

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
January 8, 2018, 5:15 pm, Recycling Center

Call to Order: Bill at 5:20 pm

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

Visitors: Commissioner Bob Perry and Councilman Dan Hart

Review and approval of Agenda: Phil motioned to approve, Bill seconded, motion passed.

Review and approval of December 11, 2017 Minutes: Phil motioned to approve, Marv seconded, motion passed.

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

Review and signature approval of the December Treasurer's Report: Phil motioned to approve, Julia seconded, motion approved. See below for a copy.

Foreman's Report: Marv will ask Don to further research the best price for aluminum for the cheapest transportation. Marv reported that there would be an unemployment claim from a previous employee.

New Business:

1. Budget assessment for remainder of FY. Tabled.
2. Results of Phil and Bob Fox discussion concerning the impact of recycling on the longevity of the landfill. By recycling 1.2 million pounds yearly that is not placed in the landfill, the landfill longevity is expected to increase from 40 years to 52 years, increasing the longevity by one-third.
3. Cost for Buffalo Bulletin advertising. Too expensive to use in the future.
4. Broker for textile recycling, Collective Recycling, wants to setup a bailer in the recycling center and have surrounding towns bring in their textiles. The Board is not in favor of this idea.

Old Business:

1. Determine agenda items for meeting with the County, City, Solid Waste District and LDCD to be held Feb. 6 at 7 am. Possible agenda items: e-waste management, future meetings to discuss recycling in Johnson County.
2. Outcome of November 21 meeting with LDCD Board? LDCD emailed that they had \$7625.60 to contribute toward shipping 24 pallets of e-waste. See email below. There is a discrepancy in the amount of overcharge that Clean Harbors told Don (\$5887) that was owed to LDCD and the overcharge LDCD said Clean Harbors owed them (\$3625.60).
3. Don and Brad need fork lift training ASAP.
4. Fence replacement update.
5. Update the Recycling Board webpage on the County webpage. Dean will contact Board members and the Foreman to determine what changes will be made.
6. Update on Policies and Standard Operating Procedures. Bill.
7. Miller-Coors glass recycling reimbursement update. Marv
8. List of safety items to be addressed. (See list below)
9. Review and update Jobs to be Done List. (See List below)
- 10.
- 11.

Other Business:

1. Recycled product for 2017, however weights from December were not available at this time. See below.
- 2.

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

Meeting Adjourned: 6:30 pm

Minutes submitted by and date: Secretary Dean Knauer, January 20, 2018

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: Yearly 1 percent funding request due 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: "Zachary Byram" <zach.byram@ldcd.org>
Date: December 11, 2017 at 8:59:09 AM MST
To: "'Bostheimer@juno.com'" <bostheimer@juno.com>
Subject: E-Waste

Bill,

I apologize for not getting back to you sooner after our last Board meeting. The Board elected to use the amount left from our budgeted amount as well as the credit we have with Clean Harbors in order to help pay for the e-waste currently on-site. We have \$4,000.00 left from what we budgeted for the e-waste plus a credit at Clean Harbors for \$3,625.60 making the total amount we can contribute \$7,625.60. Please let me know if you have any questions. Thank you.

Zach

Zach Byram
 District Manager
 Clear Creek Conservation District
 621 West Fetterman
 (O) 307-684-2526 ext. 101
 (C) 307-217-2102
zach.byram@lccd.org

Microsoft Excel - 2017 product

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Recyclables - 12 Months

2017

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Buffalo 2016													
OCC-Cardboard	41,100	81,360	79,940		79,320	44,240	77,900	45,420	44,760	43,660	41,680	39,444	618,824
Paper-ONG											12,215		12,215
Paper-mixed	30,675		8,547	16,512	36,026			27,104	28,929	20,321	10,197		177,711
Mixed plastic						26,120		4,550					30,670
LDPE					9,815			457					10,272
PET	1,567		7,737	1,572	4,805	1,410		2,995			2,994		23,080
EPS foam				2,314		1,040			20		836		4,210
HDPE			4,596		7,447			5,592		4,460	2,232		24,327
TIN	3,201		1,558	2,021	4,133	2,403		3,614	2,037	1,425	1,710		22,102
Magazines			11,850	16,754				9,516					38,120
Aluminum	15,740										8,773		24,513
E-waste	12,434									20,482			32,916
Glass							47,240						47,240
Textiles												36,788	36,788
PVC				214									214
Steel mix										679			679
Batteries													0
OP1			3,194	2,997	3,720								9,911
ONP													0
Books	1,258				3,049	2,032		5,193	922	1,967			14,421
Total	105,375	81,360	117,422	42,384	148,315	77,245	125,140	104,441	76,668	92,994	80,637	76,232	1,128,213

