

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
June 14, 2021

Call to Order: 5:15pm

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

Visitors: Bob Perry, 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: Bill motion to pass, Dave seconds. No comments

Treasurer's Report/Discussion: started at almost 49k, closed month with 44k in the account. 7700 of unclothed checks out. 3k is bailing wire. 35-36k left all expenses considered. Trucking glass to Denver costs 1400. Aluminum being purchased is still a net positive after trucking costs. Last 4 loads of glass we have not broken even. Options on bailing material to get more profit from it

Foreman's Report: (Was the monthly safety meeting completed?) Things are going well. Brad left. New employee started, another guy in part time. Prices are good right now. Aluminum at 45 cents. Cardboard is doing well too. One machine is making noise again. Safety meeting done.

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

1. Proposed FY 2022 Electronic Budget Form submitted June 1 to City, County and State of Wyo Dept of Audit. Auditors say our report was good. Once the Budget is approved we will update and send in the forms again. City and County are supposed to submit to the state for us since they are responsible for our budget.
2. Holiday and Vacation Pay policy. We decided to pay the major holidays for full time employees. Bill will put together an info sheet for holiday pay.
3. Loading dock repairs. Loading dock has sunk a few inches. Needs to be fixed. Guy in Hulett.
4. Schedule for FY 2022 Budget hearings/meetings with City and County? 1% percent hearing done. Meeting with the City has not happened yet.
5. extend Accounting by The Book services through FY 2022 (6/30/22). We will continue using the service for now, unknown if we will continue for the entire FY 2022.
6. Recycling Revolution email- new plastic market? Table for later.
7. Used recycling equipment auction- no money no space.

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

1. MolsonCoors glass payment received on May 27th (\$4376)
2. Continuing conversation on employee scheduling from last meeting- ongoing. Issues to be resolved before we adjust the schedule. Phil will work with Don on scheduling over the next month and come up with solutions.
3. Any updates on 1% request- Bill presented

Next Meeting (date, place and time): July 12th at Center 5:15pm

Meeting Adjourned: 6:47pm

Minutes submitted by and date: Jess McDermott 6/14/2021

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	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	
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	
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)	
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	\$152,535.82
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)	(\$135,606.43)
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)	\$16,929.39
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	\$34,499.66
Interest	\$0.89	\$3.86	\$4.98	\$4.73	\$4.24	\$4.01	\$3.58	\$2.89	\$2.84	\$2.29	\$1.85	\$36.16
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	\$152,535.82
EXPENSES												
Fuel Pickups	\$245.05	\$130.10		\$204.64	\$133.86	\$346.37		\$248.91	\$322.16	\$233.02	\$227.25	\$2,091.36
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	\$20,095.01
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	\$2,660.45
New Trailer		\$37.50										\$37.50
Office Supplies/Bookkeeping			\$110.00			\$91.73		\$90.00	\$195.00	\$270.00	\$169.07	\$925.80
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	\$2,153.98
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	\$19,500.00
Utilities/telephone	\$71.77	\$154.95	\$106.31	\$120.89	\$118.89	\$138.85	\$178.10	\$226.11	\$355.58	\$124.63	\$286.39	\$1,882.47
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	\$78,338.51
Wages (health)	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,300.00
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	\$135,606.43

Buffalo - Johnson County Recycling JPB

Balance Sheet
As of May 31, 2021

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Bank		36,138.10
Total Bank Accounts		\$36,138.10
Total Current Assets		\$36,138.10
TOTAL ASSETS		\$36,138.10
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Check Writing Errors		0.00
Payroll Liabilities		1,122.08
Total Other Current Liabilities		\$1,122.08
Total Current Liabilities		\$1,122.08
Total Liabilities		\$1,122.08
Equity		
Opening Balance Equity		0.00
Retained Earnings		83,812.38
Net Income		-48,796.36
Total Equity		\$35,016.02
TOTAL LIABILITIES AND EQUITY		\$36,138.10

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
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	7-May	FOB St. Paul	Cardboard	(pending)			\$1,800.00	
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)
(1) 2nd Qtr 2021 Revenue Receipts			Sunday, June 13, 2021					

