

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
December 11, 2023

Call to Order: 4:30

Board Members Present: Kim, Dave, Bill, Mara, Rachel

Visitors: Don, 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:

Rachel moves to approve minutes, Dave seconds, all in favor.

Treasurer's report. Ended with 187k in the account. Revenue was \$4,700. Three loads of cardboard from September, Four in October. One other check in December for some cardboard in Sept. One truck was in bad shape, it was high moisture, made an adjustment to weight, it was weathered, they cut the price from \$25 to \$15 a ton. That money will show up on December's report. November, only two loads of cardboard went out, will get paid this month.

Expenses, \$11,300, labor \$8,900. Maintenance on pickups \$900. Replaced starter, gear shift cable, battery, \$700 forklift maintenance from an old invoice. Admin around \$300. Utilities around \$200. There were actually two months of nat gas and telephone. Markets are still pretty weak, inching up with cardboard. IWP: their prices are still low for plastics and mixed. Still a negative margin here in Buffalo, unchanged.

Thanksgiving payroll error: Dave to check with Jennifer.

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

Everything is going well. It's the slower season. Don will be gone for Christmas, but the center will be staffed. Dave took three big loads of steel to the landfill (\$1200 worth according to Bob via Dave) Bill: Check in on transport, if we can haul it up truck by truck, that's easy.

Forklift? Lot's of maintenance, questions from the guy at Anderson. Is it something we need to think about? Action items: Any preventive maintenance we should be doing? Look up what it would cost to replace. Dave: We've spent \$2200 maintaining it, we have it tuned every year.

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

Caps on plastic: most lids are not recyclable.

Kim: check in on follow up on bin lids at Cloud Peak — Bill to investigate. Don: we could potentially rotate them to avoid wind.

Elect officers in January meeting.

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): January 8, 2024

Meeting Adjourned:

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 Website 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