

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

Call to Order: 5:15 pm

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

Visitors:

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 on both

Treasurer's Report/Discussion: Started at 44k in the bank for the month. Sold 2 loads of cardboard. FY-end 2021 cash on hand ~\$35k, up ~\$9k from FY-end 2020. FY 2021 total product sales and 1% funding ~\$157k. FY 2021 total wages, operating expenses and cost of goods sold ~\$148k. 2nd Qtr 2021 IRS Form 941 quarterly report due in July. Jennifer and Dave working on it. 2nd Qtr 2021 Wyoming Workforce Services unemployment and workman's comp quarterly payment and report due in July. Did not receive a bill from the City of Buffalo this month.

Foreman's Report: (Was the monthly safety meeting completed?) Markets up. Cardboard is now 170 a ton. Mixed paper up 5, loose up 10, office paper up 10. Aluminum up as well. Plastics: #1 up 10 dollars #2 is up 60 dollars.

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

- 1 hour added to Friday- probably drop back in September to regular 5 days a week 8-5.

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- Julie from the City said we've been approved for 60k, county is meeting July 19th
2. Holiday and Vacation Pay policy documentation.- Bill is working on it, Dave may assist. Policy in the works
3. Loading dock repairs- Phil met with contractor, waiting to hear more
4. Updates on scheduling

Next Meeting (date, place and time): August 9th, 2021 5:15pm at the center

Meeting Adjourned: 5:49 pm

Minutes submitted by and date: Jess McDermott 7/12/2021

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 RECYCLE CENTER
INCOME - EXPENSE SUMMARY

2020-2021 Fiscal Year

	July	August	September	October	November	December	January	February	March	April	May	June	Fiscal YTD
FNB ACCOUNT BALANCE													
Beginning	\$27,011.07	\$17,633.34	\$126,719.55	\$117,559.68	\$107,082.21	\$103,862.17	\$88,679.93	\$81,237.99	\$72,605.23	\$64,044.78	\$48,993.20	\$43,910.46	
Ending	\$17,633.34	\$126,719.55	\$117,559.68	\$107,082.21	\$103,862.17	\$88,679.93	\$81,237.99	\$72,605.23	\$64,044.78	\$48,993.20	\$43,910.46	\$35,707.96	
Difference	(\$9,377.73)	\$109,086.21	(\$9,159.87)	(\$10,477.47)	(\$3,220.04)	(\$15,182.24)	(\$7,441.94)	(\$8,632.76)	(\$8,560.45)	(\$15,051.58)	(\$5,082.74)	(\$8,202.50)	
CASH IN/(OUT)													
Income	\$1,818.19	\$119,878.91	\$2,434.58	\$799.56	\$10,362.37	\$996.45	\$3,009.93	\$840.49	\$2,023.62	\$3,605.97	\$6,765.75	\$4,568.00	\$157,103.82
Expense	(\$11,195.92)	(\$10,762.70)	(\$11,594.45)	(\$11,277.03)	(\$13,582.41)	(\$16,178.69)	(\$10,451.87)	(\$9,473.25)	(\$10,584.07)	(\$18,657.55)	(\$11,848.49)	(\$12,770.50)	(\$148,376.93)
Difference	(\$9,377.73)	\$109,116.21	(\$9,159.87)	(\$10,477.47)	(\$3,220.04)	(\$15,182.24)	(\$7,441.94)	(\$8,632.76)	(\$8,560.45)	(\$15,051.58)	(\$5,082.74)	(\$8,202.50)	\$8,726.89
INCOME													
City 1%		\$48,000.00											\$48,000.00
County 1%		\$70,000.00											\$70,000.00
Product Sales	\$1,817.30	\$1,875.05	\$2,429.60	\$794.83	\$10,358.13	\$992.44	\$3,006.35	\$837.60	\$2,020.78	\$3,603.68	\$6,763.90	\$4,566.53	\$39,066.19
Interest	\$0.89	\$3.86	\$4.98	\$4.73	\$4.24	\$4.01	\$3.58	\$2.89	\$2.84	\$2.29	\$1.85	\$1.47	\$37.63
Total For Month	\$1,818.19	\$119,878.91	\$2,434.58	\$799.56	\$10,362.37	\$996.45	\$3,009.93	\$840.49	\$2,023.62	\$3,605.97	\$6,765.75	\$4,568.00	\$157,103.82
EXPENSES													
Fuel Pickups	\$245.05	\$130.10		\$204.64	\$133.86	\$346.37		\$248.91	\$322.16	\$233.02	\$227.25	\$158.10	\$2,249.46
Improvements													\$0.00
IRS taxes/payroll expenses	\$1,630.04	\$1,480.37	\$1,868.72	\$1,568.86	\$1,480.36	\$1,524.04	\$1,602.42	\$1,556.88	\$877.16	\$4,034.12	\$2,472.04	\$1,122.08	\$21,217.09
Maintenance & Repair			\$48.97		\$171.63	\$1,623.60	\$14.91	\$260.20	\$126.48	\$237.85	\$574.51		\$3,058.15
Misc. Operating Supplies	\$101.55	\$124.96	\$255.47	\$141.14	\$65.39	\$223.99	\$132.86		\$237.02	\$1,350.57	\$27.50	\$3,067.77	\$5,728.22
New Trailer		\$37.50											\$37.50
Office Supplies/Bookkeeping			\$110.00			\$91.73		\$90.00	\$195.00	\$270.00	\$169.07	\$74.00	\$999.80
Purchase Aluminum	\$45.00		\$45.00	\$149.25	\$50.00	\$50.00	\$248.50			\$185.00			\$772.75
State unemployment	\$14.62			\$23.58				\$23.58			\$728.67		\$790.45
State Workmans Comp	\$368.77		\$475.84	\$608.86				\$608.86			\$91.65	\$8.98	\$2,162.96
Training													\$0.00
Trucking	\$1,100.00	\$1,200.00	\$1,100.00	\$1,100.00	\$3,600.00	\$5,500.00			\$1,100.00	\$3,000.00	\$1,800.00	\$1,200.00	\$20,700.00
Utilities/telephone	\$71.77	\$154.95	\$106.31	\$120.89	\$118.89	\$138.85	\$178.10	\$226.11	\$355.58	\$124.63	\$286.39	\$70.33	\$1,952.80
Wages (net)	\$7,319.12	\$7,334.82	\$7,284.14	\$7,059.81	\$7,662.28	\$6,380.11	\$7,975.08	\$6,158.71	\$7,070.67	\$8,922.36	\$5,171.41	\$6,769.24	\$85,107.75
Wages (health)	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,600.00
Total For Month	\$11,195.92	\$10,762.70	\$11,594.45	\$11,277.03	\$13,582.41	\$16,178.69	\$10,451.87	\$9,473.25	\$10,584.07	\$18,657.55	\$11,848.49	\$12,770.50	\$148,376.93

