NEW MEXICO ENVIRONMENT DEPARTMENT
GROUND WATER QUALITY BUREAU

PUBLIC INVOLVEMENT PLAN
(PIP)

Facility Name:	Rancho Viejo Wastewater Treatment Plant
Facility Location:	146 Avenida Del Sur Santa Fe, New Mexico Section 30, T16N, R9E
County:	Santa Fe
Responsible Party:	Mr. Cass Thompson Ranchland Utilities Post Office Box 28039 Santa Fe, New Mexico 87508
Agency:	Ground Water Quality Bureau Pollution Prevention Section
GWQB Action:	Permitting - Renewal DP-1164
Bureau Contact:	Sandra Gabaldón, Environmental Scientist (505) 827-2949 sandra.gabaldon@state.nm.us Main bureau telephone number: (505) 827-2900

EFFECTIVE DATE: June 19, 2020

REVISION DATE: July 8, 2020

/s/ Jason Herman for Steve Pullen

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Michelle Hunter
Chief, Ground Water Quality Bureau

Element 1 – Public Involvement Plan (PIP) Overview

The New Mexico Environment Department (NMED or Department), Ground Water Quality Bureau (Bureau) has developed this PIP for the application for the renewal of the Ground Water Discharge Permit for Rancho Viejo Wastewater Treatment Plant. The permit for this facility is referred to as DP-1164.

The purpose of this PIP is to plan for providing public participation opportunities and information that may be needed for the community to participate in the permitting process for this facility. This PIP identifies information about the community and resources needed by the Bureau to incorporate community participation activities into the decision-making process. This PIP is developed in accordance with the Department's *Public Participation Policy* (Policy 07-13 or Policy), and incorporates the requirements of the Policy, as well as applicable regulatory and statutory public participation requirements.

This PIP implements the "elements" set forth in the Policy. Those elements include:

1. An overview of the Public Involvement Plan for the community affected by the activity
2. Bureau contact names and contact information, specifically for Limited English Proficiency (LEP) language assistance services (e.g., translation, interpreters) or for disability accommodations
3. A summary of the regulatory public participation framework associated with discharge permits
4. A description of community/stakeholder groups based on results of a preliminary environmental justice (EJ) screening
5. Details about planned public outreach activities

In developing this PIP, community participation needs were assessed to ensure appropriate public outreach. This was accomplished by identifying whether there is a combination of environmental and demographic factors that may impact public participation (e.g., low income community, minority community, LEP individuals, linguistically isolated households). Because the community located near the Rancho Viejo WWTP includes a significant percentage of Spanish speakers, the Bureau will provide appropriate information in both English and Spanish.

Public involvement associated with discharge permits occurs at different stages and in different forms. Public involvement activities required by statute or regulation are mandatory and subject to statutory or regulatory deadlines. Mandatory public involvement activities and associated time requirements relevant to this PIP are noted in the *Table of Mandated Public Involvement Activities* at the end of this PIP.

The Bureau plans to conduct the public involvement activities related to the permitting process outlined in the *Table of Public Involvement Activities* below. The activity timeline and dates are tentative and subject to change.

Table of Public Involvement Activities

Activity	Date
Application Notice (PN-1) See *Table of Mandated Public Involvement Activities* at the end of this PIP for details.	July 2020
Placement of a hardcopy of the PIP in the local NMED office: NMED District II Office 2540 Camino Edward Ortiz Santa Fe, NM 87507 Phone (505) 827-1840	July 2020
Notice of availability of draft permit (PN-2) See *Table of Mandated Public Involvement Activities*.	August 2020

All notices for upcoming meetings or hearings will include a statement that any person who requires assistance, an interpreter, or an auxiliary aid to participate in the process may contact a specifically identified Department person to request those services. Requested interpretation services during the meeting and accommodations or services for persons with disabilities will be arranged to the extent possible.

This PIP is a "living" document that may be amended for numerous reasons, including the consideration of public comments and feedback.

