



MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD
FACILITY & FINANCE COMMITTEE

Date: Thursday, March 10, 2022
Time: 10:30 am to 12:00 pm
Virtual meeting: <https://zoom.us/j/98646548713?pwd=d1dFd041Zk5XcVJ0MlJjci9lbHhWUT09>
Phone: 651-372-8299 | Meeting ID: 986 4654 8713 | Passcode: 670353

The March 10 committee meeting is a regularly-scheduled business meeting and a closed session, as permitted by Minn. Stat. section 13D.03 to discuss general labor negotiation strategies related to negotiations with IBEW Local 23. A written roll of members and all other persons present at the closed portion of the meeting will be made available to the public after the closed meeting.

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. 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. 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 – January 6, 2022** Action Page 2
- IV. Business**
 - a. 2021 Year-End Budget Report Information Page 5
 - b. 2022-2023 Budget Planning Information Page 7
 - c. 2021 Financial Statements Information Page 14
- V. Updates and Reports**
 - a. R&E Center Updates Information Page 16
- VI. Motion to Close Meeting** Action
This meeting will be closed as permitted by Minn. Stat. section 13D.03, to discuss general labor negotiation strategies related to negotiations with IBEW Local 23.
- VII. Adjourn**

NEXT MEETING:

Thursday, April 14, 2022 | 10:30 am – 12:00 pm | Zoom or Ramsey County Environmental Health



THURSDAY, JANUARY 6, 2022
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD
FACILITY & FINANCE COMMITTEE MINUTES

A meeting of the Ramsey/Washington Recycling & Energy Facility & Finance Committee was held at 1:00 p.m. on Thursday, January 6, 2022 as a virtual meeting. 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. 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. Members of the public will be able to watch the public meeting live online.

The January 6 committee meeting was a regularly scheduled business meeting and a closed session, as permitted by Minn. Stat. section 13D.03, to discuss general labor negotiation strategies related to negotiations with IBEW Local 23. A written roll of members and all other persons present at the closed portion of the meeting will be made available to the public after the closed meeting.

MEMBERS PRESENT

Commissioners Wayne Johnson – Washington County
Commissioners Nicole Frethem, Trista MatasCastillo – Ramsey County

PARTICIPANTS ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Kelli Hall, Susan Hansen, Sam Holl, Kevin Magnuson, Michael Reed, Nikki Stewart, Jody Tharp, Jordan Thone, Kris Wehlage

ATTENDING REMOTELY

Dave Brummel, Rae Eden Frank, Sam Hanson, Jon Jacobson, Julie Ketchum, Jennefer Klennert, Nate Klett, Leslie McCollam, Andrea McKennan, Jennifer Nguyen Moore, Natasha Pearson

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Johnson called the meeting to order at 1:02 p.m. A roll call of commissioners was conducted. Introductions were made.

Commissioner MatasCastillo moved, seconded by Frethem, to approve the agenda as presented.

Motion carried 3-0. Roll Call vote:

Ayes: Frethem, Johnson, MatasCastillo

Nays: None

APPROVAL OF MINUTES

Commissioner MatasCastillo moved, seconded by Frethem, to approve the September 16, 2021, minutes.

Motion carried 3-0. Roll Call vote:

Ayes: Frethem, Johnson, MatasCastillo

Nays: None

EMPLOYEE REFERRAL PROGRAM

Kelli Hall, R&E assistant facility manager/human resources manager, presented an overview of the new employee referral program and the methods and efforts currently used for recruitment. The purpose of the employee referral program is to improve quality hiring for R&E Center positions. The employee referral program applies to any "hard-to-fill" positions and applies to the Processor Helper position at the R&E Center. The referral payments to existing employees referring an applicant will include \$500 awarded after 30 days of employment and \$500 awarded after six months.

Commissioner Frethem noted that a bonus for the new employee might be more appropriate. Hall said R&E has considered a new employee bonus as well.

