Meeting Minutes Buffalo-Johnson County Recycling Center Joint Powers Board November 9, 2020, 5:15 pm

Call to Order: Bill at 5:15 pm

Board Members Present: Chairman Bill Ostheimer, Member Phil Gonzales, Secretary-vacant, Forman Don Verger,

Treasurer Marv Majerus, and Vice-Chairman Julia Bettinger, Kim Harvey-excused **Visitors:** Mara Abbott Reported for the Buffalo Bulletin; Commissioner Bob Perry

Review and approval of Agenda: Julia will serve as Secretary for the November meeting and send reports to Sheila Newcomb at the County.

Review and approval of Meeting Minutes and Treasurer's Report: Without minutes to review and approve. The Board reviewed the October Treasurer's Report. Phil motioned to approve and Bill seconded, motion carried. (attached)

Treasurer's Report, Discussion: Mary reported that there is an employee who does not cash their check.

Foreman's Report: Westrock cardboard has increased by \$5/ton, we sold aluminum to Schnitzer Steel in Billings and we moved 4 loads of glass (it is all gone). Don reported the tires on the truck are bald. The Board encouraged no driving to pick up materials on icy days and to get new tires.

New Business:

- 1. Need new post for front of the Center. Bill will ask BLM.
- 2. New Board Member Kim Harvey has been appointed by the County to serve on the Board.

Old Business:

- 1. The Center is closed on the following holidays: Memorial Day, The 4th of July, Labor Day, Thanksgiving, Christmas and New Year's. Julia email dates to Phil and he will update on facebook.
- 2. Audit Sheila forwarded an email from the Wyoming Department of Audit regarding an audit. Marv reported the audit is in progress.
- **3.** Need Plastic Story plastics 3-7 can't be recycled. Repurpose not recycle.

Other Information:

1. None

Next Meeting (date, place and time): December 14, 2020 at 5:15 pm

Meeting Adjourned: Bill moved to adjourn the meeting at 6:00 pm, Julia seconded, motion carried.

Minutes submitted by and date: Julia Bettinger December 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

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT APRIL 2020

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INTEREST PAID	.70	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	15,029.98	2020 Interest Paid	5.22
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3 4/03	DDA CHECK # 4550	159.92-	21,424.52
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