Element 2 – Bureau Contact Information

PIP Specific Contacts

The Bureau contact for this discharge permit is:

Sandra Gabaldón, Environmental Scientist
NMED Ground Water Quality Bureau
P.O. Box 5469, Santa Fe, NM 87502-5469
(505)827-2949 / Sandra.gabaldon@state.nm.us

Non-English Language Speaker Assistance

All public notices will contain a statement that non-English speakers may call the Bureau contact listed above and request language assistance in order to learn more about this permit or the permitting process. Arrangements may be made for document translation or interpretation related to the permitting process as necessary and as resources allow.

Individuals with Disabilities Assistance

All public notices will contain a statement that disabled individuals may call the Bureau contact listed above and request assistance needed to participate in activities associated with the permitting process.

The following information will be provided in public notices so that hearing-impaired callers can contact the Bureau and ask questions about the activity or proceeding: Toll-free numbers are available for TDD or TTY users to access the New Mexico Relay network (for deaf or hearing-impaired callers), 1-800-659-1779; TTY users: 1-800-659-8331.

Websites

Outreach materials and notices will include links to the following website, where the Bureau's public notices and PIP information are posted:

Ground Water Quality Bureau – https://www.env.nm.gov/gwqb/public-notice/

Element 3 – Regulatory Framework for Public Participation Related to the Permitting Process

The public participation regulatory framework associated with the permitting process is identified in the *Table of Mandated Public Involvement Activities* at the end of this PIP. The Table identifies activities subject to statutory or regulatory deadlines, the associated regulatory requirements, and the associated dates or time periods.

Element 4 – Description of Community/Stakeholder Groups Based on the EJSCREEN

EJSCREEN Summary

To provide for adequate public participation opportunities and meaningful involvement of persons in the permitting process, the affected communities must first be identified, informed about proposed environmental actions affecting the community, and invited to share their comments and concerns. The EJSCREEN tool developed by the U.S. Environmental Protection Agency (EPA) helps identify communities that are low income, have minority populations, and have limited English proficiency that may benefit from a variety of approaches for notification and

outreach communication. This information is used to help plan for the community's involvement in the public process for environmental activities or actions. In addition to the EJSCREEN results, the Bureau may consider additional information such as the U.S. Census Bureau website or NMED's EJ Mapping Tool.

The Bureau considers the affected community to be those persons living within a 4-mile radius of the discharge site. The results of the EJSCREEN American Community Survey (ACS) Summary Report (attached to this PIP) are summarized in the table below.

EJSCREEN Results for the Affected Community

Total population	34,849
Total number of households	11,501
Percentage minority population	78%
Percentage Hispanic population	72%
Percentage of the population by race	Population reporting one race: White: ..... 81% Black: ..... 1% American Indian: ..... 2% Asian: ..... 2% Pacific Islander: ..... 0% Some Other Race: 11%
Total number of persons greater than the age of five who speak English "less than very well"	5,336
Percentage of persons greater than the age of five who speak English "less than very well"	16%
Total number of linguistically isolated households	758
Percentage of linguistically isolated households (Total number of linguistically isolated households ÷ total number of households) X 100	6.6%
Languages by percentage in linguistically isolated households	Spanish: ..... 97% Other Indo-European languages:2% Asian-Pacific Island languages: ..... 1% Other languages: 0%
Percent linguistically isolated population, New Mexico*:	5.4%
Per capita income	$28,605
Per capita income, USA**	$29,979

* U.S. Census Bureau. 2011-2015 American Community Survey 5-Year Estimates, Table S1602. Limited English-Speaking Households. https://factfinder.census.gov/bkmk/table/1.0/en/ACS/15_5YR/S1602/0400000US35 (date of access: 7/26/2018).
** U.S. Census Bureau. 2015 American Community Survey 1-Year Estimates, Table S0201. Selected Population Profile in the United States. https://factfinder.census.gov/bkmk/table/1.0/en/ACS/15_1YR/S0201/0100000US (date of access: 7/26/2018).

The EJSCREEN results indicate that for the affected community the proportion of the population with limited English proficiency (LEP) is significant, and that the predominant non-English language is Spanish. The Bureau has therefore performed a LEP assessment for the community and attaches that assessment to this PIP.