Commissioner Johnson added that an incentive to the applicant is standard in the current environment and supports adding a bonus to the applicant. Johnson inquired about which positions are difficult to fill and how many positions are open. Hall stated that there are 10 helper positions, six of which are open. R&E is using contracted labor where needed to maintain 24/7 plant coverage.

Commissioner MatasCastillo inquired about ways in which R&E is providing for applicants with barriers to employment, for example those with prior criminal history. Hall summarized the hiring avenues currently in use.

Commissioner Johnson inquired about the possibility of the Sentence to Serve program. Nikki Stewart responded that while the R&E Center is using Washington County i Sentence to Serve program for ongoing grounds litter control activities at the facility, she was uncertain if the program could fill the requirements of R&E Center positions. Staff will look into this and report back to the committee. R

Commissioners expressed agreement with and support of the approach with the new program.

MOTION TO CLOSE MEETING

Commissioner MatasCastillo moved, seconded by Frethem, to close the public meeting as permitted by Minn. Stat. section 13D.03, to discuss general labor negotiation strategies related to negotiations with IBEW Local 23.

Motion carried 3-0. Roll Call vote:

Ayes: Frethem, Johnson, MatasCastillo

Nays: None

Members Present for Closed Session

Commissioners Nicole Frethem, Wayne Johnson, Trista MatasCastillo

Participants Attending Closed Session at Ramsey Environmental Health, Maplewood

Kelli Hall, Susan Hansen, Sam Holl, Kevin Magnuson, Michael Reed, Nikki Stewart, Jody Tharp, Jordan Thone

Call to Order

Chair Johnson called the closed meeting to order at 1:28 p.m. A roll call of commissioners was conducted. Introductions were made.

ADJOURN

Chair Johnson declared the meeting adjourned at 2:07 p.m.

ATTESTED TO:

Approved: _____
March 10, 2022

Approved: _____
March 10, 2022



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

R&E BOARD FACILITY & FINANCE COMMITTEE MEETING DATE:	March 10, 2022	AGENDA ITEM:	IV.a
SUBJECT:	2021 Year-End Budget Report		
TYPE OF ITEM:	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
SUBMITTED BY:	Kris Wehlage, Accounting Manager		

R&E BOARD ACTION REQUESTED:

Information only.

EXECUTIVE SUMMARY:



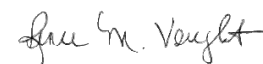

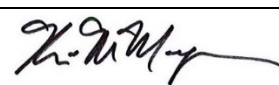
Staff will provide an update on the 2021 budget status, including year-end projections. These projections are based on revenue and expenses through December 31, 2021.

ATTACHMENTS:

1. 2021 Budget Surplus/Deficit Year-End Projection Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM   	3/1/22
RAMSEY COUNTY ATTORNEY 	2/28/22
WASHINGTON COUNTY ATTORNEY 	2/28/22

Ramsey/Washington Recycling & Energy
SURPLUS/DEFICIT YEAR-END PROJECTION REPORT
As of December 31, 2021

FACILITY	2021 Approved Budget	2021 Projection	Variance
Personnel Costs	8,309,547	6,811,785	1,497,762
Fuel Supply	6,511,520	5,752,942	758,578
Landfill	4,645,295	6,042,066	(1,396,771)
Transportation	7,265,506	6,827,374	438,132
Transload	2,306,960	2,392,401	(85,441)
Facility Operations	5,490,866	7,182,852	(1,691,986)
Contingency	480,073	-	480,073
Enterprise Reserve Fund (ERF)	1,500,000	1,500,000	
Transfer to Equipment Maintenance	1,852,500	1,852,500	-
Debt Services	1,695,748	1,695,748	-
	40,058,015	40,057,668	347
Revenue:	40,058,015	40,067,137	9,122
Surplus/(Deficit)	-	9,469	9,469

