

**Minutes**  
**Buffalo-Johnson County Recycling Center Joint Powers Board**  
**February 14 2022**

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

**Board Members Present:** Mara Abbott, Bill Ostheimer, Kim Harvey, Dave Smith, Phil Gonzales

**Visitors:** Don Verger (foreman)

**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:**

**\*\*Review and approve both December and January treasurer's reports. Mara to email December minutes.**

**Discussion:**

*December:* 124k on hand, up 7k from prior month, driven by revenue from cardboard sale. We were paid for the October sale to Sage, 4 loads cardboard sent in November were also paid in December. Awaiting payment for December 2 cardboard loads.

Expenses were \$11,500 including \$8,500 wages, trucking, 2 bills for \$2,300, one for aluminum, other load to salt lake. Vehicle fuel, four small transactions.

*January:* Ended month with 114k on hand, down 10k from December, no revenue in December. two cardboard loads didn't get paid in Jan, one load mixed recyclables down to salt lake, one load of cardboard. However, Dave got the check on February 11th, so that will show up in the February treasurer's report. Expenses almost \$10,000, the bulk of that was labor at \$8,900. Vehicle fuel costs were a bit lower at \$200, bought some aluminum from Veterans, 4 other small transactions. Trucking is a bit of a problem, slowing us down a bit

Dave reviewed Marv's 2016 records for the IRS, which had said there was no 3rd quarter report for 2016 filed.

Dave now thinks he found everything, The IRS was correct and the original was still in Marv's file, but it doesn't look like it was ever sent. In going through that, Dave discovered a few other reporting errors. Jennifer is helping with the report, trying to roll everything into the 3rd quarter.

Kim asked about what the consequences might be. Dave said we may owe the IRS \$22. Hopefully will be the end of IRS inquiries.

Other thing of note: Dave also got a letter from the state with regards to unemployment insurance. Because we haven't had any claims in 3 years, they are adjusting our rate down. Gov. Gordon allocated money from Covid fund to the statewide pool for unemployment. We now have about a \$2,000 credit with the state for unemployment premiums we can work off.

Phil moves to accept, Kim seconds.

**Board roles:**

Phil moves to keep the roles the same, with Mara taking the secretary's role over from Jess. Dave seconds.

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

Up to date on safety meetings.

Prices look good, everything has dropped a little but not much, cardboard down \$5. Got a new seat for forklift, it is up to safety standards. Question of what to do with glass? In December took two loads to landfill, trying to figure it out for the future.

Truck's been serviced, had both taillights smashed out due to the doors from the cage. Kevin from the city to fix them, the cage is loose,

Phil has ideas of how to better support the cage on the bed of the pickup.

Discussion of whether it would be possible to get some grindings from the county to fill in holes behind the center.  
Bill will talk to Bob Perry.

Phil: Laramie has Saturday community pickup on glass,

No new ideas for glass here. Bill asked if we eventually need to stop collecting.

We have not been quoted for separating glass, as food product glass melts differently. But there is nowhere to store it separately. Do we just take clear glass? Could we find somewhere that's turning it into insulation?

For now, plan is to stay with this as long as Bob takes it for top dressing at the landfill.

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

- FY2022-23 funding request- due Feb. 18
  - Bill emailed the request draft to the Board, received no comments. The center may end with more money in the bank than in previous years, but Bill and Dave discussed that this is important to have for future capital expenses. Phil mentioned the idea of creating a depreciation scale to account for needed capital expense funding. Bill noted that in the past, if things broke down, the center had to ask for more money. Having some reserves could eliminate that need.
  - Bill to send the request to the city/county.
- Quarterly budget review:
  - Dave finalized the budget last August. At that point, he projected we would finish with about \$26,000 in the bank, a drop of \$10,000, but Dave prorated it into each quarter. Biggest thing different was the strong month in December, we were \$10,000 over last year. The revenue side looks real good and we are about \$30,000 ahead of forecast. Labor is tracking close to budget. Stopped working overtime, as long as we can process the materials that will keep us right on track for labor. Operations, running a bit under on supplies, haven't had big ticket items to buy –about \$2,000 under forecast. Biggest item is the absence of sales in the Fall, didn't ship cardboard during Q4, trucking \$7,500 under budget. Midyear, we would have been tracking at \$83,000, on budget, but we had \$124,000. Assuming prices hold halfway decent, Dave thinks we will finish off pretty well. We are now employing 4 people, whereas in the past it was 6-7 part time. We are missing bills from the city.
- Discussion on schools: How can we get a recycling program going on in the middle and high schools? Phil has had conversations with maintenance staff. It's about getting in with the kids, having champions of the program at each school. Bill asked if it is worth meeting with the school board. Do they have a responsibility to recycle in the district? Phil had met with Wagner, he sent a memo to the principals, met with principals and they were supportive of it and that made it happen in the past. It took a push from the superintendent. Kim asked if it is more effective to meet with each principal. Kim will meet with them. Phil noted the importance of getting the janitors engaged and the kids excited. Bill to reach out to Auzqui, get his sense of what the gaps are. Containers? Personnel?
- Executive Session: Employee salary increases approved.
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**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. New West High School needs containers - Bill took some small ones over. They wanted a big trailer, but Bill will follow up. No updates
3. 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.

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

**Meeting Adjourned:** 6:39 pm

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