

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
August 12, 2019, 5:15 pm, Recycling Center

Call to Order: 5:15 by Bill

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

Visitors: Mara Abbot (Buffalo Bulletin), Bob Fox, David Iverson, Bob Perry

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

Review and approval of June 10, 2019 minutes including the May 2019 Treasurer's Report and the July 8, 2019 minutes including the June 2019 Treasurer's Report (Treasurer's Reports for May and June to be attached to respective minutes):

Bill moved to accept the June 10, 2019 and the July 8, 2019 minutes, Dean seconded, motion carried.

Treasurer's Report, July 2019 for Discussion: 1 percent check for \$60k deposited from the City of Buffalo. 1 percent check for \$60k received from the County, but did not get deposited in time to be reflected in the July report. Received check for glass transported to Miller Coors and was deposited in June. See below for a copy of the Treasurer's Report.

Foreman's Report: Have two loads of glass waiting to be transported. Plan to wait until a 3rd load is available and begin shipping. Hope to get paid in a more timely manner with this strategy.

Transported a mixed load of paper in Gaylord boxes to Sage Recycling. They sent the driver to a small warehouse where he had to hand unload each box which cost us more. In addition Sage only had 6 Gaylords to send back with the driver instead of exchanging filled boxes with empty boxes. The Center only has enough boxes on hand to take two weeks of mixed paper. Don suggested closing mixed paper window until we can get more boxes. The Board does not want to do this if at all possible. Don will call Sage to see if boxes are now available. The Board gave Don permission to close window if he can not store mixed paper and asked him to search for new buyers. From what has gone on in the past, Don believes Sage may be going under. They are the only buyer we know that will take mixed paper in boxes. Without using Sage, the Center would need to purchase a horizontal bailer to continue taking mixed paper.

Information was shared that Worland has a horizontal bailer and may not be using it with low prices for most products.

Bob Fox suggested that bailed aluminum cans could be transported to the landfill where they would be recycled when a buyer comes to collect metal. Bob will research how much the aluminum could be sold for. This option may pay better than if we paid trucking fees to send aluminum out of state. See below for an email from Bob Fox outlining what he learned from talking to his metal buyer.

New Business:

1. July: Recertify employees on forklift and have forklift inspected (Anderson Forklift). Employees were recertified and the forklift inspected earlier this year and certifications are good for 3 years.
2. Market trends and Board strategies to hold or sell products. See discussion under Foreman's report. The price offered for cardboard has bottomed out. Bob Fox suggested that cardboard can be ground, mixed with grass clippings and composted at the landfill. Bob Perry suggested that buying a \$35k+ grinder may make sense since the Center takes in at least 1500 lbs of cardboard a day.
3. Copies of May and June Treasurer's Reports needed. These have been received and will be attached to respective Minutes.
4. Salary setting Executive Session will be convened at the next meeting.
5. County Recycling Study Group: Bob Perry told the Board the Commissioner's are looking at convening this group to: 1. Look at new recycling methods, 2. Look at the political/citizen support for recycling, 3. How to combine Recycling with Solid Waste.

Old Business:

1. 1% funds received? These were received from the County and the City.
2. Status of 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. Bob Fox said he does not have any further direction to report from his Board.
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. No information available.
4. Update on using crushed glass at the Landfill to layer/isolate solid waste as required monthly. No information.
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. No information.
6. Update on Policies and Standard Operating Procedures. Bill. No updates.
7. List of safety items to be addressed. (See list below)
8. Review and update Jobs to be Done List. (See List below)

Other Information:

1. Recycled Product Report as of June (May not complete). See below

Next Meeting (date, place and time): Recycle Center, September 9, 2019 at 5:15 pm

Meeting Adjourned: 6:25 pm

Minutes submitted by and date: Secretary Dean Knauer, 8/18/2019

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. Jan Meeting: Election of officers, determine where to do banking business and advertising.
3. Jan 2019: Work on yearly 1 percent funding request. Due February unless changed.
4. January: Get fire extinguishers checked.
5. March: Coordinate with the City and County regarding recycling options during the Johnson County cleanup days during May.
6. March: Coordinate Hazardous Waste Day with CCCD.
7. April: Update the Recycling Board webpage on the County webpage.
8. April: Join the Wyoming Solid Waste and Recycling Association and send the foreman to the yearly meeting which is usually in August and meeting place every other year is Casper. It was in Sheridan in 2019.
Apply for a grant to help offset the cost: Wyoming Workforce Services, Workforce Development Training Fund.
Wyomingworkforce.org
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). Last certified in early 2019 and certification is good for 3 years.
11. July: Have forklift inspected and serviced (Anderson Forklift). Last certified in early 2019 and inspection is good for 3 years.

