



**NORTH CENTRAL SOLID WASTE AUTHORITY
BOARD OF DIRECTOR'S
REGULAR MEETING
Wednesday, June 26, 2019 at 3:00 P.M.
2016 N. Riverside Drive
Española, New Mexico 87532**

I. Roll Call

Board Members:

Rio Arriba County	Tomás Campos/Chairman, <i>Absent</i>
Ohkay Owingeh	Ben Lujan/Vice Chairman, <i>Present</i>
Santa Clara Pueblo	Bernardino Chavarria/Secretary, <i>Present</i>
Rio Arriba County	James Martinez, <i>Absent</i>
City of Española	John Ricci, <i>Present</i>

Staff Members:

Manager	Peter Fuller
HR Director	Janet Saucedo
Executive Assistant	Jackie Martinez
Clerk III	Dania Perez
Operations Supervisor	Jonathan Felix

Others:

Rio Grande Sun	Amanda Martinez
Contract Attorney	Renee Barela-Gutierrez

II. Call to Order

Vice Chairman Lujan officially called the meeting to order at 3:05 P.M.

III. Approval of Agenda- Wednesday, June 26, 2019

Motion made by Member John Ricci to table the following items for a continuation meeting on July 2, 2019 at 9:00 AM

VI Financial B, C, D.

VII Manager Report

VIII Directors Business

IX Old/New

Motion seconded by Secretary Bernardino Chavarria

Motion approved and carried 3-0

IV. Approval of Minutes – Regular Meeting, Wednesday, May 15, 2019.

Motion made by Secretary Bernardino Chavarria to approve the minutes for May 15, 2019.

Motion seconded by Member John Ricci.

Motion approved and carried 3-0.

V. Audience Participation/Public Comment: None

VI. Financial

A. Proposed Budget FY 2020

Manager Peter Fuller stated that 5 million dollars in revenue is the proposed budget for Fiscal Year 2020. Manager Fuller anticipates ending at 5.17 million dollars for when June closes. Manager Fuller would like with the revenue, that NCSWA is looking into getting a tire cutter and to start recycling cardboard. Manager Fuller thanked Collections Clerk Joann Marquez in her collection efforts as she has improved the revenue.

Manager Fuller also stated that with the new Incode system there will be break-downs of different GL codes to see exactly if everything is being put in the right place. Manager Fuller also stated that he's never seen the budget broken down before. In future financials with Incode he hopes to have the break-down and specify where the revenues come from. Manager Fuller left the budget with 5 million in revenues and 5 million in expenses as an estimate until Incode is able to break it down.

Human Resources Janet Saucedo stated that if the board approves to give everyone an 8% increase across the board now that later on, they would like to move to a merit-based, as to who is performing best and who should get the raise. Chairman Lujan clarified that the chart for increases has different percentages starting at \$1.00 up to 8% max for each employee. Each column with the different possibilities is there, if the Board would approve the budget. Mrs. Saucedo further explains that the colors in the chart signify different meanings. Pink signifies staff that have already had increases due to realignment of positions. The purple is anticipated realignment of staff. Both purple and pink will not be reflected on the approval of increases. Mrs. Saucedo also stated if they choose to go with merit-based in the future that will depend on the employees' most current payroll, and if we don't go that route now because the new employees wouldn't work as hard.

Member John Ricci recommended taking a 2% or 3% from the increase and using the remainder of the 8% to do the merit-based. He stated that there will be at least 5% to work with on merit.

Vice Chairman Lujan advises that the board will approve it but nothing will be finalized till they discuss how it will be taken into effect. Approving is the first step to get the process started, then go into detail on how things will be handled. Contract Attorney Renee Barela-Gutierrez stated that when or if merit-based takes place they will need to be fair. Don't give one person 10 dollars and the other 1 dollar because it will mess with the pay classification plan. Every increase has to work within the plan.

Mrs. Saucedo stated that there are a few employees who are already maxed out and above. With Incode she is now able to start desk audits, that goes hand and hand with the reclassifications. Soon there will be something in the agenda for the approval of reclassifications. Vice Chairman Lujan advises that the higher paid employees look to be the ones that are already maxed out and some lower paid employees are even below the

minimum. He would like to at least bring everyone to a minimum first before looking at raises. The 8% won't even get those employees to the minimum.

Mrs. Saucedo responds that now with the desk audits in payroll, they will be able to see who is lower than minimum. She will also see how much is needed for them to be at the minimum. Member Ricci suggests instead of giving everyone an 8% across the board they should use the same budget to increase the lower employees to a minimum first. Contract Attorney Barela-Gutierrez suggests that it doesn't have to be specific, they are just approving a number that will be going toward personnel.

