

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
January 14, 2019, 5:15 pm, Recycling Center

Call to Order: Bill at 5:30 pm

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

Visitors: Commissioner Bob Perry and Gerri Miller representing Bob Fox, Solid Waste District.

Review and approval of Agenda: Phil motioned to accept the Agenda, Julia seconded and the motion carried.

Review and approval of December 10, 2018 minutes including the November 2018 Treasurer's Report.

Phil motioned to accept the December 10, 2018 Minutes, Julia seconded, motion carried.

Treasurer's Report for December 2018 Discussion: There are 7.2 months of funding left to operate the Center. See below for a copy of December 2018 Treasurer's Report. This report will be approved next month with the January 14, 2019 Minutes. The last page includes information that can be used to complete the 1 percent application.

Foreman's Report: Have been waiting for 3 months for a truck to be scheduled to deliver miscellaneous products to our broker.

New Business:

1. When will Solid Waste mill levee request come up for a vote of the public? Ms. Miller said the vote would be November 2020.
2. Election of officers, and where to do banking and advertising. Phil motioned to keep the same slate of officers, to do official advertising with the Buffalo Bulletin and to continue banking at the First Northern Bank, Julia seconded, motion carried.
3. Bill will attend the Solid Waste Board on January 17 and 4:00 pm.

Old Business:

1. Updated Recycle Center Consumer Information out for review. See below for January 5, 2019 review copy. The Information bulletin with updates will be given to Sheila for publication on the County Web Site.
2. Work on yearly 1 percent funding request. Due February unless changed. It is our understanding that next year's funding requests will be approved by the County and the City and not by the 1 percent committee. There was discussion whether to take e-waste or not. Phil said that there is a low demand and few outlets for e-waste in addition to being expensive to process. State law does not require citizens to recycle e-waste. Bill will send a draft 1 percent application for review. Bob Perry said County Departments/Offices would be funded from 1 percent funds that the County controls. He thought that the Recycle Board request would probably be handled by the 1 percent committee. Bob thinks we will get \$120,000 from the City and County.
3. Do we need additional covered storage? If so, add to 1 percent request? No discussion.
4. Union Congregational Church would like to recognize the work of the Recycling Center. Visitors will be Kathleen McPhee (217-1455 and others. Dean is the contact. No discussion.
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. No discussion.
6. Update on Policies and Standard Operating Procedures. Bill. No discussion.
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. Spreadsheet of 2018 products recycled as of information received to date. End of year spreadsheet not complete. See below.
2. Dean's position on the Board was approved by the City and County for another 3 years.

Next Meeting (date, place and time): Recycle Center, February 11, 2019 at 5:15 pm

Meeting Adjourned: 6:25 pm

Minutes submitted by and date: Secretary Dean Knauer, February 3, 2019.

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 Begin February 1 and End January 31

Julia Bettinger, City, 2018
Marv Majerus, County, 2018
Dean Knauer, Joint City and County, 2019
Bill Ostheimer, City, 2017
Phil Gonzales, County, 2017

Buffalo-Johnson County Recycling Center

Revised January 5, 2019

The Recycling Center, located at 550 Butte Street, Buffalo, (behind the Days Inn Motel and west of Ace Hardware) is open 24 hours a day, 7 days a week for recycled items to be dropped off. Please call 217-0320 from 8 am to 4 pm weekdays for recycling questions. Call the Recycling Center prior to bringing large amounts of recycling material. If you have a question when you are at the Recycle Center, please ask the Center staff. You may also email the Center with your questions or suggestions: pgonzales@johnsoncowy.us

The Recycling Center Joint Powers Board meets the second Monday of the month at 5:15 pm at the Recycling Center. Visitors and suggestions are welcome. Please contact Dean Knauer (dknauer@johnsoncowy.us) to be placed on the agenda.

Please note we have listed a few items below that can not be accepted, since we do not have a recycling outlet to send them to. Check the bulletin board mounted on the front of the building, for recycling item updates.

Check back often because we may be taking additional items or we may have to stop taking an item if we do not have a recycling outlet to ship to.

Keeping recycled items clean, sorted and not mixed with extraneous items (garbage) will ensure that we will find outlets for your recycled items. Contaminated loads of recycled items can be rejected by our markets.

Thank you for your support of the Recycling Center. Without you we would not be able to recycle the wide variety of items we have listed below. You are also contributing toward keeping up to about 1,300,000 pounds of material from being placed in the County Landfill yearly.

The following items can be dropped off to be recycled.

