



MEETING NOTICE

RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD

Date: Thursday, May 27, 2021
Time: 10:00 am to 12:00 pm
Virtual Meeting: <https://zoom.us/j/96775209657?pwd=VHA1WjlRlytIbDkyZVgvMHB5UzlqUT09>
Phone: 651-372-8299 | Meeting ID: 967 7520 9657 | Passcode: 258367

The Chair of the Ramsey/Washington Recycling and Energy Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the declared state and local emergencies. Commissioners will participate by telephone or other electronic means and the Board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021 and 13D.04 Subd. 3. Members of the public will be able to watch the public meeting live online.

AGENDA:

- I. Call to Order, Introductions, Commissioner Roll Call**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes – April 22, 2021 Board Minutes** Action Page 2
- IV. Consent Agenda – No items.**
- V. Governance – No items.**
- VI. Management and Administration**
 - a. Facility & Finance Committee Report Information
 - i. Personnel Complement Increase Action Page 7
 - ii. Recyclables Recovery System Vendor Selection Action Page 11
- VII. Policy – No items.**
- VIII. Updates and Reports** Information Page 22
 - a. Facility Update
 - b. Procurement Report Page 23
- IX. Other**
 - a. Invitation for Comments from Ex Officio R&E Board Members: Information
MPCA and City of Newport
- X. Adjourn**

NEXT MEETINGS:

Facility & Finance Committee | Thursday, June 17, 2021 | 10 am – 12 pm | Zoom meeting
R&E Board | Thursday, June 24, 2021 | 10 am – 12 pm | Zoom meeting



THURSDAY, APRIL 22, 2021
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD MINUTES

A meeting of the Ramsey/Washington Recycling & Energy Board (R&E Board) was held at 10:30 a.m. on Thursday, April 22, 2021 as a virtual meeting. Essential staff participants met at the Ramsey County Environmental Health Office, 2785 White Bear Avenue North, Suite 350, Maplewood, Minnesota. Other participants joined through Zoom.

The Chair of the Ramsey/Washington Recycling and Energy Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the declared state and local emergencies. Commissioners will participate by telephone or other electronic means and the board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021 and 13D.04 Subd. 3. Members of the public will be able to watch the public meeting live online.

MEMBERS PRESENT

Commissioners Wayne Johnson, Stan Karwoski, Fran Miron, Lisa Weik – Washington County
Commissioners Nicole Frethem, Trista MatasCastillo, Mary Jo McGuire, Rafael Ortega, Victoria Reinhardt – Ramsey County

MEMBERS NOT PRESENT

Commissioner Jim McDonough – Ramsey County (Alternate)
Commissioner Gary Kriesel – Washington County (Alternate)

EX-OFFICIO MEMBERS PRESENT

Dave Benke, Minnesota Pollution Control Agency (MPCA)

EX-OFFICIO MEMBERS NOT PRESENT

Tom Ingemann, City of Newport

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Zack Hansen, Sam Holl, Kevin Magnusen, John Ristad, Nikki Stewart, Jody Tharp, Jordan Thone

ATTENDING REMOTELY

Mary Elizabeth Berglund, Shannon Conk, Sheena Denny, Dan Donkers, Rae Eden Frank, Jamie Giesen, Kelli Hall, Sam Hanson, Kevin Johnson, Lowell Johnson, Katie Keller, Jennefer Klennert, Nate Klett, Leslie McCollam, Andrea McKennan, Jessica Paquin, Melissa Peck, Duane Peters, Michael Reed, Mark Riegel, Minette Saulog, John Springman, Darren Tobolt, Britta Torkelson, Ryan Tritz, Renee Vought, Kris Wehlage, Joe Wozniak

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Reinhardt called the meeting to order at 10:30 a.m. The statement regarding conduct of a remote meeting was read. A roll call of commissioners was conducted. Introductions of participants present at Maplewood were made.

SUBJECT: R&E Board Meeting Minutes 4-22-2021

Commissioner McGuire moved, seconded by Miron to approve the agenda as presented.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, MatasCastillo, McGuire, Miron, Ortega, Reinhardt, Weik

Nays: None

APPROVAL OF MINUTES

Commissioner Weik moved, seconded by Frethem, to approve the March 25, 2021 R&E Board minutes.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, MatasCastillo, McGuire, Miron, Ortega, Reinhardt, Weik

Nays: None

CONSENT AGENDA

Commissioner Ortega moved, seconded by MatasCastillo, to approve Resolution R&EB-2021-08, Loader Rebuild Contract. The R&E Board:

- Approves the following agreements, and authorizes the chair to execute an agreement, upon approval as to form by the Ramsey and Washington County Attorneys, with Ziegler, Inc. with a term starting upon execution through December 31, 2021, for a complete a loader rebuild with the total not to exceed of \$409,047.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, MatasCastillo, McGuire, Miron, Ortega, Reinhardt, Weik

Nays: None

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report

Commissioner Johnson, chair of the Facility & Finance Committee, provided an overview of the proposed budgets for 2022-23 presented by staff at the April 15 Facility & Finance Committee meeting. Budgets will be finalized in May for presentation to the board in June and adoption in July. The counties will approve budgets in August and September.

