

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

Call to Order: Bill at 5:20 pm

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

Visitors: Commissioner Bob Perry and Councilman Dan Hart

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

Review and approval of February 12, 2018 Minutes including January 2018 Treasurer's Report: Bill motioned to approve the Minutes, Marv seconded, motion passed.

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

February Treasurer's Report Discussion: Marv paid the fence contractor and invoiced the owner of the Dollar store for half of the West side. Money was deposited from glass delivery to Colorado. See below for Treasurer's Report which will be approved next month as part of these minutes.

Foreman's Report: Don said that e-waste was scheduled to be picked up on March 19 and shipped to Clean Harbors, Denver. Don requested that something be done to stabilize the dirt & asphalt mix on the end of the north concrete apron so the fork lift can operate without getting stuck. The Board agreed that a 12 ft x 30 ft concrete slab should be constructed. Don will look into the cost and feasibility of doing this job without overly disrupting the operation of the Center. Don requested more dry storage be built. No decision was made.

New Business:

1. Should we ask if Clear Creek CD will sell recycling bins at reduced cost? The Board agreed that Dean will ask Zach what their plans are for this spring.
2. Extending the concrete apron outside the large door on the North side of the building. Don to determine the cost for a 6 inch thick 12 x 20 ft concrete slab and Don was given permission to get the job done.
3. New e-waste information: Bob Perry will send an informational e-mail to the Board.

Old Business:

1. Surplus pickup from the County: Commissioner Perry said there were 2 excess pickups in the Road and Bridge lot and that he would facilitate the transfer to the Recycle Center. Don will follow up.
2. 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?
This meeting might best be held after the Recycling Board talks individually to the Clear Creek Conservation Board and the Solid Waste Board at a minimum. Bill will meet with the Solid Waste Board April 12 at 4 pm.
3. 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.
4. Budget assessment for remainder of FY. Marv compared the checking account ending figure from February 2017 to February 2018 and said we are setting well enough to end the fiscal year in the black.
5. Cost savings to the Landfill District and Johnson County when 12 percent of the household solid waste is diverted from the landfill by recycling. Bob Perry said that several years ago it cost \$7 million to close the old landfill and open a new one. The life of the landfill is projected to be 35 years.
6. Cost to ship the last truck of e-waste and best estimate for future loads? Don said next week's load will cost about \$12,000 to send to Clean Harbors. CCCD will pay part of this and CCCD has a refund that Clean Harbors will credit toward this next shipment. The Recycling Board will pick up the remainder.
7. Don and Brad need fork lift training ASAP.
8. Update the Recycling Board webpage on the County webpage. Dean
9. Update on Policies and Standard Operating Procedures. Bill.
10. List of safety items to be addressed. (See list below)
11. Review and update Jobs to be Done List. (See List below)
- 12.

Other Business:

- 1.
- 2.

Next Meeting (date, place and time): Recycle Center, April 9, 2018 at 5:15 pm

Meeting Adjourned: 6:05

Minutes submitted by and date: Secretary Dean Knauer, March 13, 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: 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

