

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

**Call to Order:** 5:20 pm by Bill

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

**Visitors:** None

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

**Review and approval of September 10, 2018 minutes including the August 2018 Treasurer's Report.**

Note that without an August deposit of \$60K of 1 percent money from the City, the August 30 balance would have been \$339.62. Bill motioned to approve the minutes with corrections to be made, Marv seconded, motion carried.

**Treasurer's Report for September 2018 Discussion:** Received \$50K in 1% money from the County. Quarterly reports completed and mailed. See below for copy of Treasurer's report. Report to be approved with these minutes at the next meeting.

**Foreman's Report:** Don again requested that the Center needs additional outside covered storage for unused cardboard Gaylord boxes and other materials to free up space inside the center so work can be done safely and efficiently. Discussion followed to determine funding sources and possible costs. A building size and a list of materials needed will be developed. The storage area could be attached to the open shed located outside of the north vehicle door.

**New Business:**

- 1.

**Old Business:**

1. Status of the Senior Center request for a recycling trailer to be parked on site. Bill will contact Don, to see what the Center has available and try to accommodate this request.

The last time a recycling container was left, only garbage was placed inside; it was removed. Don talked with the administration and suggested that they place their recyclables in plastic bags and place them in the cardboard collection cage. Sacks and cardboard will be picked up.

2. Update on metal recycling. The Center presently pays shipping for this item as we do for all items. 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.

The Board felt that they needed to send their metal along with other recyclables to their vendors in order to get the best price for all items and not lose the use of those vendors. Removing the metal would leave mostly lower paying recyclables being shipped.

3. 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. Nothing to report.

4. Develop a spending plan for FY 2019 (July 2018 to June 2019) based on approved 1% funding of \$110K. Nothing to report.

5. 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. Nothing to report.

6. Don and Brad need fork lift training ASAP and forklift needs to be maintained and inspected.

Contractor was contacted earlier in the Summer, but they have not set an appointment date. Don will contact them.

7. Update the Recycling Board webpage on the County webpage. Dean. Nothing to report.

8. Update on Policies and Standard Operating Procedures. Bill. Nothing to report.

9. List of safety items to be addressed. (See list below)

10. Review and update Jobs to be Done List. (See List below)

**Other Business:**

1. Recycled Products Report as of September 2018. See below. Information from Sage not available.

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

**Meeting Adjourned:** 6:00 pm

**Minutes submitted by and date:** Secretary Dean Knauer, October 13, 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

# 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	1,539				13,698
HDPEC BALED		0	0	1,785	0	4,181	4,250	0				10,216
LDPE C GRADE BALED	6,212	0	0	0	2,746	2,864	3,328	0				16,160
UBC LOOSE	39	0	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	2,275				14,316
NEWS LOOSE	12,444	0	23,128	9,849	6,502	4,340	12,313	11,301				79,877
MIXED PAPER LOOSE	1,706	10,696	4,333	9,001	9,757	22,721	13,093	12,882				84,189
SOP LOOSE	2,275	1,700	2,825	3,280	0	0	0	3,139				13,219
BOOKS		1,106	545	1,121	810	2,995	1,137	1,878				9,692
SCRAP METAL		627	0	1,020	415	0	783					2,845
EPS		1,102	0	1,065		1,033	0	1,048				4,268
MAGAZINE LOOSE	906											906
PVC	106											106
textiles						5,993						10,111
OCC-Cardboard		45,420	87,700		41,040	41,280	80,440	42,520	82,040			420,440
glass					87,600							87,600
non recyclables					3,627							3,627
<b>Total</b>	<b>30,006</b>	<b>64,135</b>	<b>121,674</b>	<b>33,727</b>	<b>161,570</b>	<b>88,539</b>	<b>117,808</b>	<b>80,700</b>	<b>82,040</b>	<b>0</b>	<b>0</b>	<b>770,189</b>

