

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

Call to Order: Bill at 5:10 pm via Zoom

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

Visitors: Mara Abbot, Buffalo Bulletin

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

Review and approval of March 9, 2020 Minutes including the February 2020 Treasurer's Report: Bill moved to approve the March 9, 2020 Minutes and February 2020 Treasurer's Report, Phil seconded, motion carried.

Treasurer's Report, March 2020 for Discussion: Marv was not present to discuss the report that had been emailed to the Board. Marv helped 3 employees file for unemployment. See below for a copy of the Treasurer's Report.

Foreman's Report: Don is on furlough.

New Business:

1. Recycle Center closed 3/19 until 4/6 by order of the County Commissioners.

Body of email received by Board members March 19: Because we do not have critical resources of personal protection items for your staff and because of the potential for transmission of the virus at the Center, the Commissioners have directed the closure of the Recycle Center until April 6. This is fluid situation and we will update you as additional information is provided to us. Thanks, Bill, Bill Novotny, III, Chairman, Johnson County Board of Commissioners.

Johnson County Commission Resolution No. 630, Emergency Resolution Placing Limitations on Access to County Facilities. Excerpted from Resolution No. 630: "effective March 23, 2020, and continuing until further notice, with the following limitations on access to County facilities." "11. The Recycling Center is closed."

An email will be sent to the County Commissioners asking for time to discuss when the Recycling Center might be reopened and receive an update on the 1% request for next fiscal year and the ½ mil levee request.

2. The Commissioner's have invited the Board to discuss our additional funding request for this fiscal year. Meeting will be held via a GO TO meeting on Tuesday April 21 at 10 am. As many of the Board as possible will attend.

Old Business:

1. Update on request for supplemental 1% funds for this fiscal year. See number 2 above.

1. 1 percent application update. See number 1 above.

2. ½ mil levee update. See number 1 above.

3. Market trends and Board strategies to hold or sell products. Tabled

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. List of safety items to be addressed. (See list below)

6. Review and update Jobs to be Done List. (See list below)

Other Information:

1. March product prices from Interwest Paper. OCC Cardboard is up \$15 per ton from February prices. PET #1 Bottles and HDPE #2 Mixed Color were both down \$20 per ton from February prices.

Next Meeting (date, place and time): May 11, 2020 at 5:15 pm via Zoom.

Meeting Adjourned: 5:25 pm

Minutes submitted by and date: Secretary Dean Knauer, April 13, 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

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
Beginning Balance	\$ 12,825.67	\$ 60,428.82	\$ 108,906.27	\$ 96,717.05	\$ 82,035.37	\$ 67,746.53	\$ 52,871.47	\$ 43,395.81	\$ 29,854.13				
Ending Balance	\$ 60,428.82	\$ 108,906.27	\$ 96,717.05	\$ 82,035.37	\$ 67,746.53	\$ 52,871.47	\$ 43,395.81	\$ 29,854.13	\$ 22,166.42				
Difference	\$ (47,603.15)	\$ (48,477.45)	\$ 12,189.22	\$ 14,681.68	\$ 14,288.84	\$ 14,875.06	\$ 9,475.66	\$ 29,854.13	\$ 22,166.42				
Income	\$ 61,256.79	\$ 62,059.64	\$ 708.54	\$ 3.64	\$ 1,130.51	\$ 2.44	\$ 1,156.44	\$ 591.97	\$ 2,010.78				\$ 128,920.75
Expense	\$ 13,653.64	\$ 13,582.19	\$ 12,897.76	\$ 14,685.32	\$ 15,419.35	\$ 14,877.50	\$ 10,632.10	\$ 14,133.65	\$ 9,698.49				\$ 119,580.00
Difference	\$ 47,603.15	\$ 48,477.45	\$ (12,189.22)	\$ (14,681.68)	\$ (14,288.84)	\$ (14,875.06)	\$ (9,475.66)	\$ (13,541.68)	\$ (7,687.71)				\$ 9,340.75
INCOME													
City 1%	\$ 60,000.00												\$ 60,000.00
County 1%		\$ 60,000.00											\$ 60,000.00
Micellaneous	\$ 1,255.20	\$ 2,050.00	\$ 701.75	\$	\$ 1,127.50	\$	\$ 1,156.44	\$ 590.52	\$ 2,009.70				\$ 8,891.11
Interest	\$ 1.59	\$ 9.64	\$ 6.79	\$ 3.64	\$ 3.01	\$ 2.44	\$ 1.99	\$ 1.45	\$ 1.08				\$ 31.63
TOTAL FOR MONTH	\$ 61,256.79	\$ 62,059.64	\$ 708.54	\$ 3.64	\$ 1,130.51	\$ 2.44	\$ 1,158.43	\$ 591.97	\$ 2,010.78	##	\$		\$ 128,922.74
EXPENSES													
Fuel Pickups	\$ 322.72	\$	\$ 490.11	\$ 235.33	\$	\$ 474.60	\$ 481.71	\$ 229.24					\$ 2,233.71
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	\$ 1,543.80	\$ 1,429.38				\$ 16,486.04
Maintenance & Repair		\$ 72.77	\$	\$ 559.64	\$ 1,031.54	\$ 143.02	\$ 315.01	\$ 713.02	\$ 296.80				\$ 3,131.80
Micellaneous	\$ 371.53	\$ 130.80	\$ 222.37	\$ 172.47	\$ 219.78	\$ 2,673.99	\$ 169.23	\$ 74.91	\$ 86.53				\$ 4,121.61
New Trailer													\$
Office	\$ 91.38												\$ 91.38
Purchase Aluminum	\$ 60.00	\$ 47.50	\$	\$ 267.50	\$	\$ 45.00	\$ 45.00	\$ 113.75					\$ 578.75
State unemployment			\$ 49.71										\$ 49.71
State Workmans Comp			\$ 632.39	\$	\$ 693.62	\$ 632.39	\$	\$ 571.12					\$ 2,529.52
Training			\$ 460.00										\$ 460.00
Trucking	\$ 1,700.00	\$ 1,200.00	\$	\$ 2,900.00	\$ 2,829.77	\$ 1,700.00	\$	\$ 3,567.45	\$ 1,100.00				\$ 14,997.22
Utilities	\$ 218.57	\$ 91.43	\$ 191.90	\$ 131.94	\$ 160.70	\$ 227.51	\$ 197.98	\$ 347.90	\$ 245.42				\$ 1,813.35
Wages	\$ 8,656.05	\$ 9,517.89	\$ 8,502.96	\$ 8,003.40	\$ 8,290.85	\$ 6,904.89	\$ 7,348.05	\$ 6,672.46	\$ 6,540.36				\$ 70,436.91
Wages health	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00				\$ 2,400.00
TOTAL FOR MONTH	\$ 13,653.64	\$ 13,582.19	\$ 12,897.76	\$ 14,685.32	\$ 15,419.35	\$ 14,877.50	\$ 10,632.10	\$ 14,133.65	\$ 9,698.49	##	\$		\$ 119,580.00