

NM SWANA MEETING ROADRUNNER CHAPTER
General Membership and Officers Meeting
Tuesday, February 9, 2016
Applebee's at San Pedro & Paseo del Norte

Submitted by JoAnne Weaver, Executive Secretary
Reviewed by Stephen Miceli, Secretary and Jerry Kamieniecki, Communications Chair

*Asterisks indicate there are handouts filed with the copy of these minutes.

General Membership Attendance: Danita Boettner, Alan Brandon, Layne Duesterhaus, Charles Fiedler, Jerry Kamieniecki, Stephen Miceli, Terry Nelson, Marcia Pincus, David Robinson, Shirlene Sitton, Joan Snider, Randal Watkins, Deborah Weaver and JoAnne Weaver

I. Call to Order: SWANA NM RR Chapter Business Meeting-Charles Fiedler, President

Charles Fiedler, President, called the meeting to order at 11:03 am.

II. Approval of January 12, 2016 Meeting Minutes

MSC: Terry Nelson and David Robinson to approve the January 12, 2016 minutes

III. Approval of January 31, 2016 Treasurers Report

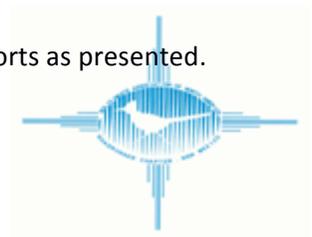
Joan Snider, Treasurer, presented the Balance Sheet and Profit and Loss-Budget document for January 31, 2016 for review, with the ending balances as follows:

- Rio Grande Credit Union accounts: \$39,109.27
- Accounts Receivable: \$2,878.30
 - Open Invoices: \$5,650.72
 - Credit memos (to be used in 2016): <\$2,772.42>
- Total Current Assets: \$41,987.57

Joan then presented the Actual to Budget Summary reports:

- Profit Year-to-Date (YTD): \$803.00 (Budget: \$890.00)
- Total Income for January, 2016: \$7,071.97 (Budget: \$7,405.00)
- Total Expenses for January, 2016: \$6,268.97 (Budget: \$6,515.00)
- Total Income YTD: \$7,071.97 (Budget: \$7,405.00)
- Total Expenses YTD: \$6,268.97 (Budget: \$6,515.00)

MSC: Marcia Pincus and Terry Nelson to approve January 31, 2016 financial reports as presented.



IV. Old/Other Business

A. Approval of 2016 Budget

JoAnne Weaver presented the second draft of the proposed 2016 budget.

- JoAnne noted that the draft budget presented at the January 31, 2016 meeting had an expense line for a September meeting with NMED. As this meeting will not take place, she has removed that line from the budget under discussion.
- Joan Snider noted that the NMRC/SWANA Joint Conference budgeted income and expenses of \$12,500 are biennial. JoAnne pointed out the only expense for the Joint Conference is \$1,000 for her administrative services.
- Charles Fiedler noted that approximately three-fourth of projected income is from training classes.
- Joan asked if the income from a training session at the Annual Conference is included in the Annual Conference budget line. JoAnne said it was; she will break it out on the approved budget.
- Charles asked whether the expenses for the SWANA International Board (IB) meetings is sufficient.
 - Marcia Pincus noted that the budgeted amount for IB meetings was based on the actual expenses from 2015.
 - Danita Boettner said that, based on the scheduled venues for IB meetings in 2016, the proposed budget is sufficient.
- Steve Miceli asked why the budgeted expense for the March Landfill Training class is more than the amount budgeted for the same class in September. Joan said the additional \$1,000 for the March class, to be held in Las Cruces, is for rental of a room and equipment. Also, the September class expense is for fewer registrants, thirty persons, while the March class is budgeted for 40 persons.

MSC: Steve Miceli and Randy Watkins to approve the proposed 2016 budget as presented.

B. SWANApalooza

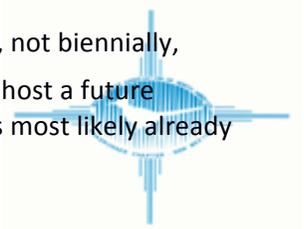
Charles Fiedler reported that the Albuquerque Convention & Visitors Bureau is still interested in having NM SWANA host a future SWANApalooza in Albuquerque. He asked for input.

