

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
August 8, 2016, 5:15 pm, Recycling Center

Call to Order: Bill at 5:15 pm

Board Members Present: Chairman Bill Ostheimer; Vice-Chairman Julia Bettinger, Secretary Dean Knauer, Member Phil Gonzales, Treasurer Marv Majerus. Forman Don Verger was excused.

Visitors: None

Review and approval of Agenda: Was approved with additions by consensus.

Review and approval of July 11, 2016 Minutes: Motioned by Dean, seconded by Phil to approve, motion passed.

Submittal of bills, review and approval for payment as needed: None required.

Review and approval of the July 2016 Treasurer's Report: Dean motioned, Phil seconded, motion passed to accept Treasurer's report. See below.

Foreman's Report: Don was not present, but he has said the Center has been very busy.

New Business:

1. Make Recycling Center a smoke free facility. Julia motioned, Phil seconded, motion passed to make the Recycle Center facility grounds and all vehicles tobacco and vape-free. Julia will get signs that will be posted inside and outside of the building.
2. **Thursday August 18, 1:00pm - 2:30pm EST**
How Recycling got it's Groove Back: Turning Up the Quality
[REGISTER HERE](https://attendee.gotowebinar.com/register/5515004463934362371) for this FREE webinar or use the Registration URL:
<https://attendee.gotowebinar.com/register/5515004463934362371>
3. Bill suggested that we join the State Fair Parade next year and pull a trailer to pick up empty water bottles, etc.
4. Non-employees riding in vehicles. Don will be told to inform all employees that this activity is unauthorized.
5. Recycling Center Policy Memo. Bill will develop.

Old Business:

1. One Percent funds request to County and City. Letter copied below.
2. Looking for barrels to go in the big bins we have. Phil
3. Middle school has no recycle containers. Bill
4. We were charged double for a load. Also charged for "bad" gaylords. Don
We will remind Brian until we are reimbursed or send our product to another broker if we do not get reimbursed.
5. LDCD is working on linking our County web page to their web page.
6. List of safety items to be addressed. (See list below)
7. Review and update Jobs to be Done List. (See List below)

Other Business:

1. See Recycled Product Table below. We are the same in comparison to 2015 June's weights with 2016's weights, we are missing June's OCC-cardboard, if 2 loads then we will be ahead of 2015.
We have sent 2 loads of glass and looking to send out another. Typically we only send 2 loads of glass out.
We have one new bin out at the new baseball field, one will go to the park east of the ice ring, west and north of bridge (Pelloux bridge) the other will go behind Hugh Jennings, I talked to the renters at the old Joy appliance, Annies Antiques and they would not support placement in the hashed out area in their NW parking, should have talked to the Wages since they are one of the owners of the property, and it was Mrs. Wages club group that painted the bins. Oh well. Phil

Next Meeting (date, place and time): Recycle Center, September 12, 2016 at 5:15 pm

Meeting Adjourned: 6:15 pm

Minutes submitted by and date: Secretary Dean Knauer, August 31, 2016

LIST OF JOBS TO BE DONE

Commissioners Hicks and Greenough believe the time is right for the board to start planning to bring a permanent district to the ballot in the next few years to help finance solid waste and recycle efforts in Buffalo and Kaycee. Need further information (strategy or plan) before discussion can commence.

Purchase a scale when needed and affordable.

Funding sources for the Recycling Center?

Drainage ditch (Snider 4 Ditch) abandonment and landscaping around the Center?

Phil working with Les Hook and others to straighten out water rights and get this ditch abandoned.

Get Rocky Mountain Power monthly charge for electricity connection of \$160 removed from monthly bill.

Recycle Center Security plan.

Write Board by-laws.

Update County Web Site and advertise that the Center is accepting white office paper when the new window is installed and we are set up to accept paper.

Follow-up on outreach opportunities with radio stations and Buffalo Bulletin.

Punch list of building and grounds construction items to be addressed and other needs:

Lot drainage problems:

Earth settlement around the building. Keep filling with rotomill.

Linking County website to LDCD website.

Eco-Friendly Community Initiative (Chamber of Commerce)

Buy and install a canopy over the concrete ramp, primarily to keep snow and ice from preventing the use of the fork lift used to load products into trailers.

Grant possibility (Hawthorn Foundation)

Buffalo Follow-up Community Assessment, May 2011 (Curb side pickup of recyclables).

LIST OF SAFETY ITEMS TO BE ADDRESSED

1. Employees should attend general safety training.
2. Continue holding monthly safety meetings and document.
3. Preventive Maintenance Vehicle Inspection Report Form program to be started.
4. Employees are responsible to instruct visitors to stand clear of bailers and other equipment.

REMINDER LIST

1. Monthly: Hold monthly safety meetings with all staff in attendance and document.
2. Yearly: Join the Wyoming Solid Waste and Recycling Association and send someone to the yearly meeting.
3. Jan Meeting: Election of officers, determine where to do banking business and advertising.
4. Dec-Jan 2017: 1 percent funding request due unless changed.
5. Get fire extinguishers checked January.
6. March: Coordinate with the City and County regarding recycling options during the Johnson County cleanup days during May.
7. March 2015: Set up a coordination meeting with LDCD. Zach said he would order recycling bins for public sale. June 3, 2017 is the next Hazardous Waste Day.
8. April: Update the Recycling Board webpage on the County webpage.
9. June: Pay scale will be evaluated each June to determine raises and cost of living increases. Increases will be effective July 1.
10. Plan to enter the Johnson County Fair parade to provide plastic water bottle, etc pickup.
11. July: Recertify employees on forklift (Anderson Forklift).
12. July: Have forklift inspected and serviced (Anderson Forklift).

