

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
June 10, 2019, 5:15 pm, Recycling Center

Call to Order: Julia at 5:15 pm

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

Visitors: none

Review and approval of Agenda: The pay scale discussion will be tabled until the next meeting when all board members are present.

Review and approval of May 13, 2019 minutes including the April 2019 Treasurer's Report. Phil motioned to approve. Julia seconded the motion.

Treasurer's Report, May 2019, for Discussion: Marv highlighted: 1.) A payment was received for cardboard. 2.) Marv has been in contact with who we ship glass to and they are on vacation, but we should be paid soon. 3.) We need to have two months of operating expenses always available in the account to stay viable. See below for copy of Treasurer's Report.

Foreman's Report: 1.) There is a local individual who can ship products for a comparable overall price. Both Don and Phil have been in communication with him. 2.) Don expressed troubles with staffing. He proposed we close on Sunday. The present board members felt this was not a good option for the community.

New Business:

1. Pay scale will be evaluated each June to determine raises and cost of living increases. Increases will be effective July 1.
–**Tabled.**
- 2.
- 3.

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. **None.**
2. Status of glass recycling payments from Coors Brewing. Marv **See above.**
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. **None.**
4. Update on using crushed glass at the Landfill to layer/isolate solid waste as required monthly. **None.**
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, July 8, 2019 at 5:15 pm

Meeting Adjourned: 5:49 pm

Minutes submitted by and date: electronically on 7/3/19 and 7/22/19

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 Gaylor's. 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 MAY 2019

BALANCE	4/30/2019							
1	5/1/2019	DEP	Centenial Trucking	42100 lbs cardboard	\$	421.00	dep	\$ 32,998.60
2	5/1/2019	4346	Bill Leabee	wages	\$	(246.12)	w	\$ 33,419.60
3	5/1/2019	4348	Marchel Kelley	wages	\$	(302.98)	w	\$ 33,173.48
4	5/1/2019	4350	Ace Hardware	miscellaneous	\$	(158.13)	mi	\$ 32,870.50
5	5/1/2019	4347	Rick Galusha	wages	\$	(553.18)	w	\$ 32,712.37
6	5/1/2019	4345	Brad Droq	wages	\$	(1,028.07)	w	\$ 32,159.19
7	5/1/2019	4344	Don Verger	wages and insurance	\$	(1,814.24)	w	\$ 31,131.12
8	5/1/2019	4351	Veterans Home	aluminum	\$	(124.75)	pa	\$ 29,316.88
9	5/8/2019	EFTPS	IRS	tax	\$	(1,806.76)	irs	\$ 29,192.13
10	5/1/2019	4349	St John the Baptist	170 pounds aluminum	\$	(42.50)	pa	\$ 27,385.37
11	5/8/2019	4352	City of Buffalo	AT & T	\$	(27.77)	ut	\$ 27,342.87
11	5/8/2019	4352	City of Buffalo	Fuel	\$	(194.69)	fu	\$ 27,315.10
11	5/8/2019	4352	City of Buffalo	MDU	\$	(145.96)	ut	\$ 27,120.41
12	5/8/2019	4353	RMP	electricity	\$	(127.18)	ut	\$ 26,974.45
13	5/16/2019	4356	Bill Leabee	wages	\$	(256.75)	w	\$ 26,847.27
14	5/16/2019	4358	Marchel Kelley	wages	\$	(372.02)	w	\$ 26,590.52
15	5/16/2019	4357	Rick Galusha	wages	\$	(600.98)	w	\$ 26,218.50
16	5/16/2019	4355	Brad Droq	wages	\$	(1,028.07)	w	\$ 25,617.52
17	5/16/2019	4354	Don Verger	wages and insurance	\$	(1,814.24)	w	\$ 24,589.45
18	5/16/2019	4359	MTR	6 panels@24.80	\$	(148.80)	ma	\$ 22,775.21
19	5/31/2019	DEP	First Northern Bank	interest	\$	2.18	dep	\$ 22,626.41
					\$			\$ 22,628.59

BALANCE	5/31/2019							
				TOTAL OUTFLOWS	\$	10,793.19		
				TOTAL INFLOWS	\$	423.18		
				TOTAL DIFFERENCE	\$	10,370.01		

