



**RAMSEY/WASHINGTON COUNTY
RESOURCE RECOVERY PROJECT**

2785 White Bear Avenue • Suite 350 • Maplewood, Minnesota 55109 • 651.266.1194 • 651.266.1177

MEETING NOTICE

**RAMSEY/WASHINGTON COUNTY
RESOURCE RECOVERY PROJECT BOARD MEETING**

DATE: February 23, 2012

TIME: 9:00 a.m.

PLACE: Resource Recovery Project/Ramsey County Environmental Health Offices
2785 White Bear Avenue, Suite 350
Maplewood, MN 55109

AGENDA:

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES – September 22, 2011**
- IV. BUSINESS**
 - A. Governance
 - 1. Appointment of Executive Committee Action by Chair
 - 2. Appointment of Budget Committee Action by Chair
 - B. Administration
 - 1. 2011 Report of Budget Activity Information
 - 2. 2012 Work Plan and Meeting Schedule Action
 - 3. 2011 Resource Recovery Results Report Information
 - C. Policy
 - 1. Processing Update Information
 - 2. Organic Waste Management Update Information
- V. OTHER BUSINESS**

**RAMSEY/WASHINGTON COUNTY
RESOURCE RECOVERY PROJECT BOARD
SEPTEMBER 22, 2011
MINUTES**

A meeting of the Ramsey/Washington County Resource Recovery Project was held at 9:00 a.m., September 22, 2011 at the Saint Paul - Ramsey County Public Health, Environmental Health Section, in Maplewood, Minnesota.

MEMBERS PRESENT

Commissioners Rafael Ortega, Jan Parker, Janice Rettman, Victoria Reinhardt – Ramsey County
Commissioners Dennis Hegberg, Gary Kriesel, Bill Pulkrabek, Lisa Weik – Washington County

MEMBERS ABSENT

Commissioner Toni Carter – Ramsey County

ALSO ATTENDING

Peter Barthold, Mary Elizabeth Berglund, Gary Bruns, Paula Connell, Marty Gagliardi, Chris Gondeck, Kris Hageman, Zack Hansen, Joe Heinz, Mike Hoppe, Ryan Howell, Judy Hunter, Curtis Johnson, Kevin Johnson, Lowell Johnson, George Kuprian, Susan Kuss, Harry McPeak, Thor Nelson, Sig Scheurle, Norm Schiferl, Katie Shaw, John Springman, Warren Shuros, Robert Stewart, Susan Stewart, Jodi Taitt, Kevin Tritz, Ryan Tritz

Introductions were made.

APPROVAL OF AGENDA

Commissioner Rettman moved, seconded by Commissioner Weik, to approve agenda.

Roll Call: Ayes – 8 Nays – 0 Motion Carried.

APPROVAL OF THE JUNE 23, 2011 MINUTES

Commissioner Weik moved, seconded by Commissioner Parker, to approve the minutes.

Roll Call: Ayes – 8 Nays – 0 Motion Carried.

SECTION A: ADMINISTRATION

Monthly Report of Budget Activity

Susan Kuss said the monthly disbursements are routine. There were no questions.

SECTION B: POLICY

Joint Approach for Organic Management

Zack Hansen stated that at prior meetings the Project Board has held policy discussions on how the Counties should jointly approach increasing the level of organic waste recycling. In 2011, the Project Board had reviewed a range of programs and strategies the Counties could use to increase the amount of commercial organic waste managed, discussed a vision and milestones for commercial organic waste management, and listened to a panel of industry representatives. The Project Board proposed strategies for education and technical assistance and for financial interventions and then provided direction to staff to take action on several strategies.

The approach includes proposed by Staff is to:

- commence a comprehensive effort to inform commercial generators about organic waste management
- develop business friendly resources
- facilitate business to business communication
- provide resources and services to jump start more organic waste recycling

Under education, consultation and technical assistance, staff are recommending the next following steps:

- Develop a list of potential commercial generators of organic waste for outreach efforts.
- Development of an East-Metro commercial organics and recycling website.
- Develop social media tools for businesses to inquire and share information.
- Procure consulting and technical assistance services beginning in 2012.
- Create an outreach plan to targeted businesses.

Under financial interventions and securing capacity, staff have evaluated a variety of possible strategies, and recommended the following next steps:

- Continue the County Environmental Charge (CEC)
- Securing Capacity – staff request permission from the Project Board to further discuss transfer capacity with transfer station operators, and develop, issue and evaluate either a request for proposals (RFP) or request for expressions of interest (RFI) with a report back to the Project Board in early 2012
- Targeted Grants Program – staff request permission from the Project Board to design a grants program, including how the program would be administered, terms and conditions of the grants, as well as grant guidelines, with the grant design being presented to the Project Board for consideration in 2012

Commissioner Reinhardt moved, seconded by Commissioner Parker, that the Ramsey/Washington County Resource Recovery Project Board hereby authorizes staff to:

