



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

**MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD**

Date: Thursday, January 23, 2020
Time: 10:00 a.m. to 12:00 p.m.
Location: Ramsey County Environmental Health Office | 2nd Floor Conference Room
2785 White Bear Ave. N | Maplewood, MN 55109

AGENDA:

- I. Call to Order and Introductions**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes**
 - a. September 26, 2019 R&E Board Minutes Action Page 2
- IV. Consent Agenda**
No agenda items.
- V. Governance**
 - a. Election of Officers Action Page 7
 - b. Appointments to the Facility & Finance Committee Action Page 9
 - c. Bylaw Amendment: Enterprise Reserve Fund Action Page 11
- VI. Management and Administration**
 - a. 2020 R&E Board and Committee Schedule Action Page 17
 - b. Procurement Report Information Page 21
 - c. Business Recycling Grant Guidelines Information Page 24
- VII. Policy**
No agenda items.
- VIII. Updates and Reports**
 - a. Legislative Update: Bonding Request Information Page 32
- IX. Other**
- X. Adjourn**



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

**THURSDAY, SEPTEMBER 26, 2019
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD MINUTES**

A meeting of the Ramsey/Washington Recycling & Energy Board (R&E Board) was held at 10:00 a.m. on Thursday, September 26, 2019, at the Ramsey County Library – Maplewood, 3025 Southlawn Drive, Maplewood, Minnesota.

MEMBERS PRESENT

Commissioners Wayne Johnson, Stan Karwoski, Gary Kriesel, Fran Miron – Washington County
Commissioners Toni Carter, Trista MatasCastillo, Rafael Ortega, Victoria Reinhardt, Jim McDonough (Alt) – Ramsey County

MEMBERS ABSENT

Commissioner Mary Jo McGuire – Ramsey County
Commissioner Lisa Weik (Alt) – Washington County

EX-OFFICIO MEMBERS PRESENT

Bill Sumner, City of Newport

EX-OFFICIO MEMBERS ABSENT

Dave Benke, MPCA

ALSO ATTENDING

Leigh Behrens, Mary Elizabeth Berglund, Rae Eden Frank, Kelli Hall, Zack Hansen, Sam Hanson, Sam Holl, Kevin Johnson, Lowell Johnson, Hannah Keller, Jennefer Klennert, Nick Kluge, George Kuprian, Andrea McKennan, Leonel Moreno, Rob Murray, Jessica Paquin, Melissa Peck, John Ristad, Nikki Stewart, Mark Stoltman, David Suinkonen, Jody Tharp, Ryan Tritz, Kris Wehlage, Jim Wollschlager, Joe Wozniak

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Miron called the meeting to order.

Introductions were made.

Commissioner Reinhardt moved; seconded by Commissioner Karwoski to approve the agenda.

Roll Call: Ayes: 7 Nays: 0 Motion Carried.

APPROVAL OF BOARD MINUTES – August 21, 2019

Commissioner MatasCastillo moved, seconded by Commissioner Reinhardt, to approve the August 21, 2019 R&E Board minutes.

Roll Call: Ayes: 7 Nays: 0 Motion Carried.

CONSENT AGENDA

Agreement with FPI Paving Contractors, Inc.

Sam Holl presented information related to the agreement between R&E and FPI Paving Contractors for the Bituminous Repaving Project at the Recycling & Energy Center.

RFP for Technical Assistance Consulting

Sam Holl presented information related to the release of request for proposals (RFP) for technical assistance consulting services for multi-unit properties and schools, and authorization of the Joint Leadership Team (JLT) to approve and execute contracts resulting from the RFP.

Commissioner Karwoski moved, seconded by Commissioner McDonough, to approve the agreement with FPI Paving Contractors, Inc., and RFP for technical assistance consulting services. The R&E Board:

- Approves the following upon approval as to form by the Ramsey and Washington county attorneys:
 1. An agreement between the R&E Board and FPI Paving Contractors, Inc. for bituminous repaving not to exceed \$450,009.
 2. The release of requests for proposals (RFP) for technical assistance consulting services for multi-unit properties and schools.
 3. Authorizing Joint Leadership Team (JLT) to approve and execute contracts resulting from the RFPs for technical assistance consulting services for multi-unit properties and schools.

Roll Call: Ayes: 7 Nays: 0 Motion Carried.

GOVERNANCE

No agenda items.

MANAGEMENT AND ADMINISTRATION

Facility Budget Surplus Policy

Kris Wehlage presented information related to establishment of a Facility Budget Surplus Policy, as part of the Enhancements Financing Plan approved by the R&E Board at its August 21, 2019 meeting.

Mr. Wehlage summarized the resolution for the establishment of the Facility Budget Surplus Policy.

Commissioner McDonough moved, seconded by Commissioner Johnson, to approve and authorize implementation of the Facility Budget Surplus Policy. The R&E Board:

- Approves the Facility Budget Surplus Policy.

Roll Call: Ayes: 7 Nays: 0 Motion Carried.

POLICY

Bylaw Amendment – Enterprise Reserve Fund (ERF) and Operating Reserve Fund (ORF)

Zack Hansen presented information on a request to provide the mandatory 30-day notice for amendment to the Bylaws modifying provisions related to the ORF and creating an ERF.

Mr. Hansen summarized the resolution for the proposed amendment to the R&E Bylaws.

Commissioner Reinhardt moved, seconded by Commissioner Carter, that the R&E Board approve the 30-day mandatory notice for amendment of the Bylaws. The R&E Board:

- Provides the mandatory 30-day notice for amendment of the Bylaws at its January 23, 2020 meeting to change Article V. Section 10 modifying provisions related to the Operating Reserve Fund and creating an Enterprise Reserve Fund.

