

SUMMARY OF ACTION
SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
HYBRID IN-PERSON AND VIRTUAL MEETING
THURSDAY, NOVEMBER 16, 2023, 4:00 PM
SANTA FE COUNTY ADMINISTRATION COMPLEX
100 CATRON STREET, SANTA FE, NM
GRANT CONFERENCE ROOM, SECOND FLOOR

<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 MINUTES	APPROVED	2
MATTERS FROM THE PUBLIC	NONE	2
APPROVAL OF CONSENT CALENDAR	APPROVED	2
<u>CONSENT CALENDAR</u>		
REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO THE SERVICES AGREEMENT WITH AMBITIONS TECHNOLOGY GROUP, LLC OF ALBUQUERQUE, NM FOR MANAGED IT SERVICES (RFP NO. 21/01/P)	APPROVED ON CONSENT	2-3
REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO THE SERVICES AGREEMENT WITH VEOLIA ES TECHNICAL SOLUTIONS, LLC OF HENDERSON, CO, FOR HOUSEHOLD HAZARDOUS	APPROVED ON CONSENT	3

WASTE COLLECTION SERVICES
AT BUCKMAN ROAD RECYCLING
AND TRANSFER STATION
(RFP NO. 21/16/P)

REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SCS ENGINEERS OF BEDFORD, TX, FOR AIR QUALITY PERMITTING AND COMPLIANCE REPORTING AND ENGINEERING AND OPERATION AND MAINTENANCE SERVICES FOR THE CAJA DEL RIO LANDFILL GAS COLLECTION SYSTEM (RFP NO. 22/16/P)	APPROVED ON CONSENT	3
REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A. ("CONCENTRA" OF ADDISON, TX, FOR EMPLOYEE MEDICAL SERVICES (RFP NO. 22/18/P)	APPROVED ON CONSENT	3-4
REQUEST FOR APPROVAL OF THE 2024 MEETING CALENDAR	APPROVED ON CONSENT	4
<u>MATTERS FROM THE EXECUTIVE DIRECTOR</u>		
UPDATE ON THE FY22 AND 23 ANNUAL AUDITS.	INFORMATION/DISCUSSION	4-6
UPDATE ON THE CAJA DEL RIO COALITION FALL CLEANUP - NOVEMBER 4, 2023	INFORMATION/DISCUSSION	6
UPDATE ON THE FREE HHW COLLECTION EVENT -	INFORMATION/DISCUSSION	6

NOVEMBER 4, 2023

UPDATE ON THE 2024 RESIDENTIAL FREE DAYS	INFORMATION/DISCUSSION	6-7
MATTERS FROM STAFF - AGENCY, CITY, COUNTY	INFORMATION/DISCUSSION	7-8
MATTERS FROM THE BOARD	INFORMATION/DISCUSSION	8-9
EXECUTIVE SESSION	POSTPONED	9
EXECUTIVE SESSION ACTION	POSTPONED	9
NEXT MEETING DATE	FEBRUARY 15, 2024	9
ADJOURNMENT	ADJOURNMENT	10

**SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
HYBRID IN-PERSON AND VIRTUAL MEETING
THURSDAY, NOVEMBER 16, 2023, 4:00 PM
SANTA FE COUNTY ADMINISTRATION COMPLEX
100 CATRON STREET, SANTA FE, NM
GRANT CONFERENCE ROOM, SECOND FLOOR**

I. CALL TO ORDER

The meeting of the Santa Fe Solid Waste Management Agency Joint Powers Board was called to order by Chair Garcia at 4:04 pm on Thursday, November 16, 2023 and was held in-person and virtually.

II. ROLL CALL

MEMBERS PRESENT

Commissioner Anna Hansen
Commissioner Justin Greene
Councilor Christopher Rivera
Councilor Michael Garcia, Chair
(One Vacancy)

MEMBERS ABSENT

Commissioner Camilla Bustamante, Excused

OTHERS PRESENT

Randall Kippenbrock, Executive Director, SWMA
Rosalie Cardenas, SWMA
Jonas Nahoum, Long and Komer
Les Francisco, Santa Fe County, Solid Waste Superintendent
Thomasina Chavez, SWMA
Shirleen Sitton, Director, Environmental Services, City of Santa Fe
Danita Boettner, SWMA
Elizabeth Martin, Stenographer

III. APPROVAL OF AGENDA

Commissioner Hansen said she would like to move the Executive Session items to a future meeting to ensue that all of the Board members are present. The items to be removed from the agenda today are items XI (A) and XII (A).

MOTION A motion was made by Commissioner Hansen, seconded by Councilor Rivera, to approve the agenda as amended.

