

AGENDA

REGULAR MEETING

SANTA FE SOLID WASTE MANAGEMENT AGENCY JOINT POWERS BOARD

May 30, 2019

5:00 P.M.

CITY COUNCILORS' CONFERENCE ROOM

CITY HALL

200 LINCOLN 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 – April 18, 2019
- VI. Matters from the Public**
- VII. Consent Calendar**
 - A. Request for Approval of Professional Services Agreement with Long, Komer & Associates, P.A. of Santa Fe, NM, for Legal Services for the Santa Fe Solid Waste Management Agency in the Amount of \$35,000 (RFP No. '19/36/P).
 - B. Request for Approval of Amendment No. 7 to the Professional Services Agreement with CDM Smith Inc. of Albuquerque, NM, for On-Call Engineering Services for the Santa Fe Solid Waste Management Agency for Task 7 – Caja del Rio Landfill Cell 6B Design and Task 8 – Cell 6B Construction Quality Assurance Services (RFP No. '16/35/P); and
 - 1. Increase the Amount of Compensation by \$1,211 for a Total Not-To-Exceed Amount of \$593,676.
 - 2. Approval of Budget Increase to 52511.572960 (WIP Design) from 5507.100700 (Cell Development Reserve Fund) in the Amount of \$1,211.
 - C. Request for Approval of Final Payment to Anissa Construction, Inc. of Albuquerque, NM, for the Tipping Floor Rehabilitation and General Structural Repairs Project for the Buckman Road Recycling and Transfer Station in the Amount of \$3,014.78 (RFB No. '18/10/B).

- D. Request for Approval of Amendment No. 1 to Extend the Term to the Price Agreement for Off-Road Heavy Equipment Repairs (Parts and Labor) to Multiple Vendors (Bid No. '18/17/B).
- E. Request for Approval of Amendment No. 1 to Extend the Term to the Price Agreement for Commercial Fleet Repairs (Parts and Labor) to Multiple Vendors (Bid No. '18/18/B).
- F. Request for Approval of Amendment No. 8 to the Services Agreement with Friedman Recycling of Albuquerque, LLC of Albuquerque, NM, for the Processing and Marketing of Residential and Commercial Recyclable Materials for the Santa Fe Solid Waste Management Agency (RFP No. '15/31/P); and
 - 1. Increase the Amount of Compensation by \$150,000 for a Total Not-To-Exceed Amount of \$1,110,000.
 - 2. Approval of Budget Increase to 52504.510310 (Service Contracts) from 5500.100700 (Operating Fund Cash) in the Amount of \$150,000.

VIII. Matters from the Executive Director

- A. Request for Approval of Services Agreement with Town Recycling, LLC of Albuquerque, NM, for the Processing and Marketing of Recyclable Materials for the Santa Fe Solid Waste Management Agency in the Amount of \$600,000 (RFP No. '19/06/P).
- B. Request of Approval of Fiscal Year 2019-2020 Proposed Budget.

IX. Matters from the Board

X. Matters from Staff – Agency, City, County

XI. Next Meeting Date: June 20, 2019

XII. Adjournment

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

RECEIVED AT THE CITY CLERK'S OFFICE	
DATE:	May 23, 2019
TIME:	8:41 AM

**SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
CITY HALL/ CITY COUNCILORS CONFERENCE ROOM
200 LINCOLN AVENUE
THURSDAY, MAY 30, 2019, 5:00 PM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	2
APPROVAL OF CONSENT AGENDA	APPROVED	2
APPROVAL OF MINUTES	APPROVED	2
MATTERS FROM THE PUBLIC	NONE	2
<u>CONSENT AGENDA</u>		
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH LONG, KOMER & ASSOCIATES, P.A. OF SANTA FE, NM, FOR LEGAL SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY IN THE AMOUNT OF \$35,000 (RFP NO. '19/36/P)	APPROVED	2-3
REQUEST FOR APPROVAL OF AMENDMENT NO. 7 TO THE PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH INC. OF ALBUQUERQUE, NM, FOR ON-CALL ENGINEERING SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT	APPROVED	3

**AGENCY FOR TASK 7 - CAJA DEL
RIO LANDFILL CELL 6B DESIGN
AND TASK 8 - CELL 6B CONSTRUCTION
QUALITY ASSURANCE SERVICES
(RFP NO. '16/35/9); AND**

