



**NORTH CENTRAL SOLID WASTE AUTHORITY
BOARD OF DIRECTOR'S
REGULAR MEETING**

Wednesday, September 19, 2018, at 9:00 A.M.

**2016 N. Riverside Drive
Española, New Mexico 87532**

I. Roll Call

Board Members:

Rio Arriba County	Tomas Campos/Chairman, <i>Present</i>
Ohkay Owingeh	Ben Lujan/Vice Chairman, <i>Absent</i>
Ohkay Owingeh	Virgil Cata/Alternate, <i>Present</i>
Santa Clara Pueblo	Bernardino Chavarria/Secretary, <i>Present</i>
Rio Arriba County	Alex Naranjo, <i>Present</i>
City of Española	John Ricci, <i>Present</i>

Staff Members:

Manager	Peter Fuller
CFO	Audrey Gonzales
HR Administrator	Janet Saucedo
Billing Specialist	Michelle Valencia
Accounts Payable Clerk	Emma LaRue
Office Manager	Therisa Aguilar
Executive Assistant	Jackie Martinez

Others:

Rio Grande SUN	Amanda Martinez
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II. Call to Order

Chairman Campos officially called the meeting to order at 9:06 A.M.

III. Approval of Agenda- Wednesday September 19, 2018

Motion made by Member Alex Naranjo to approve the agenda September 19, 2018.

Motion seconded by Member John Ricci

Motion approved and carried 5-0

IV. Approval of Minutes – Regular Meeting, Wednesday, August 15, 2018

Motion made by Member John Ricci to approve the minutes for August 15, 2018.

Motion seconded by Member Alex Naranjo

Motion approved and carried 5-0.

V. Audience Participation/Public Comment - None

VI. Financial- Audrey Gonzales, CFO

A. Budget BAR #1

CFO Audrey Gonzales begins with the budget BAR. Ms. Gonzales states at the August 15 Board Meeting, Fierro & Fierro suggested that NCSWA reduce the budget BAR. Ms. Gonzales states at the beginning there were the insurance proceeds of \$23,000 and this amount was added to NCSWA vehicles, which increased the Capital Outlay to \$248,000. Member John Ricci questions the Contract Hauling. Ms. Gonzales states Contract Hauling is Salazar Trucking that NCSWA put aside in case the service was ever needed for hauling. Member John Ricci asks if we used Salazar Trucking last year. Manager Fuller states, unfortunately yes, NCSWA had to because when Ernie Byers truck went down, Salazar Trucking was the only option. Manager Fuller goes on to say, because NCSWA purchased one brand new transport rig, which is up running well, NCSWA will be running a lot more smoothly and NCSWA does not expect nearly as much contract hauling. Member John Ricci states he understands why we had to cut the budget and questions what NCSWA is anticipated on saving in line item 6255, Computer Repair and Maintenance. Ms. Gonzales states NCSWA shot high for that line item because she does not believe we will spend \$41,000. Ms. Emma Larue states IT services are also going into that line item, and they were split into their own category. Member John Ricci questions the fuel and oil. Ms. Gonzales states, on last year's budget, fuel and oil were combined in a one-line item, and it's hard to tell how much was spent for each one. This year Ms. Gonzales split fuel and oil into, two-line items. Ms. Gonzales states she took it out of fuel and oil, because in reality, she does not have much she can take everything out of and can do another BAR later on if needed. Chairman Campos states NCSWA should know what the utilities are and questions how NCSWA can be cut by \$5,000. Chairman Campos questions line item 6281, credit card fees, and believes that is something that should not be there. NCSWA was talking about eliminating the credit cards completely. Ms. Gonzales states the bank is charging NCSWA credit card fees for processing them. Chairman Campos believes that the only credit card NCSWA should have is the wright express for the fuel. Member John Ricci asks if NCSWA was looking at a new service. Ms. Gonzales states NCSWA was looking at Incode, however she believes we need to pay for that software. Chairman Campos questions if NCSWA is absorbing \$20,000 worth of credit card fees instead of passing it onto our customers. Manager Fuller states currently yes, and believes it is something we need to re-visit. Ms. Gonzales states at the last Board Meeting it was discussed that NCSWA was going to check with Incode to see what it would cost, however, Incode will charge NCSWA more than what we are getting with Xpress bill pay right now. Member John Ricci states a company out of Albuquerque approached the City of Española and the City of Española picked them up on their credit card fees. Member John Ricci states the City of Española discussed putting a service fee and trying a flat fee, which could overall help absorb some of that cost. Member John Ricci asks Ms. Gonzales to check with the City of Española on who they are using for the credit card fees and also check the rates. Office Manager Therisa Aguilar asks to speak, and states she believes the City of Española also uses Xpress Bill Pay. Member John Ricci believes the City of Española was looking at a new company and thought it was approved. Member John Ricci asks if the raise that we've just implemented and the potential of the other increase was taken into consideration. Member John Ricci inquires if the budget now has the increase in play, plus the deficit. Ms. Gonzales states the revenue NCSWA anticipated on and NCSWA knew what we would be getting for the first months, however the last three months are just guesstimated because we are not there yet. Member John Ricci

