



**NEW MEXICO ENVIRONMENT DEPARTMENT**  
**GROUND WATER QUALITY BUREAU**  
**PUBLIC INVOLVEMENT PLAN**  
**(PIP)**



**Facility Name:** Portales Dairy Products, LLC

**Facility Location:** 1820 South Industrial Dr.  
Portales, NM  
Section 4, Township 2S, Range 34E

**County:** Roosevelt County

**Responsible Party:** Kaylan Kennel, Plant Manager  
1820 South Industrial Dr.  
Portales, NM

**Agency:** Ground Water Quality Bureau  
Agricultural Compliance Section

**GWQB Action:** Permitting - Renewal  
DP-941

**Bureau Contact:** Amanda Otieno, Water Resources Professional II  
(505) 819-1219  
[Amanda.otieno@env.nm.gov](mailto:Amanda.otieno@env.nm.gov)  
or [acs.general@env.nm.gov](mailto:acs.general@env.nm.gov)

Main bureau telephone number:  
(505) 827-2900

**EFFECTIVE DATE:** June 13, 2023

**REVISION DATE:** N/A

---

**For Justin D. Ball, 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 renewal of the Ground Water Discharge Permit for Portales Dairy Products, LLC. The permit for this facility is referred to as DP-941.

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).

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**

<b>Activity</b>	<b>Date</b>
<b>Application Notice (PN-1)</b> <i>See Table of Mandated Public Involvement Activities at the end of this PIP for details.</i>	May 2023
<b>Placement of a hardcopy of the PIP in the local NMED office:</b> Clovis District I Office 100 E. Manana, Unit 3 Clovis, NM 88101 (575) 762-3728	June 2023
<b>Notice of availability of draft permit (PN-2)</b> <i>See Table of Mandated Public Involvement Activities.</i>	Within 60 days of determining the application is technically complete. July 2023

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:

Amanda Otieno, Water Resource Specialist II  
NMED Ground Water Quality Bureau  
P.O. Box 5469, Santa Fe, NM 87502-5469  
(505) 819-1219 / [Amanda.otieno@env.nm.gov](mailto:Amanda.otieno@env.nm.gov) / [acs.general@env.nm.gov](mailto:acs.general@env.nm.gov)

## **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 individuals with disabilities 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 individuals who are deaf, hard of hearing, or have difficulty speaking on the phone can contact the Bureau and ask questions about the activity or proceeding: Telephone conversation assistance is available through Relay New Mexico at no charge for people who are deaf, hard of hearing, or have difficulty speaking on the phone, by calling 1-800-659-1779 (English); 1-800-327-1857 (Spanish); 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/public-notices/>

## **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	14,929
Total number of households	5,383
Percentage People of Color population	52%
Percentage Hispanic population	45%
Percentage of the population by race	Population reporting one race: White: ..... 72% Black: ..... 3% American Indian: ..... 1% Asian: ..... 0% Pacific Islander: ..... 0% Some Other Race: ..... 17%
Total number of persons greater than the age of five who speak English "less than very well"	827
Percentage of persons greater than the age of five who speak English "less than very well"	6%
Total number of linguistically isolated households	214
Percentage of linguistically isolated households (Total number of linguistically isolated households ÷ total number of households) X 100	3.98%
Languages by percentage in linguistically isolated households	Spanish: ..... 100% Other Indo-European languages: ... .....00% Asian-Pacific Island languages: ..... 00% Other languages: ..... 00%
Percent linguistically isolated population, New Mexico*:	5.1%
Per capita income	\$20,258

Per capita income, USA**	\$35,384
--------------------------	----------

\* U.S. Census Bureau. 2020 American Community Survey 5-Year Estimates, Table S1602. Limited English-Speaking Households.

<https://data.census.gov/cedsci/table?q=S1602%3A%20LIMITED%20ENGLISH%20SPEAKING%20HOUSEHOLDS&g=0400000US35&tid=ACST5Y2020.S1602> (date of access: 5/4/2022).

\*\* U.S. Census Bureau. 2020 American Community Survey 5-Year Estimates, Table B19301. Per Capita Income in the Past 12 Months (In 2020 Inflation-Adjusted Dollars).