- Joan Snider asked what the projected volunteer hours were.
- Shirlene Sitton, who has experience with the TxSWANA hosting a SWANApalooza in Texas, said that the only volunteer hours the NM SWANA chapter would be expected to contribute is for hosting extracurricular, special events, e.g. tours or a golf tournament. All other conference work would be done by SWANA International staff.
- Joan asked what time of year SWANApalooza is usually held. Charles said it is held biennially in March.

Adm. Note: Marcia Pincus noted that the SWANApalooza's are held annually, not biennially,

- Charles said he would reach out to SWANA International with the offer to host a future SWANApalooza. Terry Nelson suggested 2019 as SWANA International has most likely already secured a location for the 2017 SWANApalooza.

C. Strategic Planning Initiatives Follow-up



Terry Nelson recommended a Waste Screening Training class be held the day before the NMRC/SWANA Joint Conference in September. He will meet with Joan Snider to discuss the possibility of a second one-day training.

D. Regional Roundtable (April 12, 2016)

Charles Fiedler asked for ideas for the topic of the April 12, 2016 Roundtable and for someone to chair the meeting.

- Danita Boettner agreed to chair the April Roundtable.
- Danita suggested that Dave Robinson, Chapter Safety Ambassador, report on the roll-out of the SWANA International Safety Ambassadors program.
- Shirlene Sitton suggested Curbside Recycling be included as well.

Action: Danita is to notify JoAnne of the location and topic as soon as possible in order to begin to advertise the event. Danita will also need to fill out the application for CEU's before the Roundtable can be advertised.

V. New Business



A. SWANA International Board: 2nd Draft of Policy MA-36, Affinity Program**

Danita referenced the draft Affinity Program policy that was sent out by email on February 2, 2016. In her email. Danita summarized the policy as follows:

The Affinity program allows for SWANA to develop relationships with companies that would benefit from being associated with SWANA and its members. SWANA would benefit from receipt of non-dues revenue to support the organization's programs and services, and members could potentially benefit from discounts provided by those companies. Details on how SWANA intends to evaluate a company's interest in participating are provided in the summary section of the attached documents.

Joan Snider responded to Danita's email, expressing concern re: selling the SWANA membership list to Affinity partners. Danita responded to her concern by pointing board members to a paragraph in the draft policy which addresses this concern:

The agreement [between SWANA and a vendor as part of the Affinity program] shall further state that SWANA will not engage in any active marketing or administrative activities on behalf of the vendor in connection with the agreement, and that if any vendor representative holds a current SWANA membership, it must continue in effect through the term of the agreement. The agreement will also govern the vendor's use of the SWANA membership list, including setting appropriate restrictions on its use to ensure protection of the members, and stated that the vendor's marketing efforts comply with applicable U.S. and Canadian law. *Members will be provided the opportunity to opt out of affinity-related promotions.* [Emphasis added]

Danita reported that she has provided feedback about the Affinity Program to SWANA International, incorporating Joan's concerns in that feedback.

B. 2016 eSession Topics***

Jerry Kamieniecki referenced the list of possible eSession topics, which he sent out on February 3, 2016 and were also attached to the Board packet sent out by JoAnne Weaver on February 5, 2016.

- Joan Snider stated that, in the past, the best attended sessions have been geared towards operators. She felt the eSession topics listed were geared towards managers. She asked if the list of all eSession topics available from SWANA International included topics that were more operator focused.
- Jerry will go back and review the list for topics more focused on operators.
- Charles Fiedler said he likes the "Beyond Post-Closure Care" eSession topic. Terry Nelson agreed, stating that a large number of closed sites are coming up on the 30th year post closure.
- Steve Miceli would like to see training on storm water alternative cover and leachate monitoring.



Jerry will go ahead and schedule the "Beyond Post-Closure Care" eSession for the May 17, 2016 eSession training. He will also apply for CE credits from NMED. He will need someone to volunteer to bring beverages and snacks.

C. Date of 2016 Annual Meeting

The consensus was to hold the meeting on December 2, 2016.

D. Dates of the June and September Chapter Meetings

At Charles Fiedler suggestion it was agreed to hold the June Chapter Meeting on the third Tuesday and to not have a Chapter Meeting in September.

VI. Committee Reports, 2014

A. Education – Terry Nelson

See Terry Nelson's report under IV.C above.

B. Communications***

Jerry Kamieniecki referenced the list of newsletter articles sent out on February 5. He asked for feedback. The consensus was that the list was good.

