

AMENDED AGENDA
Update Item VII B(1)

REGULAR MEETING

CITY CLERK'S OFFICE

DATE 3/14/16 TIME 10:54a

SERVED BY Rosalee Cardenas

RECEIVED BY [Signature]

SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD

MARCH 17, 2016

5:00 P.M.

LEGAL CONFERENCE ROOM

SANTA FE COUNTY ADMINISTRATION BUILDING

102 GRANT AVENUE

SANTA FE, NM

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Consent Calendar**
- V. Approval of Minutes:** Regular Meeting – January 21, 2016
- VI. Matters from the Public**
- VII. Consent Calendar**
 - A. Request for Approval of Amendment No. 1 to Extend the Term and Increase the Professional Services Agreement with CDM Smith Inc. of Albuquerque, NM, for Engineering Design and Permitting Services for the Permit Renewal and Modification for the Buckman Road Recycling and Transfer Station in the Amount of \$68,253.00 (RFP No. '15/03/P).
 - (1) Approval of Budget Increase to 52522.572950 (WIP Start-Up Cost for BuRRT Renewal and Modification - Expense) from 5507.100700 (Landfill Permitting Reserve Fund) in the Amount of \$68,253.00.
 - B. Request for Approval of Amendment No. 2 to Increase the Services Agreement with Allied Electric, Inc. of Santa Fe, NM, for On-Call Electrical Services for the Santa Fe Solid Waste Management Agency in the Amount of \$15,000.00 (RFB No. '15/25/B).
 - (1) Approval of Budget Increase from 5500.100700 (Operating Fund Cash) to be Apportioned between 52504.520100 (Repair and Maintenance of Building/Structure) and 52504.520200 (Repair and Maintenance of Grounds/Roads) in the Total Amount of \$15,000.00.
 - C. Request for Approval to Purchase a Caterpillar 308 E2 Mini Hydraulic Excavator from Wagner Equipment Company of Albuquerque, NM, Through the BuyBoard Cooperative Purchasing Under Contract No. 424-13 for the Buckman Road Recycling and Transfer Station in the Amount of \$101,148.00.
 - (1) Approval of Budget Increase to 52504. 570500 (Capital Outlay – Equipment and Machinery) from 5502.100700 (Equipment Replacement Reserve Fund) in the Amount of \$101,148.00.

- D. Request for Approval to Purchase a Volvo L110H Wheel Loader from Golden Equipment Company of Albuquerque, NM, Under Houston-Galveston Area Council (HGAC) Contract EM06-15 for the Buckman Road Recycling and Transfer Station in the Amount of \$240,105.00.
 - (1) Approval of Budget Increase to 52504.570500 (Capital Outlay – Equipment and Machinery) from 5502.100700 (Equipment Replacement Reserve Fund in the Amount of \$240,105.00.
- E. Request for Approval to Purchase a Third Hydraulic Function for the 2012 Volvo L110G Wheel Loader (Unit No. 1453) from Golden Equipment Company of Albuquerque, NM, Under the Off-Road and Heavy Equipment Repair (Parts and Labor) Price Agreement for the Buckman Road Recycling and Transfer Station in the Amount of \$8,531.00 (RFB No. '13/34/B).
 - (1) Approval of Budget Increase to 52504.520400 (Repair and Maintenance of Equipment and Machinery) from 5500.100700 (Operating Fund Cash) in the Amount of \$8,531.00
- F. Request for Approval to Enter into Cooperative Purchasing Agreements for the Procurement of Any Services, Construction or Items of Tangible Personal Property between the Santa Fe Solid Waste Management Agency and Two Governmental Cooperatives Pursuant to the State of New Mexico Procurement Code, Section 13-1-135.
 - (1) National Joint Powers Alliance (NJPA)
 - (2) National Intergovernmental Purchasing Alliance Company (National IPA)
- G. Request for Approval of Sole Source Vendors:
 - (1) Andela Products, Ltd., Richfield Springs, NY
 - (2) CP Manufacturing, Inc., San Diego, CA
 - (3) Smoracy, LLC (Bandit Industries), Remus, MI
 - (4) Van Dyk Baler Corp. (Van Dyk Recycling Solutions), Stamford, CT

VIII. Matters from the Executive Director

- A. Presentation, Discussion, and Possible Action on the Reserve Fund Policy for the Santa Fe Solid Waste Management Agency (David Yanke, NewGen Strategies and Solutions).
- B. Request for Approval of Resolution 2016-_____, A Resolution of the Joint Powers Board of the Santa Fe Solid Waste Management Agency Approving a Reserve Fund Policy.
- C. Request for Approval of the Fiscal Year 2016-2017 Proposed Budget.