Because the affected community has a significant percentage of persons with difficulties communicating in English, the Bureau will consider the language and communication needs of this community when conducting public outreach and participation activities. To accomplish this the Bureau, to the extent its budget and time limitations allow, will provide the same information in Spanish as in English in public comment notices, public meeting notices, and other announcements (e.g., radio broadcasts, brochures, signs, postcards) and will strive to make public participation efforts as inclusive as possible. See Element 5 for more specifics on the public outreach and participation activities.

Element 5 – Detailed Actions and Outreach Activities with the Affected Public

Public involvement activities required by statute or regulation for this permitting action are listed in the *Table of Mandated Public Involvement Activities* at the end of this document.

Public Participation – Outreach Activities

The Bureau will conduct the following outreach activities during this permitting process:

- Placement of this PIP on the Bureau website and in nearby NMED field office
- Postal mailing and email notices
- Newspaper notices
- Notice posted on NMED website

Newspapers to be utilized in the notification process include:

- Statewide circulation (English): Albuquerque Journal
- Local circulation (English and Spanish): Santa Fe New Mexican – Santa Fe

Local, state, and federal government agencies, tribal entities, and land grant officials will be notified about the permitting process. A list of the agencies and officials notified can be provided upon request.

Indian Tribes, Pueblos and Nations will be notified about the permitting action through the contacts maintained by the Indian Affairs Department at the following URLs:

http://www.iad.state.nm.us/apaches.html
http://www.iad.state.nm.us/navajo.html
http://www.iad.state.nm.us/pueblos.html

Timelines and methods for submitting public comments are specified in the *Table of Mandated Public Involvement Activities.* Final discharge permit documents will be available from the Bureau's contact identified in Element 2 of this PIP.

Postal Mailing or E-Mailing of Notices to Persons on the Facility-Specific Mailing List

The Bureau solicits the names and contact information of interested parties with all public notices. The Bureau maintains those names on a Facility-Specific Mailing List and provides the individuals with information about regulatory activities for the facility. Individuals, organizations, and other interested parties are added to the mailing list as requested. All public notices will contain a statement directing interested individuals to contact the Bureau contact for this permit if they want to be added to the facility specific mailing list.

Other means of outreach such as fliers announcing public comment periods and/or public meetings or hearings may be posted in locations throughout the community (e.g., local businesses, schools, libraries) and on the Department's website, at the Bureau's discretion after consideration of public interest and input.

PIP Contingency Plan

During a public health emergency or other unforeseen event outside the control of the Department, the Department will make every effort to ensure the public remains involved in and informed of the decision making and permit processes. The purpose of this PIP Contingency Plan is in part to address circumstances when public spaces are closed because of potential human exposure risks. The Department will attempt to identify and utilize alternate methods of document delivery to the public and public viewing when conventional methods and locations are unavailable. When it is unsafe to utilize the physical PIP and document repositories, the Department will consider utilizing electronic delivery methods deemed appropriate for the permitting action. While operating under the PIP Contingency Plan, the PN-2 will include a statement specifying that the PIP Contingency Plan is in effect and that, "instead of placing a copy of the PIP for this permitting action in a public location, NMED will make the PIP available to the community by sending the PIP by email or US mail to any community member requesting a copy. An individual may request a copy of the PIP utilizing the Bureau contact information in this public notice. When making such a request, please specify how you would like the document delivered. If you request a copy of a PIP, you will receive a revised PIP should the PIP be updated in the future." During the times of potential human exposure risks and the resultant implementation of this PIP Contingency Plan, public meetings and hearings will only be held when or through means by which the Department can ensure the public's health and safety and this PIP can be fully adhered to.