Administrative Note: *The schedule and deadlines for the April newsletter are as follows (each deadline dependent on previous deadline being met):*

- Wednesday, March 30: Deadline to submit articles and photos are to Jerry, with a copy to JoAnne Weaver*
- Thursday, April 7: Deadline for Jerry to submit all articles to JoAnne at DGS, Inc.*
- Tuesday, April 12: DGS to send the newsletter draft to Jerry for review.*
- Friday, April 15: Jerry return edits to DGS.*
- Tuesday, April 19: DGS to publish the newsletter on the website and to eBlast to NM SWANA mailing list.*

C. International Board

See discussion under IV.A, Bullet 5.

D. Membership

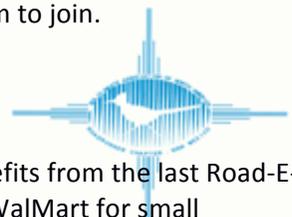
Marcia Pincus reported that she has an updated membership list, which she will send to Board. She asked that, if anyone knows of someone who should be a member but is not, to please send her the name and contact information. She will then call the person and invite them to join.

VII. Special Events/Initiatives

A. Road-E-O**

Randy Watkins passed around a handout with the sponsorship levels and benefits from the last Road-E-O. Marcia Pincus asked him to keep in mind approaching businesses, such as WalMart for small contributions.

Terry Nelson suggested the possibility of companies sponsoring the Road-E-O, the Joint Conference and the Annual Meeting with one contribution. Joan Snider agreed and said that any sponsors we recruit



for the Joint Conference will be ours at future conferences and cannot be approached by NMRC. Terry will look at NM SWANA's agreement with NMRC to see if we can recruit companies to sponsor both the Road-E-O and the Joint Conference.

Randy asked for volunteers to work with him on establishing combined sponsorship levels to cover the Road-E-O, the Joint conference, and possibly the Annual Meeting. Charles Fiedler and Terry Nelson volunteered to work with him on this.

Administrative Note: *Randy Watkins has confirmed that the Road-E-O will be held at his facility in Santa Fe.*

B. 2016 Joint Conference

Terry Nelson reported that the title/theme for the Joint Conference will be "Overcoming Challenges in a New Era." He will send out the call for papers, which are due March 31, to the Board members.

March 31 is also the deadline for "super early bird" registration for the Joint Conference. The deadline for "Early bird" registration will be the end of July.

Terry asked that members send suggestions for a keynote speaker. He also elaborated on his idea for a one-day training (see IV.C) the day before the conference. He suggested two half-day topics – Lock Out/Tag Out and Waste Screening.

C. Safety Ambassador Initiative

David Robinson participated in a conference call with other SWANA Safety Ambassadors in January. Ambassadors were asked to contact all facilities regarding safety. Also, Dave will conduct some kind of safety training at Roundtables and conferences. Dave said that SWANA International's goal is to make safety a way of life, not just limited to individuals' work lives.

Danita Boettner said that facilities are more likely to send employees to these events if safety training is incorporated. Shirlene Sitton concurred.

VIII. Next Roadrunner Chapter Meeting

The next meeting of the Chapter will be held Tuesday, March 8 at a place to be determined. from 11:00 am to 1:30 pm.

Administrative Note: *David Robinson has arranged for the meeting to be held at the City of Albuquerque Open Space Center.*

IX. Adjournment

Charles Fiedler, President, declared the meeting adjourned at 1:05 pm.



**** MA-36**
MANAGEMENT AND ADMINISTRATIVE PRACTICES
POLICY ON
ENDORSEMENT OF PRODUCTS, SERVICES AND ENTITIES

II. Policy

Excerpt as set forth in Article III below, SWANA and its chapters shall not allow their respective names (or any forms thereof) and the SWANA logo to be copied, republished, linked or associated with any vendor, product, program or service for any commercial, testimonial, or promotional use or purpose.

III. Affinity Program

The purpose of SWANA's Affinity Program is to develop relationships with companies that would benefit from being associated with SWANA and its members. SWANA would benefit from receipt of non-dues revenue to support the organization's programs and services, and members could potentially benefit from discounts provided by those companies. SWANA will evaluate companies interested in participating in its Affinity Program as follows:

The Executive Director/Chief Executive Officer (ED/CEO) shall review a company's written proposal to determine compliance with the established criteria set forth in Appendix 1, and whether anything raises an obvious "red flag" (e.g., recent allegations of illegal activity or improper business practices). Further consideration will be given if at least one of the company's senior managers is a SWANA member and actively participating in the Association, The ED/CEO shall report his findings and recommendation to the Affinity Committee for each proposal received.

