

**Minutes**  
**Buffalo-Johnson County Recycling Center Joint Powers Board**  
**September 13, 2021**

**Call to Order:** 5:15 pm

**Board Members Present:** Bill Osteimer, Phil Gonzales, Don Verger, Kim Harvey

**Visitors:** Alex Hargrave

**Review and approval of Agenda:** Kim is in the secretarial role and will send minutes to Jess McDermott, who will then send them to Sheila Newcomb at the County

**Review and approval of Meeting Minutes and Treasurer's Report:** Bill motioned to approve. Phil seconded.

**Treasurer's Report/Discussion:** Invoice from 307 ProFoam (\$2067) for loading dock concrete repair (work completed 8/5/21) received and paid in August. Bill motioned to approve. Phil seconded. Market is up on everything, according to Don. Up most is #2 bottles. Revenue less freight on mixed recyclables loads to Salt Lake City has finally turned positive. Cardboard prices are going up and trucking has stayed the same.

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

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

- New West High School needs containers, specifically requested a trailer-Bill will talk to Mike Hanson regarding this. Maybe get the students to bring materials to the Center.
- SAVE group at BHS needs a project.
- Phil suggested someone research burning waste internally/no emissions to create energy
- Sheila Newcomb retired earlier this year and has been replaced by Ashlea Bassett. Ashlea's email is [abassett@johnsoncowy.us](mailto:abassett@johnsoncowy.us).

**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% funding hitting the account- both were approved already. City (\$60k); received/deposited 8/19.--- County (\$50k); received/deposited 9/9.**
2. **Holiday and Vacation Pay policy documentation-** Full time employees are paid: Memorial Day, The 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas and New Year's. One week of leave approved after one year of full time service.

**Executive Session - 5:35-5:45 - payroll**

**Meeting Adjourned:** 5:48 p.m.

**Minutes submitted by and date:** Kim Harvey on September 13, 2021

**Next Meeting (date, place and time):** Monday, October 11th, 5:15 p.m.

### **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 4<sup>th</sup> 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

## **B-JC Recycling JPB**

### **Treasurers Report (August 2021):**

Month end cash on hand ~\$74k, up ~\$50k from prior month end, due COB funding.

Revenue: **~\$2.0k**

- July mixed product sales (1 load); **~\$1.7k**; deposited 8/11.
- IRS refund; **~\$0.3k**; overpayment of 3<sup>rd</sup> Qtr 2020 payroll taxes.
- July cardboard sales (2 loads); ~\$3.7k; payment received / deposited 9/1.
- August product sales (2 cardboard loads); payment pending.

Expenses: **~\$12.3k**

- Labor; **~\$8.9k** (72.4%)
- Loading dock repair; **~\$2.1k** (17.1%)
- Forklift annual inspection/service; **~\$0.3k** (2.4%)
- Vehicle fuel; **~\$0.4k** (3.3%)
- Utilities; **~\$0.3k** (2.4%); includes 3 months of natural gas and telephone expenses.
- Other; **~\$0.3k** (2.4%); 3 transactions <\$150 each.

FY 2022 Funding:

- City (\$60k); received/deposited 8/19.
- County (\$50k); received/deposited 9/9.

Other Items:

- FY 2022 Final Budget submitted to WY Department of Audit on 8/11/21.
- WY Department of Audit, Annual Census Report due 9/30/21.
- Bomgaars bales and ships OCC back to central warehouse via empty delivery trucks.
- Holiday and Vacation Pay policy documentation (outstanding).

DWS – 9/9/2021

# Buffalo - Johnson County Recycling JPB

## Balance Sheet

As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank	73,943.14
<b>Total Bank Accounts</b>	<b>\$73,943.14</b>
<b>Total Current Assets</b>	<b>\$73,943.14</b>
<b>TOTAL ASSETS</b>	<b>\$73,943.14</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Check Writing Errors	0.00
Payroll Liabilities (Company & Employee Paid)	1,420.74
<b>Total Other Current Liabilities</b>	<b>\$1,420.74</b>
<b>Total Current Liabilities</b>	<b>\$1,420.74</b>
<b>Total Liabilities</b>	<b>\$1,420.74</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	34,802.45
Net Income	37,719.95
<b>Total Equity</b>	<b>\$72,522.40</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$73,943.14</b>