**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

From: jcswd@collinscom.net
 Sent: Tuesday, August 13, 2019 1:55 PM
 To: 'Dean Knauer'
 Subject: Aluminum

Dean,

I spoke with Brandon at Pacific Steel and Recycling in Gillette. He said clean aluminum is bringing \$0.40 per pound. If they come in as requested by you to pickup the whole truck load of aluminum they have to charge trucking. If you do not have to get rid of all of it they come through Buffalo once a week and they will pick up what they can for bales. He said they usually can fit 4 to 5 bales. They would not charge any trucking. They would not re bale it or break the bales apart. This is clean aluminum prices only. I assume the bales are all cans? I hope this helps. It would save money by not having to pay trucking.

Regards,

Robert Fox

Microsoft Excel - recyclables product 2019

File Edit View Insert Format Tools Data Window Help

Arial 10

H32

Recyclables - 12 Months

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Buffalo 2019													
PET BALED			20,516			2,725		0					23,241
HDPE BALED		0	5,614		0	2,095			0				7,709
LDPE C GRADE BALED		0	4,376						0				4,376
UBC LOOSE		0	2,194		0	973		0	0	0			3,167
TIN BALED		0	0		0	0		0	0	0			0
TIN LOOSE	2,774		1,543			1,784							6,101
NEWS LOOSE		0	9,865										9,865
MIXED PAPER LOOSE	30,997		12,309			26,545			0				69,851
SOP LOOSE			16,161		0			0					16,161
BOOKS			1,972			1,106							3,078
SCRAP METAL			3,047			762							3,809
EPS			818			0		0					818
MAGAZINE LOOSE													0
aluminum													0
PVC													0
textiles	5,317		3,378		6,610								15,305
OCC-Cardboard	83,560		42,100		42,100	81,886	41,360						291,006
glass			47,720										47,720
non recyclables	1,156												1,156
Total	123,804	0	171,613	48,710	81,886	77,350	0	0	0	0	0	0	503,363

Ready

NUM 1:36 PM 8/12/2019

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT- July 2019

BALANCE	7/1/2019			20.92 Tons @\$60 -\$1700	\$	1,255.20	def	\$
1	7/1/2019	DEP	Westrock	wages	\$	(366.70)	w	\$ 12,825.67
2	7/1/2019	4385	Marchel Kelley	wages	\$	(696.56)	w	\$ 14,080.87
3	7/1/2019	4384	Rick Galusha	wages	\$	(224.89)	w	\$ 13,714.17
4	7/1/2019	4383	Bill Leibe	wages	\$	(197.53)	mi	\$ 13,017.61
5	7/1/2019	4388	Ace Hardware	miscellaneous	\$	(22.71)	w	\$ 12,792.72
6	7/1/2019	4387	Gabriela Verger	wages	\$	(1,658.40)	w	\$ 12,595.19
7	7/1/2019	4393	Don Verger	wages and insurance	\$	(91.38)	of	\$ 12,572.48
8	7/1/2019	Auto	First Northern	checks	\$	(322.72)	fu	\$ 10,914.08
9	7/1/2019	4389	City of Buffalo	Fuel	\$	(55.54)	ut	\$ 10,822.70
9	7/1/2019	4389	City of Buffalo	AT&T	\$	(73.07)	ut	\$ 10,499.98
10	7/1/2019	4382	Brad Dro	MDU	\$	(922.79)	w	\$ 10,444.44
11	7/8/2019	EFTPS	IRS	wages	\$	(1,933.39)	irs	\$ 10,371.37
12	7/1/2019	4386	Casandra Goodyear	tax	\$	(220.49)	w	\$ 9,448.58
13	7/1/2019	4392	St John the Baptist	wages	\$	(60.00)	pa	\$ 7,515.19
14	7/16/2019	4396	Bill Leibe	240 pounds Aluminum%	\$	(251.44)	w	\$ 7,294.70
15	7/16/2019	4398	Marchel Kelley	wages	\$	(504.78)	w	\$ 7,234.70
16	7/16/2019	4394	Don Verger	wages	\$	(1,814.24)	w	\$ 6,983.26
17	7/16/2019	4399	Casandra Goodyear	wages and insurance	\$	(326.70)	w	\$ 6,478.48
18	7/16/2019	4397	Rick Galusha	wages	\$	(664.70)	w	\$ 4,664.24
19	7/16/2019	4395	Brad Dro	wages	\$	(1,028.07)	w	\$ 4,337.54
20	7/16/2019	4400	Gabriela Verger	wages	\$	(253.58)	w	\$ 3,672.84
21	7/16/2019	4401	RMP	electricity	\$	(89.96)	ut	\$ 2,644.77
22	7/1/2019	4391	Sage Recycling	20.65 tons @\$40-\$1000	\$	(174.00)	mi	\$ 2,391.19
23	7/1/2019	4390	Gonzalez Tranzport	20.68 ton OCC to St Paul	\$	(1,700.00)	tr	\$ 2,301.23
24	7/26/2019	DEP	City of Buffalo	City 1% money	\$	60,000.00	def	\$ 2,127.23
25	7/31/2019	DEP	First Northern	interest	\$	1.59	def	\$ 60,427.23
26	7/31/2019	WIRE	State of Wyoming	Unemployment	\$	(49.71)	un	\$ 60,428.82
27	7/31/2019	WIRE	State of Wyoming	Workmans Comp	\$	(632.39)	wc	\$
	BALANCE	7/31/2019			\$			\$ 60,428.82
				TOTAL OUTFLOWS	\$	13,653.64		
				TOTAL INFLOWS	\$	61,256.79		
				DIFFERENCE	\$	(47,603.15)		