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT FEBRUARY 2018

			1/31/2018					
BALANCE								\$ 90,948.75
1	2/1/2018	4091	Bill Leabee	wages			(376.34) w	\$ 90,572.41
2	2/1/2018	4093	Joseph Bray	wages			(451.75) w	\$ 90,120.66
3	2/1/2018	4092	Steve Stransky	wages			(678.32) w	\$ 89,442.34
4	2/1/2018	DEP	Westrock	43480 pounds OCC			1,304.40 dep	\$ 90,746.74
4	2/1/2018	DEP	MillerCoors	glass			2,996.75 dep	\$ 93,743.49
5	2/1/2018	4090	Brad Drog	wages			(1,066.86) w	\$ 92,676.63
6	2/1/2018	4095	Swedes Fire Extinguisher	miscellaneous			(14.70) mi	\$ 92,661.93
7	2/1/2018	4094	Ace Hardware	miscellaneous			(132.75) mi	\$ 92,529.18
8	2/1/2018	4089	Gabby Verger	wages			(101.66) w	\$ 92,427.52
9	2/1/2018	4088	Don Verger	wages and Insurance			(1,895.28) w	\$ 90,532.24
10	2/6/2018	4096	City of Buffalo	fuel			(229.59) fu	\$ 90,302.65
10	2/6/2018	4096	City of Buffalo	AT&T			(52.85) ut	\$ 90,249.80
10	2/6/2018	4096	City of Buffalo	MDU			(103.14) ut	\$ 90,146.66
11	2/8/2018	EFTPS	IRS	tax			(1,958.72) gov	\$ 88,187.94
12	2/6/2018	4097	RMP	Electrical power			(115.69) ut	\$ 88,072.25
13	2/16/2018	4105	Joseph Bray	wages			(285.52) w	\$ 87,786.73
14	2/16/2018	4103	Bill Leabee	wages			(295.07) w	\$ 87,491.66
15	2/16/2018	4102	Brad Drog	wages			(967.12) w	\$ 86,524.54
16	2/16/2018	4104	Steve Stransky	wages			(629.83) w	\$ 85,894.71
17	2/16/2018	4101	Gabby Verger	wages			(91.97) w	\$ 85,802.74
18	2/15/2018	4099	US Post Office	2 rolls stamps			(100.00) of	\$ 85,702.74
19	2/16/2018	4100	Don Verger	wages and Insurance			(1,745.68) w	\$ 83,957.06
21	2/14/2018	4098	Recycle Systems LLC	baling wire			(2,350.00) mi	\$ 81,607.06
22	2/16/2018	4106	Powder River Fencing	6 ft chain link fence			(8,516.57) im	\$ 73,090.49
23	2/28/2018	DEP	First Northern	interest			3.25 dep	\$ 73,093.74
BALANCE			2/28/2018	TOTAL OUTFLOWS			\$ 22,159.41	\$ 73,093.74
				TOTAL INFLOWS			\$ 4,304.40	
				TOTAL DIFFERENCE			\$ 17,855.01	

PO Box 400
Buffalo WY 82834

Date 2/28/18 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 20

871957

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	20
ACCOUNT NUMBER	806862	Statement Dates	2/01/18 thru 2/28/18
PREVIOUS BALANCE	90,948.75	DAYS IN THE STATEMENT PERIOD	28
1 DEPOSITS/CREDITS	4,301.15	AVERAGE LEDGER	84,537
21 CHECKS/DEBITS	24,036.67	AVERAGE COLLECTED	84,537
SERVICE CHARGE	.00	Interest Earned	3.25
INTEREST PAID	3.25	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	71,216.48	2018 Interest Paid	7.23

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 2/01	DDA DEBIT MEMO 4091	376.34-	90,572.41
2 2/01	DDA DEBIT MEMO 4093	451.75-	90,120.66
3 2/01	DDA DEBIT MEMO 4092	678.32-	89,442.34
4 2/02	DDA REGULAR DEPOSIT	4,301.15 CR	93,743.49
5 2/02	DDA CHECK # 4090	1,066.86-	92,676.63
6 2/05	DDA CHECK # 4094	14.70-	92,661.93
7 2/05	DDA CHECK # 4095	132.75-	92,529.18
8 2/05	DDA CHECK # 4089	101.66-	92,427.52
9 2/05	DDA CHECK # 4088	1,895.28-	90,532.24
10 2/07	DDA CHECK # 4096	385.58-	90,146.66
11 2/08	USATAXPYMT IRS 3387702000 02/08/18 ID #-270843975397715 TRACE #-061036010006087	1,958.72-	88,187.94
12 2/13	Payment Rocky Mtn Power 1930246090 02/13/18 CHECK#-4097 TRACE #-042000016298405	115.69-	88,072.25
17 2/16	DDA DEBIT MEMO 4105	285.52-	87,786.73
18 2/16	DDA DEBIT MEMO 4103	295.07-	87,491.66
15 2/20	DDA CHECK # 4102	967.12-	86,524.54
16 2/21	DDA CHECK # 4104	629.83-	85,894.71
DATE	DESCRIPTION	AMOUNT	BALANCE
17 2/21	DDA CHECK # 4101	91.97-	85,802.74
18 2/21	DDA CHECK # 4099	100.00-	85,702.74
19 2/21	DDA CHECK # 4100	1,745.68-	83,957.06
20 2/21	DDA CHECK # 4098	1,877.26-	82,079.80
21 2/21	DDA CHECK # 4098	2,350.00-	79,729.80
22 2/23	DDA CHECK # 4106	8,516.57-	71,213.23
23 2/28	INTEREST PAID 28 DAYS	3.25 IN	71,216.48

