



**NORTH CENTRAL SOLID WASTE AUTHORITY
BOARD OF DIRECTOR'S
REGULAR MEETING
Wednesday, March 20, 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>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>Present</i>
City of Española	John Ricci, <i>Present</i>

Staff Members:

Manager	Peter Fuller
CFO	Audrey Gonzales
HR Director	Janet Saucedo
Billing Specialist	Michelle Valencia
Officer Manager	Therisa Aguilar
Accounts Payable Clerk	Emma LaRue
Executive Assistant	Jackie Martinez
Interim Commercial Forman	Bryan Montoya

Others:

Rio Grande Sun	Amanda Martinez
Village of Chama	Darren DeYapp
Citizen	Robert Mendez
Citizen	David Jaramillo
Citizen	Curtis Hutchison

II. Call to Order

Chairman Campos officially called the meeting to order at 3:09 P.M.

III. Approval of Agenda- Wednesday, March 20, 2019

Motion made by Member John Ricci to approve the agenda March 20, 2019.

Motion seconded by Vice Chairman Ben Lujan.

Motion approved and carried 5-0

IV. Approval of Minutes – Regular Meeting, Wednesday, February 20, 2019.

*Motion made by Vice Chairman Ben Lujan to approve the minutes for February 20, 2019.
Motion seconded by Member John Ricci.
Motion approved and carried 5-0.*

V. Audience Participation/Public Comment

Mr. Robert Mendez presents to the Board today. Mr. Mendez is from Ojo Caliente NM. Mr. Mendez is not here to complain, he is here to bring up legitimate concerns. The one (1) trip to the dump a year is a concern to Mr. Mendez and he believes it is very unreasonable. That is not enough time to line up the opportunity to go to the dump. Mr. Mendez brings up the four (4) seasons of the year, and people spring cleaning their yards, pruning trees, etc. The second item Mr. Mendez brings up is customers who are paying monthly, year-pay and self-haul. Mr. Mendez believes there is an element of how people are being treated. In Northern New Mexico there are a lot of people that are on fixed incomes and they are not going to be able to, or chose not to pay by the year. There are also people who cannot pay yearly. There are also people who cannot, or chose not to pay \$220.00 for the year-pay. Mr. Mendez believes the people that are paying monthly are paying \$240.00 a year. Mr. Mendez states, the people that are paying monthly only get one (1) trip to the dump and people that pay yearly get two (2) trips to the dump. Mr. Mendez believes there's an element of denial there. Mr. Mendez feels people are being treated differently with their pre-payers and their monthly payers. Mr. Mendez feels twenty dollars (\$20.00) is not a good incentive for people to pay yearly. Lastly, Mr. Mendez talks about the Authority giving the incentive of twenty dollars (\$20.00) a year for customers who pay yearly. Mr. Mendez questions if the twenty dollars (\$20.00) is necessary. Mr. Mendez believes the Authority would have more money at the end of the year if NCSWA would eliminate the twenty dollars (\$20.00) a year. Mr. Mendez believes the Authority is rewarding the year-pay customers that are paying less money and are denying the people that are paying the Authority more money. Mr. Mendez suggests NCSWA eliminate the twenty dollars (\$20.00) and believes it is unnecessary. Mr. Mendez also suggests increasing the punch cards to four (4) times a year to coincide with the four (4) seasons. Manager Fuller thanks Mr. Mendez for his comments/ suggestions. Mr. Mendez is not the only person who has talked to Manager Fuller about this. The breakdown is very logical to Manager Fuller. Manager Fuller wants to do what is right and fair for everybody. Just because you run out of punch cards does not mean you run out of trash. Manager Fuller is currently contracting a study on what we pay, why we pay, and the realities on making trash work. We are working on getting the scale back in action so we can weigh customers so everyone is treated fair. Pound is pound. Chairman Campos states the yearly incentive is to save money. The board is still debating the punch cards. Chairman Campos and Member Ricci want to go back to four (4) punch cards. Vice Chairman Lujan states, in all reality, the year-payers are getting two (2) things, and that is the discount, and one (1) extra punch card, which is a cost to NCSWA. Member Ricci expresses, ideally it would be great if everyone would pay the one shot the beginning of the year. NCSWA has to pay billing, postage, and personnel on a monthly basis with receivables. NCSWA also budgets in our operation because it comes in January, and that is the bulk of some of our income for our operating expense. This helps us with our purchases, and income coming in. The biggest incentive is for the billing purpose. Member Ricci states we are not discriminating on any level. We are just looking to help in the reduction. This is a community organization. Mr. Mendez asks if NCSWA has an organizational chart, that shows the responsibility of each individual at NCSWA. Mr. Mendez expresses, if you are cutting down on the number of visits to the dump, then you are cutting down on the service. Mr. Mendez asks, does cutting down on service coincide with the number of people that you have at the transfer station? If you have less people going to the dump, then you're going to have less people going to the transfer station. Ms. Janet Saucedo states we are allocated for forty-four (44) employees to date. Manager Fuller explains, one of the biggest challenges and costs is transporting garbage 85 miles each way, 170 miles round trip to the Sandoval County Landfill.