<https://data.census.gov/cedsci/table?q=per%20capita%20income&tid=ACSDT5Y2020.B19301>. (Date of access: 5/4/2022).

Based on the EJSCREEN results regarding language proficiencies, the Bureau plans to conduct public outreach in accordance with the *Table of Mandated Public Involvement Activities* at the end of this PIP.

## 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: Albuquerque Journal
- Local circulation (English and Spanish): Eastern New Mexico News, Roosevelt County

Local, state, and federal government agencies, tribal entities, land grant officials and colonias 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:

<https://www.iad.state.nm.us/pueblo-tribes-and-nations/pueblos/>

<https://www.iad.state.nm.us/pueblo-tribes-and-nations/navajo/>

<https://www.iad.state.nm.us/pueblo-tribes-and-nations/apaches/>

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**

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

**Table of Mandated Public Involvement Activities**

Activity	Dates
<p>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</p> <ul style="list-style-type: none"> <li>• Newspaper display ads (PN-1 synopsis<sup>1</sup> in English and Spanish)- Applicant obligation</li> <li>• NMED website <a href="https://www.env.nm.gov/public-notices/">https://www.env.nm.gov/public-notices/</a></li> <li>• Notice to government agencies</li> <li>• Notice to interested parties</li> </ul>	<p>Within 30 days of the department deeming the application administratively complete</p>
<p>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</p> <ul style="list-style-type: none"> <li>• NMED website <a href="https://www.env.nm.gov/public-notices/">https://www.env.nm.gov/public-notices/</a></li> <li>• Newspaper legal ads</li> <li>• Notification of interested parties</li> <li>• Notice to government agencies</li> <li>• Notice to Indian Tribes, Pueblos and Nations</li> </ul>	<p>Within 60 days of the department determining the application is technically complete and drafting a permit.</p>
<p>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.</p> <ul style="list-style-type: none"> <li>• NMED website <a href="https://www.env.nm.gov/public-notices/">https://www.env.nm.gov/public-notices/</a></li> <li>• Newspapers</li> <li>• Notice to interested parties</li> <li>• Notice to government agencies</li> <li>• Notice to Indian Tribes, Pueblos and Nations</li> </ul>	<p>Notice of the hearing shall occur at least 30 days prior to the hearing.</p>
<p>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</p>	<p>Response is issued 30 days after the administrative record is complete and all required information is available</p>

<sup>1</sup> Suitable for display, the abbreviated format of the PN-1 synopsis does not contain all the information provided by a full public notice, e.g., language assistance or non-discrimination information.



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.	
--	--

The map displays the town of Portales, New Mexico, with a focus on transportation infrastructure. A proposed rail line, shown as an orange line with cross-ticks, runs diagonally from the bottom-left towards the top-right. A red line indicates a bus route that follows a similar path but is more direct, connecting the airport area to the town center. Major roads include New Mexico 267 (horizontal), New Mexico 236 (horizontal), and S Roosevelt Road (vertical). Key locations marked include Portales Country Club, Portales Municipal Airport, and Yerba. The rail line passes through the center of the town, while the bus route is more direct, connecting the airport area to the town center. A red circle highlights the central urban area of Portales.



+

A number line with two scales. The top scale is labeled 'mi' and has major tick marks at 0, 0.5, 1, and 2. The bottom scale is labeled 'km' and has major tick marks at 0, 0.75, 1.5, and 3. Above the top scale, the text '1:72,224' is written. The number line is divided into segments by tick marks, with the top scale having 4 major segments and the bottom scale having 4 major segments.

New Mexico State University, Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

Location: User-specified point center at 34.168950, -103.374569

Ring (buffer): 4-miles radius

Description: DFA

Summary of ACS Estimates		2016 - 2020	
Population		14,929	
Population Density (per sq. mile)		303	
People of Color Population		7,725	
% People of Color Population		52%	
Households		5,383	
Housing Units		6,731	
Housing Units Built Before 1950		706	
Per Capita Income		20,258	
Land Area (sq. miles) (Source: SF1)		49.22	
% Land Area		100%	
Water Area (sq. miles) (Source: SF1)		0.04	
% Water Area		0%	

  