Roll Call: Ayes: 7 Nays: 0 Motion Carried.

Joint Powers Agreement (JPA) Amendment – ERF and ORF

Zack Hansen presented information on a required JPA Amendment for the implementation of an ERF and modification of the ORF.

Mr. Hansen summarized the resolution for Amendment #1 to the Amended and Restated R&E Joint Powers Agreement.

Commissioner Ortega arrived.

Commissioner Carter moved, seconded by Commissioner Johnson, that the R&E Board hereby approves the Joint Powers Agreement Amendment creating an ERF and modifying the ORF. The R&E Board:

- Recommends that the Ramsey and Washington County Boards of Commissioners approve and authorize execution of Amendment #1 to the Amended and Restated R&E Board Joint Powers Agreement.

Roll Call: Ayes: 7 Nays: 0 Motion Carried.

Reimbursement Resolution

Nikki Stewart presented an overview of the Reimbursement Resolution declaring official intent by the R&E Board to reimburse itself for certain expenditures incurred prior to any state award for the R&E Center recycling enhancements. Both Ramsey and Washington counties will also approve a reimbursement resolution following the R&E Board's action.

Ms. Stewart summarized the Reimbursement Resolution.

Commissioner McDonough moved, seconded by Commissioner Reinhardt, that the R&E Board hereby approves the Reimbursement Resolution. The R&E Board Resolves that:

- The R&E Board reasonably intends to make expenditures for the project. A portion of such expenditures may be temporarily financed with cash assets of the R&E Board or from other sources. The R&E Board reasonably intends to reimburse itself for such expenditures from the

proceeds of the bonds that are proposed to be issued by the Ramsey and Washington counties in an estimated maximum principal amount of \$42,000,000 or \$21,000,000, depending on whether state funding is received as set forth in this resolution.

- All reimbursed expenditures will be capital expenditures, costs of issuance of bonds or other obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
- This declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds or other obligations, except for the following expenditures: (a) costs of issuance of bonds or other obligations; (b) costs in an amount not in excess of the lesser of \$100,000 or five percent (5%) percent of the proceeds of an issue of bonds or other obligations; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the R&E Board to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, soil testing, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.
- This declaration is an expression of the reasonable expectations of the R&E Board based on the facts and circumstances known to the R&E Board as of the date hereof. The anticipated original expenditures for the project and the principal amount of the tax-exempt bonds or other obligations described in paragraph 1 are consistent with the R&E Board’s budgetary and financial circumstances. No sources other than proceeds of tax-exempt bonds or other obligations to be issued by the R&E Board are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the R&E Board’s budget or financial policies to pay such project expenditures.
- This declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

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

UPDATES AND REPORTS

Procurement Report

Sam Holl provided a written report of all contracts and amendments executed under authority of the R&E Board’s procurement guidelines for the period July 1, 2019 through August 31, 2019.

Commissioner Kriesel arrived.

California Conference and Waste Facility Tours

Commissioner Johnson and Commissioner MatasCastillo presented information from the Environmental Research & Education Foundation (EREF) Conference in San Francisco, California attended in July 2019 by a delegation from the R&E Board, R&E staff and Foth Engineering. Technologies seen included mixed-waste processing, robotics, anaerobic digestion, and gasification.

SUBJECT: R&EB 9-26-19 minutes

ADJOURN

Chair Miron adjourned the meeting.

ATTESTED TO:

Approved: _____
January 23, 2020

Approved: _____
January 23, 2020



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

R&E BOARD MEETING DATE:	January 23, 2020	AGENDA ITEM:	V.a
SUBJECT:	Election of Officers		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input checked="" type="checkbox"/> ACTION
SUBMITTED BY:	Joint Leadership Team (JLT)		

R&E BOARD ACTION REQUESTED:

Nominate and elect the Ramsey/Washington Recycling & Energy Board (R&E Board) secretary/treasurer.

EXECUTIVE SUMMARY:

The Bylaws of the R&E Board state there are three officers for the R&E Board: chair, vice-chair, and secretary/treasurer. The Bylaws specify the term for the office of the secretary/treasurer are on a biennial basis, with the first term beginning in October 2015 and continuing through 2017. 2020 is the start of a new term for secretary/treasurer.


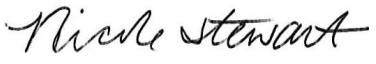

The office of the chair is currently held by Commissioner Miron of Washington County, and the office of the vice-chair held by Commissioner Reinhardt of Ramsey County, and pursuant the Bylaws, both terms extend through 2020.

ATTACHMENTS:



None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		
		1/14/2020
		1/14/2020
		1/15/2020

SUBJECT: Election of Officers

RAMSEY COUNTY ATTORNEY		1/14/2020
WASHINGTON COUNTY ATTORNEY		1/14/2020



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R&E BOARD MEETING DATE:	January 23, 2020	AGENDA ITEM:	V.b
SUBJECT:	Appointments to the Facility & Finance Committee		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input checked="" type="checkbox"/> ACTION
SUBMITTED BY:	Joint Leadership Team (JLT)		

R&E BOARD ACTION REQUESTED:

Ratify appointments by the chair to the Facility & Finance Committee.

EXECUTIVE SUMMARY:

The Bylaws of the R&E Board provide for two standing committees, one of which has annual appointments: Facility & Finance Committee.

The Facility & Finance Committee consists of the secretary/treasurer, and two additional commissioners, with the total makeup of the committee including one commissioner from Washington County and two commissioners from Ramsey County. Members of the Facility & Finance Committee are appointed by the chair each year and ratified by majority vote of the R&E Board.