IX. Matters from the Board

- A. Election of Chair and Vice Chair.

X. Matters from Staff - Agency, City, County

XI. Next Meeting Date: April 21, 2016

XII. Adjournment

Anyone needing further information or requiring special needs for the disabled should contact Rosalie Cardenas at (505) 424-1850, extension 150.

AGENDA

DATE 3/11/16 TIME 10:52a

REGULAR MEETING

SERVED BY Rosalie CardenasRECEIVED BY [Signature]SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD

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- (2) National Intergovernmental Purchasing Alliance Company (National IPA)

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A. Election of Chair and Vice Chair.

X. Matters from Staff - Agency, City, County

XI. Next Meeting Date: April 21, 2016

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SUMMARY OF ACTION
SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
MARCH 17, 2016

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SFC CLERK RECORDED 04/28/2016

**REQUEST FOR APPROVAL OF
THE FISCAL YEAR 2016-2017
PROPOSED BUDGET**

APPROVED

12-14

MATTERS FROM THE BOARD

**ELECTION OF CHAIR AND VICE
CHAIR**

ELECTED

14-17

MATTERS FROM STAFF

INFORMATION/DISCUSSION

17

NEXT MEETING DATE

APRIL 21, 2016

17

ADJOURNMENT

ADJOURNED

17

**SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
SANTA FE COUNTY ADMINISTRATION BUILDING
LEGAL CONFERENCE ROOM
102 GRANT AVENUE, SANTA FE NEW MEXICO
Thursday, March 17, 2016, 5:00 pm**

SFC CLERK RECORDED 04/28/2016

I. CALL TO ORDER

The meeting of the Santa Fe Solid Waste Management Agency Joint Powers Board was called to order at 5:00 pm, on Thursday, March 17, 2016, at the Santa Fe County Administration Building, Legal Conference Room, 102 Grand Avenue, Santa Fe, New Mexico.

II. ROLL CALL

MEMBERS PRESENT

Councilor Joseph Maestas, Chair
Commissioner Henry Roybal
Commissioner Miguel Chavez
Councilor Michael Harris
Councilor Renee Villarreal

MEMBERS ABSENT

Commissioner Kathy Holian, VC

OTHERS PRESENT

Les Francisco, Santa Fe County Public Works
Joe Eigner, Eldorado 285 Recycling
Ramon Romero
Gil Teacero
Angelica Salazar, SF SWMA
Dave Yanke, NewGen Strategies and Solutions
Nancy Long, Legal Council
Adam Schlachter, SF SWMA
Rosalie Cardenas, SF SWMA
Shirlene Sitton, City of Santa Fe Environmental Services Director
Randall Kippenbrock, Director, SWMA
Elizabeth Martin, Stenographer

Chair Maestas welcomed the two new Councilors to the Board. Councilor Michael Harris and Councilor Renee Villarreal. The Board and others attending the meeting introduced themselves.

III. APPROVAL OF AGENDA

MOTION A motion was made by Commissioner Chavez, seconded by Commissioner Roybal, to approve the agenda as presented.

VOTE The motion passed unanimously by voice vote.

IV. APPROVAL OF CONSENT CALENDAR

Councilor Harris asked that item 7 (A) be removed for discussion.

MOTION A motion was made by Commissioner Chavez, seconded by Councilor Villarreal to approve the Consent Calendar as amended.

VOTE The motion passed unanimously by voice vote.

V. APPROVAL OF MINUTES January 21, 2016

MOTION A motion was made by Commissioner Chavez, seconded by Commissioner Roybal as presented.

VOTE The motion passed unanimously by voice vote.

VI. MATTERS FROM THE PUBLIC

Mr. Eiger welcomed the new councilors. He thanked Chair Maestas for the lovely article last month and for being with Adam on the radio show, "Talking Trash."

Mr. Eiger said the City is well on their way to implementing the key recommendations for the City and County. The County is in the process of changing its ordinance as well. However, there has been a serious setback. The franchising idea was killed and now there is a two to three month delay. Valencia County is about to approve a franchise for the unincorporated portion of that County and it is exclusive and mandatory. He was sorry to report that they met last night and they have sent it back to staff for changes to protect small haulers and the inclusion of exclusive, mandatory and the low income fund has disappeared

Commissioner Chavez said we fell somewhat short of expectations. There was some concern about small haulers and not putting them out of business. We heard most from residents that it was about their choice of who their hauler was. They did not like having to do curbside and recycle together. They wanted to pick and choose services.