Plastics: Recycle logo numbered 1 and 2 plastics and bubble wrap only. There is no market for plastics numbered 3 thru 7 and plastic bags, shrink wrap, bread bags, plastic sheeting or similar items. Please remove plastic caps from containers, rinse and remove all metal. You can help our processing efficiency by separating your number 1 and 2 plastics and bubble wrap. We do take plastic oil containers if they have been thoroughly drained. We do not take chemical containers; please dispose of these items properly.

Cans: Aluminum and tin (steel) cans. Please rinse and separate aluminum cans from tin (steel) cans. Place steel metal lids (from glass jars and cans) with the tin (steel) cans. Place aluminum foil in the outside container by the aluminum can drop-off window. Use a magnet to determine if some cans with white linings are aluminum or steel. We are accepting oil cans if they are thoroughly drained. We do not accept chemical containers and propane tanks; please dispose of these items properly.

Glass: Food jars, canning jars and drink bottles, regardless of color. Please rinse jars. Remove metal lids and place them with the tin (steel) recycling products. Place glass in the blue metal bins located in front of the building. We do not accept corks. We are not accepting chemical containers or windows or mirrors, etc; please dispose of these items properly.

Cardboard: Corrugated, paperboard (like cereal boxes, shoe boxes and other lightweight boxes), egg cartons, cardboard tubing or similar. To help us recycle these items more efficiently, place small paperboard containers and tubing in larger cardboard boxes before dropping them off. We are not accepting waxed containers like paper milk cartons or similar. Please dispose of these items properly.

Paper: School and office paper, newspapers, catalogs, magazines, telephone books, and junk mail. Christmas and other wrapping paper are being taken during December and January. Place wrapping paper in sacks before dropping off. Note that single bags of shredded paper can be dropped off daily. However, we ask that businesses with large numbers of bags, please drop them off the first Thursday of each month.

Books: Hard and soft-cover books. There is a separate opening in the front of the building.

Styrofoam: Hard and soft Styrofoam used as packing or used for food products such as plates and cups. Clean and remove all tape, paper, shrink wrap, etc before depositing. Packing peanuts are accepted if they are placed in closed bags. We are not accepting blown-in or sprayed Styrofoam. Please dispose of these items properly.

Textiles and Clothing: Clothing, sheets, towels, tablecloths, blankets, curtains, sleeping bags, socks, undergarments and like items. Needs to be reusable and clean. Paired shoes or boots. Place these items in the large boxes in front of the Recycling Center.

Electronic Waste and E-Waste: We do not take. It is prohibitively expensive for us to pay to have these items recycled. These items will be taken at the Johnson County Solid Waste Landfill.

Batteries, Printer Ink Cartridges and Car Seats: We do not take, because there are no markets available to us. Please dispose of these items properly.

We Do Not Accept the following in addition to items listed above: Refrigerators, air conditioners, large appliances or similar, light bulbs, purses, wallets, backpacks, totes, suitcases, belts, stuffed animals, baseball caps, toys, puzzles, board games, pots and pans, silverware, vases, ceramics, dinnerware, window glass or mirrors, vehicle parts, mattresses, furniture, blown-in or sprayed Styrofoam, non-drained oil containers, chemical containers (either plastic or cans), propane containers, waxed containers like paper milk cartons or similar and vehicle batteries. Please dispose of these items properly.

If you are unsure if an item can be recycled, please ask one of our employees at the Recycle Center.

Thank you for Recycling; it is the right thing to do. It extends the life of our landfill and it reduces the need to use limited natural resources to manufacture new products.

REDUCE, REUSE, RECYCLE.

