



# **La Union Watershed District**

## **Special Meeting Notice**

**Wednesday, October 8, 2025 @ 6pm**

**at**

**Our Lady of Refuge Hall**

**1320 Mercantil Ave.**

**La Union, NM 88021**

The meeting agenda will be available 72 hours prior to the meeting on the LUWSD website [www.launionwatershreddistrict.org](http://www.launionwatershreddistrict.org) or by calling (915) 525-0544.



**La Union Watershed District**

325 La Union St.

La Union, New Mexico 88021

Draft

Minutes for September 4, 2025

Regular Meeting

1. Call to order by Maryann Galindo at 6:03pm
2. Roll Call: Maryann Galindo present, Elsa Mendoza present, Irma Lazarin present, Veronica Villalobos present, Jose Anaya absent  
Guests: Mr. Peres, Pablo
3. Approval of Agenda: Motion to approve agenda as presented made by Veronica, Seconded by Elsa. All members present were in agreement.
4. Approval of Minutes: Motion to approve regular meeting minutes and special meeting minutes for August 2025 made by Elsa, Seconded by Veronica. All members present were in agreement.
5. Public Input:
  - a. Jorge: The Community Clean-Up will take place on September 27th, with volunteers meeting at the park at 7:30 AM. After the clean-up, hotdogs and drinks will be provided as a thank you for everyone's efforts. La Union's 2nd Annual Walk-n-Treat is scheduled for October 25th from 5:00 to 8:00 PM, and all local organizations are encouraged to participate in this event. Lastly, the Emergency Preparedness Community Meeting is planned for November 1st and will focus on strategic planning and safety initiatives for La Union.
  - b. Mr. Peres: Project Jupiter continues to move forward, with upcoming meetings scheduled to get public input and community involvement. Details will be shared as they become available. Additionally, a new gas station is planned for the corner of Artcraft and McNutt.
  - c. Pablo: Pablo shared data collected from the Crest Sage gauges that were recently installed. While some of the readings were affected by dirt interfering with the sensors, there was one accurate data point that stood out—a brief spike showing just over two inches of rainfall during the July storms.
6. Conflict of Interest: NA
7. Directors Report: NA

8. DASWCD: NA

9. Finance Report: August 2025 financial report was presented. Motion to approve August 2025, Invoice to approve Jorge Garcia's Admin services, OLOR invoice, and Water bill utility made by Elsa, Seconded by Irma. All members present were in agreement.

10. Updates:

- a. LGBMS: Quarterly reports for LGBMS have been submitted and are currently under review by the chief. Further updates will be provided once the review process is complete.
- b. Insurance: Maryann has completed the initial insurance documentation, though the provider unexpectedly requested a budget for LUWSD as part of the process. She is currently working to obtain a full quote and will follow up once more details are available.
- c. Maryann spoke with MTZ Contractor regarding flooding zone concerns, and the MOY surveyor confirmed that our area is not located within a designated flood zone. Additionally, Maryann received official documentation from the county verifying that we are not in a flood zone.

11. Pending Business:

- a. Community workshop for emergency plan
  - i. The Community Workshop for the Emergency Plan is scheduled for November 1st at 9:30 AM at the church. A notice will be sent out to all.

12. New Business:

- a. Adjusted Budget
  - i. Jorge presented budget adjustments for FY25/26 outlining proposed changes to key line items, with particular attention to areas that exceeded their allocations last year. As the fiscal year progresses, further adjustments will be made as needed to account for any items that exceed the allocated budget.
- b. LUWSD Sign
  - i. Jorge has been authorized to proceed with ordering the LUWSD sign once the quotes are received. The purchase will move forward based on the most reasonable and cost-effective option available. Motion made by Vero, seconded by Elsa. All members present were in agreement.
- c. Tasks on Dams
  - i. Maryann attended the recent coalition meeting hosted by John Gwyne, where LUWSD was asked to help monitor the local dams due to ongoing damage caused by ATV activity. To support this effort, Vero will be tasked with reaching out to Mr. Lopez for assistance.
- d. Education flyer for community
  - i. Jorge will be creating a kid-friendly educational brochure designed for students, aimed at helping them better understand key community topics in an engaging and accessible way.
- e. Watershed Banner
  - i. Got 3 quotes for the banner:
    - 1. House of Grafix - \$75

2. Organ Mountain Graphix - \$125
3. GT Graphix - \$97.50

Motion to Approve GT Graphix for the banner made by Vero, seconded by Elsa. All members present were in agreement.