2020 Annual Report

Andrea McKennan, R&E communications coordinator, shared the [2020 annual report](#), the first to be available online only.

Sam Hanson, R&E joint activities manager, discussed priorities and new activities for 2021 programs.

- **BizRecycling**
 - Outreach and engagement with BIPOC-owned business and sectors with lower program participation rates
 - Analysis of changing business needs, post-pandemic
 - New five-year strategic plan
- **Multi-Unit Recycling Program**
 - Pilot testing a new Apartment Recycling Specialist program to engage residents in multi-unit buildings
 - First-ever five-year plan, as part of BizRecycling
- **Food Waste Prevention**

SUBJECT: R&E Board Meeting Minutes 4-22-2021

- Developing new collaborative relationships and partnerships
- Food waste prevention grants
- Expanded gleaning resources, using Ramsey-only funds that will benefit both counties – pilot testing occurred last year with farmers markets
- **Food Scrap Bags**
 - Planning for 2022 program launch
 - Continued community engagement work
- **Ramsey County Pilot Testing**

Pilot testing is using Ramsey-only funds for 2020-21 budget, with rollout to both counties in following years.

 - Business Pollution Prevention Program
 - Mattress recycling
 - Community resource hubs, starting with a Rice-Larpenreur hub
 - Compost market development
- **Communications Education & Community Engagement**
 - Outreach, promotion and communications support for all activities
 - New R&E Center tour experience and corresponding lesson plans
 - Integrating community engagement into all work, and building new relationships

Commissioner McGuire inquired what other waste issues R&E is considering addressing. Hanson said a closer look at waste arriving at the R&E Center in Newport is planned to determine types of waste with possible upstream opportunities for reduction.

Commissioner McGuire asked what services community resource hubs will offer and how many hubs are anticipated. Hanson said the concept comes from community resource hubs seen when commissioners and staff visited Toronto. Staff is working to identify a physical space that can address repair, reuse and waste reduction, and which will also provide a community hub to address other community needs. The goal is creation of a replicable model that can be taken to other locations.

UPDATES AND REPORTS

Facility Updates

Nikki Stewart, Joint Leadership Team, presented an introduction to Foth's report on odor mitigation work at the R&E Center. Multiple steps have been taken since purchase of the R&E Center to reduce or eliminate odors coming from the property and to minimize impacts on the nearby community. The odor management program includes ongoing study and analysis of odor, operational changes in how waste is handled, investment in capital improvements such as the RDF loadout enclosure, odor mitigation technology and regular monitoring for odor.

Jennefer Klennert, Foth Infrastructure & Environment, presented an overview of the odor study and monitoring work done in 2020. There are four components to odor mitigation: monitoring, research, technology, and proper management of waste at the R&E Center.

Monitoring

- Foth uses Nasal Ranger equipment to monitor odor in the City of Newport one time per week in the winter, two times per week in the summer and one weekend per month. R&E Center staff conducts bare-nose monitoring in the city every day, and requests additional Foth monitoring as needed.

SUBJECT: R&E Board Meeting Minutes 4-22-2021

- A weather station located atop the R&E Center detects wind patterns. NNW winds create potential for odors in the City of Newport and increase the need for monitoring by Foth and proactive odor management at the R&E Center.
- Eight locations in Newport were monitored by Foth in 2020, six being permanent and two being temporary. The six permanent locations will remain so in 2021.

2020 Results

- Foth conducted 575 inspections, 61 of which resulted in a garbage or MSW detection. There were zero odor exceedances.
- The R&E Center was in compliance with the City of Newport odor ordinance.
- The R&E Center exceeded their goal to not have an odor exceedance more than once per six-month period.

Systems Right-Sizing

- Tipping floor management includes a first-in-first-out policy, managing volumes and use of facility doors to contain odor.
- Use of OMI odor system with neutralizer treats material as it goes through the facility. A third OMI odor system will be installed when the DCB building is completed.
- The completed RDF loadout enclosure is the last piece of the odor mitigation plan created in 2018.

R&E odor mitigation work is highly respected in the industry. The R&E Center project was shared with engineers across the country by OMI Industries, the manufacturer of the Ecosorb neutralizer used at the R&E Center.

