

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

**Call to Order: 5:20**

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

**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:**

Kim moves to approve, Bill seconds. Unanimous.

No issues with treasurer's report, Dave not present.

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

Don not present. Left market report.

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

- **Glass Sign**

Bill recommends to include the QR code on signs as well.

Mara to send the language to board for approval ahead of sign making.

- **SAVE work day**

Proposed by SAVE: A Sunday, four hours, kids sign up for a one-hour shift.

Bill: We could advertise that ahead of time so that people can come and use it on a Sunday. Bill would want to be sure we coordinate with Don.

Date for the work day? Earth day is April 22. How about April 23? 2-3 kids per shift.

Mara to communicate back to Chris, Bill will check logistics with Don.

We will lean on SAVE to advertise.

Reach out to them for liaison.

Kim: Should we revisit being open some time on the weekend?

Bill: Yes, we should resurface that conversation. We are a service.

Mara: Or one day stay open late.

Bill: Or open Tuesday through Saturday. Should we pursue a volunteer program, have folks who are committed to come and do the training.

Kim: Is it worth it if we have folks sorting and flattening boxes without running the balers?

- **Other business**

- Put out a user survey. The SAVE group could be really beneficial in this.
- Expand operations? Short lumber? Composting? Ways we could expand what we do in the community.
- Hours

- Plastic bag ban interest?
- Item for next month's agenda
- Good to get direct feedback on how we are using the community.
- Mara to develop a survey draft for the next meeting.
  - Rank these of your greatest need
  - Volunteers? Grain truck!
- Kim to check with principals about Earth Day activities

**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 a calendar put out for this year.
4. White paper - keep checking in

**Next Meeting (date, place and time): April 10, 2023**

**Meeting Adjourned: 5:57**

**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. 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 (February 2023):**

### **Summary:**

- Month end cash available ~\$129k, down ~\$13k from prior month as operating expenses outpaced recyclables sales revenue.

### **Revenue: ~\$1.0k**

- February mixed recyclables sale to IWP (1 load; FOB SLC, UT); \$945 credited on 2/28.
- February checking account interest; \$42 credited on 2/28.

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

- Labor; ~\$9.0k (62.8%); Gross wages (\$8.1k); JPB indirect (\$0.9k).
- MRF Operating supplies; \$1.5k (10.5%); Gaylords (\$1.3k); other (\$0.2k).
- MRF Maintenance & Repairs; ~\$1.5k (10.5%); Forklift tires (\$1.3k); Styrofoam densifier (\$0.2k).
- Trucking; ~\$1.3k (9.4%); Mixed recyclables load to SLC.
- Utilities; ~\$0.4k (2.5%).
- Vehicle Fuel; ~\$0.3k (2.1%).
- Other; ~\$0.3k (2.2%); four transactions <\$150 each.

### **FY 2023 Funding:**

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

### **Highlights:**

- Optional 1% Funding Application for FY 2023-24 submitted on 2/28. Requested \$60k from both the City and County.
- FY 2021-22 Self Audit (conducted by Kim Harvey) submitted to Wyo. Dept. of Audit on 2/21.
- Communicated salary increases (approved at February Board Meeting) to Marchel and Don.
- Resumed mixed load sales to IWP to manage inventory due lack of storage space at the center. Depressed market prices continuing to result in negative margins for most recyclables.

### **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.