

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 4th 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

BALANCE		3/31/2020						
1	4/1/2020	4548	Brad Drog	wages	\$	(496.40)	w	\$ 22,166.42
2	4/1/2020	4549	Bill Leibee	wages	\$	(85.58)	w	\$ 21,670.02
3	4/1/2020	4550	Marchel Kelley	wages	\$	(159.92)	w	\$ 21,584.44
4	4/1/2020	4551	Ace Hardware	micellaneous	\$	(148.21)	mi	\$ 21,424.52
5	4/1/2020	4547	Don Verger	wages and insurance	\$	(856.15)	w	\$ 21,276.31
6	4/8/2020	EFTPS	IRS	tax	\$	(1,058.64)	irs	\$ 20,420.16
7	3/15/2020	4545	Joint Powers Fuel	Fuel	\$	(205.59)	fu	\$ 19,361.52
8	4/1/2020	4552	Gonzalez Tranzport	21.6 ton to St Paul	\$	(1,385.00)	tr	\$ 19,155.93
9	4/1/2020	4553	DSV	trucking to Salt Lake City	\$	(1,100.00)	tr	\$ 17,770.93
10	4/1/2020	4554	DSV	Trucking to Saint Paul	\$	(1,350.00)	tr	\$ 16,670.93
11	4/13/2020	4556	Rocky Mountain Power	electricity	\$	(103.58)	ut	\$ 15,320.93
12	4/13/2020	4555	Joint Powers Fuel	fuel	\$	(188.07)	fu	\$ 15,217.35
13	4/30/2020	DEP	First Northern Bank	interest	\$	0.70	dep	\$ 15,029.28
					\$			\$ 15,029.98

BALANCE	4/30/2020	
TOTAL OUTFLOWS	\$	15,029.98
TOTAL INFLOWS	\$	7,137.14
TOTAL DIFFERENCE	\$	0.70
	\$	7,136.44



First Northern Bank
of WYOMING

Serving you since 1886

PO Box 400
Buffalo WY 82834



Date	4/30/20	Page	1 of 2
ACCOUNT NUMBER	806862		
ENCLOSURES	10		

1361736

BUFFALO JOHNSON CO RECYCLING CPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

BUSINESS INTEREST CHECKING

ACCOUNT NUMBER	806862
PREVIOUS BALANCE	22,166.42
DEPOSITS/CREDITS	.00
12 CHECKS/DEBITS	7,137.14
SERVICE CHARGE	.00
INTEREST PAID	.70
ENDING BALANCE	15,029.98

NUMBER OF ENCLOSURES

10
Statement Dates 4/01/20 thru 4/30/20
DAYS IN THE STATEMENT PERIOD 30
AVERAGE LEDGER 17,047
AVERAGE COLLECTED 17,047
Interest Earned .70
Annual Percentage Yield Earned 0.05%
2020 Interest Paid 5.22

ACTIVITY IN DATE 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
3-4/03	DDA CHECK # 4550	159.92-	21,424.52
4-4/07	DDA CHECK # 4551	148.21-	21,276.31
5-4/07	DDA CHECK # 4547	856.15-	20,420.16
6-4/08	USATAXPYMT IRS 3387702000 04/08/20	1,058.64-	19,361.52
	ID #-270049905504714		
	TRACE #-061036010038870		
7-4/08	DDA CHECK # 4545	205.59-	19,155.93
8-4/08	DDA CHECK # 4552	1,385.00-	17,770.93
9-4/13	DDA CHECK # 4553	1,100.00-	16,670.93
10-4/13	DDA CHECK # 4554	1,350.00-	15,320.93
11-4/17	Payment Rocky Mtn Power 1930246090 04/17/20	103.58-	15,217.35
	CHECK#-4556		
	TRACE #-042000012991257		
12-4/22	DDA CHECK # 4555	188.07-	15,029.28
13-4/30	INTEREST PAID 30 DAYS	.70 IN	15,029.98

	July	August	September	October	November	December	January	February	March	April	May	June	To Date
Beginning Balance	\$ 12,826	\$ 60,429	\$ 108,906	\$ 96,717	\$ 82,035	\$ 67,747	\$ 52,871	\$ 43,395.81	\$ 29,854.13	\$ 22,166.42			
Ending Balance	\$ 60,429	\$ 108,906	\$ 96,717	\$ 82,035	\$ 67,747	\$ 52,871	\$ 43,396	\$ 29,854.13	\$ 22,166.42	\$ 15,029.98			
Difference	\$ (47,603)	\$ (48,477)	\$ 12,189	\$ 14,682	\$ 14,289	\$ 14,875	\$ 9,476	\$ 13,541.68	\$ 7,687.71	\$ 7,136.44			

