

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
February 12, 2018, 5:15 pm, Recycling Center

Call to Order: Dean at 5:20 pm

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

Visitors: Bob Fox, Landfill Manager

Review and approval of Agenda: Phil motioned to approve the Agenda, Marv seconded, motion carried.

Review and approval of January 8, 2018 Minutes: Phil motioned to approve the Minutes, Marv seconded, motion carried. The Minutes include the December Treasurer's report.

Submittal of bills, review and approval for payment as needed: Not required.

Review and signature approval of the January Treasurer's Report: Marv had a 4.5 hour unemployment audit and everything was agreeable. The Treasurer's report will be reviewed by the Board before the next meeting. It will be included with the meeting minutes. (see below for attachments). At our next meeting, the Minutes and Treasurer's Report will be approved or not if there are problems. Email Marv and the Board if problems are found so they can be corrected before the next meeting.

Foreman's Report: Information included in Board discussions.

New Business:

1. Election of officers for 2018: Phil motioned to retain the current officers, Marv seconded, motion carried.
2. Where to do banking business and advertising? Phil motioned to do banking at First Northern Bank to do advertising with the Buffalo Bulletin, Dean seconded, motion carried.
3. Surplus pickup from the County: No information
4. Discuss meeting date and agenda between Solid Waste District, City of Kaycee, Commissioners, City of Buffalo, Clear Creek Conservation District & Powder River Conservation District. General theme: What should Johnson County Recycling look like in the future? (see email below) No further information to report. One member suggested getting permission to use the County Commission meeting room.
5. Zach invited board members to Clear Creek Conservation District Board Meeting April 17 at 6pm at the District Office to discuss e-waste costs and funding.

Old Business:

1. Review 1 percent submission, approve and sign. Phil motioned to approve the 1% application, Marv seconded, motion approved. Dean will sign for Bill and deliver to the County Commissioner's office by Thursday.
2. Best way to ship aluminum cans. Prior to the next shipment, Don will call brokers and truckers to get the best price.
3. Budget assessment for remainder of FY. Marv Tabled.
4. Updated information on the effect of recycling on extending the longevity of the landfill. Recycling diverts 12% of waste buried by the landfill on a yearly basis. This would extend the projected 40 year lifespan of the landfill by 5 years. We need to determine the cost savings this creates for the Solid Waste District and the citizens of Johnson County by using the expected cost to build a new landfill cell in the future. Dean will meet with Bob Fox to determine a cost savings.
4. Cost to ship e-waste with Veolia Electronics Recycling, Phoenix, AZ. This company services Casper e-waste recycling(see email below).
5. Outcome of November 21 meeting with LDCD Board? LDCD emailed that they had \$7,625.60 to contribute toward shipping 24 pallets of e-waste. See email below. Dean talked to Zach 2/9/18. Zach talked to Clean Harbors after Don did and they said they had only overcharged \$3,625.60 for mobilization fee. This added to \$4,000 in the Clear Creek budget equals \$7,625.60. The shipping Clear Creek was charged was correct since it was a signed quote. So going forward we will only be charged the \$1,050.00 and \$338.00 per pallet plus recovery fee. (read email below)
6. Don, call to confirm cost to ship e-waste to Clean Harbors in Nebraska and place order to pick-up e-waste. Work with Zach as needed to use their \$4,000.00 and overcharge of \$3,625.60. Remainder to be paid by Recycling. Do we need to increase the height of our pallets to make more weight per pallet and reduce number of pallets? Pallets have been stacked 6 ft high. 24 pallets per semi-load.
7. Don and Brad need fork lift training ASAP.
8. Fence replacement update. Received bill, but Powder River Fencing needs to breakout the cost of the west fence we can bill the owner of the Dollar Store per a previous agreement. Will pay amended bill when received.
9. Update the Recycling Board webpage on the County webpage. Dean will contact Board members and the Foreman to determine what changes will be made. On-going.