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT - September 2018

BALANCE 8/31/2018							
1	9/2/2018	4212	Bill Leibee	wages	\$	(331.09) w	\$ 60,339.62
2	9/2/2018	4215	St John the Baptist	180 pounds aluminum	\$	(45.00) pa	\$ 60,008.53
3	9/2/2018	4213	Ricky Gullick	wages	\$	(898.96) w	\$ 59,963.53
4	9/2/2018	4210	Brad Drog	wages	\$	(1,133.35) w	\$ 59,064.57
5	9/6/2018	DEP	Sage Recycling	20.66 OCC-\$1000 freight-130.75-655.77	\$	72.88 dep	\$ 57,931.22
6	9/2/2018	4216	Ace Hardware	miscellaneous	\$	(105.26) mi	\$ 58,004.10
7	9/2/2018	4214	Rick Galusha	wages	\$	(600.97) w	\$ 57,898.84
8	9/2/2018	4209	Don Verger	wages and insurance	\$	(1,970.09) w	\$ 57,297.87
9	9/10/2018	EFTPS	IRS	tax	\$	(2,134.02) tax	\$ 55,327.78
10	9/8/2018	4218	Chesbro Electric	troubleshoot & repair compactor motor	\$	(334.65) ma	\$ 53,193.76
11	9/11/2018	DEP	Johnson County	1% monies	\$	50,000.00 dep	\$ 52,859.11
12	9/2/2018	4217	Rocky Mountain Power	electricity	\$	(79.03) ut	\$ 102,859.11
13	9/16/2018	4221	Bill Leibee	wages	\$	(267.37) w	\$ 102,780.08
14	9/16/2018	4222	Ricky Gullick	wages	\$	(729.04) w	\$ 102,512.71
15	9/16/2018	4225	Rick Galusha	wages	\$	(770.90) w	\$ 101,783.67
16	9/16/2018	4220	Brad Drog	wages	\$	(922.79) w	\$ 101,012.77
17	9/16/2018	4219	Don Verger	wages and insurance	\$	(1,658.41) w	\$ 100,089.98
18	9/16/2018	4224	Shane Electric	install security cameras	\$	(101.88) im	\$ 98,431.57
19	9/30/2018	DEP	First Northern	interest	\$	3.52 dep	\$ 98,329.69

BALANCE 9/31/2018							
				TOTAL OUTFLOWS	\$	12,082.81	
				TOTAL INFLOWS	\$	50,076.40	
				TOTAL CHANGE	\$	37,993.59	
					\$	98,333.21	



First Northern Bank  
of WYOMING

Member FDIC

PO Box 400  
Buffalo WY 82834



Date 9/28/18 Page 1 of 2  
ACCOUNT NUMBER 806862  
ENCLOSURES 16

1053460

BUFFALO JOHNSON CO RECYCLING 3PB  
550 BUTTE ST  
BUFFALO WY 82834

### Checking Account

VIP CHECKING		NUMBER OF ENCLOSURES	16
ACCOUNT NUMBER	806862	Statement Dates	9/01/18 thru 9/30/18
PREVIOUS BALANCE	60,339.62	DAYS IN THE STATEMENT PERIOD	30
2 DEPOSITS/CREDITS	50,072.88	AVERAGE LEDGER	85,765
16 CHECKS/DEBITS	12,082.81	AVERAGE COLLECTED	85,765
SERVICE CHARGE	.00	Interest Earned	3.52
INTEREST PAID	3.52	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	98,333.21	2018 Interest Paid	20.55

### ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 9/04	DDA DEBIT MEMO 4212	331.09-	60,008.53
2 9/05	DDA CHECK # 4215	45.00-	59,963.53
3 9/05	DDA CHECK # 4213	898.96-	59,064.57
4 9/05	DDA CHECK # 4210	1,133.35-	57,931.22
5 9/06	DDA REGULAR DEPOSIT	72.88 CR	58,004.10
6 9/06	DDA CHECK # 4216	105.26-	57,898.84
7 9/06	DDA CHECK # 4214	600.97-	57,297.87
8 9/06	DDA CHECK # 4209	1,970.09-	55,327.78
9 9/10	USATAXPYMT IRS	2,134.02-	53,193.76
	3387702000 09/10/18		
	ID #-270865324503013		
	TRACE #-061036010012298		
10 9/10	DDA CHECK # 4218	334.65-	52,859.11
11 9/11	DDA REGULAR DEPOSIT	50,000.00 CR	102,859.11
12 9/11	Payment Rocky Mtn Power	79.03-	102,780.08
	1930246090 09/11/18		
	CHECK#-4217		
	TRACE #-042000011271981		
13 9/17	DDA DEBIT MEMO 4221	267.37-	102,512.71
14 9/18	DDA CHECK # 4222	729.04-	101,783.67
15 9/18	DDA CHECK # 42	770.90-	101,012.77
16 9/18	DDA CHECK # 4220	922.79-	100,089.98
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17 9/19	DDA CHECK # 4219	1,658.41-	98,431.57
14 9/25	DDA CHECK # 4224	101.88-	98,329.69
14 9/30	INTEREST PAID 30 DAYS	3.52 IN	98,333.21

CHECKS IN SERIAL NUMBER ORDER