	July	August	September	October	November	December	January	February	March	April	May	June	YEAR TO DATE
Income	\$ 61,257	\$ 62,060	\$ 709	\$ 4	\$ 1,131	\$ 2	\$ 1,156	\$ 591.97	\$ 2,010.78	\$ 0.70			\$ 128,921.45
Expense	\$ 13,654	\$ 13,582	\$ 12,898	\$ 14,685	\$ 15,419	\$ 14,878	\$ 10,632	\$ 14,133.65	\$ 9,698.49	\$ 7,137.14			\$ 126,717.14
Difference	\$ 47,603	\$ 48,477	\$ (12,189)	\$ (14,682)	\$ (14,289)	\$ (14,875)	\$ (9,476)	\$ (13,541.68)	\$ (7,687.71)	\$ (7,136.44)			\$ 2,204.31

INCOME

City 1%	\$ 60,000												\$ 60,000.00
County 1%		\$ 60,000											\$ 60,000.00
Miscellaneous	\$ 1,255	\$ 2,050	\$ 702	\$ 1,128	\$ 1,128	\$ 1,156	\$ 590.52	\$ 2,009.70	\$ 4,155.70	\$ 13,046.81			\$ 32.33
Interest	\$ 2	\$ 10	\$ 7	\$ 4	\$ 3	\$ 2	\$ 2	\$ 1.45	\$ 1.08	\$ 0.70			\$ 133,079.14
TOTAL FOR MONTH	\$ 61,257	\$ 62,060	\$ 709	\$ 4	\$ 1,131	\$ 2	\$ 1,158	\$ 591.97	\$ 2,010.78	\$ 0.70	\$ 4,155.70		\$ 133,079.14

EXPENSES

Fuel Pickups	\$ 323		\$ 490	\$ 235	\$ 475	\$ 482	\$ 229.24	\$ 393.66					\$ 2,627.37
Improvements				\$ 250									\$ 250.00
IRS taxes	\$ 1,933	\$ 2,222	\$ 2,048	\$ 1,865	\$ 1,893	\$ 1,776	\$ 1,775	\$ 1,543.80	\$ 1,429.38	\$ 1,058.64			\$ 17,544.68
Maintenance & Repair	\$ 73		\$ 560	\$ 1,032	\$ 143	\$ 315	\$ 713.02	\$ 296.80					\$ 3,131.80
Miscellaneous	\$ 372	\$ 131	\$ 222	\$ 172	\$ 220	\$ 2,674	\$ 169	\$ 74.91	\$ 86.53	\$ 148.21			\$ 4,269.82
New Trailer													\$
Office	\$ 91												\$ 91.38
Purchase Aluminum	\$ 60	\$ 48		\$ 268	\$ 45	\$ 45	\$ 113.75						\$ 578.75
State unemployment			\$ 50										\$ 49.71
State Workmans Camp			\$ 632		\$ 694	\$ 632	\$ 571.12						\$ 2,529.52
Training			\$ 460										\$ 460.00
Trucking	\$ 1,700	\$ 1,200		\$ 2,900	\$ 2,830	\$ 1,700		\$ 3,567.45	\$ 1,100.00	\$ 3,835.00			\$ 18,832.22
Utilities	\$ 219	\$ 91	\$ 192	\$ 132	\$ 161	\$ 228	\$ 198	\$ 347.90	\$ 245.42	\$ 103.58			\$ 1,916.93
Wages	\$ 8,656	\$ 9,518	\$ 8,503	\$ 8,003	\$ 8,291	\$ 6,905	\$ 7,348	\$ 6,572.46	\$ 6,240.36	\$ 1,448.05			\$ 71,584.96
Wages health	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300.00	\$ 300.00	\$ 150.00			\$ 2,850.00
TOTAL FOR MONTH	\$ 13,654	\$ 13,582	\$ 12,898	\$ 14,685	\$ 15,419	\$ 14,878	\$ 10,632	\$ 14,133.65	\$ 9,698.49	\$ 7,137.14	\$ -	\$ -	\$ 126,717.14