeting June 16, 2021

1. Water Systems Lightning Round

- Gamerco: Challenges with managing a water system with limited capacity and resources. Need qualified water operators.
- Yahtahey: Turnkey. New board members.
- <u>Williams Acres</u>: No on-call/dispatch services available. No qualified operator or line inspector. Expensive third-party contracting.
- Ramah: Have a part-time administrator and a full-time operator. Board members volunteering work. Need help.
- Whispering Cedars: Have big infrastructure projects. Need technical assistance and funding. Working on replacing meter readers and other upgrades.
- Allison: Working on formalizing. Need technical assistance and funding.

2. Funding Programs and Opportunities

• Refer to presentation slides for specific information.

3. County Updates

- Proceeding with regionalization project. Dominique Cartron conducting research and drafting up preliminary agreements, etc. to begin the regionalization process with three systems: White Cliffs, Gamerco and Yahtahey. Option to join open to all water systems.
- EPA WIIN Grant: NMED completed final application review process.
 Application to be submitted same week. Grant award tentative for August 2021.

4. COG Updates

 Online survey not yet completed but will be launched soon. Review questions that will be presented on the survey.

5. Next Meeting: Wednesday, August 18, 2021