

Agenda
Buffalo-Johnson County Recycling Center Joint Powers Board
March 14 2022

Call to Order: 5:20

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

Visitors: none

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:

November, December, January treasurer's reports + December, February minutes.

Phil moves to approve the treasurer's report. Mara seconded

February treasurer report, Dave:

The payment from Centennial — weight seemed low for the cardboard, talked to Don who agreed and called Centennial. Fortunately this truck went across the scale at the dump before leaving, so we had a accurate weight. They agreed taht something was wrong and credited us an extra \$600.

That will be on the March treasurer's report.

Ended Feb with 109k in the bank, down 5k from prior month as we get into a traditional pattern where the cost of operations is a little more than we bring in in sales. We were paid for December cardboard loads.

And a January mixed load to Salt Lake. January cardboard will be reflected in March.

Feb, only one load of cardboard in the month, waiting for payment.

Just shy of 12k in expenditures: \$8,900 labor, trucking \$1250 to salt lake, flat rate since last fall. Finally got the seat replaced on forklift, \$800, some type of after-market seat. Fuel for vehicles \$300 a month, could go up in the future, average fuel price around \$3. Price to Salt Lake hasn't increased since August. Bill demoed the seat.

Phil asked: What happened to the old seat? We could get it recovered and have a spare.

Miscelations small items, small transactions under \$150 (7)

The form 941 for the 3rd quarter of 2016, has been filed with IRS. Rolled reporting errors into the 3rd quarter to make the year balance out, which was easier than a bunch of amended reports. Could owe maybe \$22. Single paycheck inadvertently left out of the quarter, but was in the annual report. Everything fits now. Notified the team of wage rate increase effective March 1 via a note with their paycheck.

Most prices have stayed steady, cardboard drifting down, peaked out at about \$140, now at \$100. #2 plastics spiked, now on the way down. Overall much better than last year at this time.

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

New rotomill spread in the back to get rid of mud.

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

Kim: Visited the schools

- Cloud Peak is doing great
- Meadowlark - Could the SAVE group something for Earth Day?
- To meet with high school principal this week

Bill: Are there things we can plan for next fall? How can we get momentum for next year?

Bill: Weather Policy? Should we close the center if it's below a certain temp? If schools are closed, we close. That way we aren't paying people to sit around. Others noted that during the last cold spell, Don used the time to catch up.

How can we separate clear glass? Something to think about for the future.

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

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): April 11

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, 2021
Bill Ostheimer, City, 2020
Phil Gonzales, County, 2020