

SUMMARY OF ACTION
SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
THURSDAY, FEBRUARY 17, 2022, 5:00 PM
ATTENDED VIRTUALLY

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**SANTA FE SOLID WASTE MANAGEMENT AGENCY
JOINT POWERS BOARD
THURSDAY, FEBRUARY 17, 2022, 5:00 PM
ATTENDED VIRTUALLY**

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, Vice Chair, at 5:00 pm on Thursday, February 17, 2022 and was attended virtually.

II. ROLL CALL

BOARD MEMBERS PRESENT

Commissioner Anna Hansen, Vice Chair
Councilor Michael Garcia
Councilor Christopher Rivera
Commissioner Anna Hamilton
Commissioner Hank Hughes

BOARD MEMBERS ABSENT

OTHERS PRESENT

Randall Kippenbrock, Executive Director, SWMA
Nancy Long, Long, Komer and Associates
Rosalie Cardenas, SWMA
Yvonne Herrera, Santa Fe County Finance Director
Les Francisco, Solid Waste Superintendent, Santa Fe County Public Works
Neal Denton, Environmental Services, City of Santa Fe
Danita Boettner, SWMA
Ernestina Baca, SWMA
Emily Pisula, SWMA
Mary McCoy, Finance Director, City of Santa Fe
Ricky Bejarano, Accounting Officer, Department of Finance
Elizabeth Martin, Stenographer

III. ELECTION OF CHAIR PRO TEM TO PRESIDE OVER THE MEETING

This item was removed from the agenda.

IV. MATTERS FROM THE PUBLIC

None.

V. APPROVAL OF AGENDA

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

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

Councilor Rivera, yes; Councilor Garcia, yes; Commissioner Hamilton, yes; Commissioner Hansen, yes; Commissioner Hughes, yes.

VI. APPROVAL OF MINUTES NOVEMBER 18, 2021

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

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

Councilor Rivera, abstained; Councilor Garcia, yes; Commissioner Hamilton, yes; Commissioner Hansen, yes; Commissioner Hughes, yes.

VII. CONSENT AGENDA

MOTION A motion was made by Commissioner Hamilton, seconded by Councilor Rivera, to approve the consent agenda as presented.

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

Councilor Rivera, yes; Councilor Garcia, yes; Commissioner Hamilton, yes; Commissioner Hansen, yes; Commissioner Hughes, yes.

VIII. CONSENT AGENDA

A. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE SERVICE AGREEMENTS FOR SCRAP TIRE RECYCLING SERVICES (RFB NO. '20/10/B) WITH:

- 1. STATE RUBBER AND ENVIRONMENTAL SOLUTIONS, LLC OF DENVER CITY, TX (SCRAP TIRE RECYCLING) AND;**

- a. EXTEND THE TERM OF THE AGREEMENT THROUGH FEBRUARY 20, 2023.
 - b. INCREASE THE COMPENSATION BY \$24,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$78,000.
2. APPROVAL OF SERVICES AGREEMENT WITH ENCHANTMENT TRANSPORT, INC. OF ALBUQUERQUE, NM (SCRAP TIRE HAULING) AND;
 - a. EXTEND THE TERM OF THE AGREEMENT THROUGH FEBRUARY 20, 2023.
 - b. INCREASE THE COMPENSATION BY \$33,600 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$102,600.

Approved on consent.

- B. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO THE SERVICES AGREEMENT WITH PRO-MOTION TRANSPORTATION, LLC OF ESPANOLA, NM, FOR GLASS HAULING SERVICES FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION (RFB '18/09/B); AND
 1. INCREASE THE AMOUNT OF COMPENSATION BY \$40,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$389,425.
 2. APPROVAL OF BUDGET INCREASE TO 8100852.510310 (SERVICE CONTRACTS) FROM 810.100700 (OPERATING FUND CASH BALANCE) IN THE AMOUNT OF \$40,000.

Approved on consent.

- C. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO THE SERVICES AGREEMENT WITH UNIVERSAL PROTECTION SERVICES, LP d/b/a ALLIED UNIVERSAL SECURITY SERVICES OF ALBUQUERQUE, NM FOR SECURITY SERVICES (ITB NO. '20/23/B); AND
 1. AMEND THE COMPENSATION OF THE AGREEMENT TO INCREASE THE RATES FOR SECURITY OFFICERS.
 2. AMEND THE NOTICES OF THE AGREEMENT.

Approved on consent.

D. REQUEST FOR APPROVAL TO RECLASSIFY A FIELD SERVICE LUBE TECH POSITION FROM AN SWU-06 TO SWU-10 PAY RANGE.

Approved on consent.

