

NM SWANA MEETING ROADRUNNER CHAPTER
General Membership and Officers Meeting
 Tuesday, November 12, 2019
 CABQ Open Space Visitors Center

Submitted by JoAnne Weaver, Executive Secretary
 Reviewed by Douglas Shimic, Secretary/Treasurer

General Membership Attendance: Joseph Ellis, Matthew Kingsley, Steve Mauer, Marcia Pincus, Diego Ramirez, Douglas Shimic, Shirlene Sitton, Randal Watkins, Colin Ross and JoAnne Weaver

I. Call to Order: SWANA NM RR Chapter Business Meeting

The meeting was called to order at 11:04 a.m.

II. Safety Minute

Steve Mauer, Safety Ambassador, gave the following Safety Minute on ***The Importance of Flu Safety:***

- Make sure to get a flu shot
- If you come down with the flu, take precautions to not spread it to others
- Guard yourself from contracting the flu

III. Approval of September 10, 2019 Meeting Minutes

MSC: Marcia Pincus and Matt Kingsley to approve the September 10, 2019, minutes with the corrections of Page 6, B. Header, change Bridge to Blue Ridge and Page 10, Section **VII. Other Business** should read Marcia Pincus announced her resignation...effective December 7, 2019.

IV. Approval of October 31, 2019 Treasurer's Report

A. Balance Sheet (October 31, 2019)

Rio Grande Credit Union Accounts	\$65,206.66	<i>Checking: \$2,592.76, Investors Club: \$ 17,124.07 (- \$7,983.84 + \$7.27 interest), 12-Month CD \$10,093.31 (\$12.85 interest), 12-Month CD #2: \$10,041.08 (\$14.91 Interest, includes interest from rolling 6-month CD into this CD, and 24-month Jumbo Certificate: \$25,350.44 (\$46.36 interest) Share Account: \$5.00</i>
Accounts Receivable	\$-1,752.07	<i>Credit memos to be used for 2020 Training</i>
Funds received but not deposited	\$0.00	



Total Assets	\$63,454.59	
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B. Profit & Loss Statement (August 31, 2019)

Total Income for October 2019	\$ 749.39	Budget: \$815.00
Total Expenses for October 2019	\$ 2,265.04	Budget: \$1,720.00
Total Income Y-T-D	\$48,357.71	Budget: \$54,772.00
Total Expense Y-T-D	\$37,254.41	Budget: \$40,451.00
Profit Year-to-Date (YTD)	\$11,103.30	Budget: \$14,251.00

MSC: Randal Watkins and Matt Kingsley to approve the October 31, 2019 Financial Reports as presented.

V. Old Business

A. Final Plans for the December 6, 2019 Annual Meeting

Shirlene Sitton reported that she has not had time to fully develop the agenda for the Annual Meeting. Randy Watkins volunteered to stay after the meeting to help Shirlene work on the agenda.

B. Report of the October 8, 2019, Regional Roundtable

Randy Watkins and Marcia Pincus reported on the Roundtable as follows:

- David Mezzacappa, P.E., and Vice President of SCS Engineers was the presenter
- The topic was ***The New EPA's, NSPS and NMED Air Quality Rules***
- Twenty-eight attended and participated in this event
- Discussions went into details about the steps involved in creating an Initial Design Capacity Report, Tier 1 and 2 testing and calculations, Tier 4 demonstration, a GCCS Design Plan, reporting, quarterly surface scans, and LFG treatment.
- Also, Mr. Mezzacappa's presentation was posted under Presentations on the Chapter's website, nmswana.com/roundtable-presentations

VI. New Business

A. Presentation of New Bylaws

Shirlene Sitton, Vice President and Randy Watkins, President reviewed the highlights of the new proposed Bylaws that are to be voted into law at the December 6, 2019, Annual Meeting.



B. Nomination of Board Members

Shirlene Sitton laid out the plans for nominating the board members for 2020 through 2022 and who will be elected at the December 6, 2019 Annual Meeting.

The proposed amended list is as follows:

- Randal Watkins-1 year (Term Expires 6/30/2021)
- Charles Fiedler-1 year (Term Expires 6/30/2021)
- Matt Kingsley -1 year (Term Expires 6/30/2021)
- Shane Johnson-1 year (Term Expires 6/30/2021)
- Diego Ramirez - 1 year (Term Expires 6/30/2021)
- Shirlene Sitton-2 year (Term Expires 6/30/2022)
- Douglas Shimic-2 year (Term Expires 6/30/2022)
- Steven Mauer-2 year (Term Expires 6/30/2022)
- Martha Lara- 2 year (Term Expires 6/30/2022)
- Angelica Gurule-2 year (Term Expires 6/30/2022)

C. Appointment of Audit Committee

The following were appointed as the Audit Committee to be activated in late January 2020 after the bookkeeper has had time to close the 2019 Financial Books:

- Douglas Shimic
- Marcia Pincus
- Shirlene Sitton

Admin. Note: *Following this meeting and upon closer review of the new proposed Bylaws it is noted that a professional audit needs to take place since the total revenues are over \$10,000 annually.*