Mr. Bryan Montoya states NCSWA has an intake averaging 80 tons a day to the landfill in Rio Rancho (Sandoval County Landfill). This averages 20 tons per truck load a day. Mr. Mendez states he did not know NCSWA had to travel that far to transport the garbage to the landfill. As an organization, Manager Fuller does not believe we have done a good job educating people on exactly what happens on a daily basis to trash, and the costs. Mr. Mendez agrees, people need to know what is involved in the service. Most people do now know NCSWA has to go to Rio Rancho on a daily basis to take the trash.

Curtis Hutchison presents to the Board today. Mr. Hutchison lives in Medanales New Mexico. Mr. Hutchison is here today because a lot of his neighbors and the community has asked him to come and speak on behalf of them. Mr. Hutchison believes the one (1) punch a year results in illegal dumping. As Mr. Hutchison was walking on the bridge on State road 233, that goes to the Medanales Post Office, he witnessed a guy dumping trash into the river. Mr. Hutchison states this happens a lot. Mr. Hutchison pulled out seven (7) bags of trash. Mr. Hutchison called the County sheriff's department and filed a police report. Mr. Hutchison and his neighbors got together to clean up the tires that are in the river. There are thousand of tires in the river, that are toxic to the water. Mr. Hutchison introduces his neighbor and Veteran, David Jaramillo. Last Saturday, Mr. Jaramillo and other Veterans got together and pulled out forty (40) tires from under the bridge. Mr. Hutchison put the tires on his property, off the road. The Abiquiu Inn brought the Veterans waders to get in the river. Cleaning up always benefits. Mr. Hutchison states he prefers to remain anonyms, and he is responsible for many works that people do not know about. Mr. Hutchison does not want recognition, he just wants to get the job done. Mr. Hutchison is excited for Rio Arriba to become one of the wealthiest Counties in the Country. Mr. Hutchison is wondering if there is any help for those forty (40) tires they pulled out of the river. The newspaper has offered to help, there are GoFundMe me websites, and local business that have also offered to help. Mr. David Jaramillo presents to the Board. Mr. Jaramillo states someone threw a TV counsel in the river. Mr. Jaramillo states he and other veterans need help moving the tractor tires. They stand from Medanales to the Fairview bridge, and they float down to the Pueblo. Chairman Campos asks Mr. Jaramillo if he ever heard that the old timers would use the tires as bank stabilization. Chairman Campos sites the Santa Cruz in Chimayó. The Santa Cruz in Chimayó is completely lined with old wrecked cars. They thought that was the way to stop erosion. Mr. Jaramillo states when you find fresh grease in the water, he believes somebody is doing it purposely. This is something that did not float down the river. Chairman Campos states these people are "heels" that pour oil into the ditches and river. Three (3) years in a row, Mr. Jaramillo has pulled out thirty-three (33) tires that have costed him \$326.00. This year there are more tires. Mr. Jaramillo believes somebody needs to look into what is happening. Mr. Hutchison states he is willing to work with the NCSWA in anyway possible. Mr. Hutchison and his crew are willing to work on pulling tires out of the river when they can. Together, they pulled one hundred (100) tires. What's important is the whole community. Mr. Hutchison is looking for advice from the Board and NCSWA. Member Ricci suggests Mr. Hutchison call Mr. Peter Garcia who is an Enforcement Office from Solid Waste Bureau for New Mexico Environment Department. Mr. Garcia can give Mr. Hutchison tips. Mr. Hutchison gives a heart-breaking example of someone that cut hundred-year-old trees, and piled them up on two people's private property. Mr. Hutchison believes these trees were cut out of retaliation because he called the Sherriff's office on a guy, he caught dumping trash bags in the river. Vice Chairman Lujan would like to come up with a plan to help get rid of the tires and assist in some of those efforts. Mr. Hutchison and Manager Fuller will be working on the tire Grant. Manager Fuller is planning on going Friday, March 22, 2019 to see the area for himself.