Commissioner Roybal said they had close to one hundred people in opposition to zoning areas. They are looking now at trying to pass an Ordinance that makes recycling mandatory by haulers.

VII. CONSENT CALENDAR

- A. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO EXTEND THE TERM AND INCREASE THE PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH INC. OF ALBUQUERQUE, NM, FOR ENGINEERING DESIGN AND PERMITTING SERVICES FOR THE PERMIT RENEWAL AND MODIFICATIONS FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION IN THE AMOUNT OF \$68,253.00 (RFP NO. '15/03/P)**
- (1) APPROVAL OF BUDGET INCREASE TO 52522.572950 (WIP START-UP COST FOR BURRT RENEWAL AND MODIFICATION - EXPENSE) FROM 5507.100700 (LANDFILL PERMITTING RESERVE FUND) IN THE AMOUNT OF \$68,253.00.**
- B. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO INCREASE THE SERVICES AGREEMENT WITH ALLIED ELECTRIC, INC. OF SANTA FE, NM, FOR ON-CALL ELECTRICAL SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY IN THE AMOUNT OF \$15,000 (RFP NO. '15/25/B).**
- (1) APPROVAL OF BUDGET INCREASE TO 52504. 520100 (REPAIR AND MAINTENANCE OF BUILDING) FROM 5500.100700 (OPERATING FUND CASH) IN THE AMOUNT OF \$15,000.**
- C. REQUEST FOR APPROVAL TO PURCHASE A CATERPILLAR 308 E2 MINI HYDRAULIC EXCAVATOR FROM WAGNER EQUIPMENT COMPANY OF ALBUQUERQUE, NM, THROUGH THE BUYBOARD COOPERATIVE PURCHASING UNDER CONTRACT NO. 424-13 FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION IN THE AMOUNT OF \$101,148.00.**
- (1) APPROVAL OF BUDGET INCREASE TO 52504. 570500 (CAPITAL OUTLAY - EQUIPMENT AND MACHINERY) FROM 5502.100700 (EQUIPMENT REPLACEMENT RESERVE FUND) IN THE AMOUNT OF \$101.148.00.**
- D. REQUEST FOR APPROVAL TO PURCHASE A VOLVO L110H WHEEL LOADER FROM GOLDEN EQUIPMENT COMPANY OF**

ALBUQUERQUE, NM, UNDER HOUSTON-GALVESTON AREA COUNCIL (HGAC) CONTRACT EM06-15 FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION IN THE AMOUNT \$240,105.00.

- (1) APPROVAL OF BUDGET INCREASE TO 52504.570500 (CAPITAL OUTLAY - EQUIPMENT AND MACHINERY) FROM 5502.100700 (EQUIPMENT REPLACEMENT RESERVE FUND) IN THE AMOUNT OF \$240,105.00.**

- E. REQUEST FOR APPROVAL TO PURCHASE A THIRD HYDRAULIC FUNCTION FOR THE 2012 VOLVO L110G WHEEL LOADER (UNIT NO. 1453) FROM GOLDEN EQUIPMENT COMPANY OF ALBUQUERQUE, NM, UNDER THE OFF-ROAD AND HEAVY EQUIPMENT REPAIR (PARTS AND LABOR) PRICE AGREEMENT FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION IN THE AMOUNT OF \$8,531.00 (RFP NO. '13/34/B).**

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- F. REQUEST FOR APPROVAL TO ENTER INTO COOPERATIVE PURCHASING AGREEMENTS FOR THE PROCUREMENT OF ANY SERVICES, CONSTRUCTION OR ITEMS OF TANGIBLE PERSONAL PROPERTY BETWEEN THE SANTA FE SOLID WASTE MANAGEMENT AGENCY AND TWO GOVERNMENTAL COOPERATIVES PURSUANT TO THE STATE OF NEW MEXICO PROCUREMENT CODE, SECTION 13-1-135.**

- (1) NATIONAL JOINT POWERS ALLIANCE (NJPA)**
- (2) NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY (NATIONAL IPA)**

- G. REQUEST FOR APPROVAL OF SOLE SOURCE VENDORS:**

- (1) ANDELA PRODUCTS, LTD., RICHFIELD SPRINGS, NY**
- (2) CP MANUFACTURING, INC., SAN DIEGO, CA**
- (3) SMORACY, LLC (BANDIT INDUSTRIES), REMUS, MI**
- (4) VAN DYK BALER CORP. (VAN DYK RECYCLING SOLUTIONS), STAMFORD, CT**

DISCUSSION OF CONSENT AGENDA ITEMS.

