

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
January 13, 2020, 5:15 pm, Recycling Center

Call to Order: 5:15 by Bill

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

Visitors: Mara Abbott, Buffalo Bulletin, Bob Fox, Johnson County Landfill, Bob Perry, County Commissioner

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

Review and approval of December 8, 2019 minutes including the November 2019 Treasurer's Report: Phil moved to approve the Dec 8, 2019 minutes and November 2019 Treasurer's Report, Bill seconded, motion passed.

Treasurer's Report, December 2019 for Discussion: Marv has the name of a trucking broker that lives in town. Income from recycled products has declined drastically and trucking costs have increased as have costs at the Center. Net expenses were \$80,000 for the last 6 months. We have enough money to run the Center for 3.7 months. See below for a copy of the Treasurer's Report.

Foreman's Report: Don will work with the trucking broker to see if we can find cheaper trucking. Contracted trucker took a load of glass to Golden, CO and returned with the glass because he could not open his frozen trailer doors. He billed us for the trip and the Board feels that he did not deliver as contracted, therefore, he is not owed anything. Bill will draft a letter to the trucker. Textile broker from Billings notified Don that he will pick up one more load. He said he is losing money on transportation to Sheridan, Gillette and Gillette. Don and the Board are looking for alternatives. Don has posted a sign that no textiles, etc. will be taken after February 1.

New Business:

1. Work on yearly 1 percent funding request. Due February unless changed. Bill will draft a request and determine when the requests are due.
2. Election of officers if all appointments have been finalized. Bill and Phil were reappointed to 3 year terms beginning Feb 1. Phil moved to keep the same slate of officers for the coming year, Bill seconded, motion passed.
3. Where to do banking business and advertising. It was agreed that banking will continue at First Northern Bank and advertising will be done with the Buffalo Bulletin.
4. Email from Sheila Newcomb: The City Council and County Commissioners meet once a month to discuss "happenings" in the city and the county. They are inviting you all or a representative to attend their meeting on January 21 at 7:00 a.m. to give an update on recycling in the city and the county. They meet in City Hall. You are welcome to partake in the breakfast that will be prepared. Bill and Dean said they could attend. Other members may also attend.
5. 2019 products recycled totaled 860,322 lbs. Up to 6 truck loads of cardboard in addition to more products are stacked in the yard were not sold in 2019.

Old Business:

1. White paper/bullet statements re: Mill levee justification. More work is required to finish the paper.
2. Market trends and Board strategies to hold or sell products. No textiles, etc. will be accepted after Feb 1. Tin will be taken to the landfill for recycling. Metal at the landfill will be recycled at the end of the month.
3. 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. Commissioner Perry said that no new information to help the Center has surfaced, therefore, a formal study group would not be convened.
4. Long term recycling strategy continued. Suggestions to date: Promote additional composting and determine how to increase diversion of recycled products such as plastics. Tabled.
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. No discussion
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 discussion
7. Update on Policies and Standard Operating Procedures. Bill. No discussion.
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. Recycled Product Report for 2019 (see below)
2. Recent market report showed that the market for #1 plastic bottles had increased \$20 per ton, however, everything else remained the same as last month.

Next Meeting (date, place and time): Recycle Center, February 10, 2020 at 5:15 pm

