



**NORTH CENTRAL SOLID WASTE AUTHORITY  
BOARD OF DIRECTOR'S  
REGULAR MEETING  
Wednesday, October 16th, 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
Executive Asst.	Laida Fletcher
HR Director	Janet Saucedo
Bookkeeper/Accountant	Alice Martinez
Operation Supervisor	Jonathon Felix

**Others:**

Rio Grande Sun	Molly Montgomery
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**II. Call to Order**

Chairman Campos officially called the meeting to order at 3:04 pm

**III. Approval of Agenda- Wednesday, October 16, 2019**

*Manager Peter Fuller requested an Amendment to the Agenda. Manager Fuller requested that Resolutions be added to IX. Old/New Business.*

*Motion made by Chairman Campos to approve amended agenda for October 16, 2019.*

*Motion seconded by Secretary Chavarria*

*Motion approved and carried 5-0*

**IV. Approval of Minutes – Regular Meeting, Wednesday, September 18, 2019.**

*Motion made by Member Ricci to approve minutes for September 18, 2019.*

*Motion seconded by Secretary Bernardino Chavarria.  
Motion approved and carried 5-0.*

**V. Audience Participation/Public Comment: No residents present at this time.**

Molly Montgomery from the Rio Grande Sun introduces herself. Ms. Montgomery is a recent graduate from Yale University. Ms. Montgomery states that she will be taking Amanda Martinez's place at NCSWA Board Meetings. Board Members and NCSWA Staff welcome Ms. Montgomery. Chairman Campos congratulates NCSWA staff on the success of Abiquiu Clean Up Day on October 11, 2019

**VI. Financial**

**1. Accountants Report- Billing and Collection update**

Alice Martinez states that this update will be brief. Ms. Martinez states that residential bills were mailed out by the 2<sup>nd</sup> ; this will cut down on past-due payments. Ms. Martinez also states that the service period dates are fixed. Ms. Martinez worked with Tyler Technologies and their programming dept. to alter the billing periods. This change will take effect next month. Ms. Martinez states that collections have been \$18,619 for the last 30 days on past due balances.

Member Ricci asked Ms. Martinez about past due balances, and states that it has been almost 9 months since NCSWA began work on collecting past due balances. Member Ricci also states that NCSWA had almost 1000 accounts that were delinquent. Member Ricci notes the effort, and states that it is consistent and averaging 15k-20k a month on past-due accounts.

Member Ricci welcomes Ms. Martinez aboard and apologizes for not being present at the last Board Meeting.

**2. Fierro and Fierro-Compiled financial statements for FY 19 Year End**

Ed Fierro began by stating that he wanted to make sure everyone was on the same page with accounting. Mr. Fierro stated that NCSWA (entity) decided to change accounting software, and that Caselle was replaced by Incode 10. Mr. Fierro stated that since he has worked with NCSWA for many years, he thought the best way to keep it simple was to keep records on cash basis throughout the year. Mr. Fierro wanted to explain what this means. Mr. Fierro states that revenue is recognized when cash is received, and expenditures are recognized as when the money is spent. Mr. Fierro said he wasn't focusing on payables. Internally, payables are tracked. However, Mr. Fierro was not worried about it for the financial year. Mr. Fierro states that cash basis coincides with the

State of New Mexico budgeting/accounting. All public entities (local governments) operate on cash basis. As public entities cycle through revenue and expenditures throughout the year, they try to compare apples to apples. This is why they have cash basis.

Mr. Fierro states that now at the end of year, we are focused on all assets and liabilities. Such as: capital assets, depreciation, everything else. Mr. Fierro also states that there is a conversion process that happens. It is through the conversion process that we can come up with financial statements.

Mr. Fierro states that as he has been working with the entity; they have contracted with him to help them during this process. Mr. Fierro states that the last year has been out of the ordinary. Mr. Fierro stated that he has invested additional time to help NCSWA with the conversion from Caselle to Incode. Mr. Fierro continued to state the reasons: NCSWA lost an Accountant/ CFO in March and that's when the conversion from Caselle to Incode began. Mr. Fierro noted that no one in the organization could continue with the conversion. Mr. Fierro stated that NCSWA brought him in to transfer information from Caselle to Incode.

