

Meeting Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
February 10, 2020, 5:15 pm, Recycling Center

Call to Order: 5:20 pm by Julia

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

Visitors: Tom Ostlund, Solid Waste Board Member and Mara Abbott, Buffalo Bulletin

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

Review and approval of January 13, 2020 Minutes including the December 2019 Treasurer's Report: Phil moved to approve the Jan 13, 2020 Minutes including the December 2019 Treasurer's Report.

Treasurer's Report, January 2020 for Discussion: The January 31, 2020 balance was \$43,395.81. During the 7 month period from July 1, 2019 to Feb 1, 2020, total income from recycled products was \$1,156. During this same period the average monthly expense was \$13,678. Not counting minimal income during the next 5 months the Center has enough funds to operate for approximately 3 months. See below for the Treasurer's Report.

Foreman's Report: Don contacted a local freight broker who got a \$1300 bid to ship cardboard to St. Paul. This is better than the last loads that cost us \$1700 to ship. The Center fork lift was serviced. Safety meetings are up to date. Fire extinguishers were certified. As of February, Interwest Paper, Inc, pricing increased on two commodities: Cardboard was up \$10 to \$65 per ton and Tin Cans was up \$5 to \$15 per ton. See below for pricing sheet.

New Business:

1. Don talked to Madonna Zander about taking clean clothing to Vision Beyond Borders in Casper. Don is working with patrons to get clean clothes donated.

Old Business:

1. January 21 City/County Breakfast highlights. Many questions primarily from City Council members. If our Fact Sheet would have been passed out well before the meeting, many questions would have been answered. Phil suggested that to keep the City and County members informed we send the approved minutes to all members.
2. Mil levee update. No discussion
3. Market trends and Board strategies to hold or sell products. No discussion
4. Long term recycling strategy continued. Suggestions to date: Promote additional composting and determine how to increase diversion of recycled products such as plastics. No discussion
5. List of safety items to be addressed. (See list below)
6. Review and update Jobs to be Done List. (See list below)
7. Phil moved to decline payment for a load of glass trucked to Golden, CO and returned to Buffalo without being delivered, Marv seconded, motion carried.

Other Information: None

Next Meeting (date, place and time): Recycle Center, March 9, 2020 at 5:15 pm

Meeting Adjourned: 6:05 pm

Minutes submitted by and date: Dean Knauer, Secretary, February 12, 2020

LIST OF JOBS TO BE DONE

1. The Board wants digitized records of Secretary's Minutes to be filed with the County, City & the Recycling Center.
2. Construct/purchase/add additional dry storage building or enlarge existing building to store bales of recycled material and unused Gaylords.
3. 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.
4. Funding sources for the Recycling Center?
5. Recycle Center Security plan.
6. Write Board by-laws and policies.
7. Update County Web Site yearly or as needed.
8. Follow-up on outreach opportunities with radio stations and Buffalo Bulletin.

9. 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: Foreman to 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. January Meeting: Election of officers, determine where to do banking business and advertising.
4. November 2020: Work on yearly 1 percent funding request. Due February 2021 unless changed.
5. January: Get fire extinguishers checked.
6. April: Update the Recycling Board webpage on the County webpage.
7. May/June: Pay scale will be evaluated each May/June to determine raises and cost of living increases. Increases will be effective July 1.
8. July: Recertify employees on forklift (Anderson Forklift).
9. 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

[illegible]

BALANCE	1/31/2020		\$	43,395.81
TOTAL OUTFLOWS			\$	10,632.10
TOTAL INFLOWS			\$	1,156.44
TOTAL DIFFERENCE			\$	9,475.66



First Northern Bank
of WYOMING

Serving you since 1885

PO Box 400
Buffalo WY 82834



Date 1/31/20 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 18

1316076

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

BUSINESS INTEREST CHECKING

ACCOUNT NUMBER 806862
PREVIOUS BALANCE 52,871.47
1 DEPOSITS/CREDITS 1,154.45
19 CHECKS/DEBITS 10,632.10
SERVICE CHARGE .00
INTEREST PAID 1.99
ENDING BALANCE 43,395.81

NUMBER OF ENCLOSURES

18
Statement Dates 1/01/20 thru 1/31/20
DAYS IN THE STATEMENT PERIOD 31
AVERAGE LEDGER 46,881
AVERAGE COLLECTED 46,881
Interest Earned 1.99
Annual Percentage Yield Earned 0.05%
2020 Interest Paid 1.99