- f. Watershed Newsletter
  - i. Jorge to work on a newsletter for LUWSD with the following topics.
    1. Pablos project
    2. Dams and dam tasks
    3. Building
    4. Lights for flood
    5. Street cautions signs
    6. Emergency response plan

13. Discussion:

- a. Elsa raised the question of who is authorized to operate the tractor. Maryann will follow up with the insurance provider to determine whether someone outside of the board can be approved to drive it.

14. Adjournment: Meeting adjourned at 7:46pm  
Next meeting October 2, 2025 at 6pm



**La Union Watershed District**  
325 La Union St.  
La Union, New Mexico 88021

**Special meeting - October 8, 2025**

**1. Call to Order**

**2. Roll Call**

**3. Approval of Agenda**

**4. Approval of Minutes**

**5. Public Input/Presentation**

**6. Conflict of Interest**

**7. Directors Report**

**8. DASWCD**

**9. Financials**

**10. Updates**

- Sign & Banner
- Newsletter
- Dam Signs

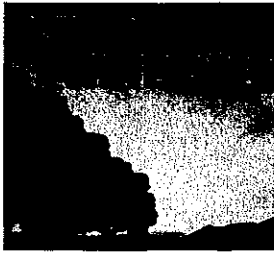
**11. Pending Business**

**12. New Business**

- Insurance
- Quarterly Report
- Audit
- Emergency Response Plan

**13. Discussion**

**14. Adjournment - Next Meeting: November 6, 2025**



## La Union Watershed District

150 Salgado Rd Anthony

915-474-6924

[vvillalobos@launionwatersheddistrict.org](mailto:vvillalobos@launionwatersheddistrict.org)

### FINANCIAL REPORT

September 2025

Balance Forward September 1, 2025 **\$ 121,478.73**

#### Income

Dona Ana County Mil-Levy Tax 58.16

**Total Income: \$ 58.16**

#### Expenses

Google\*G Suite – Internet \$ 53.68

Intuit QuickBooks 41.18

CK 218 Admin. Services Jorge Garcia 191.70

CK 221 Our Lady of Refuge – Mtg space lease 70.00

Ck 220 La Union MDS & WA – utilities 35.24

Ck 219 DAC utiliites 97.39

CK 222 Gran Turismo – Banner 97.50

El Paso Electric Co. 142.02

**Total Expenses: \$ 728.71**

Balance Forward as of 09/30/25 **\$ 120,808.18**

Savings Balance: No Activity 18.00

**Total Balance \$ 120,826.18**



El Paso: 915.562.1172 | FirstLightFCU.org  
Las Cruces: 575.526.4401 | Toll-Free: 800.351.1670

ABA Transit/Routing # 312080941  
Improve Lives. Achieve Dreams.

**Member Account Statement**

Account Number: 9755274

Statement Date: 09/30/2025

Page: 3 of 4

Date	Transaction Description	Debits	Credits	Balance
09/01/2025	Withdrawal POS #000007260020 GOOGLE *GSUITE,LAUNIONWAT MOUNTAIN VIEW CA	-53.68		121,425.05
09/08/2025	Draft 218 Tracer 991000505	-191.70		121,233.35
09/08/2025	Draft 220 Tracer 991000935	-35.24		121,198.11
09/09/2025	Draft 221 Tracer 992001654	-70.00		121,128.11
09/12/2025	Draft 219 Tracer 995000659	-97.39		121,030.72
09/19/2025	Deposit ACH DONA ANA COUNTY CO: DONA ANA COUNTY Entry Class Code: CCD ACH Trace Number: 091000017691195		58.16	121,088.88
09/24/2025	Withdrawal ACH INTUIT * CO: INTUIT * Entry Class Code: CCD ACH Trace Number: 021000029149893	-41.18		121,047.70
09/29/2025	Draft 222 Tracer 991000055	-97.50		120,950.20
09/30/2025	Withdrawal ACH EL PASO ELECTRIC CO: EL PASO ELECTRIC Entry Class Code: PPD ACH Trace Number: 091000013406038	-142.02		120,808.18
Ending Balance as of 09/30/2025				<b>\$120,808.18</b>

8 Other Debits for: \$728.71

1 Other Credits for: \$58.16

**CHECKS CLEARED AT A GLANCE**

Check#	Date	Amount	Check#	Date	Amount
218	09/08/2025	191.70	221	09/09/2025	70.00
219	09/12/2025	97.39	222	09/29/2025	97.50
220	09/08/2025	35.24			

\*Indicates a break in check sequence.

