

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

Call to Order: 5:15 pm by Bill

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

Visitors: Mara Abbott (Buffalo Bulletin)

Review and approval of Agenda: Bill moved to accept the Agenda, Marv seconded, motion passed.

Review and approval of September 9, 2019 minutes including the August 2019 Treasurer's Report: Bill moved to approve the Minutes including the August 2019 Treasurer's Report, Julia seconded, motion passed.

Treasurer's Report, September 2019 for Discussion: Marv questioned the cost of transportation by Gonzales Transport. He wondered if there were less expensive transporters. See below for a copy of the Treasurer's Report.

Foreman's Report: Don told Dean that the operation was running smoothly and that he was shipping recycled products.

New Business:

1. Salaries for next year. Dean moved to not increase salaries, Bill seconded, motion passed.
2. Long term recycling strategy. Two suggestions were aired: Promote additional composting and determine how to increase diversion of recycled products such as plastics.
3. How should the Recycling Center be funded? 1 percent or mill levee through the Solid Waste Board? A majority of the Board members present were in agreement that at this time 1 percent funding was the best method with one member in favor of the mill levee.

Old Business:

1. Market trends and Board strategies to hold or sell products. No discussion
2. Status of County Recycling Study Group to be convened by the Commissioners to: 1. Look at new recycling methods, Look at the political/citizen support for recycling, 3. Look at combining Recycling with Solid Waste. No information.
3. Phil to ask if Worland wants to sell their horizontal bailer. Worland does not want to sell their bailer.
4. Solid Waste District Board has asked the County to put a 1 mil levee on the 2020 ballot. How does this affect the Recycling business? Discussion centered around #3 under new business.
5. 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. Tabled.
6. 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 updates. Tabled.
7. Update on Policies and Standard Operating Procedures. Bill. Tabled.
8. List of safety items to be addressed. (See list below)
9. Review and update Jobs to be Done List. (See List below)

Other Information:

1. Table of Recycled Materials to date at bottom of Minutes.
- 2.

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

Meeting Adjourned: 6:05 pm

Minutes submitted by and date: Secretary Dean Knauer, November 2, 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)

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- September 2019

1	9/1/2019	4425	Bill Leibee	wages	(309.94) w	\$	108,906.27	
2	9/1/2019	4427	Marchel Kelley	wages	(462.29) w	\$	108,596.33	
3	8/23/2019	4421	WSWRA	Recycling Conference	(460.00) tr	\$	108,134.04	
4	9/1/2019	4428	Cassandra Goodyear	wages	(202.41) w	\$	107,674.04	
5	9/1/2019	4426	Rick Galusha	wages	(930.20) w	\$	107,471.63	
6	9/1/2019	4424	Brad Drog	wages	(1,028.07) w	\$	106,541.43	
7	9/1/2019	4429	Ace Hardware	micellaneous	(222.37) mi	\$	105,513.36	
8	9/1/2019	4422	Don Verger	wages and insurance	(1,814.24) w	\$	105,290.99	
9	9/8/2019	EFTPS	IRS	tax	(2,048.32) irs	\$	103,476.75	
10	9/8/2019	4430	City of Buffalo	AT&T	(56.54) ut	\$	101,428.43	
10	9/8/2019	4430	City of Buffalo	MDU	(43.21) ut	\$	101,371.89	
10	9/8/2019	4430	City of Buffalo	Fuel	(490.11) fu	\$	101,328.68	
11	9/8/2019	4431	RMP	Electricity	(92.15) ut	\$	100,838.57	
12	9/16/2019	DEP	Sage Recycling	20.05 tons OCC @\$35	701.75 dep	\$	100,746.42	
13	9/16/2019	4434	Bill Leibee	wages	(203.64) w	\$	101,448.17	
14	9/16/2019	4436	Marchel Kelley	wages	(398.57) w	\$	101,244.53	
15	9/16/2019	4435	Rick Galusha	wages	(670.00) w	\$	100,845.96	
16	9/16/2019	4433	Brad Drog	wages	(922.79) w	\$	100,175.96	
17	9/16/2019	4432	Don Verger	wages and insurance	(1,658.40) w	\$	99,253.17	
18	9/16/2019	4437	Cassandra Goodyear	wages	(202.41) w	\$	97,594.77	
19	7/31/2019	4438	State of Wyoming	Unemployment	(49.71) un	\$	97,392.36	
19	7/31/2019	4438	State of Wyoming	Workmans Comp	(632.39) wc	\$	97,342.65	
20	9/30/2019	DEP	First Northern	interest	6.79 dep	\$	96,710.26	
30	9/25/2019	4439	Gonzalez Tranzport	BOL#081319C to Cheyenne	(1,200.00) tr	\$	96,717.05	
31	9/25/2019	4440	Gonzalez Tranzport	Load#3520942 St Paul	(1,700.00) tr	\$	not cleared	
32	9/27/2019	4441	Frank Keyes	Hay Tarp	(250.00) im	\$	not cleared	
BALANCE 8/31/2019							\$	108,906.27
TOTAL OUTFLOWS							\$	12,897.76
TOTAL INFLOWS							\$	708.54
TOTAL CHANGE							\$	(12,189.22)
BALANCE 9/31/2019							\$	96,717.05



