

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
August 9, 2021

Call to Order: 5:15 pm

Board Members Present: Kim Harvey, Dave Smith, Jess McDermott

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: Dave motions to approve, Kim seconds

Treasurer's Report/Discussion: No comments or additions to the last report. Dave motions to approve, Jess seconds. July is the 1st month of the fiscal year. Ended the month with 24k in the bank. No product sales in June, so no revenue receipts for July. 3 product sales in July; cardboard and mixed products. 12k in expenses for the month, most of which was labor. Truck to SLC was \$1200. Other small transactions. Made quarterly filings for unemployment and workman's comp. Funding approved at 110k. County at 50k, City at 60k. Distribution of funds pending. Dave filled out the voucher for the County, we will receive it in early Sept. City should come in next week.

Foreman's Report: (Was the monthly safety meeting completed?) July: Forklift serviced. Horn fixed. Seat is in rough shape, look into aftermarket seats/ junkyard. Market continues to go up. Pricing from SLC hasn't come in yet, but overall numbers are way up. New cardboard quote is 130/ ton. 2100 for loading dock repairs.

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

- FY 2021-22 Budget review and board approval- Joint Powers Board falls under the same rules as Special District, our budget will be late due to some confusion. Product sales are estimated to be higher overall, potentially adding some revenue to our budget over the 40k listed. 150k estimate of expenses this year. Gross wages est. at 100k based on the previous rate of increase. Unemployment insurance expenses are way up this fiscal year. Previously we had credits that lowered the cost. Don's health insurance costs us 300/month. Total expenses should be approx. 118k. 17k Operations cost. Misc. around 25k, up from last year driven by fuel prices. Trucking is the main expense in Misc. 26k cash on hand prediction for end of year. Jess motions to approve, Kim seconds. Dave is in favor.
- Aluminum collections, synergies with cardboard- let's look into collecting aluminum with the cardboard we already collect from local businesses.
- Two trailers have been moved to the fairgrounds this week and will need to be picked up either the 9th or 10th- Don will deal with these

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

1. Any updates on 1% request- Funds are pending distribution
2. Holiday and Vacation Pay policy documentation- no updates
3. Loading dock repairs- fixed last week, looking good. Don is happy with it

Next Meeting (date, place and time): Sept 13th 5:15pm at Center

Meeting Adjourned: 6:15pm

Minutes submitted by and date: Jess McDermott 8/9/2021

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

B-JC Recycling JPB

Treasurers Report (July 2021):

Month end cash on hand ~\$24k, down ~\$12k from prior month end.

Revenue: \$0

--- No product sales in June, therefore no revenue receipts in July 2021.

--- 3 product sales in July (2 cardboard & 1 mixed product loads);

Mixed products payment (~\$1.7k) received 8/9; cardboard payments are pending.

Expenses: ~\$12k

--- Labor; \$9.9k (82.5%)

--- Freight; \$1.2k (10.0%)

--- Other; \$0.9k (7.5%); 8 transactions <\$250 each.

2nd Qtr 2021 IRS Form 941 quarterly report completed.

2nd Qtr 2021 Wyoming Workforce Services unemployment and workman's comp quarterly report completed.

1% funding for FY 2022 approved at \$110k by the City (\$60k) and County (\$50k); distribution of funds pending.

Outstanding Items:

— Holiday and Vacation Pay policy documentation.

— Loading dock repairs completed on 8/5/21 (~\$2.1k).

DWS – 8/9/2021

Buffalo - Johnson County Recycling JPB

Balance Sheet
As of July 31, 2021

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Bank		24,211.46
Total Bank Accounts		\$24,211.46
Total Current Assets		\$24,211.46
TOTAL ASSETS		\$24,211.46
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Check Writing Errors		0.00
Payroll Liabilities		1,362.22
Total Other Current Liabilities		\$1,362.22
Total Current Liabilities		\$1,362.22
Total Liabilities		\$1,362.22
Equity		
Opening Balance Equity		0.00
Retained Earnings		34,802.45
Net Income		-11,953.21
Total Equity		\$22,849.24
TOTAL LIABILITIES AND EQUITY		\$24,211.46