VII. Committee Reports

C. Education/Training

Joseph Ellis reported on the November 5-7, 2019 Transfer Station Certification class as follows:

- Of the 33 students attending the class only 7 were from Transfer Stations
- The remainder were from collection centers
- Group interaction went well



The following is the handout of ***Safety Training for Employees***

(Red – Approved for CEUs as of May 2017)

4 Hrs.	Active Shooter
4-6 Hrs. + h/o	Aerial Lift (Boom Lift)
4-6 Hrs. + h/o	Aerial Lift (Bucket Truck) Qualified Person
2 Hrs. + h/o	Aerial Lift (Scissor Lift) Qualified Person
2 Hrs.	Asbestos Awareness ½
2 Hrs.	Black Safety & Proper Lifting Techniques
2 Hrs.	Bloodborne Pathogens (BBP)
2 Hrs.	Cell Phones Safety and Distracted Driving
2 Hrs.	Clandestine Lab Awareness
6 Hrs.	Coaching the Emergency Vehicle Operator (Ambulance)
6 Hrs.	Coaching the Emergency Vehicle Operator (Fire)
6 Hrs.	Coaching the Emergency Vehicle Operator (Police)
4 Hrs.	Confined Space Awareness
8 Hrs.	Confined Space Qualified
2 Hrs.	Conflict Resolution for Employees ½
4 Hrs.	CPR AED (E.M.S.)
8 Hrs.	CPR and First Aid (E.M.S.)
4 Hrs.	Dealing with Angry Customers
4 Hrs.	Defensive Driving Course (National Safety Council) DDC 4
6 Hrs.	Defensive Driving Course (National Safety Council) DDC 6
2 Hrs.	Discrimination in the Workplace for Employees
2 Hrs.	Drug and Alcohol Awareness for Employees
2 Hrs.	Drug and Alcohol Awareness for D.O.T. Employees
2 Hrs.	Electrical Safety
2 Hrs.	Emergency Action Preparedness (EAP)
2 Hrs.	Employee Safety Attitude
2 Hrs.	Ergonomics Office Awareness
2 Hrs.	Ergonomics Field Awareness ½
2 Hrs.	Eye and Face Protection Safety



4 Hrs.	Fall Protection Awareness
8 Hrs.	Fall Protection Qualified Person
2 Hrs.	Fire Extinguisher Safety including Hands-On
2 Hrs.	Fire Protection –On and Off the Job
4 Hrs.	First Aid (E.M.S.)
8 Hrs.	Flagging (Flagger)
4 Hrs. + h/o	Forklift Safety Straight Truck (Classes 1 thru 5)
6 Hrs. + h/o	Forklift Safety (All Terrain Class 7)
2 Hrs.	Hand and Power Tool Safety
2 Hrs.	Hazard Communication: GHS
2 Hrs.	Hazard Communication for Office Personnel
2 Hrs.	Hazard Recognition and Safety Awareness
2 Hrs.	Hearing Conservation Awareness
2 Hrs.	Hear Stress and Safety ½
2 Hrs.	Heavy Equipment Safety
2 Hrs.	Insects of the Southwest
2 Hrs.	Job Safety Hazard Analysis (JHS) for Employees
2 Hrs.	Kitchen Safety
2 Hrs.	Ladder Safety
2 Hrs.	Lead Exposure Awareness ½
2 Hrs.	Lockout/Tagout/Control of Hazardous Energies
2 Hrs.	Machine Guarding
2 Hrs.	Material Handling
2 Hrs.	MSHA New Miner
4 Hrs.	New Employee Orientation
2 Hrs.	Office Safety
10 Hrs.	OSHA 10-Hour Construction-1926
10 Hrs.	OSHA 10-Hour General Industry-1910
30 Hrs.	OSHA 30-Hour Construction-1926



30 Hrs.	OSHA 30-Hour General Industry-1910
2 Hrs.	OSHA 300 Record Keeping
2 Hrs.	OSHA Inspection Procedures
2 Hrs.	Personal Protection Equipment (PPE)
2 Hrs.	Personal Protection Equipment (PPE) for Police Officers
2 Hrs.	Pre-Task Planning (PTP)
2 Hrs.	Public Liability for Employees ½
2 Hrs.	Radio Frequency (RF) Emissions Awareness
2 Hrs.	Respiration Protection
10-15 min+	Respirator Fit Testing
4 Hrs.	Rigging Overhead Lifting Safety and Signal Person
2 Hrs.	Safety Awareness: On and Off the Job Safety ½
4 Hrs.	Scaffold Awareness
8 Hrs.	Scaffold Safety (Qualified Person)
2 Hrs.	Sexual Harassment Prevention in the Workplace for Employees
2 Hrs.	Slips, Trips and Falls
8 Hrs.	Steel Erection (Qualified Person)
2 Hrs.	Stress and Safety ½
2 Hrs.	Tree Trimming and Chain Saw Safety Awareness ½
4 Hrs.	Trenching and Excavation Awareness
8 Hrs.	Trenching and Excavation Qualified Person
2 Hrs.	Uniform Traffic Control Awareness
2 Hrs.	Weapons of Mass Destruction
4 Hrs.	Weapons of Mass Destruction for Responders
2 Hrs.	Welding Safety
2 Hrs.	Winter Safety and Driving ½
2 Hrs.	Worker's Compensation Basics for Employees
2 Hrs.	Workplace Violence Prevention for Employees



