

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

Call to Order: 5:16

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

Visitors:

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:

80,000 pounds of cardboard last year!

Dave motion to approve, Mara second.

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

Don: nothing else to add, cardboard prices are stable. Staff is good, safety meetings are up to date. Any questions?

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

1. Review and adopt FY 2022-23 Final Budget

Dave: We know a few more things now. I've been told by Jody they've allocated \$70k, what we requested, pending approval by the commissioners. We've got a cushion, so that will be fine. Per Julie at the city, they've put us in at \$60k, final

Product sales, we had \$78k this year. Best in the last 7 years (July 1 to June 30) and basically double the year before. Used an average of the past 3 years for budget. Didn't change anything from May budget draft for labor. Came in this year over \$96k, bumped that up to \$105k. Did build in some wage increases. Put in time for seasonal hire if we need it.

The rest is just math, percentages based on last year's numbers. Only wild card is unemployment. We have a credit where the state allocated us Covid money. We have a \$2k credit, but they aren't charging us because we haven't had any claims. Pretty low percentage on workman's comp, also based on past experience.

Maintenance and repair, based it on the last three years, a little up from last year's real number

Don: We're still waiting on some parts for the truck.

Dave: So, we have a truck being worked on, trying to get someone to adjust the garage door, some unknowns. Nothing is cheap anymore. If we want to pad a bit, that'd be a good place to add money,

Spending on supplies was low last year compared to previous years. We didn't have to buy baling wire or ship gaylords. I expect that will happen next year.

Don: we may be able to make it with wire another year

Utilities: that's been interesting. Our trend has been higher on electricity usage.

Discussion: Because we have been densifying more styrofoam? Raw kWh is trending up.

Don: I think we are running that thing every day now. It's crazy how much styrofoam we are getting.

Dave: Bumped up the expected price of energy. Also bumped up the expected price of vehicle fuel. Spent \$17,400 on trucking last year, down due to no glass sales. Rates are creeping up, I'm surprised they aren't a little higher. Assuming we resume glass sales, I added in 3 loads.

Rounds out to \$163k, \$20k more than we spent this year, mostly in labor. If we are serious about adding a storage building out there, we really should put in a line item there. I'd rather err on the side of putting it in.

Phil: we should wait because we don't know what it would cost.
Thanks all around to Dave for his work.

Bill: Agree, it's a bit premature to put in a shed. I'd like to get our phone figured out with a landline. I'd like to put money together for a safety award for staff. We haven't had a claim, ever, maybe. We can discuss at another meeting, but I would like to put something in there as a one-time award. Baler repair. We should get most of them tuned up, but would defer to Don on that. I like the budget. I'd like to pad the miscellaneous section for baler repair, safety award, and add utilities for a phone.

Mara: i think those are smart additions

Phil I would think \$1200 a machine for maintenance

Bill: \$5k for maintenance, total

Dave: We do have two spare pumps in the garage.

Phil: Parts are the expensive part if something goes down.

Kim: I like the idea of servicing them all

Dave: Add \$5k to maintenance, baler line item, we'll end flat with last year. I have the phone, I can get ahold of century link to see if they will put in a landline.

Discussion: phone service at the center is poor.

Dave: Add \$400 to utilities to get us a phone if we have to buy a new one. I think there's enough in labor for a safety award, but I will make a note for documentation. \$5k to maintenance, \$400 to utilities. With those changes I move to accept the budget,

Kim Seconds

All in favor.

2. Parade

Mara to get form and update the board on plans

3. Decision on glass

Mara: Two questions: Should we take it? And, should we inform the public about where its going?

Bill: Do we have a sense of whether we will be able to get a truck?

Don: I had a lead, but he disappeared.

Phil: Just have to find someone with a grain truck who would be willing

Dave: Don thinks he's got a couple months.

Dave: I was going to reach out to Bob. I will ask if there is an economic benefit to using that for cover, at least have that conversation with him.

Bill: I am not against accepting glass, but we should be transparent. (This was a great joke)

Phil: There was a study nationally, only 6% of plastic (1s and 2s) nationwide is getting recycled. We're repurposing the glass, so until we can find a truck, it's not like we aren't trying. This is nationwide, most of Sheridan's ends up in the landfill.

Phil: We should put out a sign saying help us to find a truck. The guy we had would haul grain in the fall, glass the rest of the year. Someone might have a grain truck.

Decision: To put out a sign soliciting trucks and encouraging aluminum use. Further discussion with Bob Fox. Consider education piece/LTE in the paper. Revisit next meeting

4. Danger boxes on floor

Tabled: the paint won't stay on the floor.

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):

Meeting Adjourned: 6:13pm

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 (June 2022):

Summary:

- Month end cash available ~\$79k, down ~\$6k from prior month end, as operating expenses outpaced recyclables sales revenue.

Revenue: ~\$8.6k

- May cardboard sales (2 loads, Westrock); ~\$4.6k; deposited 6/23.
- May cardboard sales (2 loads, Centennial); ~\$4.0k; deposited 6/30.
- May mixed recyclables sale (1 load); payment pending/late; followed up with IWP 7/1.
- June mixed recyclables sale (1 load); payment pending.
- June cardboard sale (1 load; FOB Buffalo); payment pending.
- June cardboard sale (1 load; FOB Wisconsin Rapids, WI); payment pending.

Expenses: ~\$14.7k

- Labor; ~\$9.7k (66.1%); gross wages (\$8.7k); JPB indirect (\$1.0k).
- Trucking; ~\$4.2k (28.3%); 1 load OCC to Wisconsin Rapids and 1 load Mixed to SLC.
- Vehicle Fuel; ~\$0.3k (2.3%).
- Utilities; ~\$0.2k (1.4%); electricity, natural gas and phone.
- MRF Operating Supplies; ~\$0.2k (1.3%); forklift propane / misc. supplies.
- Other; ~\$0.1k (0.6%); payroll accounting / QB subscription.

FY 2022 Funding:

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

Highlights:

- FY 2022-23 Budget hearing scheduled for July 11th Board Meeting. Public notice published in Buffalo Bulletin on June 30th and July 7th, per state statute.
- FY 2022-23 1% sales tax funding from City approved at \$60k (per J. Silbernagel); County allocating \$70k (per J Telkamp), pending approval at July 18th Commissioner's meeting.
- 1 gaylord of scrap metal (260 lbs) delivered to JC landfill pile on June 23th.

Outstanding Items:

- FY 2022-23 Budget Schedule per statutes.
 - Final Electronic Budget Form due July 31st to Dept of Audit / County Clerk.
 - Copy of Budget Publication Notice due September 30th to Dept of Audit.
 - Annual Report, Proof of Cash and Internal Control Evaluation/Self Audit due September 30th to Dept. Of Audit.
- Payroll direct deposit implementation being reevaluated due cost.
- Investigate alternative markets for glass and other recyclables during 3Q22.
- Update Center's major asset inventory and provide to COB during 3Q22.
- Holiday and Vacation Pay policy documentation.