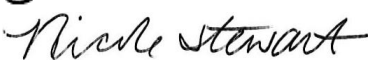

The Bylaws, Article II. Section 3 (a) (2), states the chair appoints members to the Facility & Finance Committee, and the board ratifies these appointments at its January meeting. Following the appointments, the R&E Board will be asked to ratify the appointments by majority vote.

ATTACHMENTS:



None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		1/14/2020
		1/14/2020
		1/15/2020

SUBJECT: *Appointments to the Facility & Finance Committee*

RAMSEY COUNTY ATTORNEY		1/14/2020
WASHINGTON COUNTY ATTORNEY		1/14/2020



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R&E BOARD MEETING DATE:	January 23, 2020			AGENDA ITEM:	V.c	
SUBJECT:	Bylaw Amendment: Enterprise Reserve Fund					
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION
SUBMITTED BY:	Joint Leadership Team (JLT)					

R&E BOARD ACTION REQUESTED:

Approve the amendment to the Bylaws to change Article V. Section 10, modifying provisions related to the Operating Reserve Fund and creating an Enterprise Reserve Fund.

EXECUTIVE SUMMARY:

The Recycling & Energy Board (R&E Board) has been engaged in policy development to achieve environmental, economic and social benefits through the Recycling & Energy Center (R&E Center) since 2013. As one step to achieve the above outcomes, the R&E Center will require an expansion and system improvements. At the May 2019 R&E Board meeting, commissioners stated their intent to proceed with recycling enhancements. At the August 21, 2019 R&E Board meeting, commissioners approved the R&E Center Enhancements Financing Plan.

To finance the renovation of the administration building and construction on an enclosure for the residue/RDF load-out area, the plan calls for the following:

- release the counties from the obligation of maintaining an Operating Reserve Fund (ORF)
- create an Enterprise Reserve Fund (ERF) maintained by R&E
- in the process, loan funds to R&E for renovation of the R&E Center administration building and construction of an RDF/residue load-out enclosure

Creation of an ERF and modification of the ORF requires amendments to the R&E Board Bylaws. Amendments to the Bylaws have been prepared. At its meeting on September 26, 2019 the R&E Board approved the mandatory 30-day notice for amendment of the Bylaws, beginning the process of amending the Bylaws.






ATTACHMENTS:

1. Draft Resolution
2. Amendment to the R&E Board Bylaws

SUBJECT: Bylaw Amendment: ERF

FINANCIAL IMPLICATIONS:

There are no direct financial implications of this action, which provides for the development of an Enterprise Reserve Fund, replacing the Operating Reserve Fund.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/14/2020
	
	1/13/2020
	1/13/2020
RAMSEY COUNTY ATTORNEY	1/13/2020
	
WASHINGTON COUNTY ATTORNEY	1/13/2020
	

RESOLUTION R&EB-2020-01

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 R&E Board has the authority to change its Bylaws as needed in accordance with Section IV.C of the Amended and Restated R&E Board Joint Powers Agreement; and

WHEREAS, The Bylaws set forth the steps needed for amendment in Article VIII. Section 25. of the Bylaws of the R&E Board; and

WHEREAS, the R&E Board approved the Enhancements Financing Plan (Resolution R&EB-2019-16) which outlines a process to replace the Operating Reserve Fund with an Enterprise Reserve Fund; and

WHEREAS, implementation of an Enterprise Reserve Fund and modification of the Operating Reserve Fund requires amendments to the JPA and R&E Board Bylaws.

WHEREAS, The R&E Board provided the mandatory 30-day notice for amendment of the Bylaws at its September 26, 2019 meeting. NOW, THEREFORE, BE IT

RESOLVED, the Ramsey/Washington Recycling and Energy Board hereby approves the amendment of the Bylaws to change Article V. Section 10 modifying provisions related to the Operating Reserve Fund and creating an Enterprise Reserve Fund.

Fran Miron, Board Chair
January 23, 2020

Attest
January 23, 2020

**Amendment to the Bylaws of the
Ramsey/Washington Recycling & Energy Board**

This is an amendment to the Bylaws of the Ramsey/Washington Recycling & Energy Board, Adopted October 22, 2015, and twice amended, on January 28, 2016 and January 24, 2019.

Article V, Section 10, (c) is amended as follows:

(c) Operating Reserve Fund.

- (1) *Establishment of Operating Reserve Fund; Size and Scope.* The Board shall establish an operating reserve fund, initially equivalent to \$10,000,000.00.
 - (i) Beginning in 2020 the size of the operating reserve fund shall be reduced to \$5,000,000.00, with the released funds being used to provide a loan from the Counties to the R&E Board for R&E Center improvements.
 - (ii) Ramsey County's initial obligation is equivalent to 73% of the total operating reserve fund amount (\$7,300,000.00) and Washington County's obligation is equivalent to 27% of the total operating reserve fund amount (\$2,700,000.00).
 - (iii) During the period of 2025–2028 the aggregate obligation of the counties shall be reduced by at least \$1,000,000.00 per year, until the obligation is eliminated. The aforementioned aggregate obligation reduction shall be credited to each County pro rata pursuant to the percentages set forth in subpart (ii) above. The release of this obligation is directly related to the creation, growth and maintenance of the Enterprise Reserve Fund. The reduction of the Counties' obligation related to the operating reserve fund may be accelerated at the sole discretion of the R&E Board, if Facility Budget surplus funds exceed \$1,500,000 in years 2020–2022, and \$1,000,000.00 thereafter, and the excess funds are placed into the Enterprise Reserve Fund and are not otherwise designated for another use by the R&E Board.
 - (iv) During the period 2025–2028 the R&E Board shall repay the \$4,100,000.00 operating reserve fund withdrawal made in 2016 as follows:

<u>Year</u>	<u>Payment from R&E to Counties to pay back \$4,100,000 withdrawal</u>	<u>Payment from R&E to Ramsey County to pay back the county's share of the \$4,100,000 withdrawal</u>	<u>Payment from R&E to Washington County to pay back the county's share of the \$4,100,000 withdrawal</u>
<u>2025</u>	<u>\$1,000,000</u>	<u>\$730,000</u>	<u>\$270,000</u>
<u>2026</u>	<u>\$1,000,000</u>	<u>\$730,000</u>	<u>\$270,000</u>
<u>2027</u>	<u>\$1,000,000</u>	<u>\$730,000</u>	<u>\$270,000</u>
<u>2028</u>	<u>\$1,100,000</u>	<u>\$803,000</u>	<u>\$297,000</u>

- (v) Pursuant to the Joint Powers Agreement, each County has agreed to commit or hold sufficient funds for its respective obligation for the operating reserve fund.

