



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

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

Date: Thursday, April 21, 2022

Time: 10:00 am to 12:00 pm

Commissioners, Key staff, Presenters:

Ramsey County Environmental Health | 2785 White Bear Ave N. | 2nd Floor Conference Room
Maplewood, MN | 55109 | [Map](#)

Public Zoom: <https://zoom.us/j/96770112989?pwd=aVFDZmJwYzNkV3FaYlVvdzVkOXVvUT09>

Meeting ID: 967 7011 2989 | Passcode: 426231 | Phone: 1-651-372-8299

The Recycling & Energy Board Chair has approved, starting with the March 24, 2022 R&E Board meeting, hosting with commissioner members all in person at Ramsey County Environmental Health Offices in Maplewood, along with key staff and presenters. Members of the public are encouraged to attend via Zoom or at the Maplewood address.

AGENDA:

- I. Call to Order, Introductions, Commissioner Roll Call**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes – March 24, 2022 Board Meeting** Action Page 3
- IV. Consent Agenda** Action Page 9
 - a. Labor Agreement Page 12
 - b. Procurement Guidelines Page 21
 - c. Workgroup End-Use Market Facility Site Visits Page 32
- V. Governance – no items.**
- VI. Management and Administration**
 - a. Facility & Finance Committee Report
 - i. 2023 Budget Objectives and Impacts Information Page 34
 - ii. Personnel Complement Increase Action Page 35
 - iii. End-Use Markets Request for Proposals (RFP) Phase II Action Page 41
 - b. 2021 Annual Report Information Page 48
- VII. Policy – no items.**
- VIII. Updates and Reports** Information Page 49
 - a. Facility Updates
 - b. Joint Activities Updates
 - c. Procurement Report Page 51

IX. Other

- a. Invitation for Comments from Ex Officio R&E Board Members: Information
MPCA and City of Newport

X. Adjourn

NEXT MEETING:

R&E Board | Thursday, May 26, 2022 | 10 am – 12 pm | Ramsey County Environmental Health



THURSDAY, MARCH 24, 2022
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, March 24, 2022, at the Ramsey County Environmental Health Office, 2785 White Bear Avenue North, Suite 350, Maplewood, Minnesota. The Recycling & Energy Board chair approved, starting with the March 24, 2022 R&E Board meeting, hosting with commissioner members all in person, at Ramsey County Environmental Health Offices in Maplewood. Members of the public were able to attend via Zoom or in person at the Maplewood address.

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 Gary Kriesel (alternate) - Washington County
Commissioner Jim McDonough (alternate) - Ramsey County

EX-OFFICIO MEMBERS PRESENT

Tom Ingemann, City of Newport

EX-OFFICIO MEMBERS NOT PRESENT

Dave Benke, Minnesota Pollution Control Agency

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Dave Brummel, Cate Duin, Sam Holl, Jim Redmond, Michael Reed, John Ristad, Nikki Stewart, Jody Tharp, Jordan Thone, Kris Wehlage

ATTENDING REMOTELY

Joel Anderson, Shannon Conk, Max Dalton, Dan Donkers, Rae Eden Frank, Jamie Giesen, Kelli Hall, Sam Hanson, Filsan Ibrahim, Kevin Johnson, Hannah Keller, Katie Keller, Jennefer Klennert, Nate Klett, Sandy Koger, Juna Ly, Kevin Magnuson, Ashley Marston, Leslie Duling McCollam, Andrea McKennan, Rob Murray, Jennifer Nguyễn Moore, Jessica Paquin, Minette Saulog, John Springman, Ryan Tritz, Margaret Vesel, Joun Yang

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Reinhardt called the meeting to order at 10:04 a.m. Introductions were made. A roll call of commissioners was conducted.

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

Roll Call: Ayes: 9 Nays: 0 Motion Carried.

APPROVAL OF MINUTES

Commissioner Miron moved, seconded by MatasCastillo, to approve the January 27, 2022, R&E Board minutes.

Roll Call: Ayes: 9 Nays: 0 Motion Carried.

Commissioner MatasCastillo moved, seconded by Miron, to approve the January 27, 2022, R&E Board Workshop minutes.

Roll Call: Ayes: 9 Nays: 0 Motion Carried.

CONSENT AGENDA

Commissioner Johnson moved, seconded by MatasCastillo, to approve Resolution R&EB-2022-04, Consent Agenda. The R&E Board:

- Authorizes JLT to issue Requests for Proposals (RFP) for outbound and inbound truckload services in accordance with R&E Board’s procurement guidelines, and to return to the R&E Board with a recommendation for selection of vendors and agreements for consideration.
- Approves an agreement between R&E Board and Pomp’s Tire Services, Inc. for repair and replacement tire services for the period of April 1, 2022, through March 31, 2023, with the option of four one-year renewals and authorize the Chair to execute the agreement.
- Approves an agreement for outbound truckload services between R&E Board and Bay and Bay Transfer Co. Inc, with a term of execution through December 31, 2022.
- Approves an agreement between the R&E Board and North American Trailer, Ltd. for aluminum trailers, not to exceed \$242,748.82 and authorize the Chair to execute the agreement.

Roll Call: Ayes: 9 Nays: 0 Motion Carried.

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report

Commissioner Wayne Johnson, Facility & Finance Committee chair, shared that the committee met on March 10 and reviewed three R&E budgets: Facility, Joint Activities, and Equipment Maintenance and Replacement (EM&R). The 2021 financial statements will be completed in May. The 2022-23 budget planning process was discussed. The committee will review the 2023 budget and recommend any needed changes to the R&E Board.

Items of consideration in 2023 include negotiation of new three-year labor agreement for R&E Center union employees, facility insurance renewal starting in April, transload contracts, and transportation contracts expiring at year end 2022. Driver shortages have been a primary impact to R&E transportation costs in the last two years and are anticipated to have some impact on the 2023 budget.

The board will review budget objectives at their April meetings. While the committee will approve budgets in May for recommendation to the board in June, county boards may choose to have budget workshops in May and June. Budgets will be brought to the board for adoption at the July meeting, with county boards approving the Joint Activities Budget in August-September.

Food Scraps Pickup Program Update

Michael Reed provided an update presented to the Facility & Finance Committee at their March 10 meeting. R&E and county staff are making significant progress on the program, and the project continues to be on schedule to launch in late 2022 into 2023.

Timeline:

- Focus group – Conducting in March 2022
- Pilot – Limited “test” in summer/fall 2022

- Phase I launch – Roll-out to select number of cities initially in early 2023
- Phase II launch – Roll-out to all residents of both counties over several months, completed by end of 2023

Community Engagement:

The purpose of the focus group trial currently underway is to understand the in-home user experience; effectiveness of program messaging such as instructions, motivation and marketing; and barriers to participation, which will help shape the program upon launch.

Request for focus group participation received over 2,600 responses, 65% from Ramsey County and 35% from Washington County. The focus group allows for 40 people with and without experience collecting food scraps and representing a number of demographics (e.g., age, race, family sizes and housing type). Orientation for participants begins in late March. Participants will use the food scrap bags over a two-week period and provide feedback using a written journal, photos, videos and a closeout focus group session. A final report and findings will be available in mid-May.

Website:

Work began immediately following R&E Board approval of the vendor, Compoze Labs, in December 2021 and is currently in the initial development phase.

Bag Design:

There will be two bag sizes (6-gal. and 13-gal.). The bags will be light green with dark green ink, consistent with industry standards. Graphics specific to the food scrap pickup program will be printed on the bags.

Reed asked commissioners what materials and information would be helpful as they engage with constituents on this new program.

Commissioner McGuire inquired about use of the term 'food scraps' vs. 'organics.' Nikki Stewart of the JLT stated that this program is specifically focused on food scraps and that the term 'organics' encompasses many things, such as paper waste.

Considerations from commissioners for helpful information and materials to share with constituents include:

- Starter kit containing sample bags with information about bag sizes
- Timing of program availability in communities
- Information on composting and how food scraps will be managed
- Information focusing on food scraps (20% of garbage is food scraps), continuation of county drop-off site availability
- Commissioner participation in pilot, if possible

Chair Reinhardt asked that program updates be offered as a standing item for board meetings.

Commissioner Reinhardt inquired about whether the next phase of pulling recyclables from the waste stream using robotics will include pulling black plastics. Stewart indicated that the robotics at the R&E Center will focus on high value recyclables (e.g., metals and #1 and #2 plastics). These are considered "missed opportunities" from community recycling.

Commissioner Johnson inquired about markets for these missed opportunities. Stewart stated that R&E currently has end markets for ferrous and non-ferrous materials and will recover even more material with the new robotics. R&E is working on identifying potential vendors for markets for the additional recyclables.

Food Scrap Bag Manufacturer Vendor Selection

Nikki Stewart presented an overview of the recommendation for contracting with a food scrap bag manufacturer. Last September, the R&E Board authorized JLT to enter negotiations with a compostable bag manufacturer following a competitive RFP process. The selected vendor has stated they are no longer able to provide the bags specified in the proposal due to challenges with material shortages and supply chain issues. In consultation with county attorneys, JLT and the R&E contract manager closed the RFP. JLT recommends single source contracting with a different RFP finalist and requested an updated proposal since market conditions have changed substantially since the RFP was issued a year ago.

EcoSafe Zero Waste Inc. was a finalist in R&E's 2021 bag manufacturer RFP, with strong performance in the previous RFP's performance test and success in providing compostable bag products throughout North America. They are able to meet all required bag specifications for the program, print custom labeling on bags and are competitively priced. Their capacity to provide uninterrupted supply of bag products is assured due to long-term contracts with resin suppliers. EcoSafe Zero Waste Inc. is on the State of Minnesota purchasing contract for bags, and Ramsey County purchases from this vendor.

