

**Minutes**  
**Buffalo-Johnson County Recycling Center Joint Powers Board**  
**October 9, 2023**

**Call to Order: 5:15**

**Board Members Present: Kim Harvey, Rachel Woita, Dave Smith (via phone)**

**Visitors:**

**Review and approval of Agenda:** Kim is in the secretarial role and will send minutes to Mara, who will then send them to Jody Telkamp at the County

**Review and approval of Meeting Minutes and Treasurer's Report:** Rachel motioned to approve the minutes for September, and Kim seconded. The Treasurer's report was not available at the time of the meeting, but Dave summarized over the phone.

**Foreman's Report: (Was the monthly safety meeting completed?): (Foreman not present)**

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

**No new business**

**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): November 13, 2023**

**Meeting Adjourned: 5:30 pm**

**Minutes submitted by and date: Kim Harvey, November 12, 2023**

**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 4<sup>th</sup> 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