Buffalo - Johnson County Recycling JPB

Balance Sheet
As of June 30, 2021

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Bank		35,545.79
Total Bank Accounts		\$35,545.79
Total Current Assets		\$35,545.79
TOTAL ASSETS		\$35,545.79
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Check Writing Errors		0.00
Payroll Liabilities		743.34
Total Other Current Liabilities		\$743.34
Total Current Liabilities		\$743.34
Total Liabilities		\$743.34
Equity		
Opening Balance Equity		0.00
Retained Earnings		177,735.31
Net Income		-142,932.86
Total Equity		\$34,802.45
TOTAL LIABILITIES AND EQUITY		\$35,545.79

Buffalo-Johnson County Recycling JPB								
Product Sales / Market Recap (1)								
Customer	Delivery		Product	Weight (lbs)	Price (\$/ton)	Gross (\$)	Freight (\$)	Net (\$)
	Date	Loaction						
Molson Coors	16-Oct	FOB Golden	Glass	37,540	55	\$1,032.35	\$1,400.00	(\$367.65)
				36,720	55	\$1,009.80	\$1,400.00	(\$390.20)
Molson Coors	20-Oct	FOB Golden	Glass	44,280	55	\$1,217.70	\$1,400.00	(\$182.30)
				40,600	55	\$1,116.50	\$1,400.00	(\$283.50)
			Total ==>>	159,140		\$4,376.35	\$5,600.00	(\$1,223.65)
Centennial Recycling	9-Mar	FOB Buffalo	Cardboard	41,740	45	\$939.15	\$0.00	\$939.15
Interwest Paper	10-Mar	FOB Salt Lake	HDPE #2	2,126	100	\$106.30	\$58.06	\$48.24
			PETE #1	3,046	40	\$60.92	\$83.19	(\$22.27)
			Tin	4,309	45	\$96.95	\$117.68	(\$20.73)
			Mixed Paper	31,361	30	\$470.42	\$856.47	(\$386.05)
			Office Paper	3,358	60	\$100.74	\$91.71	\$9.03
			Total ==>>	44,200		\$835.33	\$1,200.00	(\$371.77)
WestRock	25-Mar	FOB St. Paul	Cardboard	43,040	85	\$1,829.20	\$1,800.00	\$29.20
Centennial Recycling	14-Apr	FOB Buffalo	Cardboard	43,160	55	\$1,186.90	\$0.00	\$1,186.90
Centennial Recycling	30-Apr	FOB Buffalo	Cardboard	43,660	55	\$1,200.65	\$0.00	\$1,200.65
WestRock	5-May	FOB St. Paul	Cardboard	43,760	100	\$2,188.00	\$1,800.00	\$388.00
Interwest Paper	7-May	FOB Salt Lake	HDPE #2	2,227	140	\$155.89	\$60.82	\$95.07
			PETE #1	3,054	50	\$76.35	\$83.40	(\$7.05)
			Tin	2,336	80	\$93.44	\$63.80	\$29.64
			Mixed Paper	33,196	40	\$663.92	\$906.58	(\$242.66)
			Office Paper	2,416	100	\$120.80	\$65.98	\$54.82
			Styrofoam	711	60	\$21.33	\$19.42	\$1.91
			Total ==>>	43,940		\$1,131.73	\$1,200.00	(\$68.27)
Centennial Recycling	25-May	FOB Buffalo	Cardboard	41,560	60	\$1,246.80	\$0.00	\$1,246.80
			Corrected ==>>			Monday, July 26, 2021		
(1) 2nd Qtr 2021 Revenue Receipts			June 2021 Revenue Receipts			Wednesday, July 07, 2021		