Meeting Adjourned: 6:40 pm

Minutes submitted by and date: Secretary Dean Knauer, Jan 15, 2020

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, 2020

Phil Gonzales, County, 2020

Microsoft Excel - recyclables product 2019

FileEditViewInsertFormatToolsDataWindowHelp

Arial10

Type a question for help

S26

Recyclables - 12 Months

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Buffalo 2019													
PET BALED			20,516		3,059	2,725	0			3,120		1,508	30,928
HDPE C BALED			0	5,614	2,171	2,095		0		2,248			12,128
LDPE C GRADE BALED			0	4,376	2,127			0					6,503
UBC LOOSE			0	2,194	0	973	0	0	0				3,167
TIN BALED			0	0	0	0	0	0	0	2,209		1,275	3,484
TIN LOOSE		2,774		1,543	2,127	1,784							8,228
NEWS LOOSE			0	9,865	5,573								15,438
MIXED PAPER LOOSE		30,997		12,309	19,306	26,545			0	21,368		27,145	137,670
SOP LOOSE				16,161	3,020		0					3,425	22,606
BOOKS				1,972	1,952	1,106				2,596		1,126	8,752
SCRAP METAL				3,047	1,240	762				2,209			7,258
EPS				818		0	0	0		1,239		1,239	3,296
MAGAZINE LOOSE					1,089							2,291	3,380
aluminum										997			997
PVC													0
textiles		5,317		3,378	6,610								15,305
OCC-Cardboard		83,560		42,100	42,100	81,886	41,360	81,460	40,180	119,660			532,306
glass				47,720									47,720
non recyclables		1,156											1,156
Total		123,804	0	171,613	48,710	123,550	77,350	81,460	40,180	119,660	35,986	0	860,322

Recycle 2012 / Sheet1

ReadyNUM8:17 PM1/10/2020

DECEMBER 2019

	BALANCE	12/1/2019				\$	67,746.53
1	12/1/2019	4482	Bill Leabee	wages	(193.03)	w	\$ 67,553.50
2	12/1/2019	4484	Marchel Kelley	wages	(361.40)	w	\$ 67,192.10
3	12/1/2019	4483	Rick Galusha	wages	(749.65)	w	\$ 66,442.45
4	12/1/2019	4481	Brad Droeg	wages	(922.79)	w	\$ 65,519.66
5	11/18/2019	4478	Dept of Workforce Service:	workmans comp only 2nd quarter	(632.39)	wc	\$ 64,887.27
6	12/1/2019	4480	Don Verger	wages and insurance	(1,346.72)	w	\$ 63,540.55
7	12/1/2019	4485	Gonzalez Tranzport	20.99 tons to St Paul	(1,700.00)	tr	\$ 61,840.55
8	12/9/2019	EFTPS	IRS	tax	(1,776.10)	irs	\$ 60,064.45
9	12/9/2019	4486	City of Buffalo	AT&T	(56.64)	ut	\$ 60,007.81
9	12/9/2019	4486	City of Buffalo	MDU	(45.42)	ut	\$ 59,962.39
9	12/9/2019	4486	City of Buffalo	JPB fuel	(474.60)	fu	\$ 59,487.79
9	12/9/2019	4486	City of Buffalo	Mount Auto--Battery	(143.02)	ma	\$ 59,344.77
10	11/15/2019	4474	St John the Baptist	180 pounds aluminum	(45.00)	pa	\$ 59,299.77
11	12/9/2019	4487	RMIP	electricity	(125.45)	ut	\$ 59,174.32
12	12/15/2019	4491	Bill Leabee	wages	(246.12)	w	\$ 58,928.20
13	12/15/2019	4492	Marchel Kelley	wages	(350.77)	w	\$ 58,577.43
14	12/15/2019	4493	Rick Galusha	wages	(558.50)	w	\$ 58,018.93
15	12/15/2019	4490	Brad Droeg	wages	(817.51)	w	\$ 57,201.42
16	12/10/2019	4488	Recycle Systems Inc.	Baling wire	(2,673.99)	mi	\$ 54,527.43
17	12/15/2019	4489	Don Verger	wages and insurance	(1,658.40)	w	\$ 52,869.03
18	12/31/2019	DEP	First Northern Bank	interest	2.44	dep	\$ 52,871.47
	12/19/2019	4495	Joint Powers Fuel	fuel	(323.28)	fu	\$

BALANCE	Balance	12/31/2019		\$	52,871.47
		TOTAL OUTFLOWS		\$	14,877.50
		TOTAL INFLOWS		\$	2.44
		TOTAL DIFFERENCE		\$	14,875.06



