

SUMMARY OF ACTION
SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
MEETING HELD TELEPHONICALLY
THURSDAY, MARCH 19, 2020, 5:00 PM

| <u>ITEM</u> | <u>ACTION</u> | <u>PAGE</u> |
|--|---------------------|-------------|
| CALL TO ORDER | | 1 |
| ROLL CALL | QUORUM | 1 |
| APPROVAL OF AGENDA | APPROVED | 1-2 |
| APPROVAL OF CONSENT AGENDA | APPROVED | 2 |
| APPROVAL OF MINUTES | APPROVED | 2 |
| MATTERS FROM THE PUBLIC | NONE | 2 |
| <u>CONSENT CALENDAR</u> | | |
| REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE SERVICES AGREEMENT WITH PRO-MOTION TRANSPORTATION, LLC OF ESPANOLA, NM, FOR THE GLASS HAULING SERVICES FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION (RFB '18/09/B). | APPROVED ON CONSENT | 2-3 |
| REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A. ("CONCENTRA") OF ADDISON, TX, FOR EMPLOYEE MEDICAL SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY (RFP '18/10/P) | APPROVED ON CONSENT | 3 |

SFC CLERK RECORDED 04/22/2020

REQUEST FOR APPROVAL TO PURCHASE EIGHT (8) MICHELIN XTS 33.25 R29 EARTHMOVER TIRES FOR UNITS 1324 AND 1334 (623G CATERPILLAR WHEEL TRACTOR-SCRAPERS) AT CAJA DEL RIO LANDFILL FROM PURCELL TIER AND SERVICE CENTER OF ALBUQUERQUE, NM, UNDER BUYBOARD COOPERATIVE PURCHASING CONTRACT NO. 553-18 IN THE AMOUNT OF \$63,480.35. APPROVED ON CONSENT 3

REQUEST FOR APPROVAL OF SERVICE AGREEMENTS WITH A-LIGN OF TAMPA, FL, AND AUDIT LIAISON OF TAMPA, FL, TO PROVIDE PCI COMPLIANCE FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY IN THE TOTAL AMOUNT OF \$30,500 APPROVED ON CONSENT 3-4

REQUEST FOR APPROVAL TO WRITE-OFF BAD DEBT ACCOUNTS FOR FY-20 IN THE AMOUNT OF \$553.25. APPROVED ON CONSENT 4

REQUEST FOR APPROVAL OF SOLE SOURCE VENDORS.

- 1. ANDELA PRODUCTS, LTD., RICHFIELD SPRINGS, NY APPROVED ON CONSENT 4
- 2. BANDIT INDUSTRIES, REMUS, MI
- 3. CP MANUFACTURING INC., SAN DIEGO, CA
- 4. MEGA CORPORATION, ALBUQUERQUE, NM
VAN DYK BALER CORP. (VAN DYK RECYCLING SOLUTIONS), STAMFORD, CT

REQUEST FOR APPROVAL OF RESOLUTION 2020- _____, A RESOLUTION DETERMINING REASONABLE NOTICE FOR PUBLIC MEETINGS OF THE SANTA FE SOLID WASTE MANAGEMENT AGENCY. APPROVED ON CONSENT 4

SFC CLERK RECORDED 04/22/2020

VIII. MATTERS FROM THE EXECUTIVE DIRECTOR

| | | |
|--|------------------------|-----|
| PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON THE RECOMMENDATIONS FROM THE COST-BENEFIT ANALYSIS OF NEW WATER TRUCK OR NEW WATER LINE FOR THE CAJA DEL RIO LANDFILL. | POSTPONED | 4 |
| MATTERS FROM THE BOARD | INFORMATION/DISCUSSION | 5 |
| MATTERS FROM STAFF - AGENCY, CITY, COUNTY | INFORMATION/DISCUSSION | 5 |
| NEXT MEETING DATE | APRIL 16, 2020 | 5-6 |
| ADJOURNMENT | ADJOURNED | 6 |

**SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
MEETING HELD TELEPHONICALLY
THURSDAY, MARCH 19, 2020, 5:00 PM**

I. CALL TO ORDER

The 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, February 20, 2020, telephonically. All votes will be taken as roll call votes.

