



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

**Date:** Thursday, September 22, 2022

**Time:** 10:00 am to 12:00 pm

**Commissioners, Key staff, Presenters:**

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

**Public:** [Microsoft TEAMS](#) | Call In: 1-323-792-6297 | Phone Conference ID: 904 429 701#

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, along with key staff and presenters. Members of the public are encouraged to participate remotely or may attend at the Maplewood address.

**AGENDA:**

- I. Call to Order, Introductions, Commissioner Roll Call**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes – July 28, 2022 Board Minutes** Action Page 2
- IV. Consent Agenda**
  - a. Union Benefits Delegated Authority Action Page 7
- V. Governance**
  - a. Bylaws Amendment Action Page 10
- VI. Management and Administration**
  - a. Staff Reclassification & Salary Plan Action Page 24
  - b. FTE Complement Addition Action Page 31
  - c. Food Scraps Pickup Program Update Information Page 37
- VII. Policy – no items.**
- VIII. Updates and Reports** Information Page 39
  - a. Facility Update
  - b. Procurement Report Page 40
- IX. Other**
  - a. Invitation for Comments from Ex Officio R&E Board Members: Information  
MPCA and City of Newport
- X. Adjourn**

**NEXT MEETING:** Thursday, October 27, 2022 | 10 am – 12 pm | Ramsey County Environmental Health, Maplewood



**THURSDAY, JULY 28, 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, July 28, 2022, at the Ramsey County Environmental Health Office, 2785 White Bear Avenue North, Suite 350, Maplewood, Minnesota. Members of the public attended remotely or in person at the Maplewood address.

**MEMBERS PRESENT**

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

**MEMBERS NOT PRESENT**

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

**EX-OFFICIO MEMBERS PRESENT**

Dave Benke, Minnesota Pollution Control Agency

**EX-OFFICIO MEMBERS NOT PRESENT**

Tom Ingemann, City of Newport

**ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD**

Leigh Behrens, Dave Brummel, Cassie Hagen, Sam Hanson, Kelli Hall, Sam Holl, Jennefer Klennert, Nate Klett, Juna Ly, Andrea McKennan, Jeff O'Donnell, Michelle Pugleasa, Jim Redmond, Michael Reed, John Ristad, Bob Roche, Nikki Stewart, Jody Tharp, Darren Tobolt, Kris Wehlage

**ATTENDING REMOTELY**

Joel Anderson, Kate Bartelt, John Berns, Tammy Christopherson, Shannon Conk, Max Dalton, Angiulo Damiani, Amanda Erickson, Rae Eden Frank, Jamie Giesen, Tabatha Hansen, Sara Hollie, Filsan Ibrahim, Kevin Johnson, Hannah Keller, Julie Ketchum, Nick Kluge, Kevin Magnuson, Ashley Marston, Leslie Duling McCollam, Jennifer Nguyễn Moore, Roel Ranken, Minette Saulog, John Springman, Jeff Travis, Ryan Tritz, Jenna Venem, Joua Yang, Margaret Zuckweiler

**CALL TO ORDER/APPROVAL OF THE AGENDA**

Chair Reinhardt called the meeting to order at 10:02 a.m. Introductions were made.

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

Roll Call: Ayes: 6 Nays: 0 Motion Carried.

**APPROVAL OF MINUTES**

Commissioner Johnson moved, seconded by MatasCastillo, to approve minutes of the June 23, 2022, R&E Board meeting and June 23, 2022, R&E Board Workshop.

Roll Call: Ayes: 6 Nays: 0 Motion Carried.

Commissioner Ortega arrived.

## **MANAGEMENT AND ADMINISTRATION**

### **Approval of 2023 Budget**

Commissioner Wayne Johnson, Facility & Finance Committee chair, presented an overview of the three R&E budgets and recommendations and actions to-date.

Commissioner Weik arrived.