Commissioner Johnson asked for more information about bare-nose monitoring by R&E staff. In order to have an accurate detection, it is important that it be done by people who haven't become accustomed to the smell. Sam Holl, R&E Center facility manager, shared that he does a start-of-day trip through Newport to do bare-nose readings, and R&E Center staff do bare-nose readings throughout the day at the beginning of shifts. Foth is called for Nasal Ranger reading if odor is detected. The R&E Center is aggressive in the use of the odor mitigation system, monitoring wind and weather forecasts, and using it on weekends and holidays to proactively minimize odor complaints. Staff is working with OMI on enhancements to automate the system based on wind and weather conditions.

Commissioner Reinhardt emphasized the importance of sharing this information with the City of Newport to ensure their understanding of the work continuously being done by R&E and the commitment to being good neighbors.

Procurement Report

Sam Holl, interim R&E contracts manager, provided a report on contracts executed during the period March 1, 2021 through March 31, 2021.

OTHER

Invitation for Comments from Ex Officio R&E Board Members

Dave Benke, MPCA, offered congratulations on the groundbreaking for the R&E Center enhancements.

ADJOURN

Chair Reinhardt adjourned the meeting at 11:36 a.m.

SUBJECT: R&E Board Meeting Minutes 4-22-2021

ATTESTED TO:

Approved: _____
May 27, 2021

Approved: _____
May 27, 2021



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:				May 27, 2021				AGENDA ITEM:			VI.a.i	
SUBJECT:		Personnel Complement Increase										
TYPE OF ITEM:		<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT			
SUBMITTED BY:		Facility & Finance Committee										

R&E BOARD ACTION REQUESTED:

Approve an increase in the personnel complement of Ramsey/Washington Recycling & Energy (R&E) by 2.0 Full Time Equivalent Administrative Assistant and Program Coordinator.

EXECUTIVE SUMMARY:

The amended and restated joint powers agreement provides for employment of staff by R&E. The Board's bylaws provide specific direction on employees, including direction to the Joint Leadership Team (JLT) to hire and supervise staff, and to develop employee policies for R&E staff.

At its May 20, 2021 meeting the Facility & Finance Committee approved the proposed 2022-2023 Joint Activities Budget and recommended R&E Board approval. That budget includes the addition of 1.0 FTE program coordinator position and 1.0 FTE administrative assistant position. Both are needed to work on services included in the proposed 2022–2023 budget.

- The program coordinator will work exclusively on the design, development and implementation of key elements of the new food scrap collection system using durable compostable bags (DCBs), including working with contractors on website development, customer service and order fulfillment.
- The administrative assistant will work as support for the R&E human resources, finance, and contract management programs. Sufficient administrative work is being performed by management staff in these R&E departments to justify this position, freeing up management staff time to focus on non-administrative tasks.

At its May 20 meeting the committee also approved a recommendation (Resolution R&EB-FFC-2021-04) that the R&E Board create the two positions in 2021. There is a need for both positions to begin work in 2021, and funds are available in the Joint Activities Budget, due to reduced demand for some services in 2021 related to the COVID-19 pandemic.

Start-up and testing for the food scrap collection program is projected to start earlier than originally projected. As proposals were received and approved for the construction and equipment contracts for the R&E Center enhancements, schedules presented by the vendors provide for beginning in the second quarter of 2022, with services available to residents in the second half of 2022. This is earlier than was

SUBJECT: *Personnel Complement Increase*

projected during the enhancements design phase. Having the program coordinator work on the array of-work for this program in 2021 is important to be able to meet this timeline for a quality service to be available when the facility is ready.

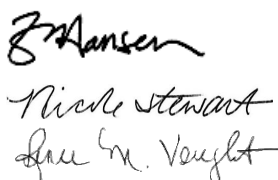

An administrative assistant is needed to take on basic HR functions, provide support for contract management, and assist in accounting functions currently performed by management staff. Moving these activities to an administrative assistant position will allow management staff to work on higher priority issues, such as facility safety during construction and solicitation of major contracts related to the R&C Center processing improvements.

