

**Meeting Minutes**  
**Buffalo-Johnson County Recycling Center Joint Powers Board**  
**July 8, 2019, 5:15 pm, Recycling Center**

**Call to Order: Bill at 5:15**

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

**Visitors: Commissioner Bob Perry**

**Review and approval of Agenda:** There were several items added to new business.

**Review and approval of June 10, 2019 minutes including the May 2019 Treasurer's Report postponed until the August meeting.**

**Treasurer's Report, June 2019, for Discussion:** 1.) A deposit was received for glass. 2.) We are not breaking even on cardboard as the markets continue to decline and thus not yield enough to cover the cost of shipping. There was a discussion about holding cardboard until the market improves. Don held cardboard prior to the last shipment. There is a need for covered storage. See below for copy of Treasurer's Report.

**Foreman's Report:** Don/Marv reported the current wages of recycle center employees.

**New Business:**

1. Pay scale will be evaluated each June to determine raises and cost of living increases. Increases will be effective July 1. **The pay scale was evaluated and will remain the same. The board felt there is not enough money in the budget to increase wages.**

2. Recycle trailers for upcoming events and camp comfort. There is a trailer at the fairgrounds and we have supplied a trailer to Camp Comfort.

3. Are board members available to participate in the Fair and Rodeo parade? Bill may be available to walk at the end of the parade and pick up water bottles.

4. 1% request – Bill will phone the county and then send a letter regarding 1% funds.

**Old Business:**

1. Continuation of discussion with the Solid Waste District Board, City and County about combining the Recycling Center with the Solid Waste District and how to fund each entity.

2. Status of glass recycling payments from Coors Brewing. Marv

3. Status of recycling some useable construction materials deposited at the Landfill. Status of revision to the City Construction Permit rules regarding recycling usable waste construction materials. Bob and Dan.

4. Update on using crushed glass at the Landfill to layer/isolate solid waste as required monthly.

5. 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.

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)

9.

10.

**Other Information:**

1.

2.

**Next Meeting (date, place and time):** Recycle Center, August 12, 2019 at 5:15 pm

**Meeting Adjourned: 5:40**

**Minutes submitted by and date: Julia 7/22/19 at 2345.**

### **LIST OF JOBS TO BE DONE**

The Board wants digitized records of Secretary's Minutes to be filed with the County, City & the Recycling Center.

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. May/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 RECYCLE CENTER JPB TREASURER REPORT JUNE 2019

BALANCE		5/31/2019			
1	6/1/2019	4362	Bill Leibee	wages	\$ (193.03) w
2	6/1/2019	4363	Rick Galusha	wages	\$ (680.93) w
3	6/1/2019	4361	Brad Drog	wages	\$ (1,133.34) w
4	6/1/2019	4367	Ace Hardware	micellaneous	\$ (105.47) mi
5	6/1/2019	4364	Marchel Kelley	wages	\$ (260.50) w
6	6/1/2019	4365	Melody Stetzenbach	wages	\$ (207.02) w
7	6/1/2019	4360	Don Verger	wages and insurance	\$ (1,970.09) w
8	6/8/2019	EFTPS	IRS	tax	\$ (1,920.28) irs
9	6/1/2019	4368	Gonzalez Tranzport	21.53 ton OCC to Col Springs	\$ (1,300.00) tr
10	6/1/2019	4369	Gonzalez Tranzport	20.92 ton OCC to St Paul	\$ (1,700.00) tr
11	6/1/2019	4366	Casandra Goodyear	wages	\$ (31.94) w
12	6/17/2019	DEP	Miller Coors	glass	\$ 6,428.95 dep
13	6/16/2019	4377	Bill Leibee	wages	\$ (309.84) w
14	6/16/2019	4374	Marchel Kelley	wages	\$ (313.61) w
15	6/16/2019	4375	Melody Stetzenbach	wages	\$ (66.57) w
16	6/16/2019	4373	Rick Galusha	wages	\$ (691.25) w
17	6/16/2019	4371	Brad Drog	wages	\$ (922.79) w
18	6/16/2019	4376	Casandra Goodyear	wages	\$ (271.29) w
20	6/16/2019	4370	Don Verger	wages and insurance	\$ (1,762.30) w
20	6/16/2019	4380	RMP	electricity	\$ (92.86) ut
21	6/16/2019	4379	Gonzalez Tranzport	? Pounds to Sage Recycling	\$ (1,000.00) tr
22	6/16/2019	4378	Gonzalez Tranzport	40104 occ to Colo Springs%	\$ (1,300.00) tr
23	6/30/2019	DEP	First Northern	interest	\$ 1.24 dep

\$5360 does not include state unemployment \$700  
 & state workers comp

BALANCE 6/30/2019	\$ 12,825.67
TOTAL INFLOWS	\$ 6,430.19
TOTAL OUTFLOWS	\$ 16,233.11
TOTAL DIFFERENCE	\$ (9,802.92)