- Procure the services of a web developer to assist in the creation and implementation of an East-Metro commercial organic waste and recycling web page, and to prepare a contract for those services for consideration by the Executive Committee, with a term from the date of execution to December 31, 2012, in an amount not to exceed \$40,000;
- Develop a contract with a social media expert to design a moderated forum for businesses on recycling and organic waste management, for consideration by the Executive Committee, for January 1, 2012 – December 31, 2012, in an amount not to exceed \$20,000;
- Develop a contract with Minnesota Waste Wise for commercial organic waste and recycling consultation and technical assistance services, for consideration by the Executive Committee, for January 1, 2012 – December 31, 2012, in an amount not to exceed \$80,000;
- Develop a contract with MnTAP for commercial organic waste and recycling consultation and technical assistance services, for consideration by the Executive Committee, for January 1, 2012 – December 31, 2012, in an amount not to exceed \$80,000;
- Proceed with outreach in 2011 and 2012 related to organic waste, in order to raise awareness and promote organic waste services, for consideration by the Executive Committee, using the funds already approved in Resolution 2011-RR-2 on June 23, 2011;
- Further discuss organic waste transfer capacity with transfer station operators, and, if appropriate, develop, issue, and evaluate either a request for proposals (RFP) or request for expressions of interest (RFI), with a report back to the Project Board in early 2012;
- Design a targeted “Starter Grants” program for non-residential organic waste generators, with the grant design and proposed cost being presented to the Project Board for consideration in 2012.

Roll Call: Ayes – 8

Nays – 0

Motion Carried

Future Processing Considerations

Staff Overview and Status Report

Judy Hunter stated that the term of the agreement with RRT will be expiring in December 2012. She then gave a brief overview of the status of waste processing, the Newport Facility performance, and the regional waste processing developments.

Presentation: RRT and Xcel Energy

Chris Gondeck, Marty Gagliardi and Kevin Tritz presented a slide presentation on their future processing needs at the RRT Newport facility.

Commissioners Parker and Pulkrabek left the meeting.

Review of Draft Joint County Master Plan Processing Chapter

Judy Hunter stated that both Ramsey and Washington Counties are developing their Master Plans. She briefly reviewed the preliminary processing policies and strategies.

ADJOURNMENT

Chair Hegberg adjourned the meeting.

Approved:

Commissioner Dennis Hegberg, Chair

AGENDA ITEM A-2

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR PROJECT BOARD ACTION

BOARD MEETING DATE: <u>February 23, 2012</u> DATE SUBMITTED: <u>February 9, 2012</u>	
FROM: <u>Joint Staff Committee</u>	
<u>DOCUMENT DESCRIPTION:</u> Appointment of Budget Review Committee	
<u>BACKGROUND:</u> <p>Historically, the Project Board Chair appoints a three (3) person Budget Review Committee to review staff recommendations on the Project's Budget. The 2011 Budget Review Committee was comprised of Commissioners Carter, Rettman and Weik. The Budget Review Committee will meet in May, 2012 to review the 2013 Project budget proposed by staff, and make a recommendation on the budget to the full Project Board.</p>	
<u>PROJECT BOARD ACTION REQUESTED:</u> <p>The Chair is requested to appoint the Budget Committee.</p>	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u>	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
<u>Ramsey County Attorney</u>	<u>Date</u>
<u>Washington County Attorney</u>	<u>Date</u>
<u>Budgeting & Accounting</u>	<u>Date</u>

Report ID: GLS8020
 Bus. Unit: RC--Ramsey County
 Ledger Grp: ORG
 Currency : USD
 Chartfields Criteria
 Fund: 35101
 Project: All values

Dept: 140101 to 140102
 Budget Period: All values

R-A-M-S-E-Y C-O-U-N-T-Y A-S-P-E-N
 BUDGET STATUS REPORT

ORGANIZATION BUDGET LEDGER

Page No. 1
 Run Date 02/09/2012
 Run Time 09:41:06

Program: All values

Bud Ref: 2011

Account: All values

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Bud Ref</u>	<u>Account</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>PctExpd</u>	<u>Remaining</u>
<u>Project</u>		<u>Budget Period</u>									
Ramsey/Was - State Auditor											
35101	140101	00000	2011	421102							
		BY2011			5,520.00	0.00	0.00	0.00	5,132.50	92.98%	387.50
Ramsey/Was - Legal Services											
35101	140101	00000	2011	421201							
		BY2011			40,000.00	0.00	0.00	0.00	13,309.50	33.27%	26,690.50
Ramsey/Was - County Attorney Services											
35101	140101	00000	2011	421208							
		BY2011			13,946.00	0.00	0.00	0.00	7,466.50	53.54%	6,479.50
Ramsey/Was - Consulting Services											
35101	140101	00000	2011	421501							
		BY2011			1,500.00	0.00	0.00	215.00	1,285.00	85.67%	0.00
Ramsey/Was - Engineering Service											
35101	140101	00000	2011	421502							
		BY2011			95,000.00	0.00	0.00	0.00	89,826.37	94.55%	5,173.63
Ramsey/Was - Co Project Management Svcs											
35101	140101	00000	2011	421511							
		BY2011			273,037.00	0.00	0.00	0.00	269,116.88	98.56%	3,920.12
Ramsey/Was - Other Professional Services											
35101	140101	00000	2011	421522							
		BY2011			0.00	0.00	0.00	0.00	0.00	0.00%	0.00

