

NM SWANA ROADRUNNER CHAPTER MEETING MINUTES
General Membership and Officers Meeting
 Tuesday, April 14, 2020
 Remote Call-in Meeting

Submitted by JoAnne Weaver, Executive Secretary

General Membership Attendance: Joseph Ellis, Charles Fiedler, Angelica Gurule, Shane Johnson, Matt Kingsley, Steve Mauer, Diego Ramirez, Douglas Shimic, Shirlene Sitton, and JoAnne Weaver

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

Shirlene Sitton, President, called the meeting to order at 11:03 a.m.

II. Safety Minute

Steve Mauer, the Chapter Safety Ambassador, presented the following new information regarding the COVID-19 pandemic and how it relates to the flu, colds and allergies:

COVID-19 SYMPTOMS vs. Flu, Cold & Allergies

	COVID-19	FLU	COLD	ALLERGIES
COUGH	●	●	●	●
FEVER	●	●	●	●
BREATHLESSNESS	●	○	○	●
BODY ACRES	●	●	●	○
HEADACHE	●	●	●	●
FATIGUE	●	●	●	●
SORE THROAT	●	●	●	○
DIARRHEA	●	●	○	○
RUNNY NOSE	●	●	●	●
SNEEZING	●	○	●	●
WATERY EYES	○	○	○	●

● Frequently ● Sometimes ● Little ● Rarely ○ None

Source: WHO, CDC www.cdc.gov/flu/season/flu_seasonal_vaccination/2019-2020/ CAPSULE COUNTY Public Health



Steve also shared the following Safety Monday flyer information on Cleaning & Organizing is a Practice not a Project:

Housekeeping 101

- Establish and maintain good housekeeping practices, it's more than just throwing out trash.
- Take time to stack boxes, packages and materials properly.
- Keep floors, stairways and aisles clear of tools, equipment, trash and other materials.
- Ensure all exits are clear from obstruction.
- Store tools, materials and equipment once they are no longer being used, to avoid clutter.
- Repair, remove and report housekeeping hazards.
- Conduct a daily site walk to address visible hazards.
- Set aside time each shift to clean up as you go.
- Lead by example – Never let safety be someone else's job!

In addition, Steve shared what he and Patrick Peck are working on for their facility as follows:

INTRODUCTION

An important factor of quality assurance is good housekeeping. This Standard Operating Procedure is for the opening of South Central Solid Waste Authority Transfer Station and Recycling Center. Manufacturing and other operational and regular cleaning and disinfection are a must in order to remove spillage powders, dust and dirt. Cleaning ensures avoidance of cross contamination and to maintain working environment tidy and safe.

1. Objectives

- To facilitate smooth movement of solid waste, recycling and personnel
- To prevent contamination
- To improve aesthetics
- To avoid mix-ups

2. Equipment Needed:

- Safety Glasses
- Latex Gloves
- Tyvek suit, gowns, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered and hands washed before and after disinfecting.



- Bleach or Granulated Chlorine Bleach (if Granulated Chlorine Bleach is used make sure it is diluted as recommended) never mix bleach with any other cleaner

3. Procedure

- From the CDC of cleaning hard (Non-porous) surfaces
- If surfaces are dirty, they should be cleaned with warm soapy water prior to disinfection
- Let dry for 2-3 minutes
- Spray Bleach or Diluted Chlorine Bleach on equipment such as handrails, glass container and recycling containers. This should be done every two hours until the threat is contained.
- Let dry 2-3 minutes before letting anyone use this area.
- If any breaches in PPE such as a tear in gloves or any other potential exposures must be reported to their supervisor.

4. Customers of SCSWA and Recycling Center

- Hours of Operation; 8:30am to 1pm for Residential trash & Recycling customers
- Customers will follow SCSWA spotter's traffic guidance.
- Each customer that gets out of his or her vehicle will wear a mask.
- Customers will park 12 feet apart from each other.
- Only 5 people will be allowed in each facility.

PPE in stock

20 Safety Glasses
3000 Latex Gloves XL
35 Tyvek (full suits)
9 N95 Masks

On Order

100 N95 Masks	ETA 4/16 or 17/2020
200 Standard Medical Mask	ETA 4/24/2020
75 Tyvek (full suits)	ETA 4/24/2020
50 Tyvek suits	ETA 4/24/2020

III. Approval of March 10, 2020 Meeting Minutes

MSC: Charles Fiedler and Matt Kingsley to approve the March14, 2020, minutes as presented.



IV. Approval of March 31, 2020 Treasurer’s Report

A. Balance Sheet (March 31, 2020)

Rio Grande Credit Union Accounts	\$63,320.45	<i>Checking: \$802.22, Investors Club: \$ 16,652.61 (\$6.25 interest), 12-Month CD #3 \$10,157.23 (\$13.61 interest), 12-Month CD #2: \$10,114.50 (\$15.02 Interest), and 24-month Jumbo Certificate: \$25,588.89 (\$48.81 interest) Share Account: \$5.00</i>
Accounts Receivable	\$6,293.48	<i>Open Training Invoices: \$8,900.00, \$-2,606.52 in Credit Memos from 2019 to be used in 2020 only.</i>
Funds received but not deposited	\$2,634.10	<i>PayPal funds deposited in April 2020.</i>
Total Assets	\$72,248.03	

B. Profit & Loss Statement (March 31, 2020)

Total Income for March 2020	\$ 3,690.69	Budget: \$7,794.00
Total Expenses for March 2020	\$ 1,391.11	Budget \$4,819.00
Total Income Y-T-D	\$21,553.31	Budget: \$19,759.50
Total Expense Y-T-D	\$11,198.08	Budget: \$14,584.00
Profit Year-to-Date (YTD)	\$10,355.23	Budget: \$5,175.50

MSC: Charles Fiedler and Matt Kingsley to approve the March 31, 2020 Financial Reports as presented.

