Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
February 13, 2017, 5:15 pm, Recycling Center

Call to Order: Julia at 5:15 pm
Board Members Present: Chairman Bill Ostheimer excused; Vice-Chairman Julia Bettinger, Secretary Dean Knauer, Member Phil Gonzales, Treasurer Marv Majerus and Forman Don Verger.
Visitors: Commissioner Bob Perry
Review and approval of Agenda: Phil motioned to accept, Dean second, motion passed.
Review and approval of January 9, 2017 Minutes: Phil motioned to accept, Julia second, motion passed.
Submittal of bills, review and approval for payment as needed: None needed
Review and approval of the January 2017 Treasurer's Report: Phil motioned to accept, Dean second, motion passed. Treasurer's report attached below.
Foreman's Report: Safety meetings up to date. Sold a semi-load of aluminum for $50-55 per ton to Billings

New Business:

1. Welcome new liaison members: County Commissioner Bob Perry and City Council member Dan Hart.
2. E-waste update.

LDCD is looking into paying to recycle e-waste at the Hazardous Waste Day in June.

Old Business:

1. Dates for City/County meetings in February to update groups. Julia to get on schedule. Ask City for status of drainage ditch abandonment.

Meeting with the City Council is March 21 and meeting with the County Commissioners is March 21 at 9:00 am.

2. Taking E-waste, bicycles, toys?

The Board decided not to take these items at this time. Taking E-waste could cost us close to $20,000 that we did not budget for.

3. Bill's 3 year term approved by the City? Yes
4. Election of officers. Tabled until all members can be present for a meeting.
5. Don asked how we could get contractor's trucks weighed at the landfill without the driver being charged $10 each time. Dean will ask Doug Shimic about this charge and maybe we can send a free weight voucher with the driver.

Dean talked to Doug, he will ask his Board if they will grant a waiver for this cost.

6. Status of cardboard baler compression cycle that is slowing down. Has not been looked at yet.
7. Update on informing public about separating 1 & 2 & miscellaneous plastics. Bill will add this request to the Center's Facebook page. Tabled
8. Update on Policies and Standard Operating Procedures. Bill. Tabled
9. Update on planning for Health Fair? No plans in progress.
10. List of safety items to be addressed. (See list below)
11. Review and update Jobs to be Done List. (See List below)
12. Snitch 4 Ditch Abandonment on Center property:

Could put in a 12 inch plastic pipe for around $525 for the cost of materials plus earth moving & bedding costs in addition to cost of fence removal, replacement and purchase of additional materials. Phil will talk to owner of the property to the west. See attached email below with results from Phil's discussion with several people.

Other Business:

1. Market Report Feb 2017

Next Meeting (date, place and time): Recycle Center**,** March 13, 2017 at 5:15 pm
Meeting Adjourned: 6:10 pm
Minutes submitted by and date: Secretary Dean Knauer, Feb 22, 2017

LIST OF JOBS TO BE DONE

January 2016: 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.
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).
Don needs a 15 ft extension to the shed to store more baled product out of the weather until it can be shipped.

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. Jan 2018: Yearly 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. June: 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 Year of Appointment
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, 2017
Phil Gonzales, County, 2017

From: Brian Heuer [mailto:brian@sagerecycling.com]
Sent: Monday, February 06, 2017 2:10 PM
Subject: Market Report Feb 2017

Hello All.

Well it's official, we are experiencing the highest fiber markets we have seen since 1995. OCC prices jumped again for the 5th straight month in Feb. Other fiber markets such as Mixed Paper, Newspaper and Sorted Office Paper saw large increases as well. US and Chinese mills have been running strong for several months and a relatively low holiday supply of OCC has caused export markets to explode. Domestic mills are chasing export

prices and are struggling to buy tons with some US mills actually reporting that they are nearly out of inventory. Prices in the SW jumped as much as $25/ton this month which is unheard of. Experts are saying they do not see any cooling in the market for several months. We will continue to assess the market and send your material to the area that provides you with the most financial benefit taking freight into consideration.