JOINT ACTIVITIES	2021 Approved Budget	2021 Projection	Variance
Project Management	1,603,369	1,533,563	69,806
Non-Residential Recycling	3,721,000	3,403,000	318,000
General Outreach	925,000	1,004,073	(79,073)
Policy Evaluation	870,000	787,750	82,250
Ramsey County Additional Programs	1,964,000	1,270,385	693,615
	9,083,369	7,998,771	1,084,598
Revenue:	9,083,369	9,083,369	-
Surplus/(Deficit)	-	1,084,598	1,084,598

EQUIPMENT MAINTENANCE	2021 Approved Budget	2021 Projection	Variance
Equipment/Maintenance	1,190,000	1,187,350	2,650



**RAMSEY/WASHINGTON
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R&E BOARD FACILITY & FINANCE COMMITTEE MEETING DATE:		March 10, 2022		AGENDA ITEM:		IV.b	
SUBJECT:	2022-2023 Budget Planning						
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/> CONSENT
SUBMITTED BY:	Kris Wehlage, Accounting Manager						

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

During 2022, the Facility & Finance Committee will review and recommend any changes to the previously approved 2023 budgets for the Ramsey/Washington Recycling & Energy (R&E) Board.

The R&E Board's bylaws provide that the Facility & Finance Committee prepares:

- A two-year budget for Joint Activities on or prior to August 1 for R&E Board approval and then recommends for approval by the counties for their respective contributions.
- An annual Facility Budget for approval by the R&E Board each year on or prior to August 1. While not called for in the bylaws, the Joint Leadership Team (JLT) recommended an Equipment Maintenance and Replacement Budget (EM&R) also be prepared alongside the Facility Budget for R&E approval. The current 2022-2023 budgets were approved by the R&E Board on July 22, 2021.

The Facility & Finance Committee has several items to consider when planning for the 2023 budget.

These items include:

- Labor Agreement – A new three-year labor agreement for R&E Center union employees is in the process of being developed. The prior labor agreement expired at the end of 2021.
- Facility Insurance – Insurance renewals start in April, and costs are still being assembled.
- Transload Fees – The cost of transporting municipal solid waste (MSW) from transfer stations to the R&E Center in Newport. Transload agreements expire at the end of 2022, and new agreements are needed.
- Transportation Costs – Transportation agreements expire at the end of 2022, and new agreements are needed.

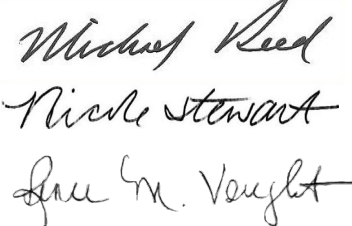


SUBJECT: 2022-23 Budget Planning

ATTACHMENTS:

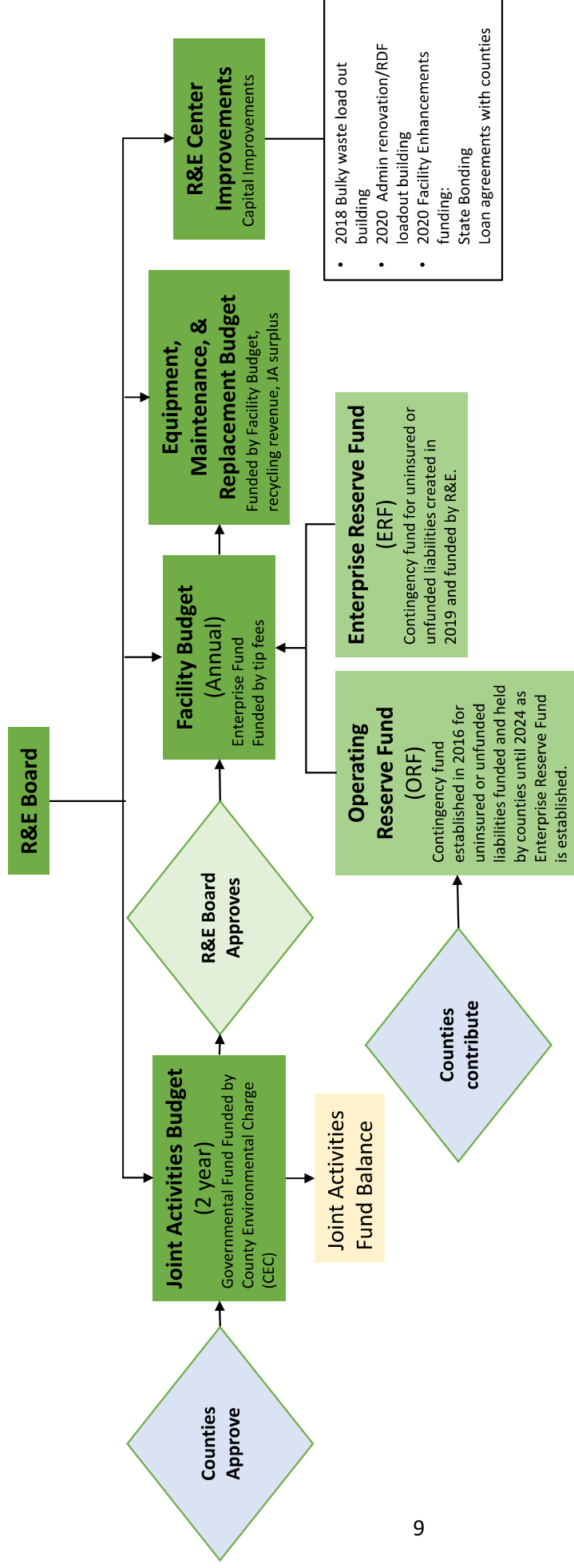
1. R&E Budget Structure
2. Budget Planning Timeline

FINANCIAL IMPLICATIONS:

