

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
September 10, 2018, 5:15 pm, Recycling Center

Call to Order: 5:20 pm by Bill

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

Visitors: County Supervisor Bob Perry

Review and approval of Agenda: Bill motioned to accept the agenda with changes, Marv seconded, motion approved.

Review and approval of June 11, 2018 (not held) and July 9, 2018 (not held) Minutes including May 2018, and June 2018 Treasurer's Reports. Review and approval of August 13, 2018 minutes including the July 2018 Treasurer's Report.

Bill motioned to accept the Minutes from June 11, 2018, July 9, 2018 and August 13, 2018. Dean seconded the motion.

Discussion: Even though there were not enough members present to hold a June and July meeting, minutes were written to reflect that no meetings were held. Motion passed.

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

May, June and July Treasurer's Report Discussion: Closed out the 2017-2018 fiscal year with \$26,581.31. June expenses exceeded the average monthly expense of approximately \$12K because of glass shipping charges that have not been reimbursed by vendor, e-waste cost, repair of one bailer and vehicle maintenance expenses. We have not received any 1% money as of July 31. Bill will request 1% money from the City and County. July's ending balance was \$14,050.69.

Anticipate that this will be barely enough to pay anticipated expenses in August. Without receiving the \$60K received in August from the City (1 percent funding), the August ending balance would have been \$339.62.

Treasurer's Report for August 2018: Received \$60K in 1 percent money from the City which is reflected in the August Treasurer's Report. September 10 received \$50K of 1 percent money from the County. August 2018 Treasurer's Report is attached below and can be approved at October's meeting along with these Minutes. See below for Report that will be brought up for approval at the October meeting.

Foreman's Report: No report

New Business:

1. The Senior Center is requesting recycling trailer to be parked on site. Bill will contact Don, to see what the Center has available and try to accommodate this request.
2. Metal Recycling. The Center presently pays shipping for this item. Bob suggested taking metal (tin and/or aluminum) to Solid Waste at no cost and they will recycle along with their metal pile. Bill will investigate. Need to weigh the pros and cons of not shipping tin and its effect on prices received for other recycled products to the same vendor versus taking metal to the Landfill for recycling.
Bill will attend the Solid Waste Board meeting Sep 13 at 4 pm.

Old Business:

1. Union Congregational Church would like recognize the work of the Recycling Center. Visitors will be Kathleen McPhee (217-1455 and others. To be rescheduled. Dean is the contact.
2. Develop a spending plan for FY 2019 (July 2018 to June 2019) based on approved 1% funding of \$110K.
3. 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? At March's meeting it was discussed that this meeting might best be held after the Recycling Board talks individually to the Clear Creek Conservation Board and the Solid Waste Board.
Bill will reach out to all entities and set up a meeting date. To be scheduled.
4. Don and Brad need fork lift training ASAP. Unknown if training has been completed and if the fork lift has been inspected and serviced.
5. Update the Recycling Board webpage on the County webpage. Dean. To be accomplished.
6. Update on Policies and Standard Operating Procedures. Bill.
7. List of safety items to be addressed. (See list below)
8. Review and update Jobs to be Done List. (See List below)

Other Business:

1. Recycled Products Report as of Aug 2018. Does not include weights from Sage. (see below)

Next Meeting (date, place and time): Recycle Center, October 8, 2018 at 5:15 pm

Meeting Adjourned: 6:30 pm

LIST OF JOBS TO BE DONE

Construct/purchase/add additional dry storage building or enlarge existing building to store bales of recycled material and unused Gaylords.

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: Coordinate Hazardous Waste Day with CCCD.
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. July: Recertify employees on forklift (Anderson Forklift).
11. 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

Recyclables - 12 Months

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Buffalo 2018													
PET BALED	4,305	2,051	1,487	1,500	1,380	1,436	0						12,159
HDPE BALED	0	0	0	1,785	0	4,181	4,250						10,216
LDPE C GRADE BALED	6,212	0	0	0	2,746	2,864	3,328						15,150
UBC LOOSE	39	0	0	0	0	0	0						39
TIN BALED	0	0	0	0	0	0	0						0
TIN LOOSE	2,013	1,433	1,656	1,459	1,320	1,696	2,464						12,041
NEWS LOOSE	12,444	0	23,128	9,849	6,502	4,340	12,313						68,576
MIXED PAPER LOOSE	1,706	10,696	4,333	9,001	9,757	22,721	13,093						71,307
SOP LOOSE	2,275	1,700	2,825	3,280	0	0	0						10,080
BOOKS		1,106	545	1,121	810	2,995	1,137						7,714
SCRAP METAL		627	0	1,020	415	0	783						2,845
EPS		1,102	0	1,085		1,033	0						3,220
MAGAZINE LOOSE		906											906
PVC		106											106
textiles						5,993		4,110					10,111
OCC-Cardboard		45,420	87,700		41,040	41,280	80,440	42,520					338,400
glass					87,500								87,600
non recyclables				3,627									3,627
Total	30,006	64,135	121,674	33,727	151,570	88,539	117,808	46,638	0	0	0	0	654,097