First Northern Bank
of WYOMING

Serving you since 1885

PO Box 400
Buffalo WY 82834



Date 12/31/19 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 15

1296398

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

BUSINESS INTEREST CHECKING		NUMBER OF ENCLOSURES	15
ACCOUNT NUMBER	806862	Statement Dates	12/01/19 thru 12/31/19
PREVIOUS BALANCE	67,746.53	DAYS IN THE STATEMENT PERIOD	31
DEPOSITS/CREDITS	.00	AVERAGE LEDGER	57,525
17 CHECKS/DEBITS	14,877.50	AVERAGE COLLECTED	57,525
SERVICE CHARGE	.00	Interest Earned	2.44
INTEREST PAID	2.44	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	52,871.47	2019 Interest Paid	47.77

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 12/02	DDA DEBIT MEMO 4482	193.03-	67,553.50
2 12/03	DDA CHECK # 4484	361.40-	67,192.10
3 12/03	DDA CHECK # 4483	749.65-	66,442.45
4 12/03	DDA CHECK # 4481	922.79-	65,519.66
5 12/04	DDA CHECK # 4478	632.39-	64,887.27
6 12/04	DDA CHECK # 4480	1,346.72-	63,540.55
7 12/06	DDA CHECK # 4485	1,700.00-	61,840.55
8 12/09	USATAXPYMT IRS 3387702000 12/09/19 ID #-270974300864205 TRACE #-061036010005107	1,776.10-	60,064.45
9 12/11	DDA CHECK # 4486	719.68-	59,344.77
10 12/11	DDA CHECK # 4474	45.00-	59,299.77
11 12/13	Payment Rocky Mtn Power 1930246090 12/13/19 CHECK#-4487 TRACE #-042000012036780	125.45-	59,174.32
12 12/16	DDA DEBIT MEMO 4491	246.12-	58,928.20
13 12/17	DDA CHECK # 4492	350.77-	58,577.43
14 12/17	DDA CHECK # 4493	558.50-	58,018.93
15 12/17	DDA CHECK # 4490	817.51-	57,201.42
16 12/17	DDA CHECK # 4488	2,673.99-	54,527.43
17 12/18	DDA CHECK # 4489	1,658.40-	52,869.03
18 12/31	INTEREST PAID 31 DAYS	2.44 IN	52,871.47

	July	August	September	October	November	December	January	February	March	April	May	June	To Date
Beginning Balance	\$ 12,825.67	\$ 60,428.82	\$ 108,906.27	\$ 96,717.05	\$ 82,035.37	\$ 67,746.53							
Ending Balance	\$ 60,428.82	\$ 108,906.27	\$ 96,717.05	\$ 82,035.37	\$ 67,746.53	\$ 52,871.47							
Difference	\$ (47,603.15)	\$ (48,477.45)	\$ 12,189.22	\$ 14,681.68	\$ 14,288.84	\$ 14,875.06							
Income	\$ 61,256.79	\$ 62,059.64	\$ 708.54	\$ 3.64	\$ 1,130.51	\$ 2.44							\$ 125,161.56
Expense	\$ 13,653.64	\$ 13,582.19	\$ 12,897.76	\$ 14,685.32	\$ 15,419.35	\$ 14,877.50							\$ 85,115.76
Difference	\$ 47,603.15	\$ 48,477.45	\$ (12,189.22)	\$ (14,681.68)	\$ (14,288.84)	\$ (14,875.06)							\$ 40,045.80
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		\$ 1,127.50								\$ 5,134.45
Interest	\$ 1.59	\$ 9.64	\$ 6.79	\$ 3.64	\$ 3.01	\$ 2.44							\$ 27.11
TOTAL FOR MONTH	\$ 61,256.79	\$ 62,059.64	\$ 708.54	\$ 3.64	\$ 1,130.51	\$ 2.44	\$ -	\$ -	\$ -	##	\$ -	##	\$ 125,161.56
EXPENSES													
Fuel Pickups	\$ 322.72	\$ 490.11	\$ 235.33		\$ 474.60								\$ 1,522.76
Improvements			\$ 250.00										\$ 250.00
IRS taxes	\$ 1,933.39	\$ 2,221.80	\$ 2,048.32	\$ 1,865.04	\$ 1,893.09	\$ 1,776.10							\$ 11,737.74
Maintenance & Repair		\$ 72.77		\$ 559.64	\$ 1,031.54	\$ 143.02							\$ 1,806.97
Miscellaneous	\$ 371.53	\$ 130.80	\$ 222.37	\$ 172.47	\$ 219.78	\$ 2,673.99							\$ 3,790.94
New Trailer													\$ -
Office	\$ 91.38												\$ 91.38
Purchase Aluminum	\$ 60.00	\$ 47.50		\$ 267.50		\$ 45.00							\$ 420.00
State unemployment			\$ 49.71										\$ 49.71
State Workmans Comp			\$ 632.39		\$ 693.62	\$ 632.39							\$ 1,958.40
Training			\$ 460.00										\$ 460.00
Trucking	\$ 1,700.00	\$ 1,200.00		\$ 2,900.00	\$ 2,829.77	\$ 1,700.00							\$ 10,329.77
Utilities	\$ 218.57	\$ 91.43	\$ 191.90	\$ 131.94	\$ 160.70	\$ 227.51							\$ 1,022.05
Wages	\$ 8,656.05	\$ 9,517.89	\$ 8,502.96	\$ 8,003.40	\$ 8,290.85	\$ 6,904.89							\$ 49,876.04
Wages health	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00							\$ 1,800.00
TOTAL FOR MONTH	\$ 13,653.64	\$ 13,582.19	\$ 12,897.76	\$ 14,685.32	\$ 15,419.35	\$ 14,877.50	\$ -	\$ -	\$ -	##	\$ -	##	\$ 85,115.76