The Affinity Committee (comprised of the Vice-President, Treasurer, a Private Sector Director International Board Representative, a Technical Division International Board Representative, and one at-large representative selected by the International Board) shall review the ED/CEO's findings and recommendation and, if appropriate, authorize the development of an affinity (royalty) agreement in which the rights and obligations of SWANA and the vendor will be defined. The Affinity Committee shall also consider the criteria set forth in Appendix 1 in its deliberations.

The Affinity Committee shall direct the General Counsel to develop or review a written agreement defining the rights and obligations of SWANA and the company. Among other provisions, the agreement will provide that SWANA shall receive a royalty from the company, based on revenue from sales of the products or services defined in the agreement, in exchange for conditionally authorizing it to use SWANA's name and logo in its marketing materials and to state that the company is part of SWANA's Affinity Program.

The agreement shall further state that SWANA will not engage in any active marketing or administrative activities on behalf of the vendor in connection with the agreement, and that if any vendor representative holds a current SWANA membership, it must continue in effect through the term of the agreement. The agreement will also govern the vendor's use of the SWANA membership list, including setting appropriate restrictions on its use to ensure protection of the members, and stated that the vendor's marketing efforts comply with applicable U.S. and Canadian law. Members will be provided the opportunity to opt out of affinity-related promotions.



If an acceptable agreement is developed, it shall be approved by the ED/CEO, who shall promptly notify the Affinity Committee. The IB shall be notified of such approval prior to the effective date of such agreement.

Section III-V would be renumbered as Sections VI-VI.

Appendix 1 to MA-36

The Affinity Committee shall consider the following criteria in its review of applications to SWANA's Affinity Program:

1. The vendor's experience and reputation selling to entities or individuals in the waste industry, including but not limited to, the number of years spent selling to the industry, members' views concerning the vendor and its products or services, and the vendor's response to complaints (if any) about its products, services or its customer service.
2. Whether the proposed products or services are consistent with members' needs;
3. Whether the proposed products or services are consistent with SWANA's values and mission;
4. Whether the proposed relationship is expected to result in meaningful revenue for SWANA;
5. Whether the vendor's products or services compete with SWANA or another vendor in SWANA's Affinity Program; and
6. Any other information concerning the vendor and its management, history, products, or services, including whether the vendor: (a) has been penalized for engaging in unlawful activities; or (b) is being investigated for any alleged violations of applicable laws.



***** Potential E-Session Training Topics: 2016**

1. Applied Technology for Precision Installation of GCC S (2015)

With each lateral expansion of a landfill, a corresponding gas collection and conveyance system (GCCS) is typically permitted and constructed. The system for a new cell relies on the GCCS that was installed in the previous cell. Unfortunately, systems typically aren't installed exactly as designed and as-built surveys are sometimes overlooked or misplaced. Even when systems are installed as designed, facility operators may not have the sophisticated survey equipment needed to verify that collectors and pipes are installed at the correct elevations and slopes, condensate traps have sufficient elevation difference to overcome the vacuum provided by the blowers, and so on.

A landfill "master plan" provides a progressive filling and GCCS development plan that allows a landfill manager to think through the development of their landfill, identify issues with access and stormwater management, and most importantly, plan for the incremental expansion of the GCCS.

This SWANA Webinar reviews the GCCS design, layout, construction, and post-construction techniques used at the Juniper Ridge Landfill in Old Town, Maine, to expand and maintain the GCCS in accordance with the landfill's master plan.

Presenter: Timothy Reed, P.E., Senior Project Manager, Sanborn, Head & Associates, Inc.

2. The Zero Waste Residuals Processing Facility (2015)

While leading communities continue to move beyond 70% landfill diversion, there is still the challenge of handling thousands of tons of mixed-waste residuals (a.k.a. "leftovers") that require proper management. This leads to the question: "What is the best method for managing the residuals in order to reduce the harm and risks to public health and the environment?"