5 Checks Cleared: \$491.83

**ATM / CHECKCARD ACTIVITY AT A GLANCE**

Date	Amount	Date	Amount	Date	Amount
------	--------	------	--------	------	--------

**Withdrawal**

09/01/2025 53.68

**SUMMARY OF CHECK FEES**

	Total For This Period	Total Year-To-Date
Total Courtesy Pay Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



El Paso: 915.562.1172 | FirstLightFCU.org  
Las Cruces: 575.526.4401 | Toll-Free: 800.351.1670

ABA Transit/Routing # 312080941  
Improve Lives. Achieve Dreams.

# Member Account Statement

Account Number: 9755274

Statement Date: 09/30/2025

Page: 1 of 4

LA UNION WATER SHED DISTRICT  
325 LA UNION AVE  
ANTHONY NM 88021-8769



## ACCOUNT SUMMARY

Shares/ Savings	\$18.00	Certificates & IRA	
Checking	\$120,808.18	Loans	
Money Market			

### 2025 Annual Privacy Notice Effective: October 1, 2025.

Federal law requires us to inform you how we collect, share, and protect your personal information. Our privacy practices have not changed. You may review our policy and practices with respect to your personal information in the Privacy Notice at: [bit.ly/FLFCU-Disclosure](https://bit.ly/FLFCU-Disclosure) or we will mail you a copy upon request by calling us at 800.351.1670.

## SHARE SAVINGS

Date	Transaction Description	Debits	Credits	Balance
0001 SHARE - PRIMARY BUSINESS SHARE ACCOUNT				
YTD Dividend: \$0.00				
Balance Forward on 09/01/2025				\$18.00
Ending Balance as of 09/30/2025				\$18.00

## CHECKING

Date	Transaction Description	Debits	Credits	Balance
0080 SHARE - BUSINESS EXPRESS				
Rewards Program: Business Rewards				
Balance Forward on 09/01/2025				\$121,478.73





# Doña Ana County

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## Office of the County Treasurer

LA UNION WATERSHED DISTRICT  
Attn: Mary Ann Galindo or Irma Lazarin A/R

Remittance Amount:	<u>\$58.16</u>	ACH Number:	<u>42766</u>
Collections Date:	<u>August, 2025</u>	Distribution Date:	<u>19-Sep-2025</u>

This monthly report gives a Flood Levy amount, collected by the Doña Ana County Treasurer, that applies to the above Revenue Recipient, and the Reappraisal Administrative Fees, deducted prior to distribution of said collections.

Total Distribution	\$	58.75
Less 1% Administrative Fee	-	<u>0.59</u>
Total Remitted	\$	<u>58.16</u>

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Doña Ana County Treasurer  
Or Chief Deputy Treasurer



# LA UNION WATERSHED DISTRICT NEWSLETTER



## Emergency Strategic Plan Workshop


La Union Watershed District will participate in an Emergency Strategic Plan workshop alongside key organizations in town to strengthen coordination and preparedness.


This collaborative session will focus on flood response, infrastructure planning, and long-term safety strategies for our community.

## UPCOMING EVENTS

Regular Monthly Meeting

 Thursday, November 6th

 6:00 PM

 Our Lady of Refuge Hall  
1320 Mercantil Ave.



## New Office for La Union Watershed District

We're excited to announce the arrival of a new mobile home office for La Union Watershed District, located at 325 La Union St. This space will serve as a central hub for all things watershed—whether you're attending a meeting, seeking information, or sharing concerns about local water infrastructure.

While the office is still undergoing final improvements—including ADA accessibility upgrades and fresh asphalt—we're looking forward to opening the doors soon. This new location reflects our commitment to transparency, accessibility, and community engagement as we continue to protect and preserve our local watershed.

Stay tuned for updates on our grand opening and future events hosted at the site!

## Tracking Floods with Crest Stage Gages: A Collaborative Effort

New Mexico Water Resources Research Institute & La Union Watershed District



To better understand and respond to recurring flood events from La Union's western mesa watershed, the La Union Watershed District has partnered with the New Mexico Water Resources Research Institute to install crest stage gages—simple yet powerful tools that record the highest water level during storm events using cork and a wooden staff

These gages are now in place downstream of Dams A & B, where they support and validate data collected by pressure transducers managed by the NM Water Resources Research Institute. Oversight of these dam sites is provided by the Doña Ana County Flood Commission, ensuring coordinated monitoring across agencies.

This collaboration strengthens our ability to track long-term water levels and improves the accuracy of flood data—an essential step toward protecting our community and planning for future infrastructure needs.



## Lighting the Way: Flood Safety Improvements

To improve safety during storm events, especially at night, the La Union Watershed District has installed new lighting in areas known to flood. These locations often become hazardous when visibility is low and water levels rise quickly, posing risks to drivers and pedestrians alike.