Report ID: GLS8020
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 Currency : USD
 Chartfields Criteria
 Fund: 35101
 Project: All values

Dept: 140101 to 140102
 Budget Period: All values

R-A-M-S-E-Y C-O-U-N-T-Y A-S-P-E-N
 BUDGET STATUS REPORT

ORGANIZATION BUDGET LEDGER

Program: All values

Bud Ref: 2011

Account: All values

Page No. 2
 Run Date 02/09/2012
 Run Time 09:41:06

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Bud Ref</u>	<u>Account</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>PctExpd</u>	<u>Remaining</u>
<u>Project</u>		<u>Budget Period</u>									
Ramsey/Was - Advertising & Promotion											
35101	140101	00000	2011	421602							
		BY2011			302,000.00	0.00	0.00	0.00	308,525.10	102.16%	-6,525.10
Ramsey/Was - Equipment & Machinery Repairs											
35101	140101	00000	2011	422601							
		BY2011			0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Ramsey/Was - Records Storage/Retriev Fees											
35101	140101	00000	2011	423309							
		BY2011			500.00	0.00	0.00	0.00	203.90	40.78%	296.10
Ramsey/Was - Liability & Property Damage											
35101	140101	00000	2011	424107							
		BY2011			25,664.00	0.00	0.00	0.00	18,128.00	70.64%	7,536.00
Ramsey/Was - Membership & Dues											
35101	140101	00000	2011	424302							
		BY2011			750.00	0.00	0.00	0.00	750.00	100.00%	0.00
Ramsey/Was - Other Travel											
35101	140101	00000	2011	424304							
		BY2011			3,000.00	0.00	0.00	0.00	0.00	0.00%	3,000.00
Ramsey/Was - County Manager Meeting Expense											
35101	140101	00000	2011	424306							
		BY2011			300.00	0.00	0.00	0.00	36.96	12.32%	263.04

Report ID: GLS8020
 Bus. Unit: RC--Ramsey County
 Ledger Grp: ORG
 Currency : USD
 Chartfields Criteria
 Fund: 35101
 Project: All values

Dept: 140101 to 140102
 Budget Period: All values

R-A-M-S-E-Y C-O-U-N-T-Y A-S-P-E-N
 BUDGET STATUS REPORT

ORGANIZATION BUDGET LEDGER

Program: All values

Bud Ref: 2011

Account: All values

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 Run Time 09:41:10

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Bud Ref</u>	<u>Account</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>PctExpd</u>	<u>Remaining</u>
<u>Project</u>		<u>Budget Period</u>									
Ramsey/Was - Other Services											
35101	140101	00000	2011	424601							
		BY2011			100,000.00	0.00	0.00	0.00	60,000.00	60.00%	40,000.00
Ramsey/Was - Per Diem Fee											
35101	140101	00000	2011	424608							
		BY2011			0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Ramsey/Was - Books Periodicals & Subscriptn											
35101	140101	00000	2011	424620							
		BY2011			0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Ramsey/Was - Resource Recovery Service Fee											
35101	140102	00000	2011	422306							
		BY2011			5,250,000.00	0.00	0.00	0.00	4,547,839.50	86.63%	702,160.50
Ramsey/Was - Rebates-Res Rec Tipping Fees											
35101	140102	00000	2011	424623							
		BY2011			4,900,000.00	0.00	0.00	0.00	4,369,553.56	89.17%	530,446.44
Ramsey/Was - Subsidies to Other Entities											
35101	140102	00000	2011	425102							
		BY2011			650,000.00	0.00	0.00	19,076.91	48,353.97	7.44%	582,569.12
Grand Total :					11,661,217.00	0.00	0.00	19,291.91	9,739,527.74	83.52%	1,902,397.35

End of Report

AGENDA ITEM B-2

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR PROJECT BOARD ACTION

BOARD MEETING DATE: <u>February 23, 2012</u> DATE SUBMITTED: <u>February 14, 2012</u>	
FROM: <u>Joint Staff Committee</u>	
<u>DOCUMENT DESCRIPTION:</u>	2012 Project Work Plan & Meeting Schedule 1) Work Plan 2) Meeting Schedule
<u>BACKGROUND:</u> Staff have prepared a 2012 work plan and schedule for the Project. This describes the major work activities for the Resource Recovery Project in 2012.	
<u>PROJECT BOARD ACTION REQUESTED:</u> The Project Board is requested to approve the proposed work plan and schedule.	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u>	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
<u>Ramsey County Attorney</u>	<u>Date</u>
<u>Washington County Attorney</u>	<u>Date</u>
<u>Budgeting & Accounting</u>	<u>Date</u>