Attachments

- LEP Assessment
- A copy of the EJSCREEN ACS Summary Report, and a map showing the area evaluated

Table of Mandated Public Involvement Activities

Activity	Dates
Application Notice (PN-1): The first notice of the Bureau's receipt of the permit application – applicant's obligations at 20.6.2.3108.B and C NMAC – Bureau's obligations at 20.6.2.3108.E NMAC • Newspaper display ads (PN-1 synopsis in English and Spanish)- Applicant obligation • NMED website https://www.env.nm.gov/gwqb/public-notice/ • Notice to government agencies • Notice to interested parties	Within 30 days of the department deeming the application administratively complete
Permit Notice (PN-2): Notice to the public of the availability of a draft permit for a 30-day review and comment period – the notice will outline the process for requesting a public hearing – obligation at 20.6.2.3108.H through J NMAC • NMED website https://www.env.nm.gov/gwqb/public-notice/ • Newspaper legal ads • Notification of interested parties • Notice to government agencies • Notice to Indian Tribes, Pueblos and Nations	Within 60 days of the department determining the application is technically complete and drafting a permit.
Fact Sheet (for federal facilities, except those with only domestic waste discharges): To include general information regarding the permittee, the facility, the discharge, procedures to be followed in making a final permit determination, the comment period, procedures for a person to request a hearing, contact information to obtain a copy of the draft permit and fact sheet, and a brief summary of the basis of draft permit conditions – obligation at 20.6.2.3108.I NMAC[1] •	With the PN-2
Public Hearing Notice (if required): Upon the Department's determination that there is substantial public interest in the permit – obligation at 20.6.2.3108.M NMAC. Notice includes information on how to participate in the hearing, and how to request an interpreter or auxiliary aid if needed. • NMED website https://www.env.nm.gov/gwqb/public-notice/ • Newspapers	Notice of the hearing shall occur at least 30 days prior to the hearing.

[1] NMED considers the cited regulation to more appropriately reference the information in 20.6.2.3108.K instead distribution methods of 20.6.2.3108.J NMAC.

• Notice to interested parties • Notice to government agencies • Notice to Indian Tribes, Pueblos and Nations	
Response to Comments (if comments received): Upon the Secretary's decision regarding issuance of a discharge permit – obligation at 20.6.2.3109.B NMAC. The Response to Comments shall specify which provisions, if any, in the draft permit were changed and the reasons for the change, and shall briefly describe and respond to all significant comments on the draft permit raised during the public comment period or at any hearing. The Secretary shall notify persons who participated in the permitting action by mail or email of the action taken and the reasons for such action and shall include a copy of the Response to Comments.	Response is issued 30 days after the administrative record is complete and all required information is available

Limited English Proficiency (LEP) Assessment

Facility: Rancho Viejo WWTP, DP-1164

Factor 1: The Number and Proportion of LEP Individuals Eligible to be Served or Likely to be Encountered in Community of Concern

See Public Involvement Plan (PIP), Table of EJSCREEN Results for the Affected Community.

Conclusions:

1. The number of LEP individuals (persons over the age of 5 who speak English "less than very well" in the affected community) is 5,336.
2. The percentage of LEP individuals in the affected community is 16%.
3. The percentage of linguistically isolated households is 6.6%, which is somewhat greater than the statewide average.
4. Spanish is the predominant non-English language spoken by LEP persons.
5. Historical participation: The Bureau maintains a facility-specific mailing list. No one has requested to be placed on a facility-specific mailing list. A review of the administrative record for this facility indicates limited public interest/participation overall during the past 10 years. The portion of that public interest attributable to the LEP community cannot be determined from the record.

Factor 2: Frequency with which LEP Individuals Might Come in Contact with the Program

Contact with the discharge permitting process primarily occurs when a permit application is under review. The GWQB provides notice to the public and encourages participation. Individuals may participate by requesting information, submitting comments on draft permits, requesting hearings, and taking part in hearings. Some permits generate considerable public interest, but participation is low for most permits. Historical participation in permitting activities for this facility is summarized under Factor 1.

Conclusion:

LEP participation and overall public interest in this facility have been limited historically. Based on this record, the Bureau considers the potential for LEP contact with the permitting process to be "infrequent."

