# Meeting Minutes Buffalo-Johnson County Recycling Center Joint Powers Board December 14, 2020, 5:15 pm

Call to Order: Bill at 5:15 pm via zoom

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

excused, Treasurer Marv Majerus-excused, and Vice-Chairman Julia Bettinger, Member Kim Harvey

**Visitors:** Mara Abbott Reporter for the Buffalo Bulletin; Jess McDermott community member who is interested in filling the upcoming Board vacancy. She submitted a letter of interest to the City of Buffalo today.

Review and approval of Agenda: Julia will serve as Secretary for the December meeting.

**Review and approval of Meeting Minutes and Treasurer's Report:** Julia submitted Meeting Minutes for August, September and November with Treasurer's Reports attached. Phil motioned to approve the August, September and November minutes as written, Julia seconded the motion and the motion carried.

**Treasurer's Report, Discussion:** Marv was absent from the meeting however emailed the Board the November Treasurer's Report which was reviewed. The report will be approved with next month's meeting minutes\*. (\*Treasurer's Reports are reviewed at each monthly Board meeting. Treasurer's Reports are approved as included with that month's Meeting Minutes upon the next meeting.)

**Foreman's Report:** Phil reported the Center shipped plastic and cardboard last month and has moved an estimated 1.4 million pounds of recycling this year. The Center continues to work hard toward ensuring they meet COVID recommendations.

### **New Business:**

1. Welcome New Board Member. Completed.

### **Old Business:**

- 1. Need new post for the front of the Center. Bill is asking BLM. In progress.
- 2. The Center is closed on the following holidays: Memorial Day, The 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas and New Year's. Julia email dates to Phil and he will update on facebook. In progress.
- **3.** Audit Sheila forwarded an email from the Wyoming Department of Audit regarding an audit. In progress. No update.
- **4.** Need Plastic Story plastics 3-7 can't be recycled. No update.
- **5.** Get new tires for the truck. In progress.

# **Other Information:**

1. The Board shared information regarding staffing, income/budget, where materials are shipped, the important role the Center has in extending the life of the landfill, the lone Joint Powers Board in the state of WY and future projects with the new and prospective Board Member during a Q&A.

**Next Meeting (date, place and time):** January 11, 2021 at 5:15 pm likely via zoom r/t COVID. (New Business to include election/appointment of officers, determine where to do banking business and advertising, submit 1% request and get fire extinguishers checked.)

**Meeting Adjourned:** Bill moved to adjourn the meeting at 5:50 pm, Julia seconded, motion carried.

Minutes submitted by and date: Julia Bettinger December 14, 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

22,166.42	21,670.02	21,584.44	21,424.52	21,276.31	20,420.16	19,361.52	19,155.93	17,770.93	16,670.93	15,320.93	15,217.35	15,029.28	15,029.98		de de la companya de			
\$	\$ M	\$ *	\$ 3	m Ş	× ×	irs \$	fu \$	tr \$	\$ 4		ut \$	fu \$	dep \$		en de la companya de			
	(496.40)	(85.58)	(159.92)	(148.21)	(856.15)	(1,058.64)	(205.59)	(1,385.00)	(1,100.00)	(1,350.00)	(103.58)	(188.07)	0.70		energy control and control to the co			15,029.98 7,137.14 0.70
• 11 11 11 11 11 11 11 11 11 11 11 11 11	\$	\$	\$	\$	45	\$	\$	\$	S	\$		\$	\$		error, con companionamenta printega mano El Facilità (del Falla Carana, conserva più con estra c			\$ \$ \$
The second secon	wages	Wages	wages	micellaneous	wages and insurance	tax	Fuel	21.6 ton to St Paul	trucking to Salt Lake City	Trucking to Saint Paul		fuel	interest		e des les années de la company de la comp			TOTAL OUTFLOWS TOTAL INFLOWS
3/31/2020	Brad Drog	Bill Leibee	Marchel Kelley	Ace Hardware	Don Verger	IRS	Joint Powers Fuel	Gonzalez Tranzport	DSV		Rocky Mountain Power	Joint Powers Fuel	First Northern Bank					4/30/2020
-	4548	4549	4550	4551	4547	<b>EFTPS</b>	4545	4552	4553	4554	4556	4555	DEP					
BALANCE	4/1/2020	4/1/2020	4/1/2020	4/1/2020	4/1/2020	4/8/2020	3/15/2020	4/1/2020	4/1/2020	4/1/2020	4/13/2020	4/13/2020	4/30/2020	9				BALANCE
	+	7	3	7	5	9	7	8	6	0		12	13		en de partie de la colonia de constitución de la colonia d			