states, if we follow our budget, and if this is a liberal expense budget, that will take care of the raises. Manager Fuller states we want to make the raises tiered. Ms. Gonzales states, in 6 months we will be looking at the budget to see what revenue has come in by then. Chairman Campos suggests the ploy cart purchases be moved to the back, under Capital Outlay. Manager Fuller states for budget purposes, they should be. Chairman Campos inquires about the health insurance. Ms. Emma Larue confirms that the health insurance is through the State, Erisa.

Motion made by Member Alex Naranjo to pass the Budget Adjustment (BAR #1).

Motion seconded by Member John Ricci.

Motion approved and carried 5-0.

B. Financial Statements

Ms. Gonzales begins by explaining the balance sheet for the ending of August 2018. There is \$1.66 million dollars in New Mexico Bank and Trust, Century Bank, and Xpress Deposit Account combined. NCSWA is over expenditure by \$195,000. The majority of the \$195,000 is the \$135,000 vehicle (Rig) that was purchased. Member Alex Naranjo asks if Century bank is liquid. Ms. Gonzales confirms that Century bank is liquid. Member Alex Naranjo believes at last Board Meeting there was a discussion about investing some of that liquid money. Ms. Gonzales states it is in the packet. This is where we are at, at the end of August. Ms. Gonzales states this time of year we are getting to a slower point. Member Alex Naranjo asks if in the past Ms. Gonzales provided this kind of a print out on a yearly basis or is this because Fierro & Fierro is advising her to do it in this manner. Ms. Gonzales states that this information is coming from the Caselle data base. Ms. Gonzales states that Rick Sandoval was doing it on a spreadsheet from excel. Member Alex Naranjo believes this seems easier and provides more documentation. Member John Ricci asks where is the solid waste breakdown and where does the \$94,000 revenue generate from. Billing Specialist Michelle Valencia states solid waste revenue is all of it, to include any type of billing that we do for NCSWA. Everything is generated through the solid waste and paid through the solid waste. Chairman Campos states page 2 is confusing. Member John Ricci asks where the Solid Waste Revenue (\$94,610.23) come from if it's not from Rio Arriba. Ms. Valencia states the permit sales/station fees is what we have collected at the station. Ms. Gonzales explains that the period column is what was done now in August and the heading cannot be changed because that is something that comes out of Caselle. The year -to -date would be for two months.

C. August 2018 Check Register

Ms. Gonzales goes over the check register. Member Alex Naranjo asks how many of the liens were released. Ms. Valencia answers about 100. Member Alex Naranjo states he is constantly being called about the liens, and Mr. Naranjo refers that calls to NCSWA to have the liens resolved.

Member John Ricci questions the legal services and asks if NCSWA is going to put that out for bid. Manager Fuller states it is on his radar. Member John Ricci asks if Cooperative Educational Services is the name of our transport. Chairman Campos states CES is a service that is provided to us for purchasing.

D. Bank & Credit Union CD Rates

Ms. Gonzales states she called all the banks and credit unions in Española. Ms. Gonzales attached all the CD rates that were given to her. Ms. Gonzales asked for \$250,000 increments. Ms. Gonzales states on the last page of the packet, she recommended what to do. Member Alex Naranjo believes that it would be the Chairman's discretion. Member Alex Naranjo states at the last Board Meeting discussion, he felt that banks can guarantee up to \$250,000. Member Alex Naranjo believes that NCSWA should stagger that money wherever NCSWA wants, but believes we should try and spread the money out as best as we can with our local banks and credit unions. Chairman Campos states he does not understand Zia Credit Union's answer. Ms. Gonzales called two different times and questioned two different people if they offer CD investments for businesses. Chairman Campos does not believe that is the correct answer. Chairman Campos suggests that Ms. Gonzales grab the RAC investment policy, and as well as the blue buses. Chairman Campos believes that NCSWA needs to pass their own investment policy. Chairman Campos states that it looks good the way NCSWA is investing. Member Alex Naranjo believes at the end of the day, it is the prerogative of the administration and what was recommended by the CFO was a perfect idea. Chairman Campos states we need a policy to protect ourselves. Member Alex Naranjo states what gets him is we should have done all this in the past. Member John Ricci asks what needs to be done to expedite this. Chairman Campos suggest NCSWA needs to pull the RAC and Blue bus policy and have something for next Board Meeting and go from there. Ms. Janet Saucedo states she has the blue bus policy that covers everything.