ATTACHMENTS:

1. Draft resolution
2. Resolution R&EB-FFC-2021-04 from Facility & Finance Committee

FINANCIAL IMPLICATIONS

Creating the 2.0 FTE in 2021 will cost about \$85,000 for salary and benefits, assuming the positions are filled at the beginning of August. Funds are available in the Joint Activities Budget for this expense, due to the reduced ability to provide some services during the COVID-19 pandemic.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		5/20/21
RAMSEY COUNTY ATTORNEY		5/21/21
WASHINGTON COUNTY ATTORNEY		



RESOLUTION R&EB-2021-09

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the amended and restated joint powers agreement by and between Ramsey County and Washington County dated September 22, 2015, (“Joint Powers Agreement”) which provides for employment of staff by the R&E Board; and

WHEREAS, The R&E Board’s bylaws provide specific direction on employees, including direction to the Joint Leadership Team (JLT) to hire and supervise staff, and to develop employee policies for R&E Board staff; and

WHEREAS, The R&E Facility & Finance committee approved the proposed 2022-2023 Joint Activities Budget and has recommended that the R&E Board discuss and approve said budget; and

WHEREAS, The recommended 2022–2023 Joint Activities budget includes the addition of 1.0 FTE Program Coordinator to work on the Food Scrap Bag (DCB) collection system and 1.0 FTE Administrative Assistant to provide support to human resources, contract management and finance management staff;

WHEREAS, The Facility & and Finance Committee has recommended (Resolution R&EB-FFC-2021-04) that these two positions be created in 2021 using surplus Joint Activities funds that are a result of reduced services during the COVID-19 pandemic. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves an increase in the personnel complement of Ramsey/Washington Recycling & Energy (R&E) by 2.0 Full Time Equivalent Administrative Assistant and Program Coordinator.

Victoria Reinhardt, Board Chair
May 27, 2021

Attest
May 27, 2021



RESOLUTION R&EB-FFC-2021-04

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the amended and restated joint powers agreement by and between Ramsey County and Washington County dated September 22, 2015, (“Joint Powers Agreement”); and

WHEREAS, The Joint Powers Agreement provides that the R&E Board shall establish a Facility Budget and a Joint Activities Budget; and

WHEREAS, The Joint Leadership Team, R&E staff, attorneys and consultants prepared a 2022-2023 Joint Activities Budget for consideration by the R&E Board’s Facility & Finance Committee; and

WHEREAS, The Facility & Finance Committee has reviewed the 2022-2023 Joint Activities Budget at its meetings on April 15, 2021 and May 20, 2021. NOW, THEREFORE, BE IT

RESOLVED, The Ramsey/Washington Recycling & Energy Board Facility & Finance Committee hereby approves the 2022-2023 R&E Joint Activities Budget and recommends that the R&E Board approve the Joint Activities Budget and forward the budget to the Ramsey and Washington county boards for approval. BE IT FURTHER

RESOLVED, The Facility & Finance Committee hereby recommends that the R&E Board approve the addition of 1.0 FTE program coordinator and 1.0 administrative assistant to the Joint Activities Budget in 2021 and authorize the Joint Leadership Team to make necessary budget adjustments.

Wayne Johnson, Committee Chair
May 20, 2021

Attest
May 20, 2021



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:			May 27, 2021			AGENDA ITEM:		VI.a.ii	
SUBJECT:		Recyclables Recovery System Vendor Selection							
TYPE OF ITEM:		<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:		Facility & Finance Committee							

R&E BOARD ACTION REQUESTED:

1. Approve Bulk Handling System (BHS) as the selected proposer recommended by R&E's design team partner, SCS Engineers, for the recyclables recovery system to recover plastics, cardboard, metals and organic rich material and authorize the Joint Leadership Team (JLT) to negotiate an agreement with BHS.
2. Authorize JLT to execute the agreement with BHS, and any amendments or change orders thereto, for the processing equipment to recover plastics, cardboard, metals and organic rich material, within a project budget that shall not exceed \$19,433,104, upon approval as to form by the county attorney.

EXECUTIVE SUMMARY:

At its meeting on May 20, 2021, the Facility & Finance Committee reviewed information about the responses to the recyclables recovery system RFP. After discussion, the committee approved resolution R&EB-FFC-2021-07, which recommends that the Ramsey/Washington Recycling & Energy Board (R&E Board) approve the actions presented above. The following information and attached memo provide additional detail.

In August 2019, the R&E Board approved a financing plan and procurement plan for the processing enhancements projects at the Recycling & Energy Center (R&E Center) to recover source-separated organic waste in durable compostable bags and add equipment for recovery of recyclables. In December 2019, the Executive Committee approved the selection of Adolfson & Peterson Construction (A&P) as the construction manager acting as agent for R&E, and KOMA Architects and SCS Engineers leading the design team. In January 2020, the preconstruction services for the processing enhancements project started. During 2020, those firms worked through several steps to prepare documents needed for procurement of construction and equipment.

In October 2020, the R&E Board authorized JLT to issue a request for proposals for processing equipment to recover plastics, cardboard, metals and organic rich material, and return to the R&E Board with a recommended vendor to provide that equipment.

