

Minutes
Buffalo-Johnson County Recycling Center Joint Powers Board
June 12, 2023

Call to Order: 5:15

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

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:

Rachel motioned to approve the June minutes, Dave seconded, unanimous approval.

June end of fiscal year, closed with 103k cash avail, down 9k from prior month, revenue picked up. Paid for April mixed load to IWP, paid for cardboard to Centennial in May. Mixed glass sale to Rocky Mountain bottle company. Haven't been paid yet (although Quickbooks recorded it as already been paid) and we are tracking the receivable. These guys have been notorious, last time we did glass it took us about 6mos to pay. They did finally pay. This grain truck did work out well. We got 28 tons at \$55/ton. We netted \$44.

Cardboard, sent out two loads in June earlier in the month. Sent one mixed load to IWP, hopefully they will pay next month, could dribble into august. Expenses: bulk of it labor, trucking (hauling the glass) fuel for pickups (two months worth) spent \$300 on maintenance and repairs, three small transactions

Cardboard market showing signs of improvement. May \$20/ton, now it's \$35 a ton. Don is planning on shipping 3 loads this month, it's getting pretty weathered. Mixed load is pretty low still. Mixed paper still \$35 a ton. We are still covering freight going down there.

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

Don not present. Dave: we shipped a load of aluminum, tin cans, scrap metal all to Billings. It went to a different company up there. We will see how much we get.

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

Budget calendar/public hearing,

Final budget is due the 31st to dept of audit, city, county, that starts the reporting cycle. Have to send a copy to Dept of Audit by the 30th. Then a series of reports we have to fill out, due Sept 30. Also there is a regulation that we do a self-audit. Auditors finally called, I had Kim do one in January, we sent it in Feb, we were a little late.

Rachel or Kim will do it.

New topic: Holiday and vacation pay:

Don had approached Dave to ask for more vacation time. Then asked about being paid to work during the week. Started researching what the city and county do for vacation policy. Has gotten the employee handbook, talked to landfill. Edited a few sections to make it more applicable. Want to also get a copy from the city.

Budget:

Very few changes from proposed budget we reviewed in May. Approved for \$60k from both city and county. Guessing \$40k for revenue (avg from last 8yrs.) Just under \$43k this year. Labor this year, spent just a touch over \$97000. Original estimate was 100k. We have a new part-time employee who is going to work through the fall. The rest of it falls out on percentages. Added a little extra on labor, just in case. Operations, last year there were a few big ticket items. Added in a bit extra for the baler maintenance. Dave will remind Don we need to get that work done. Supplies, big year, baling wire and gaylords delivered. We won't need to buy more this year, Utilities, most recent 12 months, added 5% for higher energy costs. Vehicle fuel, same thing. We had fewer gallons this past year. Miscellaneous. Trucking, estimating \$19000, 7 loads mixed to Salt Lake, 3 loads glass to Denver, 2 loads aluminum/tin. Usually only ship 1 load to Billings. Didn't put shipping money in for cardboard. Come in at \$158k with a 10 percent contingency.

No public present to comment.

Mara moves to approve, Bill seconds. All approve.

In executive session, the board made a decision on accrued leave.

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): July 10, 2023

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 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