2012 Work Plan
Ramsey/Washington County Resource Recovery Project

Administration

- 1) **RRT Processing Agreement** – Monthly invoice review and approval
- 2) **RRT Facility Operations**
 - Monitor waste delivery
 - Monitor any changes to alternative facility collection points
 - Monitor performance standards
 - Verify public entity pricing
- 3) **CEC/Hauler Rebates/Auditing**
 - Receive and process rebate applications
 - Coordination of waste hauler audits; revise procedures and responsibilities as needed
 - Coordinate RFP and contracting for waste audit firm form post 2012
- 4) **Project Consultant Contracts**
 - Manage contracts during 2012
 - Engineering - Foth
 - Computer – Superior
 - Legal – Stoel Rives
 - Contacts After 2012, Determine need, scope, and implement procurement process as needed
 - Engineering Services
 - Computer Services
 - Legal Services
 - Budget
 - 2012 budget monitoring and billing to Counties
 - 2013 Budget Development, as determined
 - Assess Project Fund Balance
 - Review insurance and risk management needs for beyond 2013

Planning and Policy Development

- Schedule and prepare for Project Board and Executive Committee Meetings
- Monitor State actions and Regional Master Plan related to processing, organics
- Implement Joint County Master Plan Strategies
- Prepare and lead a policy analysis and discussion on future joint powers agreement; prepare a revised JPA for Board consideration
- Prepare plans and presentations on post-2012 processing
- Monitor market based processing system and system costs

Organic Waste Management

- Lead policy analysis and discussion for the Project to take steps to implement work on source separated organics including starter grants and transfer capacity
- Implement joint organics management contracts and programs.
 1. Education, Awareness
 - Outreach and marketing programs
 - Website development and implementation contract
 - Social Media contract
 2. Consultation, Technical Assistance
 - MnTap
 - Waste Wise
 - Taitt
 - Second Harvest Heartland
 3. Evaluate new and prepare 2013 Organic Recovery Contracts
 - Web Design
 - Social Media

- MnTap
- Waste Wise
- Taitt
- Other as needed

4. Continue research on sources of organic waste

Outreach and Education

- Joint Mailings and Social Media – See Below
- Distribution of trash trunks
- School tours of RRT facility

2012 Resource Recovery Project Outreach and Education Work Plan

Jan	Online Ads	Ramsey & Washington Internet Users	E-waste
Jan-Feb	Ramsey Guide	Ramsey Residents	How to manage waste and where
Feb	Online Ads	Ramsey & Washington Internet Users	Why recycle?
Mar	Online Ads	Ramsey & Washington Internet Users	Residential recycling how-to
Apr	Online Ads	Ramsey & Washington Internet Users	Composting
Apr	Post Card	Ramsey & Washington Residents	Backyard Composting (Earth Day)
May	Online Ads	Ramsey & Washington Internet Users	Medicine
Jun	Online Ads	Ramsey & Washington Internet Users	HHW
Jul	Online Ads	Ramsey & Washington Internet Users	Recycling on the go
Aug	Online Ads	Ramsey & Washington Internet Users	Education tools/ Back to school
Sep	Online Ads	Ramsey & Washington Internet Users	Problem materials (appliances)
Sep	Washington Guide	Washington Residents	How to manage waste and where
Oct	Online Ads	Ramsey & Washington Internet Users	Yard waste/leaves
Nov	Online Ads	Ramsey & Washington Internet Users	Reduce/Get LESS
Dec	Online Ads	Ramsey & Washington Internet Users	LEDs and CFLs

*Online ads include 8 websites: Fox, Kare11, KSTP, MinnPost, StarTribune, TwinCities, WCCO and Xfinity.

** All online ad topics except June and October coincide with the SWMCB's communication matrix.

Tentative Project Board and Committee Meeting Schedule 2012

- February 23 Resource Recovery Project Board
- Organizational Meeting
 - 2011 Resource Recovery Results Report
 - 2012 Work Plan and Schedule
 - Organic Waste Management Update
 - Organic waste transfer capacity assessment
 - Status Report on Waste Processing
 - Other Updates
- March 22 or 29? Resource Recovery Project Board
- Organic Waste Update
 - Status Report on Waste Processing
 - Policy Issues
- April 26 Resource Recovery Project Board
- Organic Waste Update
 - Status Report on Waste Processing Starter Grants Recommendation
 - Policy Issues Discussion: Joint Powers Agreement
 - Policy Discussion: Contract Procurement Direction
- May 24 2013 Budget Committee Meeting
- June 28 Resource Recovery Project Board
- Status Report on Waste Processing
 - Organic Waste Update
 - 2013 Budget Recommendation
 - Continued Policy Discussion as needed
- August 23 Project Board Meeting
- MnTap Progress Report
 - 2013 Budget
- September 27 Resource Recovery Project Board
- Placeholder for policy meeting if needed
- November 15 Executive committee
- Action on 2013 contracts
 - Review of 2013 Work Plan