The added lights help residents and emergency crews navigate more safely and stay alert during severe weather. It's one more step in our ongoing efforts to protect the community and strengthen flood preparedness.

## Get Involved!

La Union Watershed District thrives on community input and collaboration. Whether you're curious about flood safety, want to attend a meeting, or hope to support local water initiatives, we welcome your involvement!

DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION  
BUDGET AND FINANCE BUREAU

## SPECIAL DISTRICT FINANCIAL QUARTERLY REPORT FORM

STATE FISCAL YEAR: FY25/26

Special District: La Union Watershed District  
Quarter Ending: Q1

MAKE SURE TO ADD DISTRICT NAME, THE FISCAL YEAR (EX JULY 1st, 2018 - JUNE 30th 2019); AND THE QUARTER ENDING DATE (MARCH 2019). THIS WILL AUTOPOPULATE THE REST OF THE SPREAD SHEET SO IT WON'T NEED TO BE ADDED TO THE OTHER SHEETS

### QUARTERLY YEAR TO DATE TRANSACTIONS PER BOOKS

FUND TITLE	FUND NUMBER	UNAUDITED BEGINNING CASH BALANCE ON JULY 1	INVESTMENTS, CDs LGIP, BONDS, SAVINGS	REVENUES YEAR TO DATE	NET TRANSFERS (GRAND TOTAL = 0)	EXPENDITURES YEAR TO DATE	BOOK BALANCE END OF PERIOD	ADD OUTSTANDING CHECKS	LESS DEPOSITS IN TRANSIT	ADJUSTMENTS	ADJUSTED BALANCE END OF PERIOD	BALANCE PER BANK STATEMENTS	DIFFERENCE, MUST EQUAL ZERO
GENERAL FUND - Operating (GF) - MAINT	101	122,540	-	486	-	2,200	120,826	-	-	-	120,826	120,826	-
INTERGOVERNMENTAL GRANTS	218	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	299	-	-	-	-	-	-	-	-	-	-	-	-
DEBT SERVICE	400	-	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL		\$ 122,540	\$ -	\$ 486	\$ -	\$ 2,200	\$ 120,826	\$ -	\$ -	\$ -	\$ 120,826	\$ 120,826	\$ -

THE TWO COLUMNS ABOVE THIS BOX ARE UNLOCKED. ENTER BEGINNING CASH AND INVESTMENTS FROM THE ORIGINALLY APPROVED BUDGET

ALL COLUMNS ABOVE THIS BOX ARE LOCKED. ENTER DATA INTO REVENUES AND EXPENDITURES TABS SEE BELOW

THIS SECTION IS UNLOCKED AND THESE ITEMS CAN BE ADDED TO HAVE YOUR ENDING BOOK BALANCE TO TIE TO YOUR BANK BALANCE

THE ADJUST BALANCE END MUST MATCH YOUR BALANCE PER BANK STATEMENT AND THE DIFFERENCE HAS TO BE ZERO(0). ANYTHING ELSE WON'T BE ACCEPTED

**Quarter Ending: Q1**

**PLEASE SEE  
EXAMPLE IN ROW  
9. PLEASE DELETE  
SECTIONS TO  
WORK WITH YOUR**

10/6/2025 Q1FY26.xlsx

SPECIAL DISTRICT: La Union Watershed DistrictQuarter Ending: Q1

EXPENDITURES	July-September	August-December	January - March	April - June			
	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE	APPROVED BUDGET	YEAR TO DATE % OF BUDGET
<b>General Fund 101 ( enter items below )</b>							
PERSONNEL SERVICES (SALARIES & BENEFITS)	-	-		-	-	250	0.00%
TRANSPORTATION COSTS	-	-	-	-	-	500	0%
CONTRACT - PROFESSIONAL SERVICES		-	-	-	-	4,500	0%
CONTRACT - OTHER SERVICES	716		-	-	716	3,376	21%
SOFTWARE	-	-	-	-	-	1,400	0%
SUPPLIES - GENERAL OFFICE		-	-	-	-	1,000	0%
SUPPLIES - VEHICLE FUEL	-	-	-	-	-	300	0%
SUPPLIES - OTHER	-	-	-	-	-	500	0%
TRAINING	-	-	-	-	-	1,300	0%
POSTAGE		-	-	-	-	100	0%
PRINTING/PUBLISHING/ADVERTISING	98		-	-	98	500	20%
RENT OF LAND/BUILDING	210	-	-	-	210	750	28%
SUBSCRIPTIONS & DUES	274	-	-	-	274	750	36%
TELECOMMUNICATIONS	-	-	-	-	-	1,000	0%
UTILITIES - ELECTRICITY	574	-	-	-	574	1,000	57%
UTILITIES - NATURAL GAS	-	-	-	-	-	500	0%
UTILITIES - WATER/SEWER	301	-	-	-	301	500	60%
OTHER OPERATING COSTS	-	-	-	-	-	2,500	0%
EQUIPMENT & MACHINERY	-	-	-	-	-	1,500	0%
OTHER CAPITAL PURCHASES	-	-	-	-	-	1,500	0%
GRT	29	-	-	-	29	250	12%
	-	-	-	-	-	-	-
<b>TOTAL GENERAL FUND EXPENDITURES</b>	\$ 2,200	\$ -	\$ -	\$ -	\$ 2,200	\$ 23,976	9%
<b>Intergovernmental Grants 218 ( enter items below )</b>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>TOTAL INTERGOV. GRANT EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Other 299 ( enter items below )</b>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>TOTAL OTHER EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Debt Service 400</b>							
Bond Payments Principal	-	-	-	-	-	-	-
Bond Payments- Interest	-	-	-	-	-	-	-
Other Debt Service	-	-	-	-	-	-	-
<b>TOTAL DEBT SERVICE EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>GRAND TOTAL EXPENDITURES</b>	\$ 2,200	\$ -	\$ -	\$ -	\$ 2,200	\$ 23,976	9.18%