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
Olivia Romo, Assistant to Commissioner Moreno x
Erica Martinez, SWMA
Shirleen Sitton, Environmental Services, City of Santa Fe
Elizabeth Martin, Stenographer

III. APPROVAL OF AGENDA

Mr. Kippenbrock said he would like to postpone item 8 A. Due to the virus the consultants were unable to attend today.

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

VOTE The motion passed unanimously by roll call vote as follows:
Chair Hansen, yes; Commissioner Hamilton, yes; Councilor Abeyta, yes; Commissioner Moreno, yes; Councilor Vigil Coppler, yes; Councilor Garcia, yes.

IV. APPROVAL OF CONSENT AGENDA

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

VOTE The motion passed unanimously by roll call vote as follows:
Chair Hansen, yes; Commissioner Hamilton, yes; Councilor Abeyta, yes; Commissioner Moreno, yes; Councilor Vigil Coppler, yes; Councilor Garcia, yes.

V. APPROVAL OF MINUTES

Chair Hansen said on page 2, item 4 the person who seconded the motion was Commissioner Hamilton.

Ms. Long said right above the change Hansen is misspelled.

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

VOTE The motion passed by a roll call vote of 4 yes and 1 abstention as follows:
Chair Hansen, yes; Commissioner Hamilton, yes; Councilor Abeyta, yes; Commissioner Moreno, yes; Councilor Garcia, yes; Councilor Vigil Coppler, abstained.

VI. MATTERS FROM THE PUBLIC

None.

VII. CONSENT CALENDAR

A. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE SERVICES AGREEMENT WITH PRO-MOTION TRANSPORTATION, LLC OF ESPANOLA, NM, FOR THE GLASS HAULING SERVICES FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION (RFB

'18/09/B); AND

1. EXTEND THE TERM OF THE AGREEMENT THROUGH MARCH 15, 2021.
2. INCREASE THE AMOUNT OF COMPENSATION BY \$82,875 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$289,425.

Approved on consent.

B. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A. ("CONCENTRA") OF ADDISON, TX, FOR EMPLOYEE MEDICAL SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY (RFP '18/10/P); AND

1. EXTEND THE TERM OF THE AGREEMENT THROUGH NOVEMBER 9, 2020.
2. INCREASE THE AMOUNT OF COMPENSATION BY \$20,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$62,000.

Approved on consent.

C. REQUEST FOR APPROVAL TO PURCHASE EIGHT (8) MICHELIN XTS 33.25 R29 EARTHMOVER TIRES FOR UNITS 1324 AND 1334 (623G CATERPILLAR WHEEL TRACTOR-SCRAPERS) AT CAJA DEL RIO LANDFILL FROM PURCELL TIRE AND SERVICE CENTER OF ALBUQUERQUE, NM, UNDER BUYBOARD COOPERATIVE PURCHASING CONTRACT NO. 553-18 IN THE AMOUNT OF \$63,480.35; AND

1. APPROVAL OF BUDGET INCREASE TO 8100851.530900 (TIRES) FROM 810.100700 (OPERATIVE FUND CASH BALANCE) IN THE AMOUNT OF \$63,480.35.

Approved on consent.

D. REQUEST FOR APPROVAL OF SERVICE AGREEMENTS WITH ALIGN OF TAMPA, FL, AND AUDIT LIAISON OF TAMPA, FL, TO PROVIDE PCI COMPLIANCE FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY IN THE TOTAL AMOUNT OF \$30,500; AND

1. APPROVAL OF BUDGET INCREASE TO 8100852.51050 (COMPLIANCE SERVICES) FROM 810.100700 (OPERATING FUND CASH BALANCE) IN THE AMOUNT OF \$30,500.
2. AUTHORIZE THE EXECUTIVE DIRECTOR TO ACT AS THE SIGNATORY AUTHORITY FOR THE SERVICE AGREEMENTS WITH A-LIGN AND AUDIT LIAISON.

Approved on consent.

- E. REQUEST FOR APPROVAL TO WRITE-OFF BAD DEBT ACCOUNTS FOR FY-20 IN THE AMOUNT OF \$553.25.

