

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
April 10, 2023

Call to Order: 5:20

Board Members Present: Mara, Kim, Rachel

Visitors: Don

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 accept minutes. Mara seconds.

Dave not here.

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

Aluminum going up, was 63 cents. Had a load ready to go. Dave asked to wait for a second quote on the trucking, but the price went back down. Similar with cardboard.

Board discussed that it should potentially be up to Don's discretion. Time limit to price compare?
Is this an issue with transportation allocation in the budget?

Board agreed that it would be good to send a load of aluminum and cardboard because of the increasing age of materials, convenience of loading, and favorable market.

Glass situation: neverending, waiting for Carlatt Construction to get back to Don on the glass. They have a truck with a bonus trailer so that he can get the volume and weight. Ice made it hard to move the glass. Needs to check on the price. Get \$55/ton. Glass has been break even or slight loss forever. Mara to check with Don before putting up the sign for the glass.

Mara: if there is space in the budget, it makes sense to send a load, even at a small loss, as it seems like we have the money in the budget and it is our responsibility to provide recycling services to the community.

Don is working on connecting with Kevin for scheduling on the maintenance for the balers.

By next month, might need someone part-time to help out.

Old forklift tires (10 years ago had been purchased incorrectly) have expired per OSHA. We could give them to ACE Hardware or throw them away, realistically. Kim: Perhaps a trade for something at ACE.

Kim: equipment auction?

Mara: Moves we attempt to give the tire to ACE, maybe in exchange for something if possible? Rachel seconds. Kim agree, if that doesn't work, try auction as a second option.

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

- **Survey review**

Kim: frequency of use (add choices, a-e)

Rachel: better without handwriting too!

Ask Bill: Short lumber?

Kim: Define electronics? Don: If we have extra in the budget, would that be a good place to use it. Could be easier if we clearly define electronics, have a list, folks circle what they would use.

Kim: White paper rather than office paper to clarify. How about separating colored and clear glass? Don: We don't really have a place to store them separately in the back. Don will check if there is a differential price/what it might be.

Specify current hours as an option.

Rachel: What is most helpful/could be improved – make two different questions. More specificity on volunteer options.

Wait to get more clarity on volunteer options.

- **SAVE work day**

Don thinks he is available, that should work. Double check with Bill to make sure that he will be available.

Kim: Ad in the paper. Give the SAVE group recognition. Kim will lead on the paper ad.

Rachel: social media, sign for the center (SAVE group could make the sign.)

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: 6:20

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