Commissioner MatasCastillo moved, seconded by Weik, to approve Resolution R&EB-2022-05, Food Scrap Bag Manufacturer Vendor Selection. The R&E Board:

- Approves EcoSafe Zero Waste, Inc., for the manufacture of food scrap bags for the R&E food scrap pickup program.
- Authorizes JLT to execute the agreement with EcoSafe Zero Waste, Inc., and any amendments or change orders thereto, for the manufacture of food scrap bags, with a term of April 1, 2022, through March 31, 2027, and within the project budget upon approval as to form by the county attorney.

Commissioner McGuire inquired whether this vendor's bags are being used elsewhere in the same manner as R&E's program. Stewart stated that the first vendor was already producing and using these bags in communities, which is why they were initially chosen. Although EcoSafe's bags have not been used in a program such as the food scrap bag pick up program, the bags have undergone full testing by Foth Engineering and fulfill all required specifications. Additionally, the company has capacity to provide an uninterrupted supply of products.

Commissioner Johnson asked what placed the first company ahead of EcoSafe in the original RFP. Stewart said the only thing setting them apart was that the first vendor was already manufacturing the bags as specified.

Commissioner Miron inquired about the location of EcoSafe, and Commissioner MatasCastillo inquired whether the company is minority or women owned. Stewart stated the company is located in NE South Dakota and that staff would follow up with an answer to Commissioner MatasCastillo's question.

Roll Call: Ayes: 9 Nays: 0 Motion Carried.

UPDATES AND REPORTS

Legislative Briefing

Dan Donkers, Ramsey County Environmental Health and Partnership on Waste & Energy (PWE) staff, provided an update on current legislative action. R&E works on legislative items through PWE. Minnesota is

in the second year of the biennium, with an historic surplus estimated to exceed \$9 billion. Because the legislature passed a budget in the last session, it is not obligated to spend any of the surplus, and special sessions are not anticipated. Most efforts are focused on what can be accomplished before the May 23 adjournment.

Key bills and issues being tracked include:

1. *SCORE grant funding.* Two bills advancing for redirecting the state solid waste management tax currently allocated to the state's general fund (30%) over to SCORE grants, resulting in a potential increase in SCORE grants from the current \$18 million to \$30 million.
2. *Pollution from landfills.* Two bills were positively received in committee hearings and are on track for possible inclusion in environment Omnibus bills. Funds used to balance past budgets would be restored to the Metropolitan Landfill Contingency Action Trust (MLCAT) and the Closed Landfill Investment Fund (CLIF).
3. *Upstream solutions.* Proposals are under consideration to use part of the budget surplus on grants for waste reduction and reuse, electronics reuse and recycling, and other activities that divert waste.
4. *PFAS.* Several bills to restrict PFAS are advancing in the House.
5. *Wood waste challenges from emerald ash borer (EAB).* A bill passed last session has resulted in a two-year agreement for purchase between District Energy and Xcel Energy through 2024. Bills are moving forward for tree replacement and to diversify tree plantings.
6. *Waste-to-energy.* There is little activity in opposition to waste-to-energy in this session.
7. *Three initiatives for future technologies.*
 - a. Future Fuels Act will possibly advance this session.
 - b. PWE is working with MPCA and proponents to find a path forward on chemical recycling for plastics.
 - c. A provision in the Governor's Supplemental Budget Bill would raise limits on MPCA's Capital Assistance Program (CAP) grants to counties from \$2 million to \$5 million and would allow CAP grants to be used for waste reduction and reuse projects.
8. *PWE product stewardship initiatives.*
 - a. Continued work with AMC, SWAA, MPCA and the sleep products industry to improve a bill heard last session to create a product stewardship system for mattresses.
 - b. Tracking a MPCA proposal on solar panel product stewardship found in the Governor's Supplemental Budget Bill.
 - c. Crafting a bill for the 2023 session to create an extended producer responsibility system for packaging and paper products.

Commissioner McGuire shared that at recent Association of Minnesota Counties (AMC) board meeting, mattress recycling was highlighted for keeping significant quantities of material out of landfills. She inquired what products (e.g., paint, mattresses, carpet) are most likely to be next addressed legislatively. Donkers stated that product packaging comprises a large portion of the waste stream and is getting national attention. Maine and Oregon have passed bills, and several other states have bills in play this year. In Minnesota, bills redirecting mattresses probably have the best chance of passage this session.

Commissioner Reinhardt shared that the Clean Water Council recently updated their pharmaceuticals waste policy and inquired whether any bills this session include pharmaceuticals. Donkers stated that pharmaceuticals are not included in bills this year.

Facility Updates

Sam Holl, R&E Center manager, provided a processing enhancements construction update. Contracts were awarded in March 2021, and construction began on Earth Day 2021. Construction for the food scrap bags receiving building is nearly completed. Food scrap bag processing line equipment delivery and installation is to begin the week of March 21. Installation and commissioning should be complete in early third quarter 2022.

The recyclable recovery system (RRS) line will help separate ferrous and non-ferrous metals, #1 and #2 plastics and corrugated cardboard, while integrating with the current line for making refuse-derived fuel. Construction is slated to follow the food scraps line and estimated to begin in July 2022. Installation and commissioning should be complete end of first quarter 2023.

Construction and equipment schedules are on track with the overall enhancements schedule. 73% of the \$3.7 million contingency budget remains available, and anticipated need for contingency funds use is low.

Commissioner McGuire inquired about contamination of the robotic sort should the food scraps bags be used as garbage bags. Holl stated that, since this is an opt-in program, food scraps bags will be available to those who choose to participate in the program. Education to users will be important.

Commissioner Miron inquired about timing for the resumption of facility tours. Stewart shared staff is beginning to finalize plans for resuming tours and that there is a lot of interest for tours.

Procurement Report

Jim Redmond, R&E contract manager, presented the report for the period January 1, 2022, through February 28, 2022.

Redmond returned to Commissioner Miron and MatasCastillo’s questions regarding EcoSafe Zero Waste’s location and ownership. The bags are produced and distributed exclusively for EcoSafe by SWO Plastics Inc., which is owned and operated Native American (Sisseton Wahpeton Oyate) corporation located in Sisseton, South Dakota, in a historically underutilized business zone, and led by a female general manager.

OTHER

Invitation for Comments from Ex Officio R&E Board Members

ADJOURN

Chair Reinhardt declared the meeting adjourned at 11:24 a.m.

NEXT MEETING:

R&E Board | Thursday, April 21, 2022 | 10 am – 12 pm | Ramsey County Environmental Health, Maplewood, MN

ATTESTED TO:

Approved: _____
April 21, 2022

Approved: _____
April 21, 2022



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

R&E BOARD MEETING DATE:	April 21, 2022				AGENDA ITEM:	IV.		
SUBJECT:	Consent Agenda							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input checked="" type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team							

R&E BOARD ACTION REQUESTED:

Approval of the consent agenda.

EXECUTIVE SUMMARY:

Consent agenda items:

- Labor Agreement
- Procurement Guidelines
- Workgroup End-Use Market Facility Site Visit

ATTACHMENTS:

1. Draft Resolution



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

RESOLUTION R&EB-2022-06

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 November 19, 2019, (“Joint Powers Agreement”); and

WHEREAS, The R&E Board adopted Procurement Guidelines on January 24, 2019 (Resolution R&EB-2019-2), which specify the procurement methods for contracts and purchases; and

WHEREAS, The R&E Board approved the 2022-2023 Joint Activities, Facility, and Equipment Maintenance & Replacement (“EM&R”) budgets on July 22, 2021 in accordance with Section V.B.8 of the Joint Powers Agreement; and

WHEREAS, The R&E Board approved a one-year agreement with IBEW Local 23 (“Union”) beginning January 1, 2021 with Resolution R&EB-2020-14 on October 22, 2020; and

WHEREAS, The Public Employer Labor Relations Act allows for collective bargaining agreements of up to three years; and

WHEREAS, A team consisting of the Joint Leadership Team, human resource manager, facility manager, as well as a representative from Madden, Galanter and Hansen, LLP negotiated a new, three-year Labor Agreement with the Union, which has been agreed to and ratified by the Union; and

WHEREAS, The R&E Facility & Finance Committee approved the terms of the new agreement with Resolution R&EB-FFC-2022-01 on March 10, 2022; and

WHEREAS, The Joint Leadership Team (JLT), in consultation with the Ramsey and Washington county attorney offices, the Ramsey County Department of Finance, the R&E Board’s risk manager and other staff, prepared Procurement Guidelines for the R&E Board, which were approved by the R&E Board on July 28, 2016 (Resolution R&EB 2016-14), and revisions to the Procurement Guidelines were approved by the R&E Board on January 26, 2017 (Resolution R&EB 2017-1), April 27, 2017 (Resolution R&EB 2017), and January 24, 2019 (Resolution R&EB 2019-02); and

WHEREAS, The Joint Leadership Team is recommending further revisions to the Procurement Guidelines to simplify the process for purchasing supplies and equipment and professional services for the maintenance and operation of the R&E Center and R&E Board that conforms to state and federal requirements and expands opportunities to contract with CERT small business enterprises and registered veteran-owned vendors; and

WHEREAS, The R&E Board directed the Joint Leadership Team to initiate a procurement process to identify vendors capable of meeting R&E’s need for processing technologies and end-use markets for byproducts the Recycling & Energy Center on August 20, 2020; and



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

WHEREAS, With the procurement for end-use market vendors now in its evaluation stage, the JLT recommends site visits to identified reference facilities to ensure comprehensive assessment of proposals and technology NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves the following upon approval as to form by the Ramsey and Washington county attorneys:

1. Approves the Labor Agreement with a term of January 1, 2022, through December 31, 2024, between the Ramsey/Washington Recycling & Energy Board and the International Brotherhood of Electrical Workers Local Union No. 23.
2. Approves the revised R&E Board Procurement Guidelines and authorizes the JLT to implement these procedures.
3. Approves the participation of members from the R&E Facility & Finance Committee on the end-use market site visits and for the workgroup to report back to the R&E Board at a later date.