Vice Chairman Lujan would like for the lower employees to be at minimum before he approves. No increases across the board. He also advises that they should be in the ranges of minimum and max. If they are maxed, then they should get a different position. Those employees will later be a heartache as they will be expecting an increase and they will not be able to get one. He would just like the status be done right and fair. Mrs. Saucedo reciprocated there's a loophole as reclassifying the position. She is looking forward to doing desk audits for all employees. It will ensure that they are all at the range of their job descriptions. She also assures that she is working on this and the staff are being paid what they should be. Member Ricci explains that the desk audits will help the employee see the different options they have. Once the employee is able to see the different options, then it will be up to the employee to choose which options he/she would like to take on. Secretary Chavarria responded that the wage tables have to stay formalized and keep it balanced. Vice Chairman Lujan insisted now is the time to bring everyone to the minimum now the budget allows it. Mrs. Saucedo is waiting for Incode to be set. As with the new system she will be able to see which employees would be taking on new or additional tasks. Desk audit will include the new duties. To assure everyone will get the correct amount of raise.

Manager Fuller stated that polycarts purchased needed to be increased because at the end of the fiscal it's always over. He didn't want that to happen this year. Postage was also increased because the bills are no longer post cards. He estimated high as Incode is new and he wasn't sure what the final cost would be. All bills are now printed out on a regular sheet of paper, with that the office supplies will decrease. Member Ricci asks if we have gone to paperless billing. Manager Fuller responds with not yet, Incode will later on provide to the customers who want their bill via email sometime soon. They are still working on that.

Mrs. Saucedo directs that NSCSWA will be saving on mailing employees checks as we are now 100% Direct Deposit. Manager Fuller adds that insurance is lower this year than last year. Accidents and Deductibles obviously is one number that can't be controlled, but would like to have none at all. With the new Incode system the numbers are not clear yet. Manager Fuller reports that Auditing is lower because Willoughby bid lower. NSCSWA was able to bid out of a previous contract to go with some better financially and reliable. On Computer Systems there shouldn't be any more expenses on that, with the new ones already set. With the \$90,000 mistake found on Shop Tools/ Supplies and Toilet Services member John Ricci suggest buying a truck.

Approval of Proposed Budget

Motion made by Secretary Bernardino Chavarria to approve the proposed budget with further changes.

Motion seconded by John Ricci

Motion approved and carried 3-0

Motion for Executive Session on Personal and Organizational Chart.
Motion made by City of Espanola John Ricci
Motion Seconded by Secretary Bernardino Chavarria
Motion approved and carried 3-0

XI. Executive Session

Per Article 15, §10-15-1 of the New Mexico State Statutes Open Meetings Act

The Board of Directors is a closed session. The purpose of the closed session is to discuss Personnel Matters

Roll Call Vote
Ben Lujan – In favor
John Ricci – In favor
Bernardino Chavarria – In favor
Motion approved and carried 3-0

No action taken during Executive Session.

Meeting Reconvened on July 2, 2019 at 9:00 AM

I. Roll Call

Board Members:

Rio Arriba County	Tomás Campos/Chairman, <i>Present</i>
Ohkay Owingeh	Ben Lujan/Vice Chairman, <i>Present</i>
Santa Clara Pueblo	Bernardino Chavarria/Secretary, <i>Present</i>
Rio Arriba County	James Martinez, <i>Absent</i>
City of Española	John Ricci, <i>Present</i>

Staff Members:

Manager	Peter Fuller
Executive Assistant	Jackie Martinez
Clerk III	Dania Perez

Others:

NONE

II. Call to Order

Chairman Tomás Campos officially called the meeting to order at 9:07 AM

III Approval of Agenda- Wednesday June 26, 2019

Motion made by John Ricci to approve the agenda for June 26, 2019 with the removal of IV Financial A. Proposed Budget FY 2020 voted upon June 26, 2019

Motion seconded by Secretary Bernardino Chavarria

Motion approved and carried 3-0

V. Audience Participation/Public Comment: None

Vice Chairman Ben Lujan walks in at 9:10 AM

VI. Financial

B. April (Balance Sheet) Financial Statements

Manager Peter Fuller is impressed with the new system, once we get through the rain with billing and accounts it will be great. There are a few hurdles with setting up the account but once it is set everything runs smooth. Incode is very excel oriented which is greatly appreciated. Incode creates an amazing spread sheet when transporting from excel. Before it was a lot of manual entries. Ed Fierro is working on getting May and June cleared up to close the fiscal. Member John Ricci states NCSWA has limitations when it comes to concrete, shingles, construction stuff etc. We have competitors such as Capital who are able to deal with those customers which makes us limited.