The following schedule was used for the solicitation process:

SUBJECT: *Recyclables Recovery System (RRS) Vendor Selection*

Event	Date
Request for proposals released	Monday, January 12, 2021
Pre-proposal conference (WebEx)	Wednesday, January 20, 2021 @ 2:00pm CST
R&E Center visit by potential proposers	Thursday, January 21, 2021 or times to be scheduled
Deadline for questions from vendors	Thursday, February 11, 2021 @ 4:00pm CST
Deadline for proposal submissions	Friday, March 12, 2021 no later than 2:00pm CST
Contract negotiations and final award	Anticipated May 2021

The following people were part of the review team:

Zack Hansen	R&E Joint Leadership Team
Nikki Stewart	R&E Joint Leadership Team
Sam Holl	R&E Facility Manager
Kelli Hall	R&E Assistant Facility Manager
Joe Heinz	R&E Maintenance Manager
Jennefer Klennert	FOTH, R&E's engineering representative
Nathan Klett	FOTH, R&E's engineering representative
John Huyett	A&P, project executive
Carey Ottman Everson	A&P, senior project manager
Steve Iaria	KOMA Architects, project design team
Betsy Powers	SCS Engineers, project design team
Mark Huber	SCS Engineers, project design team

R&E received two proposals, from Bulk Handling Systems (BHS) and Machinex. The proposals were evaluated by the review team using the criteria identified in the RFP and included interviews conducted with the proposers. SCS Engineers has provided a letter summarizing the results of the evaluation and recommending that BHS be selected as the vendor for negotiation of a contract to manufacture and install a recyclables recovery system to recover plastics, cardboard, metals and organic rich material from mixed municipal solid waste (MSW) at the R&E Center.

The processing equipment consists of structural support, conveyors, robotic equipment, reducing shredder, debris roll screens, material separators and control systems for the handling of MSW and removal of plastics, cardboard, metals and organic rich material. The construction budget, which resulted from the steps performed in 2020 to develop preliminary construction documents, includes this equipment. The construction budget was included in the financing documents related to the loans to R&E from Ramsey and Washington counties and the recent bond issuance. BHS proposed a system at \$16,898,351 and a 15% contingency for change orders throughout the final design creates a total project budget of \$19,433,104.


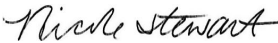

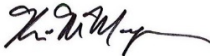
ATTACHMENTS:

1. Draft resolution
2. Resolution F&EB-FFC-2021-07 from Facility & Finance Committee
3. Memorandum – SCS Engineers Vendor Recommendation

SUBJECT: *Recyclables Recovery System (RRS) Vendor Selection*

FINANCIAL IMPLICATIONS:

Final project budget for the recyclables recovery system of \$19,433,104 is available through loan proceeds from Ramsey and Washington counties and a MPCA CAP grant. The final project amount will be within the preconstruction estimated budget and will provide for an appropriate contingency for any needed change orders.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	5/20/21
RAMSEY COUNTY ATTORNEY 	5/20/21
WASHINGTON COUNTY ATTORNEY 	5/20/21



RESOLUTION R&EB-2021-10

WHEREAS, it is the stated policy of the State of Minnesota, under the Waste Management Act, to manage solid waste in an environmentally sound manner; and

WHEREAS, Ramsey and Washington Counties (the “Counties”) have committed to continue to protect and ensure the public health, safety, welfare and environment of each County’s residents and businesses through sound management of solid and hazardous waste generated in each County; and

WHEREAS, Ramsey and Washington Counties have in place County Solid Waste Management Master Plans (“Master Plans”) approved by the Commissioner of the Minnesota Pollution Control Agency, which state the policy goal of maintaining and improving an integrated system of solid waste management that supports Minnesota’s hierarchy of solid waste management, with an emphasis on waste reduction, reuse, recycling and composting before the remaining solid waste is managed through resource recovery; and

WHEREAS, the Master Plans also include policies that affirm the processing of waste, for recovering energy and recyclables, and other beneficially usable materials, as the preferred method to manage solid waste that is not reduced, reused or recycled; and

WHEREAS, the Ramsey/Washington Recycling & Energy Board (“R&E Board”) is governed by the amended and restated joint powers agreement by and between Ramsey County and Washington County dated September 22, 2015 (“Joint Powers Agreement”); and

WHEREAS, the R&E Board, and its predecessor the Ramsey/Washington County Resource Recovery Project Board (“Project Board”), invested considerable time and effort into evaluating the future of the solid waste system in the East Metro area; and

WHEREAS, as part of that evaluation, the Project Board and R&E Board investigated and evaluated different waste management technologies, including source separation of organics and processing of mixed municipal solid waste (MSW) to remove recyclables; and

WHEREAS, with waste designation in effect, the R&E Center receives a predictable and reliable waste stream for the processing of MSW, allowing the R&E Board to work to develop alternate methods of recovering organic waste and recyclables; and