THE  
EXPENDITURES  
LINE ITEMS CAN BE  
FILLED OUT IN  
COLUMN, EACH  
QUARTER CAN BE  
ADDED  
INDIVIDUALLY FOR  
THE EXPENSES IN  
THAT QUARTER.  
THE YEAR TO DATE  
WILL  
AUTOMATICALLY  
ADD ALL THE  
QUARTERS  
TOGETHER. THE  
YEAR TOTDATE  
PERCENT WILL  
TELL YOU IF A BAR  
MIGHT BE NEEDED,  
ANYTHING THAT  
GOES OVER THE  
APPROVED  
BUDGET THEN A  
BAR WILL BE  
NEEDED TO AVOID  
AUDIT FINDINGS.

----- FINAL  
APPROVED  
BUDGET AMOUNTS  
ARE ENTERED  
INTO COLUMN H  
ON THE  
APPROPRIATE  
IE.

PLEASE SEE ROW 9  
ALL INFORMATION  
IN SECTION 9  
SHOULD BE  
DELETED AND  
YOUR OWN  
INFORMATION  
SHOULD BE ADDED

ADD ORIGINALLY APPROVED BUDGETED  
EXPENDITURES INTO THIS SECTION. THIS SHOULD  
STAY THE SAME THROUGH THE BUDGET AND ONLY  
CHANGED WITH A BAR



SPECIAL DISTRICT: La Union Watershed DistrictQuarter Ending: Q1**DEBT SERVICE**

SPECIAL DISTRICT: La Union Watershed District

Fund Number: 400  
Quarter Ending: Q1

(A) NAME AND TYPE	(B) DATE OF ISSUE	(C) ORIGINAL FACE AMOUNT OF ISSUE	(D) OUTSTANDING PRINCIPAL AMOUNT (Unpaid)	(E) COUPON RATE OF INTEREST	(F) PRINCIPAL DUE	(G) INTEREST DUE
Bond 1	2/20/2002	-	-	0.0%	-	-
	0/00/0000	-	-	0.0%	-	-
	0/00/0000	-	-	0.0%	-	-
	0/00/0000	-	-	0.0%	-	-
	0/00/0000	-	-	0.0%	-	-
	0/00/0000	-	-	0.0%	-	-
	0/00/0000	-	-	0.0%	-	-
	0/00/0000	-	-	0.0%	-	-
TOTAL		-	-		-	-

**INSTRUCTIONS - SCHEDULE OF BONDS AND LONG TERM LOANS**

Column (A): Describe the Purpose of the DEBT along with its NAME AND TYPE.

Column (B): Enter the Date of Issue.

Column (C): Enter the Original Amount of the Issue.

Column (D): Enter Unpaid Principal Balance for Fiscal Year.

Column (F): Enter Principal Amount To Be Paid, during Fiscal Year.

Column (G): Enter Interest Amount To Be Paid, during Fiscal Year.