1. A. **REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO EXTEND THE TERM AND INCREASE THE PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH INC. OF ALBUQUERQUE, NM, FOR ENGINEERING DESIGN AND PERMITTING SERVICES FOR THE PERMIT RENEWAL AND MODIFICATIONS FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION IN THE AMOUNT OF \$68,253.00 (RFP NO. '15/03/P)**
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Councilor Harris said in the amendment it identifies a March date on page 7. It says the effective date is March 17th. Should that be the September date.

Ms. Long said she thought the date that was requested was March 17th, not September.

Mr. Kippenbrock said the original agreement was September 18, 2014. As we got closer to 2015 we were going to amend the term for another year. We realized the original amendment was never executed. The date we picked out now is March 17, 2016.

Councilor Harris said he did not understand the explanation. You extended the term to September 18, 2016 but the amendment says it will terminate March 17, 2016.

Mr. Kippenbrock said that should be September 18, 2016.

Councilor Harris said ok, I understand that.

Councilor Harris said in the initial agreement on Task 7 page 41, under approach, it says CDM Smith was going to respond to REI #1 and they responded to REI #2.

Mr. Kippenbrock said yes, the original submittal was more of a placeholder so REI #1 to the submittal was not quite where the New Mexico Environment Department wanted it. We submitted the entire document and it became REI #2.

Councilor Harris said there are three tasks associated with the amendment. If you go back to page 13, the cost breakdown of \$41,000. Did they accomplish the work in Task 7.

Mr. Kippenbrock said the original REI #1 and REI #2 were absorbed into the first approved REI #1. Now we have the bulk of REI #2 to accomplish. We did not want to fund the entire project until we had a better feel of how to respond to the New Mexico Environment Department comments. That is where the amendment came in. The last REI buttoned up anything they had.

Chair Maestas said regarding the original timeline for the permitting slide, we are way past due. He thought this was a consequence of time line sliding.

Mr. Kippenbrock said the available information we had at the time was used, however, there was a lot of information we could not put in yet. They were put in as placeholders. Once the Environment Department went through the process we filled that in and are now working on REI # 2. It takes two, sometimes three submittals, to respond to all their comments. It will be this Fall when we conduct the hearing on a deemed complete application.

Councilor Harris said the Agency got their monies worth.

Mr. Kippenbrock said yes.

MOTION A motion was made by Commissioner Chavez, seconded by Commissioner Roybal, for approval.

VOTE The motion passed unanimously by voice vote.

Commissioner Chavez said Randal, could you expand a bit on community involvement as it relates to this PSA and beyond it.

Mr. Kippenbrock asked are you talking about Task 4.

Commissioner Chavez said yes, do you think that covers community outreach and any issues we may have associated with the operations there.

Mr. Kippenbrock said it is my understanding that Task 4 has been completed. We did an open house for the community prior to getting started. The feedback we received from residents was incorporated. We did not get very many folks who came in to provide us with comments. The ones he recalled related to rodents and pests. We do have a pest control company who comes out. We do litter control weekly. Anything bulky we try to pick up as quickly as possible. It is a facility for all the small, self haulers and residents. It all has to be dumped by hand. We receive 70,000 transactions annually. The next biggest item out there is the green waste program. We receive 7,500 tons there. We feel very fortunate to have this facility for the community. It works well and is open seven days a week. We did reach out to the community and there will be another opportunity at a public hearing for input on the permitting application.

Commissioner Chavez asked have you identified a date.

Mr. Kippenbrock said NMED will make that date. September or October. We not there yet.

Chair Maestas said since the lease for BuRRT is still pending, does this effect the procedure and hearing process.

Mr. Kippenbrock said that should not be an issue. We are working on an actual survey of the facility. It needs to be surveyed. NMED would like that information. We have submitted what we have currently in place. They will probably make that a permit condition. We hope to have it in place before the date required. The green waste area is slightly bigger than what is on the survey currently.

Chair Maestas said he would like to go back to Public Comment so Mr. Ramon Romero could make his comments.