~~(2) *Review and Modification.* On an annual basis, the Board shall review the size and scope of the operating reserve fund, including in its analysis an evaluation of risks related to Facility operations and financing. If a modification in the size of the operating reserve fund is determined necessary or appropriate, the Board shall notify the Counties, who shall modify their funding allocations to be sufficient for their respective obligations to the operating reserve~~

~~(3)~~ (2) *Transfer of Funds From Counties to Board.* If the R&E Board in its sole discretion determines there would be a material adverse effect on the Facility, Facility Financing, Facility employees, or Facility operations, it may request delivery from the Counties' operating reserve funds in an amount it determines to be reasonably necessary to avoid such material adverse effect. The amount requested shall be contributed by each County in proportion to their respective obligations, 73% from Ramsey County and 27% from Washington County.

Article V, Section 10, is amended by adding a new subsection (f) as follows:

(f) Enterprise Reserve Fund

(1) *Establishment of Enterprise Reserve Fund; Size and Scope.* The Board shall establish an Enterprise Reserve Fund, initially equivalent to at least \$1,640,000.00 from surplus 2018 funds.

(2) The size of the Enterprise Reserve Fund will increase each year until it reaches at least 25% of the Facility Budget. Funds more than 25% of the Facility Budget may be used by the Board for projects it identifies.

(3) The Enterprise Reserve Fund shall be managed as follows:

- (i) At the end of 2019, \$1,500,000 in year-end surplus funds will be deposited into the Enterprise Reserve Fund.
- (ii) For the period of 2020 through 2023, R&E will deposit at least \$1,500,000 per year into the Enterprise Reserve Fund.
- (iii) For the period of 2024 through 2030, at least \$1,000,000 per year shall be deposited.
- (iv) In any year the increase in the Enterprise Reserve Fund may be accelerated at the sole discretion of the R&E Board, if Facility Budget surplus funds exceed \$1,000,000.00 and the excess funds are not otherwise designated for another use by the R&E Board.



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
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R&E " \ ° k) MEETING DATE:	January 23, 2020	AGENDA ITEM:	VI.a
SUBJECT:	2020 R&E Board and Committee Schedule		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input checked="" type="checkbox"/> ACTION
SUBMITTED BY:	R&E Board Executive Committee		

R&E BOARD ACTION REQUESTED:

Approve the 2020 R&E Board and Committee meeting calendar.

EXECUTIVE SUMMARY:

The 2020 R&E Board and Committee schedule identifies dates for the known board and committee meetings. The attachment also denotes agenda items currently foreseen for each meeting. Unless changes are necessary, all meetings will be at the office of Ramsey County Environmental Health in Maplewood, which has a newly remodeled meeting room.


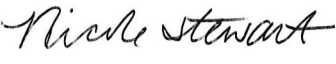

It is possible that meetings may be cancelled or moved, but commissioners will be asked to schedule these dates onto their calendars for 2020.

ATTACHMENTS:

1. Draft Resolution
2. 2020 R&E Board and Committee Meeting Calendar
3. 2020 R&E Board and Committee Meeting List – Expected Topics

FINANCIAL IMPLICATIONS:

N/A

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	
	1/13/2020
	1/13/2020
	1/13/2020

RESOLUTION R&EB-2020-02

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 Bylaws of the R&E Board state that the board shall meet on a regular basis, with an annual schedule determined at its first meeting each calendar year. NOW, THEREFORE, BE IT

RESOLVED, The Ramsey/Washington Recycling & Energy Board approves the 2020 R&E Board and Committee meeting calendar. BE IT FURTHER

RESOLVED, All meetings shall be at the offices of Ramsey County Environmental Health located at 2785 White Bear Avenue North, Suite 350, Maplewood, MN, 55109, unless otherwise changed by board action.

Fran Miron, Board Chair
January 23, 2020

Attest
January 23, 2020



2020 R&E BOARD AND COMMITTEE CALENDAR

Thursday, January 23 – R&E Board – Organizational and Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, February 20 – Facility & Finance Committee – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices - Maplewood

Thursday, March 12 – R&E Board – Workshop

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, April 16 – R&E Board – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, April 16 – Facility & Finance Committee – Business Meeting

Immediately following R&E Board Meeting | Ramsey County Environmental Health Offices – Maplewood

Thursday, May 28 – R&E Board – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, May 28 – Facility & Finance Committee – Business Meeting

Immediately following R&E Board Meeting | Ramsey County Environmental Health Offices – Maplewood

Thursday, June 25 – R&E Board – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, July 23 – R&E Board – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, August 20 – R&E Board – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, September 24 – R&E Board – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Thursday, December 10– R&E Board or Executive Committee – Business Meeting

10:00 – Noon | Ramsey County Environmental Health Offices – Maplewood

Ramsey County Environmental Health Offices

2785 White Bear Ave. N. | Ste. 350 | Maplewood, MN 55109



**RAMSEY/WASHINGTON
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2020 R&E BOARD AND COMMITTEE MEETING LIST – EXPECTED TOPICS