VOTE The motion passed on a roll call vote as follows:

Commissioner Hansen, yes; Commissioner Greene, yes; Councilor Rivera, yes; Chair Garcia, yes.

IV. APPROVAL OF MINUTES

A. REGULAR MEETING - OCTOBER 19, 2023

MOTION A motion was made by Commissioner Hansen, seconded by Councilor Rivera, to approve the minutes as presented.

VOTE The motion passed on a roll call vote as follows:

Commissioner Hansen, yes; Commissioner Greene, yes; Councilor Rivera, yes; Chair Garcia, yes.

V. MATTERS FROM THE PUBLIC

None.

VI. APPROVAL OF CONSENT CALENDAR

MOTION A motion was made by Councilor Rivera, seconded by Commissioner Hansen, to approve the Consent Calendar as presented.

VOTE The motion passed on a roll call vote as follows:

Commissioner Hansen, yes; Commissioner Greene, yes; Councilor Rivera, yes; Chair Garcia, yes.

VII. CONSENT CALENDAR

A. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO THE SERVICES AGREEMENT WITH AMBITIONS TECHNOLOGY GROUP, LLC OF ALBUQUERQUE, NM FOR MANAGED IT SERVICES (RFP NO. 21/01/P); AND

- 1. EXTEND THE TERM OF THE AGREEMENT THROUGH NOVEMBER 19, 2024.**

2. INCREASE THE COMPENSATION BY \$66,500 FOR A TOTAL AMOUNT NOT TO EXCEED \$240,600.
3. APPROVAL OF BUDGET INCREASE FROM 810.100700 (OPERATING FUND CASH BALANCE) TO BE APPORTIONED BETWEEN 8100851.510310 (LANDFILL SERVICE CONTRACTS) AND 8100852.510310 (BURRT SERVICE CONTRACTS) IN THE TOTAL AMOUNT OF \$66,500.

Approved on consent.

B. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO THE SERVICES AGREEMENT WITH VEOLIA ES TECHNICAL SOLUTIONS, LLC OF HENDERSON, CO, FOR HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES AT BUCKMAN ROAD RECYCLING AND TRANSFER STATION (RFP NO. 21/16/P) ; AND

1. EXTEND THE TERM OF THE AGREEMENT THROUGH NOVEMBER 19, 2024.
2. INCREASE THE UNIT PRICING FOR YEAR 4.

Approved on consent.

C. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SCS ENGINEERS OF BEDFORD, TX, FOR AIR QUALITY PERMITTING AND COMPLIANCE REPORTING AND ENGINEERING AND OPERATION AND MAINTENANCE SERVICES FOR THE CAJA DEL RIO LANDFILL GAS COLLECTION SYSTEM (RFP NO. 22/16/P); AND

1. EXTEND THE TERM OF THE AGREEMENT THROUGH NOVEMBER 18, 2024.
2. INCREASE THE COMPENSATION BY \$9,448.86 FOR A TOTAL AMOUNT NOT TO EXCEED \$349,266.86.

Approved on consent.

D. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A. ("CONCENTRA") OF ADDISON, TX, FOR EMPLOYEE MEDICAL SERVICES (RFP NO.

22/18/P); AND

- 1. EXTEND THE TERM OF THE AGREEMENT THROUGH NOVEMBER 18, 2024.**

Approved on consent.

- E. REQUEST FOR APPROVAL OF THE 2024 MEETING CALENDAR.**

Approved on consent.

VIII. MATTERS FROM THE EXECUTIVE DIRECTOR

- A. UPDATE ON THE FY22 AND 23 ANNUAL AUDITS.**

Ms. Chavez said she spoke with the current auditors and was told that we can expect to see the financial statements on Monday for she and the Director to review for the 2022 audit. The exit conference will be on November 29th.

Commissioner Greene asked if the date promised by the City of December 4th is still happening.

Ms. Chavez said yes. For fiscal year 23 the entrance conference for the City is on Monday.

Chair Garcia asked it is scheduled for the City, but not for SWMA.

Ms. Chavez said we don't have a trial balance to give them.

Chair Garcia asked if the City has a trial balance.

Mr. Kippenbrock said at the City exit conference on Monday timeliness was still up in the air. They did mention that the City would have the trial balance on December 15th. We will not have 23 in on time. We will be sending a late notice to the State Auditor.

Chair Garcia asked the City representative has said that the trial balance will not be ready until December 15th.

Mr. Kippenbrock said yes. It will be given to the auditors on December 15th.

Councilor Rivera asked if the late letter comes from the City.