V. Permission to set up Check Signers Using the Three Current Officers

JoAnne explained that since sending out the agenda for this meeting, she has been informed that the Rio Grande Credit Union now only offers drive-up services so it is likely that the business of setting up new check signers will need to wait until the credit union opens up inside services following the pandemic.

Therefore, the President and Vice-President and the Executive Secretary will continue to be the actual approved check signers. The Treasurer may continue to approve with initialed Check Request Form that gives permission for the Executive Secretary to sign her own checks with all checks cut being approved at the next face-to-face meeting that will most likely be in August of 2020.



VI. Old Business

A. Update on Plans for Webinars

Shane Johnson reported that he has set up plans to observe Brock Carter's handling of a webinar from his office, if possible, and therefore hopes to have some firm plans for how this Chapter may handle a webinar.

B. Postponement of the 2020 Joint Conference

Shirlene Sitton reported that she worked with Sarah Pierpont to write a letter to the Sheraton requesting that the Joint Conference be changed to September 2021 without the penalty of \$11,000 being charged. Permission by the hotel has now been granted for the conference to take place in 2021.

VII. New Business

Shirlene Sitton, President, requested a sharing time of how the COVID-19 has affected the facilities of those who serve on the board.

Shirlene started off by sharing what this has meant for the City of Santa Fe as follows:

- With people needing to stay home they are using this time to clean and getting rid of items no longer needed
- This has placed a crushing amount of recyclables coming in almost non-stop with long car lines
- This has increased the work load by about 40%

Steve Mauer noted the following for South Central Solid Waste Authority:

- They have closed their Landfill
- The Transfer Station is only open to those who can produce a letter that they are from an essential business and does not include metals or tires
- Only five people at a time are allowed at a given site with less if the site is smaller
- Everything is cleaned with disinfection solution between each visitor

Angelica Gurule reported on the situation of the Los Alamos County site as follows:

- Residential numbers are high with an increase of about 13%
- Masks and gloves are required for all staff with only 5 at a time in the Break-room
- Everything is being cleaned with Clorox, even the trucks
- They have also reached out to residents on how to compost in their own yards



VIII. Committee Reports

A. Nominating Committee

Shirlene Sitton, Nominating Committee Chair, indicated that she has been too busy to carry out the decisions made on the March 13 committee conference call she had with Shane and Diego.

Action: *Shirlene to layout a new timeline for the work of this committee and will share it with the entire board.*

Action: *This committee to create a policy on how to run future elections including the bio's that have and are now in use.*

B. Education/Training Committee

Joseph Ellis reported as follows:

The March Landfill Certification Class has been postponed indefinitely

Action: *Joseph to contact NMED to see if they can give a better picture of how they see the possibility of upcoming trainings this year.*

Adm. Note: *Joseph spoke with Genevieve, NMED Outreach Specialist, on April 14, 2020 and reported as follows:*

She stated that the bureau would be making a decision on Tuesday, April 21 of next week as to whether or not to hold or cancel the June Transfer Station Operator Certification course. Genevieve is very doubtful that the course will be held as scheduled.

Accommodation of certification extensions is in the works. She says that, likely, the governor will be making final decisions on state-sponsored gatherings of this nature. Like Charles said, they are toying with the idea of having Landfill and Transfer courses in the fall, but opening enrollment to double the normal class size. But it's unclear if they will even be allowed to bring that many people together.

They've also considered IT courses, although there are significant tradeoffs and impediments to consider. Genevieve said she will keep me informed of decisions and options being considered, and I'll pass that info along.

C. Communication Committee

Matt Kingsley, Communication Committee Chair, reported that he is planning to attend a rebranding conference call on Thursday, April 16, 2020 to get guidance on the new SWANA logo and how it may change our strategy with the logos we will be getting with our branding shirts.

There was also continued discussion regarding having weekly news eBlasts of NM SWANA and SWANA International news sent out.

Action: *JoAnne and Denise will send out the Safety information presented by Steve*



Mauer earlier in the meeting for the first week's blast. Shirlene indicated she would provide the information for the next news blast.

D. AB and SWANA National Report

Charles Fiedler, AB Representative, reported that like so many events, the regional strategic planning meeting to be held in Columbus has been cancelled with the hope that it could take place at WASTECON in Dallas in December 2020.

Charles also reported that two high-profile retirements have taken place at SWANA National. They also have cancelled all training events for the present.

Shirlene reported that there is to be a President's conference call scheduled and that the National Road-E-O will take place in September 2020.

E. Membership Committee

JoAnne Weaver reported that the April 2020 Membership Report for the Roadrunner Chapter states 105 members.

Action: *JoAnne to write to members who have let their memberships lapse as well as welcoming new members as they join SWANA.*

F. YP/Scholarship Committee

Diego Ramirez, YP and Scholarship Committee Chair reported that he had planned and prepared to have YP information for the Joint Conference that has now been cancelled until September of 2021.

G. Road-E-O Committee

Shane Johnson, 2020 Road-E-O Committee Chair, indicated that the Road-E-O cannot now take place in early May due to the restrictions of COVID-19. When a date can be set in the fall everything is in place except for a location for it to take place.

Charles Fiedler told Shane that Marco Bañales with Estancia Valley Solid Waste Authority in Moriarty is open to providing the location for the Road-E-O. However, we would need to find collection vehicles for the event.

Adjournment

Shirlene Sitton, President, declared the meeting adjourned at 12:23 p.m.