Factor 3: **Nature and Importance of the Activity or Service Provided by the Program**

The permitting activity is deemed by the GWQB to be "important" to NMED, the impacted community, and the State of New Mexico. The permitting activity is important to NMED because the permit establishes site-specific requirements that must be met to ensure protection of public health and groundwater quality and provides a means to enforce those requirements. The

permitting activity is important to the impacted community because poorly operated waste treatment facilities have the potential to pose a public nuisance and adversely affect the quality of life of people living in the vicinity of the facility. The permitting activity is important to the State of New Mexico because establishment of effective permits ensures that discharges will not impact the State's limited groundwater resources and that waste disposal is conducted in a consistent manner throughout the State.

Conclusion:

The GWQB considers the permitting activity "important" to NMED, to the state as a whole, and to the impacted community.

Factor 4: **Resources Available to NMED for LEP Services and Associated Costs**

For outreach to LEP communities associated with this permit action, NMED employs an in-house Spanish translator/interpreter and utilizes a phone interpretation service to assist during direct communication between LEP individuals and NMED staff. The costs of newspaper publication of public notice in Spanish and of interpretive services for a public meeting or hearing are being incorporated into the Bureau's budget, to the extent possible. Fees collected from the permittee in accordance with the schedule at 20.6.2.3114 NMAC are not sufficient to cover these costs.

Conclusion:

The Bureau can accommodate the costs of the LEP services identified in this plan. If additional services are requested, the budgetary implications will be reviewed.

LEP Services Plan:

To accommodate the needs of the LEP individuals who may be interested in this permitting process, the Bureau plans to:

1. Translate the Public Notice Two (PN-2) and any subsequent public notices into Spanish and publish in a paper serving the local community.
2. Provide interpretive services at any public meeting or public hearing, if requested.
3. Interact with members of the LEP community using certified interpreters, when needed and feasible.

The Bureau will consider requests from members of the affected community for additional LEP services.

EJSCREEN ACS Summary Report

Location: User-specified point center at 35.587500, -106.036389
Ring (buffer): 4-miles radius
Description: Rancho Viejo WWTP

Summary of ACS Estimates	2013 - 2017
Population	34,849
Population Density (per sq. mile)	709
Minority Population	27,051
% Minority	78%
Households	11,501
Housing Units	12,223
Housing Units Built Before 1950	196
Per Capita Income	28,605
Land Area (sq. miles) (Source: SF1)	49.15
% Land Area	100%
Water Area (sq. miles) (Source: SF1)	0.04
% Water Area	0%

	2013 - 2017 ACS Estimates	Percent	MOE (±)
Population by Race			
Total	34,849	100%	821
Population Reporting One Race	34,117	98%	1,822
White	28,368	81%	780
Black	420	1%	126
American Indian	712	2%	227
Asian	647	2%	249
Pacific Islander	107	0%	90
Some Other Race	3,863	11%	350
Population Reporting Two or More Races	732	2%	152
Total Hispanic Population	25,204	72%	864
Total Non-Hispanic Population	9,644		
White Alone	7,798	22%	339
Black Alone	351	1%	91
American Indian Alone	452	1%	119
Non-Hispanic Asian Alone	642	2%	249
Pacific Islander Alone	62	0%	50
Other Race Alone	24	0%	37
Two or More Races Alone	315	1%	97
Population by Sex			
Male	17,872	51%	400
Female	16,977	49%	515
Population by Age			
Age 0-4	2,054	6%	188
Age 0-17	9,087	26%	361
Age 18+	25,762	74%	425
Age 65+	3,582	10%	187

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.
N/A means not available. **Source:** U.S. Census Bureau, American Community Survey (ACS) 2013 - 2017 .