Chairman Tomás Campos advises that we should be taking care of customers that aren't contractors and are doing minor remodels to be able to service them for construction waste. Manager Fuller proposes that NCSWA should turn Alcalde Transfer Station to be able to take construction waste. One bin or shingles and one bin for concrete. Customers would only have to separate the waste. Member Ricci advises that we should do some investigating on where we can transport the construction waste from Alcalde. He would like a definitive answer if NCSWA will do business with construction waste. Chairman Campos states that we have to be competitive because we don't pay fuel tax. Our diesel is cheaper than our competitors. Member Ricci adds that if this does go into place, we should be hauling the waste on our new vehicles rather than the old ones to be more reliable with the heavier load. Manager Fuller elaborates that we have 1 ½ good trucks that will be able to take these tasks. If there were to be another reliable roll off truck available this could work out perfectly. The have truck is doing the work closest to town and the reliable truck is doing the work for distant requests. Manager Fuller is waiting on Incode to fill in all the zeros on the balance sheet to answer Member Ricci's question. It is in progress with Incode set into place we will know where every penny comes from.

C. April 2019 Check Register

Member Ricci would like to know why there's two columns for Taxation and Revenue Department. Chairman Campos suggests that they pay for tax receipting and employment tax. Perhaps that is one for each but they would like for Manager Fuller to look into that to confirm or clarify why there are two tax columns. Mr. Chairman would also like to make sure that we are paying city tax. There's a column to look into for Manager Fuller on Bartlome Sanchez Land Grant those are for the properties located on Industrial Park Rd. NCSWA is no longer located there, there will be further investigation. Also, to be looked at is the Rio Arriba County there are two columns for them as well. They need to be segregated and informative to what they are for.

Vice Chairman Ben Lujan walks out at 9:28 AM walks in at 9:32 AM

Secretary Bernardino Chavarria suggests that whoever is making the reports should elaborate more on the ones who have a single name and double entries. Explain what each check is for. Just to know the difference when reading through it. Member Ricci would also request for Manager Fuller to see why there are so many payroll taxes.

D. April 2019 Income Statement

Chairman Campos advises that the Check Report should balance to the expenses on the Income Statement. Vice Chairman Lujan suggests that there are payments missing. They persuade Manager Fuller to hire a financial person as that is in the works. Chairman Campos sees that there are statements on the report that aren't on the income expenses. Board Members would like a true track of the check report. The check report and income statement should be matching up more than they are. Fierro and Fierro would have to look into it. Payroll stays the same as it is payed twice a year. Members are bringing a light to the mistakes so we can fix and correct them to better the company.

VII. Manager's Report

Manager Fuller begins with the 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? Mrs. Joann has done another great job on collecting \$26,000 since the previous Board of Directors meeting. Tarp fees are also doing very well. Chairman Campos adds that he is surprised that many customers aren't upset about having to pay an additional tarp fee. Manager Fuller replies that he has over heard conversations at the transfer station, that customers are appreciative of having loads covered to keep trash off the roads. Mr. Fuller also introduces the name of our new Operations Supervisor Jonathan Felix. He looks forward to working with Mr. Felix and expects great things from him. Most recent topic has been "Unintentional Blindness While Driving" have touched base with all drivers to not be on their cell phones. Drivers need to pull off the road is they need to make a call or send a message. Termination is advised if seen by anyone. Customers concerns are very important to Mr. Fuller, many have expressed themselves via social media, over the phones, and in person. He has been working with Operation Supervisor Felix to see if Bioppapel are willing to buy cardboard from NCSWA. They seem very flaky along with other companies Mr. Fuller is looking into. Chairman Campos advised to Manager Fuller that there is a company going all the way to Chama Valley Supermarket to pick up their cardboard. He suggests for Mr. Felix to look into it and find out who is picking up the cardboard. Secretary Chavarria knows of a company that was recommended to Santa Clara Pueblo from Cochiti Pueblo. He will let Manager Fuller know who it is to see what they offer NCSWA. Right now, it's a big loss for NCSWA because they are losing out and everything that can't be separated is going straight to the land fill, which is causing damage to the environment. Manager Fuller points out Growstone in ABQ closed their doors and is not taking glass. The closest one knows is in Colorado which is too far, so glass is no longer an option at the moment. Member Ricci encourages to get the cardboard up and running right then we can take care of plastic and glass. He also advises for Mr. Felix to look into the waste management plant to see if they are willing to take our plastic bottles and the amount as well.

Manager Fuller introduces Clerk Dania Perez to the Board of Directors as she is cross training with Executive Assistant Jackie Martinez to learn the position of Executive Assistant.