10. Update on Policies and Standard Operating Procedures. Bill. On-going
11. Miller-Coors glass recycling reimbursement update. Marv We have been paid. From now on we will invoice Miller-Coors at \$55 per ton for shipped glass. This should pay our shipping cost.
12. List of safety items to be addressed. (See list below)
13. Review and update Jobs to be Done List. (See List below)

Other Business:

1. February Market Report from Brian Heuer (see email below)
2. 2017 products recycled report (see below)

Next Meeting (date, place and time): Recycle Center, March 12, 2018 at 5:15 pm

Meeting Adjourned: 7 pm

Minutes submitted by and date: Secretary Dean Knauer, 2/15/18

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?
- 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.
- 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 2019: Work on yearly 1 percent funding request. Due February unless changed.
5. January: Get fire extinguishers checked.
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 Member Year of Appointment
Members are Appointed for 3 Year Terms
Appointments Generally Begin February 1 and End January 31**

Julia Bettinger, City, 2018
Marv Majerus, County, 2018
Dean Knauer, Joint City and County, 2016
Bill Ostheimer, City, 2017
Phil Gonzales, County, 2017

From: [Dean Knauer](#)
Sent: Thursday, February 08, 2018 2:32 PM
To: [Marv Majerus](#) ; [Phil Gonzales](#) ; [Dean Knauer](#) ; [Bill Ostheimer](#) ; [Julia Bettinger](#) ; [Dan Hart](#) ; [Bob Perry](#) ; [Don Verger](#)
Subject: County & City Meeting, 2/6/18

I attended the subject meeting. There was information exchanged regarding the positive impact of recycled weight on the longevity of the landfill. Mayor Johnson had information that conflicted with Phil's discussion with Bob Fox. Phil will meet with Bob again to be sure the numbers are correct so information going forward reflects the impact of recycling.

I brought up the fact that the Recycle Center is funded by soft money (1 percent) that can disappear at anytime. Kaycee Mayor Crosby Taylor expressed that he thought the Center should be part of Solid Waste. There were other comments made that maybe the Center should look at using a mil levee.

I told the group that the people of Johnson County want to have e-waste recycled and that we would be asking for an additional \$40k to cover this cost. I told them that our last quote for a semi-load of e-waste was a little over \$15,000 and we felt we could recycle 3 loads a year. I said we would also be talking to Clear Creek Conservation District to see what amount of involvement they would like to do.

Crosby Taylor was asked how their recycling was progressing. He said they would need a building to increase their output. He said they only recycle items that they can make money on.

Mayor Johnson summed up the discussion by suggesting the Recycling Center Board meet with the Solid Waste Board, Clear Creek Conservation District, Powder River Conservation District and the City of Kaycee to come up with a long term plan for County recycling and return to the City and County with their results.

Bob Fox will mention this meeting to his Board. Bob Perry and Bob Fox in addition to others were in attendance.

Dean Knauer, 684-5621

From: [Don Verger](#)
Sent: Friday, February 02, 2018 10:59 AM
To: [Bill Ostheimer](#) ; [Dean Knauer](#) ; [Julia Bettinger](#) ; [Marv Majerus](#) ; [Phil Gonzales](#)
Subject: Fwd: Recycling

----- Forwarded message -----

Here's a little more research on an ewaste company that deals with Casper.

Looks to be close to the same as Clean Harbors was charging.

From: Zeller, Erin <erin.zeller@veolia.com>

Date: Fri, Feb 2, 2018 at 10:53 AM

Subject: Recycling

To: Don Verger <vergerdairyfarm@gmail.com>

Hi Don -

Nice speaking with you yesterday! Please see attached the quote we discussed. I included all the items we recycle and dispose of here at Veolia Electronics Recycling in case you run in to some of these waste streams.

For E waste specifically, if all mixed the rate is \$0.50 per lb. If split out, the CRT/TV/ old leaded glass monitors are \$0.50 per lb, and the rest unsorted is \$0.30 per lb. Transportation to AZ for a full truckload of 24 pallets is \$3450. There is an Energy & Security Surcharge on the load of 13%. So my worst case scenario estimate for a 20,000 lbs load is

20,000 x .50 = \$10,000
Trans \$3450
ESS 13%
Total \$15,198.5

I am also attaching our packaging guidelines in case there are any questions. Let me know what the board says and if they have any questions. Thank you for the opportunity to quote!