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 1/02	DDA REGULAR DEPOSIT	1,154.45 CR	54,025.92
2 1/02	DDA DEBIT MEMO 4497	272.68-	53,753.24
3 1/02	DDA CHECK # 4499	377.33-	53,375.91
4 1/03	DDA CHECK # 4500	59.23-	53,316.68
5 1/03	DDA CHECK # 4496	1,028.07-	52,288.61
6 1/06	DDA CHECK # 4495	323.28-	51,965.33
7 1/06	DDA CHECK # 4498	654.07-	51,311.26
8 1/06	DDA CHECK # 4494	1,814.24-	49,497.02
9 1/08	USATAXPYMT IRS 3387702000 01/08/20 ID #-270040805010113 TRACE #-061036010056375	1,775.12-	47,721.90
10 1/16	DDA DEBIT MEMO 4503	240.82-	47,481.08
11 1/16	DDA CHECK # 4505	320.47-	47,160.61
12 1/17	DDA CHECK # 4504	384.19-	46,776.42
13 1/17	DDA CHECK # 4511	897.77-	45,878.65
14 1/21	DDA CHECK # 4510	15.00-	45,863.65
15 1/21	DDA CHECK # 4509	158.43-	45,705.22
16 1/21	DDA CHECK # 4507	392.95-	45,312.27
17 1/21	DDA CHECK # 4501	1,658.41-	43,653.86
18 1/22	Payment Rocky Mtn Power 1930246090 01/22/20	105.04-	43,548.82

DATE	DESCRIPTION	AMOUNT	BALANCE
	CHECK#-4508 TRACE #-042000018962430		
19 1/29	DDA CHECK # 4506	45.00-	43,503.82
20 1/30	DDA CHECK # 4512	110.00-	43,393.82
21 1/31	INTEREST PAID 31 DAYS	1.99 IN	43,395.81

INCOME - EXPENSE STATEMENT

BUFFALO JOHNSON RECYCLE CENTER

2019-2020

Year
To Date

	July	August	September	October	November	December	January	February	March	April	May	June	Year To Date
<i>Beginning Balance</i>	\$ 12,825.67	\$ 60,428.82	\$ 108,906.27	\$ 96,717.05	\$ 82,035.37	\$ 67,746.53	\$ 52,871.47						
<i>Ending Balance</i>	\$ 60,428.82	\$ 108,906.27	\$ 96,717.05	\$ 82,035.37	\$ 67,746.53	\$ 52,871.47	\$ 43,395.81						
<i>Difference</i>	\$ (47,603.15)	\$ (48,477.45)	\$ 12,189.22	\$ 14,681.68	\$ 14,288.84	\$ 14,875.06	\$ 9,475.66						
	July	August	September	October	November	December	January	February	March	April	May	June	
<i>Income</i>	\$ 61,256.79	\$ 62,059.64	\$ 708.54	\$ 3.64	\$ 1,130.51	\$ 2.44	\$ 1,156.44						\$ 126,318.00
<i>Expense</i>	\$ 13,653.64	\$ 13,582.19	\$ 12,897.76	\$ 14,685.32	\$ 15,419.35	\$ 14,877.50	\$ 10,632.10						\$ 95,747.86
<i>Difference</i>	\$ 47,603.15	\$ 48,477.45	\$ (12,189.22)	\$ (14,681.68)	\$ (14,288.84)	\$ (14,875.06)	\$ (9,475.66)						\$ 30,570.14
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		\$ 1,156.44						\$ 6,290.89
Interest	\$ 1.59	\$ 9.64	\$ 6.79	\$ 3.64	\$ 3.01	\$ 2.44	\$ 1.99						\$ 29.10
TOTAL FOR MONTH	\$ 61,256.79	\$ 62,059.64	\$ 708.54	\$ 3.64	\$ 1,130.51	\$ 2.44	\$ 1,158.43	\$ -	\$ -	##	\$ -		\$ 126,319.99
EXPENSES													
Fuel Pickups	\$ 322.72	\$ 490.11	\$ 235.33		\$ 474.60	\$ 481.71							\$ 2,004.47
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	\$ 1,775.12						\$ 13,512.86
Maintenance & Repair		\$ 72.77	\$ 559.64	\$ 1,031.54	\$ 219.78	\$ 143.02	\$ 315.01						\$ 2,121.98
Miscellaneous	\$ 371.53	\$ 130.80	\$ 222.37	\$ 172.47	\$ 2,673.99	\$ 169.23							\$ 3,960.17
New Trailer													\$ -
Office	\$ 91.38												\$ 91.38
Purchase Aluminum	\$ 60.00	\$ 47.50	\$ 267.50		\$ 45.00	\$ 45.00							\$ 465.00
State unemployment		\$ 49.71	\$ 632.39		\$ 693.62	\$ 632.39							\$ 49.71
State Workmans Comp													\$ 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	\$ 197.98						\$ 1,220.03
Wages	\$ 8,656.05	\$ 9,517.89	\$ 8,502.96	\$ 8,003.40	\$ 8,290.85	\$ 6,904.89	\$ 7,348.05						\$ 57,224.09
Wages health	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00						\$ 2,100.00
TOTAL FOR MONTH	\$ 13,653.64	\$ 13,582.19	\$ 12,897.76	\$ 14,685.32	\$ 15,419.35	\$ 14,877.50	\$ 10,632.10	\$ -	\$ -	##	\$ -	##	\$ 95,747.86
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	##	##	##	

