

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
May 9 2022

Call to Order: 5:16

Board Members Present: Bill, Kim, Mara, Dave (telephone)

Visitors: Alex Hargrave (Bulletin)

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:

Bill moves April minutes, Kim seconds. Unanimous approval.

Treasurer's report: Ended month with \$90,000 in bank, down \$12,000 from last month. That's a little more than normal, due to the fact that we had no revenue in April, because payments from the loads sent out were a week or so late coming in.

March cardboard sale to Centennial was pending at the end of the month, but we have since received a check for \$2200. Mixed recyclables, was also pending at time of report, got it the day of the meeting, about \$1600. We also sent one load of cardboard in April to Wisconsin Rapids, should get paid at the end of May.

Expenses were \$12,300, mostly labor. Labor was \$10,600, with gross wages at \$9,100, and indirects at \$1,500. That's up a bit from normal, but March was the end of the quarter so we, had to pay workman's comp, utilities (about \$500, including 2 months, natural gas from city, all caught up on old payment now.) Vehicle maintenance, \$500, replace battery on truck, oil change, replacement tail lights that were damaged by cages. Lights are still to be installed, no news on fixing the truck bed. Fuel \$400, around \$3.80 a gallon average, the increase at the pump is catching up to us. \$300 scattered over 4 transactions. End of quarter, sent in IRS 941. Filed reports for unemployment, workman's comp. We continue to struggle with glass sales, we sent 35 tons to landfill on April 5 as we were running out of space.

Proposed budget due June 1.

Still working on direct deposit for workers' checks.

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

Don was not present at the meeting.

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

1. EPA Grant?

Mara: Phil emailed out information about an EPA grant. Does anyone have the bandwidth to look at it? Bill will take a look at it.

Dave: I went and looked at the website and it looks like it was announced around the beginning of April, but had a short fuse, just 45 days? I think we ought to discuss over the next few months to come up with a project and get familiar with the grant. It seemed to be more for facility improvements. We need to identify something so that when the time next comes we can move quickly.

Mara: If that's an annual program, this would be a great way to be competitive for next year.

Bill: I like the idea of planning a little more, things we have talked about are a horizontal baler for paper, or a shredder for paper, which would let us get into the white baled paper market.

Dave: We could get clear glass and color separated if we had another bunker for glass.

Bill: If the glass isn't getting recycled, we should think about not taking it.

Mara: I do think we need to be transparent about what we are doing with the glass.

Bill: We really need to do the proper calculations: would the man hours to separate colored from clear glass be worth it?

Dave: It may be more fruitful to work on white paper than clear glass. To me, the problem has been the trucking. We might lose \$400 on a load, it's not horrible, but the holdback has been that we have not been able to find a truck.

Mara: Next month, should we be prepared to make a decision?

2. Electronic waste

Phil is strongly opposed to working with anyone who is not licensed.

Mara: Can we refer folks to BCC?

Bill: Could we coordinate with the school system? Does the school district have scrutiny in terms of licensed operators?

3. FY 2022-23 Proposed Budget Review

Dave: Revenue is way up due to the good prices. Should bring in about \$75,000 in revenue total. Expenses on track. Guys have done a good job managing the center, everything is trending well. We should come into the end of the year with \$70-75k in the bank, up \$35-40k from last year. Put in the \$70k requested from both the county and the city. Estimated \$39k for revenues, which is the average from last 7 years. Prices peaked out in the 4th quarter of 2021, then came down, now it's been stable in 2022. Cardboard has been drifting down. Will be interesting to see if it flattens out. For expenses, used figures that trended off the last three years. Bumped things up for utilities due to higher energy costs. Same for gasoline. We will eventually hit \$4/gallon at joint powers fuel station.

Dave: Do we want to consider set money aside in a reserve account or think about adding a line item for improvements to the facility? It's not that much money, and I know things can go the opposite way.

Bill: Could be a couple thousand to improve the truck, maybe add a flatbed.

Dave: talked about adding a storage shed with Don.

Also discussed: Parade? Pick up bottles? Put on the agenda for June! Plastic bag ban?

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

Kim:

SAVE group did 7 stations with Meadowlark on Earth Day, it was successful.

Bill: Can we get someone to come in in June or July to talk about next year and recycling? I'd like to hear more about what the SAVE kids are doing and coordinate more.

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): June 13

Meeting Adjourned: 6:03

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 (April 2022):

Summary:

- Month end cash available ~\$90k, down ~\$12k from prior month end, due absence of recyclables sales revenue. Payments for March sales are past due.

Revenue: \$0k

- March cardboard sale (1 load); payment pending.
- March mixed recyclables sale (1 load); payment pending.
- April cardboard sale (1 load; FOB Wisconsin Rapids, WI); payment pending.

Expenses: ~\$12.3k

- Labor; ~\$10.6k (86.4%); gross wages (\$9.1k); JPB indirect (\$1.5k), includes 1Q22 WC.
- Utilities; ~\$0.5k (3.8%); includes 2 months of natural gas bills from COB.
- Vehicle Maintenance; ~\$0.5k (4.2%); battery replacement (lic. 4091), oil change & purchase of replacement tail lights (lic. 1570).
- Vehicle Fuel; ~\$0.4k (3.4%).
- Other; ~\$0.3k (2.2%); 4 transactions <\$100 each.

FY 2022 Funding:

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

Highlights:

- 1st Quarter 2022, IRS Form 941 & State of WY Unemployment Insurance / Workman's Compensation reports prepared and filed in April.
- Truck availability continues to hinder / delay glass sales. ~35 tons of glass were sent to the JC Landfill on April 5th, due to lack of storage space at the recycling center.

Outstanding Items:

- FY 2022-23 Budget Schedule per statutes.
 - 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.
- Payroll direct deposit implementation planned for the May 1 - 15, 2022 pay period.
- Investigate alternative markets for glass and other recyclables during 2Q22.
- Update Center's major asset inventory and provide to COB during 2Q22.
- Holiday and Vacation Pay policy documentation.