Mr. Fierro stated that once the conversion was complete and reconciled, he was able to prepare financial reports. Mr. Fierro discussed the role of CPAs. Mr. Fierro stated that as public accountants, when their name is associated with financial documents, they can issue three types of reports. Mr. Fierro stated that the three reports are:

- Compiled Financials-lowest level of due diligence
- Financial review-testing and analytical review
- Audit

Mr. Fierro states that the State of New Mexico requires all government entities to have annual audits. Mr. Fierro also states that an entity should be responsible for preparing their own financial statements. The reasoning explained by Mr. Fierro is that you don't want to bake a cake and judge the cake. As an auditor you want the cake to be presented to you and then you (as the auditor) judge whether it is a good cake or not.

Mr. Fierro begins discussion on the prepared financial statements. Mr. Fierro outlines expectancies:

- Financial Report based on NCSWA representation to him
- 2018 Financial Statement audited by another firm

- Fierro was not independent, and made decisions in collaboration with NCSWA Management
- Fierro also collaborated with regards to conclusions drawn
- 2019 Auditors should not deviate from Fierro numbers due to corroborating evidence that delineate the conclusions made

Mr. Fierro initiates a discussion on Fiscal Year comparison.

- Balance Sheet: 2018 Cash-1.8 million/ 2019 Cash-2 million 15k
- Accounts receivable have increased since 2018
- Cash Reserves increased
- Capital Assets after depreciation have remained unchanged

Mr. Fierro discusses NCSWA Liabilities:

- OPED/Pension
- Known as PERA/NM Health Retiree
- Projected liability exceeds liquid assets
- Liability from PERA/NM Health causes NCSWA to have negative equity.

Mr. Fierro discusses Page 14, Notes on Financial Statements

- Two million dollars held in banks
- 1.9 million dollars held at Century Bank
- Approximately 100 thousand dollars held at NM Bank Trust

Chairman Campos seeks clarification on the two million dollars held at Century Bank. Mr. Fierro states that we will see the amount go through cycles of increase and decrease throughout the year. Chairman Campos then asks why NCSWA isn't investing the money. Mr. Fierro agrees that NCSWA should be investing the money. Mr. Fierro adds that NCSWA should not hold two million dollars in Century Bank since it is not accruing interest. Mr. Fierro states that he had suggested (over a year ago) that NCSWA purchase CD's. Chairman Campos adds that money earning 2 percent is better than nothing. Member Ricci questions why this hasn't happened yet, as they had already spoken about it. Member Ricci then reiterates the fact that NCSWA has not invested anything yet.

Manager Fuller responds with reasoning behind the delay. Manager Fuller states that the departure of our CFO coupled with an investing policy under revision caused the delay in investing. Member Ricci asks for a specific time frame of completion; regarding

investment of money. Manager Fuller states that he has an appointment with New Mexico Bank and Trust to discuss options for moving money into an interest yielding account. Manager Fuller adds that an update will be given at the November Board Meeting.

Mr. Fierro discusses FDIC insurance and states that FDIC only insures up to 250 thousand dollars. This leaves a deficit of 1.650 million. Century Bank is pledging half of the uninsured money at a pledge of 800 thousand dollars. New Mexico Bank and Trust is covered at 100 thousand.

Mr. Fierro moves onto discussing accounts receivables. Mr. Fierro discloses that the numbers are misleading. Mr. Fierro gives an example that if he asked the computer system to give him a monetary value to the accounts receivable; the computer system would say that NCSWA has over 9 million in accounts receivable. Mr. Fierro knows that this amount is inaccurate because of past amounts. Mr. Fierro explains the reasoning behind the inflated accounts receivable:

- Computer system dealt with original amounts imported from Rio Arriba County
- Poor record keeping
- Accumulation of years-added penalty and interest
- Of the 9.6 million, 9.1 is worthless
- Actual balance is approximately 439 thousand.

