

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
January 11, 2021

Call to Order: 5:15 pm

Board Members Present: Jess, Marv, Kim, Phil (on teams), Bill, Don (foreman)

Visitors: no

Review and approval of Agenda: approved with no additions.

Review and approval of Meeting Minutes and Treasurer's Report: Bill motioned to accept, Jess 2nd. Approved.

Treasurer's Report/Discussion: some talk of format for electronic records.

Foreman's Report: (Was the monthly safety meeting completed? Yes

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

1. Election of officers: President, Bill; Treasurer, Marv; Secretary, Jess
2. Determine where to do banking and advertising: FNB/Buffalo Bulletin
3. Submit 1% request: Bill will have draft for February meeting
4. Get fire extinguishers checked in January – confirm in Feb.
5. How to inform the community about meetings that occur via zoom r/t COVID. Follow-up with county to contact Bill for zoom link.

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. Bill is asking BLM.
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.
3. Audit – Sheila forwarded an email from the Wyoming Department of Audit regarding an audit: Submitted.
4. Truck tires purchased.

Other Information:

Next Meeting (date, place and time): February 8, 2021 at 5:15 pm (Ensure 1% request has been submitted.)

Meeting Adjourned: 6:20 pm

Minutes submitted by and date: Bill Ostheimer – 1/28/2021

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. 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. Done. Failed– can be removed....we did not get on with district.
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

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 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

Jess McDermott, City, 2021
Marv Majerus, County, 2018
Kim Harvey, Joint City and County, 2021
Bill Ostheimer, City, 2020
Phil Gonzales, County, 2020

Nov 2020

BUFFALO JOHNSON COUNTY RECYCLE CENTER JPB TREASURER REPORT NOVEMBER 2020

BALANCE		10/31/2020					\$ 107,082.21
1	11/2/2020	DEP	Westrock	20.44 tons OCC @ \$25	\$	511.00 dep	\$ 107,593.21
1	11/2/2020	DEP	Centennial Recycling	20.25 tons OCC @ \$35	\$	708.75 dep	\$ 108,301.96
1	11/2/2020	DEP	Fastenal		\$	420.20 dep	\$ 108,722.16
2	11/2/2020	4652	Bill Leibee	wages	\$	(176.47) w	\$ 108,545.69
3	11/2/2020	4651	Brad Drog	wages	\$	(1,148.39) w	\$ 107,397.30
4	11/2/2020	4653	Marchel Kelley	wages	\$	(388.88) w	\$ 107,008.42
5	11/2/2020	4655	Ace Hardware	micellaneous	\$	(65.39) mi	\$ 106,943.03
6	11/2/2020	4658	Huff Transport	2 loads glass	\$	(2,800.00) tr	\$ 104,143.03
7	11/2/2020	4650	Don Verger	wages and insurance	\$	(1,837.10) w	\$ 102,305.93
8	11/2/2020	4657	St John the Baptist	200 pounds aluminum	\$	(50.00) pa	\$ 102,255.93
9	11/9/2020	EFTPS	monthly IRS		\$	(1,480.36) irs	\$ 100,775.57
10	11/2/2020	4659	RMP	electricity	\$	(67.27) ut	\$ 100,708.30
11	11/2/2020	4656	Joint Powers Fuel	fuel	\$	(133.86) fu	\$ 100,574.44
12	11/9/2020	4660	City of Buffalo	AT&T	\$	(28.56) ut	\$ 100,545.88
12	11/9/2020	4660	City of Buffalo	oil change-new U joints & transfer seal	\$	(171.63) ma	\$ 100,374.25
12	11/9/2020	4660	City of Buffalo	MDU	\$	(23.06) ut	\$ 100,351.19
13	11/16/2020	DEP	Schnitzer	18,900 pounds alumin to Billings @ \$.42	\$	7,938.00 dep	\$ 108,289.19
13	11/16/2020	DEP	Interwest Paper Inc.		\$	780.18 dep	\$ 109,069.37
14	11/16/2020	4663	Bill Leibee	wages	\$	(218.96) w	\$ 108,850.41
15	11/16/2020	4662	Brad Drog	wages	\$	(1,054.65) w	\$ 107,795.76
16	11/16/2020	4664	Marchel Kelley	wages	\$	(341.09) w	\$ 107,454.67
17	11/2/2020	4654	Bob Conley	wages	\$	(207.87) w	\$ 107,246.80
18	10/16/2020	4647	Bob Conley	wages	\$	(285.45) w	\$ 106,961.35
19	11/16/2020	4665	Bob Conley	wages	\$	(290.30) w	\$ 106,671.05
20	10/1/2020	4641	Bob Conley	wages	\$	(333.93) w	\$ 106,337.12
21	11/16/2020	4667	Huff Transport	18,900 pounds alumin to Billings @ \$.42	\$	(800.00) tr	\$ 105,537.12
22	11/16/2020	4661	Don Verger	wages and insurance	\$	(1,679.19) w	\$ 103,857.93
23	11/30/2020	DEP	First Northern	interest	\$	4.24 dep	\$ 103,862.17
30	11/16/2020	4668	Joint Powers Fuel	fuel	\$	(173.01) fu	
BALANCE		11/31/2020					\$ 103,862.17
					TOTAL OUTFLOWS	\$ 13,582.41	
					TOTAL INFLOWS	\$ 10,362.37	