AGENDA ITEM B-3

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR PROJECT BOARD ACTION

BOARD MEETING DATE: February 23, 2012	DATE SUBMITTED: February 14, 2012
FROM: Joint Staff Committee	
<u>DOCUMENT DESCRIPTION:</u> 2011 Resource Recovery Project Results Report 1) 2011 Results Report	
<u>BACKGROUND:</u> 2011 marked the fifth year of the revised Joint Powers Agreement (JPA) between Ramsey and Washington Counties for solid waste issues. The most prominent feature of the JPA is to manage resource recovery services. 2011 also marked the fifth year of the Solid Waste Processing Agreement with RRT. This report provides highlights of Project Activities for 2011. Staff will briefly review highlights of the report.	
<u>PROJECT BOARD ACTION REQUESTED:</u> For information only	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u> None	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
_____ Ramsey County Attorney	_____ Date
_____ Washington County Attorney	_____ Date
_____ Budgeting & Accounting	_____ Date

Ramsey/Washington County Resource Recovery Project 2011 Results Report

2011 marked the fifth year of the revised Joint Powers Agreement (JPA) between Ramsey and Washington counties for solid waste issues, including the prominent focus to manage resource recovery services and the fifth year of the Solid Waste Processing Agreement with Resource Recovery Technologies (RRT). During 2011 the Project embarked on a major effort to coordinate organic waste management for non-residential entities.

This report provides highlights of Resource Recovery Project activities for 2011. Please note that this is not a report on all waste management activities in Ramsey and Washington counties, only those associated with the Joint Powers Agreement.

RRT Processing Agreement

On January 1, 2007, the Processing Agreement between Ramsey and Washington counties and Resource Recovery Technologies went into effect. The agreement realigned the counties' role in waste processing, reduced government involvement in many of the operational issues, and continued to assure that processing services are available. The term of the agreement is through 2012.

Deliveries

Under the Processing Agreement, RRT is responsible for contracting with waste haulers for a supply of waste, assuring that at least 280,800 tons per year of waste are under contract, and meeting certain performance guarantees. RRT has entered into contracts with 79 haulers through 2012 and has met the requirement to have 280,800 tons under contract.

The following table summarizes deliveries from 2009 – 2011.

	2009	2010	2011
Ramsey/Washington MSW Delivered *	317,589	303,703	304,193
Total Waste Delivered **	391,329	392,622	393,484
“Citizen waste” delivered **	1,051	1,081	1,024
<p>* Tons of waste from Ramsey and Washington counties was delivered for processing by haulers and citizens</p> <p>** The facility is considered a “merchant facility,” and can freely market its services. The total delivery includes waste from other counties</p> <p>*** RRT makes available to residents of the two counties a location for depositing waste. Citizen waste has been accepted at the Newport facility since the inception of the plant.</p>			

Performance Guarantees

There are two performance guarantees in the Processing Agreement. Both guarantees were met. The first guarantee is to process 85% of the Ramsey/Washington waste that RRT accepts. This was met by processing 95.6%. The second guarantee is to recover 85% of the waste processed as RDF or secondary materials (ferrous and aluminum). This guarantee was met by recovering 93.7%.

There is one other performance related goal, to receive at least 280,800 tons per year from Ramsey and Washington counties. RRT received 304,214 tons from haulers and citizens.

Financial Information

The counties pay for processing of waste in two ways, summarized in the table, below:

- **Processing Payment:** For each ton of Ramsey and Washington county waste delivered, the Project pays an agreed upon per ton fee to RRT. The fee is fixed, but it changes over the six-year term of the agreement.

- **Hauler Rebate:** The counties created a hauler rebate program, in which haulers submit proof of delivery to the processing facility, and, in turn, are paid by the counties a per ton fee for each ton delivered.

Processing Fee Information 2010 - 2012			
	2010	2011	2012
Processing Payment	\$20/ton	\$15/ton	\$10/ton
Hauler Rebate	\$12/ton	\$14/ton	\$14/ton
County Cost for Processing	\$32/ton	\$29/ton	\$24/ton
RRT's Tipping Fee (per ton)	\$64	\$68	\$72

Hauler Rebate Program*

The rebate is \$14 per ton for 2011 and 2012. The rebate is only available to licensed haulers that comply with State and County regulations and ordinances, including but not limited to collection and remittance of the County Environmental Charge (CEC). Haulers apply for a rebate by submitting a form to the Project. The Project verifies the hauler's MSW delivery tonnage and issues a rebate payment, unless the hauler has been designated by one or both Counties as ineligible to receive a rebate.

A total of 43 different hauling companies applied for and received rebates in 2011 for delivery of waste for processing. The counties paid \$4,369,553.56 in rebates to these haulers.

*Actual expenditures and tons delivered do not represent final numbers for 2011.

2011 Budget Status*

2011 was the second year of a two-year budget for the 2010-2011 biennium. The Resource Recovery Project budget consists of two components: the operating costs associated with oversight of the Project (staff time, advertising, lease space, consultant services, supplies, etc.), and the processing budget. The processing budget includes the service fee to Resource Recovery Technologies (RRT), rebates to haulers and a budget for an organics program. All costs are shared between the two counties based on a formula that assigns 73% of costs to Ramsey County and 27% to Washington County.

