

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 over the phone)

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 accept minutes. Rachel seconds. Unanimous approval.

Treasurer's report (Dave):

May was the first month in a long time with revenue. \$3200 roughly, got paid for a load sent out in March to IWP. Paid for an April cardboard load (\$1900). April we sent a mixed load to IWP but we didn't get paid by the end of the month, we have since gotten the check, it will show up in June revenue. Sold glass in May, one load down to Coors, that's going to work out well. 28 tons of glass in one truckload. The driver said he's interested in doing it again, will be a timing thing. He has the kind of trailer we need to make it work. Sold cardboard to Centennial in Buffalo, \$20 dollars a ton positive.

Already sent two loads of cardboard out to Centennial. Seeing a bit of improvement in cardboard. Mixed, the price bounces around. Good news that maybe cardboard is going to be positive for awhile.

Expenses were just over \$8400, almost all labor. A few small expenses. Didn't get a bill from the city for nat gas or telephone, they'll catch up in June.

Got a new employee, working about 4h a day.

Sent proposed budget to the state. The Alamo Inn agreed to donate their old shed for storage. Don talked to Kevin, options for moving it, they are still working on that. Can it be moved, will it fall apart?

We'll need to have a public hearing for the budget at the next meeting in July, will put notices in the paper, submit final budget to the state by the end of the month. Checked with Julie on the funding for the city to confirm, they are on the second reading of the budget this past week.

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

Don not present

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

Kim: Wanted to check in on whether we have gotten the trailers back from the schools.

Bill: He thinks he will be out of town, but raised the question of whether we would participate in the parade again this year.

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