

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
May 10, 2021

Call to Order: 5:15 pm at Center, Zoom call also for members who could not be present

Board Members Present: Bill, Jess, Kim, Phil, Dave

Visitors: Alex Hargrave, Bob Fox

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 moves to approve, Phil seconds

Treasurer's Report/Discussion: Profit/loss \$3600 in sales mostly cardboard, payroll, IRS back payment for taxes, penalties and interest, some paychecks went through early (3 payments in April) driving expenses for the month higher than normal. \$43k left in account after liabilities, should make it through the fiscal year.

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

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

1. 1Q21 IRS Form 941 qtrly report filed.
2. 1Q21 Wyo Workforce qtrly report filed.
3. 4Q20 Wyo Workforce qtrly report filed late (due 1/31/21) and amount owed trued-up. Slight discrepancy when Marv made payment, but that has been corrected
4. Accounts Receivable; Some progress communicating with MolsonCoors regarding late payment for October 2020 glass shipment. However, payment is still outstanding. Dave will check if we have a check from them.
5. Treasurer transition; Dave now has all of Marv's files and will be reviewing/organizing them in the coming months. Possibility of storing files at the center, tossing out anything older than 10 years
6. Non-payment of 1Q17 payroll taxes; Records review confirmed payment was not made in February 2017. Late payment plus penalty and interest (~\$2500) sent to the IRS on 4/19/21.
7. Census Bureau survey; Completed.
8. Online banking at First Northern is now set up. Helpful for the treasurer to access accounts remotely. Recurring bills might be set up for auto pay, but the city receives certain utility bills rather than the center itself.
9. Budget forms for the state- Dave is working on it.
10. IRS did not have the 3rdQ 2017 quarterly report- Dave is looking through old files.
11. FY22 budget story- Bulletin editor asking for a story on our budget when it comes out. We may need to ask for 1% funding sooner if it is supposed to be dispersed in August.
12. Timecards need to be picked up Friday and given to Jennifer- Bill will do this at the end of the day Friday
13. Currently not paying for overtime worked. Don is working 9hrs/day. Dave motions to pay Don overtime, Phil seconds. All board members in favor. Bill has discussed with Don about working the schedule around so that he isn't working overtime. Can other workers either open or close so that Don isn't working overtime? Could knock center hours from 9-4 or 4 10 hour days to reduce overtime. Table this scheduling discussion for the next meeting.
14. Markets are up on recyclables

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

15. Follow up on decisions for local aluminum purchases- Veterans and Catholic Church. Need to figure out what to do if another organization approaches us wanting to sell cans. We can decide what to do if/when the issue comes up in the future. Revisit when we have more data.
16. Have we been paid for the 3 loads of glass that went down to Coors in Colorado?- No, but getting closer. Dave has been in contact with Coors
17. Any updates on 1% request- still waiting to hear back

Next Meeting (date, place and time): June 14th 5:15 at Center

Meeting Adjourned: 6:23 pm

Minutes submitted by and date: Jess McDermott 5/10/2021

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	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	
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	
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)	
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	\$145,770.07
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)	(\$123,757.94)
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)	\$22,012.13
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	\$27,735.76
Interest	\$0.89	\$3.86	\$4.98	\$4.73	\$4.24	\$4.01	\$3.58	\$2.89	\$2.84	\$2.29	\$34.31
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	\$145,770.07
EXPENSES											
Fuel Pickups	\$245.05	\$130.10		\$204.64	\$133.86	\$346.37		\$248.91	\$322.16	\$233.02	\$1,864.11
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	\$17,622.97
Maintenance & Repair			\$48.97		\$171.63	\$1,623.60	\$14.91	\$260.20	\$126.48	\$237.85	\$2,483.64
Misc. Operating Supplies	\$101.55	\$124.96	\$255.47	\$141.14	\$65.39	\$223.99	\$132.86		\$237.02	\$1,350.57	\$2,632.95
New Trailer		\$37.50									\$37.50
Office Supplies/Bookkeeping			\$110.00			\$91.73		\$90.00	\$195.00	\$270.00	\$756.73
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			\$61.78
State Workmans Comp	\$368.77		\$475.84	\$608.86				\$608.86			\$2,062.33
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	\$17,700.00
Utilities/telephone	\$71.77	\$154.95	\$106.31	\$120.89	\$118.89	\$138.85	\$178.10	\$226.11	\$355.58	\$124.63	\$1,596.08
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	\$73,167.10
Wages (health)	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,000.00
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	\$123,757.94