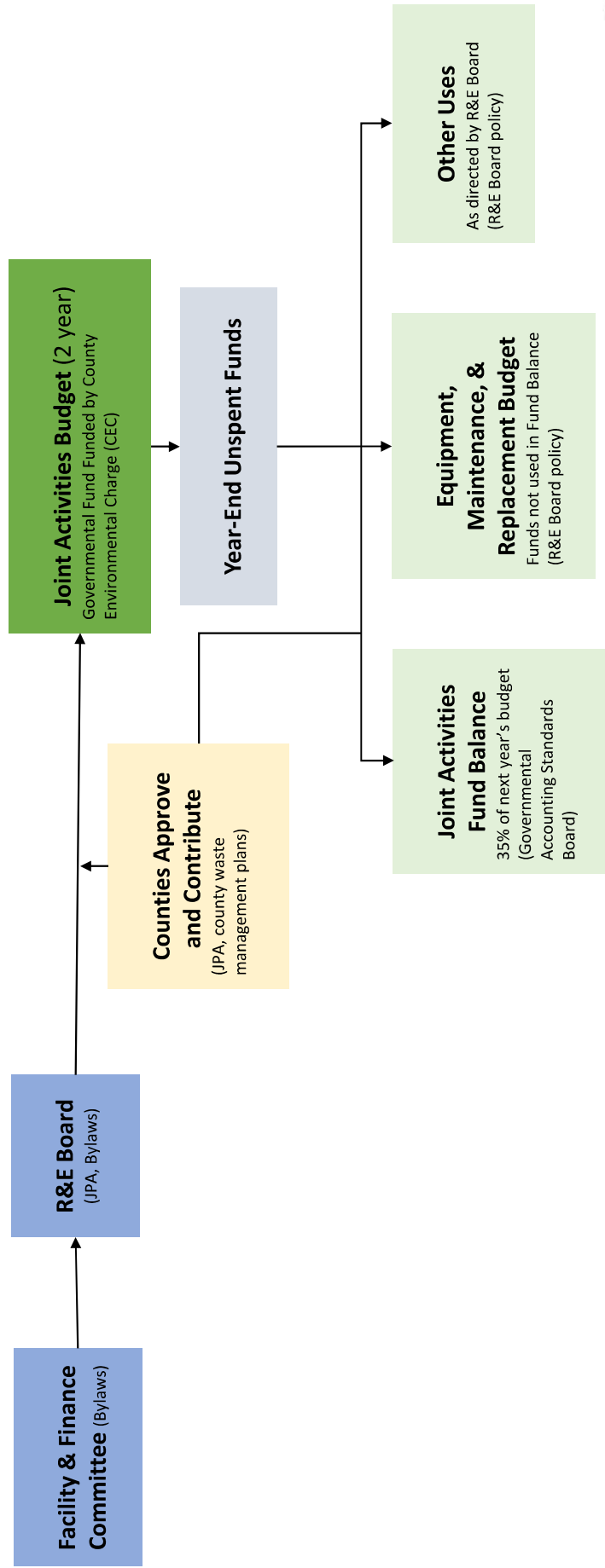
None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	3/1/22
	