Approved on consent.

- F. REQUEST FOR APPROVAL OF SOLE SOURCE VENDORS.
 1. ANDELA PRODUCTS, LTD., RICHFIELD SPRINGS, NY
 2. BANDIT INDUSTRIES, REMUS, MI
 3. CP MANUFACTURING INC., SAN DIEGO, CA
 4. MEGA CORPORATION, ALBUQUERQUE, NM
 5. VAN DYK BALER CORP. (VAN DYK RECYCLING SOLUTIONS), STAMFORD, CT

Approved on consent.

- G. REQUEST FOR APPROVAL OF RESOLUTION 2020-_____, A RESOLUTION DETERMINING REASONABLE NOTICE FOR PUBLIC MEETINGS OF THE SANTA FE SOLID WASTE MANAGEMENT AGENCY.

Approved on consent.

VIII. MATTERS FROM THE EXECUTIVE DIRECTOR

- A. PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON THE RECOMMENDATIONS FROM THE COST-BENEFIT ANALYSIS OF NEW WATER TRUCK OR NEW WATER LINE FOR THE CAJA DEL RIO LANDFILL. Todd Burt, P.E. and Jeanette Walther, P.E., Bohannon Huston, Inc.

Postponed.

IX. MATTERS FROM THE BOARD

Councilor Vigil Coppler asked what measures have been taken with the staff regarding the virus.

Mr. Kippenbrock said we have taken numerous steps and have upped our level of sanitization for employees, given them gloves and have asked that they wash their hands as frequently as possible. We are trained on procedures for blood borne pathogens at all our facilities. This not a blood borne pathogen, but the protocols are similar as are the precautions. He is encouraging staff to take sick leave if they are sick and to see their healthcare providers. He intends to reduce the operating hours at the landfill and at BuRRT starting Monday and going through the month of April. This is a very stressful time for everyone. Right now BuRRT is open from 8:00 am to 4:45 pm. We will change that to 8:00 am to 3:00 pm. We are encouraging customers to maintain social distance between each other and staff. We are limiting loads to one a day per customer. The landfill will close at 4:00 pm rather than 5:00 pm and on Saturdays they will close at 1:00 pm. This will allow us to de-stress ourselves and clean the office areas and do wipe downs inside the building and equipment. We will pay staff for the full day.

Councilor Vigil Coppler said very good. She appreciates his efforts.

Chair Hansen said this is one of the reasons why we need to have adequate broadband to do these meetings telephonically. The next emergency bill coming out, according to the Association of Counties, will be to provide additional broadband capabilities.

X. MATTERS FROM STAFF - AGENCY, CITY, COUNTY

Ms. Sitton said she wants to make sure we are in communication on services provided. She wants to make sure we are able to dump if we have fewer employees and takes longer. We will work together on that.

Commissioner Hamilton said Trash Amnesty Day is scheduled in April. What is the status of that.

Mr. Kippenbrock said it has been postponed. We will reevaluate it at the end of April.

Chair Hansen said that is a good idea.

Ms. Sitton said we are just starting to get public information out. We supplied a press release about safety and recycling for our workers. She will work with Randall and his staff to get information out as well.

XI. NEXT MEETING DATE

APRIL 16, 2020

Chair Hansen said she wanted to reemphasize the poor quality of this call. Please check into a better system for our next call.

Mr. Kippenbrock said he will do that.

XII. ADJOURNMENT

There being no further business before the Committee the meeting adjourned at 5:30 pm.

Anna Hansen
Commissioner Anna Hansen, Chair

Attested to by:

Geraldine Salazar
Geraldine Salazar
Santa Fe County Clerk

Elizabeth Martin
Elizabeth Martin, Stenographer

April 21, 2020



SFC CLERK RECORDED 04/22/2020

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

SWAC MINUTES
PAGES: 9

I Hereby Certify That This Instrument Was Filed for Record On The 22ND Day Of April, 2020 at 11:02:52 AM and Was Duly Recorded as Instrument # 1914557 of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy *Estrella Martinez* County Clerk, Santa Fe, NM