Mr. Darren DeYapp presents to the Board today. Mr. DeYapp has been a councilman for the Village of Chama for 17 years. Mr. DeYapp looks forward to the opportunity for joining the Board of Directors. Mr. DeYapp states the Village of Chama has a lot of interest in Solid Waste and how to dispose of it. Mr. DeYapp states he is glad to be here.

VI. Financial- Audrey Gonzales, CFO

A. February Financial Statements

Ms. Gonzales states we are still in the black for financials, which is good. The revenue over expenditures year-to-date is \$344,984.78. Ms. Gonzales also attached the expenses with the comparison. Mr. Fierro will be here next week to work on a BAR to move some money around where we are in the negative on some of the line items. Secretary Chavarria asks if we are that much over on-line item 4228, insurance claims. This was money from a rollover accident. The deductible is \$5,000. On line item 6281, Chairman Campos asks if NCSWA deducts the credit card fees when somebody pays with a credit card. Ms. LaRue states we charge \$1.50 for the processing fee. Member Ricci asks how hard would it be to give the board members a breakdown on expense per trucks for the year to see what we are averaging on a monthly basis for the trucks. Member Ricci is seeing a differential cap. Member Ricci is unsure if it is for the same unit or a different unit. Member Ricci states our expenses are high in maintenance. Ms. Gonzales believes she can do a sub-code with Incode and would like to start that with the new year and start keeping track of each charge for each vehicle. Ms. Gonzales can assign a sub account and charge it that way. The County fleet program goes by the amount of vehicles. Chairman Campos advises whoever is doing payroll has to enter the mileage and people's time into the truck. Manager Fuller is going through past invoices from 8 months, unit by unit and capturing data by hand. Vice Chairman Lujan asks if we have a certified mechanic. Manager Fuller states Roman Martinez is a great mechanic and can fix anything, however Dan Broxton is a certified mechanic. Vice Chairman Lujan believes it would be wise to try and calculate the cost of what we are saving. Manager Fuller asks, what are we buying for the vehicles, but what do we pay in labor? Member Ricci asks Manager Fuller if he can do it in thirty (30) days. Manager Fuller will do it in thirty (30) days.

B. February 2019 Check Register

Ms. Gonzales goes over what NCSWA paid for the month of February. NCSWA talked about adding the credit card information to the report, however, Ms. Gonzales did not add that because there have not been any purchases on the credit card. When NCSWA gets credit card purchases, Ms. Gonzales will attach it to the Check Register. The transition from Caselle to Incode should capture more description than what Caselle does. The consultant will be here on Monday, and Ms. Gonzales will be talking to her about creating a report that will capture a lot more than what Caselle does.