RAMSEY COUNTY ATTORNEY	2/28/22
	
WASHINGTON COUNTY ATTORNEY	2/28/22
	

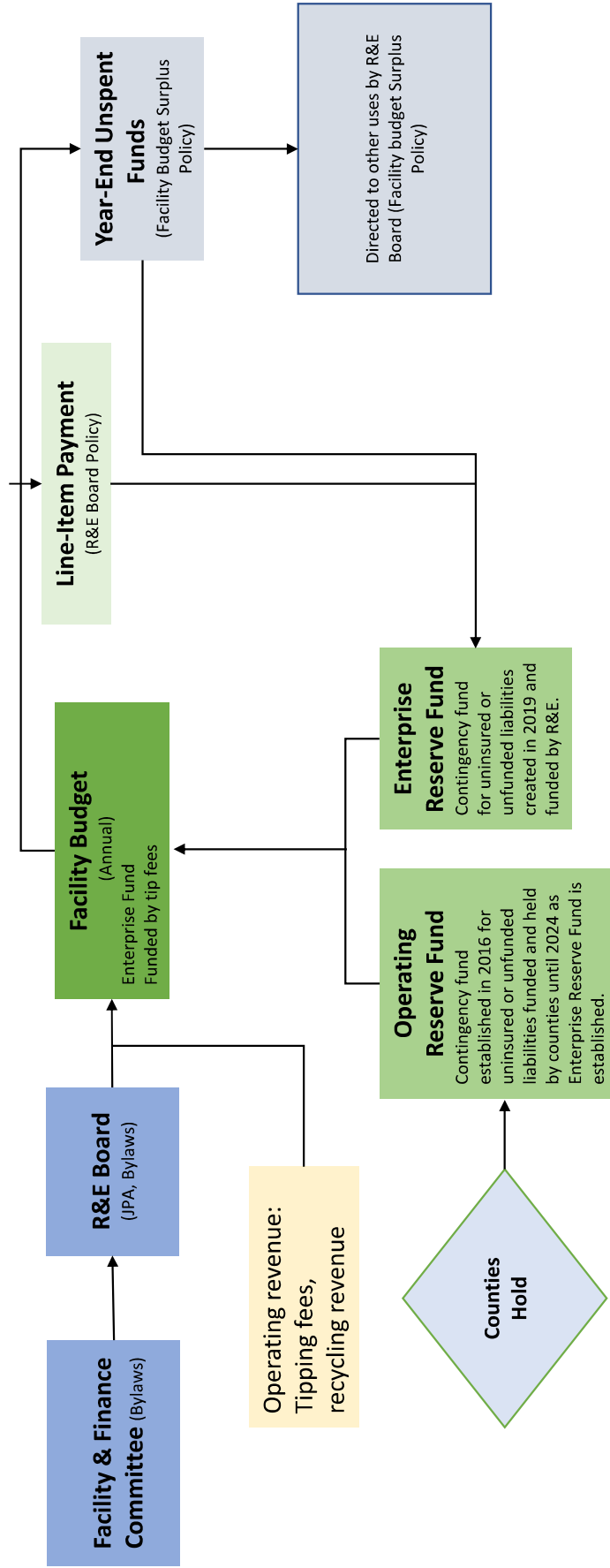
R&E Board Budget Structure



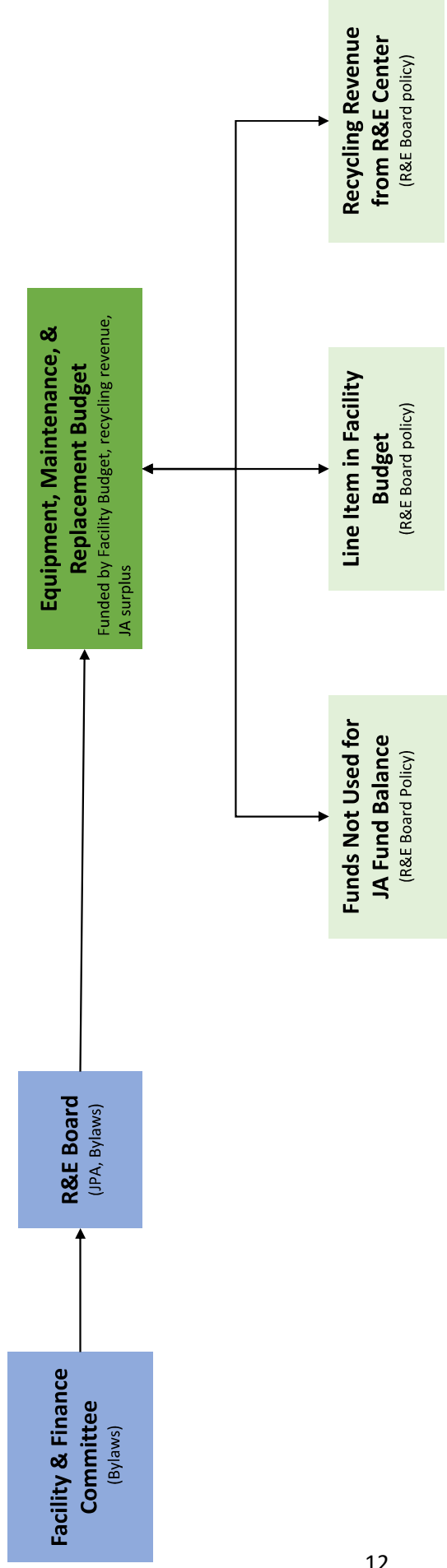
R&E Board Budget Structure – Joint Activities



