

MINUTES OF A REGULAR MEETING OF THE **CARLSBAD BOARD OF SOLID WASTE COMMISSIONERS** OF THE CITY OF CARLSBAD, NEW MEXICO, HELD AT CITY HALL IN THE PLANNING ROOM ON OCTOBER 16, 2013 AT 3:00 P.M.

Voting Members Present: Jerry Stanley, Chairman – Member at large  
Lisa Flores, Board – Ward 1  
Alvin Doporto, Board – Ward 2  
Christopher Jones, Board – Ward 3  
Jim Grantner, Board – Ward 4

Voting Members Absent: None

Ex-Officio Members Present: Mayor Dale Janway  
Steve McCutcheon, City Administrator

Board Secretary Present: Luis Camero, Director of Utilities

Staff Present: Mike Hernandez, Deputy Director of Utilities  
Ruben Ramirez, Solid Waste Superintendent  
Linda Rountree, Public Works Executive Secretary

Others Present: Kathy Elmore  
Mary Garwood, Rainbow Recycling

Jerry Stanley called the meeting to order at 3:00 p.m.

**1. ROLL CALL OF VOTING MEMBERS and DETERMINATION OF QUORUM**

Jerry Stanley called the roll of voting members, determining that five of the five appointed board members were in attendance, which constitutes a quorum.

**2. APPROVAL OF AGENDA**

Jerry Stanley called for a motion to approve the agenda as presented. Jim Grantner made the motion, which was seconded by Chris Jones. *The vote was as follows: Yes – Flores, Doporto, Jones and Grantner. No – none. Abstain - none. Absent – none. The motion carried.*

**3. REVIEW ORDINANCE 2013-18**

Jerry Stanley referred the board to the city's ordinance, which created the Board of Solid Waste Commissioners.

**4. BOARD MISSION/CHALLENGE**

Jerry Stanley referenced Paragraph 11 of Ordinance 2013-18 as the basis for the BSWCs mission; specifically: "The Board shall have the following powers: To review all matters relating to the operations of the municipal Solid Waste Services Department, and make recommendations to the city council on all such matters, including but not limited to: Fees for Solid Waste services; Levels of service; Landfill operations; and Rules and regulations regarding the provision of all Solid Waste services." In order to make sound recommendations to the city council, the Board will plan to review the Solid Waste budget, plan field trips in order to learn from other facilities, and be involved and creative.

**5. ELECTION OF CHAIRPERSON PRO TEM**

Jerry Stanley called for nominations from the floor to fill the post of Chairperson pro tem. Jim Grantner nominated Chris Young, who accepted the nomination. Alvin Doporto seconded the nomination. *The vote was as follows: Yes – Flores, Doporto, Jones and Grantner. No – none. Abstain - none. Absent – none. The motion carried.*

**6. DETERMINE TIME AND PLACE OF MEETING**

After some discussion initiated by Jerry Stanley, the Board agreed to meet at 3:30 p.m. on the third Wednesday of each month in the Planning Room at City Hall.

**7. BSWCs HANDBOOK AND MANUAL**

Jerry Stanley presented the handbook and manual:

- A. Resolution 2013-19 – Public Meetings/Open Meetings Act. Stanley stated that the OMA comes down from the state and told the Board he would rather they study and understand the “city” version, which is Resolution 2013-19.
- B. Ordinance 2012-13 deals with attendance, specifically, automatic resignation due to absences. Stanley wanted the Board to understand “exactly what we’re required to do” i.e., attend scheduled meetings; absence of three consecutive meetings or four meetings in a calendar year results in automatic resignation. Resolution 2013-20 allows for telephonic attendance via conference call in the event a member is physically unable to attend a meeting.
- C. Robert’s Rules/Parliamentary Procedures & Open Meetings Act. Stanley said the Board will operate under Robert’s Rules, a shortened version of such included in the handbook, to cover correct procedures to conduct business, e.g., how to make a motion. The OMA requires a roll call vote for each action item

**8. RECYCLING**

- A. Mary Garwood will plan a brief presentation at the next meeting regarding Rainbow Recycling.
- B. Jim Grantner made the motion to reestablish the former Carlsbad Recycling Advisory Board (CRAB) as a subcommittee for recycling, to answer to the BSWCs. Lisa Flores seconded the motion. *The vote was as follows: Yes – Flores, Doporto, Jones and Grantner. No – none. Abstain - none. Absent – none. The motion carried.*

**9. REVIEW “NEW MEXICO LANDFILL RATE ANALYSIS AND OPPORTUNITIES FOR INCREASED DIVERSION WITH PAYT AND RATE INCENTIVES” (NMRC)**

As a supplement, this document was included in the handbook. Jerry Stanley recommended to the Board that they read it. Any questions can be discussed at the next meeting along with discussion of Sand Point Landfill.

**10. OTHER COMMENTS & QUESTIONS FOR DISCUSSION ONLY**

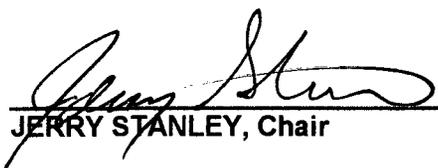
Jerry Stanley commented that the Happy Valley drop-off facility, which had been placed by the county, has been closed. He recommended that this issue be discussed at the November meeting, with an objective of reaching an agreement with the county to manage the increase in solid waste being brought into the city’s convenience station.

**11. SET NEXT MEETING**

The next meeting of the Board shall be scheduled for 3:30 p.m. on Wednesday, November 20, 2013 in the Planning Room at City Hall.

**12. MOTION TO ADJOURN**

Jerry Stanley called for a motion to adjourn. Chris Jones made the motion to adjourn, seconded by Alvin Doporto. *The vote was as follows: Yes – Flores, Doporto, Jones and Grantner. No – none. Abstain - none. Absent – none. The motion carried.* The meeting was adjourned at approximately 4:00 p.m.

  
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JERRY STANLEY, Chair