Serving you since 1885

PO Box 400 Buffalo WY 82834

-	Erch depostar insured to al ipagi \$21
Trace all	
andorsk all	
VM 7/1	
United Stones 3/1	



pate	4/	/30/20 NUMBER RES	Pag	јę
ACCOU	NT	NUMBER	i.	
ENCLO	SUF	RES	1	-

of 2 806862 10

# 1361736

BUFFALO JOHNSON CO RECYCLING PB 550 BUTTE ST BUFFALO WY 82834

# Checking Account

	1 1 1		1
BUSINESS INTEREST CHECKING	1 11 11	NUMBER OF ENCLOSURES	10
ACCOUNT NUMBER	806862		4/30/20
PREVIOUS BALANCE	22,166.42	DAYS IN THE STATEMENT PERIOD	30
DEPOSITS/CREDITS	.00		17,047
12 CHECKS/DEBITS	7,137.14	AVERAGE COLLECTED	17,047
SERVICE CHARGE	.00		.70
INTEREST PAID	.70	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	15,029.98	2020 Interest Paid	5.22

### ACTIVITY IN DATE ORDER

	ACHIVITINO	ALE ORDER	
DATE	DESCRIPTION	AMOUNT	BALANCE
4/02	DDA CHECK # 4548	496.40-	21,670.02
2 4/03	DDA DEBIT MEMO 4549	85.58-	21,584.44
<b>3</b> 4/03	DDA CHECK # 4550	159.92-	21,424.52
u 4/07	DDA CHECK # 4551	148.21-	21,276.31
54/07	DDA CHECK # 4547	856.15-	20,420.16
6 4/08	USATAXPYMT IRS	1,058.64-	19,361.52
	3387702000 04/08/20	Andrews of the control of the contro	
1	ID #-270049905504714	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	TRACE #-061036010038870	100 mm m m m m m m m m m m m m m m m m m	
74/08	DDA CHECK # 4545	205.59-	19,155.93
\$4/08	DDA CHECK # 4552	1,385.00-	17,770.93
<b>4</b> 4/13	DDA CHECK # 4553	1,100.00-	16,670.93
•04/13	DDA CHECK # 4554	1,350.00-	15,320.93
114/17	Payment Rocky Mth Power	103.58-	15,217.35
	1930246090 04/17/20	and the second s	
	CHECK#-4556	Annual Control of the	
12 4/22	TRACE #-042000012991257	100.07	
12 4/22	DDA CHECK # 4555	188.07-	15,029.28
13 4/30	INTEREST PAID 30 DAYS	.70 IN	19,029.98
		or experiments	
		The state of the s	
1		1000	
5		1 11 11 11	