TOTAL PRINCIPAL &amp; INTEREST PAID -

PLEASE SEE EXAMPLE IN  
ROW 13, INFORMATION IN  
ROW 13 SHOULD BE DELETED  
AND YOUR INFORMATION  
SHOULD BE INPUTEDPLEASE FILL OUT ALL INFORMATION ON THIS SHEET FOR  
ALL BONDS AND LONG TERM LOANSANYTHING ADDED ON THIS PAGE IS FOR  
TRACKING PURPOSES ONLY AND WILL  
NEEDED TO BE REPORTED ON THE  
EXPENDITURES PAGE

# Balance Sheet

La Union Watershed District

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
BUSINESS EXPRESS (0080) - 1	120,808.18
PRIMARY BUSINESS SHARE ACCOUNT (0001) - 1	18.00
<b>Total for Bank Accounts</b>	<b>\$120,826.18</b>
Accounts Receivable	
Other Current Assets	
<b>Total for Current Assets</b>	<b>\$120,826.18</b>
Fixed Assets	
Other Assets	
<b>Total for Assets</b>	<b>\$120,826.18</b>
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
<b>Total for Current Liabilities</b>	
Long-term Liabilities	
<b>Total for Liabilities</b>	
Equity	
Opening Balance Equity	193,051.42
Retained Earnings	-70,511.48
Net Income	-1,713.76
<b>Total for Equity</b>	<b>\$120,826.18</b>
<b>Total for Liabilities and Equity</b>	<b>\$120,826.18</b>

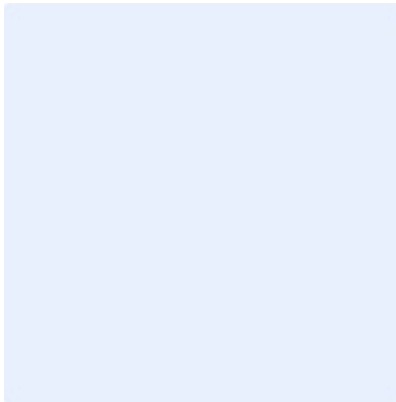


**Profit and Loss**  
**La Union Watershed District**  
July-September, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Mil Levy	486.48
<b>Total for Income</b>	<b>\$486.48</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$486.48</b>
Expenses	
Building Rental	210.00
Contract Work	745.15
Electricity	573.59
Office Expense	97.50
Software	273.50
Water & Sewer	300.50
<b>Total for Expenses</b>	<b>\$2,200.24</b>
<b>Net Operating Income</b>	<b>-\$1,713.76</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	
<b>Net Income</b>	<b>-\$1,713.76</b>

COMMUNITY NAME

# Community Emergency Plan



(Insert Community Logo)

Plan Last Update on: Insert Date

### Plan Maintenance

[Name] is responsible for maintaining and updating the plan. The plan will be updated annually and in response to lessons learned from exercises or actual emergencies or disasters.

### Plan Distribution List

Printed copies of the initial plan and any future updates will be distributed to all residences of the area for which this plan was developed.

Name	Role	Phone Number(s) / Email Address(es)	Issued On
MaryAnn Galindo	Community Emergency Coordinator	555-555-5555 maryann@noemail.com	07/17/25

### Plan Amendment List

Changes made to the plan are reflected below.

Date of Amendment	Date for Next Revision	Details of Changes Made	Changed By
MM/DD/YY	MM/DD/YY	New Community Emergency Team members added	Community Emergency Coordinator

### Acknowledgements

Include information regarding the people, agencies, and organizations involved in the development of your Community Emergency Plan

This plan was developed by members of the Name of Community.

The following people participated in development of the plan:

Name	Organization

This plan was completed on:

Click or tap to enter a date.

Signature of Chair or Leader of Plan Development Team

Table of Contents

COMMUNITY NAME ..... 1

# 1. Introduction

## 1.1 Background

As community members, we recognize preparing for emergencies or disasters and catastrophic events is not a luxury, it is imperative. It is often said emergencies or disasters are not a matter of if, but when.

Insert information about the community covered by the plan and the locations of the nearest fire station, police station, and hospital.

## 1.2 Purpose

The primary purpose of the plan is to outline strategies our community members can take to support ourselves in the event of an emergency or disaster. It is meant to cover small and largescale emergencies or disasters. The plan is based on the recognition the first priorities in an emergency or disaster are (1) self, (2) family, and (3) neighbors. It is built on the concept of “neighbor helping neighbor” until outside help arrives. We hope this plan will provide a mechanism for our community to sustain itself until first responder services and outside support can be obtained.

## 1.3 How the Plan was Developed

Discuss how the plan was developed (e.g. through a series of meetings), when it was developed, who it was developed by (general descriptions of those who worked on it, or specific names), and who led the project.

## 1.4 About Our Community

Insert specific descriptive information about your community, to include its location within Dona Ana County, the general addresses of the area, square mileage, the date the community was founded, the number of homes covered by the plan, the number of people residing in the community, its ethnic and cultural makeup, languages commonly spoken, and any community centers or significant landmarks.