January 23 – R&E Board

- Organizational meeting (chair, vice chair, committees)
- Bylaw amendment: Enterprise Reserve Fund (ERF)

***February 20 – Facility & Finance Committee**

- 2019 year-end budget reports
- 2020–2021 budget timeline and upcoming items
- Enhancements/facility update

March 12 – R&E Board Workshop

- R&E Center enhancements project
- Joint activities

April 16 – R&E Board

- Business meeting
 - 2019 annual report
 - Report from Facility & Finance Committee
- Earth Day

***April 16 – Facility & Finance Committee**

- *If needed*
- 2019 year-end budget reports
- 2020 budget status

May 28 – R&E Board

- Legislative follow-up
- Financing action

***May 28 – Facility & Finance Committee**

- 2020–2021 budget review
- Action to amend 2021 budget if needed
- Solicitation for anaerobic digestion (AD) facility
- Transload agreements for durable compostable bag (DCB) processing

June 25 – R&E Board

- Financing action (if needed)
- Review 2021 budgets
- Review 2021 tipping fees
- State auditor presentation
- Partnership on Waste and Energy summary
- Solicitation for AD facility
- Transload agreements for DCB processing
- DCB order fulfillment contract

July 23 – R&E Board

- Approval of 2021 budgets
- Approval of 2021 tipping fees
- Labor agreement
- Financing action (if needed)

August 20 – R&E Board

- *If needed*
- *Topics TBD*

September 24 – R&E Board

- *Topics TBD*

December 10 – R&E Board (or Exec Committee)

- *Topics TBD*

** denotes a committee meeting*



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

R&E BOARD MEETING DATE:		January 23, 2020		AGENDA ITEM:		VI.b		
SUBJECT:	Procurement Report							
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Sam Holl, Contract Manager							

R&E BOARD ACTION REQUESTED:

None.

EXECUTIVE SUMMARY:

Staff will provide a written report of new contracts and amendments that were executed under authority of the R&E Board's procurement guidelines during the period September 1, 2019 through January 1, 2020. Funding for the contracts was available in the approved 2019/2020 Joint Activities and Facility Budgets, following approval as to form by the Ramsey County or Washington County attorney's office.

ATTACHMENTS:

1. Procurement Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/14/2020
<i>Zack Hansen</i> DocuSigned by: DocuSigned By: Zack Hansen	1/14/2020
<i>Neole Stewart</i> DocuSigned by: DocuSigned By: Neole Stewart	1/14/2020
<i>Dushani Dye</i> DocuSigned by: DocuSigned By: Dushani Dye	1/14/2020
RAMSEY COUNTY ATTORNEY	1/14/2020
<i>John Ristad</i> DocuSigned by: DocuSigned By: John Ristad	1/14/2020
WASHINGTON COUNTY ATTORNEY	1/14/2020
<i>John Ristad</i> DocuSigned by: DocuSigned By: John Ristad	1/14/2020



Report of all contracts and amendments executed under authority of the Recycling & Energy Board's procurement guidelines (Resolution R&EB 2019-2), September 1, 2019 through January 1, 2020.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
East Side Area Business Association	4/1/2019	BizRecycling Partners	\$15,000	Amendment – renewal
Forest Lake Area Chamber of Commerce	4/15/2019	BizRecycling Partners	\$15,000	Single Source
Ebert Construction	9/13/2019	BWRLO Project - Final Change Order	\$14,508	Amendment
FPI Paving Contractors, Inc.	9/26/2019	Bituminous Repaving Project	\$585,247	Request for Bid
MAP Consulting	10/1/2019	Risk Management Services	Rate	Amendment – renewal
Capitol Hill Associates	11/13/2019	Lobbying Services for Processing Enhancements	\$35,000	Single Source
106 Group	11/22/2019	Consulting/Design Services	\$50,000	CERT SBE
Stoel Rives	1/1/2020	Specialty Legal Consulting Services	\$450,000	Single Source
Minnesota WasteWise Foundation	1/1/2020	BizRecycling Technical Consultant	\$500,000	Single Source - REB Services
Minnesota WasteWise Foundation	1/1/2020	BizRecycling Technical Consultant	\$100,000	Single Source - RC Only Services
EcoConsilium	1/1/2020	BizRecycling Technical Consultant	\$100,000	Single Source
Saint Paul Saints	1/1/2020	Sponsorship/Advertising	\$50,000	Amendment
Ameripride Service	1/1/2020	Facility - Employee Uniforms	\$50,000	Amendment – renewal
Adolfson & Paterson Construction	1/1/2020	Construction Manager – Processing Enhancements Project	\$1,478,300	Request for Proposals (R&EB-2019-24)
Foth Environmental	1/1/2020	Environmental Engineering Services	\$440,000	Single Source