*To Be Reimbursed
BY BANK
BANK MISTAKE →*

	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	\$ 90,948.75					
Ending Balance	\$ 83,868.62	\$ 130,516.93	\$ 121,836.06	\$ 118,363.16	\$ 106,835.17	\$ 100,525.39	\$ 90,948.75	\$ 73,093.74					
Difference	\$ 57,901.44	\$ 46,648.31	\$ (8,680.87)	\$ (3,472.90)	\$ (11,527.99)	\$ (6,309.78)	\$ (9,576.64)	\$ (17,855.01)					
Income	\$ 70,128.36	\$ 60,004.48	\$ 2,530.37	\$ 8,528.12	\$ 39.60	\$ 10,523.30	\$ 3,223.28	\$ 4,304.40					\$ 159,281.91
Expense	\$ 12,226.92	\$ 13,356.17	\$ 11,211.24	\$ 12,001.02	\$ 11,567.59	\$ 16,833.08	\$ 12,799.92	\$ 22,159.41					\$ 112,155.35
Difference	\$ 57,901.44	\$ 46,648.31	\$ (8,680.87)	\$ (3,472.90)	\$ (11,527.99)	\$ (6,309.78)	\$ (9,576.64)	\$ (17,855.01)					\$ 47,126.56

INCOME													
City 1%	\$ 60,000.00												
County 1%	\$ 60,000.00												
Miscellaneous	\$ 10,126.77		\$ 2,525.23	\$ 8,523.10	\$ 35.07	\$ 10,518.90	\$ 3,219.30	\$ 4,301.15					\$ 39,249.52
Interest	\$ 1.59	\$ 4.48	\$ 5.14	\$ 5.02	\$ 4.53	\$ 4.40	\$ 3.98	\$ 3.25					\$ 32.39
TOTAL FOR MONTH	\$ 70,128.36	\$ 60,004.48	\$ 2,530.37	\$ 8,528.12	\$ 39.60	\$ 10,523.30	\$ 3,223.28	\$ 4,304.40	\$ -	##			\$ 159,281.91

EXPENSES													
Fuel Pickups	\$ 629.88		\$ 193.58	\$ 218.08			\$ 544.27	\$ 229.59					\$ 1,815.40
Improvements						\$ 4,751.67		\$ 8,516.57					\$ 13,268.24
IRS taxes	\$ 2,081.64	\$ 1,974.02	\$ 2,127.82	\$ 1,972.26	\$ 1,985.99	\$ 1,904.36	\$ 2,036.68	\$ 1,958.72					\$ 16,041.49
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	\$ 2,497.45					\$ 4,266.03
New Trailer													\$ -
Office								\$ 100.00					\$ 100.00
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	\$ 271.68					\$ 1,466.94
Wages	\$ 8,581.41	\$ 9,448.20	\$ 8,331.04	\$ 7,933.32	\$ 8,631.04	\$ 8,347.89	\$ 8,186.57	\$ 8,285.40					\$ 67,744.87
Wages health	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00					\$ 2,400.00
TOTAL FOR MONTH	\$ 12,226.92	\$ 13,356.17	\$ 11,211.24	\$ 12,001.02	\$ 11,567.59	\$ 16,833.08	\$ 12,799.92	\$ 22,159.41	\$ -	##			\$ 112,155.35