Buffalo-Johnson County Recycling JPB Product Sales / Market Recap (1)								
Customer	Sales / Delivery Date Location		Product	Weight (lbs)	Price (\$/ton)	Gross (\$)	Freight (\$)	Net (\$)
Centennial Recycling	9-Jul	FOB Buffalo	Cardboard	41,300	90	\$1,858.50	\$0.00	\$1,858.50
Interwest Paper	13-Jul	FOB Salt Lake	HDPE #2	4,478	240	\$537.36	\$133.17	\$404.19
			PETE #1	3,013	80	\$120.52	\$89.61	\$30.91
			Tin	2,300	80	\$92.00	\$68.40	\$23.60
			Mixed Paper	26,447	55	\$727.29	\$786.53	(\$59.24)
			Office Paper	3,277	120	\$196.62	\$97.46	\$99.16
			Styrofoam	835	60	\$25.05	\$24.83	\$0.22
			<b>Total ===&gt;&gt;</b>	<b>40,350</b>		<b>\$1,698.84</b>	<b>\$1,200.00</b>	<b>\$498.84</b>
Centennial Recycling	21-Jul	FOB Buffalo	Cardboard	41,540	90	\$1,869.30	\$0.00	\$1,869.30
Centennial Recycling	14-Aug	FOB Buffalo	Cardboard		130	\$0.00	\$0.00	\$0.00
Centennial Recycling	18-Aug	FOB Buffalo	Cardboard		130	\$0.00	\$0.00	\$0.00
WestRock	7-Sep	FOB St. Paul	Cardboard			\$0.00	\$0.00	\$0.00
<b>(1) 3rd Qtr 2021 Sales / Revenue Receipts</b>			<b>Updated ===&gt;&gt;</b>			<b>Thursday, September 09, 2021</b>		

# Buffalo - Johnson County Recycling JPB

## Profit and Loss

August 2021

	TOTAL
Income	
City / County - 1% Sales Tax Funding	60,000.00
Recyclable Product Sales	
Sales-Mixed Paper (Loose)	727.29
Sales-Office Paper (Baled)	196.62
Sales-Plastic HDPE	537.36
Sales-Plastic PETE	120.52
Sales-Styrofoam	25.05
Sales-Tin	92.00
<b>Total Recyclable Product Sales</b>	<b>1,698.84</b>
Uncategorized Income	263.98
<b>Total Income</b>	<b>\$61,962.82</b>
GROSS PROFIT	<b>\$61,962.82</b>
Expenses	
Administrative Expenses	
Bookkeeping Services	134.00
<b>Total Administrative Expenses</b>	<b>134.00</b>
MRF Operating Expenses	
MRF Maintenance & Repairs	2,407.89
MRF Operating Supplies	143.44
<b>Total MRF Operating Expenses</b>	<b>2,551.33</b>
Payroll - Gross Wages	8,004.88
Payroll - Indirect Costs (Company Paid)	
Health Insurance	300.00
Social Security / Medicare	612.37
<b>Total Payroll - Indirect Costs (Company Paid)</b>	<b>912.37</b>
Utilities	
Electricity	88.78
Natural Gas	91.67
Telephone	87.17
<b>Total Utilities</b>	<b>267.62</b>
Vehicle Operating Expenses	
Vehicle Fuel	363.65
Vehicle Maintenance & Repair	57.65
<b>Total Vehicle Operating Expenses</b>	<b>421.30</b>
<b>Total Expenses</b>	<b>\$12,291.50</b>
NET OPERATING INCOME	<b>\$49,671.32</b>
Other Income	
Interest Income	1.84
<b>Total Other Income</b>	<b>\$1.84</b>
NET OTHER INCOME	<b>\$1.84</b>
NET INCOME	<b>\$49,673.16</b>