Fran Miron, Board Vice Chair
April 21, 2022

Attest
April 21, 2022



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

R&E BOARD MEETING DATE:	April 21, 2022			AGENDA ITEM:	IV.a			
SUBJECT:	2022 – 2024 Labor Agreement							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input checked="" type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

Approve the Labor Agreement, January 1, 2022 through December 31, 2024, between Ramsey/Washington Recycling & Energy and International Brotherhood of Electrical Workers Local Union No. 23.

EXECUTIVE SUMMARY:

Prior to purchasing the Recycling & Energy Center (R&E Center), the facility owner, Resource Recovery Technologies, and the union representing employees, IBEW Local 23, had negotiated a ten-year agreement. Upon purchase, the R&E Board contracted with Great River Energy (GRE) to operate the R&E Center, and GRE assumed the labor agreement for 2016-2017.

On April 27, 2017, the R&E Board approved a three-year agreement with IBEW Local 23 (“Union”) with a three-year term from January 1, 2018 through December 31, 2020. The Public Employer Labor Relations Act (PERLA) allows for collective bargaining agreement terms for a period of up to three years, and the previous agreement between Local 23 and RRT had a significantly longer term. The R&E Board maintained almost all the terms and conditions of the union’s agreement with RRT and GRE, with the changes made to ensure compliance with PERLA.

Negotiations with IBEW Local 23 were conducted September through October 2020 for a one-year agreement for 2021. This was a one-year agreement to bridge the parties through the Covid pandemic until in-person negotiations could take place for a longer, three-year agreement.

The negotiations for this new three-year agreement commenced in 2021. Susan Hansen of Madden Galanter and Hansen, LLP led the negotiating team consisting of the Joint Leadership Team, HR Manager, and Facility Manager. The R&E Facility & Finance Committee served as the policy committee for the negotiating team’s work and approved negotiation parameters. With Resolution R&EB-FFC-2022-01 on March 10, 2022, the Facility & Finance Committee approved the terms of the 2022-2024 agreement. The substantive changes in this three-year agreement include:

1. General wage increases of 3.5% for 2022, 3% for 2023, and 3% for 2024.
2. An increase in the availability of vacation to newer employees.
3. Addition of New Year’s Day to the list of closed holidays.

SUBJECT: 2022-2024 Labor Agreement

4. Personal time off (PTO) will convert to Sick Leave effective January 1, 2023, with the annual amount increasing from 40 hours to 50 hours.
5. Limiting the number paid funeral leave days to five.
6. Premium pay (shift differential) increases from \$2.00 to \$2.25 per hour for the overnight shift and \$1.30 to \$1.55 per hour for the afternoon shift.
7. Decrease R&E's financial responsibility for worker's compensation supplemental pay.
8. Eliminating the first two steps of the salary plan for the Helper position to bring in new hires at a higher rate of pay.


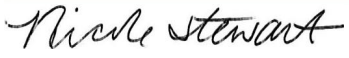

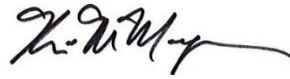
These changes are necessary to remain competitive and assist with attracting and retaining staff, especially through the upcoming technological and operational changes. Negotiations have concluded, and the new agreement has been agreed to and ratified by the Union.

ATTACHMENTS:

1. Resolution R&EB-FFC-2022-01
2. Redlined copy of Labor Agreement, January 1, 2022 through December 31, 2024, between Ramsey/Washington Recycling & Energy and the International Brotherhood of Electrical Workers Local Union No. 23.

FINANCIAL IMPLICATIONS:

There are sufficient funds in the 2022-2023 Facility budget to cover the increase to staff costs.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	4/10/22
 	4/11/22
RAMSEY COUNTY ATTORNEY	4/11/22
	
WASHINGTON COUNTY ATTORNEY	4/11/22
	



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

RESOLUTION R&EB-FFC-2022-01

WHEREAS, The R&E Facility & Finance Committee serves as the policy committee for labor negotiations and closed meetings have been held with the Joint Leadership Team and R&E Staff pursuant to Minn. Stat. 13D.03 to review negotiation parameters and status of labor negotiations between R&E and International Brotherhood of Electrical Workers Union Local 23; and

WHEREAS, A tentative agreement was reached between R&E and International Brotherhood of Electrical Workers Union Local 23 on September 3, 2021 and the agreement was not ratified by the Union.

WHEREAS, The R&E labor negotiations team and International Brotherhood of Electrical Workers Union Local 23 entered into mediation conducted by the Bureau of Mediation Services on February 9 and March 3, 2022; and

WHEREAS, A new tentative agreement was reached between R&E and International Brotherhood of Electrical Workers Union Local 23 and the agreement has been put to a vote with Union members. THEREFORE BE IT

RESOLVED, The R&E Facility & Finance Committee hereby approves the tentative agreement between R&E and International Brotherhood of Electrical Workers Union Local 23. BE IT FURTHER

RESOLVED, The R&E Facility & Finance Committee will recommend approval to the R&E Board on April 21, 2022 if the agreement is ratified by International Brotherhood of Electrical Workers Union Local 23.

Wayne Johnson, Committee Chair
March 10, 2022

Attest
March 10, 2022

Commissioner Vote

Ayes: Frethem, MatasCastillo, Johnson

Nays: None

TENATATIVE AGREEMENT

**RAMSEY WASHINGTON RECYCLING & ENERGY
AND
IBEW LOCAL No. 23**

1. Duration.

Three-year agreement effective January 1, 2022 through December 31, 2024.

2. Insurance.

Extension of medical, dental, life benefits and pension plan for bargaining unit members using same formula in effect December 31, 2021. Extension effective through December 31, 2024.

3. Article V, Working Hours, Section 3.

Time and one-half shall be paid for hours worked after normal scheduled shift hours in a day, or forty (40) hours in a work week. Double time shall be paid on Sunday only if employees working on Sunday work the remainder of their scheduled work week. All work done by employees outside of regular hours or scheduled shifts shall be paid for at the rate of time and one-half, except Sundays and holidays, which shall be paid for at double time, and employees shall not be required to take off time during the regular working day for overtime worked, or to be worked, unless otherwise mutually agreed between the Employer and the Local Union before such overtime is worked. If an employee works four (4) or more hours overtime and is released from work, eight (8) hours shall elapse before he/she returns to work for their scheduled shift without loss of a regular scheduled day's pay. For this purpose, "return to work for their scheduled shift" does not include any paid leave time.

4. Article V, Working Hours, Section 8, Holidays, (c):

The facility will be closed during the following holidays: Thanksgiving Day, Christmas Day, New Year's Day.

5. ARTICLE VIII, Vacation And Other Paid Time Off

Delete all references to PTO effective January 1, 2023 including but not limited to Article VIII Section 2 (g) and (q). Maintain Article VIII Section 2 (h) (i) (l) (m) (n) (p). Modify Article VIII Section 2 (j) (k) and (o).

Successor contract will be verified to ensure that all references to PTO have been deleted effective January 1, 2023.

Section 1. (Replace section with new language) On January 1 of each year, employees will

be entitled to and be credited with the vacation amount set forth in the schedules below, based on the last preceding employment anniversary dates employees will have an anniversary date with respect to vacation of January 1.

New employees shall be entitled to receive sixteen (16) hours of vacation upon hire. Thereafter, they will receive vacation accrual on a pro rata basis until January 1 following their hire date. Effective January 1 following their hire date, the employee will accrue vacation on a per pay period basis. Effective January 1 after the one-year anniversary of their hire, employees will be credited with the full year's vacation allotment set forth in Article VIII, Section 2 and will continue with this method of accrual thereafter as set forth in Article VIII, Sections 1 and 2.

Section 2. All regular full-time benefit employees covered by this Agreement shall be entitled to vacation with regular pay each calendar year in accordance with the following rules and schedules:

- ~~(a) — Employees who have worked less than one (1) year shall be entitled to vacation of sixteen (16) hours upon hire, which must be taken prior to December 31 of the following calendar year.~~
- (ab) Employees who have ~~seniority~~ worked for six months and have worked more than one (1) year and less than two (2) years shall be entitled to vacation of fifty-six (56) hours on a pro-rata basis, which must be taken prior to December 31 of the following calendar year. The seniority requirement may be waived at the discretion of the Employer.

...

Any Paid Time Off accrued and unused in 2022 shall be converted to Sick Leave effective January 1, 2023. Sick leave shall be offered in lieu of Paid Time Off on a pilot program basis effective January 1, 2023-December 31, 2024.

Effective January 1, 2023, sick leave shall be earned by new employees at the rate of 25 hours in the first month of service and 25 hours after six months of service, on a pro rata basis. After one year of service, sick leave shall be earned by employees at the rate of 50 hours per calendar year to be accrued in January.

Employees may accumulate the unused portion of sick leave without any maximum restrictions.

To be eligible for sick leave payment, an employee must notify a supervisor or designee prior to the starting time of the employee's scheduled shift. This notice may be waived if the Employer determines that the employee could not reasonably be expected to comply with this requirement because of circumstances beyond the control of the employee.

Sick leave shall be used in full shift increments. This may be waived at the discretion of the Employer.

Sick leave usage shall be subject to approval and verification by the Employer, who may require the employee to furnish a report from a recognized medical authority attesting to the necessity of the leave, or other information deemed necessary. Those employees who misuse sick leave will be subject to disciplinary action.

If an employee uses sick leave, they shall be ineligible for a voluntary overtime shift or emergency callout until their next regularly scheduled shift is worked.

