

**Minutes**  
**Buffalo-Johnson County Recycling Center Joint Powers Board**  
**September 12, 2022**

**Call to Order: 5:15**

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

**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:**

Minutes Approved

Dave: August, we ended the month with \$72k in the checking account, down \$4000, typical pattern. Revenue was \$6300 for the month, we were paid for both cardboard loads in July. One in Buffalo, one to Wisconsin. The only sale in August was one load mixed to IWP in Salt Lake, still waiting for payment. Expenses last month, just over \$10,000 more than 90% labor. The rest was operating supplies, odds and ends. Gasoline for pickups, utilities, etc.

Have now received funds from both the city and county.

It was a quiet month, with only one load out. David went to a conference in Powell. Some of it was a lot of compost talk. Landfills are composting. Game and Fish was there.

Bill: No one does it better than Bob Fox.

Dave: Sheridan gave a talk, they got their compost certified. The certification allows them to sell it more easily. Once they got it, their sales went through the roof. They bag it and sell it. Woman from EPA talked about grant program, it's basically for infrastructure projects, looks tough, would take some digging in to play that game. There was another company, the Recycling Partnership, a nonprofit. Their work has been in metro areas, they want to see recycling volumes up, they are into curbside, have grants to buy recycling carts. Here in Wyoming, that's a tough model given the small towns and the distance. I don't know the closest place that would take a commingled stream. It would have to be a statewide effort.

Bill: The state identified Buffalo as that location in the spoke and hub model.

Dave: they also have communications advice for the community in terms of how to reduce contaminants, etc. They haven't done a lot of work in the West, would like to. Toured Powell facility, very similar to ours and similar challenges. Their model is that the guys who work there sort alongside visitors, can separate out white paper. Newspaper to blown-in insulation.

I'm going to try to spend some time on figuring out how to separate out white paper.

Bill: It's much more valuable.

Dave: There's \$100 a ton sitting there. First thing to do is check and see how much white paper we are processing.

Mara: could we work with large companies/institutions and put energy there, rather than toward individual households.

Bill: We are doing that right now from BLM.

Dave: Met another glass buyer in Salt Lake, traded several emails with him. They're only paying \$30 a ton, that's less than Coors. They have an optical sorter and crush it. Wouldn't matter if we sorted. Goes into fiberglass insulation. Centennial does have a market now for #3-7 plastics, a plant in Eastern Canada. To do it, this company is planning to build a plant in the U.S. It would be difficult for us to store it until we get a truckload. I asked if there is anyone around here we could partner with. Could we use that to reduce holding time. He's going to supply numbers. Sheridan commingles their #1 and #2 and he buys that. Other locations do too. They take it to Boulder and separate it out into #1 and #2.

(Our plastic currently goes to Salt Lake.)

If we didn't separate #1s and #2s, that frees up a baler.

Bill: that station is the biggest time commitment, from a labor perspective.

(Tangent: Is the styrofoam machine healthy to operate???)

A company there was called North Park Transportation MPT. They have 15 terminals in Wyoming. Dave to meet with a rep and Don next week. Their rates seem about the same, but the disadvantage is that their trailer is a bit shorter, probably about a wash.

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

No foreman. Dave: the market has tanked. The cardboard in July was \$90/ton, Now it is \$30/ton. #2 plastic a month or two ago was \$200 a ton, now it is \$40. Similar for #1 plastic. The discussion at the conference was that it may bounce back into the holiday season but there is a glut of it right now. Don has made an arrangement to ship one load... but do we want to roll the dice and stack it in the yard?

Mara: Would we be shipping at a loss?

Dave: I think, with mixed plastic. I think Don is looking for direction. It's all speculation.

Bill: I say we don't change our schedule that much. If he's got space, great. If he's pinched for space, great. That's part of the calculus in how this place gets run.

Dave: I think they did get the repair on that overhead door. I haven't seen a bill for it yet. Bid to get the truck fixed \$3300 at Ed's. Our newest truck. That's for a used door from Mr. R's. And a new mirror. Basically the repetitive use, the hinges had failed. They can't reinforce the metal because it is too thin. How did it get broken? We could get another bid. I think it's good to discuss these big expenditures.

Bill: We have had that set in the past, maybe \$500 for approval. What if we don't paint the door?

Dave: I could talk to Ed's about that.

Mara: How much work to get a 2nd bid? Is that the prudent thing to do?

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

**1. Employee wage increases and safety awards / bonuses**

Discussed in executive session, beginning 6:15pm, ending at 6:27pm

**2. Pickup Repair; driver side door and mirror replacement**

Addressed above

**3. Review Wyo Dept of Audit annual reports that are due Sept 30th.**

Bill signed, will send out.