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EQUAL HOUSING  
 LENDER

Date 6/28/19 Page 1 of 2  
 ACCOUNT NUMBER 806862  
 ENCLOSURES 20

1226939

BUFFALO JOHNSON CO RECYCLING JPB  
 550 BUTTE ST  
 BUFFALO WY 82834

### Checking Account

BUSINESS INTEREST CHECKING		NUMBER OF ENCLOSURES	20
ACCOUNT NUMBER	806862	Statement Dates	6/01/19 thru 6/30/19
PREVIOUS BALANCE	22,628.59	DAYS IN THE STATEMENT PERIOD	30
1 DEPOSITS/CREDITS	6,428.95	AVERAGE LEDGER	15,023
21 CHECKS/DEBITS	16,233.11	AVERAGE COLLECTED	15,023
SERVICE CHARGE	.00	Interest Earned	1.24
INTEREST PAID	1.24	Annual Percentage Yield Earned	0.10%
ENDING BALANCE	12,825.67	2019 Interest Paid	20.66

### ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 6/03	DDA DEBIT MEMO 4362	193.03-	22,435.56
2 6/04	DDA CHECK # 4363	680.93-	21,754.63
3 6/04	DDA CHECK # 4361	1,133.34-	20,621.29
4 6/05	DDA CHECK # 4367	105.47-	20,515.82
5 6/05	DDA CHECK # 4364	260.50-	20,255.32
6 6/05	DDA CHECK # 4365	207.02-	20,048.30
7 6/05	DDA CHECK # 4360	1,970.09-	18,078.21
8 6/07	USATAXPYMT IRS 3387702000 06/07/19 ID #-270955865723777 TRACE #-061036010019468	1,920.28-	16,157.93
9 6/07	DDA CHECK # 4368	1,300.00-	14,857.93
10 6/07	DDA CHECK # 4369	1,700.00-	13,157.93
11 6/11	DDA CHECK # 4366	31.94-	13,125.99
12 6/17	DDA REGULAR DEPOSIT	6,428.95 CR	19,554.94
13 6/17	DDA DEBIT MEMO 4377	309.84-	19,245.10
14 6/17	DDA CHECK # 4374	313.61-	18,931.49
15 6/18	DDA CHECK # 4375	66.57-	18,864.92
16 6/18	DDA CHECK # 4373	691.25-	18,173.67
17 6/18	DDA CHECK # 4371	922.79-	17,250.88
18 6/19	DDA CHECK # 4376	271.29-	16,979.59
DATE 19	DESCRIPTION # 4370	1,762.30-	15,217.29
19 6/21	Payment Rocky Mtn Power 1930246090 06/21/19 CHECK#-4380 TRACE #-042000018658107	92.86-	15,124.43
20 6/21	DDA CHECK # 4379	1,000.00-	14,124.43
21 6/21	DDA CHECK # 4378	1,300.00-	12,824.43
22 6/30	INTEREST PAID 30 DAYS	1.24 IN	12,825.67