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT- August 2018

BALANCE 7/31/2018				\$	14,050.69	
1.	8/1/2018	4195	Bill Leabee	wages	(356.02) w	\$ 13,694.67
2	7/16/2018	4192	St John the Baptist	200 pounds aluminum	(50.00) pa	\$ 13,644.67
3	8/1/2018	4197	Rick Galusha	wages	(614.75) w	\$ 13,029.92
4	8/1/2018	4196	Ricky Gullick	wages	(828.31) w	\$ 12,201.61
5	8/1/2018	4194	Brad Drog	wages	(1,066.86) w	\$ 11,134.75
6	8/3/2018	DEP	Westrock	41280 pounds OCC	412.80 dep	\$ 11,547.55
7	8/1/2018	4193	Don Verger	wages and insurance	(1,745.68) w	\$ 9,801.87
8	8/1/2018	4198	Ace Hardware	miscellaneous	(178.99) mi	\$ 9,622.88
9	8/1/2018	4200	City of Buffalo	Fuel	(441.10) fu	\$ 9,181.78
9	8/1/2018	4200	City of Buffalo	ATT 55.40 MDU 77.39	(132.79) ut	\$ 9,048.99
9	8/1/2018	4200	City of Buffalo	Hydr, Brake, water pump	(1,444.37) ma	\$ 7,604.62
10	8/1/2018	4199	Veterans Home	518 pounds alumin	(129.50) pa	\$ 7,475.12
11	8/4/2018	4202	Michelena Auto	Hydraulic Fluid	(219.19) ma	\$ 7,255.93
12	8/10/2018	EFTPS	IRS	tax	(1,987.94) tax	\$ 5,267.99
13	8/4/2018	4201	Back Country Spraying	property spraying	(175.00) ma	\$ 5,092.99
14	8/16/2018	4205	Bill Leabee	wages	(309.85) w	\$ 4,783.14
15	8/16/2018	4207	Rick Galusha	wages	(648.77) w	\$ 4,134.37
16	8/16/2018	4206	Ricky Gullick	wages	(867.10) w	\$ 3,267.27
17	8/16/2018	4204	Brad Drog	wages	(1,028.07) w	\$ 2,239.20
18	8/16/2018	4203	Don Verger	wages and insurance	(1,814.25) w	\$ 424.95
19	8/16/2018	4208	Rocky Mountain Power	Electricity	(85.84) ut	\$ 339.11
20	8/28/2018	DEP	City of Buffalo	1% monies	60,000.00 dep	\$ 60,339.11
21	8/31/2018	DEP	First Northern	interest	0.51 dep	\$ 60,339.62

BALANCE 8/31/2018				\$	60,339.62
TOTAL OUTFLOWS				\$	14,124.38
TOTAL INFLOWS				\$	60,413.31
TOTAL CHANGE				\$	46,288.93



First Northern Bank

of WYOMING

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PO Box 400
Buffalo WY 82834



Date 8/31/18 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 18

996606

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	18
ACCOUNT NUMBER	806862	Statement Dates	8/01/18 thru 8/31/18
PREVIOUS BALANCE	14,050.69	DAYS IN THE STATEMENT PERIOD	31
2 DEPOSITS/CREDITS	60,412.80	AVERAGE LEDGER	11,964.
18 CHECKS/DEBITS	14,124.38	AVERAGE COLLECTED	11,964
SERVICE CHARGE	.00	Interest Earned	.51
INTEREST PAID	.51	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	60,339.62	2018 Interest Paid	17.03

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 8/01	DDA DEBIT MEMO 4195	356.02-	13,694.67
2 8/01	DDA CHECK # 4192	50.00-	13,644.67
3 8/02	DDA CHECK # 4197	614.75-	13,029.92
4 8/02	DDA CHECK # 4196	828.31-	12,201.61
5 8/02	DDA CHECK # 4194	1,066.86-	11,134.75
6 8/03	DDA REGULAR DEPOSIT	412.80 CR	11,547.55
7 8/03	DDA CHECK # 4193	1,745.68-	9,801.87
8 8/06	DDA CHECK # 4198	178.99-	9,622.88
9 8/06	DDA CHECK # 4200	2,018.26-	7,604.62
10 8/07	DDA CHECK # 4199	129.50-	7,475.12
11 8/09	DDA CHECK # 4202	219.19-	7,255.93
12 8/10	USATAXPYMT IRS 3387702000 08/10/18 ID #-270862251934304 TRACE #-061036010019783	1,987.94-	5,267.99
13 8/14	DDA CHECK # 4201	175.00-	5,092.99
14 8/16	DDA DEBIT MEMO 4205	309.85-	4,783.14
15 8/17	DDA CHECK # 4207	648.77-	4,134.37
16 8/17	DDA CHECK # 4206	867.10-	3,267.27
17 8/17	DDA CHECK # 4204	1,028.07-	2,239.20
18 8/20	DDA CHECK # 4203	1,814.25-	424.95
19 8/21	Payment Rocky Mtn Power 1930246090 08/21/18 CHECK#-4208 TRACE #-042000017866716	85.84-	339.11
20 8/28	DDA REGULAR DEPOSIT	60,000.00 CR	60,339.11
21 8/31	INTEREST PAID 31 DAYS	.51 IN	60,339.62