Board Appointment Year Information Members are Appointed for 3 Year Terms

Julia Bettinger, City, 2015

Marv Majerus, County, 2015

Dean Knauer, Joint City and County, 2016

Bill Ostheimer, City, 2014

Phil Gonzales, County, 2014

Buffalo-Johnson County Recycling Center Joint Powers Board



Buffalo-Johnson County Recycling Center Joint Powers Board

Bill Ostheimer, Chair Phone 670-1560, 550 Butte Street, Buffalo Wyoming 82834

1% Sales Tax Funding 2016-2017

Funding Request:	2015-2016	2016-2017	Total
City -----	\$53,500	\$53,500	\$ 107,000
County-----	\$53,500	\$56,500	\$107,000

Dear Commissioners and Council:

On behalf of the Buffalo-Johnson County Recycling Center Joint Powers Board I request payment to the Recycle Center those 2017 approved 1% dollars (I've included our original request at the top). As you know we were concerned about making payroll through July. I am happy to report our account currently has \$ 28,000 (7/11/16) as a balance, so we made it through this year. We greatly appreciate your support. I am happy to answer questions you may have.

Sincerely;

Bill Ostheimer, Chair.

Weights to date

Phil Gonzales

To: 'Julie Silbernagel'; 'Sheila Newcomb'; Dean Knauer (deank@vcn.com); 'Bill Ostheimer' (bostheimer@juno.com); Dorc; juliaettinger12@gmail.com; Marv Majerus;
 Cc: 'Jim Hicks'; 'Bill Novotny'; 'Linda Greenough'; mayorofbuffalo@gmail.com; 'Dave Long' (a777watcher@yahoo.com);

This message is Flagged.

Recyclables - 12 Months													
	2016												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Buffalo 2016													
OCC--Cardboard		41,500		74,100	87,340								202,940
Paper-ONC													0
Paper-mixed		30,799	18,393	23,100	22,100								94,392
Mixed plastic	2,971		2,181			15,500							20,652
LDPE				1,160									1,160
PET	1,325	1,399			1,480	2,920							7,124
EPS foam		903		780									1,683
HDPE	7,771			1,820	3,700	2,920							16,211
TN	2,594	2,649	1,399	1,200	1,920	1,720							11,482
Magazines	1,825		3,125		4,580	1,500							11,030
Aluminum		903	4,368	700		860							6,831
E-waste	13,492	9,905			6,583	7,126							37,106
Glass						47,400		48,940					96,340
Textiles	5,430	3,622		7,907	2,530	5,930							25,419
PVC						440							440
Bric-a-brac													0
Batteries													0
OPI		2,600	1,937		5,940	3,240							
ONP	21,050		3,149		2,080	9,180							
Books	1,181	505	1,855	2,040	1,020	1,140							6,974
Total	57,639	94,865	35,640	112,807	139,273	99,876	48,940	0	0	0	0	0	589,040

PHIL GONZALES
 333 KLONDIKE DRIVE
 BUFFALO, WYOMING 82834

PO Box 400
Buffalo WY 82834

Date	7/29/16	Page	1 of 2
ACCOUNT NUMBER	806862		
ENCLOSURES	18		

660084

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	18
ACCOUNT NUMBER	806862	Statement Dates	7/01/16 thru 7/31/16
PREVIOUS BALANCE	29,047.85	DAYS IN THE STATEMENT PERIOD	31
1 DEPOSITS/CREDITS	50,000.00	AVERAGE LEDGER	24,609
20 CHECKS/DEBITS	13,418.95	AVERAGE COLLECTED	24,609
SERVICE CHARGE	.00	Interest Earned	1.04
INTEREST PAID	1.04	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	65,629.94	2016 Interest Paid	14.25

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 7/01	DDA DEBIT MEMO 3728	45.79-	29,002.06
2 7/01	DDA DEBIT MEMO 3727	845.22-	28,156.84
3 7/01	DDA CHECK # 3729	330.17-	27,826.67
4 7/05	USATAXPYMT IRS 3387702000 07/05/16 ID #-270658701010906 TRACE #-061036010103778	293.02-	27,533.65
5 7/05	USATAXPYMT IRS 3387702000 07/05/16 ID #-270658775652175 TRACE #-061036010103167	1,796.52-	25,737.13
6 7/05	DDA CHECK # 3731	564.89-	25,172.24
7 7/05	DDA CHECK # 3730	755.74-	24,416.50
8 7/06	Payment Rocky Mtn Power 1930246090 07/05/16 CHECK#-3735 TRACE #-042000012838827	232.98-	24,183.52
9 7/06	DDA CHECK # 3732	85.00-	24,098.52
10 7/06	DDA CHECK # 3726	1,059.98-	23,038.54
11 7/06	DDA CHECK # 3733	1,210.00-	21,828.54
12 7/08	DDA CHECK # 3734	298.13-	21,530.41
13 7/15	DDA CHECK # 3737	713.40-	20,817.01
14 7/15	DDA CHECK # 3736	1,210.00-	19,607.01
15 7/18	DDA DEBIT MEMO 3741	331.31-	19,275.70
16 7/18	DDA DEBIT MEMO 3740	926.48-	18,349.22
17 7/19	DDA CHECK # 3744	643.39-	17,705.83
18 7/20	DDA CHECK # 3743	183.94-	17,521.89
19 7/20	DDA CHECK # 3745	1,699.96-	15,821.93
20 7/22	DDA CHECK # 3742	193.03-	15,628.90
21 7/29	DDA REGULAR DEPOSIT	50,000.00 CR	65,628.90
22 7/31	INTEREST PAID 31 DAYS	1.04 IN	65,629.94