REQUEST FOR APPROVAL OF FINAL PAYMENT TO ANISSA CONSTRUCTION, INC. OF ALBUQUERQUE, NM, FOR THE TIPPING FLOOR REHABILITATION AND GENERAL STRUCTURAL REPAIRS PROJECT FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION IN THE AMOUNT OF \$3,014.78 (RFB NO. '18/10/B)	APPROVED	3-4
--	-----------------	------------

REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO EXTEND THE TERM TO THE PRICE AGREEMENT FOR OFF-ROAD HEAVY EQUIPMENT REPAIRS (PARTS AND LABOR) TO MULTIPLE VENDORS (BID NO. '18/17/B).	APPROVED ON CONSENT	4
---	----------------------------	----------

REQUEST FOR APPROVAL OF AMENDMENT NO 1 TO EXTEND THE TERM TO THE PRICE AGREEMENT FOR COMMERCIAL FLEET REPAIRS (PARTS AND LABOR) TO MULTIPLE VENDORS (BID '18/18/B).	APPROVED ON CONSENT	4
--	----------------------------	----------

REQUEST FOR APPROVAL OF AMENDMENT NO. 8 TO THE SERVICES AGREEMENT WITH FRIEDMAN RECYCLING OF ALBUQUERQUE, LLC OF ALBUQUERQUE, NM, FOR THE PROCESSING AND MARKETING OF RESIDENTIAL AND COMMERCIAL RECYCLABLE MATERIALS FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY 9RFP NO. '15/31/P)	APPROVED	4-5
--	-----------------	------------

**MATTERS FROM THE EXECUTIVE
DIRECTOR**

REQUEST FOR APPROVAL OF SERVICES AGREEMENT WITH TOWN RECYCLING, LLC OF ALBUQUERQUE, NM, FOR THE PROCESSING AND MARKETING OF RECYCLABLE MATERIALS FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY IN THE AMOUNT OF \$600,000 (RFP NO, '19/06/P).	APPROVED	5-8
REQUEST FOR APPROVAL OF FISCAL YEAR 2019-2020 PROPOSED BUDGET	APPROVED	9
MATTERS FROM THE BOARD	NONE	10
MATTERS FROM STAFF - AGENCY, CITY, COUNTY	INFORMATION/DISCUSSION	10
NEXT MEETING DATE	JUNE 20, 2019	10
ADJOURNMENT	ADJOURNED	11

SFC CLERK RECORDED 07/11/2019

**SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
CITY HALL/ CITY COUNCILORS CONFERENCE ROOM
200 LINCOLN AVENUE
THURSDAY, MAY 30, 2019, 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 Councilor Renee Villarreal, Chair, at 5:00 pm on Thursday, May 30, 2019, at the Santa Fe City Councilor's Conference Room, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

II. ROLL CALL

MEMBERS PRESENT

Councilor Renee Villarreal, Chair
Commissioner Anna Hansen, Vice Chair
Commissioner Ed Moreno
Councilor Michael Harris

MEMBERS ABSENT

Commissioner Anna Hamilton, Excused
Councilor JoAnne Vigil Coppler, Excused

OTHERS PRESENT

Randall Kippenbrock, Executive Director, SWMA
Nancy Long, Long, Komer and Associates
Martha Lara, Town Recycling
Frank Sanchez, Centennial Recycling
Martha Reyes, Town Recycling
Victor Lara, Town Recycling
Rosalie Cardenas, SWMA
Jeffery Spillers, Santa Fe County
Les Francisco, Santa Fe County
Erica Martínez, SWMA
Yvonne Herrera, Santa Fe County
Shirleen Sitton, Director of Environmental Services
Michaela Beggins, Environmental Services
Carl Boaz for Elizabeth Martin, Stenographer

III. APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

IV. APPROVAL OF CONSENT AGENDA

Commissioner Hansen pulled item F for discussion.

Councilor Harris pulled items A, B and C for discussion.

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

VOTE The motion passed unanimously by voice vote.

V. APPROVAL OF MINUTES APRIL 18, 2019

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

VOTE The motion passed unanimously by voice vote.

VI. MATTERS FROM THE PUBLIC

None.

VII. CONSENT AGENDA

A. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH LONG, KOMER & ASSOCIATES, P.A. OF SANTA FE, NM, FOR LEGAL SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY IN THE AMOUNT OF \$35,000 (RFP NO. '19/36/P)

Councilor Harris asked is this essentially a one year contract.

Ms. Long said yes, the RFP was for four years with annual renewal.