Best Regards,

Erin Zeller
Account Manager
Industrial Business
VEOLIA NORTH AMERICA

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+1 602 725 8037 / cell
+1 602 415 3030 / fax
5736 W. Jefferson St.
Phoenix AZ 85251
erin.zeller@veolia.com
www.veolianoorthamerica.com

For prepaid recycling of fluorescent lamps, ballast, batteries and more, visit www.prepaidrecycling.com

For packaging instructions and guidance, click to [Download Packaging Guidance](#)

Receive Veolia's Environmental Buzz E-Newsletter, click to [Subscribe](#)

From: Holdaas, Suzanne M [<mailto:holdaas.suzanne@cleanharbors.com>]
Sent: Tuesday, December 12, 2017 12:52 PM
To: Zachary Byram <zach.byram@ldcd.org>
Cc: 'Bostheimer@juno.com' <bostheimer@juno.com>
Subject: RE: E-Waste

Hello Zach,

I checked on your E waste pricing it is .26 per lb with a \$338.00 minimum per pallet. So your per lb price will default to the pallet minimum if you ship less than 1300 lbs per pallet . When I spoke with Don I told him I would check into lowering the transportation moving forward. I was able to get a maximum added at \$1050.00 but I was not able to get the initial transportation amended since there was a signed quote. So moving forward you will only be charged the \$1050.00 and \$338.00 per pallet plus recovery fee.

Min Charge Per Pickup	\$540.00
Rate Per Container	\$54.00
Max Charge Per Pickup	\$1,050.00

Does this make sense?

Thank you

Susie
Suzanne Marie Holdaas
Technical Service Account Manager
Clean Harbors Environmental Services
4721 North Ironton Street Ste. B
Denver, CO 80239-2407
Mobile: 303.709.0720
Fax: 303.371.1516
Email: holdaas.suzanne@cleanharbors.com
Web: WWW.cleanharbors.com

From: Zachary Byram [<mailto:zach.byram@ldcd.org>]
Sent: Tuesday, December 12, 2017 9:50 AM
To: Holdaas, Suzanne M <holdaas.suzanne@cleanharbors.com>
Cc: 'Bostheimer@juno.com' <bostheimer@juno.com>
Subject: FW: E-Waste

Suzanne,

I know we have spoken about the credit that Lake DeSmet Conservation District (LDCD) (now Clear Creek Conservation District) has from our e-waste payment. It appears that there may still be some confusion. In research conducted by the local recycling center it appears that LDCD may have a credit of \$5,887.00 rather than the \$3,625.60 listed below. I have included the e-mail that the recycling center put together as a reference. Could you please advise? Thank you for your help I appreciate it.

Zach

From: Brian Heuer [<mailto:brian@sagerecycling.com>]
Sent: Monday, February 05, 2018 3:26 PM
Subject: Feb Market Report

Hello Sage/WYCO Customers and Supporters,

Lower than expected demand for cardboard from China in January brought exports markets crashing down in Feb by \$30/ton or more. China only purchased about half of the volume in Jan 2018 as they did in Jan 2017 partly due to a 28% reduction in import licenses and partly due to fears that loads would be rejected due to the governments new quality rules. As a result more tons ended up in domestic mills swelling inventories and causing declines in pricing at home as well. The SW Region saw a \$10 decline in pricing and the PNW saw a \$20/ton decline. With all of the bad news came some hope with some suppliers believing that China will relax its new quality standards and come back to the market strong after first quarter mill down times are over.

Mixed Paper continued it's downward spiral following China's Dec 31 ban on MP imports. Markets for clean News remain fairly strong in Korea and clean Mixed Paper can still be marketed to insulators in domestic markets. High grade fiber such as SOP is up \$10 this month due to reported inventory shortages in the East.

Plastics remained mostly unchanged in Feb. Metals showed some real signs of life starting in mid Jan. Al and Tin Cans are the highest they have been in quite some time. This may be the time to unload these commodities if you have been stockpiling.

Here are some of the most recent regional prices for Feb 2018 as reported by Pulp and Paper Week and recyclingmarkets.com:

OCC SW: \$105, Down \$10 (Cardboard)

OCC PNW: \$85 Down \$20

SOP SW: \$145, Up \$10 (Sorted Office Paper)

SOP PNW: \$155 Up \$5

MP SW: \$25, Down \$10 (Mixed Paper)

MP PNW: \$5, Down \$15

Please let us know if you have any market specific questions or need pricing for your commodities. Thanks for your continued support and Happy Recycling!