PO Box 400
Buffalo WY 82834

Date 5/31/19 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 16

1219121

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

BUSINESS INTEREST CHECKING		NUMBER OF ENCLOSURES	16
ACCOUNT NUMBER	806862	Statement Dates	5/01/19 thru 5/31/19
PREVIOUS BALANCE	32,998.60	DAYS IN THE STATEMENT PERIOD	31
1 DEPOSITS/CREDITS	421.00	AVERAGE LEDGER	25,750
17 CHECKS/DEBITS	10,793.19	AVERAGE COLLECTED	25,750
SERVICE CHARGE	.00	Interest Earned	2.18
INTEREST PAID	2.18	Annual Percentage Yield Earned	0.10%
ENDING BALANCE	22,628.59	2019 Interest Paid	19.42

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 5/01	DDA REGULAR DEPOSIT	421.00 CR	33,419.60
2 5/01	DDA DEBIT MEMO 4346	246.12-	33,173.48
3 5/01	DDA CHECK # 4348	302.98-	32,870.50
4 5/02	DDA CHECK # 4350	158.13-	32,712.37
5 5/02	DDA CHECK # 4347	553.18-	32,159.19
6 5/02	DDA CHECK # 4345	1,028.07-	31,131.12
7 5/03	DDA CHECK # 4344	1,814.24-	29,316.88
8 5/06	DDA CHECK # 4351	124.75-	29,192.13
9 5/08	USATAXPYMT IRS	1,806.76-	27,385.37
	3387702000 05/08/19		
	ID #-270952892270886		
	TRACE #-061036010046308		
10 5/08	DDA CHECK # 4349	42.50-	27,342.87
11 5/09	DDA CHECK # 4352	368.42-	26,974.45
12 5/14	Payment Rocky Mtn Power	127.18-	26,847.27
	1930246090 05/14/19		
	CHECK#-4353		
	TRACE #-042000013914942		
13 5/16	DDA DEBIT MEMO 4356	256.75-	26,590.52
14 5/17	DDA CHECK # 4358	372.02-	26,218.50
15 5/17	DDA CHECK # 4357	600.98-	25,617.52
16 5/17	DDA CHECK # 4355	1,028.07-	24,589.45
<hr/>			
DATE	DESCRIPTION	AMOUNT	BALANCE
17 5/20	DDA CHECK # 4354	1,814.24-	22,775.21
18 5/21	DDA CHECK # 4359	148.80-	22,626.41
19 5/31	INTEREST PAID 31 DAYS	2.18 IN	22,628.59