Member Ricci begins discussion regarding the removal of past due balances. Member Ricci states that since NCSWA is a government organization they are not allowed to write off old debt. Mr. Fierro suggests moving old/outdated accounts to an 'inactive' status. Mr. Fierro elaborates that not having accounts classified as inactive creates inflated account receivable numbers. Mr. Fierro suggests that NCSWA invest in a full-time employee to sift through the accounts and determine future classification. Mr. Fierro discusses the necessity of doing the re-classification and stresses that this needs to be done relatively soon. Member Ricci agrees with Mr. Fierro and states that moving accounts to inactive would clean up NCSWA books, and eliminate a lot of inflated/unrealistic numbers. Mr. Fierro closes the discussion by stating that NCSWA will always have residual accounts receivable because of billing practices.

Mr. Fierro begins discussing accrued liabilities. A summary is as follows:

- 32 thousand in insurance premiums
- 540 thousand owed to Rio Arriba County

- Small principal remaining to NM Finance, paid off in 2020

Mr. Fierro moves on to NCSWA Budget. Summary as follows:

- Operating expense budget set at 5 million
- Capital outlay debt-net out to zero
- Budget adjustment October 2018-no excess revenue
- Cash basis is realistic-represents the organization
- 4.79 million received minus 4.3 million in operating expenses
- Generated 600 thousand minus 400 thousand for capital outlay
- Approximately 151 thousand left over
- Bottom-line NCSWA generated income of 151 thousand
- Caution in reference to numbers have not been audited
- Mr. Fierro states he is confident in his numbers-has corroborating evidence to support the numbers

Member Ricci questions what the status is for the current fiscal year audit. Chairman Campos responds that Fiscal Year 2019 began in July 2019, and also questions the time frame as to when the audit will commence. Mr. Fierro replies to both Chairman Campos and Member Ricci and states that the audit should begin in November; as it is due by December 2019. Manager Fuller states that because of Mr. Fierro's diligence in preparing the NCSWA financial statements, the auditors coming in should have a fairly easy time.

Mr. Fierro opens a dialogue as to the transitioning of his departure. Mr. Fierro states that he will be returning to Las Cruces, NM and that Alice Martinez will begin to take on some of his responsibilities. Mr. Fierro stated he is available for off-site communication via email. Mr. Fierro also states that he will assist Ms. Martinez with the September and October reconciliations.

## **VII. Managers' Report**

Manager Fuller opens report by stating that this will be brief. Manager Fuller states that he is working with Mr. Fierro to ensure that the budget is accurate, and Manager Fuller adds that they will work on ironing out any discrepancies. Manager Fuller discusses how to correctly load revenue; which is has to be entered as negative.

Manager Fuller speaks briefly about the addition of a new Foreman- James Williams. Manager Fuller states that Mr. Williams has a good rapport with his new crew and Manager Fuller is impressed with him already.

Manager Fuller shows gratitude towards Jill Coursin and the Abiquiu community for a successful clean-up day. Member Ricci questions the length of the corridor which was cleaned. HR Director Janet Saucedo responds by stating that it is approximately 5 miles. Member Ricci then asks the quantity of trash bags (that NCSWA employees) retrieved off the roads. Manager Fuller responds that it was approximately 25 bags. Vice Chairman Lujan asks when the Abiquiu clean-up was completed, and also asked when NCSWA would be cleaning up HWY 68. Ms. Saucedo responded by stating that NCSWA would like to focus on the larger communities such as; Espanola, Chimayo, Alcalde, Hernandez, and Chama. Ms. Saucedo adds that Tierra Amarilla and the local pueblos are a concern as well.

Vice-Chairman Lujan states HWY 68 is pretty bad; as there is a considerable amount of trash on the sides of the highway. Vice Chairman Lujan states that a lot of trash is falling out of residents' vehicles, en route to the Alcalde Transfer Station. Vice Chairman Lujan also states that he receives numerous calls in reference to HWY 68 and the amount of trash. Vice Chairman Lujan would like to see trash trucks that are en route to Alcalde Transfer Station, stop and pick up the trash. Vice Chairman Lujan adds that he speaks of his trucks too. Vice Chairman Lujan closes the discussion by stating that trash alongside HWY 68 is a poor reflection of us.