Manager Fuller and Amity Furr are coordinating a Hazardous Household Waste event August 6, 2019 from 8:30-12:30 only tribal. She has arranged for a contractor to pick up everything taken on August 7.

Manager Fuller gives thanks to everyone present for his chemo and advises that he has time off in July and August for his sons' weddings.

VIII. Director's Business

Secretary Chavarria brings up C & D he thinks Capital is partaking in Santa Fe. In the past they would take it in the 20 or 30-yard roll offs but not fill it up all the way. It's because of the weight. If there are enough 20 yards for construction and demolition waste to be dumped there. They can drive over the scale to know the weight as well. He suggests for Joann to talk to Capital to do investigating on where they are taking their construction waste. Vice Chairman Lujan thanks Manager Fuller and NCSWA for donating their feast day bins.

Chairman Campos cautions that there are always many people complaining on social media about the punches. He and Member Ricci would like to have 4 punches for each customer, one for each quarter. Vice Chairman Lujan was also looking into getting punches for the pueblo customers. As of right now they don't get any because the tribe pays NCSWA, which makes them tribal customers not NCSWA customers. The punches would help not fill up the pueblos bin as fast and it give the customers the opportunity to dispose excess trash at Alcalde Transfer Station just like every other customer. Secretary Chavarria states that his pueblo customers throw at their transfer station and they just pay NCSWA to pick up the full roll offs. Chairman Campos encourages for someone to go to Ohkay Owingeh pueblo with Vice Chairman Lujan to figure out a system that works. Secretary Chavarria would like for Santa Clara Pueblo transfer station to also be involved the C & D roll offs. Cost per can is Joe's final project he is working with Mr. Felix and Manager Fuller.

IX. Old/New Business

A. Resolution 2019-005 Creating Accounts Receivable Position

B. Resolution 2019-006 Creating Accounts Payable Position

C. Resolution 2019-007 Creating Payroll Specialist

Member John Ricci makes a motion to approve Resolution 2019-005 "Creating Accounts Receivable Position", 2019-006 "Creating Accounts Payable Position", 2019-007 "Creating Payroll Specialist" Motion seconded by Vice Chairman Ben Lujan. Motion approved and carried 4-0

D. NCSWA Org Chart

Manager Fuller wants employees' pay to reflect the work they put into their job. Chairman Campos requests for when doing the comparison with other places to not go far out the county. Member Ricci states that the market places to compare to are Taos and Santa Fe. Manager Fuller wants structure with raises. Vice Chairman Lujan wants to be able to be competitive as well. Member Ricci would like for everyone who isn't at a minimum to be there and then after if they are fulfilling their duties look into raises so everyone is happy when they come to work. Chairman Campos states at the county they take a percentage from the higher payed employee to the lower and pay everyone the same so that everything is

balanced. Vice Chairman Lujan agrees with Chairman Campos. Member Ricci stated that the goal is to improve employee's performance and get them to be happy at work.

E. NCSWA Roll off Rate Comparisons

Chairman Campos requests for Manager Fuller to do further research. Are only competitor being Capital, they request the dumpster back after 4 days. Member Ricci requests for Manager fuller to have a price on tire cutter and oil burner for the following Board of Directors meeting on July 17, 2019 Member Ricci also asks if we will be picking up yard waste that is bagged. Manager Fuller response is if its bagged why not. Chairman Campos advises that the only issue is in the area of the Brazos customers would leave plenty bags of pine needles. Pine needle don't compress. It's all going to go to a land fill anyways. Manager Fuller states the we can't pick up feces but we are doing it anyway in customers well-bagged trash so why can't we pick up green waste? Secretary Chavarria advises as long as it's being followed by state law then Manager Fuller is clear to change. As for the punches for customers to be safe we will have the board approve the changes. Vice Chairman Lujan states to double check is there's already a resolution for it and just update the changes.

X. Next Meeting – Wednesday, July 17, 2019 at 3:00 P.M.

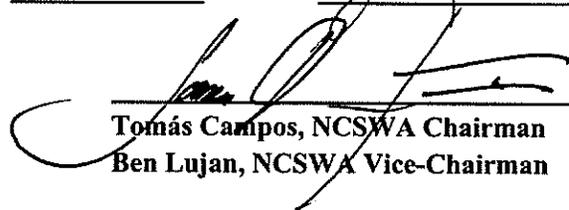
XII. Adjournment

Motion made by Vice Chairman Ben Lujan to Adjourn at 10.45 P.M.

John Ricci seconds the motion

Motion approved and carried 4-0

APPROVED AND ADOPTED THIS 17 DAY OF July, 2019



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

ATTEST:



Dino Chavarria, NCSWA Secretary