## 2 Local Risk Assessment

The threats and risks that our neighborhood is most susceptible to are listed here in order of likelihood.

Risk	Impact on Community	What can we do to prepare?
<i>Example: Dam outflow can cause flooding in community.</i>	<i>1) Flooding of local streets 2) Blocked access to evacuation routes 3) Damage to property</i>	<i>-Encourage residents to improve flood defenses -Prepare to shelter-in-place or evacuate if necessary -Encourage community to “Turn around, don’t drown”</i>

### 3 Local Skills and Resources Assessment

The following are a list of skills and/or resources that will benefit the community during an emergency or disaster.

Name	Skill or Resource	Phone #	Address
<i>MaryAnn Galindo</i>	<i>Trained in First Aid</i>	<i>555-555-5555</i>	<i>123 Main St</i>
<i>Jorge Garcia</i>	<i>Generator</i>	<i>123-123-1234</i>	<i>555 South St.</i>



## 4 Individual and Family Disaster Response Actions

Discuss the responsibilities of individuals and families in disaster response. Make sure to emphasize that the first priority is to ensure the safety of families, pets, property, and neighborhoods. Consider discussing such things as:

- The need to check for unsafe conditions, such as downed power lines and gas leaks.
- The procedure for shutting off gas valves that are not automatic (by turning the valve so that the “bar” is perpendicular to the gas line; also keeping a wired wrench to the gas meter).
- The importance of tuning into the radio to emergency frequencies to obtain information and instructions.
- The importance of donning protective gear such as a hard hat or bicycle helmet, steel-toe or other sturdy shoes, and leather or sturdy gloves.

After ensuring one’s safety, regardless of the incident type, households should place the OK/ Help hanger on their front door or window so that it can be easily seen from the sidewalk or street. The red side means that help is needed; the green side means that everyone is OK. It is for use only after a disaster when 911 help is unavailable. Families should lock their doors, secure their belongings, and proceed to the Neighborhood Gathering Place.

### 4.1 Neighborhood Response

Once the neighborhood has gathered at the designated Neighborhood Gathering Place, the first task is to get organized. Then, a leader will be selected to direct the overall effort. An Action Plan will be developed to help the neighborhood decide what to do, how to do it, and what timeframe to do it in. Finally, the neighborhood should organize into teams, with a Team Leader for each team. Each team should have 3 to 7 people and a Team Leader.

- [List the communications systems you plan to use. For radios, be sure to list the frequencies. Designate one person to collect all radios once response efforts have concluded.]
- [Prepare a notification chart and “call down” procedures. There should be a “master” notification chart to make sure the leaders you have identified are notified, and each Block Captain should develop and maintain a notification chart for residents in his/her area. It is a good idea to include email addresses, too.]
- [Create a list of capabilities needed for each area of response, and designate people to fill those roles. For example, the Triage and Treatment area will need people who are trained in First Aid, and the Animal Evacuation Site will need someone to conduct a formal check-in with written documentation and photographs. Roles should be reviewed and confirmed at every other neighborhood meeting to accommodate for new people and to maintain preparedness for disasters.]
- [List Key Locations:]
  - ✓ Our Neighborhood Gathering Place is: [Include primary and alternate]
  - ✓ Our Triage Area is: [Include primary and alternate]
  - ✓ [List Key Personnel. Include primary and alternates for each position, and 24/7 contact information:]
  - ✓ Our Incident Commander is: include primary and alternate
  - ✓ Our Block Captains are: Include primary and alternate

- ✓ Our Communications leader is: Include primary and alternate
- ✓ Our Mass Care leader is: Include primary and alternate
- ✓ Our Materials and Supplies leader is: Include primary and alternate
- ✓ Our Transportation Leader is: Include primary and alternate

[Describe how your neighborhood will maintain your plan, and document special considerations in the planning process. Include specific training and exercise recommendations (e.g., types of training/exercise events, frequency, etc.)]

[Describe the way that you will share this plan (e.g., distribute door to door, post on website, etc.).]

## 5 ACTIVATION TRIGGERS

The steps below outline how the plan will be activated, whether from emergency responders or from community members.