Safety Training Classes for Managers

- 4 Hrs. **Accident Investigation for Supervisors/Owners/Foreman**
- 4 Hrs. **Developing and Implementing an Effective Safety Program**
- 4 Hrs. **Discrimination for Supervisors**
- 4 Hrs. **Drug and Alcohol Prevention for Supervisors**
- 4 Hrs. **Drug and Alcohol Prevention for DOT Supervisors and Managers**
- 4 Hrs. **Management Styles and Techniques** ¼
- 4 Hrs. **Multi-Employer Workplace Liability Issues for Construction**
- 4 Hrs. **Public Liability for Supervisors and Managers** ½
- 4 Hrs. **Sexual Harassment Prevention in the Workplace for Supervisors**
- 4 Hrs. **Site Inspection Procedures for Supervisors**
- 4 Hrs. **Supervisor Do's and Don'ts**
- 4 Hrs. **Worker's Compensation for Supervisors and Managers**
- 4 Hrs. **Workplace Violence Prevention for Supervisors and Managers**

Joseph also noted the following:

- The Municipal League offers a significant discount in the annual premiums for these classes
- The Blue Ridge DVDs can be part of this training when a trainer has been certified by them

MSC: Shirlene Sitton and Douglas Shimic moved to approve \$1,000 for four sessions of Safety Training.

B. Communications (Branding, Newsletter and Website)

JoAnne Weaver reported as follows:

- The November ***Let's Talk Trash*** newsletter was published via eBlast and posted to the website on November 7, 2019.
- The Annual Meeting announcement and registration has been set up via eBlast and on the website. Until the full agenda is available, the theme for the meeting and a general timetable was sent out as part of the announcement and registration information.
- Beginning in January, Matt Kingsley will take over the duties of the Communication's Committee.



D. AB Report

Charles Fiedler, AB Delegate, could not attend this meeting but sent in the following report:

**SWANA ASSEMBLY BOARD (AB) MEETING
MONDAY, OCTOBER 21, 2019
Report of Activities to the NMSWANA Board**

The inaugural meeting of the Assembly Board was held prior to WASTECON in Phoenix, AZ at 8:00 am Monday, October 21, 2019.

Attached is the meeting agenda that I participated in.

Beyond the introductory remarks, and roll call of representatives present, we elected Dana Murray, Vice President of International Services, SCS Engineers, Reston, VA as the AB Chair, Curtis Larkin, Senior Engineer, County of Fresno, Vice-Chair; and Tiffany Dunn, Executive Director, Saline County Regional Solid Waste Management District, AB Recorder.

This was followed by the State of the Association report by ED/CEO David Biderman who reported SWANA to be vibrant and growing. We received reports from the Board of Directors reviewing the Diversity & Inclusion Task Force efforts to promote racial, gender and age diversity within the organization. New Chapter Growth was reported with the official formation of a Western Pacific chapter formed in Guam and the pending formation of a Michigan Chapter. We had a lively discussion regarding the pending Board decision regarding how to assign member in states, without chapters, specifically West Virginia and Wyoming, which had been previously aligned with state chapters in Virginia and Oregon, respectively. After a significant and lengthy discussion, the AB recommended aligning WV with VA and WY with Colorado.

Another issue that arose related to how a Chapter could provide a "proxy" AB representative if the elected AB could not make a meeting. This discussion also addressed if this "proxy" would have a voice in the meeting to express their Chapter's opinion. After an extraordinary long and painful journey into the minutia of this issue it was decided to recommend that each Chapter would decide how to handle this.

We had a preview of WASTECON 2019. Discussed the request that the AB Representatives participate in the five-year strategic planning meeting on May 30, 2020 in Columbus, OH. Scheduled the next AB annual meeting Dec. 6 & 7, 2020 preceding WASTECON - Dallas Dec. 7-10, 2020.

With this the meeting was adjourned.

Please let me know if you have any questions with this report.

Respectfully,

Charles Fiedler
NM SWANA AB Representative



D. Membership/YP Committee Report

Marcia Pincus, Membership and YP Chair, reported that the current membership for New Mexico stands at 106 persons that is 6 persons higher than the September report.

E. Scholarship Committee

No Report

F. 2020 Road-E-O Committee

Shane Johnson reported by email the following:

- The food for the 2020 Road-E-O is covered
- Help is still needed with a specific date in May, the location, tent, chairs, PA and course information

Action: *JoAnne Weaver will handle the purchasing of the insurance package from SWANA National for the 2020 Road-E-O when the date in May has been determined.*

VII. Next Roadrunner Chapter Meeting

Tuesday, January 14, 2020, 11 a.m. – 1:30 p.m., at Gordon Environmental/PSA,

IX. Adjournment

Randal Watkins, President, declared the meeting adjourned at 1:18 p.m.