WHEREAS, a peer-reviewed preliminary engineering design has been completed for enhancements to the R&E Center that would recover source-separated organic waste in durable compostable bags and add equipment for recovery of recyclables; and

WHEREAS, the R&E Board approved the R&E Center’s Processing Enhancements Procurement and Financing Plans on August 21, 2019 (Resolutions R&EB-2019-16 and R&EB-2019-17); and

Draft Resolution: Recyclables Recovery System (RRS) Vendor Selection

WHEREAS, the R&E Board, on October 22, 2020, authorized the Joint Leadership team (JLT) to issue a request for proposals for materials and equipment needed for recyclables recovery from mixed municipal solid waste project and to return to the R&E Board recommending the proposer with which to execute agreements (Resolution R&EB-2020-15); and

WHEREAS, SCS Engineers and R&E's design team engineer completed the proposal review process with the R&E processing enhancements design team for recyclables recovery system to recover plastics, cardboard, metals and organic rich material. NOW, THEREFORE, BE IT

RESOLVED, the R&E Board approve Bulk Handling System (BHS) as the selected proposer recommended by R&E's design team partner, SCS Engineers, for the recyclables recovery system to recover plastics, cardboard, metal organic rich material and authorizes the JLT to negotiate an agreement with BHS. BE IT FURTHER

RESOLVED, the R&E Board authorize JLT to execute the agreement with BHS, and any amendments or change orders thereto, for recyclables recovery system to recover plastics, cardboard, metal and organic rich material, within a project budget that shall not exceed \$19,433,104, upon approval as to form by the county attorney.

Victoria Reinhardt, Chair
May 27, 2021

Attest
May 27, 2021



RESOLUTION R&EB-FFC-2021-07

WHEREAS, it is the stated policy of the State of Minnesota, under the Waste Management Act, to manage solid waste in an environmentally sound manner; and

WHEREAS, Ramsey and Washington Counties (the “Counties”) have committed to continue to protect and ensure the public health, safety, welfare and environment of each County’s residents and businesses through sound management of solid and hazardous waste generated in each County; and

WHEREAS, Ramsey and Washington Counties have in place County Solid Waste Management Master Plans (“Master Plans”) approved by the Commissioner of the Minnesota Pollution Control Agency, which state the policy goal of maintaining and improving an integrated system of solid waste management that supports Minnesota’s hierarchy of solid waste management, with an emphasis on waste reduction, reuse, recycling and composting before the remaining solid waste is managed through resource recovery; and

WHEREAS, the Master Plans also include policies that affirm the processing of waste, for recovering energy and recyclables, and other beneficially usable materials, as the preferred method to manage solid waste that is not reduced, reused or recycled; and

WHEREAS, the Ramsey/Washington Recycling & Energy Board (“R&E Board”) is governed by the amended and restated joint powers agreement by and between Ramsey County and Washington County dated September 22, 2015 (“Joint Powers Agreement”); and

WHEREAS, the R&E Board, and its predecessor the Ramsey/Washington County Resource Recovery Project Board (“Project Board”), invested considerable time and effort into evaluating the future of the solid waste system in the East Metro area; and

WHEREAS, as part of that evaluation, the Project Board and R&E Board investigated and evaluated different waste management technologies, including source separation of organics and processing of mixed municipal solid waste (MSW) to remove recyclables; and

WHEREAS, with waste designation in effect, the R&E Center receives a predictable and reliable waste stream for the processing of MSW, allowing the R&E Board to work to develop alternate methods of recovering organic waste and recyclables; and

WHEREAS, a peer-reviewed preliminary engineering design has been completed for enhancements to the R&E Center that would recover source-separated organic waste in durable compostable bags and add equipment for recovery of recyclables; and

WHEREAS, the R&E Board approved the R&E Center’s Processing Enhancements Procurement and Financing Plans on August 21, 2019 (Resolutions R&EB-2019-16 and R&EB-2019-17); and

Facility & Finance Committee: Recyclables Recovery System (RRS) Vendor Selection

WHEREAS, the R&E Board, on October 22, 2020, authorized the Joint Leadership team (JLT) to issue a request for proposals for materials and equipment needed for recyclables recovery from mixed municipal solid waste project and to return to the R&E Board recommending the proposer with which to execute agreements (Resolution R&EB2020-15); and

WHEREAS, SCS Engineers and R&E's design team engineer completed the proposal review process with the R&E processing enhancements design team for recyclables recovery system to recover plastics, cardboard, metals and organic rich material. NOW, THEREFORE, BE IT

RESOLVED, the R&E Board Facility & Finance Committee recommends the R&E Board approve Bulk Handling System (BHS) as the selected proposer recommended by R&E's design team partner, SCS Engineers, for the recyclables recovery system to recover plastics, cardboard, metal organic rich material and authorizes the JLT to negotiate an agreement with BHS. BE IT FURTHER

RESOLVED, the R&E Board Facility & Finance Committee recommends the R&E Board authorize JLT to execute the agreement with BHS, and any amendments or change orders thereto, for recyclables recovery system to recover plastics, cardboard, metal and organic rich material, within a project budget that shall not exceed \$19,433,104, upon approval as to form by the county attorney.