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KOMA Architects	1/1/2020	Architect/Engineer – Processing Enhancements Project	\$706,403	Request for Proposals
Allen's Building Maintenance	1/1/2020	Facility – cleaning services	\$50,000	Amendment – renewal
Blaine Brothers Maintenance	1/1/2020	Facility – trailer maintenance	\$25,000	Amendment – renewal
C-Aire Inc.	1/1/2020	Facility – compressor parts & service	\$3,500	Amendment – renewal
Cyber Advisors	1/1/2020	Facility – information technology services	\$69,000	Amendment – renewal
Industrial Welders and Machinists	1/1/2020	Facility - fabrication and industrial welders	\$450,000	Amendment – renewal
JES Sales	1/1/2020	Facility - Hallco Manufacturing and Keith Manufacturing – live/walking floor trailer parts	\$15,000	Amendment – renewal
Linders Specialty Company	1/1/2020	Facility – metal fabrication	\$15,000	Amendment – renewal
M&M Hydraulic Company	1/1/2020	Facility – hydraulic repair services	\$7,500	Amendment – renewal
Shermco Industries, Inc.	1/1/2020	Facility – electric motor & parts	Rate	Amendment – renewal
Magotteaux	1/1/2020	Facility – processing line parts	\$325,000	Amendment – renewal
Steel Sales Corp	1/1/2020	Facility – supplies/material	\$50,000	Amendment – renewal
Becker Fire & Safety Services	1/1/2020	Facility – fire extinguisher testing/maintenance	\$2,000	Amendment – renewal
North American Trailer	1/1/2020	Facility – trailer maintenance	\$275,000	Amendment – renewal
Paffy's Pest Control	1/1/2020	Facility – pest control	\$9,000	Amendment – renewal
Schlomka Services LLC	1/1/2020	Facility – pumping services	\$10,000	Amendment – renewal
Sharrow Lifting Products	1/1/2020	Facility – lifting/crane services & supplies	\$6,000	Amendment – renewal
Pomp's Tire	1/1/2020	Facility – tire repair services	\$175,000	Amendment – renewal
Bearing Distributors	1/1/2020	Facility – parts	\$3,000	Amendment – renewal
Ehlers & Associates	1/1/2020	Financial Advisors	\$50,000	Amendment – renewal
M/A Associates	1/1/2020	Facility – cleaning supplies	\$15,000	Amendment – renewal



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

R&E BOARD MEETING DATE:	January 23, 2020	AGENDA ITEM:	VI.c
SUBJECT:	Business Recycling Grant Guidelines		
TYPE OF ITEM:	<input checked="checked" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION
SUBMITTED BY:	Joint Leadership Team (JLT)		

R&E BOARD ACTION REQUESTED:

None.

EXECUTIVE SUMMARY:

The R&E business recycling grant program, BizRecycling, has been available to businesses and institutions, such as private schools, health care facilities, non-profits, and places of worship, since 2013. These grants help businesses start or improve recycling and organics collection. In addition to grants, the program also connects businesses with recycling experts who can help identify recycling and waste reduction opportunities.

2020 includes new opportunities in R&E programming requiring updates and additions to the R&E Business Recycling Grant Guidelines. The Joint Leadership Team has approved updates to the guidelines to reflect these new opportunities. Examples include added eligible expenses covered by the grants, as well as adding multi-unit residential properties to the list of eligible categories to receive funding.

Staff will share a summary of these additions, which are highlighted in the attached guideline documents.




ATTACHMENTS:

1. Business Recycling Grant Requirements
2. Organics Reward Grant Instructions and Requirement

FINANCIAL IMPLICATIONS:

None.

SUBJECT: Business Recycling Grant Guidelines

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/14/2020
	
	1/14/2020
	1/15/2020



Appendix A: Business Recycling Grant Requirements

A Program of Ramsey/Washington Recycling & Energy

Ramsey/Washington Recycling & Energy (R&E) is a joint powers board that works on behalf of Ramsey and Washington Counties on solid waste planning and operations. The R&E Board is working to improve recovery and management of recyclable materials, food waste and other organic waste.

A Business Recycling Grant can assist businesses, institutions, schools, non-profit organizations, places of worship and **multi-unit residential dwelling with 5 units or more** ("businesses") located in Ramsey and Washington counties to break down barriers when starting or improving recycling and food/organics recycling programs. Grants are available in the following categories:

- **Cash Grants** – Cash grants to businesses for equipment, supplies, infrastructure improvements, or educational materials to help reduce waste or initiate or improve recycling, food waste, or organics collections.
- **County-Ordered Containers** – Recycling containers directly ordered by R&E and shipped to the business.
- **Totes and Signage** – Signage, totes, and educational resources provided directly to business without having to apply for a grant. Resources include labels for trash, organics, and recycling bins, educational brochures and outdoor signage. **In addition, in-unit recycling totes and educational clings and common space posters are available for multi-unit dwellings.** To order directly visit bizrecycling.com/helpful-info/multi-unit-dwellings/ and bizrecycling.com/labels/.

Visit BizRecycling.com to learn how other businesses in the East Metro have successfully implemented recycling and food/organics recycling programs that have saved their businesses money and/or improved operating efficiency.

Available Funding

Funding is available in the following categories:

- **Businesses, Schools, Institutions and Non-Profits**
 - Up to \$10,000, which includes value of the cash grant and county-ordered containers combined.
- **Multi-Unit Residential Dwellings**
 - **Properties with 5-20 units**
 - Up to \$10,000 for containers for indoor and outdoor public spaces.
 - If the property already has adequate containers as determined by R&E staff or consultants, funds may be used for infrastructure improvements.
 - **Properties with more than 20 units**
 - Up to \$10,000 for containers for indoor and outdoor public spaces.
 - Up to \$10,000 for infrastructure improvement

R&E provided totes and signage are not included with-in the grant limit. There is no minimum grant. No matching funds are required.

Businesses may apply for additional funding after receiving an initial grant until they reach the grant limit threshold.

Applications are accepted year-round until funds are fully disbursed. They are evaluated on a "first come-first serve basis." Applications take approximately 6 weeks to process, from submittal to the business receiving the grant check. Applications will be reviewed and evaluated by staff from R&E, Ramsey County and Washington County. During the review process, R&E may contact you for additional information or to clarify the proposal content. A site visit and consultation from a R&E Recycling Expert is required prior to submitting an application.

