

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
June 13, 2022

Call to Order: 5:23

Board Members Present: Bill, Phil, Dave, Mara

Visitors: Alex (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:

Dave moves to approve Phil second, All in favor.

Dave: Ended May with \$85,000 in the account, down \$5,000 from the previous month. Checks came in but not quite as much as the expenses, Revenue healthy, \$8,300, part of that is catch-up because March payments were late coming in. March cardboard \$2,400, March mixed load was \$1600, one more load of cardboard was sent in April to Wisconsin Rapids, sold at \$210 a ton for \$4300, but quite a bit of freight on that.

Three loads of cardboard out in May, two to centennial, one to Westrock, one mixed load to Salt Lake.

Expenses for the month were \$13,100, labor \$8,300, \$7,400 in wages, \$900 indirects, pretty typical. Trucking costs were \$4,200, the load to Wisconsin Rapids cost \$2,800, trucking cost of the mixed to Salt Lake went up \$100. After that, utilities \$300, seasonal decline, two months phone bills, all caught up with the city, 3 other small transactions.

Sent budget in on 31st, reply from dept of audit, they got it.

Revenue sent in was \$179,000, \$140,000 from 1% and estimated \$39,000 from product sales
Expenses: \$163,000 labor \$105,000 trucking \$23,000, assuming we start selling glass again. \$18,000 for operating, maintenance. \$17,000 in indirects.

Took one gaylord of scrap to landfill, added to their pile, 500 pounds.

Final budget due July 31, budget hearing.

City penciled us in for \$60k. County unknown.

Prices have been steady, but cardboard has drifted down a bit. Westrock in Buffalo is \$110, they cover trucking.

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

Don not present. Expressed a need for more storage.

Dave: Went out to landfill on free dump weekend, stopped in to talk to Bob Fox about all the cardboard that came in from Bald Mountain from the Dollar Store remodel. Don went over there and got as much out as he could, but more of the story (third hand!) supposedly Scott at Bald Mountain asked if he wanted to leave the rolloff at the center, but someone said no. Scott would neither confirm nor deny. Don said it wasn't him. The point I want to make on that is that we need to engage early with him to plan for it.

Haven't talked to Don since, So I don't know if it is all true; it's all third hand. But Bob said they got a lot.

Phil: Dollar Store split - it's two companies. I saw Gruntmeyer's dumpster there, Don tried to talk to them, but they wouldn't negotiate and separate out the cardboard.

Bill: A good reminder to coordinate with other solid waste management in the county.

Dave: If he came here and someone told him no, that shouldn't have happened. I know Don was disappointed. Again, maybe I'm not getting the full story

Bill: I'll let Don handle the staff.

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

1. Proposed budget

Covered above.

2. Parade

Bill is out of town. Was proposing we get a trailer and pick up water bottles.

Mara: We should do it on bicycles.

Bill: Can borrow my Burley

Mara: To get parade entry form. Essential that we are last.

3. Decision on glass

Dave: I haven't talked to the guy at Coors. I reached out to him several months ago. He typically won't call me back, quoted us a price in January similar to last year. Don keeps telling me he can't find someone to truck it. My hesitation, I know we want to be transparent, but turning it on and off could be a problem.

Bill: I think we should take clear glass and take colored glass to landfill

Phil: Safety-wise we can't have guys sorting glass. And, do you know if clear pays better?

Bill: Last time we looked at the numbers it was more valuable. To separate and send we would need another bunker. There would be a learning curve. But, if we are taking something that we could separate and one has value and the other doesn't, it could make sense.

Dave: I'd like to make one more run, bug the guy at Coors. I don't know much about trucking but we use this person to help us line up trucks to Salt Lake, I could talk to her.

Mara: Could put out a sign for transparency, and then continue to accept it. I would be furious if I were dropping off glass and learned it was being thrown away.

Phil: We could say that the landfill is using it for top cover.

Dave: I'll look at numbers, one final chance.

Phil: The price is high, but we can't find a truck. We could buy a grain truck!

Mara: Let's get full information, make a decision at next meeting.

4. Plastic bag ban?

Dave: I don't think the recycling center should be involved in that. I think our business is to educate people about recycling. We can put together the story I could get behind a promotion, but I am not here to try and lobby for laws that tell businesspeople how to operate their businesses.

Bill: I do believe that reduce reuse recycle all goes together.

Dave: But how do you want to approach it?

Bill: But, given our community, a softer approach would likely be more successful.

Dave: I think it would serve us better in the long run to keep the community engaged.

We could make bags to sell with the recycling center's logo.

Bill: Kim wrote an LTE on that.

Mara: what about styrofoam to-go containers?

Dave: We could do an educational campaign, images of bags in fences. Make canvas bags and give them away.

To-go Containers: Grant opportunity?

5. Clean up old business section

6. Any other business:

Bill: Add item for next month that we are due to repaint danger boxes on floor.

Dave: When I was in the city talking to Julie, she asked about Eagle Scout community service projects. Is there something we could throw out to the scout troop?

Phil - they could clean the yard.

Dave - another way of getting goodwill in the community

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. Holiday and Vacation Pay policy documentation- Dave will work on writing this up based on information from Bill and Don. No updates.
 - a. Dave would like to get something written down for whatever comes next.

Next Meeting (date, place and time): July 11

Meeting Adjourned: 6:30

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 (May 2022):

Summary:

- Month end cash available ~\$85k, down ~\$5k from prior month end, as operating expenses outpaced recyclables sales revenue.

Revenue: ~\$8.3k

- March cardboard sale (1 load); ~\$2.4k; deposited 5/4.
- March mixed recyclables sale (1 load); ~\$1.6k; deposited 5/20.
- April cardboard sale (1 load; FOB Wisconsin Rapids, WI); ~\$4.3k; deposited 5/31.
- May cardboard sale (3 loads); payment pending.
- May mixed recyclables sale (1 load); payment pending.

Expenses: ~\$13.1k

- Labor; ~\$8.3k (63.5%); gross wages (\$7.4k); JPB indirect (\$0.9k).
- Trucking; ~\$4.2k (31.8%); 1 load OCC to Wisconsin Rapids and 1 load Mixed to SLC.
- Utilities; ~\$0.3k (2.4%); includes 2 months of cell phone bills from COB.
- Other; ~\$0.3k (2.3%); 3 transactions <\$150 each.

FY 2022 Funding:

- City (\$60k); received/deposited 8/19/21.
- County (\$50k); received/deposited 9/9/21.

Highlights:

- FY 2022-23 Proposed Budget Electronic Form submitted to WY State Dept of Audit, City and County on 5/31/22.
 - Revenue: ~\$179k;
 - \$140k; 1% sales tax funding requests, City & County \$70k each.
 - \$39k; Recyclables product sales, previous 7 years average.
 - Expenses: ~\$163k;
 - \$105k; Gross wages, assumes seasonal summer hires.
 - \$23k; Trucking, assumes resumption of glass sales.
 - \$18k; Operating supplies, maintenance and repairs.
 - \$17k; JPB indirect (FICA, WC, UI, Insurance) and administrative costs.
- 1 gaylord of scrap metal (500 lbs) delivered to JC landfill pile on May 26th.

Outstanding Items:

- FY 2022-23 Budget Schedule per statutes.
 - 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 being revaluated due cost.
- 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.