On the trucking side of things, things are running smoothly in CO, NE and KS but we continue to struggle to find trucks in MT, WY, SD and ID. Nasty weather following the holiday season has kept trucks out of the NW. Seasonal freight that normally begins to find its way east around the first of Feb has been delayed and therefore back-hauls essential for our recyclers have been few and far between. Those that are in the area are taking only the highest paying loads. The good news is that winter can't last forever (although I'm sure it feels like it will for some of you) and we should see a big uptick in available trucks over the next few weeks. In the meantime we are chasing down every truck we can find for our customers and we appreciate your patience.

Here are some of the most recent PPI Yellow Sheet numbers for February 2017:

OCC SW: $145 (Cardboard)
OCC PNW: $135

ONP SW: $110 (Newspaper)
ONP PNW: $105

SOP SW: $170 (Sorted Office Paper)
SOP PNW: $170

MP SW: $100 (Mixed Paper)
MP PNW: $95

Remember, these prices are an AVERAGE of prices that all of the mills in a particular region are paying for material at their front door and do NOT take freight costs into account. Your market price could be different based on a number of items including location, quality, bale weights, local mill inventory, etc. Please let us know if you have any questions or if you need market specific pricing on these or other commodities. Please let Beth or I know if there is anything we can do for you.

Brian Heuer
Sage Recycling / WYCO Recycling
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From: Phil Gonzales
Sent: Wednesday, February 15, 2017 12:21 PM
To: 'Dean Knauer' ; 'Marv Majerus' ; 'Bill Ostheimer' ; 'Julia Bettinger' ; 'Dan Hart' ; 'Bob Perry' ; 'Don Verger'
Subject: RE: Recycling Board Feb 13, 2017 Agenda & Jan 9, 2017 Minutes

To all,
I talked to Bob Cox, owner of dollar store etc., he would be more than interested in getting rid of ditch. I then talked to Dave Palloux, board of control, we talked many of the options, all leading to a little of nowhere. I called Les and what happened two days ago, is that he met with NE engineering to putting the city's water right home work forward. They have a two week projected date to have all the paper work ready, we talked options and where we are at with needing more lot capture. All this said let's give the process time and see where we are by next meeting.

PHIL GONZALES

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT JANUARY 2017

	BALANCE	12/31/2016					$	15,300.83
1	1/1/2017	3848	Gabby Verger	wages	$	(212.02)	w	$ 15,088.81
2	1/1/2017	3852	Ricky Gullick	wages	$	(677.71)	w	$ 14,411.10
3	1/1/2017	3854	Don Verger	wages and insurance	$	(1,829.25)	w	$ 12,581.85
4	1/1/2017	3849	Brad Drog	wages	$	(1,046.54)	w	$ 11,535.31
5	1/5/2017	DEP	Westrock		$	2,588.84	dep	$ 14,124.15
5	1/5/2017	DEP	Johnson County	1 per cent money	$	50,000.00	dep	$ 64,124.15
5	1/5/2017	DEP	WYCO Recyling		$	147.98	dep	$ 64,272.13
6	1/1/2017	3850	Dustin Haynes	wages	$	(40.79)	w	$ 64,231.34
7	1/5/2017	3855	Ace Hardware	micellaneous	$	(124.81)	mi	$ 64,106.53
8	1/8/2017	EFTPS	Government	FICA and Medicare	$	(2,037.78)	gov	$ 62,068.75
9	1/6/2017	Dep	Sage Recyling	21.76 OCC @ $110-$650 freight	$	1,743.60	dep	$ 63,812.35
10	1/5/2017	3856	St John the Baptist	220 pounds aluminum	$	(55.00)	pa	$ 63,757.35
11	12/20/2016	3845	Buffalo Bulletin	change of meeting ad	$	(46.00)	office	$ 63,711.35
12	1/6/2017	3857	Sports Lure	3 safety boots	$	(518.99)	mi	$ 63,192.36
13	1/8/2017	3859	Dept of Workforce Service:	Unemploy---workmans comp	$	(798.11)	gov	$ 62,394.25
14	1/16/2017	3866	Steve Stransky	wages	$	(253.58)	w	$ 62,140.67
15	1/16/2017	3864	Bill Leibee	wages	$	(270.60)	w	$ 61,870.07
16	1/6/2017	3858	RMP	electricity	$	(181.83)	ut	$ 61,688.24
17	1/16/2017	3865	Ricky Gullick	wages	$	(672.86)	w	$ 61,015.38
18	1/16/2017	3863	Brad Drog	wages	$	(830.44)	w	$ 60,184.94
19	1/16/2017	3862	Adrianna Verger	wages	$	(68.88)	w	$ 60,116.06
20	1/16/2017	3861	Gabby Verger	wages	$	(128.91)	w	$ 59,987.15
21	1/16/2017	3867	Don Verger	wages and insurance	$	(1,554.51)	w	$ 58,432.64
22	1/23/2017	DEP	WYCO Recyling	micellaneous	$	541.78	dep	$ 58,974.42
23	1/31/2017	DEP	First Northern	interest	$	2.33	dep	$ 58,976.75