How to Submit a Grant Application

To submit an application, the business must receive a site visit from one of the R&E's Recycling Experts, Minnesota Waste Wise or EcoConsilium. At the site visit, the Recycling Expert will help assess the current system for managing trash, recycling and organics and make recommendations for improvements. They will help the business determine how to best use grant funding to meet the business goals. The Recycling Expert will help develop and submit the grant application through an online grant application system and order signage or additional resources.

To request a site visit e-mail info@bizrecycling.com or call 651-266-1199.

Eligibility and Guidelines

Businesses that meet the following criteria are eligible for a Business Recycling Grant.

Eligibility

- **Geographical Service Area:** All businesses, schools, and **multi-unit residential dwellings** must be physically located in Ramsey or Washington County. If the business has multiple locations within the counties, each location is eligible for a grant.
- **Eligible Businesses:** Grants are available to any for-profit or non-profit non-residential waste generator in Ramsey and Washington counties with 5 or more employees, excluding: the federal government; the State of Minnesota; Regional Agencies; the University of Minnesota and MnSCU Facilities; and Public Entities in Ramsey County that have other County grant programs available.
- **Multi-Unit Residential Dwellings:** Property must have more than 5 individual units. The applicant must be responsible for managing the recycling and trash hauling contract for the properties it owns, leases, rents, manages, or maintains.
- **Eligible Schools:**
 - Ramsey County: Charter schools with *less than 250* student enrollments and all private schools.
 - Washington County: All charter schools and all private schools.

Guidelines

- Complete a site assessment with a R&E Recycling Expert.
- Complete a Business Recycling Grant Application, which includes up-to a 500-word plan that describes the proposed recycling activities and how the business will engage employees/residents in implementation.
- Provide a completed W-9.
- Agree to host up to 3 site visits with a R&E Recycling Expert. The site visits are to (1) review current on-site waste operations and equipment, discuss objectives and approach, and prepare the grant application; (2) if needed, implement the grant; and (3) a final walk through at the 18-month grant end.
- Enter into a grant agreement with R&E. The approved application will serve as the work scope for the agreement.
- Agree to carry out recycling activities for 18-months.
- Provide a 3-sentence testimonial with a picture or video at the end of the 18-month grant period and, if asked, agree to serve as a "Local Story."

Multi-Unit Residential Dwelling Properties: One grant is available per property, not building. Property must have more than 5 individual units. For the purpose of the Business Recycling Grant, "Property" is defined as a complex, development, or similar grouping of buildings. A Property is comprised of all units/buildings in a development that are owned and/or managed by a single entity in a defined geographic area. For purposes of this grant program, R&E reserves the right to use this definition of Property to approve or deny any grant requests in an effort to responsibly manage its limited program resources.

Places of Worship, College Campuses, and School Campuses: Places of worship (churches, temples, i.e.) and its surrounding campus buildings, college campuses, and school campuses are eligible for one grant each. The grant must include an educational component to its members and include the projected number of people reached. Exceptions to the policy include:

- If a church has more than one campus location, it may be eligible for additional grants. Must be pre-approved by BizRecycling Grant Program Manager.
- If there is a separate building and kitchen for daycare, preschool, or food shelves, then it could be eligible for additional grants. Must be pre-approved by BizRecycling Grant Program Manager.

Evaluation Criteria

All submitted applications will be evaluated according to the following criteria:

- Outcomes – Objectives clearly stated, specific, realistic, and measurable.
- Impact – Diversion of recyclables trash.
- Engagement – How well employees are engaged in recycling activities.

Reporting Requirements

All applicants will fill out a baseline report as part of the grant application. If awarded a grant, you are required to **complete a final report**. The final report will take less than 15 minutes to complete. The reports will provide R&E with information about quantities of recyclables, food waste/organics, and trash produced.

The final report is due 18-months from the grant start date. R&E withholds \$250 from the original grant award. The \$250 will be paid to the business at the end of the 18-month grant term when the final conditions are met: (1) submittal of the final report and (2) completion of a final on-site walk-through with the Recycling Expert to verify the implementation of recycling activities.

Appropriate Use of Funds and Restrictions

The following are eligible expenses to receive funding. If you have an idea outside of the items listed below, consult with your Recycling Expert.

General:

Trash, Recycling and Organics Operations

- Trash, recycling and organics containers and sorting stations for common areas.
- Totes, carts, cart tippers, and other waste containers for transportation to containers serviced by hauler.
- Organics management systems for storage, managing odor and space concerns.
- Compactors and balers to manage trash or recyclable materials.
- Construction upgrades of loading docks, trash chutes and waste enclosures to accommodate new or expanding recycling or organics collection systems.

Food Donation/Waste Reduction

- Up to 6-months **or \$5,000 (whichever is less)** supply of compostable food service ware and bin liners for organics collection containers.
- Reusable food service ware if converting from disposables.
- **Reusable containers and equipment to transport donated food. Must specify food donation recipient in grant application.**
- Dishwashers and installation costs if converting from disposable dishware to reusable.
- One bottle refilling station and installation costs per grant application.
- **For businesses that handle food as a main business operation, refrigeration and installation costs to extend the life of useful food for food donation purposes.**

Education and Engagement

- Production and printing of custom signage, labels and education materials. All custom material must be approved by R&E for adherence to best practice standards prior to production.
- Funding staff, custodian, or building occupant training (hourly wage for each employee for the duration of the training)

Multi-Unit Residential Dwelling Properties Only:

- Security cameras to monitor residents use of common trash and recycling collection area.

Ineligible Expenses:

- Replacement of old or broken equipment including dishwashers.
- Labor costs incurred to collect and manage waste and recycling, including consultant and project management costs.

All requested items must be reasonable in price point. R&E reserves the right to deny any item or request a more cost-effective substitute of the requested item be included in the grant application.