First Northern Bank
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PO Box 400
Buffalo WY 82834



Date 9/30/19 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 17

1271352

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	9/01/19 thru 9/30/19
PREVIOUS BALANCE	108,906.27	DAYS IN THE STATEMENT PERIOD	30
1 DEPOSITS/CREDITS	701.75	AVERAGE LEDGER	100,352
18 CHECKS/DEBITS	12,897.76	AVERAGE COLLECTED	100,352
SERVICE CHARGE	.00	Interest Earned	6.79
INTEREST PAID	6.79	Annual Percentage Yield Earned	0.08%
ENDING BALANCE	96,717.05	2019 Interest Paid	38.68

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 9/03	DDA DEBIT MEMO 4425	309.94-	108,596.33
2 9/03	DDA CHECK # 4427	462.29-	108,134.04
3 9/03	DDA CHECK # 4421	460.00-	107,674.04
4 9/04	DDA DEBIT MEMO 4428	202.41-	107,471.63
5 9/04	DDA CHECK # 4426	930.20-	106,541.43
6 9/04	DDA CHECK # 4424	1,028.07-	105,513.36
7 9/05	DDA CHECK # 4429	222.37-	105,290.99
8 9/05	DDA CHECK # 4422	1,814.24-	103,476.75
9 9/09	USATAXPYMT IRS 3387702000 09/09/19 ID #-270965265181096 TRACE #-061036010008523	2,048.32-	101,428.43
10 9/10	DDA CHECK # 4430	589.86-	100,838.57
11 9/13	Payment Rocky Mtn Power 1930246090 09/13/19 CHECK#-4431 TRACE #-042000017892162	92.15-	100,746.42
12 9/16	DDA REGULAR DEPOSIT	701.75 CR	101,448.17
13 9/16	DDA DEBIT MEMO 4434	203.64-	101,244.53
14 9/17	DDA CHECK # 4436	398.57-	100,845.96
15 9/17	DDA CHECK # 4435	670.00-	100,175.96
16 9/17	DDA CHECK # 4433	922.79-	99,253.17
17 9/18	DDA CHECK # 4432	1,658.40-	97,594.77
18 9/20	DDA DEBIT MEMO 4437	202.41-	97,392.36
19 9/20	DDA CHECK # 4438	682.10-	96,710.26
20 9/30	INTEREST PAID 30 DAYS	6.79 IN	96,717.05

	July	August	September	October	November	December	January	February	March	April	May	June	To Date
Beginning Balance	\$ 12,825.67												
Ending Balance	\$ 60,428.82												
Difference	\$ (47,603.15)												
Income	\$ 61,256.79	\$ 62,059.64	\$ 708.54										\$ 124,024.97
Expense	\$ 13,653.64	\$ 13,490.76	\$ 12,897.76										\$ 40,042.16
Difference	\$ 47,603.15	\$ 48,568.88	\$ (12,189.22)										\$ 83,982.81
INCOME													
City 1%	\$ 60,000.00												\$ 60,000.00
County 1%		\$ 60,000.00											\$ 60,000.00
Miscellaneous	\$ 1,255.20	\$ 2,050.00	\$ 701.75										\$ 4,006.95
Interest	\$ 1.59	\$ 9.64	\$ 6.79										\$ 18.02
TOTAL FOR MONTH	\$ 61,256.79	\$ 62,059.64	\$ 708.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,024.97
EXPENSES													
Fuel Pickups	\$ 322.72		\$ 490.11										\$ 812.83
Improvements													\$ -
IRS taxes	\$ 1,933.39	\$ 2,221.80	\$ 2,048.32										\$ 6,203.51
Maintenance & Repair		\$ 72.77											\$ 72.77
Miscellaneous	\$ 371.53	\$ 130.80	\$ 222.37										\$ 724.70
New Trailer													\$ -
Office	\$ 91.38												\$ 91.38
Purchase Aluminum	\$ 60.00	\$ 47.50											\$ 107.50
State unemployment			\$ 49.71										\$ 49.71
State Workmans Comp			\$ 632.39										\$ 632.39
Training			\$ 460.00										\$ 460.00
Trucking	\$ 1,700.00	\$ 1,200.00											\$ 2,900.00
Utilities	\$ 218.57	\$ 91.73	\$ 191.90										\$ 502.20
Wages	\$ 8,656.05	\$ 9,517.89	\$ 8,502.96										\$ 26,676.90
Wages health	\$ 300.00	\$ 300.00	\$ 300.00										\$ 900.00
TOTAL FOR MONTH	\$ 13,653.64	\$ 13,582.49	\$ 12,897.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	##	\$ 40,133.89