

OPEN MEETINGS RESOLUTION 2022-06

Alto Lakes Water & Sanitation District Board of Directors

WHEREAS, the board of the Alto Lakes Water & Sanitation District met in Regular session in Alto Lakes, New Mexico, on January 27, 2022 at 9:00 AM as per law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of proposed 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 Alto Lakes Water & Sanitation District to determine annually what constitutes reasonable notice of its public meetings.

NOW, THEREFORE, BE IT RESOLVED by the Alto Lakes Water & Sanitation District Board that:

- 1) All meetings shall be held at the District Office located at 214 Lake Shore Drive, Alto, NM beginning at 9:00 a.m. or as indicated in the meeting notice.
- 2) Meetings
 - a) Unless otherwise specified, regular meetings shall be held each month on the fourth Thursday of each month. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date.
 - b) Special meetings may be called by the Chairman or a majority of the Board members upon three (3) days notice.
 - c) The Alto Lakes Water & Sanitation District will avoid emergency meetings whenever possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency meetings may be called by the Chairman or a majority of the Board members upon twenty-four (24) hours' notice unless less notice is required by the circumstances.

- 3) Notice

- 4) For the purposes of regular meetings, notice requirements are met if notice of the meeting date, time, and place is posted on the Alto Lakes Water & Sanitation District Notice Board in the District Office located at 214 Lake Shore Drive, Alto NM and published in the Ruidoso News' Legal Notices section prior to the meeting. For the purposes of special meetings and emergency meetings described in paragraph 2(b) and (c) of this resolution, notice requirements are met if notice of the date, time, place is posted on the Alto Lakes Water & Sanitation District Notice Board in the District Office located at 214 Lake Shore Drive, Alto NM. Reasonable effort will be made to publish the notice of special meetings in the Ruidoso News' Legal Notices section prior to the special and emergencies meetings. Notices for regular and special meetings will be distributed by email to Lincoln County broadcast media that have made a written request for notice of public meetings as well as to organizations and internet-based media serving the Alto Lakes community.
 - a) The Final Agenda for all meetings will be available at least seventy-two hours prior to the meeting on the Alto Lakes Water & Sanitation District Notice Board located in the District Office at 214 Lake Shore Drive, Alto NM. Agenda for regular and special meetings will be distributed by email to Lincoln County broadcast media that have made a written request for notice of public meetings as well as to organizations and internet-based media serving the Alto Lakes community”
- 5) The Alto Lakes Water & Sanitation District Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
 - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Alto Lakes Water & Sanitation District Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - b) If a closed meeting is conducted when the Alto Lakes Water & Sanitation District Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the Commissioners and to the general public.
 - c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the meeting were limited only to those specified in the motion or notice for closure.

- d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Alto Lakes Water & Sanitation District Board in an open public meeting.
- 6) The Board or other policymaking committee shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time, and place of the meetings, the names of members in attendance and those absent, the substance of matters considered and a record of any decisions and votes taken that show how each member voted. All minutes remain open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the Board or other policymaking committee. The District will post the approved minutes on the Districts Notice Board located in the District Office at 214 Lake Shore Drive, Alto NM. Minutes for regular, special and emergency meetings will be distributed by email to Lincoln County broadcast media that have made a written request for notice of public meetings as well as to organizations and internet-based media serving the Alto Lakes community.
- 7) For customers and members of the public that cannot readily attend the District's open meetings, the District maintains a website at www.altolakes.org that retains records of the meeting notices, agendas and approved minutes of the Board meetings to include resolutions and ordinances. This site also contains various other information on District business for customers that cannot readily attend the District open meetings.

Passed by the Alto Lakes Water & Sanitation District Board this 27th day of January, 2022.

Daniel B. Knorr, Chairman

ATTEST:

Ann "Nicki" Foreman,
District Secretary