Chairman Campos states that when he was driving home last Thursday, he noticed trash all over the road. Chairman Campos states that since there was so much trash on the highway; police and NCSWA were contacted, as well as the Fire Dept. Manager Fuller states that he and Jonathon Felix worked on getting crews out there to clean up the debris. Chairman Campos states that the State Police found three pieces of identifying evidence, and Chairman Campos pleaded with police to file a complaint. Chairman Campos states that it was all one family (same PO BOX) that threw the trash.

Vice Chairman Lujan states that all loads need to be tarped, regardless of whether they are in bags or not. Vice Chairman Lujan states that trash bags that are not tarped are falling out of vehicles and ending up on the road. Vice Chairman Lujan also added that now there is wood falling out of vehicles and ending up on the roads. Secretary Chavarria states that Tribal Police are enforcing the tarp ordinance. Chairman Campos concurs. Manager Fuller responded and stated that he has mentioned to Jonathon Felix (Ops Supervisor) that he needs to inform his crew that all loads need to be tarped.

Manager Fuller begins a discussion on an update to cardboard recycling. Manager Fuller states that he is continuing to work with Sarah Pierpont on getting the program started. Manager Fuller discusses a new tow hitch trailer which will be used in conjunction with a standard covered wagon. Manager Fuller states that NCSWA will begin cardboard

recycling operations in El Prado. Ms. Pierpont is working on signage for El Prado as well as buyers for the cardboard. Manager Fuller states that it will take approximately 1- 2 weeks to fill the trailer in El Prado. Manager Fuller also states that the long term goal is to purchase a cardboard compactor and have it located at the Alcalde Transfer Station. Member Ricci agrees that having a compactor in Alcalde would be beneficial to the residents. Member Ricci also questioned if NCSWA knew which commercial businesses would benefit from cardboard recycling. Member Ricci expanded on this dialogue and stated that businesses could save money on their trash bill, by utilizing a separate bin for cardboard.

Chairman Campos questions the status of the Pizza Hut bin. Chairman Campos asks if the bin is NCSWA and if it is, what is was being used for. Manager Fuller responds to Chairman Campos and states that he spoke with Pizza Hut and they are not using the cardboard bin. Chairman Campos asks what other businesses have a specialized bin for cardboard. HR Director Janet Saucedo responds and states that she believes Aaron's Rental Service had a specialized bin for cardboard. Member Ricci states that Valencia and their adjacent body shop also have a specialized bin for cardboard. Member Ricci further states that his business has saved a considerable amount of money, by recycling cardboard. Chairman Campos asks whether the Pizza Hut cardboard is clean cardboard. Manager Fuller states that the Pizza Hut cardboard is likely contaminated, due to grease residue. Ms. Saucedo and Secretary Chavarria concur. Secretary Chavarria further states that Friedman Recycling in ABQ is likely transferring the Pizza Hut cardboards to waste. Member Martinez suggests contacting PMI to see if they would benefit from cardboard recycling.

## **VIII. Directors Business**

Vice Chairman Lujan requests an update on NCSWA proposed raises. Vice Chairman Lujan states that a budget was agreed upon but never finalized. HR Director Janet Saucedo responds to Vice Chairman Lujan and explains that the raises have three phases:

1. Desk Audits
2. Job descriptions for salary comparisons
3. Analysis and fine tune salary recommendations

Ms. Saucedo further states that these phases will be complete by the November board meeting, and that a packet will be presented to the board. Ms. Saucedo discusses minor issues with classification of employees. Specifically, Ms. Saucedo discussed two positions: Container Maintenance and Research Clerk. Ms. Saucedo explains that those two positions have been challenging because they are unique. The main challenge has



been finding comparable positions at other organizations; to complete a salary comparison.