C. Monthly Revenue Received

Ms. Gonzales created a form to show the Board Members what NCSWA gets monthly in revenue. This Monthly Revenue Received is broken down by the cashiers, Karina and Lea and by the other girls up front, The Office Manager Therisa/ Michelle and Emma when they take payments if the girls are out. The Monthly Revenue is broken down by the Alcalde Station, the Tierra Amarilla Station, and Xpress Bill Pay. Ms. Gonzales will attach this form every month showing the revenue coming in. This shows the beginning of the fiscal year for 2019 all the way though February 2019. Ms. Gonzales states now that things are getting better at NCSWA, she now has more time to give the Board Members more information. Vice Chairman Lujan asks if NCSWA is having policies in place where we have cash management. Ms. Gonzales explains the steps NCSWA goes through from running reports, and depositing money to the bank the next day. Ms. Gonzales reviews all the cash deposits.

NCSWA locks up the funds in the vault and someone will take the money to the bank the following day. Chairman Campos asks Manager Fuller if he is going to change his policies at the Transfer Station since the break-in incident. Manager Fuller explains we no longer leave money overnight at the Transfer Station. The money from the Transfer Station will come to the NCSWA office at the end of the day, and it will be locked in the vault. Looking for the future, New Mexico Bank and Trust has a night drop, therefore, NCSWA does not need to leave anything over one hundred dollars (\$100.00) overnight, on-site. Mr. Bryan Montoya explains the check and balance process at the Alcalde Transfer Station. Ms. Helen Martinez closes out at the end of the day, and drops the deposit into the safe. Ms. Martinez leaves one hundred dollars (\$100.00) for change for the next day in the money drawer. However, someone brings the deposit to the NCSWA main office since the robbery. We no longer have a safe because somebody stole it. At the end of the day, Mr. Montoya watches Ms. Martinez count out her drawer and verify the money, then Mr. Montoya brings the deposit to the office. Chairman Campos expresses the need to bond NCSWA employees to Manager Fuller.

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? Collection specialist JoAnn Marquez has collected \$25,593.96 on twenty-three accounts since our last Board of Directors Meeting. This makes a total of \$182,747 in ten months' time. This is over \$18,000 per month in revenue. Excellent job, JoAnn!

Our most recent safety topic was continued driver safety as the weather begins to warm and we move from frozen roads to muddy roads. Ms. Saucedo gives the Board Members a brief update on the shot clinic. Ms. Saucedo states our second round of the Hepatitis vaccine's series will be March 26, 2019 in the main office conference room. There are three shots to the series. As new staff comes in, one of the requirements is the Hepatitis Vaccines. The insurance covered the vaccines, and the copays costed the employees nothing.

Member James Martinez leaves the meeting at 4:05 p.m.

Signage Update- Manager Fuller is told the estimate is \$264.00 for a new 4' x 6' for Alcalde. NCSWA expects to order this next week. Manager Fuller is trying to eliminate the confusion. Manager Fuller's goal is for people to see the same sign in the newspaper and on the website. Manager Fuller and the drivers are working with Marcos Armijo at the City for another Keep America Beautiful clean-up event. Mr. Fuller is working with Mr. Armijo and Judge Stephen Salazar to write an abatement project grant for clean-up in and around the Mesa Vista area. Manager Fuller has eight (8) days left to do this. It was going to be Mesa Vista, however that will not work. Ms. Saucedo and Mr. Fuller will be going to Chimayó tomorrow with the BLM volunteer. The further they went back into the arroyos, the more horrendous it was with tires. Manager Fuller does not think he will have a problem asking NMED for funds for a tire grant. Tires are the key, and there's money to remove tires. That's what Mr. Fuller will be spearheading in the next week. Manager Fuller and Ms. Saucedo will be giving a 10-15-minute presentation to Teacher Beatriz' class of three-to five-year-old's at YDI, head start on Friday, March 22. The main message is that "recycling is when we can take our trash and make useful things out of it instead of just throwing it away!". Mr. Fuller and Ms. Saucedo will have a small hands-on exercise for them along these lines. At Secretary Chavarria's request, Manager Fuller will be speaking briefly on recycling at the Santa Clara community meeting on Monday, March 25, 2019. Manager Fuller has given tonnage estimates to the two organizations interested in our cardboard. The front runner is McKinley paper, they want all the clean cardboard they can handle. Mr. Fuller is waiting to hear back from both of them. The main thing is in Alcalde, we have mixed recycling right now. Mr. Fuller wants to get someone to work with Bryan to put a sign that says

