

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

**Call to Order: 5:23**

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

Kim moves to approve corrected minutes, Dave seconds. Approved.

Dave: November, we ended the month with \$167,000. Down \$12,000 from prior month. No revenue in November, haven't sold anything since September. Can expect the same in December due to poor market conditions, hoping for a rebound after Christmas.

Expenses at \$12,000 for the month, \$11,000 of that labor, higher than normal, primarily due to safety awards from November. Fuel for pickups \$400, carry-in from previous month. Remaining expenditures were operating supplies, utilities, small transactions.

It was a quiet month, passed out safety awards, one item that was newsworthy is the quotes for the bailing wire. Found a guy in Minnesota with a quote for \$3,000, a bit heavier duty than before, but a bit shorter in length. Don thinks it'll work. Waiting to hear from InterWest in Salt Lake, they sell wire as well. Other quotes were between \$4000 and \$4500. We found out about him from the Recycle Center in Powell.

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

Don not present. Don told Dave he is on board with not shipping cardboard loads.

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

**1. Self-audit of books**

Dave: got an email from the Department of Audit, evidently we need to send more details to them. They would like us to do a self-audit and send that in. A random sampling of items to make sure we have documentation.

Dave to talk with Kim to see if she can do it – has to be someone without access to the checking account.

**2. Check in on glass**

Dave: Don had someone interested in driving, quoted \$1500. I don't know what happened, never came together

Bill: in January, would like to look into splitting office paper and other paper, batteries. Could be a good opportunity for outreach. Maybe recruit the SAVE club at the high school to do some sorting. Folks who wanted to keep doing the same thing could just put their paper in with the colored. Secondary issue with paper is we haven't been able to get good weights because we don't bail it.

Dave: White paper: Don said he can throw it in with the shredded. They've been catching white paper as it goes through the window.

Mara: Could we recruit SAVE students to retrieve paper?

Bill: We will pick up anything in the cardboard corrals around town.

Dave: Talked with Bob Fox about tin cans at the landfill. I think we could get him to pay us. They actually pay Kaycee a bit of money for scrap metal. Planning to go to landfill meeting on Weds, weather pending. I think he'd like to see us continue to bale it and send it out there, they get some losses every year because small things can work their way down into the dirt. That might be the easiest way for us to continue to send it out there.

### **3. Other business:**

Bill: Should we close for weather? Base it on schools? Don's discretion? No one will be coming in to bring in materials. We don't want to have employees driving the routes in the blizzard.

Kim: Or the schedule for city/county/sanitation?

May be too late for tomorrow.

Kim: Should it be up to Don? Or if he can't make it in, do the others show up?

Mara: Should we take the responsibility off of Don so he isn't the one shorting someone a paycheck?

Bill: Maybe city/county since we are in concert with them?

Dave: We should have an official policy. Don will need the guidance and backing.

Mara to connect with Julie to check city policy.

**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): Dec. 12, 2022**

**Meeting Adjourned: 5:56pm**

**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 (November 2022):**

### **Summary:**

- Month end cash available ~\$167k, down ~\$12k from prior month as operating expenses outpaced recyclables sales revenue.

### **Revenue: ~\$0.0k**

- No sales in October and November due collapse of market prices resulting in negative margins for most recyclable products. Therefore, no revenue (other than checking account interest) received.

### **Expenses: ~\$12.0k**

- Labor; ~\$10.8k (90.2%); gross wages (\$9.8k); JPB indirect (\$1.0k).
- Vehicle Fuel; ~\$0.4k (3.2%).
- MRF Operating Supplies; ~\$0.3k (2.9%).
- Utilities; ~\$0.2k (1.6%).
- Other; ~\$0.3k (2.1%); three transactions <\$150 each.

### **FY 2023 Funding:**

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

### **Highlights:**

- Safety award approved at September JPB Meeting distributed to all employees on November 2<sup>nd</sup>.
- Solicited quotes for baling wire. Lowest thus far is ~\$3k from Central States Wire Products, St. Paul MN.

### **Outstanding Items:**

- Investigate alternative markets for glass and other recyclables.
- Update Center's major asset inventory and provide to COB.
- Holiday and Vacation Pay policy documentation.