

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

Call to Order: Jess 5:15 pm via Zoom

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

Visitors: Bob Fox Landfill Manager

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: Kim motions to approve minutes, David seconds. Bill motions to approve yearly treasurer's spreadsheet, Jess seconds David agrees.

Treasurer's Report/Discussion: Submit the yearly report to the County. Members will do a more detailed review and bring up any red flags.

Foreman's Report: (Was the monthly safety meeting completed?) No updates, monthly safety was done

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

1. Treasurer's position- Bill's name added to account. Needing 2 signatures on checks. Julie offered to be second signator. David is willing to take the treasurer position and wants to meet with Marv to get some more info. Bill motions to move David in the treasurer's position, Jess seconds. New W-2s filled out.
2. We should be paying overtime, hours need to be cut off at 40/week so no overtime is worked.
3. Third party role in finances during treasurer transition: By the Book. We don't want to keep using the service, it's an outflow of our budget. Jennifer is on top of the quarterly reports to the IRS.
4. Get fire extinguishers checked in January – confirm? They were inspected
5. Future Buffalo Bulletin coverage is up in the air, Mara has taken a new position

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
2. Any updates on 1% request?- No updates
3. Bill's contact info is on the County website for anyone looking to join a meeting or to be placed on the agenda. Bill will let anyone who reaches out know how we are meeting each month, Zoom or in person.

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

Meeting Adjourned: 5:54 pm

Minutes submitted by and date: Jess McDermott 3/8/2021

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. 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 2020: 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

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Balance Sheet

As of February 28, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank	70,841.09
Total Bank Accounts	\$70,841.09
Total Current Assets	\$70,841.09
TOTAL ASSETS	\$70,841.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,082.65
Total Other Current Liabilities	\$1,082.65
Total Current Liabilities	\$1,082.65
Total Liabilities	\$1,082.65
Equity	
Opening Balance Equity	0.00
Retained Earnings	83,639.37
Net Income	-13,880.93
Total Equity	\$69,758.44
TOTAL LIABILITIES AND EQUITY	\$70,841.09

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Profit and Loss

February 2021

	TOTAL
Income	
Sales	837.60
Total Income	\$837.60
GROSS PROFIT	\$837.60
Expenses	
Bookkeeping	90.00
Freight	1,100.00
Insurance Expense	150.00
Payroll Expenses	380.69
Payroll Wage Expenses	4,033.88
Repairs and Maintenance	260.20
Utilities	
Electricity	75.99
Natural Gas	92.66
Telephone	57.46
Total Utilities	226.11
Vehicle Expense	248.91
Total Expenses	\$6,489.79
NET OPERATING INCOME	\$ -5,652.19
Other Income	
Interest Income	2.89
Total Other Income	\$2.89
NET OTHER INCOME	\$2.89
NET INCOME	\$ -5,649.30

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Bank, Period Ending 02/28/2021

RECONCILIATION REPORT

Reconciled on: 03/29/2021

Reconciled by: Dave Smith

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

Summary	USD
Statement beginning balance.....	81,237.99
Interest earned.....	2.89
Checks and payments cleared (16).....	-9,473.25
Deposits and other credits cleared (1).....	837.60
Statement ending balance.....	<u>72,605.23</u>
Uncleared transactions as of 02/28/2021.....	-1,764.14
Register balance as of 02/28/2021.....	70,841.09
Cleared transactions after 02/28/2021.....	0.00
Uncleared transactions after 02/28/2021.....	-8,650.33
Register balance as of 03/29/2021.....	62,190.76

Details

Checks and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2021	Check	4704	Donald W Verger	-1,679.19
01/31/2021	Check	4706	William G Leibee	-123.99
01/31/2021	Check	4707	Ann M Kelley	-347.02
01/31/2021	Check	4705	Bradly J Drog	-941.26
01/31/2021	Expense		Workforce Services	-632.44
02/01/2021	Check	4709	Accounting by THE BOOK LLC	-90.00
02/08/2021	Check	ach	United States Treasury	-1,556.88
02/16/2021	Check	4715	City of Buffalo	-215.19
02/16/2021	Check	4712	Joint Powers Fuel	-248.91
02/16/2021	Check	4718	Bradly J Drog	-1,061.78
02/16/2021	Check	4713	Swede's Fire Extinguisher	-108.75
02/16/2021	Check	4716	Ann M Kelley	-349.68
02/16/2021	Check	4711	Rocky Mountain Power	-75.99
02/16/2021	Check	4710	Shane Electric	-86.38
02/16/2021	Check	4720	Donald W Verger	-1,837.10
02/16/2021	Check	4721	William G Leibee	-118.69
Total				-9,473.25

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/16/2021	Deposit		Centenial Recycling	837.60

Total

837.60
