

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

Call to Order: 5:15

Board Members Present: Kim, Dave (on phone), 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:

RKim move to accept minutes from August and July as corrected. Bill Seconds. All in favor.

Treasurer's report:

August, sent on email by Dave.

In expenses, only thing out of the ordinary, did replace four tires on one of the pickups, about \$1100, other than that, the typical stuff each month. Did hear back from commissioners and the city. Rachel completed the self-audit.

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

Foreman report — no known updates from Don. Forklift, still haven't come back to work on that.

Dave: Don loaded 6 loads out of cardboard, that's good, waiting to get paid. He's trying to work off the yard inventory and that's the right answer here. Market continues to be pretty weak, cardboard is steady, flat with July. Sept prices may not be in. Product to IWP depressed prices generally, no real positive margins. Unknown if it's time to ship another load down there.

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

FY2023 Dept of Audit reports:

Everything that has to go to the state sent out in a packet, a few items to be signed by Bill and Dave. Dave will connect with Bill upon his return to town. Any questions? Pretty unchanged from last year as far as summary reports go. Rachel's self audit is in there. She didn't indicate she found any irregularities. Didn't highlight anything either. Need reports in by end of month.

Bill: Assets are owned by the City of Buffalo? Is that known? The Conservation District bought some. Discussion about sitting down with City and County and check their lists for who owns which assets in the center.

Group to review. Rachel took 6-8hrs to complete the audit – Kim agreed that was in line with her commitment. It's a large time commitment. Group expresses great gratitude to Kim and Rachel! Dave to sent out email for any further comments on the audit.

WSWRA takeaways:

Dave attended: Study to characterize waste in Teton County - results a bit unexpected. Shared copy of presentation. Will send it out, how much more is out there that we could get with more participation. Main

theme was safety — is there more we should be doing in that area? Simple things: first aid kit, fire extinguishers (ours are inspected.) When he returns will share some of it with Don for feedback.

Dave met with folks from IWP in Salt Lake, interesting discussions around plastic and what's recyclable. It's a tough one. Lots of talk around clamshells marked as #1, but evidently they don't want them. Apparently a bit of a different melting point than the bottles. No mention of markets for #3 through 7. Bill: Maybe it's a shell game. (A joke worthy of being in the minutes). Conference in Casper next year. Maybe Don will attend?

Closures on trailers (raised by Kim)

Bill will check in on those to make sure they are all good.

Board entered executive session to discuss compensation.

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): October 9, 2023

Meeting Adjourned: 6pm

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