In 2011, the budget for operating costs was \$861,217. Operating expenditures were \$773,996, resulting in savings of \$87,221. The 2011 budget for RRT's payment and hauler rebates was a total of \$10,150,000. Of this amount, \$5,250,000 was budgeted for payments to RRT based on a payment of \$15 per ton for 350,000 tons of waste delivered. Rebates to the waste haulers of \$14 per ton were also based on 350,000 tons of waste delivered, for a budget of \$4,900,000. In 2011, a total of \$4,369,554 was expended for hauler rebates which equates to 312,111 tons. These expenditures resulted in savings in processing payments of \$702,161 and savings in hauler rebates of \$530,446. Savings associated with both operations and processing costs accrue to the counties.

*Actual expenditures and tons delivered do not represent final numbers for 2011.

Education and Outreach

The Project provides outreach and promotion to both Counties on general solid waste issues. Working jointly provides some efficiency in design and delivery of messages, as well as consistency in the east-metro area. Each County also has its own efforts to reach various residential and non-residential audiences; the Project's efforts are designed to complement the work of each County. Activities in 2011 included publications mailed directly to households in both counties, online advertising, lending Trash Trunks for group educational activities, and tours of the Facility.

Publications

- A total of 300,499 *Going Green* guides were mailed to residents of both counties.
- A total of 300,499 recycling guide post cards were mailed to residents of both counties.
- A total of 131,260 yard waste post cards were mailed to residents of Ramsey County.

Online Advertising

The Project began to purchase advertising in 2010 on local media websites. That work continued into 2011, as it is a cost effective way to reach audiences that use the internet. As a result of this effort, there were almost 12.5 million impressions, which is the number of opportunities that people had to view the advertisements.

The following table summarizes the various ad placements and topics.

Resource Recovery Project 2011 Online Advertising Summary			
Month	Ad Location	Topic	Total Impressions
Jan	TwinCities.com	E-waste	242,255
Feb	Fox, KARE11, KSTP, MinnPost, StarTribune, TwinCities.com, WCCO	E-waste	1,259,770
Mar	Fox, KARE11, KSTP, MinnPost, StarTribune, TwinCities, WCCO	HHW	1,722,733
Apr	Fox, KARE11, KSTP, MinnPost, StarTribune, TwinCities.com, WCCO	Bottle and can recycling	1,529,191
Jun	Fox, KARE11, KSTP, MinnPost, StarTribune, TwinCities.com, WCCO	Recycle away from home	1,527,926
Jul	Fox, KARE11, KSTP, MinnPost, StarTribune, TwinCities.com, WCCO	Recycle away from home	1,450,820
Aug	Fox, KARE11, KSTP, MinnPost, StarTribune, TwinCities.com, WCCO	Recycle away from home	1,481,129
Sep	Fox, KARE11, KSTP, MinnPost, StarTribune, TwinCities.com, WCCO	Yard waste	1,497,658
Oct	Fox, KARE11, KSTP, MinnPost, TwinCities, WCCO	HHW	1,177,390
Nov	Fox, KARE11, KSTP, MinnPost, StarTribune, WCCO	CFLs	597,888
Total			12,486,760

Trash Trunks

The Trash Trunks provided by the Project remain a popular educational tool. The Trash Trunks were signed out 24 times, reaching over 1,675 people.

Tours

RRT encourages tours of its facility in Newport and has established schedules to accommodate the demand. Over 608 people attended 28 tours that were arranged through the Project. In addition, in 2011, as in previous years, the Project funded the cost of busing school groups for field trips to the facility, and 3 schools took advantage of the opportunity: Hamline University – 1 tour, Lakes International Academy – 3 tours, and Middleton Elementary – 6 tours. The cost to the Project for busing was \$1,241.

Organic Waste Management

During 2011 the Resource Recovery Project embarked on a joint County effort to build on its previous work on organic waste management. Since 2003 the Project has retained a consultant, JL Taitt and associates, to provide outreach and technical assistance to non-residential generators of organic waste. For three years the Project has contracted with Second Harvest Heartland for food rescue services, recovering edible food waste, primarily from grocery stores, and supplying it to recipient agencies such as food shelves and homeless shelters.

During 2011 the Project Board carried out policy discussions and actions at four meetings. The Board conducted a significant amount of fact-finding, through reports, field work, and surveys by consultants and staff, as well as consultation with businesses operating in the organic waste industry. Based on this, the Board adopted a vision statement and milestones for the Counties to include in their respective Master Plans, and embarked on an East Metro Organic Waste Management project.

By the end of 2011, the Project had in place the vision and milestones, a strategic plan to focus the work of the two counties, an approved budget for work in 2012, and contracts with consultants to carry out much of the work. 2011 set the stage for a considerable effort to reach non-residential generators of organic waste. This includes raising awareness of the business benefits of separate management of organic waste, creating technical assistance and consulting services to help businesses and institutions, and developing a web presence for the project. In addition, the issue of more efficient collection will be addressed by examining the need for, and possible Project role in, transfer capacity for organic waste. Finally, the Project will be outlining a targeted starter-grants program to boost business and institutional participation.