Wayne Johnson, Committee Chair
May 20, 2021



Attest
May 20, 2021

May 3, 2021
File No. 25219228.00

MEMORANDUM

TO: Zack Hansen and Nikki Stewart
Ramsey/Washington Recycling & Energy Joint Leadership Team

FROM: Betsy Powers and Mark Huber

SUBJECT: Recyclables Recovery System (RRS) Processing System Equipment Contractor Recommendation

This memo provides the recommended equipment contractor for the recyclables recovery system (RRS) processing equipment at the Ramsey/Washington Recycling & Energy Center (R&E Center). Two proposals were received:

- Bulk Handling Systems (BHS) - \$16,898,351 (this pricing reflects equipment layout Option 2 provided by BHS, which moves the shredder after the decline screen, eliminates a 90 degree turn at the front of the system and a high drop from the decline screen, and includes the pre-sort conveyor and the shredder gantry crane).
- Machinex - \$19,334,419.09 (this reflects pricing adjustments provided by Machinex to add the pre-sort conveyor and change the baler infeed belt to rubber).

Each of the proposals is within the budget estimate range for the equipment, although the Machinex proposal exceeded the project construction manager's estimate. Budget estimate ranges are:

- Estimate from Preliminary Design for Processing Enhancements at the R&E Center Report (Foth Infrastructure & Environment, LLC, March 2019): \$15,100,000 to \$20,500,000.
- Adolph & Peterson Construction (Construction Manager) Estimate: \$18,000,000.

Based on review of the proposals and follow-up interviews with BHS and Machinex, we recommend selecting BHS. Further information on the review team, review process, and BHS services and system are provided in the following sections.

Review Team

The proposal review team included:

- Betsy Powers and Mark Huber, SCS Engineers (design engineer for processing equipment)



- Nathan Klett and Jennefer Klennert, Foth Infrastructure & Environment, LLC (owner's representative)
- John Huyett and Carey Ottman Everson, Adolph & Peterson Construction (Construction Manager)
- Sam Holl, Kelli Hall, and Joe Heinz, R&E Center
- Zack Hansen and Nikki Stewart, Joint Leadership Team

Steve Iaria, KOMA (architect for the RRS building modifications), also provided feedback on items related to the building and electrical.

Review Process

The review process included the following:

- The proposals were reviewed for adherence with required proposal submittal items.
 - The proposers generally submitted the required information with their proposals.
- The review team performed a full review of the proposals for:
 - Qualifications: Overall qualifications, project experience, and proposed project team personnel;
 - Technical Aspects: Conformance with the RFP, system integration, proposed equipment and operations and maintenance plans, and value-added items;
 - Schedule; and
 - Price.
- The review team met to discuss the proposals and the results of the above evaluations.
 - The review team agreed that both proposers are qualified to perform the work. We appreciated the time and thought put into the proposals.
 - We developed a list of interview questions for both companies based on this review and sent the list of questions to discuss during a scheduled interview.
- On April 6 and April 7, the review team interviewed Machinex and BHS, respectively.
- The review team met following the last interview on April 7. We provided some additional follow-up questions to both proposers on April 7 and April 8, and we received the requested information by April 10. Joe Heinz, Nathan Klett, Mark Huber, and Betsy Powers met on April 13 to discuss the additional information received.
- On April 14, the review team met to discuss the written responses to the interview questions and the additional information received from the follow-up questions and to make a final recommendation. Ultimately, the following led us to our final recommendation to award the project to BHS:

- We liked the BHS layout alternative (Option 2) that includes the shredder after the first decline screen. This layout puts the gantry crane in a location that can potentially be used to service both the shredder and the decline screen. It also puts less wear on the shredder. This equipment layout sends all material through the RRS system to optimize recovery, with less being sent back to the A&B line to be processed into RDF.
- The Machinex layout includes several trommel screens. R&E staff have experience using trommel screens and were concerned with the maintenance required.
- Machinex's project schedule did not align with the current project schedule.
- BHS's proposal cost is over \$2.4 million less than Machinex's.
- R&E and Foth were impressed with BHS equipment they had seen at other facilities.
- Although the feedback from some BHS references included concerns with project teams being juggled and post-installation support, SCS has had some positive project experience working with BHS staff committed to the project. BHS has also indicated that they are striving to provide better post-installation support for their customers.

