

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

Call to Order: 5:15 pm by Julia,

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

Visitors: City Councilman Dan Hart

Review and approval of Agenda: Phil motioned to accept the agenda, Marv seconded, motion passed.

Review and approval of October 8, 2018 minutes including the September 2018 Treasurer's Report. Phil motioned to approve the minutes and Treasurer's report, Julia seconded, motion passed.

Treasurer's Report for October 2018 Discussion: Discussion incorporated into Foreman's report below. Copy of Treasurer's report attached below.

Foreman's Report: One employee is leaving. Check OCC (cardboard) prices before sending to best market outlet. Westrock only picks up cardboard. Truck load of glass from June not paid yet; latest load not invoiced yet.

New Business:

1. Dean's appointment to Board expires early 2018. Board requested that Dean apply for another term.
2. Work on yearly 1 percent funding request. Due February unless changed. Work to begin soon on submission. Include in discussion why the Center is taking less items and what these are. Explain what other cities are taking. Project what will be taken unless circumstances change.

Old Business:

1. Status of adding additional covered storage. Tabled.
2. Union Congregational Church would like recognize the work of the Recycling Center. Visitors will be Kathleen McPhee (217-1455 and others. Dean is the contact. Tabled.
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. No update available.
4. Don and crew need fork lift training ASAP and forklift needs to be maintained and inspected. Training to be accomplished November 20 and forklift has been maintained and inspected. These items are dependent upon being done when the contractor can get to Buffalo from Billings.
5. Update the Recycling Board webpage on the County webpage. Dean. In progress.
6. Update on Policies and Standard Operating Procedures. Bill. In progress.
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. Because of the lack of a market, the Center stopped taking film in October.
2. Sage Recycling Market Report for November 2018. (see below)

Next Meeting (date, place and time): Recycle Center, December 10, 2018 at 5:15 pm

Meeting Adjourned: 5:50 pm by Dean

Minutes submitted by and date: Secretary Dean Knauer, December 6, 2018.

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?

Recycle Center Security plan.

Write Board by-laws.

Update County Web Site yearly or as needed.

Follow-up on outreach opportunities with radio stations and Buffalo Bulletin.

Grant possibility (Hawthorn Foundation)

Buffalo Follow-up Community Assessment, May 2011 (Curb side pickup of recyclables).

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

From: Brian Heuer [mailto:brian@sagerecycling.com]

Sent: Tuesday, November 06, 2018 6:44 PM

Subject: Market Report - Nov 2018

Dear Sage & WYCO Customers,

The cardboard markets held again in the SW Region in November with no change. The PNW was up \$5/ton month over month. The increase was small but promising for things to come. Exporters are buying #12 aggressively on a case by case basis. If you think you can get your OCC to a #12 grade by adding a person or two to clean it up, the rewards can be substantial. This may not long last however and quality is very strict - NO Trash and NO chipboard.

ONP and MP are still moving but in limited quantities. Insulators are still hungry for clean, dry material however their tolerance for contamination and moisture is very tight. Prices remain soft.

SOP dropped \$5/ton in the SW and help in the PNW. Demand remains strong.

PET continues to drop but demand is good for clean material. HDPE Natural is still holding strong and HDPE Color both increased slightly over the last few weeks. Overall plastic prices remain strong.

LDPE Film has continued to fall in value as exporters have pulled back from the market. It has become difficult to move any film grade even A grade.

Aluminum Cans took a huge another hit this month. Prices have fallen over 20 cents/lb since July. We recommending holding if possible. Steel can prices remained flat in November.

Please let us know if you have any market specific questions or need pricing for your commodities. Thank you for your business.