MOTION A motion was made by Councilor Harris, seconded by Commissioner Moreno, to approve the request.

VOTE The motion passed unanimously by voice vote.

B. REQUEST FOR APPROVAL OF AMENDMENT NO. 7 TO THE PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH INC. OF ALBUQUERQUE, NM, FOR ON-CALL ENGINEERING SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY FOR TASK 7 - CAJA DEL RIO LANDFILL CELL 6B DESIGN AND TASK 8 - CELL 6B CONSTRUCTION QUALITY ASSURANCE SERVICES (RFP NO. '16/35/9); AND

- 1. INCREASE THE AMOUNT OF COMPENSATION BY \$1,211 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$593,676.**
- 2. APPROVAL OF BUDGET INCREASE TO 52511.572960 (WIP DESIGN) FROM 5507.100700 (CELL DEVELOPMENT RESERVE FUND) IN THE AMOUNT OF \$1,211.**

Councilor Harris said he is pleased with the level of information. It is complete and goes beyond the schedule. He guesses everything is going well with C.

Mr. Kippenbrock said yes it is.

MOTION A motion was made by Councilor Harris, seconded by Commissioner Hansen, to approve the request.

VOTE The motion passed unanimously by voice vote.

C. REQUEST FOR APPROVAL OF FINAL PAYMENT TO ANISSA CONSTRUCTION, INC. OF ALBUQUERQUE, NM, FOR THE TIPPING FLOOR REHABILITATION AND GENERAL STRUCTURAL REPAIRS PROJECT FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION IN THE AMOUNT OF \$3,014.78 (RFB NO. '18/10/B)

Councilor Harris said this is a very high level of information. These are the types

of reports we should be getting and are not getting elsewhere. Is the punch list all handled.

Mr. Kippenbrock said yes.

Councilor Harris asked what kind of warranty do we have. He presumed it was a one year warranty and that the close out documents are all done.

Mr. Randall said he will check for sure.

MOTION A motion was made by Councilor Harris, seconded by Commissioner Hansen, to approve the request.

VOTE The motion passed unanimously by voice vote.

- D. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO EXTEND THE TERM TO THE PRICE AGREEMENT FOR OFF-ROAD HEAVY EQUIPMENT REPAIRS (PARTS AND LABOR) TO MULTIPLE VENDORS (BID NO. '18/17/B).**

Approved on consent.

- E. REQUEST FOR APPROVAL OF AMENDMENT NO 1 TO EXTEND THE TERM TO THE PRICE AGREEMENT FOR COMMERCIAL FLEET REPAIRS (PARTS AND LABOR) TO MULTIPLE VENDORS (BID '18/18/B).**

Approved on consent.

- F. REQUEST FOR APPROVAL OF AMENDMENT NO. 8 TO THE SERVICES AGREEMENT WITH FRIEDMAN RECYCLING OF ALBUQUERQUE, LLC OF ALBUQUERQUE, NM, FOR THE PROCESSING AND MARKETING OF RESIDENTIAL AND COMMERCIAL RECYCLABLE MATERIALS FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY 9RFP NO. '15/31/P); AND**
- 1. INCREASE THE AMOUNT OF COMPENSATION BY \$150,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT FO \$1,110,000.**
 - 2. APPROVAL OF BUDGET INCREASE TO 52504.510310**

**(SERVICE CONTRACTS) FROM 5500.100700 (OPERATING
FUND CASH) IN THE AMOUNT OF \$150,000.**

Commissioner Hansen said she thought the amount was \$1,100,000. Does this \$150,000 take us up to that.

Mr. Kippenbrock said it takes us up to July 16th.

Commissioner Hansen asked then what happens.

Mr. Kippenbrock said that is what we will discuss in item 8A in the packet. The \$170,000 is a continuation from the China trade war and higher costs for processing recycling. He extrapolated the costs for what to pay the company for May, June and part of July.

MOTION A motion was made by Commissioner Hansen, seconded by Councilor Harris, to approve the request.

VOTE The motion passed unanimously by voice vote.

VIII. MATTERS FROM THE EXECUTIVE DIRECTOR

A. REQUEST FOR APPROVAL OF SERVICES AGREEMENT WITH TOWN RECYCLING, LLC OF ALBUQUERQUE, NM, FOR THE PROCESSING AND MARKETING OF RECYCLABLE MATERIALS FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY IN THE AMOUNT OF \$600,000 (RFP NO, '19/06/P).