AGENDA ITEM C-1

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR BOARD ACTION

BOARD MEETING DATE: <u>February 23, 2012</u> DATE SUBMITTED: <u>February 15, 2012</u>	
FROM: <u>Joint Staff Committee</u>	
<u>DOCUMENT DESCRIPTION:</u> Processing Update	
<u>BACKGROUND:</u> Staff will update the Board on issues related to processing of waste at the Facility in Newport, and policy issues related to processing, and the future of processing after 2012.	
<u>PROJECT BOARD ACTION REQUESTED:</u> Information Only	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u> None	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
<u>Ramsey County Attorney</u>	<u>Date</u>
<u>Washington County Attorney</u>	<u>Date</u>
<u>Budgeting & Accounting</u>	<u>Date</u>



RAMSEY/WASHINGTON COUNTY
RESOURCE RECOVERY PROJECT

2785 White Bear Avenue • Suite 350 • Maplewood, Minnesota 55109 • 651.266.1194 • 651.266.1177

February 17, 2012

To: Ramsey/Washington County Resource Recovery Project Board
From: Joint Staff Committee
Re: East-Metro Organic Waste Management Project

Background

During 2011 the Project Board spent a significant amount of time considering policy and strategic direction for managing organic waste in the East Metro area. At meetings in January, April, June and September the Board decided on a vision and milestones for commercial organic waste management, gathered information from the public and private sectors about how to increase further organic waste recovery, provided strategic direction to staff, and authorized a number of contracts and expenditures to set things in motion. This memo provides a brief overview of the joint East-Metro Organic Waste Management Project, County efforts and a status report on the work that is underway.

Vision and Milestones

In April, the Project Board adopted a Vision for Organic Waste Management, as well as milestones looking to year 2020. The vision is:

By 2020, the Waste Management system will value and manage organic waste as a resource, and incentives will be in place to manage organic waste higher on the hierarchy. Comprehensive organic waste management services will be readily available and be offered by the private sector. Architects and developers will design and build for multiple stream collection. Generators and haulers will work together to tailor organics collection services, and pricing will be an incentive for separate management of organic waste. There will be multiple opportunities for organic waste, and end markets for products derived from organic waste will be thriving

Milestones for the years 2012-2013 are shown below:

- Ramsey and Washington Counties develop and implement programs for outreach, education, technical assistance and incentives to stimulate separate management of organic waste.
- High volume generators of organic waste have knowledge of organics management programs, contract for organic collection services, and separately manage organic waste.
- Small and medium volume generators of organic waste have awareness of organics management options, and some participate in separate organic waste management.

Status Report

The following is an update on work tasks that were identified in Board actions in 2011.

A. Education, Consultation and Technical Assistance

Working within the framework of strategies that was discussed in 2011, staff have made progress in developing and implementing a new East-Metro Organic Waste Management Project and recycling campaign to businesses that generate food and/or organic waste. Specific tasks and their status:

1. *Develop and fine-tune a list of potential commercial generators of organic waste for outreach efforts.* Creating an accurate database of businesses is key to targeted outreach. Lead by Gary Bruns of Washington County, GIS Departments in both counties have worked together with staff to develop a joint county database. Staff have sorted the data to develop lists of businesses and institutions that likely meet the criteria of high- or medium-volume organic waste generators. Staff have further analyzed and sorted the data to determine targeted lists for the consultants to use when targeting businesses, and staff have met with the three consultants to finalize targeted generator lists.
2. *Development of an East-Metro Commercial Organics and Recycling Website* – This is an essential element to move forward with a technical assistance program. A website targeted to local businesses in Ramsey and Washington Counties, with resources tailored to meet their needs, will be a portal for commercial generators to make decisions for recycling and organics management. The website will
 - a. Raise awareness,
 - b. Provide local relevant Tool Kits for businesses,
 - c. Provide access to Project and County resources that are available, and
 - d. Provide connections to other waste management resources.

In December a request for quotes for development of the new website was distributed to firms that specialize in web development. A team of public health and information services staff in both Counties reviewed responses from the four firms that replied. Following proposal review and interviews, the team selected the firm of Risall Public Relations to perform the work of developing the website, graphic templates and content editing. The agreement has been finalized with Risdall and the County Attorneys, and work will commence soon. A staff team has been identified to work with Risdall on site development. In the meantime, another team of Staff from both Counties also are reviewing existing documents, case studies, graphics and photos, and are preparing content for the new site. We expect a site to be functional within six months.

3. *Develop social media tools for businesses to inquire and share information.* Business-to-business communication has exploded with the availability of social media. Plans call for the Project develop and maintain a moderated electronic forum, and other appropriate social media tools, for businesses to exchange information about organic waste and recycling, anchored by the newly developed web page. Hiring a social media consultant has been deferred until the web page has been further developed.