Brian Heuer

Sage Recycling / WYCO Recycling

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www.sagerecycling.com

www.wycorecycling.com

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT OCTOBER 2018

	BALANCE	10/1/2018							
1	10/1/2018	DEP	Sage Recycling		21.07 ton OCC @ \$90-\$1000 freight	\$	896.30	dep	\$ 98,333.21
1	10/1/2018	DEP	Sage Recycling		21.56 ton OCC @ \$90-\$1000 freight	\$	940.40	dep	\$ 99,229.51
1	10/1/2018	DEP	WestRock		122960 pounds	\$	1,229.60	dep	\$ 100,169.91
2	10/1/2018	4228	Bill Leibe		wages	\$	(293.92)	w	\$ 101,399.51
3	10/1/2018	4231	Ace Hardware		micelaneous	\$	(102.55)	w	\$ 101,105.59
4	10/1/2018	4229	Ricky Gullick		wages	\$	(606.90)	w	\$ 101,003.04
5	10/1/2018	4230	Rick Galusha		wages	\$	(802.76)	w	\$ 100,396.14
6	10/1/2018	4227	Brad Drog		wages	\$	(922.79)	w	\$ 99,593.38
7	10/1/2018	4226	Don Verger		wages and insurance	\$	(1,727.67)	w	\$ 98,670.59
8	10/10/2018	EFTPS	IRS		tax	\$	(1,980.20)	irs	\$ 96,942.92
9	10/10/2018	WIRE	State of Wyoming		Unemployment	\$	(62.09)	un	\$ 94,962.72
9	10/10/2018	WIRE	State of Wyoming		Workmans Comp	\$	(688.82)	wc	\$ 94,900.63
10	10/16/2018	4234	Bill Leibe		wages	\$	(315.16)	w	\$ 94,211.81
11	10/16/2018	4236	Rick Galusha		wages	\$	(728.42)	w	\$ 93,896.65
12	10/16/2018	4233	Brad Drog		wages	\$	(1,028.07)	w	\$ 93,168.23
13	10/16/2018	4238	Big Horn Tire		repair 2 tires	\$	(40.00)	ma	\$ 92,140.16
14	10/16/2018	4235	Ricky Gullick		wages	\$	(346.71)	w	\$ 92,100.16
15	10/16/2018	4232	Don Verger		wages and insurance	\$	(1,814.25)	w	\$ 91,753.45
16	10/16/2018	4239	Rocky Mountain Power		electricity	\$	(84.04)	ut	\$ 89,939.20
17	10/31/2018	DEP	First Northern Bank		interest	\$	3.96	dep	\$ 89,855.16

10/16/2018 4237 St John the Baptist 180 pounds aluminum \$ (45.00) pa

BALANCE	10/31/2018				
				TOTAL OUTFLOWS	\$ 89,859.12
				TOTAL INFLOWS	\$ (11,544.35)
				TOTAL CHANGE	\$ 3,070.26
					\$ (8,474.09)

1103125

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	13
ACCOUNT NUMBER	806862	Statement Dates	10/01/18 thru 10/31/18
PREVIOUS BALANCE	98,333.21	DAYS IN THE STATEMENT PERIOD	31
1 DEPOSITS/CREDITS	3,066.30	AVERAGE LEDGER	93,187
15 CHECKS/DEBITS	11,544.35	AVERAGE COLLECTED	93,187
SERVICE CHARGE	.00	Interest Earned	3.96
INTEREST PAID	3.96	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	89,859.12	2018 Interest Paid	24.51

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 10/01	DDA REGULAR DEPOSIT	3,066.30 CR	101,399.51
2 10/01	DDA DEBIT MEMO 4228	293.92-	101,105.59
3 10/02	DDA CHECK # 4231	102.55-	101,003.04
4 10/02	DDA CHECK # 4229	606.90-	100,396.14
5 10/02	DDA CHECK # 4230	802.76-	99,593.38
6 10/02	DDA CHECK # 4227	922.79-	98,670.59
7 10/03	DDA CHECK # 4226	1,727.67-	96,942.92
8 10/10	USATAXPYMT IRS 3387702000 10/10/18 ID #-270868360251930 TRACE #-061036010156904	1,980.20-	94,962.72
4 10/11	WY UI/WC WYOMING DWS 1WYODWSTAX 10/11/18 ID #- TRACE #-121100780904730	750.91-	94,211.81
10 10/16	DDA DEBIT MEMO 4234	315.16-	93,896.65
11 10/17	DDA CHECK # 4236	728.42-	93,168.23
12 10/17	DDA CHECK # 4233	1,028.07-	92,140.16
13 10/18	DDA CHECK # 4238	40.00-	92,100.16
14 10/18	DDA CHECK # 4235	346.71-	91,753.45
15 10/18	DDA CHECK # 4232	1,814.25-	89,939.20
16 10/23	Payment Rocky Mtn Power 1930246090 10/23/18 CHECK#-4239 TRACE #-042000012378432	84.04-	89,855.16
17 10/31	INTEREST PAID 31 DAYS	3.96 IN	89,859.12

