

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

Call to Order: 5:15

Board Members Present: Kim, Dave, Bill, Mara (On phone), Rachel

Visitors:

Review and approval of Agenda: Mara is in the secretarial role and will send minutes to Jody Telkamp at the County

Executive session: Board entered executive session at 5:18pm, closed executive session at 5:43pm.
Safety award: Decision to grant employees net \$250 part-time/ net \$300 full time annual safety award.
Dave moves to approve, Kim seconds, unanimous approval.

Other business:

Kim moves to change meeting time to 4:30. Rachel seconds. Unanimous approval. Dave to place public notice in the paper.

Review and approval of Meeting Minutes and Treasurer's Report:

Rachel moves to accept minutes from October.. Bill Seconds. All in favor.

Treasurer's report:

Ended Oct w/ \$194,000 in the account. Revenue only \$800 – one load of mixed to Salt Lake. Got a check for September cardboard, Dave deposited in Nov, will show up next time. Expenses just over \$10,000. Replace propane vaporizer. One load of cardboard was rejected by the mill – one of the old, weathered bales. Rerouted to another mill. May need to find a bit of help around Christmas. Prices are pretty discouraging.

Rachel moves to accept September treasurer's report. Kim seconds.

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

Foreman report — no known updates from Don.

Dave: Metal pile getting big, landfill getting anxious to sell it. Offer to sell our stuff to whoever they pick. We don't have a whole lot out there right now, a few bales of aluminum and tin. They have some kind of baler with them when they do the landfill pile.

Dave moves to put the center's scrap, tin, aluminum in the bid for the landfill. Rachel seconds. Approved.

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

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): December 11, 2023

Meeting Adjourned: 6:02pm

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

B-JC Recycling JPB Treasurers Report (October 2023):

Summary:

- Month-end cash available was ~\$194k, down ~\$9k from the prior month as operating expenses outpaced recyclables sales revenue.

Revenue: ~\$0.8k

- September mixed recyclables to IWP (1 load; FOB SLC, UT); ~\$0.7k; deposited 10/18.
- September cardboard to Centennial (3 loads; FOB Buffalo); ~\$1.6k; deposited 11/1.
- October cardboard to Centennial (2 loads; FOB Buffalo); payment pending.
- October cardboard to Westrock (2 loads; FOB Buffalo); payment pending.
- August checking account interest: ~\$68 credited on 10/31.

Expenses: ~\$10.3k

- Labor; ~\$8.6k (83.5%); Gross wages (\$7.1k); JPB indirect (\$1.5k).
- MRF M&R; ~\$1.2k (11.3%); Forklift C3 vaporizer replaced.
- Vehicle Fuel; ~\$0.2k (1.9%).
- Other; ~\$0.3k (3.3%); Five transactions, each less than \$100.

FY 2024 Funding:

- City (\$60k); deposited 9/13.
- County (\$60k); deposited 9/13.

Highlights:

- One September Centennial load rejected by the Mill due inferior quality of weathered OCC bales; Load was re-routed to another Mill; No payment received, effectively splitting incremental trucking cost with Centennial.
- Allan Mitchell's last workday was 10/25. May need part-time help around Christmas to cover Don's vacation plans.
- OCC markets remain weak at \$35/ton for October, unchanged since July 2023.
- October IWP prices (PETE \$10/ton, HDPE \$15/ton, Mixed Paper \$35/ton; FOB Salt Lake City) continuing to yield negative margins in Buffalo. HDPE down \$10/ton from September.

Outstanding Items:

- Continue to investigate alternative markets for all recyclables.
- Update Center's major asset inventory and provide to COB.
- Holiday and Vacation Pay policy documentation.