Fund Dispersal

Cash Grants: Once the grant application is approved, a check will be issued for the cash grant, excluding \$250 for submittal of the final report. When the final report is approved and you have completed a final walk-through with the recycling expert, you will be sent the final payment of \$250.

R&E Ordered Containers: No funds are sent to you. Once the grant application is approved, R&E will order the containers identified in the grant application. The containers will be delivered directly to the business.

R&E Board Rights

The R&E Board may require confirmation of information furnished by applicants. The R&E Board reserves the right to:

- Reject any or all applications if such action is in the public interest;
- Cancel the entire grant program;
- Appoint evaluation committees to review grant applications;
- Negotiate with any, all, or none of the grant respondents.

A business completing a Business Recycling Grant Application does not commit R&E to enter into a contract, nor does it obligate the R&E Board to pay for any costs incurred in preparation and submission of applications or in anticipation of a grant.



Appendix A: Organics Reward Grant Instructions and Requirement

A Program of Ramsey/Washington Recycling & Energy

Ramsey/Washington Recycling & Energy (R&E) is a joint powers board that works on behalf of Ramsey and Washington counties on solid waste planning and operations. R&E is working to improve recovery and management of recyclable materials, food waste and other organic waste.

An Organics Reward Grant (Reward) can assist businesses, schools, institutions, non-profit organizations, **multi-unit residential dwellings with more than 5 units**, and places of worship (businesses) located in Ramsey and Washington counties by reimbursing the collection costs for starting or improving an organics collection service; such as food waste and organics commercial hauling services or food-to-hogs pick-up servicers.

- **Businesses Starting Organics Collection:** The Reward will reimburse you for the cost of organics collection services for the first three months of service and **one-time fees incurred for the delivery of the organics dumpster to your business**.
- **Businesses with Existing Organics Collection:** The Reward will reimburse you for the cost of organics collection services for the first two months of service after the improved service is initiated. To be eligible for a reward, you must make an improvement or expand the existing program.

Visit BizRecycling.com to learn how other businesses in the East Metro have successfully implemented recycling and food waste/organics collections that saved their businesses money and improved operating efficiency.

Available Funding

You can apply for a Reward up to \$5,000. There is no minimum Reward. No matching funds are required.

There is no deadline for submission. Reward Applications will be accepted until funds have been fully disbursed. They are evaluated on a "first come-first serve basis". Reward Applications take approximately 4 weeks to process. All applications will be evaluated on the impact organics collections has on diverting waste from the trash.

Eligibility and Guidelines

Businesses that meet the following criteria are eligible for a Reward:

- **Geographical Service Area:** Businesses must be physically located in Ramsey or Washington County. If your business has multiple locations within the counties, each location is eligible for a reward.
- **Eligible Businesses:** Grants are available to any for-profit or non-profit non-residential waste generator in Ramsey and Washington Counties excluding: the federal government; the State of Minnesota; Regional Agencies; the University of Minnesota and MnSCU Facilities. Public entities in Ramsey County that have other County grant programs available.
- Business must be **responsible for managing the organics collection contract** for the properties you own, lease, rent, manage or maintain.
- **Businesses Starting Organics Collection:** If you started organics collection, you must provide receipt of payment for three months of organics collection services **and the dumpster delivery fee**. The costs identified for the three months of collection services **and dumpster delivery fee** represent the total available grant award.

SUBJECT: Business Recycling Grant Guidelines

- **Businesses with Existing Organics Collection:** If you are improving an existing an organics collection program, provide a description of the organics collection program prior to the enhancement and describe all implemented improvements. You must provide receipt of payment for two months of organics collection services. The costs identified for the two months of collection services would represent the total available grant award.

Guidelines

- Complete an Organics Reward Grant Application and provide a W-9 and copy of your paid invoices.
- Agree to host a site visit with a R&E Recycling Expert. The Recycling Expert will review current on-site solid waste operations and equipment, discuss the application's objectives and approach, determine project reporting parameters, and assist with preparing the grant application.
- The Organics Reward Grant does not cover the cost of recycling traditional materials (e.g. cardboard, paper, bottles, cans, etc.) and/or trash collection.
- **Businesses who received a Reward grant prior to the one-time dumpster fee being a reimbursable expense (i.e. prior to January 2020) may not request reimbursement retroactively.**

Fund Dispersal

- R&E will issue the reward payment after it has received, verified, and approved a completed Organics Reward Grant Application.
- Reward payments will be made in the form of a check sent directly from Ramsey County to the business.
- Submission of false information will result in forfeiture of the reward and may result in criminal prosecution.

Recycling and Energy Board Rights

R&E may require confirmation of information furnished by applicants. The reward application does not commit R&E to enter into a contract, nor does it obligate R&E to pay for any costs incurred in preparation and submission of applications or in anticipation of a reward application.

How to Submit a Reward Application

The application must be submitted via our online grant application system. Your Recycling Expert will help you through the process.



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R&E BOARD MEETING DATE:		January 23, 2020		AGENDA ITEM:		VIII.a	
SUBJECT:		Legislative Update: Bonding Request					
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	
SUBMITTED BY:		Joint Leadership Team (JLT)					

R&E BOARD ACTION REQUESTED:

None.

EXECUTIVE SUMMARY:

In 2019, Ramsey County, on behalf of Ramsey/Washington Recycling & Energy, submitted a request to the Minnesota legislature for \$21 million in capital investment funds from state bonding for the Recycling & Energy Center enhancements project. The project to construct and install a durable compostable bag sorting system and a recyclable recovery system will allow for the diversion of about 64,000 tons of organics and recyclables annually.

Staff and lobbyists will provide an update on the status of the bonding request.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM	<i>J. Hansen</i>	1/14/2020
	<i>Nicole Stewart</i>	1/14/2020
	<i>Dushani Dye</i>	1/14/2020