Microsoft Excel - recyclables product 2018

File Edit View Insert Format Tools Data Window Help

Print_Area

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	2,848	3,012	4,403		23,961
HDPE C BALED		0	0	1,785	0	4,181	4,250	0	4,286	1,798	2,072		18,372
LDPE C GRADE BALED	6,212	0	0	0	2,746	2,864	3,328	0	3,159	0	0		18,309
UBC LOOSE	39	0	0	0	0	0	0	0	0	0	0		39
TIN BALED		0	0	0	0	0	0	0	0	0	0		0
TIN LOOSE	2,013	1,433	1,656	1,459	1,320	1,096	2,464	2,275	2,138	1,616	6,630		24,700
NEWS LOOSE	12,444	0	23,128	9,849	6,502	4,340	12,313	11,301	19,729	0	4,689		104,295
MIXED PAPER LOOSE	1,706	10,696	4,333	9,001	9,757	22,721	13,093	12,882	0	28,015	23,578		135,782
SOP LOOSE	2,275	1,700	2,825	3,280	0	0	0	3,139	3,076	3,119	0		19,414
BOOKS		1,106	545	1,121	810	2,995	1,137	1,878	2,106	1,102	1,081		13,881
SCRAP METAL		627	0	1,020	415	0	783		501	0	0		3,346
EPS		1,102	0	1,085		1,033	0	1,048		839	1,235		6,342
MAGAZINE LOOSE	905										0		906
aluminum											18,650		18,650
PVC	106												106
textiles						5,993		4,118					10,111
OCC-Cardboard		45,420	87,700		41,040	41,280	80,440	42,520	82,040	85,080		84,220	589,740
glass					87,600					48,500			136,100
non recyclables				3,627									3,627
Total	39,096	64,135	121,674	33,727	151,570	88,539	117,808	80,700	119,883	173,081	62,338	84,220	1,127,681

Recycle 2012 / Sheet1

Ready Sum=4,510,724 NUM 2:58 PM 1/14/2019

BUFFALO JOHNSON COUNTY RECYCLE CENTER IPB TREASURER REPORT DECEMBER 2018

	BALANCE	12/1/2018					
1	12/1/2018	4260	Bill Leibe	wages	\$	(198.34) w	\$ 75,016.27
2	12/1/2018	4261	Ricky Gullick	wages	\$	(346.71) w	\$ 74,817.93
3	12/1/2018	4266	Huff Transport	aluminum trucking 170 miles@3.25	\$	(552.50) tr	\$ 74,471.22
4	12/1/2018	4263	Rick Galusha	wages	\$	(654.08) w	\$ 73,918.72
5	12/1/2018	4259	Brad Drog	wages	\$	(922.79) w	\$ 73,264.64
6	12/1/2018	DEP	WestRock	85030 pounds cardboard	\$	850.30 dep	\$ 72,341.85
6	12/1/2018	DEP	Pacific Steel& Recycle	18650 pounds alum @ \$.54	\$	10,071.00 dep	\$ 73,192.15
7	12/1/2018	4264	Ace Hardware	miscellaneous	\$	(78.19) mi	\$ 83,263.15
8	12/1/2018	4265	St John the Baptist	210 pounds aluminum	\$	(52.50) pa	\$ 83,184.96
9	12/1/2018	4258	Don Verger	wages and insurance	\$	(1,727.67) w	\$ 83,132.46
10	12/1/2018	4267	Anderson-Forklift	maintenance	\$	(364.41) ma	\$ 81,404.79
11	12/11/2018	EFTPS	IRS	tax	\$	(1,822.00) irs	\$ 81,040.38
12	12/16/2018	4270	Bill Leibe	wages	\$	(251.44) w	\$ 79,218.38
13	12/16/2018	4273	Maichel Keiley	wages	\$	(154.30) w	\$ 78,966.94
14	12/16/2018	4272	Rick Galusha	wages	\$	(680.63) w	\$ 78,812.64
15	12/16/2018	4269	Brad Drog	wages	\$	(988.59) w	\$ 78,132.01
16	12/16/2018	4271	Ricky Gullick	wages	\$	(187.41) w	\$ 77,143.42
17	12/16/2018	4268	Don Verger	wages and insurance	\$	(1,744.98) w	\$ 76,956.01
18	12/16/2018	4274	City of Buffalo	ATT & T	\$	(27.88) ut	\$ 75,211.03
18	12/16/2018	4274	City of Buffalo	Fuel	\$	(342.01) fu	\$ 75,183.15
18	12/16/2018	4274	City of Buffalo	MDU	\$	(72.88) ut	\$ 74,841.14
18	12/16/2018	4274	City of Buffalo	Mtn Auto---belt	\$	(59.97) ma	\$ 74,768.26
18	12/16/2018	4274	City of Buffalo	Powder River Power--Belt	\$	(26.55) ma	\$ 74,708.29
19	12/16/2018	4275	Rocky Mountain Power	electricity	\$	(103.79) ut	\$ 74,681.74
20	12/31/2018	DEP	First Northern Bank	interest	\$	6.54 dep	\$ 74,577.95

BALANCE	Balance	12/31/2018	\$	74,584.49
	TOTAL OUTFLOWS		\$	11,359.62
	TOTAL INFLOWS		\$	10,927.84
	TOTAL DIFFERENCE		\$	431.78