Bill to bring paychecks down, Dave will be out of town.

**Old Business: (Identify whether an 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: 6:28**

**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).
- 10. Sept, annually: review safety award**

**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 (September 2022):**

### **Summary:**

- Month end cash available ~\$187k, up ~\$116k from prior month due receipt of FY 2023 funding from City / County being partially offset by ongoing monthly operating expenses.

### **Revenue: ~\$130.0k**

- 1% Sales Tax FY 2023 funding of \$130k; see breakdown below.
- August mixed recyclables sale (1 load; FOB SLC, UT); payment late.
- September cardboard sale (1 load; FOB Wisconsin Rapids, WI); payment pending.
- September cardboard sale (1 load; FOB Buffalo); payment pending.

### **Expenses: ~\$14.3k**

- Labor; ~\$9.3k (65.6%); gross wages (\$8.4k); JPB indirect (\$0.9k).
- Trucking; ~\$4.0k (27.9%); OCC to WI (\$2.6k); mixed load to SLC (\$1.4k).
- Operating Supplies; ~\$0.3k (2.0%); forklift propane / misc. supplies.
- Vehicle Fuel; ~\$0.3k (2.0%).
- Utilities; ~\$0.1k (1.0%)
- Other; ~\$0.2k (2.4%); 3 transactions <\$100 each.

### **FY 2023 Funding:**

- City (\$60k); funds received and deposited 9/7.
- County (\$70k); funds received and deposited 9/9.

### **Highlights:**

- Per statute, the following FY 2022 documents were provided to the City, County and State Dept. of Audit in September:
  - Annual Report Summary
  - Internal Control Evaluation
  - Proof of Cash and FNB Checking Account Statement for June 2022
  - F-32 Survey of Local Government Finances
- Copy of the FY 2023 Budget Hearing Public Notice Affidavit was also provided to the City, County, and State Dept. Of Audit.
- JC Lanfill sold their scrap metal pile for \$180/ton to Pacific Steel & Recycling (Billings MT).

### **Outstanding Items:**

- 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.

## **B-JC Recycling JPB Treasurers Report (August 2022):**

### **Summary:**

- Month end cash available ~\$72k, down ~\$4k from prior month end, as operating expenses outpaced recyclables sales revenue.

### **Revenue: ~\$6.3k**

- July cardboard sale (1 load; FOB Buffalo); ~\$1.9k; deposited 8/30.
- July cardboard sale (1 load; FOB Wisconsin Rapids, WI); ~\$4.4k; deposited 8/30.
- August mixed recyclables sale (1 load; FOB SLC, UT); payment pending.

### **Expenses: ~\$10.2k**

- Labor; ~\$9.3k (91.2%); gross wages (\$8.4k); JPB indirect (\$0.9k).
- Operating Supplies; ~\$0.3k (2.6%); forklift propane / misc. supplies.
- Vehicle Fuel; ~\$0.2k (2.3%).
- Utilities; ~\$0.2k (1.5%)
- Other; ~\$0.2k (2.4%); 4 transactions <\$150 each.

### **FY 2023 Funding:**

- City (\$60k); funds received and deposited 9/7.
- County (\$70k); distribution of funds pending.

### **Highlights:**

- Attended the Wyoming Solid Waste & Recycling Association annual conference in Powell on August 23<sup>rd</sup> and 24<sup>th</sup>. Topics / learnings of interest included:
  - EPA and The Recycling Partnership (non-profit primarily funded by corporate donations) discussed their respective grant programs.
  - Toured Powell Valley Recycling facility. Operations are very similar to ours, except that they separate office paper and newspaper from the mixed paper stream.
  - Momentum Recycling has a glass recycling facility in SLC, UT. Currently paying \$30/ton delivered at their plant.
  - Centennial Recycling has a market for #3-7 plastics. Logistics will be very challenging.
  - Centennial Recycling is buying Sheridan's comingled #1-2 plastics. Loads are delivered to a MRF in Boulder, CO for separation. Pricing is based on a separated test load / sample.
  - North Park Transportation quoting ~\$1250 per load for a 48' trailer to IWP in SLC, UT.
- Scrap metal gaylord (360 lbs) delivered to JC landfill pile on August 30<sup>th</sup>.

### **Outstanding Items:**

- FY 2022 Annual Report Summary, Proof of Cash and Internal Control Evaluation/Self Audit due September 30<sup>th</sup> to Dept. Of Audit.
- 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.