Mr. Romero said he has a problem with Caja Del Rio. He lives in the area. The problem is the dump trucks with the tarps over to top. When they are going down the road it flaps on the sides and everything blows out around the sides. He recommends tarps with holes in them and rings every two feet with hooks on the side of the trucks. It might take a bit more time for the operator, but he is getting paid. He has also seen smaller trucks where the guys put tarps over the front but not the back and everything is coming out. Also trailers with no cover. On 599, the cattle guard going into Caja, as you turn in there are literally pits due to big trucks coming in. It is dangerous. Going into Wildway he has seen a truck tip over. Recently, at the round about, a truck was pulling a pop (additional trailer). They were speeding and not respecting the public. People that live over there are afraid.

Chair Maestas thanked him for coming.

Mr. Kippenbrock said he does not disagree with what he said. The role of truckers is the use of auto tarps. It would be nice to put bungee cords on the edge. That is an issue.

Mr. Romero said on trucks with a box, the boxes are not sealed. With the auger, everything flies out. It is just laziness.

Mr. Teacero, with the Agua Fria Village Association said he seconded Mr. Romero's comments. The problem is that our neighborhoods and frontage road and all roads that are routes for trucks hauling trash to the landfill are a mess. There are several solutions. Make the haulers properly cover their load. The covers they have is a joke. We have witnessed it day after day, after day including City trucks. Stuff is flying out of the trucks. The State inmates do what they can. In the meantime, we have to live with the visible signs of a landfill. That is not being a good neighbor.

Chair Maestas said we can put this on the agenda for next meeting and maybe talk about a coordinated plan to address the litter problem. It could be a matter of enforcement. We can talk to the County Sheriff and the haulers and ensure they are practicing safe driving techniques and covering their loads. If you could see to that and bring back the information to the Board, Randall.

Mr. Kippenbrock said yes, he would.

Mr. Romero said he does inspections for DOT on big rigs. They do not require a tag on those vehicles. Some of their trucks have tail lights gone and windshields cracked. He has not seen DOT stop them.

Chair Maestas said he is not sure what regulation they are subject to. Is it Motor Transportation.

Mr. Kippenbrock said yes.

Chair Maestas said maybe we ought to contact that Division and discuss it with them. They have the authority to pull over any motor carrier.

Mr. Kippenbrock said ok.

Councilor Harris said the question he has gets a number of calls about is littler. What level of training is there for the drivers. They should understand their responsibility to the public. Trash and safety.

Mr. Kippenbrock said we do stress safety first. In terms of the collection vehicles he will have to defer to Ms. Sitton and the County.

Commissioner Chavez said the issue has been duly noted. He would like to support some of the Chair's suggestions of things we can do in a proactive manner. He wants to tie in his comments to the Citywide Spring Cleanup. Regarding the private citizens outside of those formal associations who are a part of the Community Spring Cleanup, invite those people and build a team to start working on this issue. Randall could contact them.

Chair Maestas said thank you for those suggestions.

I. MATTERS FROM THE EXECUTIVE DIRECTOR

A. PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON THE RESERVE FUND POLICY FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY.

Mr. Kippenbrock said in front of you is a presentation by Dave Yanke for the agency. He reviewed his memo in the packet.

Mr. Yanke reviewed his memo in the packet.

Commissioner Chavez asked on the on ones that have evolved over time how far off were they from where we need to go.

Mr. Yanke said there is a table in the back that will explain that. Overall the good thing is that you have the money.

Councilor Harris asked is it typical that the Executive Director has authority up to \$50,000 for emergencies.

Mr. Yanke said it is pretty standard to say \$25,000 to \$50,000. They have to be accountable for it. If something happens and there is a failure on a road they may have to spend that before the next month's meeting. They do have to come in to the meeting and explain what they did.

Chair Maestas said the City Manager has that authority up to \$50,000.

Councilor Harris said he understands that for the City Manager. \$50,000 seems a high number here.

Mr. Kippenbrock said in his twelve years, he has experienced an emergency one time maybe twice, but both times it came to the Board. This language is paraphrased from our purchasing policy. The Board approved it just in case.

Commissioner Chavez said you also have operations and maintenance. Is the replacement schedule tight enough that we are doing what we need to do.

Mr. Yanke said figuring out at what age you replace your equipment is difficult. If you see a spike on expenses for maintenance you may want to move the replacement date up.

