

Minutes of the NM WARN Executive Committee Meeting 04-01-08

Attendees: Matt Holmes, NM Rural Water Association – matt@nmrwa.org
Jerry Lewis, NMED/DWB – jerome.lewis@state.nm.us
Evonne Gantz, NMDHSEM – evonne.gantz@state.nm.us
Erick Farley, City of Lovington – wastewater@valornet.com

1. Decided upon changes to the proposed NM Mutual Aid and Assistance Agreement. These include:
 - A. Changes agreed to in the last meeting
 - B. Amend Article III. Administration to include the make-up of the NM WARN Statewide Committee. This committee will be responsible for administering the NM WARN, once it is activated. It will be made up of seven members, including representatives of the following entities: one large drinking water system serving >10,000 people, one small drinking water system serving <10,000 people, one wastewater system, one at-large water or wastewater system, NMED/DWB, NMRWA and NMDHSEM.
 - C. Several sections of the model agreement that refer to various regions need to be re-written to reflect the fact that the controlling entity for the NM WARN will be the NM WARN Statewide Steering Committee. There will be no regional divides in the NM WARN.
 - D. Agreed to keep language as is in the model agreement Article VI. C. Food and Shelter and Article VII. D. Payment Period.
 - E. Minor typos, grammatical issues, etc.
2. The Executive Committee also decided on the next steps for continued development of the NM WARN agreement.
 - A. Final changes will be made to the proposed agreement and the Executive Committee will review these changes and finalize the draft agreement via e-mail.
 - B. The date for the second Initial Steering Committee meeting has been set for Friday, May 30, 2008 at 10:00 AM at the NMED offices at 5500 San Antonio Dr. NE, in Albuquerque. This will give us time to get the draft agreement finalized and sent to all Steering Committee members for review prior to the meeting.
 - C. The purpose of this meeting is for the Steering Committee to review and discuss the draft agreement, make any needed changes and vote to approve or reject the agreement. If the agreement is rejected, the Steering Committee must make recommendations for improvement to the Executive Committee so applicable changes can be made.
 - D. Prior to the Steering Committee meeting, the Executive Committee will e-mail an informational message with the draft agreement and meeting agenda. It will be important for each Steering Committee member to review the draft agreement prior to the meeting.
 - E. If the draft agreement is approved, the Steering Committee will need to agree to a timeline for the water system attorney review process and to parameters for

- the attorney review. The Executive Committee has recommendations. Also, this committee needs to decide what water systems will be sent the agreement for review. If this will be done by e-mail, NMED only has a complete list of e-mail addresses for community water systems serving more than 3,300 people. If the Agreement will go to some smaller systems, another delivery option will have to be decided on. However, the fact is that many smaller systems do not have an attorney to review the draft.
3. Homework assignments for the Steering Committee meeting:
 - A. Matt Holmes – Make final changes to the draft agreement and coordinate finalization of the agreement via e-mail.
 - B. Jerry Lewis – Prepare the informational e-mail and the agenda for the Steering Committee meeting on May 30, 2008 and e-mail along with the draft agreement to the Steering Committee and other interested parties.
 4. The Executive Committee will not meet again until after the Steering Committee meeting in May and it will be scheduled for sometime in June or July.

Acronyms

ABCWUA – Albuquerque-Bernalillo County Water Utility Authority
AWWA – American Water Works Association
CWS – Community Water Systems
EMAC – Emergency Management Assistance Compact (interstate mutual aid)
NM IMA Act – NM Intrastate Mutual Aid Act
NM IMAS – NM Intrastate Mutual Aid System
NM DPS – NM Department of Public Safety
NMED/DWB – NM Environment Department, Drinking Water Bureau
NMDHSEM – NM Department of Homeland Security and Emergency Management
NMRWA – NM Rural Water Association
WARN – Water Wastewater Agency Response Network