“cardboard only here” and maybe some stickers. In a bucket people can put cans and bottles and phase it in later. If we get cardboard ruling and cover our costs to transport it to cover our costs, it can be revenue to us. Ms. Saucedo and Mr. Fuller met with NNMC Youth Recycling Consortium to discuss getting the word out about recycling, beginning with cardboard and moving to include plastic and metals. In June and July Mr. Fuller has upcoming time away for two weddings.

Member Ricci asks, what is the smallest roll off NCSWA has? NCSWA has a 20 yard, which runs by zone, depending on where it will be located, the price averages. Member Ricci inquires about, during the clean-up especially for Española, if there is running a promotion for a week, for residential, giving them a discount and encourage them to help incentivize more clean-up. Promote, “Beautiful clean-up week special”. Chairman Camps asks Mr. Fuller if NCSWA is going to explore those rates. Manager Fuller states we are working with Mr. Lewandowski on that, phase two.

Manager Fuller tells the Board Members how the Alcalde Transfer Station got robbed on Sunday, March 17, 2019, St. Patrick’s Day, at 10:18 a.m. Manager Fuller watched the footage all night after he found out. Manager Fuller received a phone call from Mr. Bryan Montoya who stopped by to get his paperwork and noticed the break-in. Mr. Montoya called NM State Police, and a police report was filed. It took the robber 25 minutes to get the door open. He took all the cash in the drawer, came back and put the safe on his shoulder and walked out. He put a hold in the fence, and put the safe thru the hole and took off in a vehicle. This is the reason we are not keeping cash at the Alcalde Transfer Station. We think Monday night, someone tried to Jimmy our front door as well. Manager Fuller talked to Captain Wishbone and filed a report. The losses in Alcalde were about \$900 - \$1,000, plus the safe and the damages to the door. Member Ricci would feel safe if there was \$100.00 and the safe were anchored.

VIII. Director’s Business

Chairman Campos informs the Board Members that Commissioner Garcia wanted to reiterate about Canjilon. Chairman Campos questions, thru Commissioner Garcia why a handicap person renews every year instead of every two years? Ms. Aguilar states because their handicap placard expires. There are four homes on a piece of property, with two houses that are handicap, and two houses that are not handicap. In order for them to get handicap route status, they need notes from their doctor. Ms. Gonzales believes we would have to amend the Resolution. Member Ricci believes the customer should have a placard for proof. Is it worth putting out a person that has to verify they are handicap? Chairman Campos states a bunch of people try to get by the system and we need to make stricter rules. Ms. Aguilar uses an example of a lady that lives in La Mesilla who qualifies for the Senior low-income, but she wanted to get on the handicap route. Mr. Nick Diaz went out there to verify. NCSWA could not service the area because there is a culvert. If NCSWA destroys the culvert, who takes responsibility for that because it’s a private drive. NCSWA asked the customer if she would take responsibility if we destroyed that culvert, and the customer said no. The customer states she cannot self-haul because she has a car. NCSWA tried helping this customer. Chairman Campos asks if we have businesses that are self-hauling. Chairman Campos has noticed some new business that have trailers and they don’t have 3-yard bins. He noticed this on his drive, through Rio Arriba, back home. They have trailers full of trash. Manager Fuller answers, we shouldn’t. Member Ricci asks about the tarping program. Most people are receptive to it, however, there are a few people who say NCSWA didn’t tell them about it. Member Ricci states at his last two Council Meetings he has made that his priority announcement. Ms. Gonzales states she will have it on the next revenue report.