Brian Heuer

Sage Recycling / WYCO Recycling

Cell: (406) 546-4581

Efax: 1-(720) 302 - 1455

www.sagerecycling.com

www.wycorecycling.com

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT JANUARY 2018

			12/31/2017			\$	100,525.39
1	1/1/2018	4070	Bill Leabee	wages	w	\$	100,220.16
2	1/1/2018	4072	Joseph Bray	wages	w	\$	99,800.35
3	1/1/2018	4071	Steve Stransky	wages	w	\$	99,034.61
4	1/1/2018	4069	Brad Droeg	wages	w	\$	98,154.76
5	1/1/2018	4073	Ace Hardware	miscellaneous	mi	\$	98,027.92
6	1/1/2018	4068	Gabby Verger	wages	w	\$	97,868.08
7	1/1/2018	4067	Don Verger	wages and Insurance	w	\$	96,122.40
8	1/5/2018	DEP	Westrock	41,680 pounds (OCC)	dep	\$	97,372.80
9	1/9/2018	EFTPS	IRS	tax	irs	\$	95,336.12
10	1/1/2018	4074	St John the Baptist	180 pounds of aluminum	pa	\$	95,291.12
11	1/6/2017	4078	Dept of Workforce Service	State unemployment	st	\$	95,212.83
11	1/6/2017	4078	Dept of Workforce Service	State workmans comp	st	\$	94,596.40
12	1/5/2018	4077	ULINE	gloves	mi	\$	94,470.30
13	1/16/2018	DEP	Sage Recycling	20.14 tons OCC@\$135-\$750 freight	dep	\$	96,439.20
14	1/16/2018	4082	Bill Leabee	wages	w	\$	96,154.29
15	1/16/2018	4084	Joseph Bray	wages	w	\$	95,679.45
16	1/16/2018	4083	Steve Stransky	wages	w	\$	95,034.92
17	1/16/2018	4087	Buffalo Bulletin	Christmas light ad for 2 weeks	mi	\$	94,794.92
18	1/16/2018	4081	Brad Droeg	wages	w	\$	93,927.54
19	1/16/2018	4080	Gabby Verger	wages	w	\$	93,767.70
20	1/16/2018	4079	Don Verger	wages and Insurance	w	\$	91,988.78
21	1/5/2018	4076	RMP	electrical bill	ut	\$	91,863.58
22	1/16/2018	4086	Veterans Home	458 pounds aluminum	pa	\$	91,749.08
23	1/16/2018	4085	City of Buffalo	fuel	fu	\$	91,204.81
23	1/16/2018	4085	City of Buffalo	utilities	ut	\$	90,944.77
24	1/31/2018	DEP	First Northern	interest	dep	\$	90,948.75
						\$	
				TOTAL OUTFLOWS		\$	12,799.92
				TOTAL INFLOWS		\$	3,223.28
				TOTAL DIFFERENCE		\$	(9,576.64)

BALANCE	1/31/2018			\$	90,948.75

PO Box 400
Buffalo WY 82834



Date 1/31/18 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 21

865339

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	21
ACCOUNT NUMBER	806862	Statement Dates	1/01/18 thru 1/31/18
PREVIOUS BALANCE	100,525.39	DAYS IN THE STATEMENT PERIOD	31
2 DEPOSITS/CREDITS	3,219.30	AVERAGE LEDGER	93,837
21 CHECKS/DEBITS	12,799.92	AVERAGE COLLECTED	93,837
SERVICE CHARGE	.00	Interest Earned	3.98
INTEREST PAID	3.98	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	90,948.75	2018 Interest Paid	3.98

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 1/02	DDA DEBIT MEMO 4070	305.23-	100,220.16
2 1/02	DDA DEBIT MEMO 4072	419.81-	99,800.35
3 1/02	DDA CHECK # 4071	765.74-	99,034.61
4 1/03	DDA CHECK # 4069	879.85-	98,154.76
5 1/04	DDA CHECK # 4073	126.84-	98,027.92
6 1/04	DDA CHECK # 4068	159.84-	97,868.08
7 1/04	DDA CHECK # 4067	1,745.68-	96,122.40
8 1/05	DDA REGULAR DEPOSIT	1,250.40 CR	97,372.80
9 1/09	USATAXPYMT IRS	2,036.68-	95,336.12
	3387702000 01/09/18		
	ID #-270840931292336		
	TRACE #-061036010035638		
10 1/10	DDA CHECK # 4074	45.00-	95,291.12
11 1/10	DDA CHECK # 4078	694.72-	94,596.40
12 1/12	DDA CHECK # 4077	126.10-	94,470.30
13 1/16	DDA REGULAR DEPOSIT	1,968.90 CR	96,439.20
14 1/16	DDA DEBIT MEMO 4082	284.91-	96,154.29
15 1/16	DDA DEBIT MEMO 4084	474.84-	95,679.45
16 1/16	DDA CHECK # 4083	644.53-	95,034.92
17 1/17	DDA CHECK # 4087	240.00-	94,794.92
18 1/17	DDA CHECK # 4081	867.38-	93,927.54
19 1/18	DDA CHECK # 4080	159.84-	93,767.70

