



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

Wednesday, April 15th, 2020 at 3:00 P.M.

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

I. Call to Order

Chairman Campos officially called the meeting to order at 3:08 pm.

II. 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> ; <i>exited the meeting at 4:12 pm</i>

Staff Members:

Manager	Peter Fuller
HR Director	Janet Saucedo
Bookkeeper/Accountant	Alice Martinez
Executive Assistant	Jake Payne

Others:

Rio Grande Sun	Molly Montgomery
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III. Approval of Agenda – Wednesday, April 15th, 2020

Motion to approve the agenda as made by Tomás Campos, second by John Ricci.
Motion passed.

IV. Approval of Minutes – Wednesday, February 19th, 2020

Motion to approve the minutes as presented made by Tomás Campos, second by James Martinez. Motion passed.

V. Audience Participation/Public Comment

None

VI. Financial

A. Financials

Mr. Fuller presented the Check Report detailing all purchases made throughout the month of March. Document enclosed. Mrs. Martinez added that in the check report that there was nothing significant to report other than the \$17,734.40 charge made to Tyler Technologies. Mr. Campos asked why this charge was so high. Mr. Fuller replied that it was due to the contract renewal with Tyler Technologies that they did not anticipate hitting at this time. Tyler Technologies is the manufacturer that maintains all NCSWA's utility billing needs for their customers. Mr. Fuller went on to report that we were about \$31,000 short of where NCSWA would've preferred to hit due to an excessive amount of expenses made during February as well as a new bay door in Alcalde that was required by the New Mexico Environmental Department. Discussion ensued.

B. Fiscal Year 2020 Budget Adjustment Recommendations

Mr. Fuller presented the Proposed Budget Amendment to the Board. Document enclosed. Mr. Fuller added that this is not a final budget recommendation, more like an idea based on the needs of the company as of late so that NCSWA can more easily hit their budget of \$5,000,000 by June 30th. Mr. Campos asked why the budget for Verizon was so high and what all encompassed under the Verizon umbrella as far as expenses go. Mr. Fuller replied that Verizon took care of all our landline, cellphone, internet services. Mrs. Saucedo also said that Verizon also handles NCSWA's time clock needs. Mr. Ricci told Mr. Fuller that this should be more broken up so that the board could get a better picture of where all the money is going. Mr. Campos asked why did NCSWA go with Verizon for phone services. Mr. Fuller replied that NCSWA's previous carrier, Jive, was charging way too much for phone services and this was the best deal they could get at the time that could meet all their needs.

Mr. Campos said that this expense needed to be handled much better and why wasn't NCSWA using the approved stipends for cellphones to help with this need. Mr. Martinez added to Mr. Campos concern about cellphones to asking if there had been an audit has to who at NCSWA is required to have cellphones. Mr. Fuller replied to Mr. Martinez that he was confident that all the employees who currently have company cellphones are supposed to have one. Mr. Ricci asked Peter to investigate other carriers to see if this expense can get lowered. Mr. Lujan added to Mr. Ricci's request stating that NCSWA may be eligible for company cellphones from the Ohkay Owingeh Pueblo since NCSWA operates on their land. Mr. Martinez also added that T-Mobile has a contract for Rio Arriba County employees and that NCSWA may be eligible for that as well. Mr. Fuller thanked Mr. Lujan and Mr. Martinez for the suggestions and replied to Mr. Ricci that NCSWA will investigate potential new carriers. Mr. Campos said that NCSWA

needs to develop a better plan and/or policy for cellphones and to investigate using the approved stipends.

Mr. Campos then asked about the Bank Charges and Credit Card fees and why that was so high. Discussion ensued. Mr. Fuller also talked about office supply expenses during this time and said that NCSWA needs to do better in this regard. Mr. Lujan said that these are a lot of budget changes that Mr. Fuller is proposing and if something drastic happened that the Board wasn't aware of that caused this idea to come forth. Mr. Fuller replied that there are countless amounts of financial problems that NCSWA did not anticipate such as Tyler Technologies and past employee mishaps.

Mr. Ricci asked where NCSWA was at currently financially regarding the budget after expenses and revenues. Mr. Fuller replied that as of February 29th, NCSWA was at 3.69 Million. NCSWA needs to hit 5 Million by June 30th. Mr. Ricci asked if there was a report detailing the revenues that NCSWA has made. Mr. Fuller said that there was no report detailing that information at this time. Mr. Ricci suggested that there needs to be a report detailing revenues and the expenses needs to be more detailed before any sort of budget adjustment can be even thought of. The entire board unanimously agreed with Mr. Ricci. Discussion ensued. Mr. Campos told Mr. Fuller that we need to get this in check because previously the Board was told that we were in budget and now out of nowhere we are not. Mr. Fuller said that he will take everything that was suggested by the Board and present his findings and requests made at the May Board Meeting.

VII. Manager's Report

Before Mr. Fuller presented his Manager's Report, Mr. Ricci stated that he needed to leave soon. Mr. Campos asked to move Old/New Business after the Manager's Report so that Mr. Ricci could leave. Mr. Fuller agreed and presented that due to the COVID-19 pandemic, NCSWA is working diligently to provide the essential service of MSW collection and disposal at this time. Mr. Fuller said that safety and integrity of day-to-day operations are the current priorities. Mr. Fuller said that all non-essential projects have been suspended until further notice and the thanked all customers for their understanding during this troubled time.

VIII. Old/New Business

A. NCSWA COVID-19 Actions

Mrs. Saucedo presented to the Board how NCSWA is handling scheduling and payroll during the COVID-19 pandemic. Mrs. Saucedo said that the scheduling is fixed to where there is only 3 people maximum in the office at any given time in order to comply with Governor Lujan-Grisham's and President Trump's request to have no more than 5 people in group at a time until the virus is under control. Mrs.

Saucedo said there is a new portal detailing the all COVID-19 information on the company website. Discussion ensued. Mr. Fuller thanked all employees at NCSWA for their hard work and efforts during this hard time.

B. Ohkay Owingeh Ash Pile Update

Mr. Fuller presented to the Board where NCSWA sits currently on getting the ash pile moved in Ohkay Owingeh. Document enclosed Mr. Fuller said that NCSWA is going to use a company called Stericycle to get the ash pile moved. Mr. Fuller reported that testing the ash is what took so long, and it was found that the ash pile was found non-hazardous. Mr. Fuller stated that ash pile should start getting moved as late as next week. Mr. Lujan stated that Ohkay Owingeh is willing to step up and help NCSWA with providing funding to get a new air curtain incinerator. Mr. Fuller thanked Mr. Lujan for his offer. Mr. Ricci left the meeting at 4:12 pm.

IX. Director’s Business

Mr. Campos asked Mr. Fuller if NCSWA was okay with vehicles since the budget is so under at this time. Mr. Fuller said NCSWA was doing just fine and should be okay for the next 3 months. Mr. Fuller praised the hard work of Mr. Román Martinez and his team for keeping the vehicles we do have in operation running safely and smoothly. The Board then individually thanked Mr. Fuller and his staff for their hard work during this time.

X. Next Meeting – Wednesday, May 20th, 2020 at 3:00 p.m.

XI. Adjournment

Motion to adjourn made by Tomás Campos, second by Ben Lujan. Motion passed. The meeting was adjourned at 4:23 pm.

APPROVED AND ADOPTED THIS _____ DAY OF _____, 2020

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

ATTEST:

Dino Chavarria, NCSWA Secretary