Mr. Kippenbrock said this request is for recycling processing at Town Recycling, LLC, of Albuquerque. He reviewed his memo included in the packet.

Chair Villarreal asked what we pay now is \$72.00 per ton. What has it been reduced to.

Mr. Kippenbrock said \$72.49 per ton. From May 2018 to April 2019 the processing fee was \$769,000. For this agreement the fee for one year will be \$679,000. One of the criteria in the RFP was reducing the GHC in Santa Fe.

The Town Recycling and Centennial Recycling representatives introduced themselves.

Councilor Harris said starting with the equipment, it is fully functioning and up to

standard. That is not clear. Also is material still being transported.

Mr. Kippenbrock said it is sorted at our facility.

Councilor Harris asked whose responsibility is it to bring the equipment up to standard.

Mr. Kippenbrock said it is fully functional now.

Councilor Harris asked is it up to us to keep it functioning.

Mr. Kippenbrock said yes.

Councilor Harris asked who is responsible for the parts.

Mr. Kippenbrock said Town Recycling.

Councilor Harris asked are parts readily available.

Mr. Kippenbrock said we have \$45,000 per year for maintenance of equipment. We came to terms on it that. \$45,000 should cover all repairs.

Councilor Harris asked after processing, except glass, is it bundled in some fashion.

Mr. Kippenbrock said they will bale it and load it and using their trucks have responsibility for them. We document all material coming in and going out.

Councilor Harris said he was curious about Town Recycling's background. Is it regional.

Mr. Sanchez said we started in 2012 in Albuquerque. We have combined experience of over one hundred years. All three of us have been through several very large companies. One in South American and the largest one in North America, McKinley Paper. We are experienced in all functions. He has been responsible for eight plants at one time.

Councilor Harris asked are you well capitalized.

Mr. Sanchez said yes we are.

Commissioner Hansen said the facility will be closed on holidays. How will that work with the County and City on those days when the facility is closed, but we are still picking up trash.

Mr. Kippenbrock said our employees will be there. It will just be closed to the public.

Commissioner Hansen asked so part of the reason for using this company is that we will save on having to move the material back and forth.

Mr. Kippenbrock said we save more on the transportation to Albuquerque.

Commissioner Hansen asked are the residuals going to Caja del Rio.

Mr. Kippenbrock said yes.

Councilor Harris asked Ms. Long about the ten year span.

Ms. Long said it is a recent change to the procurement code that allows up to ten years. It is new for us.

Commissioner Hansen asked is that State and City.

Ms. Long said it is State code. It is done year by year with termination possible.

Councilor Harris asked what is the timing. This carries a June date.

Mr. Kippenbrock said it is effective when signed, with a transition into mid July.

Councilor Harris asked since it is a new arrangement, what kind of performance review will there be.

Mr. Kippenbrock said quarterly. We have 9,500 tons to be processed. Regarding the material, it will be similar to what we have now such as tin cans, cardboard etc.

Councilor Harris asked is safety training required.

Mr. Kippenbrock said yes.

Councilor Harris asked how is it going to work.

Mr. Kippenbrock said training is in the contract. Also, Town provides information in the packet on page 34 on their procedures for monitoring and other processes. It allows the site manager to make periodic checks. We didn't want anything less than what we must provide our employees.

Commissioner Hansen asked will the operating hours will be the same.

Mr. Kippenbrock said correct.

Commissioner Hansen asked what about plastics.

Ms. Lara said that will go to a third party. She explained the process and what they do with each grade.

Chair Villarreal said on page 16, it talks about set up and while we are doing test runs. Where is the recycling stored. Is there a plan for processing.

Mr. Kippenbrock said the material will be loaded onto trucks for recycling. Testing will be done in June or the first part of July.

Chair Villarreal asked regarding the insurance on page 4, can you explain how that works. Initially it was at \$4 million and now it is at \$3 million.

Mr. Kippenbrock said usually, it covers building and equipment. It was converted to cover the present value which is \$3 million. He worked with our insurance agent and the limits we have are to replace at full cost value. We were able to reduce it to \$3 million.

Chair Villarreal asked on freight costs, why was that taken out.

Mr. Kippenbrock said it is under Scope of Work.

Ms. Long said it is on page 22 of the contract, in the third paragraph.

Chair Villarreal asked what does that mean.

Mr. Kippenbrock explained the valuation and what could be deducted out of it. He read the language on page 21 regarding the penalty.

