

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
Feb 13, 2023

Call to Order: 5:15

Board Members Present: Mara, Bill, Dave, Kim

Visitors: Rachel Woita, Vivi Ostheimer

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 Jan minutes/Dec treasurer report. Kim second.

Ended month with \$142,000 cash available, down \$11,000 from prior month. No revenue in January, haven't sold any product since October. Prices remain terrible. Only revenue a little interest on the checking account. About 85% of expenditures to labor. Utilities \$600, about 5%, a little higher than normal, but included 2 months of natural gas bills from the city. About \$500 on maintenance and repairs (styrofoam densifier). Fuel \$200, in line with normal. Four small transactions.

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

46 tons of glass to the landfill, use it for daily cover. Still no trucking solution.

Mara moves for signage and transparency about what is happening to the glass. Will make the sign.

Kim: Are we still proactively looking for a grain truck?

Dave: There was an article in the Bulletin, so we have some transparency. States opposition, thinks we are doing something that makes sense with the glass.

On Mara's motion, Dave seconds. Unanimous.

Don: Prices are terrible still. Cardboard still negative, holding off on everything. Got in a load of gaylords, in return, loaded a load to send back, so that is something. That's probably enough for 2 years or so. Don checked the cost to service the machines. Oil per machine is \$200, \$200 on labor per machine. \$2450 for all the machines. That would be the city doing it. They haven't been serviced in 8 years.

Dave confirms this will fit into the budget. Kim moves that we spend the money on the maintenance. Mara seconds. Unanimous.

One employee quit, he was unhappy as a part time worker. We're good for the winter, we can worry about some part-time help in May.

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

- **maintenance for balers**

Covered in the foreman's report.

- **winter policy**

City replied, does not have a formal policy for closure. Mara to check with Jody in the county.

- **jurisdiction over sending loads**

Bill: Don, do you have autonomy to do your job the way you want to and need to. Has appreciated the scrutiny from Dave.
Dave and Don are happy.

- **Report on SAVE projects**

Vivi Ostheimer here to report: SAVE meets every other week. Take care of recycling in the school and recently took on the social media accounts for the Center (Instagram for now). Made informative videos on the recycling center (what is acceptable, what isn't) This weekend will edit another one. Wants to make a QR code so people can scan and bring up the Instagram page.

Bill: Any other platforms? Facebook?

Vivi: Facebook would reach more people, happy to make one.

Mara: When I submit minutes I can ask Jody about the county domain, can we have a website?

Vivi: Kids wanted to get in here and help. See how the Center.

Kim: Even a tour would be helpful.

Dave: There are a lot of benefits to getting some volunteers in here, will help control labor costs. Could be a way to get folks in here on a Saturday.

Kim: We should have a liaison from SAVE as an ongoing position.

- **Bureau of Labor Statistics 2022 Report**

Late 2021 in Dec or Jan 2022, got a letter putting us on notice that we would be part of their annual accidents and illnesses survey. January, followed up asking for data. Dave filled out the online form, talked to Don about the need to document. There were no work-related incidents, reporting zero.

- **FY 2024 1% Funding Request (due February 28th)**

Dave: We have until the end of the month to get it in to the city and county. This package is the letter we used last year, edited to clean it up and bring it up to date. Sent a redline to the board for review. Highlights: Dave is recommending we request \$60k from each, that's down, we typically request \$70k from each. Based on three years of data. Has made an estimate for the next fiscal year. \$37k on the revenue side. We are at \$20-25k to date. Sent a load today, need to get rid of some of it. This is assuming one load of mixed each month from now until June. Also assumed we will sell the aluminum, Gets us up to \$37k. Labor. Carrying \$9,100 for maintenance and repairs from the original budget. If you don't spend the money, you're supposed to give it back to them. I'd like to target that we have a half year's funding on hand at the end of each fiscal year.

Bill: That \$70,000 was to take care of the maintenance. It was a set level of funding. Bill comfortable with the proposal.

Dave: Fact sheet on the website, took an edit at it as well.

Proposes the board review the materials, send any comments to Dave by Feb 22nd COB.

Bill: \$60k apiece is the proposal. Dave moves to approve. Kim seconds. Unanimous.

- **Internal Audit Review / Submittal**

Kim and Dave have accomplished the task. Dave will submit.

- **Executive Session; Salary Reviews**

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): March 13, 2023

Meeting Adjourned: 6:45

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. February/September: Pay scale will be evaluated each February/September to determine raises and cost of living increases. Increases will be effective March 1 and/or October 1, respectively if appropriate."

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 January 1 and End December 31**

Mara Abbott, City, 2021
David Smith, County, 2021
Kim Harvey, Joint City and County, 2022
Bill Ostheimer, City, 2023
Rachel Woita, County, 2023

B-JC Recycling JPB Treasurers Report (January 2023):

Summary:

- Month end cash available ~\$142k, down ~\$11k from prior month as operating expenses outpaced recyclables sales revenue.

Revenue: ~\$0.0k

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

Expenses: ~\$11.3k

- Labor; ~\$9.7k (85.7%); gross wages (\$8.2k); JPB indirect (\$1.5k).
- Utilities; ~\$0.6k (5.5%); includes 2 months of natural gas consumption.
- MRF Maintenance & Repairs; ~\$0.5k (4.6%); Styrofoam densifier repair and annual fire extinguisher inspections.
- Vehicle Fuel; ~\$0.2k (1.7%).
- Other; ~\$0.3k (2.5%); four transactions <\$100 each.

FY 2023 Funding:

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

Highlights:

- Truck availability continues to hinder / delay glass sales. ~46 tons of glass were sent to the JC Landfill on January 24th to be used for daily cover, due lack of storage space at the center.
- Styrofoam densifier troubleshot by electrician. New amp meter ordered / received and will be installed in February.

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.