Employees who do not utilize any sick leave hours in a three (3) month period shall have the option of converting four (4) hours of sick leave to vacation or pay at the option of the employee. The (3) month periods are January 1 to March 31, April 1 to June 30, July 1st to September 30, and October 1 to December 31.

If an applicant or a new hire within the first week of hire requests time away from work within their first six (6) months, they may be granted paid or unpaid time away from work for up to seven (7) consecutive days at the Employer's approval and discretion.

6. Article IX, Section 1.

Section 1. A Employer practice shall be to permit employees to attend the funeral of a deceased relative (wife, husband, domestic partner, child, step child, father, mother, step parent, brother, brother-in-law, sister, sister-in-law, step-siblings, mother-in-law, father-in-law, grandchild, and grandparent) and such employees shall be permitted to be absent from work for up to 5 non-consecutive days from the date of notification to Employer, not to extend beyond the second day after the funeral . ~~the day such death occurs and will not be required to return to work until the second day after the funeral without being docked for such a purpose. In the event out of state travel is required to attend a funeral two additional days of paid funeral leave will be provided.~~ To qualify for paid funeral leave employees must notify Human Resources and their immediate supervisor of a need for funeral leave and provide information requested by Human Resources.

7. Article IX, Section 2.

Section 2. In the event an employee who has established seniority is injured while performing work for the Employer, the Employer shall reimburse such an employee the difference between the Worker's Compensation pay provided under statute and weekly occupational disability benefit offered by FMCP so that combined and regular wages amounts will equal one hundred percent (100%) of net pay. This would apply for up to 104 weeks. Further, this provision would apply per separate injury incidents. "Net pay" means the total amount of regular take-home pay less the workers' compensation benefit payment and less the income tax benefit arising from the tax-free basis of the workers' compensation benefit payment, if any (i.e. subject to an employee's effective income tax rate). In no event shall the reimbursement by the Employer result in the payment of a total weekly rate of compensation

that exceeds the weekly wage of the employee pursuant to Minn. Stat. § 176.021.

8. Article XI. Benefits Maximum Employer’s Monetary Contribution

Section 1. In the first year of this Agreement, the Employer’s maximum monetary contribution for each employee for all benefits will be adjusted from the 2021 rate of \$10.74 per hour for 2022, and annually thereafter, in accordance with the agreement of the parties. ~~Beginning January 1, 2021 the Employer’s maximum monetary contribution for each employee for all benefits will be \$10.74 per hour.~~ For purposes of this provision, benefits will be calculated per hour up to forty (40) hours worked per week (that is, not including overtime) to be divided as directed by the Union between the NECA-IBEW Family Medical Care Plan (medical, dental, vision), "special fund", long term disability, short-term disability, and life insurance. For purposes of this section hours worked means regular pay for actual hours worked (not including overtime), vacation, PTO, holidays, funeral pay, jury duty pay and workers' compensation pay.

Section 2. Beginning on January 1, 2022 and on each year thereafter through December 2024 ~~, 2021 through December 31, 2021~~ for the term of this Agreement the Employer’s maximum contribution per hour for all benefits as set forth in Section 1 of this Article will increase by the same percentage, if any, that wages increase as determined by this Agreement. ~~that wages increase as determined by the cost of living adjustment provisions of this Agreement set forth in Exhibit A (Wages and Cost of Living Adjustments).~~

9. Exhibit A:

- 3.5% general wage adjustment effective January 1, 2022
- 3.0% general wage adjustment effective January 1, 2023
- 3.0% general wage adjustment effective January 1, 2024
- Add steps for Electrician as noted below:
- Eliminate first two steps of Helper as noted below:

R&E Classifications	<u>Hourly Wage Rates as of Jan. 1, 2021</u>	<u>Hourly Wage Rates as of Jan. 1, 2022</u>	<u>Hourly Wage Rates as of Jan. 1, 2023</u>	<u>Hourly Wage Rates as of Jan. 1, 2024</u>
<u>Electrician (Third Step)</u>		<u>\$45.54</u>	<u>\$46.91</u>	<u>\$48.31</u>
<u>(Second Step)</u>		<u>\$43.99</u>	<u>\$45.31</u>	<u>\$46.67</u>
<u>(First Step)</u>	<u>\$41.00</u>	<u>\$42.44</u>	<u>\$43.71</u>	<u>\$45.02</u>
Journeyman Mechanical Maintenance	<u>\$36.24</u>	<u>\$37.51</u>	<u>\$38.63</u>	<u>\$39.79</u>
Apprentice Mechanical Maintenance (Level 6)	<u>\$34.43</u>	<u>\$35.64</u>	<u>\$36.70</u>	<u>\$37.81</u>
Apprentice Mechanical Maintenance (Level 5)	<u>\$32.63</u>	<u>\$33.77</u>	<u>\$34.79</u>	<u>\$35.83</u>
Apprentice Mechanical Maintenance (Level 4)	<u>\$30.81</u>	<u>\$31.89</u>	<u>\$32.85</u>	<u>\$33.83</u>

SUBJECT: 2022-2024 Labor Agreement

Apprentice Mechanical Maintenance (Level 3)	\$28.99	<u>\$30.00</u>	<u>\$30.90</u>	<u>\$31.83</u>
Apprentice Mechanical Maintenance (Level 2)	\$27.19	<u>\$28.14</u>	<u>\$28.99</u>	<u>\$29.86</u>
Apprentice Mechanical Maintenance (Level 1)	\$25.38	<u>\$26.27</u>	<u>\$27.06</u>	<u>\$27.87</u>
Journeyman Processor	\$32.58	<u>\$33.72</u>	<u>\$34.73</u>	<u>\$35.77</u>
Apprentice-Processor (Fourth Step)	\$30.95	<u>\$32.03</u>	<u>\$32.99</u>	<u>\$33.98</u>
Apprentice-Processor (Third Step)	\$29.32	<u>\$30.35</u>	<u>\$31.26</u>	<u>\$32.19</u>
Apprentice-Processor (Second Step)	\$27.69	<u>\$28.66</u>	<u>\$29.52</u>	<u>\$30.40</u>
Apprentice-Processor (First Step)	\$26.06	<u>\$26.97</u>	<u>\$27.78</u>	<u>\$28.61</u>
Helpers	\$22.89	<u>\$23.69</u>	<u>\$24.40</u>	<u>\$25.13</u>
First Third 6 Months	\$22.08	<u>\$22.85</u>	<u>\$23.54</u>	<u>\$24.25</u>
Second 6 Months	\$21.10			
First 6 months	\$20.11			

10. Exhibit A, Premium pay: Static night shift.

Increase static night shift differential from \$2.00 per hour to \$2.25 per hour effective January 1, 2022.

11. Exhibit A, Premium pay: Static afternoon shift.

Increase static afternoon shift differential from \$1.30 per hour to \$1.55 per hour effective January 1, 2022.

12. Special Fund.

Continue processes from past contract terms.

13. Employee Action Notices:

Company will be training supervisors and modifying template to add check box for Copy to Union.

14. Discussion Item:

1. Labor Management Committee to review Exhibits attached the CBA after ratification of CBA to determine which Exhibits are antiquated and can be removed.
2. Employer may use an outside training company to assist with the mass hiring needs in 2022. Employer will post internally for apprentice processor vacancies in 2021 with the understanding that any anticipated 2022 staffing needs not filled by the initial, early internal posting may be filled via an outside training company.

There may be credit given for training received outside of the apprenticeship program, but the duration of the processor apprenticeship program will remain at two (2) years.

SUBJECT: *2022-2024 Labor Agreement*

In the event additional vacancies occur during the outside training class, Employer will post internally. The Employer will post internally prior to future training classes.

3. The Employer will provide bargaining unit members with a training meeting regarding the transition from PTO to sick, eligibility and use of sick leave, and verification of sick leave. The Union Stewards and Business Agent will be present and communicate a partnership with the Employer on this transition to help in efforts to reduce forced overtime of bargaining unit members.



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

R&E BOARD MEETING DATE:	April 21, 2022				AGENDA ITEM:	IV.b		
SUBJECT:	Proposed Procurement Guideline Revisions							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

Approve the revised R&E Board Procurement Guidelines and authorize the JLT to implement these procedures.

EXECUTIVE SUMMARY:

The Joint Powers Agreement authorizes the R&E Board to negotiate, enter and enforce contracts, provided that the contracts and purchases made conform to the requirements applicable to contracts and purchases of either county, as determined by the R&E Board (Part V.B.3). The R&E Board bylaws specify that the Ramsey County Finance Department is the R&E Board’s fiscal agent, but that the “Board may conform to the procurement policies of either County, as it deems appropriate.” [Article III, Section 5(b)(1)]

The Joint Leadership Team (JLT) is recommending the approval of revised Procurement Guidelines to align with Ramsey County guidelines, state and federal requirements.

Current revisions include:

- a. Delegating authority to JLT to issue solicitations for professional services over \$175,000 to facilitate efficiencies in the solicitation process. Solicitations issued will be added to, and reported in, the Procurement Reports.
- b. Enabling direct purchases of up to \$25,000 with CERT SBE and registered veteran owned vendors to expand contracting opportunities for CERT SBE and veteran-owned vendors.

CERT small business enterprises are certified through a program managed by the City of Saint Paul, in collaboration with Ramsey and Hennepin counties as well as the City of Minneapolis, and include small Minority-Owned Business Enterprises (MBE) and small Women-Owned Business Enterprises (WBE). The CERT Program also certifies Emerging Small Business Enterprises (ESBE), which are a subset of the small business marketplace. Additional

SUBJECT: *Proposed Procurement Guideline Revisions*

information on the program can be found here: <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-1>

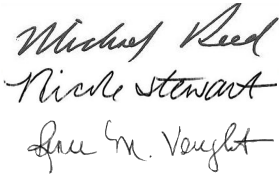

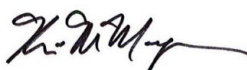
Veteran-owned businesses must be registered through the State of Minnesota or the US Department of Veterans Affairs Office of Small & Disadvantaged Business Utilization.