Mr. Kippenbrock said for replacement typically we look at variables such as age, number of hours on the equipment, oil sampling and other indicators. For primary equipment. For secondary equipment they can be ten to twenty years old. Just a few hours at a time is spent on them. It is all very expensive equipment. There is a high importance of equipment on reserve funds. We evaluate annually. We are very prudent and fiscally responsible. It is a dynamic situation.

Councilor Villarreal said in thinking about these reserves, if there is a reserve that increases how do you incentivize or make sure staff is more cognizant about the machinery so that they don't count on the reserve. What is the incentive to utilize

equipment as long as possible before replacing it.

Mr. Kippenbrock said it comes down to culture from the top down. We take pride in our equipment. They understand there is an expectation of how long each piece of equipment is going to last. We do inspections and identify anything that needs to be done immediately. You can't have a don't care attitude. In our case we do the opposite. Make it last as long as we can. Most importantly every time there is a major failure we do investigations.

Chair Maestas asked can you compile a comprehensive list of all the equipment we have, the condition of it and the variables you use to decide if you are going to replace or not. Also give us a range of operating hours.

Mr. Kippenbrock said sure.

Chair Maestas asked what metrics do you have for decisions.

Mr. Kippenbrock said it is usually a rule of thumb to use 10,000 hours to 12,500 hour. That is standard, however transmission and other components can have variables. He can provide the list of equipment by email.

Chair Maestas said also put warranty and warranty expirations. Warranty extensions as well. So we can understand the benefits of warranty extensions.

Commissioner Chavez said we went through an exercise about how it all works for the landfill.

Chair Maestas asked how soon can you give us an orientation.

Mr. Kippenbrock said at the next Board meeting he will do Landfill 101.

Mr. Yanke said we recommend new folks look at the study we did at the end of 2014. Randall has it electronically. There is an Executive Summary that is fifteen pages. You can call me with any questions as well.

Chair Maestas said regarding capital improvements, there are BuRRT improvements that the Agency was not previously responsible for. He does not know where we are in negotiations. It should be a prorated share. He agrees with reserves but some of these are legacy problems with the facility that he is not sure we should fund 100%.

Commissioner Chavez asked what is in the best interest of the Agency. If there might be a time for the Agency where they could buy that asset and be fully responsible for it, would that be prudent.

Chair Maestas asked is there an option to purchase.

Mr. Kippenbrock said we did a preliminary look at options with Matt O'Reilly. He did not think it was in the best interest of the Agency. We were not sure how to fund it.

Councilor Harris asked is there ever a circumstance where a different entity would make a draw on the Agency dollars. Does everything that goes through here stay with the Agency.

Mr. Kippenbrock said we are an enterprise Fund. Everything is based on fees and stays with the Agency.

Chair Maestas said this is something we have been pushing for a couple of years and he is gratified to see it come before us. He agrees with NewGen and feels that these recommendations are sound. It is a good policy. It is going to approve our transparency.

Commissioner Chavez said he appreciates the Chairman acknowledging the effort to put the Agency on good financial footing. The next step is implementation of the recommendations.

Chair Maestas said we need to approve the Resolution.

**B. REQUEST FOR APPROVAL OF RESOLUTION 2016-____. A
RESOLUTION OF THE JOINT POWERS BOARD OF THE SANTA FE
SOLID WASTE MANAGEMENT AGENCY APPROVING A RESERVE
FUND POLICY.**

Mr. Kippenbrock said this Resolution incorporates everything that was just presented to you.

Chair Maestas said he has a few amendments. In the policy it is clear what the authorization is. There is nothing explicit in the Resolution. He suggests that it be spelled out on page 3 of the Resolution, number 1, under, be it further resolved.

Mr. Kippenbrock said it is to capitalize the reserve funds. On an annual basis he identifies any additional money we could transfer into a particular reserve fund.

Chair Maestas said add a clause, "and recommend approval by the Joint Powers Board." So it is explicit.

Mr. Kippenbrock said on page 3 at top, number 5 says "Joint Powers Board shall approve."

Chair Maestas said so it is covered.

Councilor Harris this is what the Director is to do.

MOTION A motion was made by Chair Maestas, seconded by Commissioner Chavez, to approve the Resolution.

VOTE The motion passed unanimously by voice vote.

C. REQUEST FOR APPROVAL OF THE FISCAL YEAR 2016-17 PROPOSED BUDGET.

Chair Maestas said this item is open for questions. What is the time frame. Do we need action today or do we have some time.