BHS Services and System

BHS will provide final design; shop drawings and engineering; procurement and manufacturing; shipping; installation, start-up, and commissioning; performance testing; and training for the RRS processing equipment.

- The RRS processing line will collect polyethylene terephthalate (#1 PET), high density polyethylene (#2 HDPE), ferrous, non-ferrous, and old corrugated cardboard (OCC) with an infeed mirroring existing infeeds at the facility. The incoming material will be fed into the infeed pit by R&E Center loaders.
- The system is designed to rely on automated sorting of materials so that manual sorting is not required. A grapple crane (directly purchased by R&E) will be located at the infeed to provide a means to remove large items from the waste stream prior to entering the RRS. A pre-sort conveyor has been included at the beginning of the system, after the infeed. If needed in the future, manual picking stations can be added to remove large, bulky, or stringy items.
- The RRS system includes the following and largely follows the layout outlined in the Preliminary Design for Processing Enhancements at the Recycling & Energy Center Report:
 - A shredder to reduce larger items and open bags.
 - A bag breaker to open bags and further liberate materials.
 - A series of screens to separate the material by size.

- Three magnets located throughout the system to recover ferrous material.
- Two air density separators to separate material by density.
- Two screens designed to separate 2-dimensional (2D) material from 3-dimensional (3D) material (referred to as a 2D/3D screen).
- Three optical sorters to capture #1 PET, #2 HDPE, and OCC in the 3D stream.
- An eddy current separator to capture non-ferrous in the 3D stream.
- Four robots to perform quality control on the #1 PET, #2 HDPE, OCC, and non-ferrous materials removed by the optical sorters and eddy current separator.
- Materials recovered from the RRS processing system will be used as follows:
 - #1 PET, #2 HDPE, and OCC commodities will be marketed (non-ferrous collected from the RRS will be combined with material collected from the used beverage container (UBC) system currently being installed).
 - Ferrous and non-ferrous material will be combined with ferrous removed from the existing A&B lines and be sold to market.
 - Fiber will be combined with the existing A&B line to be processed into RDF.
 - Fines will be sent to an organics loadout conveyor. The current End-Use Markets for Byproducts from the R&E Center RFP is exploring opportunities to produce alternative products from this material through modern conversion technologies.
 - Residual material will be conveyed to a residue loadout conveyor and be landfilled.
- The proposed BHS supplied equipment is proven technology and has been used in similar applications.
- The controls system will allow R&E to monitor the system from the existing control room.
- The proposal includes lifetime software upgrades at no additional cost.

BLP/AJR_jsn/MRH

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**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:	May 27, 2021	AGENDA ITEM:	VIII
SUBJECT:	R&E Updates and Reports		
TYPE OF ITEM:	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
SUBMITTED BY:	Joint Leadership Team		

R&E BOARD ACTION REQUESTED:

For Information only.

EXECUTIVE SUMMARY:

Staff will provide updates on R&E projects and operations.

Facility Updates

Procurement Report



Staff will provide a written report of new contracts and amendments that were executed under authority of R&E's procurement guidelines during the period April 1, 2021 through April 30, 2021. Funding for the contracts is available in the approved 2021 Joint Activities, Facility and EM&R Budgets, following approval as to form by the Ramsey County or Washington County Attorney's Office.

ATTACHMENTS:

Procurement Report.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	5/20/21



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

Report of all contracts and amendments executed under authority of Recycling & Energy's procurement guidelines (Resolution R&EB 2019-2), April 1, 2021 through April 30, 2021.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
City of Shoreview	1/1/2021	Joint Activities – BizRecycling Partners	NTE \$15,000 for 2021	Single Source
Oil Air Products, LLC	1/1/2021	Facility – Misc. Hydraulic Parts & Maintenance	as requested	Amendment - Renewal
King Cutting, Inc.	3/1/2021	Facility – Lawn Services	NTE \$166,189	Single Source
Urban Roots	3/1/2021	Joint Activities – Food Recovery Services	NTE \$73,276	Single Source
Twin City Dumpster	3/26/2021	Facility – Waste Delivery Agreement	n/a	Hauler Agreement
RedBox+	4/5/2021	Facility – Waste Delivery Agreement	n/a	Hauler Agreement
Muska Electric Company	4/19/2021	Facility – Processing Enhancements Constr.	NTE \$898,600	Request for Bid
Right-Way Caulking, Inc.	4/21/2021	Facility – Processing Enhancements Constr.	NTE \$13,620	Request for Bid