	July	August	September	October	November	December	January	February	March	April	May	June	To Date
<b>Beginning Balance</b>	\$ 26,581	\$ 14,051	\$ 60,340	\$ 98,333	\$ 89,859	\$ 75,016	\$ 74,584	\$ 62,974	\$ 54,060	\$ 44,888.79	\$ 32,998.60	\$ 22,628.59	
<b>Ending Balance</b>	\$ 14,051	\$ 60,340	\$ 98,333	\$ 89,859	\$ 75,016	\$ 74,585	\$ 62,974	\$ 54,060	\$ 44,889	\$ 32,998.60	\$ 22,628.59	\$ 12,825.67	
<b>Difference</b>	\$ 12,531	\$ (46,289)	\$ (37,994)	\$ 8,474	\$ 14,843	\$ 431	\$ 11,610	\$ 8,915	\$ 9,171	\$ 11,890.19	\$ 10,370.01	\$ 9,802.92	
<b>INCOME</b>													
City 1%	\$ 514	\$ 60,413	\$ 50,076	\$ 3,070	\$ 824	\$ 10,928	\$ 126	\$ 1,629	\$ 972	\$ 3.02	\$ 423.18	\$ 6,430.19	\$ 135,408.74
County 1%	\$ 13,044	\$ 14,124	\$ 12,083	\$ 11,544	\$ 15,667	\$ 11,360	\$ 11,616	\$ 10,546	\$ 10,143	\$ 11,893.21	\$ 10,793.19	\$ 16,233.11	\$ 149,046.83
<b>Difference</b>	\$ (12,531)	\$ 46,289	\$ 37,994	\$ (8,474)	\$ (14,843)	\$ (432)	\$ (11,490)	\$ (8,917)	\$ (9,171)	\$ (11,890.19)	\$ (10,370.01)	\$ (9,802.92)	\$ (13,638.09)
<b>INCOME</b>													
City 1%	\$ 514	\$ 60,413	\$ 50,076	\$ 3,070	\$ 824	\$ 10,928	\$ 126	\$ 1,629	\$ 972	\$ 3.02	\$ 423.18	\$ 6,430.19	\$ 135,408.74
County 1%	\$ 13,044	\$ 14,124	\$ 12,083	\$ 11,544	\$ 15,667	\$ 11,360	\$ 11,616	\$ 10,546	\$ 10,143	\$ 11,893.21	\$ 10,793.19	\$ 16,233.11	\$ 149,046.83
<b>TOTAL FOR MONTH</b>	\$ 514	\$ 60,413	\$ 50,076	\$ 3,070	\$ 824	\$ 10,928	\$ 126	\$ 1,629	\$ 972	\$ 3.02	\$ 423.18	\$ 6,430.19	\$ 135,408.40
<b>EXPENSES</b>													
Fuel Pickups	\$ 441				\$ 831	\$ 342	\$ 490		\$ 161	\$ 175.81	\$ 194.69		\$ 2,636.08
Improvements			\$ 102										\$ 101.88
IRS taxes	\$ 1,941	\$ 1,988	\$ 2,134	\$ 1,980	\$ 1,994	\$ 1,822	\$ 1,866	\$ 1,830	\$ 1,698	\$ 1,752.24	\$ 1,806.76	\$ 1,920.28	\$ 22,732.90
Maintenance & Repair	\$ 1,723	\$ 1,839	\$ 335	\$ 40	\$ 172	\$ 451	\$ (120)		\$ 152	\$ 951.74	\$ 148.80	\$ 105.47	\$ 5,797.69
Miscellaneous	\$ 165	\$ 179	\$ 105		\$ 146	\$ 78	\$ 466	\$ 202	\$ 135	\$ 68.37	\$ 158.13		\$ 1,703.43
New Trailer													\$ -
Office								\$ 83					\$ 82.50
Purchase Aluminum		\$ 180	\$ 45		\$ 161	\$ 53	\$ 34	\$ 138	\$ 45	\$ 167.25			\$ 788.50
State unemployment	\$ 81		\$ 62							\$ 45.42			\$ 222.68
State Workmans Comp	\$ 622		\$ 689				\$ 627			\$ 577.84			\$ 2,515.71
Training													\$ -
Trucking					\$ 3,600	\$ 553						\$ 5,300.00	\$ 9,452.50
Utilities	\$ 82	\$ 219	\$ 79	\$ 84	\$ 248	\$ 205	\$ 256	\$ 120	\$ 295	\$ 279.03	\$ 300.91	\$ 92.68	\$ 2,259.04
Wages	\$ 8,131	\$ 8,980	\$ 8,983	\$ 8,389	\$ 8,214	\$ 7,557	\$ 7,696	\$ 7,874	\$ 7,357	\$ 7,742.76	\$ 7,716.65	\$ 8,514.50	\$ 97,153.95
Wages health	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300.00	\$ 300.00	\$ 300.00	\$ 3,600.00
<b>TOTAL FOR MONTH</b>	\$ 13,044	\$ 14,124	\$ 12,083	\$ 11,544	\$ 15,667	\$ 11,360	\$ 11,616	\$ 10,546	\$ 10,143	\$ 11,893.21	\$ 10,793.19	\$ 16,232.93	\$ 149,046.86

1 per cent budget 2019

as of June 30, 2019

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<b>INCOME</b>					YTD
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	\$ 25,369
Interest	\$ 47	\$ 34	\$ 20	\$ 41	\$ 39
<b>TOTAL FOR YEAR</b>	\$ 178,269	\$ 126,243	\$ 137,968	\$ 164,142	\$ 135,408
<b>EXPENSES</b>					
Fuel Pickups	\$ 3,216	\$ 3,181	\$ 2,218	\$ 3,044	\$ 2,636
Improvements	\$ 79,892	\$ 1,379	\$ 1,933	\$ 13,268	\$ 102
IRS taxes	\$ 19,765	\$ 31,233	\$ 20,705	\$ 23,565	\$ 22,733
Maintenance & Repair	\$ 8,371	\$ 2,050	\$ 3,156	\$ 3,947	\$ 5,798
Micellaneous	\$ 6,246	\$ 2,991	\$ 5,079	\$ 6,809	\$ 1,703
Office	\$ 260	\$	\$ 217	\$ 100	\$ 83
Purchase Aluminum	\$ 978	\$ 899	\$ 1,154	\$ 861	\$ 789
State taxes(unemp)	\$ 3,581	\$ 2,671	\$ 2,964	\$ 543	\$ 223
State taxes(WC)	\$	\$	\$	\$ 2,237	\$ 2,516
Training	\$ 100	\$	\$	\$	\$
Trucking	\$ 3,630	\$ 2,430	\$ 5,540	\$ 3,100	\$ 9,453
Utilities	\$ 4,359	\$ 4,418	\$ 2,836	\$ 2,478	\$ 2,259
Wages	\$ 91,975	\$ 91,394	\$ 91,648	\$ 99,974	\$ 97,154
Wages Health	\$ 3,450	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600
<b>TOTAL FOR YEAR</b>	\$ 225,823	\$ 146,246	\$ 141,050	\$ 163,526	\$ 149,049