E. REQUEST FOR APPROVAL OF FREE DISPOSAL FEES FOR SANTA FE HABITAT FOR HUMANITY FOR UP TO 20 TONS UNDER THE SFSWMA POLICY 2006.1 - FREE DISPOSAL FEES PROGRAM.

Approved on consent.

IX. MATTERS FROM THE EXECUTIVE DIRECTOR

A. FY-21 AUDIT STATUS UPDATE

Mr. Kippenbrock stated that he asked Ms. McCoy to attend the meeting today to give us an update on the FY-21 audit and a timeline of when it will be completed.

Mr. Kippenbrock said he sent four questions to Ms. McCoy that he would like her to answer.

Ms. McCoy read the questions posed by Mr. Kippenbrock and answered them.

Question #1: When will the FY 20 journal entries be posted and reflected in Munis so those entries can be rolled over into FY-21.

Response #1: We have had turnover in the Accounting Officer position which led to our being late in postings required by the auditor.

Question #2: Is the City still reconciling SWMA's cost, etc., through what month is it completed.

Response #2: The asset reconciliations have been 57% completed and they are on target for a March 31st deadline.

Question #3: When can the City post at least two capital assets (WIP) in Munis.

Response #3: The WIP journal entries were posted by Finance earlier this week.

Question #4: By when can SWMA expect a trial balance for each SWMA fund, including cash, interest on investments, and payroll liabilities.

Response #4: The Accounting Officer reviewed the documents submitted by SWMA staff via CLA's audit portal and saw that SWMA had already reconciled accrued payroll, and as far as interest receivable, that will be done last as Finance needs cash to be fully reconciled so that we know how to allocate out interest and all of this in on track for the March 31st deadline.

Mr. Kippenbrock stated that he was satisfied with Ms. McCoy's answers and thanked her for attending and addressing these issues. Mr. Kippenbrock said he met with the accounting firm CLA this week. As soon as all of the items we need are received, including the trial balance, it will take forty-five days to get out the audit.

Chair Hansen stated that she would like to request that next year, we make an effort to get the audit in on time. Our staff will be happy to work with you Ms. McCoy.

Ms. McCoy introduced Ricky Bejarano, the new Accounting Officer for the City Finance Department. The position has been vacant for six months and is a critical and key position. He is working with us on the audit at this time.

Mr. Bejarano said he has met with all of the City Departments regarding year end closings. He looks forward to a continued relationship between the City and SWMA.

Chair Hansen commented that Emily Pisula is our accounting person. She would like Ms. Pisula to meet with Mr. Bejarano and work with him.

X. MATTERS FROM THE BOARD

A. ELECTION OF CHAIR AND VICE-CHAIR

Ms. Long explained that the history of the Board is that the positions of Chair and Vice Chair are rotated between the City and the County each year. To be true to that, last year the Chair was a City Councilor and the Vice Chair was a County Commissioner. This year the Chair will be a County Commissioner and the Vice Chair a City Councilor.

Commissioner Hughes nominated Commissioner Hansen as Chair.

Councilor Rivera nominated Councilor Garcia as Vice Chair.

MOTION A motion was made by Commissioner Hughes, seconded by Councilor Rivera, to elect Commissioner Hansen as Chair and Councilor Garcia as Vice Chair.

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

Councilor Rivera, yes; Councilor Garcia, yes; Commissioner Hamilton, yes; Commissioner Hansen, yes; Commissioner Hughes, yes.

XI. MATTERS FROM STAFF - AGENCY, CITY, COUNTY

A. SHIRLENE SITTON, DIVISION DIRECTOR, CITY OF SANTA FE ENVIRONMENTAL SERVICES DIVISION

Mr. Denton presented the matters from the City as Ms. Sitton was unable to attend.

Mr. Denton reported that on February 9th the City Council approved a rate increase effective March 1, 2022. It is the first increase in eight years and is based on the NewGen Strategies Study. The information is included on our website and notices went out to customers in their utility bills. The increase is \$3.50 a month for residential rates.

B. LES FRANCISCO, SOLID WASTE SUPERINTENDENT, SANTA FE COUNTY PUBLIC WORKS

Mr. Francisco stated that they are 100% up and running except on employees. They had a two hour delay this morning due to the snow.

**XII. NEXT MEETING
THURSDAY, MARCH 17, 2022**

XIII. ADJOURN

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

Attested to By:

Commissioner Anna Hansen, Chair



Elizabeth Martin, Stenographer

Katharine E. Clark
Santa Fe County Clerk