The proposed revisions have been developed in consultation with the Ramsey and Washington County Attorney's Offices.

ATTACHMENTS:

1. Draft Procurement Guidelines – red-lined version
2. Draft Procurement Guidelines - clean

FINANCIAL IMPLICATIONS:

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		4/18/22
RAMSEY COUNTY ATTORNEY		4/18/22
WASHINGTON COUNTY ATTORNEY		4/18/22



R&E Board Procurement Guidelines – Effective April 21, 2022

Purpose: These guidelines specify the procedures for soliciting and contracting for goods and services for the Ramsey/Washington Recycling & Energy Board (R&E Board).

The R&E Board buys many goods and services each year, and as the Recycling & Energy Center (R&E Center) [is a governmental entity](#), there are state and federal laws that the R&E Board must follow, as well as provisions in the Joint Powers Agreement, Bylaws and Fiscal Agent Agreement with Ramsey County.

Scope: This outline applies to all acquisitions of goods and services for the R&E Board, including procurement for the R&E Center and Joint Activities.

Authority

- Joint Powers Agreement
- R&E Board Bylaws
- Fiscal Agent Agreement
- Minn. Stat. § 473.811, subd. 4b - Statute allows contracts for the acquisition, construction, improvement, maintenance or operation of solid waste facilities or property rights for solid waste facilities without competitive bidding.

Responsibility

The Joint Leadership Team (JLT) is ultimately responsible for all procurement processes. The Contract Manager is responsible for assuring that procurement and contracting is consistent with the Joint Powers Agreement, Bylaws and R&E Board policies, and for monitoring contractor performance and assuring contracts are properly filed and maintained. The Accounting Manager is responsible for assuring that funds are available and properly accounted for in the contracting process. The County Attorney's offices are responsible for reviewing certain solicitation processes and assuring contracts are properly prepared and executed.

Anticipated Contract Value

The calculation of the Anticipated Contract Value shall include the anticipated spend under the original term plus the anticipated spend for all contract renewal options. Anticipated Contract Value shall be used to determine solicitation method.

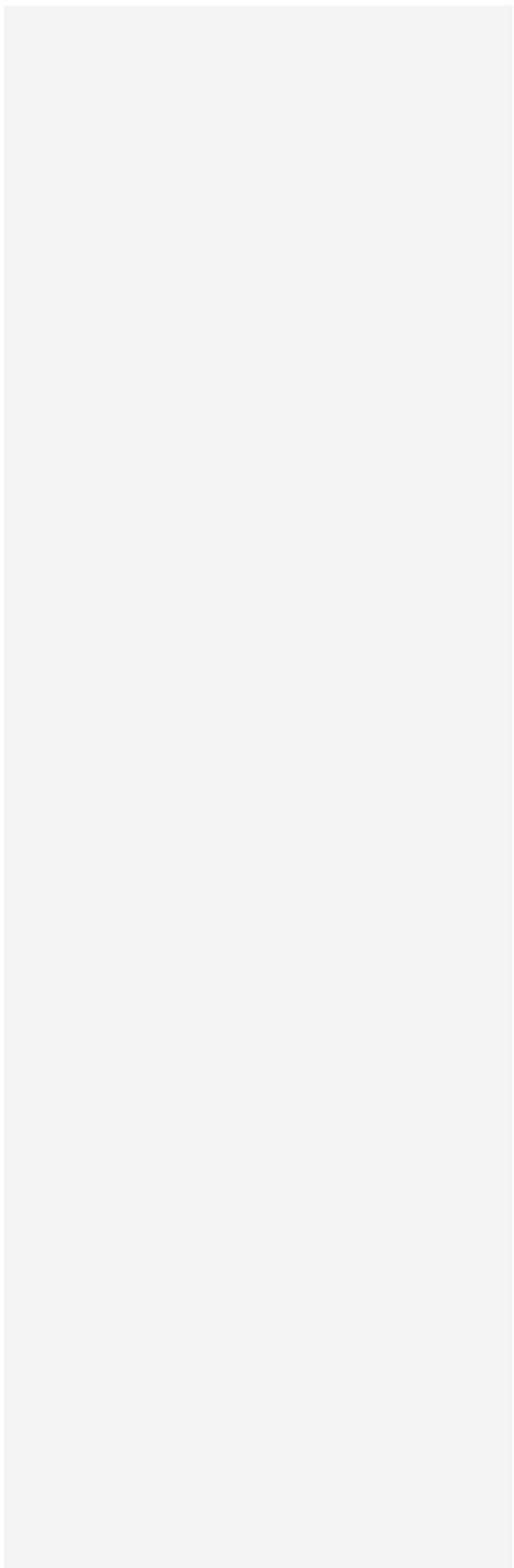
Contract Renewal

The Joint Leadership Team (JLT) is the delegated authority to approve and execute amendments to renew the terms of the agreements so long as renewal options are available within the original contract and within the approved budget, with all other terms and conditions remaining the same, in a form approved Ramsey or Washington County Attorney Office.

Cost of Living/Inflationary Rate Adjustments

The Joint Leadership Team (JLT) is delegated authority to approve and execute amendments to adjust rate terms of the agreements so long as the not to exceed (NTE) limits remain the same and are within

the approved budget with all other terms and conditions remaining the same, in a form approved by the Ramsey or Washington County Attorney Office.





Procurement Matrix

Type of Purchase	Subtype	Solicitation Method	Procurement Lead	Procurement Process Sign-off	Final Contract Approver
Supplies, Equipment, Materials and Labor (SEML)	SEML Unique to the Facility \$0 - \$175,000	Direct Purchase (§473.811)	JLT approves Sole Source and Single Source R&E Board staff administers	County Attorney	JLT
	SEML Unique to the Facility \$175,001+	Direct Purchase (§473.811)	JLT approves Sole Source and Single Source R&E Board staff administers	County Attorney	R&E Board or Executive Committee
	SEML \$0 to \$10,000	Small Purchase Order; procurement card	No solicitations needed	NA	Direct purchase; JLT delegated authority
	SEML \$10,001 to \$175,000	Competitive; RF Quote	R&E Board staff; Contract Manager	County Attorney	JLT
	SEML \$175,001+	Competitive; RFB using either Ramsey or Washington County's processes	R&E Board staff; Contract Manager	County Attorney	R&E Board or Executive Committee
	Any SEML	State Master Contract, Ramsey or Washington County Master Contract, or pursuant to a cooperative purchase contract	R&E Board Staff; Contract Manager	County Attorney	JLT
	SEML \$10,001 to \$250,000 CERT SBE & Veteran Owned	CERT – Quotes solicited from at least three CERT Small Business Enterprise vendors if possible	R&E Board Staff; Contract Manager	County Attorney	JLT
	SEML Emergency Purchase \$10,001 to \$175,000	Direct Purchase (§473.811; §§375.21 – 375.22)	R&E Board Staff	County Attorney	JLT
	SEML Emergency Purchase \$175,001+	Direct Purchase (§473.811; §§375.21 – 375.22)	R&E Board Staff	County Attorney	Joint Leadership Team, Executive Committee

Type of Purchase	Subtype	Solicitation Method	Procurement Lead	Procurement Process Sign-off	Final Contract Approver
Professional and Client Services (PCS)	Professional Services Purchase Order \$0 to \$10,000	Small Purchase Order; procurement card	No solicitations needed	NA	Direct purchase; JLT delegated authority
	Professional Services Contract \$10,001 - \$175,000	Competitive; RF Quotes	R&E Board Staff; Contract Manager	County Attorney	JLT
	Professional Services Contract \$175,001+	Competitive; RF Proposals	R&E Board authorizes RFP issuance JLT authorizes RFP issuance; R&E Board Staff administers; R&E Board approves contractor	County Attorney	R&E Board
	Professional Services Contract \$0 - \$175,000	Sole Source/Single Source/§473.811	JLT approves Sole Source, Single Source & procurements using §473.811; R&E Board Staff administers	County Attorney	JLT
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	Professional Services Contract \$1025 ,001 - \$250,000 CERT SBE & Veteran Owned	Quotes solicited from at least three CERT Small Business Enterprise or Veteran Owned vendors if possible	R&E Board Staff; Contract Manager	County Attorney	JLT
	Any Professional or Client Service for Joint Activities or Facility Professional Services Contracts	State, Ramsey or Washington County Master Contract, or pursuant to a cooperative purchase contract	R&E Board Staff; Contract Manager	County Attorney	JLT

Alternative Solicitation Method

Notwithstanding anything contrary in the above matrix, in those instances where a Request for Bid (RFB) or Request for Proposal (RFP) is not specifically mandated by the matrix, the Joint Leadership Team (JLT) is delegated the authority to approve any of the solicitation methods set forth in the above matrix.

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Single and Sole Source Procurement Definitions

Single source - A direct purchase from one particular contractor even though other competitive sources may be available. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the R&E Board to advance important initiatives while saving the R&E Board time and money. Single source determinations will be made by the JLT and approved by the **Ramsey or Washington County Attorney Office**. Justification for designating a contractor as a single source will be made in writing and attached to the contract presented to the R&E Board for review and approval. Single source determinations can be made based on the following reasons:

- Continuation of previous or additional work that cannot be acquired easily or effectively from another contractor or individual due to patent or institutional knowledge gained performing the previous work.
- Contractor offers a unique or innovative idea, method or approach.
- The service offered by the contractor is necessary for timely completion of a program or project and for which competition would have a significant adverse impact on the program or project, including, but not limited to, project delays.
- Contractor is uniquely qualified to perform the service based upon a variety of factors such as location, property ownership, voluntary support capacity, cost-sharing ability, technical expertise, new or innovative idea, method or approach or other similar unique qualifications.