Add steps for activating: *1. Activate when we receive flood warning. 2. When we receive a mass notification message from the County to take protective measures.*

## 6 EMERGENCY STEPS CHECKLIST

When the plan is activated, do these things:

	Instructions	Completed
1	<i>Call 9-1-1</i>	
2	<i>Ensure you are in no immediate danger.</i>	
3	<i>Contact Community Emergency Group to discuss the situation.</i>	
4		
5		



## 7 FIRST RESPONSE COORDINATION

When first responders arrive, we will share the following information:

1. *Tell emergency responders who might need extra help to leave their home.*
2. *Any known injuries.*

## ANNEX A – Notification Annex

### A.1 Purpose

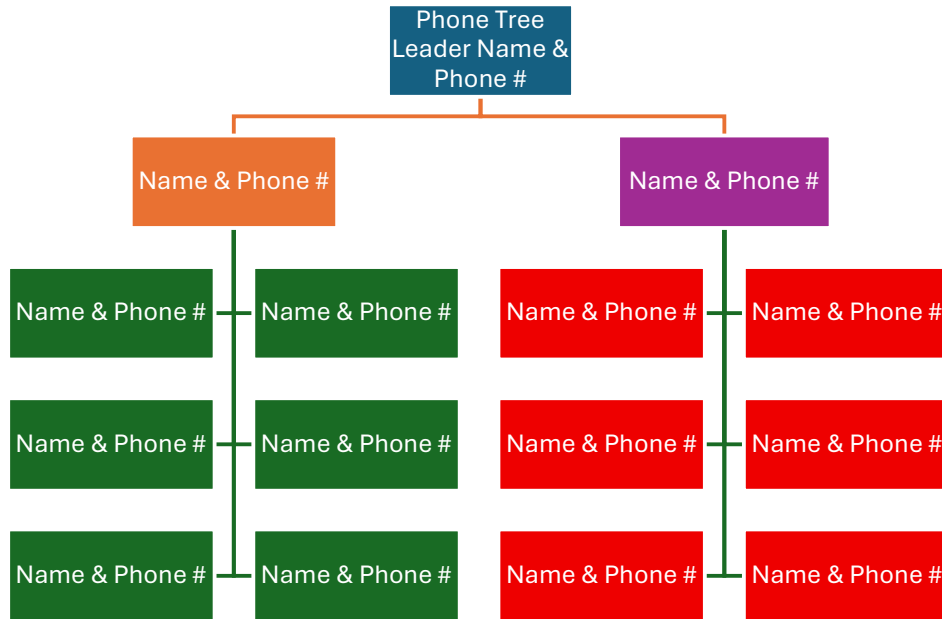
The purpose of this annex is to outline the methods that will be used to notify community members of a disaster.

### A.2 Notification Procedure

[Detail who is responsible for contacting who, and the method and alternate method(s) of contact, such as phone, radio, and/or door-to-door contact.]

*Consider the following:*

- 1. The person at the top will start the notification process. It may be helpful to have a brief script complete with the specific action.*
- 2. Ask the person to get paper and pencil to write specifics.*
- 3. Give facts about the event.*
- 4. Be sure that you have alternative phone numbers and radio frequencies, so you can reach a person if he/she is out of home/office.*
- 5. If nobody is answering, leave a message and then try using the alternate method of contact. If contact is still not made, contact the next person. This should ensure that everyone gets the information in a timely fashion.*
- 6. Confirm they will be making contact with the next person(s) on the chart.*
- 7. Prearrange with team at the end of the list to contact the person at the top once they receive the message. The LAST person on the notification chart should CONTACT THE FIRST person to ensure that the chart is completed and that the message was accurate.*





## ANNEX B – AS NEEDED

### A.1 Purpose

Develop additional annexes as needed.

## 1. Plan Basics

- Date of last update
- Community name/logo

## 2. Plan Maintenance

- Who is responsible (already MaryAnn Galindo, but confirm)

## 3. Acknowledgements

- People/agencies involved in developing the plan

## 4. About Our Community

- Location within Doña Ana County
- Boundaries / general addresses
- Number of homes & residents
- Languages & cultural info
- Community centers / landmarks

## 5. Local Risk Assessment

- List of top risks for this community (not just flooding example)

## 6. Local Skills & Resources

- Expand beyond MaryAnn (First Aid) & Jorge (Generator)
- Who else has medical, construction, equipment, transport, etc.

## 7. Family/Individual Actions

- Confirm if community will use **OK/Help hangers**
- Decide on protective gear recommendations

## 8. **Neighborhood Response**

- **Neighborhood Gathering Place** (primary & alternate)
- **Triage Area** (primary & alternate)
- **Incident Commander** (primary & backup)
- **Block Captains** (primary & backup)
- **Communications Lead**
- **Mass Care Lead**
- **Supplies Lead**
- **Transportation Lead**

## 9. **Activation Triggers**

- Beyond floods & county alerts — any local triggers?

## 10. **Emergency Steps Checklist**

- Confirm any additional steps beyond call 911 / ensure safety

## 11. **Notification Annex (Phone Tree)**

- Leader & order of calls
- Alternate contact methods (radio freq, etc.)