Mr. Kippenbrock said we work with City of Santa Fe on their time line.

Ms. Salazar said it is due June 5th.

Councilor Harris said this has to do with the bottom of page 3. He read an increase of \$50,000 merit pay for thirty three employees. As he looks at the budget itself, he does not see an increase of health benefits. The 10% increase did not get reflected in the numbers. If you look under the budget itself, line 503-200, there is a 10% increase but the dollars represent \$90,000 which is more than 10%.

Mr. Kippenbrock said the prior fiscal year, when we did an assessment and management study, the landfill got a few extra positions. BuRRT had a decrease. It is based on old chart. This year represents the number of employees we correctly have

Ms. Salazar said we based these numbers on the most current plan the employee is on.

Councilor Harris said so a number of employees shifted their status, there is a 10% health increase and a transfer of employees from BuRRT to the landfill.

Councilor Villarreal said it says an increase for merit pay for thirty three eligible employees. Is that the entire staff.

Mr. Kippenbrock said no. We have two policies in terms of pay. COLA is based on last year. The second is merit pay. Any employee with the agency for nine months or more is eligible for merit if it is approved by the Board. It is not done every year. This was brought to Board. It is performance based. That converts to a rating from 0% to 4%. It is done in June.

Councilor Villarreal asked how many total employees do you have.

Mr. Kippenbrock said thirty nine. We have three vacancies. One employee has been with us less than nine months.

Councilor Villarreal asked is that nine months standard.

Mr. Kippenbrock said yes, in my experience. There have been several that have gotten no increase. Others have been above and beyond.

Councilor Villarreal said this is just for this Agency. It is not the same as the City or County.

Mr. Kippenbrock said just this Agency.

Chair Maestas asked Mr. Kippenbrock to send the pay study electronically to all of the Board.

Commissioner Chavez said it was negotiated as part of the collective bargaining agreement. This bargaining unit is separate and independent.

Councilor Villarreal asked does that include management level.

Mr. Kippenbrock said the merit system is for every employee.

Commissioner Chavez said as is the COLA.

Mr. Kippenbrock said we want to make sure we stay current with COLA. We do COLA every year but not merit every year.

Councilor Villarreal asked when was the last merit increase.

Mr. Kippenbrock said two years ago and only for union employees. It was only 50% funded.

Mr. Kippenbrock said he wants to point out that part of the \$50,000 includes the Executive Director but he has to be evaluated by the Board.

Councilor Harris said he would like to see the compensation study. He liked Randall's answer about equipment and the culture. He thinks what is being done seems to be working really well and the merit pay increase is probably part of that. What kind of turnover do you have.

Mr. Kippenbrock said as they get to level 2 or 3 not much. It is generally entry level that is the high turnover. We have nine technicians for the recycling plant. That is

a stepping stone. Most people who come to us want to work up.

Chair Maestas said on the professional services set aside, one of my pet peeves about the Solid Waste Assessment is that it did not include governance. He would like to pursue having NewGen, subject to Board approval, embark on a supplement to the assessment to look at governance. They would be letting us know how we can make some appropriate changes to stream line governance. He would like advice on the recommended changes. Can this budget accommodate an effort like that.

Mr. Kippenbrock said yes, we can make a change.

Councilor Villarreal said she is trying to figure out revenues that come in. Are they mostly coming from tipping fees.

Mr. Kippenbrock said yes

Councilor Villarreal asked out of that amount what is the percentage of City trucks.

Mr. Kippenbrock said we have approximately 47% of the revenue stream coming from the City.

Councilor Villarreal asked the revenue stream from tipping fees that is what is generated from City trucks.

Mr. Kippenbrock said yes, for the landfill itself. The transfer station is the opposite.

Commissioner Chavez said the County depends more on transfer stations.

Mr. Francisco said we have seven transfer stations.

Councilor Villarreal said there is an increase from the green waste program. Where is that on the budget.

Mr. Kippenbrock said it is in the service contracts.

Councilor Villarreal asked is that typical to shift to contract labor. Is it cheaper than in house.

Mr. Kippenbrock said one of the key recommendations was to contract out that service. The preliminary analysis involved the cost of service. They are relatively the same. The biggest difference comes down to environmental. If you grind green waste as it comes in it is still moist and wet. You can control the dust. If you wait and compile the green waste it is very dry and we have to do dust suppression. The \$125,000 that is

scheduled to be paid to the outside contractor will go back into the fund if it is not spent.

