

Agenda
Buffalo-Johnson County Recycling Center Joint Powers Board
Jan 9, 2022

Call to Order: 5:18

Board Members Present: Bill, Dave, Kim, 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:

Minutes and report unanimously approved.

Treasurer's report: No loads have gone out in the last month – it's likely that will remain the case, at least for the short term, as prices are very low again. For now, we have space for storage and

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

Don not present.

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

1. Reconciliation FY 2023 Budget vs Actual

Dave provided a mid-year update of progress against the seasonalize, pro-rated budget for the Center.

We are slightly ahead of budget on labor. Fewer hours worked were partially offset by the increase in wages approved by the board in the fall and some overtime. This presents a risk that we will overrun budget in this area during the second half of the fiscal year.

We are slightly ahead of the budget on operations. This was helped by lower fuel prices for the pickups. Major expenditures include the baling wire (was purchased and delivered, Don is happy with it) pickup repairs (\$3,800). There are some known repairs coming up.

The area where we currently see overrun is in shipping, due to higher shipping rates and mill runs. The board agreed that we need to be careful about shipping loads through the rest of the fiscal year.

Discussion, but no votes taken, on possible maintenance needs/costs including maintenance for balers, tires for forklift.

2. Discuss options for white paper

Dave went to visit the Gillette recycling center. He provided a report of the facilities there and the ways in which they process and store materials. They have a large indoor space that allows for much greater storage, as well as different balers which allow for greater item density.

Group agrees that there is value in collecting and separating white paper. Bill proposed a motion to institute a dedicated drop option for white paper at the center. Unanimous decision to accept white paper, and to provide a dedicated window/drop option for it, but to defer to Don on how exactly to execute.

3. Update on tin cans/landfill

Bob Fox introduced Dave to an operator in the area who would be able to take our tin cans, for a good price. While it is possible to take them out to the landfill for scrap, it appears this could give the center a better price/provide pick up for the product.

We would need to be able to ensure that we have a way to secure the bales so that no cans are lost during transport (bags? wrap?) Dave to follow up on final details.

4. Discuss ways to engage SAVE

A continued item from our last meeting. To comply with OSHA requirements, having any volunteers sorting in the center itself would require training/strict rules around proximity to the balers. Other options include regular updates to the Center's Facebook page, possible construction of a website, or improved signage for the center (which could help with the new white paper collection!) In terms of signage as a general topic, the board agreed simplicity and images were best for center signage in order to enhance compliance.

Bill to share these ideas with SAVE representatives and report back.

5. Updates on weather policy

Board remains agreed that it is important to have this policy in place in order to be able to give Don a firm voice. Mara reached out to the city (belatedly) and will report back on policy, as it was agreed that having a consistent link to the city policy would be a strong marker.

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): Feb 13, 2022

Meeting Adjourned: 6:30pm

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).
- 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

B-JC Recycling JPB Treasurers Report (December 2022):

Summary:

- Month end cash available ~\$154k, down ~\$13k from prior month as operating expenses outpaced recyclables sales revenue.

Revenue: ~\$0.0k

- No sales October through December due collapse of market prices resulting in negative margins for most recyclable products. Therefore, no revenue other than checking account interest.

Expenses: ~\$13.2k

- Labor; ~\$9.7k (73.7%); gross wages (\$8.7k); JPB indirect (\$1.0k).
- MRF Operating Supplies; ~\$2.9k (22.4%); Baling wire from Central States Wire Products, St. Paul.
- Utilities; ~\$0.2k (1.4%).
- Vehicle Fuel; ~\$0.2k (1.1%).
- Other; ~\$0.2k (1.4%); three transactions <\$100 each.

FY 2023 Funding:

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

Highlights:

- Purchased ~18-month supply of baling wire 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.