

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
February 8, 2021

Call to Order: Bill 5:15 pm via Zoom

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

Visitors: Buffalo Bulletin (Mara Abbott); Solid Waste Manager, Dan Hart

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, Kim seconds. Need December Report

Treasurer's Report/Discussion: Need December budget from Marv

Foreman's Report: (Was the monthly safety meeting completed?) Yes, Don is not here for report

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

1. Treasurer's position
New board member: David Smith
Marv has resigned. Currently don't have a treasurer. Payroll needs to go out 15th, midterm accountant for transition, Marv wants to help, county commissioners recommend 3rd party.
Make a decision on the treasurer position next month
2. Review and approve 1% request:
Marv's budget report included in email-miscellaneous income(return from product) down because market has crashed
no edits/comments
3. Get fire extinguishers checked in January – confirm? Don not here, but he will know
4. How to inform the community about meetings that occur via zoom r/t COVID. Follow-up with the county to contact Bill for a zoom link. Confirm? Bill's contact info is listed on county site

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

1. Need new post for the front of the Center.. Still on Bill

Next Meeting (date, place and time): 3/8/2021, place TBD, 5:15pm

Meeting Adjourned: 5:52 pm

Minutes submitted by and date: 2/8/2021

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

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