Chair Maestas said in general thank you Randall and staff for putting this budget together. We are an enterprise that is debt free. That is good.

Chair Maestas asked do we have approval of the proposed budget

MOTION A motion was made by Commissioner Chavez, seconded by Commissioner Roybal, to approve the budget.

VOTE The motion passed unanimously by voice vote.

II. MATTERS FROM THE BOARD

Chair Maestas said Mr. Kippenbrock to please send the latest landfill closure estimate to everyone so we can find out the methodology of that estimate.

Chair Maestas said on the agenda for next month will be a good discussion about governance.

Commissioner Chavez asked Mr. Kippenbrock and Commissioner Roybal to help him track the issue of speed control with our haulers large and small. Also to go back to the collaborative effort for the Community Wide Spring Cleanup, there is an educational component along with the actual cleaning up on that day. He has some targeted areas.

Commissioner Roybal said they did trash pick up where the landfill is but there are gaps.

Commissioner Chavez said we can work on identifying areas.

Commissioner Roybal agreed.

Mr. Kippenbrock said clean up is April 30th with Keep Santa Fe Beautiful. Adam is working on that.

Commissioner Chavez said Les will work with them.

Councilor Villarreal asked do you have an option for electronic packets instead of all this paper.

Chair Maestas said it should be an option. Mr. Kippenbrock please consult with the Finance Department at the City regarding packets. Those of us who can get them

electronically will if possible.

Councilor Villarreal asked is there an orientation process. She was wondering about the Comprehensive Waste Assessment, and the Compensation Study.

Councilor Harris said and the breakdown on the closure estimate.

Councilor Villarreal said getting those to us will be helpful. She is interested in a tour.

Councilor Harris said his personal observation going out to BuRRT is that it is a well run facility. When you have free days the line is so long that you have to wait for two hours.

Mr. Kippenbrock said we learned a lot from the first one and have made a lot of changes.

Councilor Harris said he likes the numbers and looks forward to work with Randall and his staff.

Chair Maestas said it would also be good to provide the charter with the current roster of SWAC for them as well.

A. ELECTION OF CHAIR AND VICE CHAIR

Chair Maestas said it has been an honor to be Chair. He is staying on the Board and there is lot yet to be done. We have done a lot of things and it is exciting that we are going to stream.

Commissioner Chavez said there were three people not able to attend this meeting because our front doors were locked. We need to get with staff so that the public has access.

Chair Maestas said we need to have an election. Commissioner Holian is Vice Chair and she has expressed an interest in serving as Chair.

Commissioner Chavez said it is standard for the Vice Chair to become Chair.

Commissioner Chavez nominated Commissioner Holian for Chair.

MOTION A motion was made by Commissioner Roybal, seconded by Commissioner Chavez, to elect Commissioner Holian as Chair.

VOTE The motion passed unanimously by voice vote.

Chair Maestas nominated Councilor Harris for Vice Chair.

MOTION A motion was made by Chair Maestas, seconded by Commissioner Chavez, to elect Councilor Harris as Vice Chair.

VOTE The motion passed unanimously by voice vote.

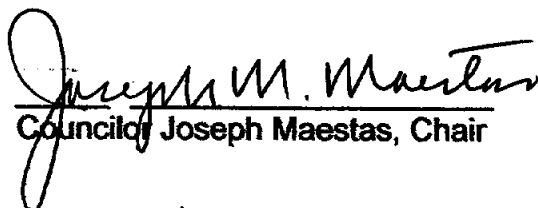
III. MATTERS FROM STAFF - AGENCY, CITY, COUNTY

Chair Maestas thanked Mr. Yanke for his solid assistance.

IV. NEXT MEETING DATE: APRIL 21, 2016

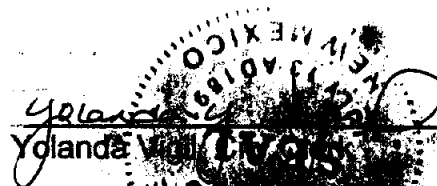
V. ADJOURNMENT

The meeting adjourned at 7:10 pm.


Councilor Joseph Maestas, Chair


Elizabeth Martin, Stenographer

Attested To


Yolanda Villalpando, Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

I Hereby Certify That This Instrument Was Filed for
Record On The 28TH Day Of April, 2016 at 04:28:16 PM
and Was Duly Recorded as Instrument # 1792240
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar

Deputy  County Clerk, Santa Fe, NM