VII. Manager's Report

Manager Fuller begins by reading his NCSWA focus question: What is the safest, most practical and cost-effective way to serve the on-going solid waste collection and disposal needs of all our customers? Manager Fuller states that Ms. JoAnn Marquez has done another great job and has collected another \$6,125 since our 8/15 Board Meeting. Manager Fuller states Ms. Marquez does this by talking to customers and making payment arrangements. Kuddos to Ms. Marquez. There will be interviews for the Operations Supervisor position on Thursday, September 20 at 10:00 a.m. and will be interviewing internal employees. Ms. Saucedo states there are five internal applicants. Ms. Saucedo and Manager Fuller created an interview panel with a City Official, County Official and three NCSWA internal office employees, one to include a field operations staff member.

Manager Fuller states he had a second meeting with Amalio Madueño whom Member John Ricci referred Manager Fuller to. Manager Fuller is getting started on a Strategic Plan for NCSWA and will keep the Board updated as he moves forward.

Manager Fuller states he has been working with Ms. Saucedo on streamlining NCSWA's Personnel Policies & Procedures Manual. Manager Fuller gives Ms. Saucedo a shout out and states she has been on top of that.

Manager Fuller states his goal is to ride every route so he understands when customers call him and wants to understand issues with the drivers, if they come up. Manager Fuller's most recent route ride-along was in the Abiquiu area and did a hand-toss route (yellow route), which went very well.

Customers & Communities: Manager Fuller participated with BLM volunteer Wes Van Dam together with a crew from Delancey Street in a clean-up of the arroyos North of Hwy 76. Together, over 5 tons of garbage from the arroyos in the area were cleared. Manager Fuller states this was a successful endeavor.

Training; Manager Fuller will be attending the NM Recycling & Solid Waste Conference in Albuquerque, September 24-26. The key topics of the training will include: Illegal dumping

abatement & enforcement, recycling & diversion solutions and landfill & transfer station operations.

Manager Fuller has some upcoming time away. Manager Fuller will be out from November 2-5 visiting his son in Spokane, WA. Manager Fuller will also be out from November 9-19 to celebrate 15 years of marriage.

Member Alex Naranjo asks Manager Fuller where NCSWA is at with the punch cards, using four punch cards versus two punch cards. Manager Fuller states he will be meeting on that next week and honestly does not know yet. Manager Fuller states it is not financially viable and he does not want to over promise and under deliver.

VIII. Director's Business

Regarding recycling, Member John Ricci asks what NCSWA is doing about reaching out to Year Out. Manager Fuller states he has reached out to Year Out three times since the last Board Meeting and they are unresponsive. Manager Fuller suspects that their plant is too small to take the feed that we want to give them. NCSWA has too much plastic and they can only use a little bit of it. Manager Fuller would like to start a pilot program or diversion.

Member John Ricci asks who Manager Fuller is communicating with. Manager Fuller states he is communicating with the gentleman who gave the tour and kept referring him to an Engineer. Manager Fuller states he may look at corporate. Member John Ricci suggests Manager Fuller climb the latter and try to reach someone. Chairman Campos questions if Sarah Pierpont is able to offer any alternatives. Manager Fuller will be at the conference from September 24-26 and will talk to Ms. Pierpont then. Chairman Campos states everybody wants recycling on the Abiquiu route. Member John Ricci states that we need to start recycling plastics right now. Chairman Campos tells Manager Fuller to think outside of the box when he meets with Mr. Madueño because he is seeing people take plastic bottles and does not know if they are approved in New Mexico. Chairman Campos states plastic bottles are being heated so much that they become a heating brick. Member John Ricci states the cut off was July for this year and NCSWA had nothing in place, therefore Mr. Madueño is building a new foundation regarding the strategic plan. Mr. Madueño's plan is helping Manager Fuller get all the ground work and as it gets closer, the Board will have to be involved in a lot of things to be ready for next year so he can submit for whatever projects or whatever equipment is needed. Member John Ricci states that Mr. Madueño is willing to stay with us on that and work with us. Mr. Madueño is going to work with us on what we need to be able to get some good Grants. Manager Fuller states that anyone who wants to think outside of the box to email him. Manager Fuller states that he did not know about plastic bricks. Manager Fuller states he will be soliciting funds and will need everyone's support on this. The lobbyist Manager Fuller has is Eric Martinez in Santa Fe.

