

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
April 11 2022

Call to Order: 5:15

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

Visitors: Alex (Bulletin), Bob Perry, John DeMattis

Review and approval of Agenda: Mara is in the secretarial role and will send minutes to Jody Telkamp at the County

Review and approval of Meeting Minutes and Treasurer's Report:

Phil moves to accept, Kim seconded

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

Don not present, Dave shared information on prices:

Cardboard for March is at \$100/ton at Centennial, unchanged from January.

Mixed loads for March (styrofoam, tin, mixed paper) unchanged for at least 3 months.

#2 plastic is still coming down it was \$160/ton in March, down from \$300 in January, #1 plastic was up \$30/ton to \$150 from \$120, it had been at \$120 for multiple months.

Bill noted that we are getting much less 3-7 plastic

March treasurer report:

Ended month with \$103,000 in the bank, down \$6,000 from the prior month. Back to the pattern where operating expenses are exceeding sales revenue. Revenue; \$4600 for march, collected on January and February cardboard sale, in March we had one cardboard sale, and one load of mixed to Salt Lake and payment is pending on those two — We usually get paid toward the end of the next month. Total expenses \$11,100 for the month, labor about 75% of the total, gross wages was most of that, a bit goes to Social Security, Medicare. Trucking for a load to Salt Lake was \$1250, unchanged for a number of months despite fuel prices. Utilities \$700 – it is a little distorted, as the city caught up and got three months of natural gas and telephone. Their billing is all over the map but does lag a bit. Fuel for pickups was a little less than \$300, next biggest ticket item was \$200 for a fan blower motor for pickup. Four transactions less than \$150 each. Completed and filed census for employment and payroll.

End of quarter, reconciliation of fiscal year to date, attached to packet. Nothing back from IRS on missing 3rd quarter 2016. We know they got it. Took one gaylord of scrap metal, 400 tons, out to the landfill.

Bill: We still Truck with a rack that still needs fixed. We should anticipate that trucking costs will go up

Dave: But budget-wise, with the high prices, we're in pretty good shape.

Bob: If we waited until landfill ships scrap iron, Pacific would probably buy Aluminum for at least what you're getting for it now without shipping costs

Phil: We tried, but Pacific wouldn't take it. We could try again next time.

Dave: I'm thinking the same thing on the tin cans.

Phil: But tin pays us better than scrap metal

Dave: But it wouldn't cost us any freight. They guy in Salt Lake takes a lot of stuff, but maybe Billings would be an option depending on fuel costs.

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

1. FY 2022-23 Budget Cycle schedule

Dave pulled together a calendar:

Proposed budget form, June 1, state Dept of Audit has a spreadsheet online and generates a pdf. It has to go to the Dept of audit and the County Clerk by June 1. Final budget is due end of July. Budget hearing must be held no later than the third Thursday in July. Along with that, we have to put a notice out to the public of when we will have a budget hearing, copy of that to Dept of Audit by September.

Dave will have a draft estimated budget at the May meeting..

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

No updates

1. Need to update recycling center's asset inventory- Dave is working on this and will continue to
2. Holiday and Vacation Pay policy documentation- Dave will work on writing this up based on information from Bill and Don. No updates. Get calendar put out for this year.

Kim The SAVE group is going to Meadowlark, has stations for kids to run through for Earth Day, to talk about what's recyclable, what's not. Don DeVore, contacted her with the name of Nate Murray, would take electronics. He is out of Salt Lake City.

Phil: We can only hold electronics for 90 days or else we have to get a permit.

Bill: Could we have an event? Are they EPA certified for recycling? We have to find a way to secure the items. Have to show that we are moving it within 90 days. We could check wth Buffalo Computing, see what they're doing

Short discussion on someday looking into a fee for styrofoam or plastic bags, could help fund the center

Phil: I sent everyone a podcast on plastics. Instead of talking about what you recycle, talk about what you don't recycle and why. Is that an easier conversation, maybe for Earth Day with those kids. For the public.

Next Meeting (date, place and time): May 9th

Meeting Adjourned: 5:55

Minutes submitted by and date:

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.

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**

Mara Abbott, City, 2021
David Smith, County, 2021
Kim Harvey, Joint City and County, 2022
Bill Ostheimer, City, 2020
Phil Gonzales, County, 2020

B-JC Recycling JPB Treasurers Report (March 2022):

Summary

:

- Month end cash available ~\$103k, down~\$6k from prior month end, as operating

expenses outpaced recyclables sales

revenue. **Revenue: ~\$4.6k**

- January cardboard sale (1 load); -\$2.4k, deposited 3/1 & 3/14.
- February cardboard sale (1 load); ~\$2.2k, deposited 3/30.
- March cardboard sale (1 loads); payment pending.

March mixed recyclables sale (1 load); payment pending. **Expenses:~\$11.1k**

- **Labor; ~\$8.4k (75.2%);** gross wages (\$7.5k); JPB indirect (\$0.9k).
- Trucking; ~\$1.3k (11.2%); mixed recyclables load to SLC.
- Utilities; \$0.7k (6.0%); includes 3 months of natural gas & telephone bills from COB.
- Vehicle Fuel; ~\$0.3k (2.4%).
- **Vehicle Maintenance; \$0.2k (2.0%);** replace blower motor on pickup (lic. #1570).
- Other; -\$0.4k (3.2%); 4 transactions

<\$150 each. **FY 2022 Funding:**

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

received/deposited 9/9. **Highlights:**

- Completed / filed 2022 U.S. Census survey of Public Employment & Payroll.
- Reconciliation of FYTD budget vs actual revenue / expenses completed

(see attached).

- No response from IRS regarding recent filing of 3rd Quarter 2016 Form 941.
- 1 gaylord of scrap metal (400 lbs) delivered to landfill pile on March 3rd,
 - Truck availability continues to hinder/ delay glass

sales. **Outstanding Items:**

- FY 2022-23 Budget Schedule per statues.

Proposed Electronic Budget Form due June 1st to Dept of Audit / County Clerk. –
Final Electronic Budget Form due July 31st to Dept of Audit / County Clerk.

Budget hearings required to be held no later than 3rd Thursday in July (21st).

Notice of budget hearing shall be disclosed per Public Meeting Laws.

– Copy of Budget Publication Notice due September 30th to Dept of Audit.

- Investigate alternative markets for glass and other recyclables during 2Q22.
- Update Center's major asset inventory and provide to COB during 2Q22.
- Payroll direct deposit implementation.
- Holiday and Vacation Pay policy documentation,

DWS –
4/5/2022