Sole Source - When it is determined that only one contractor, due to some unique characteristic of the goods, service or other special factor, possesses the ability or capability to meet particular requirements. The JLT will provide written documentation to certify the goods, services or construction items are only provided by this contractor. Any such certification must be approved by the Ramsey or Washington County Attorney Office and shall be attached to the contract presented to the R&E Board for review and approval.



R&E Board Procurement Guidelines – Effective April 21, 2022

Purpose: These guidelines specify the procedures for soliciting and contracting for goods and services for the Ramsey/Washington Recycling & Energy Board (R&E Board).

The R&E Board buys many goods and services each year, and as the Recycling & Energy Center (R&E Center) is a governmental entity, there are state and federal laws that the R&E Board must follow, as well as provisions in the Joint Powers Agreement, Bylaws and Fiscal Agent Agreement with Ramsey County.

Scope: This outline applies to all acquisitions of goods and services for the R&E Board, including procurement for the R&E Center and Joint Activities.

Authority

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Responsibility

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The calculation of the Anticipated Contract Value shall include the anticipated spend under the original term plus the anticipated spend for all contract renewal options. Anticipated Contract Value shall be used to determine solicitation method.

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The Joint Leadership Team (JLT) is the delegated authority to approve and execute amendments to renew the terms of the agreements so long as renewal options are available within the original contract and within the approved budget, with all other terms and conditions remaining the same, in a form approved Ramsey or Washington County Attorney Office.

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	SEML Emergency Purchase \$175,001+	Direct Purchase (§473.811; §§375.21 – 375.22)	R&E Board Staff	County Attorney	Joint Leadership Team, Executive Committee

SUBJECT: Draft Procurement Guidelines No Red-line 2022

Type of Purchase	Subtype	Solicitation Method	Procurement Lead	Procurement Process Sign-off	Final Contract Approver
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	Professional Services Contract \$25,001 - \$250,000 CERT SBE & Veteran Owned	Quotes solicited from at least three CERT Small Business Enterprise or Veteran Owned vendors if possible	R&E Board Staff; Contract Manager	County Attorney	JLT
	Any Professional or Client Service for Joint Activities or Facility Professional Services Contracts	State, Ramsey or Washington County Master Contract, or pursuant to a cooperative purchase contract	R&E Board Staff; Contract Manager	County Attorney	JLT

SUBJECT: *Draft Procurement Guidelines No Red-line 2022*

Alternative Solicitation Method

Notwithstanding anything contrary in the above matrix, in those instances where a Request for Bid (RFB) or Request for Proposal (RFP) is not specifically mandated by the matrix, the Joint Leadership Team (JLT) is delegated the authority to approve any of the solicitation methods set forth in the above matrix.

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- Continuation of previous or additional work that cannot be acquired easily or effectively from another contractor or individual due to patent or institutional knowledge gained performing the previous work.
- Contractor offers a unique or innovative idea, method or approach.
- The service offered by the contractor is necessary for timely completion of a program or project and for which competition would have a significant adverse impact on the program or project, including, but not limited to, project delays.
- Contractor is uniquely qualified to perform the service based upon a variety of factors such as location, property ownership, voluntary support capacity, cost-sharing ability, technical expertise, new or innovative idea, method or approach or other similar unique qualifications.

Sole Source - When it is determined that only one contractor, due to some unique characteristic of the goods, service or other special factor, possesses the ability or capability to meet particular requirements. The JLT will provide written documentation to certify the goods, services or construction items are only provided by this contractor. Any such certification must be approved by the Ramsey or Washington County Attorney Office and shall be attached to the contract presented to the R&E Board for review and approval.



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

R&E BOARD MEETING DATE:	April 21, 2022			AGENDA ITEM:	IV.c			
SUBJECT:	Workgroup End-Use Market Facility Site Visits							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input checked="" type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

Approve the participation of members from the R&E Facility & Committee in the end-use market site visits and for the workgroup to report back to the R&E Board at a later date.

EXECUTIVE SUMMARY:

Ramsey and Washington counties have been evaluating alternative waste management technologies for nearly two decades. The Ramsey/Washington Recycling & Energy Board (R&E Board) has continued this work to achieve environmental, economic and social benefits for the East Metro. Planned enhancements to the Recycling & Energy Center (R&E Center) will accommodate source-separated organics and enable the recovery of high-value materials from trash. Plans for these materials and the remaining waste, now used to produce refuse-derived fuel (RDF), have taken shape through extensive research, facility site visits and engagement with technology providers. End market opportunities for the materials processed at the R&E Center include anaerobic digestion, gasification and/or chemical recycling, among others.

R&E is undergoing a procurement process to identify vendors capable of meeting R&E’s need for processing technologies and end-use markets for byproducts of the R&E Center. There are three types of R&E Center-managed materials being targeted for alternative management by new end-use markets: source-separated organics in durable compostable bags, organic-rich material from the recyclables recovery system, and components of RDF.

The Joint Leadership Team, R&E staff and consultants continue to evaluate vendors and technologies, including facility design details, operations, financial information and risk analyses. The evaluation is now ready for site visits to reference facilities to ensure comprehensive assessment of the proposals and technology.

The R&E Board is the sole decision-making authority for this solicitation process. The workgroup’s role in making these site visits is to observe different end-market processes operating in real-world conditions and report their observations to the R&E Board. The workgroup will not be conducting any official business, including any voting, related to the visit. The members of the workgroup will gather information on the technology visited and application to materials produced at the R&E Center and return to the R&E Board with this information.

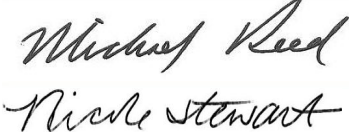


SUBJECT: *Workgroup End-Use Market Facility Site Visit*

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

The R&E Joint Activities Budget includes funds for travel for the purpose of conducting site visits to end-use market facilities in 2022.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM 	4/13/22
RAMSEY COUNTY ATTORNEY 	4/13/22
WASHINGTON COUNTY ATTORNEY 	4/13/22



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

R&E BOARD MEETING DATE:	April 21, 2022	AGENDA ITEM:	VI.a.i
SUBJECT:	2023 Budget Objectives and Impacts		
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 (JLT)		

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

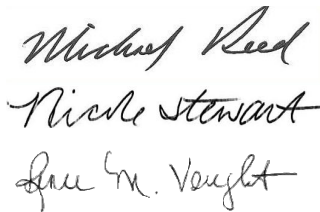

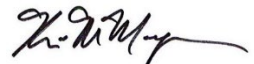
JLT will provide an overview of the Recycling & Energy Board budget structure, the 2023 budget amendment timeline, and highlight estimated budget impacts. At the R&E Board’s workshop on January 27, 2022, the board requested a review of budget objectives early in the budget development process. This will allow the R&E board to provide policy direction related to the budgets and related impacts.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM 	4/15/22
RAMSEY COUNTY ATTORNEY 	4/15/22
WASHINGTON COUNTY ATTORNEY 	4/15/22



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

R&E BOARD MEETING DATE:	April 21, 2022			AGENDA ITEM:	VI.a.ii			
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 the addition of 1.0 FTE planning specialist and 1.0 FTE program assistant to the Joint Activities Budget in 2022 and authorize the Joint Leadership Team to make necessary budget adjustments.

EXECUTIVE SUMMARY:

The amended and restated joint powers agreement provides for employment of staff by Ramsey/Washington Recycling & Energy (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 April 14, 2022, meeting, the Facility & Finance Committee received information about the need for an increase in the R&E personnel complement. After discussion, the committee approved resolution R&EB-FFC-2022-02, which recommends that the Ramsey/Washington Recycling & Energy Board approve the addition of 1.0 full-time equivalent (FTE) planning specialist and 1.0 FTE program assistant to the Joint Activities Budget in 2022 and authorize the JLT to make necessary budget adjustments. Both positions are needed to support programs and services included in the 2022-2023 budget.

- The planning specialist is needed to support planning and project management for R&E. This position will support R&E staff in the implementation of the new efforts in the current 2022-2023 budget and into the future.
- The program assistant is needed for program development for the food scraps pickup program.


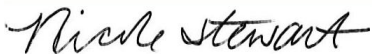
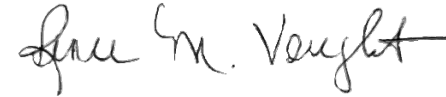


ATTACHMENTS:

1. Draft Resolution
2. Resolution R&EB-FFC-2022-02 from the Facility & Finance Committee
3. Joint Leadership Team memo to Facility & Finance Committee

SUBJECT: *Personnel Complement Increase*

FINANCIAL IMPLICATIONS:

The 2.0 FTE in 2022 is estimated at about \$110,000 for salary and benefits, assuming the positions are filled at the beginning of July. Funds are available in the Joint Activities Budget for this expense due to the ongoing reduced ability to provide some services during the COVID-19 pandemic as well as shifting current R&E staff resources to support the food scraps pickup program. Funding is included in the 2022 Joint Activities Budget.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	4/7/2022
	4/9/22
	4/11/22
	
RAMSEY COUNTY ATTORNEY	4/7/2022
	
WASHINGTON COUNTY ATTORNEY	4/7/2022
	



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

RESOLUTION R&EB-2022-07

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 November 19, 2019, (“Joint Powers Agreement”); and

WHEREAS, the Joint Powers Agreement provides for employment of staff by R&E; and

WHEREAS, the R&E Board Bylaws provide specific direction on employees, including direction to the Joint Leadership Team to hire and supervise staff, and to develop employee policies for R&E staff; and

WHEREAS, the Facility & Finance Committee has recommended (Resolution R&EB-FFC-2022-02) that the R&E Board approve the addition of 1.0 full-time equivalent (FTE) planning specialist and 1.0 FTE program assistant to be added in 2022 and authorize the Joint Leadership Team to make the necessary budget adjustments. NOW, THEREFORE, BE IT

RESOLVED, the R&E Board hereby approves the addition of 1.0 FTE planning specialist and 1.0 FTE program assistant to the Joint Activities Budget in 2022 and authorizes the Joint Leadership Team to make necessary budget adjustments.