	2016 - 2020 ACS Estimates	Percent	MOE (±)
<b>Population by Race</b>			
Total	14,929	100%	504
Population Reporting One Race	13,915	93%	1,109
White	10,741	72%	489
Black	439	3%	116
American Indian	130	1%	70
Asian	55	0%	26
Pacific Islander	24	0%	46
Some Other Race	2,526	17%	362
Population Reporting Two or More Races	1,014	7%	322
Total Hispanic Population	6,760	45%	482
Total Non-Hispanic Population	8,170		
White Alone	7,205	48%	360
Black Alone	419	3%	116
American Indian Alone	92	1%	70
Non-Hispanic Asian Alone	42	0%	22
Pacific Islander Alone	24	0%	46
Other Race Alone	4	0%	20
Two or More Races Alone	385	3%	199
<b>Population by Sex</b>			
Male	7,562	51%	323
Female	7,368	49%	280
<b>Population by Age</b>			
Age 0-4	1,064	7%	158
Age 0-17	3,617	24%	214
Age 18+	11,312	76%	342
Age 65+	1,928	13%	168

**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) 2016 - 2020

Location: User-specified point center at 34.168950, -103.374569

Ring (buffer): 4-miles radius

Description: DFA

	2016 - 2020 ACS Estimates	Percent	MOE (±)
<b>Population 25+ by Educational Attainment</b>			
Total	8,283	100%	406
Less than 9th Grade	644	8%	119
9th - 12th Grade, No Diploma	993	12%	205
High School Graduate	2,534	31%	268
Some College, No Degree	1,868	23%	129
Associate Degree	393	5%	69
Bachelor's Degree or more	1,852	22%	145
<b>Population Age 5+ Years by Ability to Speak English</b>			
Total	13,866	100%	464
Speak only English	9,959	72%	360
Non-English at Home <sup>1+2+3+4</sup>	3,907	28%	463
<sup>1</sup> Speak English "very well"	3,080	22%	462
<sup>2</sup> Speak English "well"	179	1%	78
<sup>3</sup> Speak English "not well"	245	2%	82
<sup>4</sup> Speak English "not at all"	402	3%	113
<sup>3+4</sup> Speak English "less than well"	648	5%	127
<sup>2+3+4</sup> Speak English "less than very well"	827	6%	141
<b>Linguistically Isolated Households*</b>			
Total	214	100%	81
Speak Spanish	214	100%	80
Speak Other Indo-European Languages	0	0%	13
Speak Asian-Pacific Island Languages	0	0%	13
Speak Other Languages	0	0%	13
<b>Households by Household Income</b>			
Household Income Base	5,383	100%	185
< \$15,000	1,078	20%	159
\$15,000 - \$25,000	614	11%	85
\$25,000 - \$50,000	1,464	27%	159
\$50,000 - \$75,000	851	16%	104
\$75,000 +	1,376	26%	193
<b>Occupied Housing Units by Tenure</b>			
Total	5,383	100%	185
Owner Occupied	2,902	54%	180
Renter Occupied	2,482	46%	177
<b>Employed Population Age 16+ Years</b>			
Total	11,679	100%	456
In Labor Force	7,117	61%	461
Civilian Unemployed in Labor Force	688	6%	84
Not In Labor Force	4,562	39%	211

**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)

\*Households in which no one 14 and over speaks English "very well" or speaks English only.

Location: User-specified point center at 34.168950, -103.374569

Ring (buffer): 4-miles radius

Description: DFA

	2016 - 2020 ACS Estimates	Percent	MOE (±)
<b>Population by Language Spoken at Home*</b>			
Total (persons age 5 and above)	13,419	100%	486
English	9,895	74%	456
Spanish	3,359	25%	459
French, Haitian, or Cajun	0	0%	20
German or other West Germanic	82	1%	87
Russian, Polish, or Other Slavic	2	0%	13
Other Indo-European	20	0%	20
Korean	0	0%	13
Chinese (including Mandarin, Cantonese)	25	0%	25
Vietnamese	0	0%	13
Tagalog (including Filipino)	0	0%	13
Other Asian and Pacific Island	0	0%	13
Arabic	0	0%	13
Other and Unspecified	37	0%	62
Total Non-English	3,525	26%	666

**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) 2016 - 2020.

\*Population by Language Spoken at Home is available at the census tract summary level and up.