

SUMMARY OF ACTION  
 SANTA FE SOLID WASTE MANAGEMENT AGENCY  
 JOINT POWERS BOARD  
 THURSDAY, APRIL 16, 2020, 5:00 PM  
 VIRTUAL MEETING FORMAT

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**SANTA FE SOLID WASTE MANAGEMENT AGENCY  
JOINT POWERS BOARD  
THURSDAY, APRIL 16, 2020, 5:00 PM  
VIRTUAL MEETING FORMAT**

**I. CALL TO ORDER**

The virtual meeting of the Santa Fe Solid Waste Management Agency Joint Powers Board was called to order by Commissioner Anna Hansen, Chair, at 5:00 pm on Thursday, April 16, 2020.

**II. ROLL CALL**

**MEMBERS PRESENT**

Commissioner Anna Hansen, Chair  
Councilor JoAnne Vigil Coppler, Vice Chair  
Councilor Roman Abeyta  
Commissioner Ed Moreno  
Commissioner Anna Hamilton  
Councilor Michael Garcia

**MEMBERS ABSENT**

**OTHERS PRESENT**

Randall Kippenbrock, Executive Director, SWMA  
Rosalie Cardenas, SWMA  
Nancy Long, Long, Komer and Associates  
Les Francisco, Santa Fe County  
Erica Martinez, SWMA  
Danita Boittner, SWMA  
Shirleen Sitton, Environmental Services, City of Santa Fe  
Laura McAllister  
Elizabeth Martin, Stenographer

**\*ALL ATTENDANCE WAS VIRTUAL**

**III. APPROVAL OF AGENDA**

**MOTION** A motion was made by Commissioner Hamilton, seconded by Councilor Vigil Coppler, to approve the agenda as presented.

**VOTE** The motion passed unanimously by roll call vote as follows:

Chair Hansen, yes; Councilor Vigil Coppler, yes; Councilor Roman Abeyta, yes; Commissioner Moreno, yes; Commissioner Hamilton, yes; Councilor Garcia, yes.

#### **IV. APPROVAL OF CONSENT CALENDAR**

**MOTION** A motion was made by Councilor Abeyta, seconded by Councilor Vigil Coppler, to approve the consent calendar as presented.

**VOTE** The motion passed unanimously by roll call vote as follows:

Chair Hansen, yes; Councilor Vigil Coppler, yes; Councilor Abeyta, yes; Commissioner Moreno, yes; Commissioner Hamilton, yes; Councilor Garcia, yes.

#### **V. APPROVAL OF MINUTES MARCH 19, 2020**

**MOTION** A motion was made by Commissioner Moreno, seconded by Commissioner Hamilton, to approve the minutes as presented.

**VOTE** The motion passed unanimously by roll call vote as follows:

Chair Hansen, yes; Councilor Vigil Coppler, yes; Councilor Abeyta, yes; Commissioner Moreno, yes; Commissioner Hamilton, yes; Councilor Garcia, yes.

#### **VI. MATTERS FROM THE PUBLIC**

Ms. McAllister said she wanted to express her concern with the closure of the recycling stations.

Chair Hansen explained that we are following the Governor's orders to ensure people are staying at home and that nonessential entities are closed. We have had one SWMA employee test positive for the coronavirus. We are doing all we can to protect our employees and the public.

Ms. McAllister asked if there is any drop off for recycling.

Chair Hansen said the City has closed all of the recycling drop off stations in compliance with the Governor's orders. Only essential trash is taken at BuRRT for the time being.

Ms. McAllister said she knows they are doing the best they can.

## VII. CONSENT CALENDAR

- A. REQUEST FOR APPROVAL TO AWARD BID '20/13/B TO TRI CON WORKS, LLC OF HOUSING, TX, FOR THE PHASE 3 - LANDFILL GAS (LFG) COLLECTION SYSTEM EXPANSION CONSTRUCTION PROJECT AT CAJA DEL RIO LANDFILL IN THE AMOUNT OF \$225,512.05; AND
1. APPROVAL OF BUDGET INCREASE TO 8120860.572970 (WIP - PHASE 3 LFG COLLECTION SYSTEM CONSTRUCTION) FROM 812.100700 (LANDFILL GAS COLLECTION RESERVE FUND CASH) IN THE AMOUNT OF \$225,512.05.

Approved on consent.

- B. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO THE SERVICES AGREEMENT WITH NATURAL EVOLUTION OF TULSA, OK, FOR ELECTRONIC WASTE RECYCLING SERVICES AT BUCKMAN ROAD RECYCLING AND TRANSFER STATION (RFP NO. '16/36/P); AND
1. INCREASE THE AMOUNT OF COMPENSATION BY \$25,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$175,000.
  2. APPROVAL OF BUDGET INCREASE TO 8100852.510310 (SERVICE CONTRACT) FROM 810.100700 (OPERATING FUND CASH BALANCE) IN THE AMOUNT OF \$25,000.