Vice Chairman Lujan raised a question with regards to pay raises. Vice Chairman Lujan sought clarification as to how the raises would be determined. Vice Chairman Lujan asked if they would they be across the board or percentage. Vice Chairman Lujan stated that a percentage of salary raise would benefit higher wage earners more than others. Chairman Campos agrees, and states that a 3 % raise for Manager Fuller is a lot higher than a 3% raise for another employee. Vice Chairman Lujan questioned how the proposed raises would affect the approved budget. Vice Chairman Lujan and Chairman Campos both question the original intent of raises. Vice Chairman Lujan responds by stating that the intent was multi-faceted:

1. Boost moral
2. Clarify pay scales
3. Correctly pay employees with fair wages-that are based on salary comparisons.

Vice Chairman Lujan also stated that in the past, they gave a standard raise across the board. For example, all employees received a dollar raise. Vice Chairman Lujan also stated that the former Manager, Gino Romero had given up his raise to benefit the employees. Vice Chairman Lujan then stated that without across the board wages, higher ups receive more of a benefit than lower paid workers. Ms. Saucedo agreed with Lujan. Ms. Saucedo added that the raises would be issued via a tier program:

1. Lowest paid employees receive a higher percentage
2. Highest paid employees receive a lower percentage.

Member Ricci states that he thinks NCSWA needs to get their house in order, and then tackle across the board raises. Member Ricci states that some employees are paid way under what the industry standard is. Member Ricci adds that some employees are paid way over the industry standard for their position. Member Ricci states that when employees ask why they didn't receive a raise, or question why their raise wasn't as much as another employee; those questions need to be directed towards HR. Member Ricci explains that employees who are already over paid for their position should not expect wage increases. Vice Chairman Lujan agrees with Member Ricci, and adds that the main goal is to fairly pay employees who are under the salary benchmark for their positions. Chairman Campos seeks clarification on salary comparisons, and asked if Los Alamos was included in the salary comparisons. Ms. Saucedo responds and states that the salary comparisons came from Rio Arriba County, City of Espanola, and RTD.

Vice Chairman Lujan asks about NCSWA existing numbers and states that he's seen approximately 10 employees who were under paid. Vice Chairman Lujan also stated that it would only be a couple thousand on each employee to get them at a fair wage. Vice Chairman Lujan then commented that lower paid workers were hardest to motivate because low wages can affect morale. Ms. Saucedo interjected and disagreed with Vice Chairman Lujan. Ms. Saucedo stated that the middle earning employees were the hardest to motivate. Vice Chairman Lujan responded and stated that when he hears stuff like that, it makes him think that there is something else going on. Specifically, related to work environment. Vice Chairman Lujan stated that his main motivation and priority was to get the under-paid workers paid fairly.

Ms. Saucedo asks for clarification on raises and asks if NCSWA can immediately give workers raises. Ms. Saucedo also states that she was under the impression that NCSWA had to submit completed desk audits, etc. to the board, prior to initiating raises.

Member Ricci states that it is the boards' intent to make sure that the raises are done fairly, and that NCSWA follow a fair pay scale. Member Ricci questions if NCSWA is following a fair pay scale if NCSWA is only comparing salaries to the "poor kids in town" Member Ricci asked why NCSWA wasn't doing salary comparisons in Taos and Santa Fe County. Ms. Saucedo responds and states that she was under the impression she couldn't use Santa Fe County for salary comparisons because their minimum wage is much higher. Ms. Saucedo also states that she will look into Taos County salaries to complete comparisons.

Ms. Saucedo states that NCSWA needs to not only look at drivers/laborers but also Executive Assistant salary. Ms. Saucedo further states that wherever she can get salary comparisons, she will. Vice Chairman Lujan states that he is concerned that NCSWA isn't following the law by under-paying workers. Member Ricci states that if NCSWA can get them the list of employees who are under paid (by the November Board Meeting) then the Board will approve the raises.

Member Ricci questions how NCSWA got to this point, of a salary system that's all over the place. Member Ricci questioned why NCSWA had employees who were being under paid to begin with. Chairman Campos responds and states that the problem began many years ago. Chairman Campos added that drivers with RAC were getting paid more than everybody in this room, except Manager Fuller. Chairman Campos suggested that the inflated salaries followed the drivers to NCSWA. Vice Chairman Lujan stated that he wants employees to be in a fair pay scale, and stay within the pay scale. Vice Chairman Lujan added that if an employee was above their fair pay scale than they should be encouraged to apply for higher paying positions within the company.