Ms. Long read the change in language as an amendment to the contract.

MOTION A motion was made by Councilor Harris, seconded by Commissioner Moreno, to approve the request as amended.

VOTE The motion passed unanimously by voice vote.

Commissioner Hansen congratulated the contractors.

B. REQUEST FOR APPROVAL OF FISCAL YEAR 2019-2020 PROPOSED BUDGET

Mr. Kippenbrock said this was presented in March and now has some changes.

Mr. Kippenbrock reviewed his memo in the packet detailing the changes.

Commissioner Hansen asked how old is the liner.

Mr. Kippenbrock said it has been there since 1998.

Commissioner Hansen asked the replacement will be a different material.

Mr. Kippenbrock said yes. A more appropriate material.

Commissioner Hansen asked on new general study, are you expecting to raise the rates and carry that over to the City and County.

Mr. Kippenbrock agreed, but did not have any estimate.

Commissioner Hansen said the County just raised them and would get lots of push back to raise them again.

Mr. Kippenbrock said the landfill tipping fee is unchanged, but there is no money for recyclables.

There was discussion regarding going through Legal to get a better deal.

Chair Villarreal asked what is the effective date for the fees. How do the lower costs shift what we are paying. Wouldn't that affect tipping fees in the next cycle. How would we recalibrate the fees.

Mr. Kippenbrock said in August we will be able to be very realistic on the fee numbers. It could be sooner.

Chair Villarreal said thank you for the good organizational chart. It helps with the breakdown.

MOTION A motion was made by Councilor Harris, seconded by Commissioner Hansen, to approve the budget.

VOTE The motion passed unanimously by voice vote.

IX. MATTERS FROM THE BOARD

None.

X. MATTERS FROM STAFF - AGENCY, CITY, COUNTY

Ms. Sitton introduced the new Outreach Coordinator, who has been with us for about five months and is working on a big backlog. She has a lot of design talent and is churning out the right recycling messages.

Commissioner Hansen said residents cannot seem to read the top of the recycle bin to turn it the right way and put it in the right location.

Ms. Sitton said we are right now kicking off the long term contract for the education app and representatives are here this week for commercial drivers to get everything in place. The app goes through the Cloud and is an amazing tool to educate residents. They took our suggestions and incorporated it into the app. A second app is being worked on. This is a nonprofit nationwide organization on recycling messages. They go from place to place to each City so they can personalize them.

Commissioner Hansen asked what about Facebook. She sees people who don't buy the newspaper, but could see it on Facebook.

Michaela said yes we are using Facebook and also Instagram for advertising.

Councilor Harris said he likes the sticker to put on the recycle bin. You are taking different avenues to educate the public and he appreciates that.

Ms. Sitton said Santa Fe Beautiful already has a Facebook page.

Commissioner Hansen asked are you coordinating with the County.

Ms. Sitton said we are looking for those opportunities and taking advantage of them.

**XI. NEXT MEETING DATE
JUNE 20, 2019**

Chair Villarreal said we will be back at the County building next time. There was a scheduling conflict that caused us to meet here this month. She likes switching back and forth.

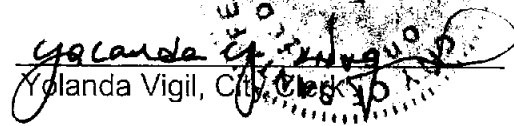
XII. ADJOURNMENT

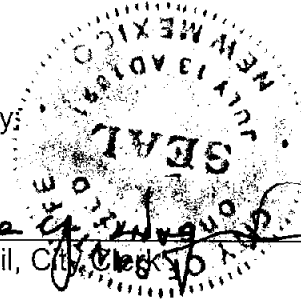
There being no further business before the Board the meeting adjourned at 6:15 pm.



Councilor Renee Villarreal, Chair

Attested to by:


Yolanda Vigil, City Clerk





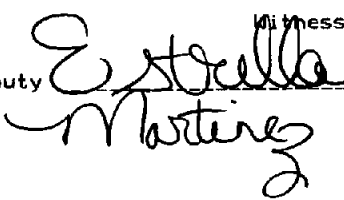
Elizabeth Martin, Stenographer



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

SWAC MINUTES
PAGES: 14

I Hereby Certify That This Instrument Was Filed for
Record On The 11TH Day Of July, 2019 at 09:43:42 AM
And Was Duly Recorded as Instrument # 1890914
Of The Records Of Santa Fe County

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