2015 / Sheet1 /

Ready

NUM

9:09 PM
1/20/2018

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT DECEMBER 2017

BALANCE	12/1/2017									
1	12/1/2017	DEP	WestRock	43660 pounds					\$ 1,746.40 dep	\$ 106,835.17
2	12/1/2017	4050	Bill Leibee	wages					\$ (315.39) w	\$ 108,581.57
3	12/1/2017	4052	Steve Stransky	wages					\$ (528.32) w	\$ 108,266.18
4	12/1/2017	4053	Ace Hardware	Miscellaneous					\$ (102.29) mi	\$ 107,737.86
5	12/1/2017	4051	Ricky Gullick	wages					\$ (366.02) w	\$ 107,635.57
6	12/1/2017	4049	Brad Droq	wages					\$ (867.38) w	\$ 107,269.55
7	12/1/2017	4048	Gabby Verger	wages					\$ (140.45) w	\$ 106,402.17
8	12/1/2017	4047	Don Verger	wages and Insurance					\$ (1,596.07) w	\$ 106,261.72
9	12/11/2017	EFTPS	iRS	tax due from June 2016					\$ (55.30) gov	\$ 104,665.65
10	12/11/2017	EFTPS	iRS	tax					\$ (1,849.06) gov	\$ 104,610.35
11	11/16/2017	4044	St John the Baptist	purchase aluminum (380 pounds)					\$ (95.00) pa	\$ 102,761.29
12	12/16/2017	DEP	Pacific Steel and Recycling	15950 LB aluminum cans @.55					\$ 8,772.50 dep	\$ 102,666.29
13	12/16/2017	4057	Bill Leibee	wages					\$ (340.79) w	\$ 111,438.79
14	12/16/2017	4059	Steve Stransky	wages					\$ (673.62) w	\$ 111,098.00
15	12/16/2017	4060	Joseph Bray	wages					\$ (82.73) w	\$ 110,424.38
16	12/16/2017	4058	Ricky Gullick	wages					\$ (615.14) w	\$ 110,341.65
17	12/16/2017	4056	Brad Droq	wages					\$ (1,079.32) w	\$ 109,726.51
18	12/16/2017	4055	Gabby Verger	wages					\$ (130.75) w	\$ 108,647.19
19	12/16/2017	4065	Anderson Forklift	Forklift maintenance					\$ (388.85) ma	\$ 108,516.44
20	12/16/2017	4054	Don Verger	wages and Insurance					\$ (1,911.91) w	\$ 108,127.59
21	12/16/2017	4064	Rocky Mountain Power	utilities					\$ (145.25) ut	\$ 106,215.68
22	12/16/2017	4061	Johnson Co. Road&Bridge	yard work					\$ (4,751.67) imp	\$ 106,070.43
23	12/16/2017	4063	Recycle Systems	Hydraulic Pump shipping					\$ (66.32) ma	\$ 101,318.76
24	12/16/2017	4062	Huff Transport	trucking aluminum to Billings					\$ (700.00) tr	\$ 101,252.44
25	12/22/2018	4066	CWL	Accounting services					\$ (31.45) mi	\$ 100,552.44
26	12/31/2018	DEP	First Northern Bank	Interest					\$ 4.40 dep	\$ 100,520.99

BALANCE	Balance	12/31/2017			
					\$ 100,525.39
			TOTAL OUTFLOWS		\$ (16,833.08)
			TOTAL INFLOWS		\$ 10,523.30
			TOTAL DIFFERENCE		\$ (6,309.78)

846904

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	22
ACCOUNT NUMBER	806862	Statement Dates	12/01/17 thru 12/31/17
PREVIOUS BALANCE	106,835.17	DAYS IN THE STATEMENT PERIOD	31
2 DEPOSITS/CREDITS	10,518.90	AVERAGE LEDGER	103,596
23 CHECKS/DEBITS	16,833.08	AVERAGE COLLECTED	103,596
SERVICE CHARGE	.00	Interest Earned	4.40
INTEREST PAID	4.40	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	100,525.39	2017 Interest Paid	36.33

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
12/01	DDA REGULAR DEPOSIT	1,746.40 CR	108,581.57
12/01	DDA DEBIT MEMO 4050	315.39-	108,266.18
12/01	DDA CHECK # 4052	528.32-	107,737.86
12/04	DDA CHECK # 4053	102.29-	107,635.57
12/04	DDA CHECK # 4051	366.02-	107,269.55
12/04	DDA CHECK # 4049	867.38-	106,402.17
12/05	DDA CHECK # 4048	140.45-	106,261.72
12/05	DDA CHECK # 4047	1,596.07-	104,665.65
12/11	USATAXPYMT IRS 3387702000 12/11/17 ID #-270774545191126 TRACE #-061036010073903	55.30-	104,610.35
12/11	USATAXPYMT IRS 3387702000 12/11/17 ID #-270774525871649 TRACE #-061036010073770	1,849.06-	102,761.29
12/13	DDA CHECK # 4044	95.00-	102,666.29
12/18	DDA REGULAR DEPOSIT	8,772.50 CR	111,438.79
12/18	DDA DEBIT MEMO 4057	340.79-	111,098.00
12/18	DDA CHECK # 4059	673.62-	110,424.38
12/19	DDA CHECK # 4060	82.73-	110,341.65
12/19	DDA CHECK # 4058	615.14-	109,726.51
12/19	DDA CHECK # 4056	1,079.32-	108,647.19
12/20	DDA CHECK # 4055	130.75-	108,516.44
12/20	DDA CHECK # 4065	388.85-	108,127.59
12/20	DDA CHECK # 4054	1,911.91-	106,215.68
12/21	Payment Rocky Mtn Power 1930246090 12/21/17 CHECK#-4064 TRACE #-042000015624570	145.25-	106,070.43
12/21	DDA CHECK # 4061	4,751.67-	101,318.76
12/26	DDA CHECK # 4063	66.32-	101,252.44
12/26	DDA CHECK # 4062	700.00-	100,552.44
12/27	DDA CHECK # 4066	31.45-	100,520.99
12/31	INTEREST PAID 31 DAYS	4.40 IN	100,525.39