Chairman Campos suggests having a special meeting to address the findings of the desk audits. Chairman Campos is concerned with the length of time that it will take to complete, and wonders if desk audits will fit into the parameters of a traditional board meeting.

Vice Chairman Lujan redirects discussion to speak about the board meeting time. Vice Chairman Lujan states that the board voted to have the meetings at 9 A.M. The NCSWA Board Meeting was changed to 3 P.M. without a vote by the board. Vice Chairman Lujan stated if NCSWA Board Members were not able to attend the meetings than they needed to designate an alternate. Vice Chairman Lujan also stated that he wanted to see more public participation at Board Meetings, and further explained that we serve the public and need their input. Vice Chairman Lujan also discussed his preference towards hearing public comment; as opposed to reading something negative in the Rio Grande Sun.

Member Ricci responds to the dialogue initiated by Vice Chairman Lujan. Member Ricci states that the City of Espanola Board Meetings are always at 6 pm, and they always receive a lot of public participation. Member Martinez also responded to Vice Chairman Lujan dialogue about board meeting times. Member Martinez states that even though the 3pm time doesn't work well for him, he still feels that NCSWA should follow the recommendations of the board. Member Martinez further states that the NCSWA Board voted to change the time to 9 am. Member Martinez was confused when he saw numerous emails from Manager Fuller that were proposing to change the time of the NCSWA Board Meeting, without board approval. Member Martinez states that if a motion is approved by the majority of the NCSWA Board; then it needs to be followed.

Chairman Campos asks if there are any other items that need to be discussed under Director's Business. Member Ricci seeks clarification on the Franchise Agreement/MOU that NCSWA has with the City of Espanola. Member Ricci asked if the MOU was exclusive and whether it had teeth in it; enough to enforce. Member Ricci stated that he would like to have a copy of the MOU so that when he addresses the City of Espanola he can request enforcement.

Chairman Campos questions if there are any other items that need to be discussed under Director's Business. Secretary Chavarria states that he would like to add locations to the list of places that need clean ups. Secretary Chavarria requests that 31 mile road, and La Mesilla be added. Secretary Chavarria asks Manager Fuller if he received the photos he sent of the Sandia Pueblo cardboard trailer. Secretary Chavarria stated that he could call them and see if they could come here to do a short demo. Secretary Chavarria also added

that Sandia Pueblo purchased the trailer with a RAID grant and that Manager Fuller should look into that.

Member Ricci asks if Santa Cruz could be added to the clean-up list. Secretary Chavarria discusses the boundaries. Member Ricci states that there is a lot of trash in Santa Cruz.

Chairman Campos asks Manager Fuller about cleaning up the RAC yard. Manager Fuller states that he has clearance so he could send out a flyer to liquidate inventory. Manager Fuller asks Chairman Campos if they need to have a special meeting. Chairman Campos responds that if he calls Manager Fuller and he answers the phone, then that is the extent of their meeting.

## **IX. Old/New Business**

### **A. Update on Cardboard**

Discussed earlier in the meeting.

### **B. City Commercial rates- Update**

Chairman Campos initiates a discussion on NCSWA collection efforts for past due commercial accounts. Chairman Campos questions where NCSWA was at with items they discussed at the September Board Meeting. Chairman Campos specifically questions an update on Carneceria Ortega and their unpaid balance of 13k. Executive Assistant Laida Fletcher responds to Chairman Campos and states that per a conversation with Joann Marquez, Ms. Fletcher was informed that the business owners within Carneceria Ortega had been diligently paying their landlord (the owner) for trash services. However, the landlord (owner) has not been forwarding the money collected to NCSWA. Chairman Campos states that NCSWA should be charging (billing) the business owner for trash services- not the individual business owners. Vice Chairman Lujan concurs. Chairman Campos suggests that NCSWA go to the City of Espanola with the MOU and see what type of enforcement they can assist us with. Chairman Campos asks if we can disconnect their water if they don't pay their trash bills. Member Ricci states that we do need to discuss enforcement of the MOU. Member Ricci also stated that he will bring up the MOU with the City of Espanola. Chairman Campos stated that he has noticed a lot of strip malls and businesses that aren't registered for trash services through NCSWA.

