

SUMMARY OF ACTION  
 SANTA FE SOLID WASTE MANAGEMENT AGENCY  
 SANTA FE COUNTY BUILDING, LEGAL CONFERENCE ROOM  
 THURSDAY, MAY 17, 2018

SFC CLERK RECORDED 07/03/2018

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF CONSENT AGENDA	APPROVED	2
APPROVAL OF MINUTES	APPROVED	2
MATTERS FROM THE PUBLIC	NONE	2
 <u>CONSENT CALENDAR</u>		
REQUEST FOR APPROVAL OF CLOSURE/POST-CLOSURE CARE AND PHASE I/II ASSESSMENT COST ESTIMATES FOR THE CAJA DEL RIO LANDFILL.	APPROVED	2
REQUEST FOR APPROVAL OF CLOSURE/POST-CLOSURE CARE COST ESTIMATES FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION.	APPROVED	2
INFORMATIONAL ITEM: REMOVAL OF FIXED ASSETS COSTING LESS THAN \$5,000 FROM FIXED ASSETS INVENTORY.	APPROVED	2
 <u>MATTERS FROM THE EXECUTIVE DIRECTOR</u>		
REQUEST FOR APPROVAL OF AUDITED FINANCIAL STATEMENTS AND	APPROVED	2-4

**SUPPLEMENTARY INFORMATION FOR  
THE YEAR ENDED JUNE 30, 2017.**

<b>MATTERS FROM THE BOARD</b>	<b>INFORMATION/DISCUSSION</b>	<b>4-6</b>
<b>MATTERS FROM STAFF - AGENCY, CITY, COUNTY</b>	<b>INFORMATION/DISCUSSION</b>	<b>6</b>
<b>NEXT MEETING DATE</b>	<b>JUNE 21, 2018</b>	<b>6-7</b>
<b>ADJOURN</b>	<b>ADJOURNMENT</b>	<b>7</b>

**SFC CLERK RECORDED 07/03/2018**

**SANTA FE SOLID WASTE MANAGEMENT AGENCY  
SANTA FE COUNTY BUILDING, LEGAL CONFERENCE ROOM  
102 GRANT AVENUE  
THURSDAY, MAY 17, 2018**

**1. CALL TO ORDER**

The meeting of the Santa Fe Solid Waste Management Agency Joint Powers Board was called to order by Commissioner Anna Hamilton, Chair, at 5:00 pm on Thursday, May 17, 2018, at the Santa Fe County Administration Building, Legal Conference Room, 102 Grant Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Commissioner Anna Hamilton, Chair  
Councilor Renee Villarreal, Vice Chair  
Councilor Michael Harris  
Councilor JoAnne Vigil Coppler  
Commissioner Anna Hansen  
Commissioner Ed Moreno

**MEMBERS ABSENT**

**OTHERS PRESENT**

Randall Kippenbrock, Executive Director, SWMA  
Laura Beltran-Schitz, Auditor, Telephonically  
Maria Rotunda, Constituent Services Liaison, Commissioner Hansen  
Jane Bias, Educational/Outreach Coordinator, SWMA  
Shirlene Sitton, Environmental Service  
Claudia Bouchett, Santa Fe County  
Nancy Long, Long, Komer and Associates  
Rosalie Cardenas, SWMA  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

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

**VOTE** The motion passed unanimously by voice vote.

**4. APPROVAL OF CONSENT AGENDA**

**MOTION** A motion was made by Commissioner Hansen, seconded by Councilor Vigil Coppler, to approve the consent agenda.

**5. APPROVAL OF MINUTES  
APRIL 19, 2018**

Commissioner Hansen asked that Maria Rotunda be added to others present, Commissioner Moreno asked that the spelling of Ewers be corrected on page 8 and any other pages where he is mentioned.

**MOTION** A motion was made by Councilor Vigil Coppler, seconded by Commissioner Hansen, to approve the minutes as amended.

**6. MATTERS FROM THE PUBLIC**

None.