# Buffalo - Johnson County Recycling JPB

## Profit and Loss by Month

July - August, 2021

	JUL 2021	AUG 2021	TOTAL
Income			
City / County - 1% Sales Tax Funding		60,000.00	\$60,000.00
Recyclable Product Sales			\$0.00
Sales-Mixed Paper (Loose)		727.29	\$727.29
Sales-Office Paper (Baled)		196.62	\$196.62
Sales-Plastic HDPE		537.36	\$537.36
Sales-Plastic PETE		120.52	\$120.52
Sales-Styrofoam		25.05	\$25.05
Sales-Tin		92.00	\$92.00
<b>Total Recyclable Product Sales</b>		<b>1,698.84</b>	<b>\$1,698.84</b>
Uncategorized Income		263.98	\$263.98
<b>Total Income</b>	<b>\$0.00</b>	<b>\$61,962.82</b>	<b>\$61,962.82</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$61,962.82</b>	<b>\$61,962.82</b>
Expenses			
Administrative Expenses			\$0.00
Bookkeeping Services	74.00	134.00	\$208.00
<b>Total Administrative Expenses</b>	<b>74.00</b>	<b>134.00</b>	<b>\$208.00</b>
Aluminum Purchases	163.75		\$163.75
MRF Operating Expenses			\$0.00
MRF Maintenance & Repairs		2,407.89	\$2,407.89
MRF Operating Supplies	285.04	143.44	\$428.48
<b>Total MRF Operating Expenses</b>	<b>285.04</b>	<b>2,551.33</b>	<b>\$2,836.37</b>
Payroll - Gross Wages	7,615.51	8,004.88	\$15,620.39
Payroll - Indirect Costs (Company Paid)			\$0.00
Health Insurance	300.00	300.00	\$600.00
Social Security / Medicare	582.61	612.37	\$1,194.98
Unemployment Insurance	899.33		\$899.33
Workman's Compensation	532.91		\$532.91
<b>Total Payroll - Indirect Costs (Company Paid)</b>	<b>2,314.85</b>	<b>912.37</b>	<b>\$3,227.22</b>
Product Shipping / Freight	1,200.00		\$1,200.00
Utilities			\$0.00
Electricity	74.88	88.78	\$163.66
Natural Gas		91.67	\$91.67
Telephone		87.17	\$87.17
<b>Total Utilities</b>	<b>74.88</b>	<b>267.62</b>	<b>\$342.50</b>
Vehicle Operating Expenses			\$0.00
Vehicle Fuel	226.46	363.65	\$590.11
Vehicle Maintenance & Repair		57.65	\$57.65
<b>Total Vehicle Operating Expenses</b>	<b>226.46</b>	<b>421.30</b>	<b>\$647.76</b>
<b>Total Expenses</b>	<b>\$11,954.49</b>	<b>\$12,291.50</b>	<b>\$24,245.99</b>
NET OPERATING INCOME	<b>\$ -11,954.49</b>	<b>\$49,671.32</b>	<b>\$37,716.83</b>
Other Income			
Interest Income	1.28	1.84	\$3.12
<b>Total Other Income</b>	<b>\$1.28</b>	<b>\$1.84</b>	<b>\$3.12</b>
NET OTHER INCOME	<b>\$1.28</b>	<b>\$1.84</b>	<b>\$3.12</b>
NET INCOME	<b>\$ -11,953.21</b>	<b>\$49,673.16</b>	<b>\$37,719.95</b>

Buffalo - Johnson County Recycling JPB

Bank, Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/01/2021

Reconciled by: Dave Smith

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

Summary

USD

Statement beginning balance.....	27,070.16
Interest earned.....	1.84
Checks and payments cleared (20).....	-15,091.68
Deposits and other credits cleared (3).....	61,962.82
Statement ending balance.....	<u>73,943.14</u>

Register balance as of 08/31/2021.....	73,943.14
Cleared transactions after 08/31/2021.....	0.00
Uncleared transactions after 08/31/2021.....	-1,978.07
Register balance as of 09/01/2021.....	<u>71,965.07</u>

Details

Checks and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/21/2021	Check	4816	Joint Powers Fuel	-226.46
07/26/2021	Check	4818	DSV Road, Inc.	-1,200.00
07/30/2021	Check	ach	Wyoming Dept. of Workforce ...	-1,432.24
08/01/2021	Check	4820	Ann M Kelly.	-497.15
08/01/2021	Check	4819	Charlie A Burd.	-906.65
08/01/2021	Check	4821	Eric D Sack.	-623.00
08/01/2021	Check	4822	Donald W Verger.	-1,917.71
08/02/2021	Check	4823	Accounting by THE BOOK LLC	-134.00
08/02/2021	Check	4824	Anderson Forklift, Inc.	-340.89
08/11/2021	Check	4825	307ProFoam	-2,067.00
08/11/2021	Check	4826	Rocky Mountain Power	-88.78
08/13/2021	Check	ach	United States Treasury	-1,362.22
08/16/2021	Check	4829	William G Leibee.	-45.14
08/16/2021	Check	4831	Donald W Verger.	-1,740.91
08/16/2021	Check	4830	Eric D Sack.	-436.34
08/16/2021	Check	4828	Ann M Kelly.	-440.74
08/16/2021	Check	4827	Charlie A Burd.	-888.87
08/18/2021	Check	4833	City of Buffalo	-236.49
08/18/2021	Check	4832	Joint Powers Fuel	-363.65
08/21/2021	Check	4834	Ace Hardware	-143.44

Total -15,091.68

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/11/2021	Deposit		Interwest Paper	1,698.84
08/19/2021	Deposit		United States Treasury	263.98
08/19/2021	Deposit		City of Buffalo	60,000.00

Total 61,962.82

Additional Information

Uncleared checks and payments after 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2021	Check	4839	Accounting by THE BOOK LLC	-74.00
09/01/2021	Check	4837	Eric D Sack.	-675.17



DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2021	Check	4836	Ann M Kelly.	-477.92
09/01/2021	Check	4840	Rocky Mountain Power	-87.77
09/01/2021	Check	4835	Charlie A Burd.	-999.15
09/01/2021	Check	4838	Donald W Verger.	-1,971.12
09/15/2021	Check	ach	United States Treasury	-1,420.74
Total				-5,705.87

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Uncleared deposits and other credits after 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2021	Deposit		Centennial Recycling LLC	3,727.80
Total				3,727.80