Strate   S																									
Name	Beginning Balance	S	12,826		60,42		108,90		717.96	S	82,035					43,395				22,166	42				
No.	Ending Balance	\$	60,429	1	108,906	\$	17,96	7.5	82,035	\$	F	\$ 52,	\$ 178	43,3	\$ 9		13 \$			15,029	98	1			
String	Difference	5	(47,503	\$ (	(48,47)	1	12,18	11	14,682				.1			13,541				7,136	44				
nee S 13564 S 12582 S 11288 S 14685 S 15419 S 14518 S 19131 S 14518 S 19131 S 14518 S 19131 S 14518 S			July	ď	ugust	3,	tember		ctober	Nove	mber	Decem	ber	January		February		March		April		Aay	June	YEAR TO DATE	) DATE
once         S         13,562 S         11,282 S         11,283	Income	v	61,257		62,060		02		4			s				591.				0	07	,		\$ 128	128,921.45
National   State   S	Expense	v	13,654		13,582		12,89		14,685	<b>\$</b>						14,133.				7,137	14				126,717.14
1.15   S   GO,000   S   L1,225   S   L1,22	Difference	v	47,603		48,477		(12,18	S	(14,682)	w						(13,541.				(7,136	44)				2,204.31
134   5   60   1000	INCOME																								
FOR MONTH   S   1,255   5   2,090   S   702   S   1,128   S   1,156   S   S   S   S   S   S   S   S   S	City 1%	'n	000'09														A CONTRACTOR OF THE PERSON OF	CONTRACTOR OF THE PERSON NAMED IN COLUMN NAMED	, , , , , , , , , , , , , , , , , , ,		A Committee of the Comm			\$ 60,000,00	999:00
State   Stat	County 1%	The state of the s		ч	60,000					A CONTRACTOR OF THE PERSON NAMED IN CONT							N. C.	A Second Control of the Control of t	0.000						60,000.00
FOR MONTH S 61.257 \$ 62,069 \$ 709 \$ 4 \$ 1,131 \$ 2 \$ 1,158 \$ 591.97 \$ 2,010.78 \$ 0.70  FOR MONTH S 61.257 \$ 62,069 \$ 709 \$ 4 \$ 1,131 \$ 2 \$ 1,158 \$ 591.97 \$ 2,010.78 \$ 0.70 \$ 4,155.70  SES  Chups  Schools  Chups  Schools	Micellaneous	s	1,255	s	2,050		707				1,128		v,			290			.70			155.70			13,046.81
FOR MONTH \$ 61,257 \$ 62,060 \$ 709 \$ 4 \$ 1,131 \$ 12 \$ 1,158 \$ 591.97 \$ 2,010.78 \$ 0.70 \$ 4,155.70  SES  Clayers  Section Sequents  Section Sequents  Section Sequents  Section Sequents  Se	Interest	\$	2	5	10	4		\$	*	\$	3	_	\$ 2		\$ 3	1.		1		0.	2			40	32.33
Column         S         323         S         490         \$ 235         S         475         S         1775         S         1252.24         S         335.66           ements         S         220         S         100         S         1776         S         1,775         S         1,643.80         S         1,058.64           est         C         1,933         S         2,222         S         1,032         S         1,775         S         1,543.80         S         1,058.64           nneus         S         73         S         560         S         1,032         S         1,775         S         1,775         S         1,423.80         S         1,058.64           nneus         S         73         S         500         S         1,122         S         2,674         S         1,130.02         S         296.80           nemployment         S         48         S         268         S         267         S         113.75         S         148.21           nemployment         S         48         S         268         S         45         S         113.75         S           nemp	TOTAL FOR MONTH	S	61,257	₩.	090'29	s	709		4			44		1,15		591.				0	s	155.70			133,079.14
chapes         S         323         S         490         235         S         475         S         482         S         229,24         S         393,66           ements         S         1,933         S         222         S         1,883         S         1,775         S         1,543.80         S         1,058.64           sec         S         1,222         S         1,032         S         1,243.80         S         1,423.80         S         1,058.64           nee         Repoir         S         372         S         1,322         S         1,132.2         S         1,423.80	EXPENSES																								
ements         \$ 150         \$ 1,775         \$ 1,775         \$ 1,543.80         \$ 1,643.80         \$ 1,686.4           mce & Repoir         \$ 1,722         \$ 1,002         \$ 1,775         \$ 1,775         \$ 1,543.80         \$ 1,686.4           mce & Repoir         \$ 372         \$ 131         \$ 222         \$ 1,775         \$ 1,775         \$ 1,431.2         \$ 296.80           siler         \$ 372         \$ 131         \$ 222         \$ 1,72         \$ 220         \$ 2,674         \$ 169         \$ 74.91         \$ 86.53         \$ 1,48.21           celler         \$ 91         \$ 222         \$ 1,72         \$ 200         \$ 2,674         \$ 13.75         \$ 14.91         \$ 86.53         \$ 148.21           celler         \$ 91         \$ 22         \$ 270         \$ 2,674         \$ 13.75         \$ 13.75         \$ 14.821           celler         \$ 91         \$ 850         \$ 268         \$ 632         \$ 632         \$ 356.45         \$ 113.00         \$ 385.00           g         \$ 460         \$ 290         \$ 2,800         \$ 2,800         \$ 2,800         \$ 3,567.45         \$ 1,000         \$ 3,567.45         \$ 1,000         \$ 3,567.45         \$ 1,000         \$ 3,567.45         \$ 1,48.05           g         \$ 21,700	Fuel Pickups	s	323			\$	490		235		.,			48		229.	24	and the second	\$	393.	99	Special Colonial Colo		And the second spirits of	2,627.37