To answer this question, the project team took the 30% residual waste leftovers after the successful landfill diversion programs in Seattle, Washington, and ran it through eight different "residual management scenarios," based on the three leading technologies in the marketplace today, including:

- Landfill with landfill-gas-to energy (LFGTE);
- Waste-To-Energy (WTE) as practiced today by leading WTE companies as mass burn incineration
- Mechanical Recover, Biological Treatment (MRBT), a dual-purpose sorting facility designed to handle both source-separated recyclables/compostables as well as mixed-waste. This option also includes a bio-stabilization process before burial to minimize gas generation.

The webinar also addresses current controversies related to:

- How do you build these systems in a way that doesn't undermine the growth of community source-separation programs in the way that traditional dirty MRF's do?
- What is an appropriate name for this approach (MRBT or ZWRPG or ?)
- How do we market this system as part of a community Zero Waste Plan?



Project Team: Dr. Jeffrey Morris, Dr. Enzo Favoino, Eric Lombardi, Kate Bailey

3. Making Your Recycling Facility State of the Art (2015)

Many existing recycling facilities have been operating for more than 10 to 15 years and no longer effectively serve the needs of their customers. For example, some MRFs may not have the capability to process single stream recyclable materials or do not have adequate capacity to handle projected growth in the quantities of materials received for processing.

This SWANA Webinar discusses how McLeod County, Minnesota, addressed these challenges with its materials recovery facility. The case study offers a unique perspective on how to accelerate the completion of a facility upgrade and maximize the existing capital investment through building and equipment reuse. After an assessment of options, the County decided to reuse select equipment, purchase new processing equipment, and add a new tipping floor to the facility. This option was selected because it was consistent with the solid waste and recycling program's mission to reduce, reuse, and recycle; and also because the option was considered to be the least costly. After making the decision, the County chose an alternative project delivery method of contracting with one firm to both design and build the modified facility.

Presenter: Robert Craggs, Solid Waste and Resource Recovery Practice Manager, Burns & McDonnell

4. Beyond Post-Closure Care (2015)

Klickitat County (County), Washington, owns the Horsethief Landfill, a former municipal solid waste (MSW) landfill which has been in post-closure care for 20 years. The landfill has been monitored and maintained by the Klickitat County Solid Waste Department (KCSWD) who is currently seeking to terminate post-closure care of the landfill and release the property to the Washington State Parks for incorporation into a regional park. The County's efforts to exit post-closure care requires that a demonstration be made to the State of Washington Department of Ecology (Ecology) that the site has been stabilized. Ecology's standards for a stabilized landfill include minimal settlement, cover integrity, little leachate and gas generation, and clean groundwater monitoring results. To address the stability standards, the County has performed periodic site surveys, groundwater quality monitoring, and landfill gas source testing. The purpose of these activities is to evaluate in an effective way whether or not the landfill's long-term stability is at risk by being left untended.

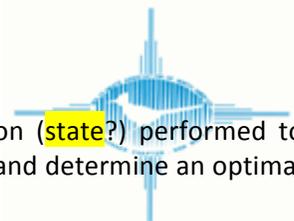
This presentation provides useful guidance to landfill owners and consultants interested in exiting the post-closure care monitoring period in a responsible and sustainable manner.

Presenter: Eric Mead, P.E., PMP, Solid Waste Engineer, HDR Engineering

5. Alternatives Analysis for Relocation of a Landfill Cell (2015)

This SWANA Webinar examines the work HDR and King County Solid Waste Division (state?) performed to evaluate options for refuse removal from a portion of the Cedar Hills Regional Landfill and determine an optimal construction scenario.

The South Solid Waste Area (SSWA) is a 24 acre, unlined cell containing approximately 450,000 cubic yards of refuse dating back to the 1960s. The site is part of the larger Cedar Hills Regional Landfill (CHRL). The SSWA was



closed in 1988 when a final cover system was installed, along with landfill gas and leachate management systems.

As a part of further landfill development at Cedar Hills Regional Landfill, stormwater management facilities are planned to be relocated into the South Solid Waste Area footprint. This development required excavation of the existing material that was present. The presentation discusses the evaluation process used to consider excavation alternatives, including the criteria such as performance, airspace utilization, and cost.

The preferred option was removal of all waste from the South Solid Waste Area, along with relocation of an existing water supply line and fiber optic and electrical conduits. This webinar looks at the range of factors that were assessed during the project's planning and the final project results. This is a can't miss event for anyone needing to relocate a landfill cell.

Presenter: Mary Shanks, Solid Waste Project Manager, HDR, Inc.