EJSCREEN ACS Summary Report

Location: User-specified point center at 35.587500, -106.036389
Ring (buffer): 4-miles radius
Description: Rancho Viejo WWTP

	2013 - 2017 ACS Estimates	Percent	MOE (±)
Population 25+ by Educational Attainment			
Total	22,016	100%	402
Less than 9th Grade	2,252	10%	190
9th - 12th Grade, No Diploma	2,174	10%	152
High School Graduate	6,060	28%	288
Some College, No Degree	5,274	24%	219
Associate Degree	1,459	7%	123
Bachelor's Degree or more	6,257	28%	263
Population Age 5+ Years by Ability to Speak English			
Total	32,795	100%	754
Speak only English	17,514	53%	474
Non-English at Home[1+2+3+4]	15,281	47%	470
[1]Speak English "very well"	9,945	30%	406
[2]Speak English "well"	1,933	6%	149
[3]Speak English "not well"	1,887	6%	240
[4]Speak English "not at all"	1,516	5%	179
[3+4]Speak English "less than well"	3,403	10%	271
[2+3+4]Speak English "less than very well"	5,336	16%	301
Linguistically Isolated Households*			
Total	758	100%	91
Speak Spanish	733	97%	90
Speak Other Indo-European Languages	16	2%	23
Speak Asian-Pacific Island Languages	9	1%	18
Speak Other Languages	0	0%	17
Households by Household Income			
Household Income Base	11,501	100%	170
< $15,000	1,182	10%	100
$15,000 - $25,000	1,009	9%	132
$25,000 - $50,000	2,842	25%	164
$50,000 - $75,000	2,432	21%	132
$75,000 +	4,037	35%	199
Occupied Housing Units by Tenure			
Total	11,501	100%	170
Owner Occupied	8,100	70%	155
Renter Occupied	3,401	30%	149
Employed Population Age 16+ Years			
Total	26,983	100%	507
In Labor Force	17,618	65%	428
Civilian Unemployed in Labor Force	991	4%	195
Not In Labor Force	9,366	35%	313

Data Note: Datail may not sum to totals due to rounding. Hispanic population can be of anyrace.
N/A means not available. **Source:** U.S. Census Bureau, American Community Survey (ACS)
*Households in which no one 14 and over speaks English "very well" or speaks English only.