**7. CONSENT CALENDAR**

**A. REQUEST FOR APPROVAL OF CLOSURE/POST-CLOSURE CARE AND PHASE I/II ASSESSMENT COST ESTIMATES FOR THE CAJA DEL RIO LANDFILL.**

**B. REQUEST FOR APPROVAL OF CLOSURE/POST-CLOSURE CARE COST ESTIMATES FOR THE BUCKMAN ROAD RECYCLING AND TRANSFER STATION.**

**C. INFORMATIONAL ITEM: REMOVAL OF FIXED ASSETS COSTING LESS THAN \$5,000 FROM FIXED ASSETS INVENTORY.**

**8. MATTERS FROM THE EXECUTIVE DIRECTOR**

**A. REQUEST FOR APPROVAL OF AUDITED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2017.**

Mr. Kippenbrock said he just learned that the auditor, Laura Beltran-Schitz, is unable to be here. She can join us by phone. The memo is in the packet, but it has the wrong date. It should be May, 2018. It also says Commissioner Holian and Councilor Harris were at the exit conference, but it was Commissioner Hamilton and Councilor Harris. Laura Beltran-Schitz, auditor

Ms. Beltran-Schitz said we had a formal exit conference, as required, on April 9<sup>th</sup>. Councilor Harris and Commissioner Hamilton were in attendance. Overall the audit went well. Everything was provided to us on an extremely timely basis. We gave a clean opinion. We did not identify any material issues or changes. The only issue was a finding on compliance due to the City audit report due December 15<sup>th</sup>, had not been turned in. There was a challenge with the City audit and obtaining some numbers necessary for our report. No adjustments were needed.

Councilor Harris said good work. Everyone here understands the reason for the one finding. The investment income for this period, do you know off hand what it was for the prior period. The City of Santa Fe changed its investment policies and he wondered if that had made any substantial difference in investment income for the agency.

Ms. Beltran-Schitz said yes that was an issue. Investment was interest receivable impacted. They did modify how they were allocating to Buckman and SWMA.

Councilor Harris asked Ms. Beltran-Schitz to pull that information and send it to Mr. Kippenbrock so he can distribute it to us. So, it had more to do with the reallocation.

Ms. Beltran-Schitz said correct.

Councilor Harris said on page 8 of the audit we have a line item for closure and post closure and under restricted cash and investments. We have the same discussion, but different numbers.

Ms. Beltran-Schitz said on page 12 that pertains to non current liability based on a calculation Randall provided to us that we were able to test to substantiate the numbers. That is what management currently calculated. The internal designated and the fact that it was over we expected. We must have enough in restricted cash to cover that liability. Management allocated an additional amount in case there were any changes so there would be no gap.

Councilor Harris said we are certainly covered. So we are on very solid ground.

Ms. Beltran-Schitz said yes.

Councilor Harris said the overall cash position on page 8 is unrestricted cash in the amount of \$6 million. Is that truly unrestricted. Is there anything we need to know about that amount of money and description. It increased \$1.5 million from the previous year.

Ms. Beltran-Schitz said your total cash also increased. You have a healthy balance for items not restricted. This is necessary to be sure you are covered for

unforeseen issues.

Councilor Harris said our management is very prudent. That is a good thing. What accounts for the bump of \$1.5 million.

Ms. Beltran-Schitz said the operating revenue increased and that is where the interest income came from. There was a gain in non operating revenue. She is happy to pull a detailed explanation together for you and get back with you.

Councilor Harris said great. We appreciate that.

Chair Hamilton said thank you.

Mr. Kippenbrock said when it comes to closure and post closure we have to comply with the New Mexico Environment Department regulations using the worst case scenario. There is another requirement called GASB statement no. 18. There is a percentage that has to be set aside as a liability. That is how we get these numbers.

Mr. Kippenbrock said in regard to bumping in the revenue from one year to the next, that was higher than expected. In the investment we made we have to look at the unspent budget that goes back into the cash from year to year.

Commissioner Hansen said on page 10, under the 6 largest commercial accounts, other is 31% of income. Who is that.

Mr. Kippenbrock said self haulers and cash customers. That number is very consistent from last year.

Ms. Beltran-Schitz said she was able to find the last year financial statements. We do not have very much difference. The cash outflow is less than for construction of capital assets this year.

Councilor Harris said thank you.

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

**VOTE** The motion passed unanimously by voice vote.

## 9. MATTERS FROM THE BOARD

Commissioner Moreno said given the one finding is the late City audit can you, Councilor Harris, tell us anything about what is going on there.