BALANCE	1/31/2017		
	TOTAL OUTFLOWS	$	11,348.61
	TOTAL INFLOWS	$	55,024.53
	TOTAL DIFFERENCE	$	43,675.92

Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	20
ACCOUNT NUMBER	806862	Statement Dates 1/01/17 thru	1/31/17
PREVIOUS BALANCE	15,300.83	DAYS IN THE STATEMENT PERIOD	31
3 DEPOSITS/CREDITS	55,022.20	AVERAGE LEDGER	54,884
19 CHECKS/DEBITS	11,348.61	AVERAGE COLLECTED	54,884
SERVICE CHARGE	.00	Interest Earned	2.33
INTEREST PAID	2.33	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	58,976.75	2017 Interest Paid	2.33

ACTIVITY IN DATE ORDER

	DATE	DESCRIPTION	AMOUNT	BALANCE
1	1/03	DDA CHECK # 3848	212.02-	15,088.81
2	1/03	DDA CHECK # 3852	677.71-	14,411.10
3	1/03	DDA CHECK # 3854	1,829.25-	12,581.85
4	1/04	DDA CHECK # 3849	1,046.54-	11,535.31
5	1/05	DDA REGULAR DEPOSIT	52,736.82 CR	64,272.13
6	1/05	DDA DEBIT MEMO 3850	40.79-	64,231.34
7	1/09	DDA CHECK # 3855	124.81-	64,106.53
8	1/10	USATAXPYMT IRS	2,037.78-	62,068.75
		3387702000 01/10/17		
		ID #-270741082985000		
		TRACE #-061036010045569		
9	1/11	DDA REGULAR DEPOSIT	1,743.60 CR	63,812.35
10	1/11	DDA CHECK # 3856	55.00-	63,757.35
11	1/12	DDA CHECK # 3845	46.00-	63,711.35
12	1/13	DDA CHECK # 3857	518.99-	63,192.36
13	1/13	DDA CHECK # 3859	798.11-	62,394.25
14	1/17	DDA DEBIT MEMO 3866	253.58-	62,140.67
15	1/17	DDA DEBIT MEMO 3864	270.60-	61,870.07
16	1/18	Payment Rocky Mtn Power	181.83-	61,688.24
		1930246090 01/18/17		

ACTIVITY IN DATE ORDER

	DATE	DESCRIPTION	AMOUNT	BALANCE
		CHECK#-3858		
		TRACE #-042000013006584		
17	1/18	DDA CHECK # 3865	672.86-	61,015.38
18	1/18	DDA CHECK # 3863	830.44-	60,184.94
19	1/19	DDA CHECK # 3862	68.88-	60,116.06
20	1/19	DDA CHECK # 3861	128.91-	59,987.15
21	1/19	DDA CHECK # 3867	1,554.51-	58,432.64
22	1/23	DDA REGULAR DEPOSIT	541.78 CR	58,974.42
23	1/31	INTEREST PAID 31 DAYS	2.33 IN	58,976.75