BUFFALO JOHNSON CO RECYCLING JPB
 550 BUTTE ST
 BUFFALO WY 82834

Checking Account

BUSINESS INTEREST CHECKING		NUMBER OF ENCLOSURES	21
ACCOUNT NUMBER	806862	Statement Dates	7/01/19 thru 7/31/19
PREVIOUS BALANCE	12,825.67	DAYS IN THE STATEMENT PERIOD	31
2 DEPOSITS/CREDITS	61,255.20	AVERAGE LEDGER	18,711
22 CHECKS/DEBITS	13,653.64	AVERAGE COLLECTED	18,711
SERVICE CHARGE	.00	Interest Earned	1.59
INTEREST PAID	1.59	Annual Percentage Yield Earned	0.10%
ENDING BALANCE	60,428.82	2019 Interest Paid	22.25

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 7/01	DDA REGULAR DEPOSIT	1,255.20 CR	14,080.87
2 7/02	DDA CHECK # 4385	366.70-	13,714.17
3 7/02	DDA CHECK # 4384	696.56-	13,017.61
4 7/03	DDA DEBIT MEMO 4383	224.89-	12,792.72
5 7/03	DDA CHECK # 4388	197.53-	12,595.19
6 7/03	DDA CHECK # 4387	22.71-	12,572.48
7 7/03	DDA CHECK # 4393	1,658.40-	10,914.08
8 7/05	CHECK CHGS MAIN STREET CHKS 1631201384 07/05/19 ID #-019507259 TRACE #-062006500016269	91.38-	10,822.70
9 7/05	DDA CHECK # 4389	451.33-	10,371.37
10 7/05	DDA CHECK # 4382	922.79-	9,448.58
11 7/08	USATAXPYMT IRS 3387702000 07/08/19 ID #-270958995098991 TRACE #-061036010077475	1,933.39-	7,515.19
12 7/08	DDA CHECK # 4386	220.49-	7,294.70
13 7/10	DDA CHECK # 4392	60.00-	7,234.70
14 7/16	DDA DEBIT MEMO 4396	251.44-	6,983.26
15 7/16	DDA CHECK # 4398	504.78-	6,478.48
16 7/16	DDA CHECK # 4394	1,814.24-	4,664.24
	DATE DESCRIPTION AMOUNT BALANCE		
17 7/17	DDA DEBIT MEMO 4399	326.70-	4,337.54
18 7/17	DDA CHECK # 4397	664.70-	3,672.84
19 7/17	DDA CHECK # 4395	1,028.07-	2,644.77
20 7/18	DDA CHECK # 4400	253.58-	2,391.19
21 7/23	Payment Rocky Mtn Power 1930246090 07/23/19 CHECK#-4401 TRACE #-042000014059245	89.96-	2,301.23
22 7/23	DDA CHECK # 4391	174.00-	2,127.23
23 7/24	DDA CHECK # 4390	1,700.00-	427.23
24 7/25	DDA REGULAR DEPOSIT	60,000.00 CR	60,427.23
25 7/31	INTEREST PAID 31 DAYS	1.59 IN	60,428.82