Mr. Kippenbrock said it will come from SWMA and CRI.

Councilor Rivera asked if the quarterly updates are done by each entity individually as well.

Mr. Kippenbrock said yes.

Councilor Rivera said if the trial balance will not be done until December 15th for the City, you are still behind due to the timing of the City.

Ms. Chavez said correct. We are on hold for them.

Commissioner Hansen said at BDD we asked about separating BDD and SWMA from the City audits. We were told that is not possible because we are not a Government independent agency. She has spoken over the years with Randall about moving to the County as the fiscal agent after the audits are caught up. Severing BDD is more complicated because they are so tied to the Water Department.

Commissioner Greene said he understands the potential of the County taking over, but there is a third option. We could become an independent agenda. Have we talked about that.

Commissioner Hansen said she thinks that would be a much more difficult undertaking. She mentioned at BDD that they become a regional water authority. It would take more staffing and is much more complicated. It is an ongoing discussion. It is up to the Board, in talking with Randall, to see how he wants to approach this.

Chair Garcia said given the information shared by the City that the trial balance will not be ready until December 15th, wouldn't that be grounds for us to go ahead and inform the State Auditor that we will be late. We should be proactive about this. He would like us to do that.

Mr. Kippenbrock said the information was shared by CRI to SWMA about the trial balance.

Ms. Chavez said she asked the auditors about that today. She is going to start preparing that letter.

Chair Garcia said this is an issue where time is of the essence.

Ms. Chavez said we have a draft that we are updating. CRI will review it. Randall said let's try to do it between now and the 15th.

Chair Garcia said once CRI becomes aware that it will be late they are required to notify the State Auditor. What is the reason for the delay.

Mr. Kippenbrock said he can go back to CRI and let them know that we need to

get the letter out.

Chair Garcia said his position is to let the State Auditor know as soon as possible.

Ms. Chavez said she will get with CRI.

Commissioner Hansen said please do that and let the Chair know.

Chair Garcia said it is his opinion that December 4th is weeks away. That is not letting the State Auditor know as soon as possible. He wants us to be proactive. He is happy to get on the call with CRI.

Councilor Rivera said you said November 29th is the exit interview for SWMA. When is the exit interview for BDD.

Commissioner Hansen said she does not know.

Chair Garcia said thank you staff. This is a very challenging time. A lot of it is out of your control. He appreciated all you are doing to keep the ball rolling.

B. UPDATE ON THE CAJA DEL RIO COALITION FALL CLEANUP - NOVEMBER 4, 2023.

Mr. Kippenbrock said this clean up happened on November 4th. We received a request from Mr. Black, who is in charge of the coalition. We set out a roll off for the coalition and then set out a second one for them. We collected four tons of materials. They were satisfied with our assistance and are going to try to do cleanups two to three times a year.

Commissioner Hansen thanked Mr. Kippenbrock for all his help with the cleanup.

C. UPDATE ON THE FREE HHW COLLECTION EVENT - NOVEMBER 4, 2023.

Mr. Kippenbrock said also on November 4th we had the HHW event. It was a very good event. We had 430 participants and an additional 400 vehicles that were not part of the event. We collected almost a full semi load. 26,000 pounds. It then goes to Albuquerque for processing. He has been thinking about how we can make it better. It is very labor intensive. The Santa Fe High School wrestlers helped us.

D. UPDATE ON THE 2024 RESIDENTIAL FREE DAYS.

Mr. Kippenbrock said we are moving toward having HHW and e-waste free

events on the first Saturday of February through November, each month, at the HHW Center rather than having everyone come the same day. We will have free green waste days on the first weekend of March, April, May and June and are looking at extending that to July, August, September and October. The free tire operations will stay the same. It will be different for the free trash days. They will only be at Caja del Rio rather than at both the landfill and the transfer station. It will be trial and error for awhile to see if we can make it work.

Commissioner Greene congratulated Mr. Kippenbrock for keeping things open. We just passed a Resolution at the County regarding closures. If possible, at a future meeting, he would like to see the car counts for each day to find out which days are the most popular. That would be helpful. Also at BuRRT and Caja as well so we can compare what we are doing at the County.

Mr. Kippenbrock said BuRRT is open seven days a week. When we close for a holiday we are slammed the next day. The number of vehicles BuRRT can handle is around 300. We are experiencing 400 plus and that creates a huge line. We are looking at moving some of the operations to other locations.

Councilor Rivera asked have the changes in the City schedule relieved any of the traffic at Caja del Rio.

Mr. Kippenbrock said residential comes Monday through Thursday. It works great. Thank you for Shirleen for that. They are more efficient on four 10 hour days.