1 per cent budget 2019 as of Jan 1, 2020

Proposed
Budget
2019-2020

2014- 2015-2016 2016-2017 2017-2018 2018-2019 2019-2020 2019-2020

6 months

INCOME

as of Jan 1,20120

City 1%	\$	50,000	\$	50,000	\$	60,000	\$	60,000	\$	60,000	\$	60,000
County 1%	\$	50,000	\$	50,000	\$	60,000	\$	50,000	\$	60,000	\$	60,000
Micellaneous	\$	26,209	\$	37,948	\$	44,101	\$	25,369	\$	5,134	\$	30,000
Interest	\$	34	\$	20	\$	41	\$	39	\$	27		
TOTAL FOR YEAR	\$	126,243	\$	137,968	\$	164,142	\$	135,408	\$	125,162	\$	150,000

EXPENSES

Fuel Pickups	\$	3,181	\$	2,218	\$	3,044	\$	2,636	\$	1,523	\$	3,000
Improvements	\$	1,379	\$	1,933	\$	13,268	\$	102	\$	250	\$	1,000
IRS taxes	\$	31,233	\$	20,705	\$	23,565	\$	22,733	\$	11,738	\$	23,000
Maintance & Repair	\$	2,050	\$	3,156	\$	3,947	\$	5,798	\$	1,807	\$	5,000
Micellaneous	\$	2,991	\$	5,079	\$	6,809	\$	1,703	\$	3,791	\$	3,000
Office			\$	217	\$	100	\$	83			\$	100
Purchase Aluminum	\$	899	\$	1,154	\$	861	\$	789	\$	91	\$	1,000
State taxes(unemp)	\$	2,671	\$	2,964	\$	543	\$	223	\$	420	\$	400
State taxes(WC)					\$	2,237	\$	2,516	\$	1,958	\$	2,500
Training					\$	-	\$	-	\$	460		
Trucking	\$	2,430	\$	5,540	\$	3,100	\$	9,453	\$	10,330	\$	7,000
Utilties	\$	4,418	\$	2,836	\$	2,478	\$	2,259	\$	1,022	\$	2,400
Wages	\$	91,394	\$	91,648	\$	99,974	\$	97,154	\$	49,876	\$	98,000
Wages Health	\$	3,600	\$	3,600	\$	3,600	\$	3,600	\$	1,800	\$	3,600
TOTAL FOR YEAR	\$	146,246	\$	141,050	\$	163,526	\$	149,049	\$	85,116	\$	150,000