

WATER PROTECTION ADVISORY BOARD

RESOLUTION WPR-2020-01

DETERMINING REASONABLE NOTICE OF PUBLIC MEETINGS OF THE WATER PROTECTION ADVISORY BOARD.

WHEREAS, the City of Albuquerque, the County of Bernalillo, and the Albuquerque Bernalillo County Water Utility Authority jointly adopted an ordinance establishing the Water Protection Advisory Board (WPAB); and

WHEREAS, the WPAB meets in regular session at Bernalillo County Public Works Building N Conference Room, and other locations; and

WHEREAS, the WPAB follows the Open Meetings Act as provided in the board's three formation ordinances, Bernalillo County Ordinance No. 2007-2 § 1,1-9-07, City of Albuquerque Ordinance § 2-6-8-1 ROA 1994, and Water Authority Ordinance § 5-1-1;

WHEREAS, any meetings at which the discussion or adoption of any proposed ordinance, 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 WPAB to determine at least annually what constitutes reasonable notice of its public meetings.

BE IT RESOLVED BY THE WPAB:

Section 1. Meetings of the WPAB shall normally be held at the Bernalillo County Public Works Building N Conference Room, Albuquerque, New Mexico.

Section 2. Regular meetings will normally be held on the second Friday of each month, but at a minimum of once a quarter. The agenda will normally be available on the Albuquerque Bernalillo County Water Utility Authority and the Bernalillo County website three (3) days prior to the meeting and/or shall be available at the offices of the Water Authority twenty-four (24) hours before the meeting.

Section 3. Special meetings may be called by the Chair of the WPAB upon twenty-four (24) hours notice. The notice shall include information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four (24) hours before any special meeting.

1 Section 4. Emergency meetings will be called only under circumstances when
2 an unexpected occurrence or condition, or the state resulting therefrom requires
3 immediate consideration or action to protect the health, safety and property of
4 citizens or to protect the public body from substantial financial loss. The WPAB will
5 avoid emergency meetings whenever possible. Emergency meetings may be called
6 by the Chair of the WPAB upon twenty-four (24) hours notice. The notice for all
7 emergency meetings shall include an agenda for the meeting or information on how
8 the public may obtain a copy of the agenda.

9 Section 5. For the purpose of meetings described in Section 2 of this
10 resolution, notice requirements are met if notice of the date, time and place is
11 published on the Water Authority website at www.abcwua.org at least five (5) days
12 prior to the meeting and posted in the lobby bulletin board of the
13 Albuquerque/Bernalillo County Government Center. WPAB staff shall also provide
14 copies of the above information as well as copies of the agendas to those broadcast
15 stations licensed by the Federal Communications Committee and newspapers of
16 general circulation in Albuquerque, which entities have made a written request for
17 notice of public meetings.

18 Section 6. For the purpose of special meetings and emergency meetings
19 described in Sections 3 and 4 of this resolution, notice requirements shall be met by
20 posting notice of the date, time, place and agenda in the lobby of the
21 Albuquerque/Bernalillo County Government Center. WPAB staff shall also provide
22 telephone notice to those broadcast stations licensed by the Federal
23 Communications Committee and newspapers of general circulation in Albuquerque
24 that have made a written request for notice of public meetings.

25 Section 7. In addition to the information specified above, all notices shall
26 include the following language, except the last sentence applies only to full WPAB
27 meetings:

28 “NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and require
29 special assistance to participate in this meeting, please contact the Bernalillo County
30 Public Works Department, 2400 Broadway Blvd. NE, Building N, (505) 848-1500,
31 as soon as possible prior to the meeting date.”

1 Section 8. Cancellations and different meeting times and places may be
2 announced at prior meetings of the full WPAB. Weather, lack of quorum and other
3 related issues may cause the cancellation of a meeting.

4 Section 9. Action summary minutes shall be made of all open meetings with the
5 following minimal information:

6 A. Date, time, and place of meeting

7 B. Names of staff in attendance and a list of members present

8 C. A general statement of each discussion topic and of how each member voted
9 on any motion before the WPAB. A draft copy of the minutes shall be available within
10 three (3) working days prior to the next meeting. Minutes become official when
11 approved by the WPAB at a subsequent meeting and will be filed with the City and
12 County Clerks' offices within 10 days of approval.

13 Section 10. Closed meetings shall not be held except as provided in Open
14 Meetings Act.

15 Section 11. All or any part of this resolution may be amended or modified by the
16 WPAB from time to time.

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ADOPTED, APPROVED AND SIGNED THIS ____ DAY OF January 2020.

WPAB Chair

DRAFT