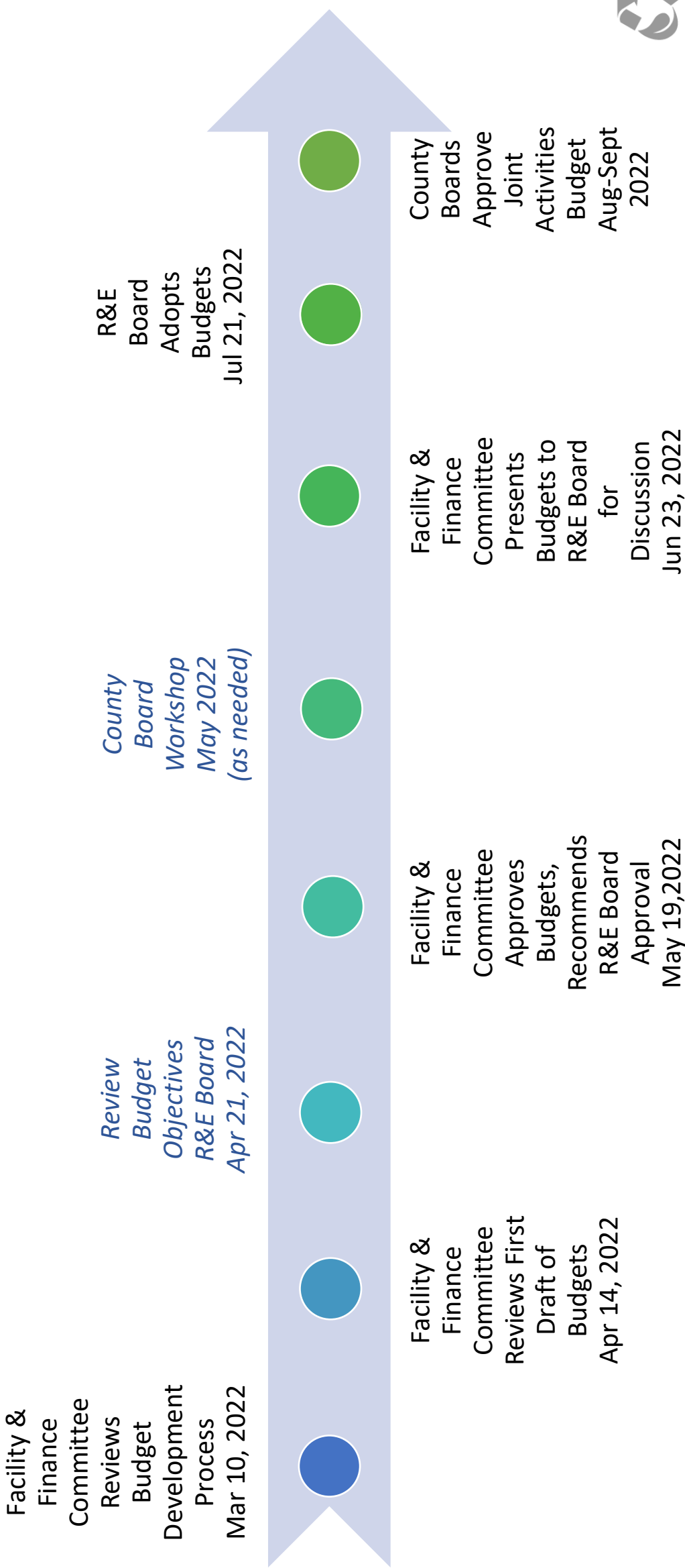
R&E Board Budget Structure – Facility Budget



R&E Board Budget Structure – Equipment, Maintenance, & Replacement



2023 Budget Timeline





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

R&E BOARD FACILITY & FINANCE COMMITTEE MEETING DATE:	March 10, 2022	AGENDA ITEM:	IV.c
SUBJECT:	2021 Financial Statements		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
SUBMITTED BY:	Kris Wehlage, Accounting Manager		

BUDGET COMMITTEE ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:


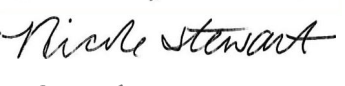
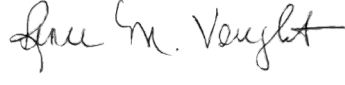


Staff will provide a timeline for the 2021 financial statements

ATTACHMENTS:

1. 2021 Financial Statement Timeline

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM   	3/1/22
RAMSEY COUNTY ATTORNEY 	2/28/22
WASHINGTON COUNTY ATTORNEY 	2/28/22



**RAMSEY/WASHINGTON
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2021 Financial Statement Timeline

January	Entrance meeting with the Office of the State Auditor (OSA)
February	Prior year closeout process begins
March	First draft of 2021 financial statements sent to OSA for review
April	2021 financial statements completed and submitted to counties
May	Exit meeting with the OSA
June	OSA presentation to the R&E Board



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

R&E FACILITY & FINANCE COMMITTEE MEETING DATE:		March 3, 2022		AGENDA ITEM:		V	
SUBJECT:		Updates and Reports					
TYPE OF ITEM:		<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION
SUBMITTED BY:		Joint Leadership Team					

FACILITY & FINANCE COMMITTEE ACTION REQUESTED:

None.

EXECUTIVE SUMMARY:


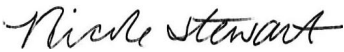
Staff will provide updates on R&E projects and operations.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM	 	3/1/22