PO Box 400
Buffalo WY 82834

December
2018



Date 12/31/18 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 17

1167573

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

BUSINESS INTEREST CHECKING		NUMBER OF ENCLOSURES	17
ACCOUNT NUMBER	806862	Statement Dates	12/01/18 thru 12/31/18
PREVIOUS BALANCE	75,016.27	DAYS IN THE STATEMENT PERIOD	31
1 DEPOSITS/CREDITS	10,921.30	AVERAGE LEDGER	76,990
18 CHECKS/DEBITS	11,359.18	AVERAGE COLLECTED	76,990
SERVICE CHARGE	.00	Interest Earned	6.54
INTEREST PAID	6.54	Annual Percentage Yield Earned	0.10%
ENDING BALANCE	74,584.93	2018 Interest Paid	34.56

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 12/03	DDA DEBIT MEMO 4260	198.34-	74,817.93
2 12/04	DDA CHECK # 4261	346.71-	74,471.22
3 12/04	DDA CHECK # 4266	552.50-	73,918.72
4 12/04	DDA CHECK # 4263	654.08-	73,264.64
5 12/04	DDA CHECK # 4259	922.79-	72,341.85
6 12/05	DDA REGULAR DEPOSIT	10,921.30 CR	83,263.15
7 12/05	DDA CHECK # 4264	78.19-	83,184.96
8 12/05	DDA CHECK # 4265	52.50-	83,132.46
9 12/05	DDA CHECK # 4258	1,727.67-	81,404.79
10 12/07	DDA CHECK # 4267	364.41-	81,040.38
11 12/10	USATAXPYMT IRS 3387702000 12/10/18 ID #-270874441477469 TRACE #-061036010009972	1,822.00-	79,218.38
12 12/17	DDA DEBIT MEMO 4270	251.00-	78,967.38
13 12/17	DDA CHECK # 4273	154.30-	78,813.08
14 12/18	DDA CHECK # 4272	680.63-	78,132.45
15 12/18	DDA CHECK # 4269	988.59-	77,143.86
16 12/19	DDA CHECK # 4271	187.41-	76,956.45
17 12/19	DDA CHECK # 4268	1,744.98-	75,211.47
18 12/24	DDA CHECK # 4274	529.29-	74,682.18
19 12/28	Payment Rocky Mtn Power 1930246090 12/28/18 CHECK#-4275 TRACE #-042000015541626	103.79-	74,578.39
20 12/31	INTEREST PAID 31 DAYS	6.54 IN	74,584.93

1 per cent budget 2019

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019 YTD
INCOME					
City 1%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 60,000	\$ 60,000
County 1%	\$ 65,400	\$ 50,000	\$ 50,000	\$ 60,000	\$ 50,000
Micellaneous	\$ 62,822	\$ 26,209	\$ 37,948	\$ 44,101	\$ 15,807
Interest	\$ 47	\$ 34	\$ 20	\$ 41	\$ 19
TOTAL FOR YEAR	\$ 178,269	\$ 126,243	\$ 137,968	\$ 164,142	\$ 125,826
EXPENSES					
Fuel Pickups	\$ 3,216	\$ 3,181	\$ 2,218	\$ 3,044	\$ 1,615
Improvements	\$ 79,892	\$ 1,379	\$ 1,933	\$ 13,268	\$ 102
IRS taxes	\$ 19,765	\$ 31,233	\$ 20,705	\$ 23,565	\$ 11,859
Maintance & Repair	\$ 8,371	\$ 2,050	\$ 3,156	\$ 3,947	\$ 4,560
Micellaneous	\$ 6,246	\$ 2,991	\$ 5,079	\$ 6,809	\$ 674
Office	\$ 260	\$	\$ 217	\$ 100	\$ -
Purchase Aluminum	\$ 978	\$ 899	\$ 1,154	\$ 861	\$ 438
State taxes(unemp)	\$ 3,581	\$ 2,671	\$ 2,964	\$ 543	\$ 143
State taxes(WC)	\$	\$	\$	\$ 2,237	\$ 1,310
Training	\$ 100	\$	\$	\$ -	\$ -
Trucking	\$ 3,630	\$ 2,430	\$ 5,540	\$ 3,100	\$ 4,153
Utilties	\$ 4,359	\$ 4,418	\$ 2,836	\$ 2,478	\$ 916
Wages	\$ 91,975	\$ 91,394	\$ 91,648	\$ 99,974	\$ 50,253
Wages Health	\$ 3,450	\$ 3,600	\$ 3,600	\$ 3,600	\$ 1,800
TOTAL FOR YEAR	\$ 225,823	\$ 146,246	\$ 141,050	\$ 163,526	\$ 77,823