	July	August	September	October	November	December	January	Febrary	March	
Beginning Balanc	$ 29,047.85	$ 65,629.94	$ 52,843.87	$ 45,201.28	$ 37,078.41	$ 26,416.96	$ 15,300.83			
Ending Balance	$ 65,629.94	$ 52,843.87	$ 45,201.28	$ 37,078.41	$ 26,416.96	$ 15,300.83	$ 58,976.75			
Difference	$ 36,582.09	$ (12,786.07)	$ (7,642.59)	$ (8,122.87)	$ (10,661.45)	$ (11,116.13)	$ 43,675.92			

	July	August	September	October	November	December	January	February	March	AprMaun	YEAR TO DATE
Income	$ 50,001.04	$ 2,438.60	$ 4,126.97	$ 2,714.22	$ 1,542.87	$ 1,613.57	$ 55,024.53				$ 117,461.80
Expense	$ 13,418.95	$ 15,224.67	$ 11,769.56	$ 10,837.09	$ 12,204.32	$ 12,729.70	$ 11,348.61				$ 87,532.90
Difference	$ 36,582.09	$ (12,786.07)	$ (7,642.59)	$ (8,122.87)	$ (10,661.45)	$ (11,116.13)	$ 43,675.92				$ 29,928.90
INCOME											
City 1%	$ 50,000.00										$ 50,000.00
County 1%							$ 50,000.00				$ 50,000.00
Micellaneous		$ 2,436.18	$ 4,125.00	$ 2,712.55	$ 1,541.65	$ 1,612.75	$ 5,022.20				$ 17,450.33
Interest	$ 1.04	$ 2.42	$ 1.97	$ 1.67	$ 1.22	0.82	$ 2.33				$ 11.47
TOTAL FOR MONTH	$ 50,001.04	$ 2,438.60	$ 4,126.97	$ 2,714.22	$ 1,542.87	$ 1,613.57	$ 55,024.53				$ 117,461.80
EXPENSES											
Fuel Pickups			$ 594.92		$ 465.77	$ 138.01					$ 1,198.70
Glass Trucking	$ 2,420.00	$ 1,210.00			$ 1,210.00						$ 4,840.00
Health Insurance	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00				$ 2,100.00
Improvements		$ 1,483.11		$ 450.00							$ 1,933.11
IRS taxes	$ 2,089.54	$ 1,579.64	$ 2,014.81	$ 1,791.34	$ 1,821.44	$ 1,987.64	$ 2,037.78				$ 13,322.19
Maintance & Repair		$ 42.00	$ 39.87	$ 304.34	$ 115.11	$ 1,058.71					$ 1,560.03
Micellaneous	$ 298.13	$ 2,684.53	$ 278.71	$ 143.29	$ 340.68	$ 56.30	$ 643.80				$ 4,445.44
New Trailer											$ -
Office			$ 170.94				$ 46.00				$ 216.94
Purchase Aluminum	$ 85.00	$ 45.00	$ 209.00	$ 137.75	$ 182.75		$ 55.00				$ 714.50
Wages	$ 7,279.90	$ 7,642.35	$ 7,703.25	$ 6,849.63	$ 7,573.22	$ 9,011.74	$ 7,286.09				$ 53,346.18
State taxes(unemp-WC	$ 713.40			$ 768.11			$ 798.11				$ 2,279.62
Training											$ -
Utilties	$ 232.98	$ 238.04	$ 458.06	$ 92.63	$ 195.35	$ 177.30	$ 181.83				$ 1,576.19
TOTAL FOR MONTH	$ 13,418.95	$ 15,224.67	$ 11,769.56	$ 10,837.09	$ 12,204.32	$ 12,729.70	$ 11,348.61				$ 87,532.90