Secretary Dino Chavarria states 40 vehicles showed up at the Household Hazardous Waste Collection at the Alcalde Transfer Station and Recycling Center. Some materials were also dropped off on Friday in advance. This was a good turnout. Chairman Campos states this event got compliments. Secretary Chavarria states next year he is looking at electronic waste instead. Secretary Chavarria would like Manager Fuller to speak with Ms. Pierpont about e-waste haulers that take TV's. Salvation army will take everything but TV's. Chairman Campos states at one point the Board talked about a large pick-up with a 15-mile radius, and questions what happened to that. Ms. Valencia states NCSWA used to do a large pick-up when she started at NCSWA, however people were putting out about 100 bags of weeds, and by the time the NCSWA truck got out there, only one household was getting emptied and it got out of hand.

IX. Old/New Business

Secretary Chavarria brought up Manager Fuller's four-month evaluation. Member John Ricci inquires about the trainings Ms. Saucedo presented in the last Board Meeting. Human Resource Administrator Janet Saucedo explains that she had to cancel the Defensive Drivers Course (DDC) because there was a problem with training. The DDC is about a 5-hour training, which was going to be split up into two days, however, this was not possible without closing the collection centers. Ms. Saucedo states this would cause problems for the public. The employees have to commit to 5 hours of DDC training. The DDC is a state required course. Ms. Saucedo states NCSWA falls into the fine line of we don't have to have it, but it's better that we do. Ms. Saucedo goes on to say that it would be great for NCSWA employees to take this course because it would be great for our insurance rates if everyone is covered and trained under DDC. Taking the DDC course is a rate reduction for NCSWA. Member John Ricci asks about a recommendation to have the training over two Saturday's. Ms. Saucedo states we will come across the problem where employees will state Saturday's are for family time. Ms. Saucedo states that the company doing the DDC requires a minimum of 5 hours, which is a State requirement. Ms. Gonzales states she has her DDC from the State of New Mexico and asks if it is still valid. Ms. Saucedo states the DDC from the State is still valid. Ms. Saucedo is hoping everyone will take the DDC so it can expire at the same time. DDC is a free training. Member John Ricci's thought is to take what you can get, and get the majority of the employees in so this could make a difference. Member Alex Naranjo states this would be an incentive for the employees, and possibly give the employee's a raise for participation. Chairman Campos states if there's an accident, we can use that as a defense. Ms. Saucedo states it's a benefit plus, plus and you can't go wrong. Ms. Saucedo's struggle is coordinating the DDC course without closing the transfer stations. Member Alex Naranjo brings up the applicants for the Operations Supervisor position. Member Naranjo believes the DDC course should be included in the conditions of hiring. Member John Ricci states you can't force employees to come on Saturdays. Ms. Saucedo states that her problem on the Saturday trainings is the actual trainers will not train on a Saturday. Secretary Chavarria suggests the training should be held on a Monday since the biggest transfer station in Alcalde is closed on Monday's. Chairman Campos states next time Rio Arriba County (RAC) has a training, RAC will invite NCSWA. Ms. Saucedo states this is a \$20,000 savings, however, Member Naranjo states RAC can do that for free, in due time. Ms. Saucedo states the next training is on September 25, 2018 at 8:00 a.m., and this will be for the Sexual Harassment Training at the LANL Foundation. Ms. Saucedo offers to train all RAC, and City employees on the Sexual Harassment training.

X. Next Meeting – Thursday, October 18, 2018 at 9:00 A.M.

XI. Adjournment

Motion made by Member Alex Naranjo to Adjourn at 10:08 A.M.
Member John Ricci seconds the motion
Motion approved and carried 5-0

APPROVED AND ADOPTED THIS _____ DAY OF _____, 2018

Tomas Campos, NCSWA Chairman
Ben Lujan, NCSWA Vice-Chairman

ATTEST:

Dino Chavarria, NCSWA Secretary