Buffalo - Johnson County Recycling JPB

Balance Sheet

As of May 2, 2021

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Bank		45,780.79
Total Bank Accounts		\$45,780.79
Total Current Assets		\$45,780.79
TOTAL ASSETS		\$45,780.79
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Check Writing Errors		-30.00
Payroll Liabilities		2,472.04
Total Other Current Liabilities		\$2,442.04
Total Current Liabilities		\$2,442.04
Total Liabilities		\$2,442.04
Equity		
Opening Balance Equity		0.00
Retained Earnings		83,812.38
Net Income		-40,473.63
Total Equity		\$43,338.75
TOTAL LIABILITIES AND EQUITY		\$45,780.79

Buffalo - Johnson County Recycling JPB

Profit and Loss

April 2021

	TOTAL
Income	
Sales	
Sales-Cardboard	2,768.35
Sales-Mixed Paper	571.16
Sales-Plastic HDPE	106.30
Sales-Plastic PETE	60.92
Sales-Tin	96.95
Total Sales	3,603.68
Total Income	\$3,603.68
GROSS PROFIT	\$3,603.68
Expenses	
Aluminum Purchases	185.00
Bookkeeping	439.07
Freight	3,000.00
Insurance Expense	450.00
Payroll Expenses	3,538.00
Unemployment Insurance	715.78
Workman's Compensation	91.65
Total Payroll Expenses	4,345.43
Payroll Wage Expenses	12,268.26
Repairs and Maintenance	237.85
Supplies	1,350.57
Utilities	
Electricity	95.64
Telephone	28.99
Total Utilities	124.63
Vehicle Expense	233.02
Total Expenses	\$22,633.83
NET OPERATING INCOME	\$ -19,030.15
Other Income	
Interest Income	2.29
Total Other Income	\$2.29
NET OTHER INCOME	\$2.29
NET INCOME	\$ -19,027.86

Buffalo - Johnson County Recycling JPB

Bank, Period Ending 04/30/2021

RECONCILIATION REPORT

Reconciled on: 05/02/2021

Reconciled by: Dave Smith

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

Summary

USD

Statement beginning balance	64,044.78
Interest earned	2.29
Checks and payments cleared (24)	-17,822.22
Deposits and other credits cleared (2)	2,768.35
Statement ending balance	48,993.20

Uncleared transactions as of 04/30/2021	-3,212.41
Register balance as of 04/30/2021	45,780.79
Cleared transactions after 04/30/2021	0.00
Uncleared transactions after 04/30/2021	-2,472.04
Register balance as of 05/02/2021	43,308.75

Details

Checks and payments cleared (24)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/16/2021	Check	4730	Robert F Conley	-243.23
04/01/2021	Expense	4744	Ann M Kelly.	-441.54
04/01/2021	Expense	4742	Bradly J Drog.	-1,174.29
04/01/2021	Expense	4743	Eric D Sack.	-421.81
04/01/2021	Expense	4745	William G Leibee.	-180.55
04/01/2021	Expense	4741	Donald W Verger.	-1,756.46
04/01/2021	Check	4746	Accounting by THE BOOK LLC	-270.00
04/09/2021	Check	4747	Gonzalez Tranzport LLC	-1,800.00
04/09/2021	Check	4748	Interwest Paper, Inc	-1,564.67
04/09/2021	Check	4749	City of Buffalo	-296.21
04/09/2021	Check	4750	Rocky Mountain Power	-95.64
04/15/2021	Check	ach	United States Treasury	-1,434.64
04/16/2021	Check	4753	Eric D Sack.	-544.71
04/16/2021	Check	4755	William G Leibee.	-164.61
04/16/2021	Check	4754	Ann M Kelly.	-382.32
04/16/2021	Check	4752	Bradly J Drog.	-1,127.03
04/16/2021	Check	4751	Donald W Verger.	-1,381.34
04/16/2021	Check	4758	Joint Powers Fuel	-233.02
04/16/2021	Check	4757	St. John The Baptist Church	-65.00
04/16/2021	Check	4756	Veterans' Home of Wyoming	-120.00
04/19/2021	Check	4759	United States Treasury	-2,599.48
04/22/2021	Check	4760	Ace Hardware	-121.20
04/30/2021	Check	4766	Eric D Sack.	-349.08
04/30/2021	Check	4763	Bradly J Drog.	-1,055.39

Total -17,822.22

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/26/2021	Deposit		Westrock	1,829.20
04/27/2021	Deposit		Centenial Recycling	939.15

Total 2,768.35

Additional Information

Uncleared checks and payments as of 04/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2021	Check	4767	Donald W Verger.	-1,803.11
04/30/2021	Check	4765	William G Leibee.	-42.49
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	4762	Accounting by THE BOOK LLC	-169.07
04/30/2021	Check	4761	Wyoming Dept. of Workforce ...	-60.35

Total -3,212.41

Uncleared checks and payments after 04/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/14/2021	Check	ach	EFTPS	-2,472.04

Total -2,472.04