Buffalo - Johnson County Recycling JPB

Profit and Loss

May 2021

	TOTAL
Income	
Sales	
Sales-Cardboard	2,387.55
Sales-Glass	4,376.35
Total Sales	6,763.90
Total Income	\$6,763.90
GROSS PROFIT	\$6,763.90
Expenses	
Freight	3,000.00
Insurance Expense	300.00
Payroll Expenses	539.54
Unemployment Insurance	12.89
Total Payroll Expenses	552.43
Payroll Wage Expenses	7,052.63
Repairs and Maintenance	574.51
Supplies	3,095.27
Utilities	
Electricity	74.31
Natural Gas	183.00
Telephone	29.08
Total Utilities	286.39
Vehicle Expense	227.25
Total Expenses	\$15,088.48
NET OPERATING INCOME	\$ -8,324.58
Other Income	
Interest Income	1.85
Total Other Income	\$1.85
NET OTHER INCOME	\$1.85
NET INCOME	\$ -8,322.73

Buffalo - Johnson County Recycling JPB

Bank, Period Ending 05/31/2021

RECONCILIATION REPORT

Reconciled on: 06/10/2021

Reconciled by: Dave Smith

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

Summary

USD

Statement beginning balance	48,993.20
Interest earned	1.85
Checks and payments cleared (18)	-11,848.49
Deposits and other credits cleared (2)	6,763.90
Statement ending balance	43,910.46

Uncleared transactions as of 05/31/2021	-7,772.36
Register balance as of 05/31/2021	36,138.10
Cleared transactions after 05/31/2021	0.00
Uncleared transactions after 05/31/2021	-292.78
Register balance as of 06/10/2021	35,845.32

Details

Checks and payments cleared (18)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2021	Expense	ach	Wyoming Dept. of Workforce ...	-747.08
04/30/2021	Check	4764	Ann M Kelly.	-390.31
04/30/2021	Check	4765	William G Leibee.	-42.49
04/30/2021	Check	4767	Donald W Verger.	-1,803.11
04/30/2021	Check	4761	Wyoming Dept. of Workforce ...	-60.35
04/30/2021	Check	4762	Accounting by THE BOOK LLC	-169.07
05/14/2021	Check	ach	United States Treasury	-2,472.04
05/16/2021	Expense	4773	Donald W Verger.	-1,279.29
05/16/2021	Check	4769	Bradly J Drog.	-1,035.48
05/16/2021	Expense	4770	Ann M Kelly.	-352.32
05/16/2021	Expense	4771	William G Leibee.	-180.54
05/16/2021	Expense	4772	Eric D Sack.	-387.87
05/17/2021	Check	4778	Wyoming Dept. of Workforce ...	-12.89
05/17/2021	Check	4777	Gonzalez Tranzport LLC	-1,800.00
05/17/2021	Check	4776	Joint Powers Fuel	-227.25
05/17/2021	Check	4775	City of Buffalo	-786.59
05/17/2021	Check	4774	Rocky Mountain Power	-74.31
05/24/2021	Check	4780	Ace Hardware	-27.50

Total -11,848.49

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/28/2021	Deposit		Centenial Recycling	2,387.55
05/28/2021	Deposit		Molson Coors Beverage Com...	4,376.35

Total 6,763.90

Additional Information

Uncleared checks and payments as of 05/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/16/2021	Check	4768	Robert F Conley.	-94.31
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	4788	Colter J Young.	-220.95
05/31/2021	Check	4787	Donald W Verger.	-983.47

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/31/2021	Check	4786	Eric D Sack.	-441.20
05/31/2021	Check	4784	Ann M Kelly.	-392.95
05/31/2021	Check	4783	Bradly J Drog.	-1,077.34
05/31/2021	Check	4782	Robert F Conley.	-119.14
05/31/2021	Check	4785	William G Leibee.	-175.23
Total				-7,772.36

Uncleared checks and payments after 05/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
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	EFTPS	-1,122.08
Total				-1,424.51

Uncleared deposits and other credits after 05/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/11/2021	Deposit		Interwest Paper	1,131.73
Total				1,131.73