Buffalo - Johnson County Recycling JPB

Profit and Loss

June 2021

	TOTAL
Income	
Sales	
Sales-Cardboard	3,434.80
Sales-Mixed Paper (Loose)	663.92
Sales-Office Paper (Baled)	120.80
Sales-Plastic HDPE	155.89
Sales-Plastic PETE	76.35
Sales-Styrofoam	21.33
Sales-Tin	93.44
Total Sales	4,566.53
Total Income	\$4,566.53
GROSS PROFIT	\$4,566.53
Expenses	
Bookkeeping	74.00
Insurance Expense	150.00
Payroll Expenses	302.17
Workman's Compensation	8.98
Total Payroll Expenses	311.15
Payroll Wage Expenses	3,950.13
Supplies	67.86
Utilities	
Electricity	70.33
Total Utilities	70.33
Vehicle Expense	158.10
Total Expenses	\$4,781.57
NET OPERATING INCOME	\$ -215.04
Other Income	
Interest Income	1.47
Total Other Income	\$1.47
NET OTHER INCOME	\$1.47
NET INCOME	\$ -213.57

Buffalo - Johnson County Recycling JPB

Bank, Period Ending 06/30/2021

RECONCILIATION REPORT

Reconciled on: 07/04/2021

Reconciled by: Dave Smith

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

Summary

USD

Statement beginning balance	43,910.46
Interest earned	1.47
Checks and payments cleared (20)	-12,770.50
Deposits and other credits cleared (3)	4,566.53
Statement ending balance	35,707.96

Uncleared transactions as of 06/30/2021	-162.17
Register balance as of 06/30/2021	35,545.79
Cleared transactions after 06/30/2021	0.00
Uncleared transactions after 06/30/2021	-4,445.63
Register balance as of 07/04/2021	31,100.16

Details

Checks and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/23/2021	Check	4779	DSV Road, Inc.	-1,200.00
05/27/2021	Check	4781	Recycle Systems, LLC	-3,067.77
05/31/2021	Check	4785	William G Leibee.	-175.23
05/31/2021	Check	4788	Colter J Young.	-220.95
05/31/2021	Check	4787	Donald W Verger.	-983.47
05/31/2021	Check	4786	Eric D Sack.	-441.20
05/31/2021	Check	4784	Ann M Kelly.	-392.95
05/31/2021	Check	4782	Robert F Conley.	-119.14
05/31/2021	Check	4783	Bradly J Drog.	-1,077.34
06/01/2021	Check	4789	Accounting by THE BOOK LLC	-74.00
06/10/2021	Check	4791	Joint Powers Fuel	-158.10
06/10/2021	Check	4790	Rocky Mountain Power	-70.33
06/15/2021	Check	ach	United States Treasury	-1,122.08
06/15/2021	Check	4792	Wyoming Dept. of Workforce ...	-8.98
06/16/2021	Check	4793	Charles Burd	-71.11
06/16/2021	Check	4798	Colter J Young.	-688.64
06/16/2021	Check	4797	Donald W Verger.	-1,994.43
06/16/2021	Check	4796	Eric D Sack.	-320.00
06/16/2021	Check	4795	William G Leibee.	-84.97
06/16/2021	Check	4794	Ann M Kelly.	-499.81

Total -12,770.50

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/11/2021	Deposit		Interwest Paper	1,131.73
06/29/2021	Deposit		Westrock	2,188.00
06/29/2021	Deposit		Centenial Recycling	1,246.80

Total 4,566.53

Additional Information

Uncleared checks and payments as of 06/30/2021

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

Total	-162.17
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Uncleared checks and payments after 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2021	Check	4803	William G Leibee.	-138.06
07/01/2021	Check	4804	Eric D Sack.	-528.32
07/01/2021	Check	4805	Donald W Verger.	-1,879.84
07/01/2021	Check	4802	Ann M Kelly.	-523.36
07/01/2021	Check	4800	Accounting by THE BOOK LLC	-74.00
07/01/2021	Check	4806	Colter J Young.	-76.18
07/01/2021	Check	4801	Charles Burd	-482.53
07/15/2021	Check	ach	EFTPS	-743.34

Total	-4,445.63
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