Approved on consent.

## VIII. MATTERS FROM THE EXECUTIVE DIRECTOR

- A. DISCUSSION AND POSSIBLE ACTION ON MEASURES TO MITIGATE THE IMPACTS OF THE COVID 19 (CORONAVIRUS) PANDEMIC.

Mr. Kippenbrock said it has been six weeks since this virus became a pandemic. He would like to share with the Board the COVID 19 at BuRRT report.

Mr. Kippenbrock showed the report electronically to the Board and reviewed it.

The report is herewith attached to these minutes as Exhibit "1".

Chair Hansen said she and Mr. Kippenbrock speak almost daily about what he is doing to ensure the safety of everyone. She is grateful for his regular updates.

Commissioner Moreno asked what the status was at the transfer locations.

Chair Hansen relied that the County status is that the stations have not shut down, but people have to have a punch card to show they are a County resident.

Mr. Francisco said we are doing business as usual on Wednesday through Sunday. We have cut down the activity on the tipping floor and the recycling center hours and collection to one load a day.

Chair Hansen said we worked on frequently asked questions and have sent them to you and posted them on the SWMA website. Mr. Kippenbrock has posted information about the limited hours and what is open and what is closed.

Councilor Vigil Coppler said thank you for the frequently asked questions. That was very helpful in answering constituent questions and concerns. How is the employee morale and are you having any trouble obtaining PPEs for employees.

Mr. Kippenbrock said the heightened alert process we have implemented has helped employee morale. The first three weeks were very stressful for staff. As to PPEs, our site manager inventoried our PPE materials and determined we have a one month supply. We had been struggling to obtain PPEs, but they are becoming more available now.

Councilor Vigil Coppler said thank you for taking charge, Mr. Kippenbrock and for making critical decisions. She knows it is not easy.

Chair Hansen said Randall is working seven days a week.

Commissioner Hamilton said she knows how hard Mr. Kippenbrock and staff are working. Thank you for your efforts. You have her support for what you are doing.

Councilor Garcia said thank you Randall for providing information to us. Keep up the good work. Is there a plan if more employees test positive.

Mr. Kippenbrock said right now we have no overlapping crews. We learned about the test results on Tuesday and implemented the guidelines to inform other employees. Two employees were asked to take the rest of the week off. We reported the case per procedures. The two employees returned to work the following Monday with no symptoms. Everyone is pitching in to sanitize throughout the day. We have a cleaning company that comes in at night five days a week.

Councilor Garcia said thank you for your dedicated service and please thank

your staff.

Mr. Kippenbrock said he also wanted to thank Sarah Smith for helping us get our packets out for the meeting.

#### **B. FY-19 AUDIT UPDATE**

Mr. Kippenbrock reported that they did not meet the deadline of December 19<sup>th</sup>. It has been pushed out to June, 30, 2020. We have been given the green light to submit our trial balance and have submitted all the documents to the auditor. We have a meeting with them next week. We need to get some necessary information from the City.

Ms. Martinez said the entrance conference with the auditor is tomorrow. We are hopeful that we can meet the June 30<sup>th</sup> deadline.

Commissioner Hamilton asked did we get the extension because we missed the December deadline due to the City accounting lag.

Ms. Martinez said we missed the deadline because the City did not have a trial balance for us. We provided the auditors with our trial balance.

Mr. Hamilton said there has been some illegal dumping. Out of concern for that we expanded ways for the public to contact us if they saw it happening and we increased patrols around the area.

Chair Hansen said she was extremely grateful that they started patrolling and picking up illegally dumped waste. The most we can do is ask people to be patient so we can follow the Governor's orders.

#### **IX. MATTERS FROM THE BOARD**

Chair Hansen said she wanted to also thank Sarah for helping get the packets out and for her help with the frequently asked questions.

#### **X. MATTERS FROM STAFF - AGENCY, CITY, COUNTY**

Mr. Kippenbrock said he wanted to thank Shirlene Sitton for her help in getting the word out about closures City wide and on social media.

#### **XI. NEXT MEETING DATE MAY 21, 2020**

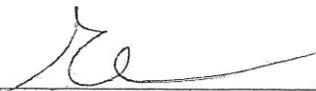
**XII. ADJOURNMENT**

There being no further business before the Board the meeting adjourned at 5:55 pm.

Attested to by:

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Commissioner Anna Hamilton, Chair

\_\_\_\_\_  
Geraldine Salazar  
Santa Fe County Clerk

  
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Elizabeth Martin, Stenographer