	July	August	September	October	November	December	January	February	March	April	May	June	To Date
<i>Beginning Balance</i>	\$ 26,581	\$ 14,051	\$ 60,340	\$ 98,333	\$ 89,859	\$ 75,016	\$ 74,584	\$ 62,974	\$ 54,059.50	\$ 44,888.79	\$ 32,998.60		
<i>Ending Balance</i>	\$ 14,051	\$ 60,340	\$ 98,333	\$ 89,859	\$ 75,016	\$ 74,585	\$ 62,974	\$ 54,060	\$ 44,888.79	\$ 32,998.60	\$ 22,628.59		
<i>Difference</i>	\$ 12,531	\$ (46,289)	\$ (37,994)	\$ 8,474	\$ 14,843	\$ 431	\$ 11,610	\$ 8,915	\$ 9,170.71	\$ 11,890.19	\$ 10,370.01		
<i>Income</i>	\$ 514	\$ 60,413	\$ 50,076	\$ 3,070	\$ 824	\$ 10,928	\$ 6	\$ 1,629	\$ 972.31	\$ 3.02	\$ 423.18		\$ 128,858.21
<i>Expense</i>	\$ 13,044	\$ 14,124	\$ 12,083	\$ 11,544	\$ 15,667	\$ 11,360	\$ 11,736	\$ 10,543	\$ 10,143.02	\$ 11,893.21	\$ 10,793.19		\$ 132,930.93
<i>Difference</i>	\$ (12,531)	\$ 46,289	\$ 37,994	\$ (8,474)	\$ (14,843)	\$ (432)	\$ (11,730)	\$ (8,915)	\$ (9,170.71)	\$ (11,890.19)	\$ (10,370.01)		\$ (4,072.72)
INCOME													
City 1%		\$ 60,000											\$ 60,000.00
County 1%			\$ 50,000										\$ 50,000.00
Miscellaneous	\$ 513	\$ 413	\$ 73	\$ 3,066	\$ 820	\$ 10,921	\$ 120	\$ 1,624	\$ 968.20		\$ 421.00		\$ 18,939.99
Interest	\$ 1	\$ 1	\$ 4	\$ 4	\$ 4	\$ 7	\$ 6	\$ 4	\$ 4.11	\$ 3.02	\$ 2.18		\$ 38.22
TOTAL FOR MONTH	\$ 514	\$ 60,413	\$ 50,076	\$ 3,070	\$ 824	\$ 10,928	\$ 126	\$ 1,629	\$ 972.31	\$ 3.02	\$ 423.18		\$ 128,978.21
EXPENSES													
Fuel Pickups	\$ 441				\$ 831	\$ 342	\$ 490		\$ 161.17	\$ 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	\$ 1,698.42	\$ 1,752.24	\$ 1,806.76		\$ 20,812.62
Maintenance & Repair	\$ 1,723	\$ 1,839	\$ 335	\$ 40	\$ 172	\$ 451	\$ (120)		\$ 151.79	\$ 951.74	\$ 148.80		\$ 5,692.22
Miscellaneous	\$ 165	\$ 179	\$ 105		\$ 146	\$ 78	\$ 466	\$ 202	\$ 134.75	\$ 68.37	\$ 158.13		\$ 1,703.43
New Trailer													\$ -
Office							\$ 83						\$ 82.50
Purchase Aluminum		\$ 180	\$ 45		\$ 161	\$ 53	\$ 138	\$ 45.00	\$ 167.25				\$ 788.50
State unemployment	\$ 81			\$ 62			\$ 34			\$ 45.42			\$ 222.68
State Workmans Comp	\$ 622			\$ 689			\$ 627		\$ 577.84				\$ 2,515.71
Training													\$ -
Trucking					\$ 3,600	\$ 553							\$ 4,152.50
Utilities	\$ 82	\$ 219	\$ 79	\$ 84	\$ 248	\$ 205	\$ 256	\$ 120	\$ 295.31	\$ 279.03	\$ 300.91		\$ 2,166.36
Wages	\$ 8,131	\$ 8,980	\$ 8,983	\$ 8,389	\$ 8,214	\$ 7,557	\$ 7,696	\$ 7,874	\$ 7,356.58	\$ 7,742.76	\$ 7,716.65		\$ 88,639.45
Wages health	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300.00	\$ 300.00	\$ 300.00		\$ 3,300.00
TOTAL FOR MONTH	\$ 13,044	\$ 14,124	\$ 12,083	\$ 11,544	\$ 15,667	\$ 11,360	\$ 11,616	\$ 10,546	\$ 10,143.02	\$ 11,893.21	\$ 10,793.19		\$ 132,813.93

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Expense per month
	YTD					\$ 12,074.05
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	\$ 18,940	Ending Balance
Interest	\$ 47	\$ 34	\$ 20	\$ 41	\$ 38	\$ 22,628.59
TOTAL FOR YEAR	\$ 178,269	\$ 126,243	\$ 137,968	\$ 164,142	\$ 128,978	

	YTD					months of
EXPENSES						remaining funds
Fuel Pickups	\$ 3,216	\$ 3,181	\$ 2,218	\$ 3,044	\$ 2,636	1.87
Improvements	\$ 79,892	\$ 1,379	\$ 1,933	\$ 13,268	\$ 102	
IRS taxes	\$ 19,765	\$ 31,233	\$ 20,705	\$ 23,565	\$ 20,813	
Maintance & Repair	\$ 8,371	\$ 2,050	\$ 3,156	\$ 3,947	\$ 5,692	
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	\$ 4,153	
Utilities	\$ 4,359	\$ 4,418	\$ 2,836	\$ 2,478	\$ 2,166	
Wages	\$ 91,975	\$ 91,394	\$ 91,648	\$ 99,974	\$ 88,639	
Wages Health	\$ 3,450	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,300	
TOTAL FOR YEAR	\$ 225,823	\$ 146,246	\$ 141,050	\$ 163,526	\$ 132,815	