### **C. Resolution 10-01 Compensation Time**

To reduce overtime costs, NCSWA is transitioning from overtime to comp time. Vice Chairman Lujan requested amendment to Resolution 10-01, time allotted to use comp

time will be changed to quarterly from “within a reasonable time.” Member Ricci asked if the use of vacation, sick leave etc., would create workforce shortages, thus needing more comp time. Both Vice Chairman Lujan and Member Ricci expressed concern with managing comp time. Vice Chairman Lujan states that comp time can accumulate to cover an employees’ sick leave and vacations. Vice Chairman Lujan also recommends NCSWA have due diligence and review comp time usage and effectiveness on a quarterly basis.

*Motion made by Chairman Tomas Campos to approve resolution 10-01 with amendments. Secretary Bernardino Chavarria seconds the motion  
Motion approved and carried 5-0*

#### **D. Resolution 10-02**

NCSWA would like to clarify fraternization within the workplace. Ms. Saucedo states that there has been a lot of close calls at NCSWA. Chairman Campos asks whether NCSWA has a sexual harassment policy. Ms. Saucedo states that NCSWA does not have a current sexual harassment policy. Chairman Campos states that it is odd to have a fraternization resolution when there is not a current sexual harassment policy.

Member Ricci states that this fraternization resolution is basically telling employees to do something; but NCSWA doesn’t have a sexual harassment policy to back it up. Member Ricci further states that supervisors should be re-assigned to eliminate conflict when supervising their significant other. Manager Fuller brings attention to paragraph 4, which states that if the supervisor fails to resolve conflict of interest than NCSWA can use disciplinary action-reassign, etc.

Chairman Campos expresses concerns that relationships can go from amicable to sexual harassment classifications very quickly. Member Ricci further adds that employees should have a copy of the sexual harassment policy.

Member Ricci suggest that the board cannot approve this resolution in its current state. Member Ricci requests an addition to the resolution: Supervisors can be re-assigned after the discovery of fraternization occurs and/or is acknowledged.

*Motion made by Member Ricci to approve Resolution 10-02 with amendments.  
Vice Chairman Lujan seconds the motion.  
Motion approved and carried 5-0*

#### **X. Next Meeting – Wednesday, November 20, 2019 at 3:00 P.M.**

Vice Chairman Lujan speaks about the meeting time. Vice Chairman Lujan states that the board voted on and passed a motion to change the meeting time to 9 A.M. Manager Fuller states that NCSWA can hold the meetings at 3 P.M. until the end of the year.

Chairman Campos stated that the board couldn't vote on changing the meeting time back to 3 P.M. because there wasn't an item on the agenda. Member Ricci requests adding it to the agenda for the November board meeting. Chairman Campos concurs and wants an item added to the November 2019 agenda to discuss the NCSWA Board Meeting time. Vice Chairman Lujan also would like an item added to discuss alternates. Member Ricci states that his alternate is the City Manager for the City of Espanola, and that this position is currently vacant now.

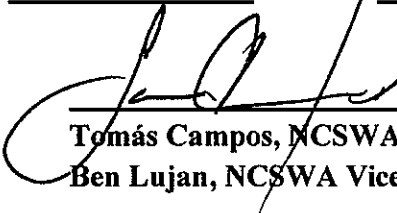
**XII. Adjournment**

*Motion made by Chairman Tomas Campos to Adjourn at 5:26 P.M.*


*Member Martinez seconds the motion*

*Motion approved and carried 5-0*

APPROVED AND ADOPTED THIS 16<sup>th</sup> DAY OF Oct, 2019

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

ATTEST:

  
\_\_\_\_\_  
Dino Chavarria, NCSWA Secretary