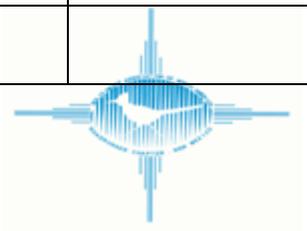
Draft, February 3, 2016

****** March 2016 NM SWANA Newsletter
 Preliminary List of Articles and Authors**

	Title	Rec'd?	Author	Pictures?/Links?
1	Chapter Begins Planning For 2016 Road-E-O Competition		Randy	
2	NM SWANA's 2015 Annual Meeting A Great Success		Jerry	2 pictures (Pics 1, 2)
2a	2015 Review of NMED/SWB Permitting and Enforcement Activities		Jerry	
2b	The State of SWANA International, by David Biderman, SWANA Executive Director and CEO		Charles	1 picture (Pic 6)
2c	Small Unmanned Aerial System (sUAS-aka "Drones") for Surveying and Mapping Applications		Steve	2 pictures (Pics 3, 5)
2d	NM SWANA Recognizes Professional Who Earned a Perfect Certification Test Score		Joan	1 picture (Pic 4)
3	Implementing the Chapter's New Strategic Plan		Terry	
4	City of Albuquerque To Work With Blue Ridge Services, Inc. to Improve Safety of Collection Services		David	
5	NM SWANA Implements First Steps of Its Expanded Safety Program		David	
6	Chapter Announce Dates for 2016 Training and Certification Classes		Joan	
7	Regional Roundtable Meeting Scheduled for April 12, 2016		Danita	
8	First 2016 E-Session Training Event Set for May 17, 2016		Jerry	

Proposed Newsletter Schedule:

1. All Articles, pictures, etc. to JoAnne/DGS by COB _____, 2016
2. DGS sends Newsletter draft to Jerry on _____, 2016
3. Jerry sends Final edits to JoAnne/DGS by COB _____, 2016
4. JoAnne/DGS distribute Final Newsletter about _____, 2016





**** For more information on sponsorship opportunities please contact one of the following NM SWANA Board Members:

Randy Watkins

Volunteer Name Here

Office: 505-424-1850 x130

rwatkins@sfswma.org

NM SWANA ROAD-E-O SPONSORSHIP LEVELS

Please select one of the categories below for which your company would like to contribute.

Your sponsorship will provide recognition for your company.

PLATINUM SPONSOR \$1,500

- logo on the Road-E-O t-shirts, hats, and winner certificates
- logo with website link on the NMSWANA website for a six-month period
- logo and advertisement on the luncheon signs announcing your sponsorship of the luncheon

Optional:

- logo (prominent) on sponsorship banner
- logo (prominent) with link to company's website, on front page of NMSWANA's website
- recognition at event opening and closing
- a table/space to showcase company information
- 10'x 10' covered booth with table and 2 chairs (NMSWANA to provide)
- space to display your equipment
- lunch

GOLD SPONSOR \$1,000

- logo on the Road-E-O t-shirts and winner certificates
- logo with website link on the NMSWANA website for a four-month period

Optional:

- logo (tier two) on sponsorship banner
- logo (tier two) with link to company's website, on front page of NMSWANA's website
- recognition at event opening and closing
- a table/space to showcase company information
- 10'x 10' covered booth with table and 2 chairs (NMSWANA to provide)
- lunch

SILVER SPONSOR \$500

- logo on the Road-E-O t-shirts
- logo with website link on the NMSWANA website for a three-month period



Optional:

- logo (tier three) on sponsorship banner
- logo (tier three) with link to company's website, on front page of NMSWANA's website
- recognition at event opening
- lunch

BRONZE SPONSOR \$250

- logo on the Road-E-O t-shirts
- logo with website link on the NMSWANA website for a two-month period

Optional:

- logo (tier four) on sponsorship banner
- logo (tier four) with link to company's website, on front page of NMSWANA's website
- recognition at event opening
- lunch

SPONSORSHIP SIGN UP – Deadline _____

Company _____

Address _____

Phone _____

Fax _____

Contact _____

Phone _____

E-mail _____

Remittance Due Date	Platinum Sponsor	Gold Sponsor	Silver Sponsor	Bronze Sponsor
_____	\$1,500	\$1,000	\$500	\$250

Please make **checks payable to NMSWANA**

Check mailing address:

NM SWANA

6110 Bellamah Ave. NE

Albuquerque, NM 87110

