

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
April 12, 2021

Call to Order: 5:15 pm at Center

Board Members Present: Phil Gonzales, Bill Ostheimer, Dave Smith, Jess McDermott, Kim Harvey

Visitors: Alex Hargrave

Review and approval of Agenda: Jess is in the secretarial role and will send minutes to Sheila Newcomb at the County

Review and approval of Meeting Minutes and Treasurer's Report: Phil motions to approve minutes, Bill seconds. Send over fiscal year sheets to county for treasurer's report

Treasurer's Report/Discussion: Report ran on April 5th. March spending just under 8k. January data gap. Bill would like to have a projection on the date we run out of funds. Being able to have a depreciation schedule for equipment would be ideal.

Foreman's Report: (Was the monthly safety meeting completed?) Don's father passed, need a card for everyone to sign for him. No report, since he's out.

New Business: (Detail item and if there is a task document who will complete by when.)

1. New reporter from the Bulletin covering the Board meetings- Alex Hargrave
2. Treasurer transition plans - Accounting by The Book- Jennifer has been doing payroll, Dave would like to keep using her services for the next 3 months, then use Quickbooks essentials. Jennifer wants \$25 per pay period. \$272 dollars April-June for Jennifer's services. Revisit in 3 months. Phil motions to keep Jennifer on board, Kim seconds. Set up Electronic Banking at First Northern. Marv's files and what to do with them in terms of organization. Potentially get rid of any of his files older than 10 years.
3. IRS inquiry regarding non-payment of March 2017 payroll taxes- owe about \$2600 with penalties. IRS did not get payment Feb 2017 for payroll taxes. Form 941 never filed for 3rdQ 2016. Dave is looking back at files to verify. Payment due on 21st or 22nd of this month.
4. Census Bureau survey due April 27, 2021- fill out electronically.
5. State of Wyo Dept of Audit - Proposed and Final 2022 Electronic Budget Forms due June 1 and July 31, respectively. We submit to County/City, then they group all budgets and send to State of WY
6. Aluminum Purchases (historical context / price determination) Purchase aluminum from Catholic Church and the Veterans Home. How much is due to them? \$0.25/lb agreement. Are we in the financial position to continue this? Revisit the issue later with more data.
7. Part Time Employees (cost reduction alternatives / ideas) Courts won't let us offer community service here as an alternative to fines. Brainstorm volunteer opportunities.
8. Town of Tensleep recycling (historical context / Washakie vs. Johnson County)- no concerns. Washakie doesn't have a recycling center so they occasionally bring it here.

Old Business: (Identify whether action item is in progress, completed or will not happen or if there is no update.)

1. Have we been paid for the 3 loads of glass that went down to Colorado?- Dave has gotten no response from the Coors contact. They are typically late on payment.
2. Any issues on the yearly treasurer's report from last meeting- none
3. Need new post for the front of the Center.. Still on Bill
4. Any updates on 1% request- none yet

Next Meeting (date, place and time): May 10th, 5:15pm at the Center

Meeting Adjourned: 7:00 PM

Minutes submitted by and date: Jess McDermott 4/12/2021

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. Funding sources for the Recycling Center?
4. Recycle Center Security plan.
5. Write Board by-laws and policies.
6. Update County Web Site yearly or as needed.
7. Follow-up on outreach opportunities with radio stations and Buffalo Bulletin.
8. 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

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

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: Work on yearly 1 percent funding request. Due February 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

Jess McDermott, City, 2021
David Smith, County, 2021
Kim Harvey, Joint City and County, 2021
Bill Ostheimer, City, 2020
Phil Gonzales, County, 2020

Buffalo - Johnson County Recycling JPB

Balance Sheet
As of March 31, 2021

| | TOTAL |
|--|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Bank | 63,628.24 |
| Total Bank Accounts | \$63,628.24 |
| Total Current Assets | \$63,628.24 |
| TOTAL ASSETS | \$63,628.24 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Payroll Liabilities | 1,758.83 |
| Total Other Current Liabilities | \$1,758.83 |
| Total Current Liabilities | \$1,758.83 |
| Total Liabilities | \$1,758.83 |
| Equity | |
| Opening Balance Equity | 0.00 |
| Retained Earnings | 83,639.37 |
| Net Income | -21,769.96 |
| Total Equity | \$61,869.41 |
| TOTAL LIABILITIES AND EQUITY | \$63,628.24 |

Buffalo - Johnson County Recycling JPB

Profit and Loss
January - March, 2021

| | TOTAL |
|---------------------------|----------------------|
| Income | |
| Sales | 5,864.73 |
| Total Income | \$5,864.73 |
| GROSS PROFIT | \$5,864.73 |
| Expenses | |
| Aluminum Purchases | 248.50 |
| Bookkeeping | 285.00 |
| Freight | 1,100.00 |
| Insurance Expense | 750.00 |
| Payroll Expenses | 4,022.89 |
| Payroll Wage Expenses | 19,135.28 |
| Repairs and Maintenance | 401.59 |
| Supplies | 369.88 |
| Telephone | 114.87 |
| Utilities | 644.92 |
| Vehicle Expense | 571.07 |
| Total Expenses | \$27,644.00 |
| NET OPERATING INCOME | \$ -21,779.27 |
| Other Income | |
| Interest Income | 9.31 |
| Total Other Income | \$9.31 |
| NET OTHER INCOME | \$9.31 |
| NET INCOME | \$ -21,769.96 |