ec.         \$ 1,993         \$ 1,722         \$ 1,032         \$ 1,776         \$ 1,775         \$ 1,473.80         \$ 1,429.38         \$ 1,086.64           mecus         \$ 372         \$ 131         \$ 222         \$ 1,032         \$ 1,032         \$ 143         \$ 115.05         \$ 149.13         \$ 148.21           nieus         \$ 372         \$ 131         \$ 222         \$ 177         \$ 220         \$ 2,674         \$ 169         \$ 74.91         \$ 86.53         \$ 148.21           nieus         \$ 312         \$ 131         \$ 222         \$ 172         \$ 260         \$ 267         \$ 271.12         \$ 271.12         \$ 267         \$ 257.112         \$ 257.112         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12         \$ 257.12	Improvements		The second secon				And the second s	\$	250	Andreas and the same party of the same of			The standard of the standard o				1	\$4 10 10 10 10 10 10 10 10 10 10 10 10 10					05		250.00
Secondary   Seco	IRS taxes	\$	1,933	5	2,222	\$	2,048		1,865		688′1	1,7	1	1,77.	1	1,543.8	-	1,429.	1	1,058.	4		· ·		17,544.68
oriler  \$ 91  \$ 91  \$ A8	Maintonce & Repair			S	3			٧٠	260		1			31.		713.0	- 1	296.	80		And an address of the same of	and the second second	\$	and the same of th	3,131.80
oiller  \$ 91  nemployment  \$ 60 \$ 48 \$ 268 \$ 45 \$ 45 \$ 113.75  nemployment  \$ 800 \$ 48 \$ 268 \$ 45 \$ 113.75	Micellaneous	\$	372	S	131	\$	222	1	-172	\$			1	16	1	74.5		86.		148.	1		S		4,269.82
se Aluminum       \$       48       \$       268       \$       45 \$       45 \$       113.75         nemployment       \$       50       \$	New Trailer									,													S		,
rembloyment \$ 60 \$ 48 \$ 268 \$ 5 694 \$ 652 \$ 113.75  remployment \$ 5 60 \$ 48 \$ 268 \$ 5 113.75  remployment \$ 5 632 \$ 50 \$ 50 \$ 5 632 \$ 5 113.75  remployment \$ 5 1,200 \$ 1,200	Office	S	16															<b>.</b>					S		91.38
Temployment S 50 S 50 S 694 \$ 632 \$ 571.12 S 771.12 S 771	Purchase Aluminum	is	09	S	48			s	268		Vì			45		113.7	75						\$	O1	578.75
Orkanons Comp         \$         632         \$         694         \$         632         \$         571.12           7         \$         460         \$         460         \$         2,830         \$         1,700         \$         3,567.45         \$         1,100.00         \$         3,835.00           9         \$         1,200         \$         1,200         \$         1,200         \$         3,835.00           \$         \$         2,190         \$         1,300         \$         1,100.00         \$         3,835.00           \$         \$         2,190         \$         1,100         \$         3,835.00         \$         1,100.00         \$         3,835.00           \$         2,190         \$         1,100         \$         3,567.45         \$         1,100.00         \$         3,835.00           \$         2,100         \$         1,100         \$         3,567.45         \$         1,100.00         \$         3,835.00           \$         2,100         \$         3,567.45         \$         1,100.00         \$         3,657.85         \$         1,100.00         \$         3,657.85         \$         1,100.00         \$	State unemployment					S	S						1								,		<>		49.71
\$ 460  g \$ 1,700 \$ 1,200 \$ 2,830 \$ 1,700 \$ 3,567.45 \$ 1,100.00 \$ 3,835.00  g \$ 2,830 \$ 1,700 \$ 1,700 \$ 3,835.00  g \$ 2,830 \$ 1,700 \$ 1,700 \$ 3,835.00  g \$ 2,830 \$ 1,300 \$ 300.5 \$ 103.58  g \$ 8,507.45 \$ 1,100.00 \$ 3,835.00  g \$ 8,507.45 \$ 1,100.00 \$ 3,835.00  g \$ 8,507.45 \$ 1,448.05  g \$ 8,507.45 \$ 1,448.05  g \$ 8,507.45 \$ 1,448.05  g \$ 1,007.45 \$ 1,448.05	State Workmans Comp					S	632			S			32		Ś	571.1	7				•		S	2,5	2,529.52
g         5         1,700         5         2,900         5         2,830         \$         1,700         \$         3,567.45         \$         1,100.00         \$         3,835.00           \$         219         \$         91         \$         192         \$         161         \$         228         \$         198         \$         347.90         \$         245.42         \$         103.58           \$         8,656         \$         9,518         \$         8,003         \$         8,291         \$         6,905         \$         7,348         \$         6,240.36         \$         1,448.05           health         \$         300	Training					\$	460																\$	d	460.00
\$ 219 \$ 91 \$ 192 \$ 132 \$ 161 \$ 228 \$ 198 \$ 347.90 \$ 245.42 \$ 103.58 \$ 8,556 \$ 9,518 \$ 8,503 \$ 8,291 \$ 6,905 \$ 7,348 \$ 6,572.46 \$ 6,240.35 \$ 1,448.05 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300.00 \$ 300.00 \$ 150.00	Trucking	5		S	1,200			S	2,900		\$ 088	1,7	00		s	3,567.4		1,100.0		3,835.0	0		₩.	18,8	18,832.22
\$ 8,656 \$ 9,518 \$ 8,503 \$ 8,003 \$ 8,291 \$ 6,905 \$ 7,348 \$ 6,572.46 \$ 6,240.36 \$ 1,448.05 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300.00 \$ 300.00 \$ 150.00	Utilities	S		\$	16	s	192		132	s	161 \$	2		198	S	347.9		245.4		103.5	00		S	1,9	1,916.93
\$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$	Wages	S		S	9,518	s	8,503		8,003		\$ 162	6,9		7,348	· •>	5,572.4		6,240.		1,448.0	10		S	71,5	71,584.96
Company of the second s	Wages health	S	300	S	300	S	300	٠ ٧	300	\$	300 \$		8	300		300.0		300.0	S 00	150.0	0		ن	2.8	2,850.00