Fran Miron, Board Vice Chair
April 21, 2022

Attest
April 21, 2022



RESOLUTION R&EB-FFC-2022-02

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 November 19, 2019, (“Joint Powers Agreement”); and

WHEREAS, The Joint Powers Agreement provides for employment of staff by R&E; and

WHEREAS, The R&E Board Bylaws provide specific direction on employees, including direction to the Joint Leadership Team to hire and supervise staff, and to develop employee policies for R&E staff.
NOW, THEREFORE, BE IT

RESOLVED, The Facility & Finance Committee hereby recommends that the R&E Board approve the addition of 1.0 FTE planning specialist and 1.0 FTE program assistant to the Joint Activities Budget in 2022 and authorize the Joint Leadership Team to make necessary budget adjustments.

A handwritten signature in blue ink, appearing to read "Wayne A. Johnson".

Wayne Johnson, Committee Chair
April 14, 2022

A handwritten signature in black ink, appearing to read "Tara Johnson".

Attest
April 14, 2022

Motion carried 3-0. Ayes: Frethem, Johnson, MatasCastillo Nays: none



April 7, 2022

To: Ramsey/Washington Recycling & Energy (R&E) Facility & Finance Committee
From: Joint Leadership Team (JLT)
RE: Amendment to 2023 Joint Activities Budget

Introduction

The R&E Facility & Finance Committee is responsible for preparing and proposing budgets to the R&E Board. During 2022, the committee will review and recommend any changes to the previously approved 2023 budgets for the Ramsey/Washington Recycling & Energy (R&E). The R&E Board’s bylaws provide that the Facility & Finance Committee will prepare a two-year budget for Joint Activities for R&E Board approval on or prior to August 1 of the year prior. The R&E Board then submits the Joint Activities Budget to the counties annually for approval of their respective contributions.

Joint Activities Budget

The Joint Activities Budget includes non-R&E Center related expenses funded by contributions from the counties – 73% from Ramsey County and 27% from Washington County. Following R&E Board approval, this budget requires approval by both county boards. In accounting terms, this is a “governmental fund” or “general fund” covering the non-facility activities of Ramsey/Washington Recycling & Energy. Proposed changes recommended to the 2023 Joint Activities Budget are described below.

The proposed 2023 Joint Activities Budget includes the addition of a 1.0 FTE planning specialist position and a 1.0 FTE program assistant position. Both are needed to work on services included in the proposed budget.

Timing of Staffing Request

If the Facility & Finance Committee supports this request, then the JLT recommends that these positions be created in 2022. There is a need for both positions to begin work in 2022. Funds are available in the 2022 Joint Activities Budget due to anticipated ongoing reduced demand for some services related to the COVID-19 pandemic as well as shifting current R&E staff resources to support the food scraps pickup program.

A planning specialist is needed to support planning and project management for R&E, specifically Joint Activities, to support R&E staff in the implementation of new efforts in the current 2022-2023 budget and into the future. Additional capacity is needed for the coordination of the 13 programs and efforts across the three entities (R&E, Ramsey County, and Washington County) overseen by Joint Activities staff. For example, there are 27 county and R&E staff that make up 12 workgroups established to develop and implement the food scraps pickup program. This position is also needed to address alternative management for bulky waste arriving at the R&E Center, provide project management of development of R&E Center standard operating procedures and updates and coordinate critical updates to facility incident plans. The planning specialist position is needed to facilitate planning, project initiation, timeline and budget development, staff resource planning, project tracking and evaluation across R&E.

SUBJECT: *Personnel Complement Increase*

A program assistant is needed to support current R&E Joint Activities programming. The current top priority for Joint Activities for program assistance is for development of the food scraps pickup program. The food scraps pickup program will begin phased launch to residents around the end of 2022 into 2023. Currently, R&E is developing the website for bag ordering, a customer support services, warehousing and fulfillment arrangements, as well as communication, education and outreach to ensure residents have the knowledge, tools and support to participate successfully. In 2022, R&E has seven different grant or financial incentive offerings through the Joint Activities budget requiring program assistance and outreach support. A program assistant is needed to support current R&E staff in Joint Activities grants management and outreach support for the 13 current Joint Activities efforts, including added support on the development of the food scraps pickup program.



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

R&E BOARD MEETING DATE:	April 21, 2022			AGENDA ITEM:	VI.a.iii			
SUBJECT:	End-Use Markets Request for Proposals (RFP) Phase II Recommendations							
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. Authorize the JLT to close the RFP for end-use markets for byproducts from the Recycling & Energy Center.
2. Authorize the JLT to enter into direct negotiations with vendors for end-use markets for byproducts from the Recycling & Energy Center, pursuant to the authority granted under Minn. Stat. § 473.811, subd. 4b and request the JLT to return to the R&E Board with the resulting contract(s) for approval.

EXECUTIVE SUMMARY:

At its April 14, 2022, meeting, the Facility & Finance Committee reviewed information about the procurement process related to the phase II RFP for end-use markets for byproducts from the Recycling & Energy Center (R&E Center). After discussion, the committee approved resolution R&EB-FFC-2022-03, 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.

Ramsey and Washington counties have been evaluating alternative, next-generation technologies to manage waste for nearly two decades. The R&E Board has continued this work to achieve environmental, economic and community benefits for the East Metro. Enhancements at the R&E Center — currently nearing completion — will facilitate source-separated food scraps recycling and enable the recovery of high-value materials from trash. Plans for these materials and the remaining waste, currently used to produce refuse-derived fuel, have taken shape through extensive research, facility site visits and engagement with technology providers.

There are three types of materials processed at the R&E Center that are being targeted for alternative management by new end markets:

- Source-separated food scraps in food scrap bags
- Organic-rich material (ORM) from the recyclables recovery system
- Components of refuse-derived fuel (RDF)

SUBJECT: *End-Use Markets Request for Proposals (RFP) Phase II Recommendations*

The term “end markets,” as it relates to this effort, refers to the potential receivers of materials processed at the R&E Center that convert those materials into value-added products to be sold and used. For example, an end market for recycled glass might be a manufacturer that turns the glass into new beverage bottles. Potential end market opportunities for materials processed at the R&E Center include anaerobic digestion, gasification, chemical recycling and others.

To solicit new end markets, a team of staff and consultants developed a two-phased approach for a competitive solicitation to find qualified vendors to manage R&E Center materials once facility enhancements are completed. The R&E Facility & Finance Committee reviewed this solicitation approach at its June 18, 2020, meeting, and it was approved by the full R&E Board on August 20, 2020.

R&E began phase I of the solicitation on August 24, 2020, with an RFP for vendors capable of meeting the R&E Board’s need for processing technologies and end-use markets for by-products of the R&E Center. Vendors could propose technologies for management of one, two or all three of the materials. Proposals were received on December 4, 2020, and based on extensive staff and consultant evaluation, JLT recommended that nine proposers, having provided credible and complete responses to the phase I RFP, be invited to proceed to the next stage of the procurement process. The Facility & Finance Committee reviewed and recommended authorization of the phase II RFP at its March 3, 2021, meeting, which was approved by the R&E Board on March 25, 2021.

The phase II RFP requested more detailed design, operations and financial information. It was issued to select proposers on May 14, 2021. The proposal submission deadline was initially set for July 14, 2021; however, multiple vendors requested an extension to further develop and solidify their proposals. In response, R&E issued an addendum to extend the submission deadline to August 25, 2021.

A comprehensive evaluation team of staff and multiple consultant firms have assessed the phase II proposals from multiple perspectives, using the criteria in the RFP and multiple dimensions of analysis. In January 2022, the evaluation team conducted interviews with seven proposal teams. Interviews addressed details of the vendors’ proposed technology, timelines, financial structure, feedstock requirements and end-uses of materials, among other topics. The evaluation team also conducted a risk assessment, material flow scenario analysis and proforma financial analysis.

From these analyses, multiple proposals were identified as top solutions to meet R&E’s needs, particularly for the management of organic feedstocks such as food scraps and ORM using anaerobic digestion. The evaluation team has identified a strategy for working with the top proposers to ensure that the best solution is available to R&E. However, the laws governing procurement through an RFP process are too restrictive to enable that process to move forward. The R&E Board has the authority to negotiate with vendors and make purchases directly under Minn. Stat. § 473.811, subd. 4b. Direct negotiations will enable the R&E Board to employ the identified strategy for working with vendors to ensure the best solution for R&E’s needs is available. JLT recommends this approach regarding contract negotiations. Further, JLT will utilize key staff and consultants to pursue any potential end-market solutions not addressed in this round of negotiations via an additional procurement process.