4. *Procure consulting and technical assistance services for 2012.* The Project has retained the services of a team of consultants aimed at providing consultation and technical assistance to high volume, and possibly medium volume, organic waste generators in the two counties. The consultants selected have a variety of experience, and all have been successful in promoting organic waste management, recycling, waste reduction and pollution prevention in a manner that saves businesses money and protects the environment. Each consultant has a niche, and the services they offer and expertise will combine to make an effective team for the east metro area. Staff have worked with the three consultants on coordinated efforts, and have designed a leave-behind card to begin to develop some identity for the project, until the web site is complete.
 - a. *JL Taitt and Associates* has provided a variety of technical assistance and consultation services for institutional generators, such as school districts, hospitals and nursing homes, alternative care facilities, and colleges and universities. That work will continue in 2012, with the focus on health-care and alternative care facilities and schools. Working with staff and the new database, a list of institutions has been identified for the consultant to target. Ms. Taitt is in the early stages of developing a workshop for healthcare facilities, to be hosted by Presbyterian Homes. A similar workshop for nursing homes was very successful in 2011. In addition, the consultant is conducting outreach to assisted living facilities, and making plans for further school outreach.
 - b. *Minnesota Waste Wise* is a member-supported 501(c)(3) affiliated with the Minnesota Chamber of Commerce, that delivers strategic environmental consulting to help businesses save money through waste reduction, resource conservation and energy efficiency. Waste Wise is working on direct consultation for businesses on organic waste. Working with staff, a list of several hundred potential high-volume businesses has been generated. At the onset, Waste Wise is teaming with MnTAP to conduct outreach and selection of businesses in downtown Saint Paul, White Bear Lake and Stillwater that will be part of MnTAP's research efforts. Following that, Waste Wise will work on its list of targeted businesses. Waste Wise is also working with seven interested businesses along Grand Avenue in Saint Paul on a collaborative approach to manage organic waste and recyclables.
 - c. *The Minnesota Technical Assistance Program (MnTAP)* is an outreach and assistance program affiliated with the University of Minnesota that helps Minnesota businesses with energy efficiency and waste management. MnTAP is under contract to work with businesses in Ramsey and Washington Counties to redesign their waste management systems to save money and recycle more. MnTAP will oversee two research projects, and will retain two interns to conduct the work. One project will be a food processor, seeking to identify system changes within that operation to reduce waste and cost for the business. The second will be to work with three clusters of restaurants, in Stillwater, White Bear Lake, and downtown St. Paul, to work with

those establishments on organic waste recovery. The end goal of each these projects is to create a replicable model for other businesses to follow.

5. *Create an outreach plan to targeted businesses* – Staff from the two counties have started to develop this plan for 2012- 2013, but are deferring completion until the web site is further developed, and consultant work is underway. There are two overall objectives for the outreach effort: first, to raise awareness about organic waste management options among all businesses and institutions that generate organic waste. Second, to market the services available from the Project and Counties to assist high-volume businesses in managing organic waste.

B. Financial Interventions and Securing Capacity

There was considerable discussion at the 2011 Project Board meetings, and with the industry panel, about possible financial interventions. The Project Board directed staff to work in three areas:

1. Continue County Environmental Charge (CEC)

The resolution adopted by the Project Board in June included :

“Recognize that the County Environmental Charge is an important financial tool to support recycling and organic waste management, and encourages the Counties to continue to use that as a funding tool”

Using the CEC as a financial incentive reduced the need to use public funds to subsidize recycling and organics management programs. The CEC is an important financial tool to encourage residents and businesses to manage waste according to the solid waste management hierarchy. The CEC is related to the volume of waste disposed of by businesses. The CEC is not charged on waste which is recycled, reused, or composted. Waste sort composition studies have shown that much of what is now managed as MSW could be managed through reuse, recycling (including livestock feeding), and composting.

2. Securing Capacity

The members of the industry panel at the April 2011 Project Board meeting, and in follow-up interviews, recognized the need for transfer station capacity for organic waste. Most of them are supportive of the Counties becoming involved (within limits) to develop or arrange for the transfer station capacity for organic waste. Providing SSOM capacity for source separated organics material (SSOM) means establishing a location with the specific purpose of being available for SSOM to be delivered from waste generators within the two counties.

The Project Board authorized staff to “further discuss organic waste transfer capacity with transfer station operators, and, if appropriate, develop, issue, and evaluate either a request for proposals (RFP) or request for expressions of interest (RFI), with a report back to the Project Board in early 2012.” In December, working with Foth, the Project issued a “Request for Expressions of Interest,” (RFEI) and distributed it broadly. The purpose of the RFEI was to assist the Resource Recovery Project in determining how best to pursue provision of transfer station capacity to receive and transport commercial and

residential SSOM *organic* wastes collected in the two counties to organics processing facilities located inside or outside the two counties. The RFEI provided background information, and asked a number of general questions to solicit input from potential service providers. Five responses were received, as well as several inquiries and requests to “stay informed.” Staff are continuing to evaluate the results, will gather more information, and report to the Project Board at its March meeting.

3. Targeted Grants Program

Using financial grants targeted for specific purposes has been successful in other parts of the U.S. and Canada to increase recycling and organics management. The Project Board authorized staff to “design a targeted ‘Starter Grants’ program for commercial businesses, with the grant design and proposed costs for a grants program being presented to the Project Board for consideration in 2012.” Work on this task is scheduled to begin in March, with a report to the Board in April or June.

Next Steps

Work on developing the East-Metro Organic Management Project will continue in all of these areas, as will the development of performance measures and a reporting system. Updates will be provided to the Board at meetings throughout 2012.