Councilor Harris said he is disappointed that on May 15<sup>th</sup> it was still not to the State Auditor. He does not have the particulars. There is great frustration to all of us on the Council. It was unfortunate that Adam Johnson resigned. We have to rebuild the Finance Department. There is a lot of baggage that needs to be dealt with. Bad quality controls, bad practices and other issues. The ERP is being put into place and that should modernize our systems, but we still need the personnel in the Finance Department. There has been greater professionalism in the hires we have seen. Kent DeYoung, Brad Fluetsch and Christina Keyes. We only have an interim Finance Director. He believes we will not have the same situation next year. The Mayor committed to that and so did the Finance Committee.

Commissioner Moreno said that is good to hear. We have multiple relationships and we need the City to get strong.

Councilor Harris said understood.

Commissioner Moreno said we will do everything we can.

Chair Hamilton said we offer moral support.

Councilor Vigil Coppler said the interim City Manager, with the Mayor, is moving closer to fill that position.

Councilor Harris said we have some key positions to fill. Wish us luck.

Commissioner Hansen invited everyone to ride with us tomorrow in the bike convoy. It is at 4:00 pm in front of the building here. We are riding to the Railyard. The more the merrier.

Councilor Vigil Coppler said she participated in Trash Amnesty Day and saw Randall there. It is so well organized and the staff was friendly. It was very good and very good customer service. High 5 to you and your group.

Councilor Harris said he participated in the Great American Spring Clean Up. It was good as well. He appreciates the month of May having Green Waste Days. The whole BuRRT operation is something people appreciate. The people in the booth were good and there was clarity there. Good job. It was a credit to the agency.

Commissioner Moreno asked is there any news from Friedman and China.

Mr. Kippenbrock said we learned in the last 2 weeks that China has suspended taking any material from May, 4<sup>th</sup> to June, 4<sup>th</sup>. He talked to Mr. Friedman. That means to us that the processing fee will be higher. It has gotten worse. We will see what happens next month. March was higher than usual, April was better and May was worse than either. It throws the entire industry into flux.

Commissioner Hansen said we need to move away from China.

Mr. Kippenbrock said we would like to.

Chair Hamilton said we did not get Mike Harris on the Commission, but we did get his son a week ago. The fire academy graduated 22 and Jeff Harris was among them. He is a proud Santa Fe Firefighter.

Councilor Harris said we were proud parents. It was a nice ceremony. He was pleased.

Chair Hamilton said Eric gave the best address she has heard in many years. It was inspiring.

Councilor Harris said it was incredible. He made the City proud.

**10. MATTERS FROM STAFF - AGENCY, CITY, COUNTY**

Ms. Bias said we are excited to announce that we received an award from the New Mexico Environment Department for a grant in coordination with the Santa Fe Public Schools and the School for the Deaf. This is the first time the Agency has received this.

Chair Hamilton asked so this is an educational program.

Ms. Bias said we are doing the educational materials. Educators can use the materials. The School For the Deaf will do compost piles to reduce and reuse in a variety of different ways.

Commissioner Hansen said congratulations.

Councilor Villarreal said thank you for coming to Community Days and having a booth there.

Ms. Sitton said thank you Councilor Harris for coming to clean up day. Gilda is now gone. We have been approved for the reclass and update of her position. It will now be an Environmental Programs Manager.

Ms. Sitton said we are working with PNM to work out moving the Ft. Marcy drop off to the substation at Paseo and Guadalupe location and th have parking for the Farmers Market. We are hoping to make that work.

**11. NEXT MEETING DATE  
JUNE 21, 2018**



Commissioner Hansen, Commissioner Hamilton, Councilor Villarreal and possibly Commissioner Moreno will not be able to attend the next meeting.

The Chair asked Randall to look at rescheduling that meeting.

Mr. Kippenbrock said he would.

**12. ADJOURN**

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

**VOTE** The motion passed unanimously by voice vote.

There being no further business before the Committee the meeting adjourned at 6:05 pm.

Anna Hamilton  
Commissioner Anna Hamilton, Chair

Elizabeth Martin  
Elizabeth Martin, Stenographer

Attested to by:

Geraldine Salazar  
Geraldine Salazar  
Santa Fe County Clerk



SFC CLERK RECORDED

COUNTY OF SANTA FE ) SWAC MINUTES  
STATE OF NEW MEXICO ) ss PAGES: 9

I Hereby Certify That This Instrument Was Filed for Record On The 3RD Day Of July, 2018 at 10:13:05 AM And Was Duly Recorded as Instrument # 1861706 Of The Records Of Santa Fe County

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