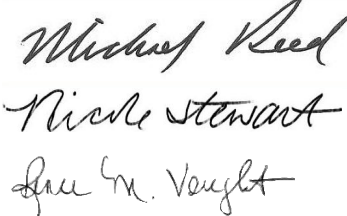


ATTACHMENTS:

1. Draft Resolution
2. Resolution R&EB-FFC-2022-03 from the Facility & Finance Committee

SUBJECT: *End-Use Markets Request for Proposals (RFP) Phase II Recommendations*

FINANCIAL IMPLICATIONS:

Financial implications will be determined as part of contract negotiations.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	4/13/22
	
RAMSEY COUNTY ATTORNEY	4/13/22
	
WASHINGTON COUNTY ATTORNEY	4/13/22
	



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

RESOLUTION R&EB-2022-08

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 (“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 November 19, 2019 (“Joint Powers Agreement”); and

WHEREAS, the R&E Board, and its predecessor the Ramsey/Washington County Resource Recovery Project Board (“Project Board”), have conducted extensive evaluation and analysis of methods to enhance recovery of value from the waste stream, and have designed system changes to assist in meeting state recycling goals; and

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

WHEREAS, the Scope for Resource Management, which outlines the strategic direction for solid waste management, includes management of byproducts from the Recycling & Energy Center (“R&E Center”) via end-use market technologies such as anaerobic digestion, gasification and others; and

WHEREAS, with designation in effect, the R&E Center receives a predictable and reliable waste stream, allowing the R&E Board to work to develop end-use markets for R&E Center byproducts, including source-separated organics, organic-rich material and refuse-derived fuel; and

WHEREAS, at its meeting on August 20, 2020, the R&E Board approved the two-phase solicitation process for end-use markets for byproducts from the Recycling & Energy Center and authorized the Joint Leadership Team (JLT) to issue the phase I request for proposals (RFP); and

WHEREAS, the JLT issued the Phase I RFP for End-Use Markets of Byproducts from the R&E Center on August 24, 2020 and received ten proposals; and

WHEREAS, following evaluation, the proposal review committee recommended the selection of proposers Anaergia, BioEnergy DevCo, Dem-Con Companies, FullCycle Management, LLC., Generate Capital Inc., Minnesota Municipal Power Agency, Mura Technology Limited, North Star Organics Management Partners and O.W.S., Inc. to be invited to respond to the second phase of the End-Use Markets RFP; and

WHEREAS, at its meeting on March 25, 2021, the R&E Board approved the selection of those vendors to be invited to submit proposals for the second phase of the End-Use Markets RFP, and for JLT to return to the R&E Board with a recommendation regarding contract negotiations; and

WHEREAS, JLT convened an evaluation team of staff and multiple consultant firms to assess the proposals from multiple perspectives, using the criteria in the RFP and multiple dimensions of analysis, and multiple proposals have been identified as the top solutions to meet R&E's needs for the management of organic feedstocks using anaerobic digestion; and

WHEREAS, the evaluation team has identified a strategy for working with the top proposers to ensure that the best solution is available to R&E, and the laws governing procurement through an RFP process are too restrictive to enable that process to move forward; and

WHEREAS, the R&E Board has the authority to negotiate with vendors and make purchases directly under Minn. Stat. § 473.811, subd. 4b., and direct negotiations will enable the R&E Board to employ the identified strategy for working with finalists to ensure the best solution for R&E's needs is available, and

WHEREAS, the JLT recommends this approach regarding contract negotiations; and

WHEREAS, the Facility & Finance Committee has recommended (Resolution R&EB-FFC-2022-03) that the R&E Board formally close the end-use markets for byproducts from the Recycling & Energy Center RFP process and authorize the JLT to pursue and negotiate contracts with select end-use market vendors who submitted proposals as part of the phase II process using the direct purchase authority as outlined in Minn. Stat. § 473.811, subd. 4b. NOW, THEREFORE, BE IT

RESOLVED, the R&E Board hereby authorizes the JLT to close the RFP for end-use markets for byproducts from the Recycling & Energy Center. BE IT FURTHER

RESOLVED, the R&E Board hereby authorizes the JLT to enter into direct negotiations with vendors for end-use markets for byproducts from the Recycling & Energy Center, pursuant to the authority granted under Minn. Stat. § 473.811, subd. 4b and requests the JLT to return to the R&E Board with resulting contract(s) for approval.

Fran Miron, Board Vice-Chair
April 21, 2022

Attest
April 21, 2022



RESOLUTION R&EB-FFC-2022-03

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 (“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 November 19, 2019 (“Joint Powers Agreement”); and

WHEREAS, the R&E Board, and its predecessor the Ramsey/Washington County Resource Recovery Project Board (“Project Board”), have conducted extensive evaluation and analysis of methods to enhance recovery of value from the waste stream, and have designed system changes to assist in meeting state recycling goals; and

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

WHEREAS, the Scope for Resource Management, which outlines the strategic direction for solid waste management, includes management of byproducts from the Recycling & Energy Center (“R&E Center”) via end-use market technologies such as anaerobic digestion, gasification and others; and

WHEREAS, with designation in effect, the R&E Center receives a predictable and reliable waste stream, allowing the R&E Board to work to develop end-use markets for R&E Center byproducts, including source-separated organics, organic-rich material and refuse-derived fuel; and

WHEREAS, at its meeting on August 20, 2020, the R&E Board approved the two-phase solicitation process for end-use markets for byproducts from the Recycling & Energy Center and authorized the Joint Leadership Team (JLT) to issue the phase I request for proposals (RFP); and

WHEREAS, the JLT issued the Phase I RFP for End-Use Markets of Byproducts from the R&E Center on August 24, 2020 and received ten proposals; and

WHEREAS, following evaluation, the proposal review committee recommended the selection of proposers Anaergia, BioEnergy DevCo, Dem-Con Companies, FullCycle Management, LLC., Generate Capital Inc., Minnesota Municipal Power Agency, Mura Technology Limited, North Star Organics Management Partners and O.W.S., Inc. to be invited to respond to the second phase of the End-Use Markets RFP; and

WHEREAS, at its meeting on March 25, 2021, the R&E Board approved the selection of those vendors to be invited to submit proposals for the second phase of the End-Use Markets RFP, and for JLT to return to the R&E Board with a recommendation regarding contract negotiations; and

WHEREAS, JLT convened an evaluation team of staff and multiple consultant firms to assess the proposals from multiple perspectives, using the criteria in the RFP and multiple dimensions of analysis, and multiple proposals have been identified as the top solutions to meet R&E's needs for the management of organic feedstocks using anaerobic digestion; and

WHEREAS, the evaluation team has identified a strategy for working with the top proposers to ensure that the best solution is available to R&E, and the laws governing procurement through an RFP process are too restrictive to enable that process to move forward; and

WHEREAS, the R&E Board has the authority to negotiate with vendors and make purchases directly under Minn. Stat. § 473.811, subd. 4b., and direct negotiations will enable the R&E Board to employ the identified strategy for working with finalists to ensure the best solution for R&E's needs is available, and

WHEREAS, JLT recommends this approach regarding contract negotiations. NOW, THEREFORE, BE IT

RESOLVED, the R&E Board Facility & Finance Committee recommends that the R&E Board authorize JLT to close the RFP for End-Use Markets for Byproducts from the Recycling & Energy Center. BE IT FURTHER

RESOLVED, the R&E Board Facility & Finance Committee recommends that the R&E Board authorize JLT to enter into direct negotiations with vendors for end-use markets for byproducts from the Recycling & Energy Center, pursuant to the authority granted under Minn. Stat. § 473.811, subd. 4b. And requests the JLT to return to the R&E Board with resulting contract(s) for approval.



Wayne Johnson, Committee Chair

April 14, 2022



Attest

April 14, 2022

Motion carried 3-0. Ayes: Frethem, Johnson, MatasCastillo Nays: none



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

R&E BOARD MEETING DATE:	April 21, 2022			AGENDA ITEM:	VI.b			
SUBJECT:	2021 Annual Report							
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 present an overview of R&E's 2021 annual report, published online. The report can be viewed here – www.recyclingandenergy.org/2021-annual-report. Highlights include:

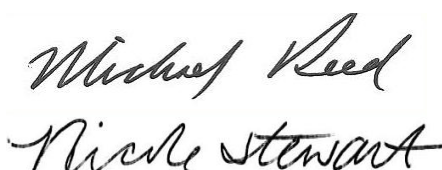
- Changes to R&E Joint Leadership Team
- Food Scraps Pickup Program
- BizRecycling impacts
- Joint Activities efforts
- R&E Center impacts
- Facility improvements

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM 	4/6/2022



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

R&E BOARD MEETING DATE:	April 21, 2022			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 (JLT)							

R&E BOARD ACTION REQUESTED:

For Information only.

EXECUTIVE SUMMARY:

Facility Updates

Staff will provide updates on R&E Center projects and operations. Foth, the R&E Center’s engineering consultant, has been invited to provide a summary of 2021’s odor monitoring efforts.

Joint Activities Updates

Staff will provide updates on Joint Activities. This will include an update on the development of the food scraps pickup program.

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 March 1, 2022 through March 31, 2022. Funding for the contracts is available in the approved 2022 Joint Activities, Facility and EM&R Budgets, following approval as to form by the Ramsey County or Washington County attorney’s office.

ATTACHMENTS:

1. Procurement Report

FINANCIAL IMPLICATIONS:

None.

SUBJECT: *R&E Updates and Reports*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	4/14/22
<i>Nicole Stewart</i> <i>Michael Reed</i>	



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

Report of all professional service and supplies, equipment, material and labor (SEML) contracts and amendments executed under authority of Recycling & Energy’s procurement guidelines (Resolution R&EB 2019-2), March 1, 2022 through March 31, 2022.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
Fire Rover LLC	2/16/22	Facility – Fire suppression equipment and services.	\$145,000 for the equipment and installation, \$1,425 per month for ongoing monitoring.	SEML
Toltz, King, Duvall, Anderson & Associates Inc.	1/1/22	Facility – Plant control system maintenance and engineering services.	Rate Setting	SEML
Northern Technologies LLC	3/1/22	Facility – Assignment of NTI contract for enhancements related engineering services to American Engineering Testing, Inc.	Rate Setting	Professional Services
Sharrow Lifting Products	1/1/22	Facility – Overhead equipment parts and inspections.	Rate Setting	Professional Services
Pomp’s Tire Service, Inc.	4/1/22	Facility – Tire repair and replacement services.	Rate Setting	SEML
Bay & Bay Transfer Co., Inc.	4/1/22	Facility – Outbound transportation services.	Rate Setting	SEML