IX. Old/New Business

A. Resolution 2019-003 Amended Open Meetings (Meeting Start Time Change)

Member John Ricci makes a motion to approve Resolution 2019-003 "Amended Open Meetings". (Change the start time to 3:00 P.M.) Motion seconded by Secretary Dino Chavarria.

B. NCSWA Investment Policy Final Draft

Manager Fuller would like the Boards final review on the Investment Policy. Next meeting, April 17, 2019, the Board of Directors will approve the Investment Policy.

C. NCSWA Revenues Last Five Years

This is not cash, this is revenue from July 2019 thru February 2019. Ms. Gonzales pulled this report together. NCSWA has four months to collect a million dollars. Manager Fuller states we are on track to collect the million dollars.

D. Abiquiu Area Accounts

Vice Chairman Lujan asked in last meeting if we could get ratio from the people paying versus people owing in the Abiquiu area. Ms. Valencia pulled this report together for a total of 264 accounts. 161 are current, and 103 owe monies to NCSWA. This is from Ms. Jill Coursin's "From the Ground Up" trash removal she does weekly, and what she reported to the Board of Directors last Board Meeting, February 20, 2019. Member Ricci asks Manager Fuller if he has gone to Abiquiu unannounced. Manager Fuller went out once and did not see any drizzle, spillage, or tire tracks indicating it would be our trash trucks. After Manager Fuller went and observed he dropped off his business card on five (5) or six (6) commercial accounts and asked them how NCSWA was doing. Manager Fuller got some really nice comments from people on the drivers. All of them know who Jill Coursin is. Member Ricci asks Manager Fuller in thirty (30) days, how many times he can go undercover. Manager Fuller states the issue is he is not going to pay to rent a car, and states the drivers know what he drives. Member Ricci would like Manager Fuller to follow the route a few more times. Manager Fuller can commit to three (3) more times before the next Board Meeting.

E. JPA Language to Add Board Member

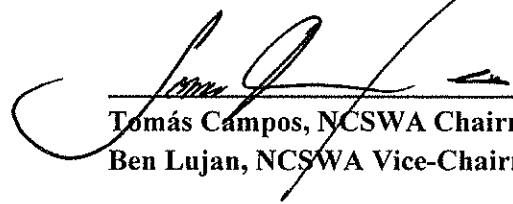
Ms. Renee Barela- Gutiérrez has drafted initial language on the original JPA 2002 to add Chama as a Board Member. We do not have that now, because there are a few wrinkles that Manager Fuller needs to work on with Ms. Barela-Gutierrez, and will present at a later meeting. Chairman Campos asks about getting the money back on the Vaughn Project Development from Rheganne Vaughn. Manager Fuller explains, because we paid her, and it's been two years, we can't do much. According to Renee, the judge would say, you had a contract, and you paid her. That's where Manager Fuller left it with Ms. Barela- Gutiérrez. According to Renee's advice it is not worth pursuing. Chairman Campos states he will drop it. Secretary Chavarria states Ms. Barela- Gutiérrez should be working off the 2006 JPA. The issue with that is, we do not have an executed JPA. Ms. Barela-Gutiérrez did not want to work off the 2006 JPA because it's not executed. The Board Members agree that Bob Stranahan has the executed JPA. Ms. Gonzales states there was a JPA when she came on board. Secretary Chavarria and Vice Chairman Lujan will be checking for a copy of the JPA and will send it to the Board Members. Amanda Martinez from the Rio Grande Sun believes she has a copy of the JPA and she will get the Board Members a copy.

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

XI. Adjournment

*Motion made by Vice Chairman Ben Lujan to Adjourn at 4:51 P.M.
Member John Ricci seconds the motion
Motion approved and carried 5-0*

APPROVED AND ADOPTED THIS 17th DAY OF April, 2019



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

ATTEST:



Dino Chavarria, NCSWA Secretary