Proposed
Budget
2019-2020

	2014-	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2019-2021
						7 months as of Feb 1,2020	average per month
INCOME							
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	\$ 1,156	\$ 30,000
Interest	\$	34	\$ 20	\$ 41	\$ 39	\$ 27	\$ 43,396
TOTAL FOR YEAR	\$	126,243	\$ 137,968	\$ 164,142	\$ 135,408	\$ 126,318	\$ 150,000
							3.17
EXPENSES							
Fuel Pickups	\$	3,181	\$ 2,218	\$ 3,044	\$ 2,636	\$ 2,004	\$ 286
Improvements	\$	1,379	\$ 1,933	\$ 13,268	\$ 102	\$ 250	\$ 36
IRS taxes	\$	31,233	\$ 20,705	\$ 23,565	\$ 22,733	\$ 13,513	\$ 1,930
Maintance & Repair	\$	2,050	\$ 3,156	\$ 3,947	\$ 5,798	\$ 2,122	\$ 303
Micellaneous	\$	2,991	\$ 5,079	\$ 6,809	\$ 1,703	\$ 3,960	\$ 566
Office	\$		\$ 217	\$ 100	\$ 83		\$ -
Purchase Aluminum	\$	899	\$ 1,154	\$ 861	\$ 789	\$ 91	\$ 13
State taxes(unemp)	\$	2,671	\$ 2,964	\$ 543	\$ 223	\$ 50	\$ 7
State taxes(WC)				\$ 2,237	\$ 2,516	\$ 1,958	\$ 280
Training				\$ -	\$ -	\$ 460	\$ 66
Trucking	\$	2,430	\$ 5,540	\$ 3,100	\$ 9,453	\$ 10,330	\$ 1,476
Utilities	\$	4,418	\$ 2,836	\$ 2,478	\$ 2,259	\$ 1,220	\$ 174
Wages	\$	91,394	\$ 91,648	\$ 99,974	\$ 97,154	\$ 57,224	\$ 8,175
Wages Health	\$	3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 2,100	\$ 300
TOTAL FOR YEAR	\$	146,246	\$ 141,050	\$ 163,526	\$ 149,049	\$ 95,748	\$ 13,678
							\$ 7,000
							\$ 2,400
							\$ 98,000
							\$ 3,600
							\$ 150,000



Moving Recycling Forward™

February 2020

Don Verger
Buffalo – Johnson County Recycling Center
550 Butte Street
Buffalo WY

Dear Don,

Pricing for the month is as follows on the various grades of material:

Mill Direct Loads:

Freight – 53' Van Mill Direct	\$(1750.00) - \$(1850.00) Winter Months
OCC Cardboard Mill Direct	\$ 65.00 Per Ton

↑10

Freight – 53' Van Delivered to Salt Lake City	\$(1200.00) Per Load
Mixed Paper – Loose / Gaylords	\$10.00 Per Ton
ONP – Loose / Gaylords	\$15.00 Per Ton
Books – Loose / Gaylords	\$(75.00) Per Ton
Office Paper – Baled	\$20.00 Per Ton
UBC – Aluminum Cans – Rebale	\$0.275 Per Lb
Tin Cans – Loose	\$15.00 Per Ton
Steel Scrap – Loose	\$10.00 Per Ton
PET #1 Bottles – Rebale	\$40.00 Per Ton
HDPE #2 Mixed Color – Rebale	\$100.00 Per Ton
PS #6 Densified	\$60.00 Per Ton

↑5

The above pricing is delivered to South Salt Lake UT.

Very truly yours,

Beau Peck
Director of Sales and Marketing