Buffalo - Johnson County Recycling JPB

Profit and Loss

March 2021

| | TOTAL |
|---------------------------|---------------------|
| Income | |
| Sales | 2,020.78 |
| Total Income | \$2,020.78 |
| GROSS PROFIT | \$2,020.78 |
| Expenses | |
| Bookkeeping | 195.00 |
| Insurance Expense | 300.00 |
| Payroll Expenses | 705.52 |
| Payroll Wage Expenses | 7,670.89 |
| Repairs and Maintenance | 126.48 |
| Supplies | 237.02 |
| Telephone | 28.85 |
| Utilities | 326.73 |
| Vehicle Expense | 322.16 |
| Total Expenses | \$9,912.65 |
| NET OPERATING INCOME | \$ -7,891.87 |
| Other Income | |
| Interest Income | 2.84 |
| Total Other Income | \$2.84 |
| NET OTHER INCOME | \$2.84 |
| NET INCOME | \$ -7,889.03 |

Buffalo - Johnson County Recycling JPB

Bank, Period Ending 03/31/2021

RECONCILIATION REPORT

Reconciled on: 04/09/2021

Reconciled by: Dave Smith

Any changes made to transactions after this date aren't included in this report.

| Summary | USD |
|--|------------------|
| Statement beginning balance..... | 72,605.23 |
| Interest earned..... | 2.84 |
| Checks and payments cleared (21)..... | -10,584.07 |
| Deposits and other credits cleared (2)..... | 2,020.78 |
| Statement ending balance..... | <u>64,044.78</u> |
| Uncleared transactions as of 03/31/2021..... | -416.24 |
| Register balance as of 03/31/2021..... | 63,628.54 |
| Cleared transactions after 03/31/2021..... | 0.00 |
| Uncleared transactions after 03/31/2021..... | -5,649.29 |
| Register balance as of 04/09/2021..... | 57,979.25 |

Details

Checks and payments cleared (21)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|-------|---------|----------------------------|--------------|
| 01/31/2021 | Check | 4708 | Robert F Conley | -243.08 |
| 02/16/2021 | Check | 4714 | DSV Road, Inc. | -1,100.00 |
| 02/16/2021 | Check | 4717 | Robert F Conley | -248.05 |
| 03/01/2021 | Check | 4725 | Bradly J Drog | -1,000.00 |
| 03/01/2021 | Check | 4722 | Robert F Conley | -243.24 |
| 03/01/2021 | Check | 4729 | Joint Powers Fuel | -126.26 |
| 03/01/2021 | Check | 4723 | Ann M Kelley | -334.54 |
| 03/01/2021 | Check | 4724 | William G Leibee | -154.00 |
| 03/01/2021 | Check | 4726 | Donald W Verger | -1,522.26 |
| 03/01/2021 | Check | 4727 | Ace Hardware | -139.52 |
| 03/01/2021 | Check | 4728 | Accounting by THE BOOK LLC | -195.00 |
| 03/15/2021 | Check | ach | United States Treasury | -877.16 |
| 03/16/2021 | Check | 4731 | Bradly J Drog | -1,067.78 |
| 03/16/2021 | Check | 4738 | Joint Powers Fuel | -195.90 |
| 03/16/2021 | Check | 4737 | Rocky Mountain Power | -101.54 |
| 03/16/2021 | Check | 4736 | City of Buffalo | -380.52 |
| 03/16/2021 | Check | 4735 | Donald W Verger | -1,803.11 |
| 03/16/2021 | Check | 4734 | Eric D Sack | -189.09 |
| 03/16/2021 | Check | 4733 | William G Leibee | -175.22 |
| 03/16/2021 | Check | 4732 | Ann M Kelley | -390.30 |
| 03/29/2021 | Check | 4740 | Ace Hardware | -97.50 |

Total -10,584.07

Deposits and other credits cleared (2)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|--------------|---------|---------|----------|-----------------|
| 03/02/2021 | Deposit | | Westrock | 757.14 |
| 03/16/2021 | Deposit | | | 1,263.64 |
| Total | | | | 2,020.78 |

Additional Information

Uncleared checks and payments as of 03/31/2021

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|--------------|-------|---------|-------------------|----------------|
| 12/16/2020 | Check | 4668 | Joint Powers Fuel | -173.01 |
| 03/16/2021 | Check | 4730 | Robert F Conley | -243.23 |
| Total | | | | -416.24 |

Uncleared checks and payments after 03/31/2021

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|--------------|---------|---------|----------------------------|------------------|
| 04/01/2021 | Expense | 4744 | Ann M Kelly. | -411.54 |
| 04/01/2021 | Check | 4746 | Accounting by THE BOOK LLC | -270.00 |
| 04/01/2021 | Expense | 4741 | Donald W Verger. | -1,756.46 |
| 04/01/2021 | Expense | 4743 | Eric D Sack. | -421.81 |
| 04/01/2021 | Expense | 4745 | William G Leibee. | -180.55 |
| 04/01/2021 | Expense | 4742 | Bradly J Drog. | -1,174.29 |
| 04/15/2021 | Check | ach | United States Treasury | -1,434.64 |
| Total | | | | -5,649.29 |