Councilor Rivera asked does that provide any flexibility.

Mr. Kippenbrock said we still have private haulers on Fridays. Caja is closed on Sundays.

Chair Garcia thanked Mr. Kippenbrock for all he does.

IX. MATTERS FROM STAFF - AGENCY, CITY, COUNTY

Ms. Sitton said we had a recycle fashion show and it was a lot of fun. Thanksgiving pick up will be delayed by a day. Christmas and New Years Day are on Mondays so those week's collection will change. We are just wrapping up our calendar for next year. She supports Mr. Kippenbrock's efforts to move some of the events to other sites. Free days are extremely expensive. The prices for HHW are dirt cheap at BuRRT and they make the public think that is the only day they can come.

Commissioner Hansen said she lives in the City and needs a new top on one of her cans and a wheel on another.

Ms. Sifton gave Commissioner Hansen an email and phone number to contact for assistance.

Councilor Rivera noted that she will need to have the serial number from her cans ready so that she can give that information to customer service.

Ms. Boettner said it will be interesting to see how the changes for next year will work. We will roll with it and adapt. Assisting the coalition with the clean up was an easy assist. We are limited to ten tons a year under Randall's authority. If we are going to go over that it requires Board authority.

Mr. Francisco said we had three clean ups. We had them in Tesuque, La Cienega and on 14 by the Allsup. All of them went well. We have been discussing the operations and pay at BuRRT. He has lost three people to Randall over the years. We are currently five employees short.

Commissioner Greene said he is trying to give you support.

Mr. Francisco said we appreciate that. We have a great bunch of people here.

Commissioner Greene said feel free to reach out to him if you need anything.

Commissioner Hansen said thank you for all your hard work.

Commissioner Greene thanked Mr. Francisco for helping Tesuque.

Chair Garcia said thank you to all of you.

X. MATTERS FROM THE BOARD

Commissioner Hansen commented that in November our meeting always conflicts with MPO. She is wondering if you, Randall, and Erick could work that out.

Chair Garcia said we can amend the schedule as necessary.

Mr. Kippenbrock said we can adjust accordingly.

Councilor Rivera said our next meeting is February 15th. The Executive Session was moved to that meeting. He will be done as a Councilor and member of this Board.

Mr. Nahoum said he recommends calling a special meeting in December for that one issue.

Commissioner Hansen said thank you Councilor Rivera for your service. She is

grateful for your dedication, time and thoughtfulness.

Councilor Rivera said one of his proudest moments was when all of us got together to work on the MRC.

Commissioner Greene said thank you again Mr. Kippenbrock for helping Tesuque. Thank you Councilor Rivera. You are a great Councilor. Congratulations Chair Garcia on four more years.

Chair Garcia said thank you Councilor Rivera for all your tours of duty on SWMA. He is looking forward to a couple of more meetings with you on the Council.

Chair Garcia said in the State Auditor Rules, on page 12, section 5, it addressed reporting dates for late audits.

Chair Garcia read the pertinent part of the rules saying it says an auditor must notify the State Auditor as soon as he learns that an audit will be late. That is the reason for taking action immediately.

Chair Garcia thanked Mr. Kippenbrock and Ms. Chavez for their great work.

Chair Garcia said we will have to schedule that special meeting. He will work with Mr. Kippenbrock off line to do that.

XI. EXECUTIVE SESSION

A. DISCUSSION OF LIMITED PERSONNEL MATTERS REGARDING THE EXECUTIVE DIRECTOR, PURSUANT TO NMSA 1978, SECTION 10-15-1 (H)(2).

This item was postponed to a special meeting.

XII. EXECUTIVE SESSION ACTION

A. POSSIBLE ACTION(S) REGARDING THE EMPLOYMENT AGREEMENT BETWEEN THE EXECUTIVE DIRECTOR AND SANTA FE SOLID WASTE MANAGEMENT AGENCY.

This item was postponed to a special meeting.

XIII. NEXT MEETING DATE: FEBRUARY 15, 2024

Chair Garcia said we will have a special meeting in December.

XIV. ADJOURNMENT

MOTION A motion was made by Commissioner Hansen, seconded by Councilor Rivera, to adjourn the meeting.

VOTE The motion passed on a roll call vote as follows:

Commissioner Hansen, yes; Councilor Rivera, yes; Chair Garcia, yes.

There being no further business before the Board, the meeting adjourned at 5:16 pm.

Attested to By:


Geraldyn Cardenas, Interim City Clerk


Councilor Michael Garcia, Chair

Elizabeth Martin

Elizabeth Martin, Stenographer