PO Box 400
Buffalo WY 82834



Date 11/30/20 Page 1 of 2
ACCOUNT NUMBER 806862
ENCLOSURES 20

1522945

BUFFALO JOHNSON CO RECYCLING JPB
550 BUTTE ST
BUFFALO WY 82834

Checking Account

BUSINESS INTEREST CHECKING		NUMBER OF ENCLOSURES	20
ACCOUNT NUMBER	806862	Statement Dates	11/01/20 thru 11/30/20
PREVIOUS BALANCE	107,082.21	DAYS IN THE STATEMENT PERIOD	30
2 DEPOSITS/CREDITS	10,358.13	AVERAGE LEDGER	103,198
20 CHECKS/DEBITS	13,582.41	AVERAGE COLLECTED	103,198
SERVICE CHARGE	.00	Interest Earned	4.24
INTEREST PAID	4.24	Annual Percentage Yield Earned	0.05%
ENDING BALANCE	103,862.17	2020 Interest Paid	25.16

ACTIVITY IN DATE ORDER

DATE	DESCRIPTION	AMOUNT	BALANCE
1 11/02	DDA REGULAR DEPOSIT	1,639.95 CR	108,722.16
2 11/02	DDA DEBIT MEMO 4652	176.47-	108,545.69
3 11/02	DDA DEBIT MEMO 4651	1,148.39-	107,397.30
4 11/02	DDA CHECK # 4653	388.88-	107,008.42
5 11/03	DDA CHECK # 4655	65.39-	106,943.03
6 11/03	DDA CHECK # 4658	2,800.00-	104,143.03
7 11/04	DDA CHECK # 4650	1,837.10-	102,305.93
8 11/05	DDA CHECK # 4657	50.00-	102,255.93
9 11/09	USATAXPYMT IRS 3387702000 11/09/20 ID #-270071403811147 TRACE #-061036010010406	1,480.36-	100,775.57
10 11/09	Payment Rocky Mtn Power 1930246090 11/09/20 CHECK#-4659 TRACE #-042000013091243	67.27-	100,708.30
11 11/10	DDA CHECK # 4656	133.86-	100,574.44
12 11/12	DDA CHECK # 4660	223.25-	100,351.19
13 11/16	DDA REGULAR DEPOSIT	8,718.18 CR	109,069.37
14 11/16	DDA DEBIT MEMO 4663	218.96-	108,850.41
15 11/16	DDA DEBIT MEMO 4662	1,054.65-	107,795.76
16 11/16	DDA CHECK # 4664	341.09-	107,454.67
17 11/17	DDA CHECK # 4654	207.87-	107,246.80
18 11/17	DDA CHECK # 4647	285.45-	106,961.35
19 11/17	DDA CHECK # 4665	290.30-	106,671.05
20 11/17	DDA CHECK # 4641	333.93-	106,337.12
21 11/17	DDA CHECK # 4666	800.00-	105,537.12
22 11/18	DDA CHECK # 4661	1,679.19-	103,857.93
23 11/30	INTEREST PAID 30 DAYS	4.24 IN	103,862.17