DATE	DESCRIPTION	AMOUNT	BALANCE
20 1/18	DDA CHECK # 4079	1,778.92-	91,988.78
21 1/19	Payment Rocky Mtn Power	125.20-	91,863.58
	1930246090 01/19/18		
	CHECK#-4076		
	TRACE #-042000011624131		
22 1/19	DDA CHECK # 4086	114.50-	91,749.08
23 1/19	DDA CHECK # 4085	804.31-	90,944.77
24 1/31	INTEREST PAID 31 DAYS	3.98 IN	90,948.75

	July	August	September	October	November	December	January	February	March	April	May	June	To Date
Beginning Balance	\$ 25,967.18	\$ 83,868.62	\$ 130,516.93	\$ 121,836.06	\$ 118,363.16	\$ 106,835.17	\$ 100,525.39						
Ending Balance	\$ 83,868.62	\$ 130,516.93	\$ 121,836.06	\$ 118,363.16	\$ 106,835.17	\$ 100,525.39	\$ 90,948.75						
Difference	\$ 57,901.44	\$ 46,648.31	\$ (8,680.87)	\$ (3,472.90)	\$ (11,527.99)	\$ (6,309.78)	\$ (9,576.64)						
INCOME													
City 1%	\$ 60,000.00												\$ 60,000.00
County 1%		\$ 60,000.00											\$ 60,000.00
Miscellaneous	\$ 10,126.77			\$ 8,523.10	\$ 35.07	\$ 10,518.90	\$ 3,219.30						\$ 34,948.37
Interest	\$ 1.59	\$ 4.48	\$ 5.14	\$ 5.02	\$ 4.53	\$ 4.40	\$ 3.98						\$ 29.14
TOTAL FOR MONTH	\$ 70,128.36	\$ 60,004.48	\$ 2,530.37	\$ 8,528.12	\$ 39.60	\$ 10,523.30	\$ 3,223.28						\$ 154,977.51
													\$ 89,995.94
													\$ 64,981.57
													\$ 60,000.00
													\$ 60,000.00
													\$ 34,948.37
													\$ 29.14
													\$ 154,977.51
EXPENSES													
Fuel Pickups	\$ 629.88	\$ 193.58	\$ 218.08				\$ 544.27						\$ 1,585.81
Improvements						\$ 4,751.67							\$ 4,751.67
IRS taxes	\$ 2,081.64	\$ 1,974.02	\$ 2,127.82	\$ 1,972.26	\$ 1,985.99	\$ 1,904.36	\$ 2,036.68						\$ 14,082.77
Maintenance & Repair	\$ 155.14	\$ 65.63	\$ 112.84	\$ 530.99	\$ 260.00	\$ 455.17							\$ 1,579.77
Miscellaneous	\$ 205.85	\$ 574.74		\$ 174.49	\$ 186.82	\$ 133.74	\$ 492.94						\$ 1,768.58
New Trailer													\$ -
Office													\$ -
Purchase Aluminum	\$ 115.00	\$ 70.00		\$ 75.00	\$ 114.50	\$ 95.00	\$ 159.50						\$ 629.00
State unemployment		\$ 194.50		\$ 210.87			\$ 78.29						\$ 483.66
State Workmans Comp		608.16		435.36			616.43						1659.95
Training													\$ -
Trucking						\$ 700.00							\$ 700.00
Utilities	\$ 158.00	\$ 120.92	\$ 145.96	\$ 150.65	\$ 89.24	\$ 145.25	\$ 385.24						\$ 1,195.26
Wages	\$ 8,581.41	\$ 9,448.20	\$ 8,331.04	\$ 7,933.32	\$ 8,631.04	\$ 8,347.89	\$ 8,186.57						\$ 59,459.47
Wages health	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00						\$ 2,100.00
TOTAL FOR MONTH	\$ 12,226.92	\$ 13,356.17	\$ 11,211.24	\$ 12,001.02	\$ 11,567.59	\$ 16,833.08	\$ 12,799.92						\$ 89,995.94