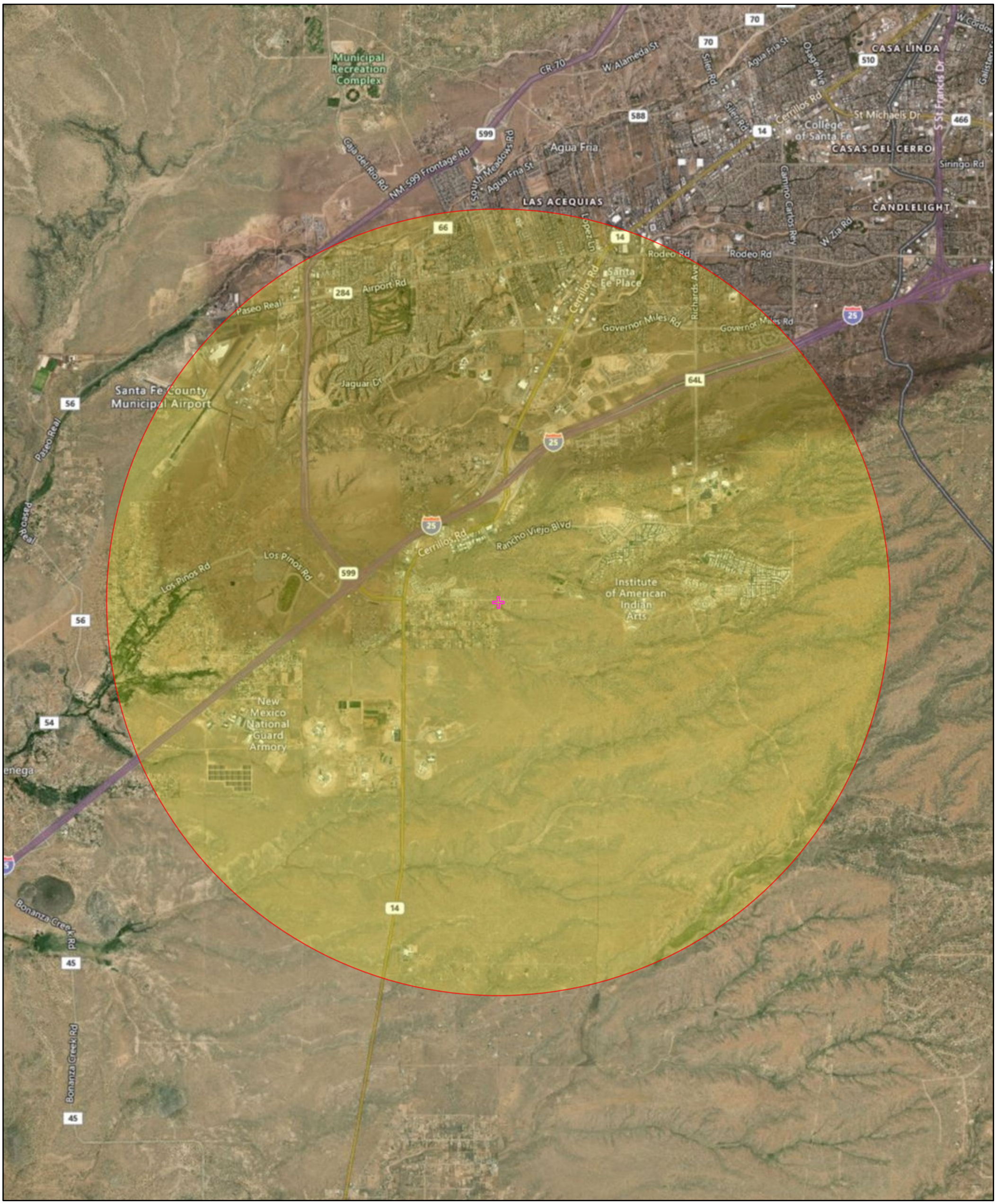
EJSCREEN ACS Summary Report

Location: User-specified point center at 35.587500, -106.036389
Ring (buffer): 4-miles radius
Description: Rancho Viejo WWTP

	2013 - 2017 ACS Estimates	Percent	MOE (±)
Population by Language Spoken at Home*			
Total (persons age 5 and above)	32,315	100%	603
English	17,937	56%	560
Spanish	13,356	41%	807
French	112	0%	210
French Creole	N/A	N/A	N/A
Italian	N/A	N/A	N/A
Portuguese	N/A	N/A	N/A
German	112	0%	36
Yiddish	N/A	N/A	N/A
Other West Germanic	N/A	N/A	N/A
Scandinavian	N/A	N/A	N/A
Greek	N/A	N/A	N/A
Russian	N/A	N/A	N/A
Polish	N/A	N/A	N/A
Serbo-Croatian	N/A	N/A	N/A
Other Slavic	N/A	N/A	N/A
Armenian	N/A	N/A	N/A
Persian	N/A	N/A	N/A
Gujarathi	N/A	N/A	N/A
Hindi	N/A	N/A	N/A
Urdu	N/A	N/A	N/A
Other Indic	N/A	N/A	N/A
Other Indo-European	393	1%	234
Chinese	15	0%	44
Japanese	N/A	N/A	N/A
Korean	35	0%	48
Mon-Khmer, Cambodian	N/A	N/A	N/A
Hmong	N/A	N/A	N/A
Thai	N/A	N/A	N/A
Laotian	N/A	N/A	N/A
Vietnamese	11	0%	27
Other Asian	145	0%	74
Tagalog	15	0%	30
Other Pacific Island	N/A	N/A	N/A
Navajo	N/A	N/A	N/A
Other Native American	N/A	N/A	N/A
Hungarian	N/A	N/A	N/A
Arabic	24	0%	40
Hebrew	N/A	N/A	N/A
African	N/A	N/A	N/A
Other and non-specified	137	0%	49
Total Non-English	14,378	44%	823

Data Note: Detail may not sum to totals due to rounding. Hispanic popultion can be of any race.
N/A means not available. **Source:** U.S. Census Bureau, American Community Survey (ACS) 2013 - 2017.
*Population by Language Spoken at Home is available at the census tract summary level and up.

Rancho Viejo WWTP



June 16, 2020

Rancho Viejo WWTP

1:72,224

0 0.5 1 2 mi

0 1 2 4 km

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