Buffalo-Johnson County Recycling JPB Product Sales / Market Recap (1)								
Customer	Sales / Delivery Date	Location	Product	Weight (lbs)	Price (\$/ton)	Gross (\$)	Freight (\$)	Net (\$)
Centennial Recycling	9-Jul	FOB Buffalo	Cardboard		90	\$0.00	\$0.00	\$0.00
Interwest Paper	13-Jul	FOB Salt Lake	HDPE #2	4,478	240	\$537.36	\$133.17	\$404.19
			PETE #1	3,013	80	\$120.52	\$89.61	\$30.91
			Tin	2,300	80	\$92.00	\$68.40	\$23.60
			Mixed Paper	26,447	55	\$727.29	\$786.53	(\$59.24)
			Office Paper	3,277	120	\$196.62	\$97.46	\$99.16
			Styrofoam	835	60	\$25.05	\$24.83	\$0.22
			Total ==>>	40,350		\$1,698.84	\$1,200.00	\$498.84
Centennial Recycling	21-Jul	FOB Buffalo	Cardboard		90	\$0.00	\$0.00	\$0.00
			Updated ==>>			Monday, August 09, 2021		
(1) 3rd Qtr 2021 Revenue Receipts			Jul-21 Sales / Aug-21 Revenue Receipts			Tuesday, August 03, 2021		

Note: There were no product sales in June 2021, therefore no revenue receipts in July 2021

Buffalo - Johnson County Recycling JPB

Profit and Loss

July 2021

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
Aluminum Purchases	163.75
Bookkeeping	74.00
Freight	1,200.00
Insurance Expense	300.00
Payroll Expenses	582.61
Unemployment Insurance	899.33
Workman's Compensation	532.91
Total Payroll Expenses	2,014.85
Payroll Wage Expenses	7,615.51
Supplies	285.04
Utilities	
Electricity	74.88
Total Utilities	74.88
Vehicle Expense	226.46
Total Expenses	\$11,954.49
NET OPERATING INCOME	\$ -11,954.49
Other Income	
Interest Income	1.28
Total Other Income	\$1.28
NET OTHER INCOME	\$1.28
NET INCOME	\$ -11,953.21

Buffalo - Johnson County Recycling JPB

Bank, Period Ending 07/31/2021

RECONCILIATION REPORT

Reconciled on: 08/02/2021

Reconciled by: Dave Smith

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

Summary

USD

Statement beginning balance	35,707.96
Interest earned	1.28
Checks and payments cleared (20)	-8,639.08
Deposits and other credits cleared (0)	0.00
Statement ending balance	27,070.16

Uncleared transactions as of 07/31/2021	-2,858.70
Register balance as of 07/31/2021	24,211.46
Cleared transactions after 07/31/2021	0.00
Uncleared transactions after 07/31/2021	-5,306.73
Register balance as of 08/02/2021	18,904.73

Details

Checks and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/16/2021	Check	4768	Robert F Conley.	-94.31
06/28/2021	Check	4799	Ace Hardware	-67.86
07/01/2021	Check	4803	William G Leibee.	-138.06
07/01/2021	Check	4804	Eric D Sack.	-528.32
07/01/2021	Check	4802	Ann M Kelly.	-523.36
07/01/2021	Check	4801	Charlie A Burd.	-482.53
07/01/2021	Check	4805	Donald W Verger.	-1,879.84
07/01/2021	Check	4800	Accounting by THE BOOK LLC	-74.00
07/01/2021	Check	4806	Colter J Young.	-76.18
07/07/2021	Check	4807	Rocky Mountain Power	-74.88
07/07/2021	Check	4808	MTR Ranch Supply, INC.	-140.00
07/07/2021	Check	4810	St. John The Baptist Church	-50.00
07/07/2021	Check	4809	Veterans' Home of Wyoming	-113.75
07/15/2021	Check	ach	United States Treasury	-743.34
07/16/2021	Check	4811	Charlie A Burd.	-706.01
07/16/2021	Check	4815	Donald W Verger	-1,856.51
07/16/2021	Check	4814	Eric D Sack	-363.62
07/16/2021	Check	4813	William G Leibee	-143.38
07/16/2021	Check	4812	Ann M Kelly.	-438.09
07/26/2021	Check	4817	Ace Hardware	-145.04

Total -8,639.08

Additional Information

Uncleared checks and payments as of 07/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/21/2021	Check	4816	Joint Powers Fuel	-226.46
07/26/2021	Check	4818	DSV Road, Inc.	-1,200.00
07/30/2021	Check	ach	Wyoming Dept. of Workforce ...	-1,432.24

Total -2,858.70

Uncleared checks and payments after 07/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2021	Check	need	Donald W Verger.	-1,917.71
08/01/2021	Check	need	Eric D Sack.	-623.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2021	Check	need	Ann M Kelly.	-497.15
08/01/2021	Check	need	Charlie A Burd.	-906.65
08/13/2021	Check	ach	EFTPS	-1,362.22
Total				-5,306.73