Kris Wehlage, R&E accounting manager, reviewed the status of the 2023 budgets approval. The R&E Board reviewed and discussed the 2023 budgets on June 23, 2022. There were no changes to the Joint Activities (JA) Budget or the Equipment, Maintenance & Replacement (EM&R) Budget. The Board amended the proposed 2023 Facility Budget tipping fee to increase to \$103/ton, increasing facility revenue to offset increased transportation and transload fee costs. The 2021 Joint Activities Fund Balance surplus over 35% was redirected to the R&E Enterprise Reserve Fund. Action by both county boards for approval of the JA Budget will take place in August and September.

Commissioner Johnson moved, seconded by MatasCastillo, to approve Resolution R&EB-2022-12, Approval of 2023 Budgets. The R&E Board:

- Approves the 2023 Joint Activities Budget.
- Recommends that the Ramsey and Washington County Boards approve the 2023 Joint Activities Budget.
- Approves the 2023 Facility Budget, including the 2023 Equipment Maintenance & Replacement Budget.
- Establishes the tipping fee at the R&E Center for waste from Ramsey and Washington counties at \$103 per ton in 2023.

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

### **2021 Financial Statements**

Wehlage presented the results of the audit of the 2021 R&E financial statements, which is required annually and conducted by the Office of the State Auditor (OSA). Financial statements were prepared by R&E accounting and assisted by OSA, Ramsey County Finance, Washington County Finance, R&E Joint Leadership Team (JLT) and R&E staff.

There were no findings for the 2021 audit. The audit evaluates financial health, with a focus on internal controls such as cash on hand and invoices paid on time. Contracts are examined to ensure federal and state guidelines are followed. Human resources practices are examined, with review of PERA data for R&E employees. Policies and procedures are reviewed and changes for improvement recommended.

The OSA audit included a review of the current status of the Enterprise Fund and Governmental Fund. The strength of these funds reflected favorably on the R&E's financial health.

- The Enterprise Fund was established in 2016 with purchase of the R&E Center. Net position included Facility funding, EM&R funding, Operating Reserve Fund and Enterprise Reserve Fund.
- The Governmental Fund funding source is the JA Budget. The net position has remained stable.

Upon purchase of the facility in 2016, there was one audit finding. As a result, policies were adopted to make corrections, and there have been zero audit findings over the last five years, indicating that collaboration between the counties is working and that the R&E Board has adopted sound financial policies.

Chair Reinhardt expressed the appreciation of the board for the outstanding audit results and thanked R&E staff and the finance departments of both counties for their significant contributions.

Commissioner Reinhardt introduced Kevin Magnuson, the new Washington County attorney. Magnuson updated the board on his new position as Washington County attorney and introduced John Ristad as the new assistant county attorney assigned to provide legal counsel to R&E on behalf of Washington County. Ristad had been the Ramsey County attorney of record for R&E, and his continuation in Washington County creates continuity for the board.

Bob Roche, assistant Ramsey County attorney, introduced himself. He has been with Ramsey County Civil Division for ten years and worked with John Ristad for six years. Prior to working with Ramsey County, he worked as assistant attorney general for 13 years, his clients including the Minnesota Pollution Control Agency and the Minnesota Environmental Quality Board.

### **2022 Budget Update**

Wehlage provided an update with projections through the end of May 2022. The Joint Activities Budget has an anticipated surplus. The Facility Budget is anticipated to be balanced, and the Equipment, Maintenance & Replacement (EM&R) Budget is anticipated to have a surplus.

Commissioner Johnson noted that the recycling ferrous and non-ferrous materials markets collapsed and that commodity pricing is now rebounding; he asked what has changed with markets. Sam Holl, R&E facility manager, said that pricing is driven by demand. There has been a 30% price drop in the last quarter, due in part to the economy and anticipation of a possible recession. R&E receives market updates from Foth on a quarterly basis.

Commissioner Johnson inquired whether there are other factors affecting commodity pricing. Holl said R&E has adequate local/regional markets; however, the international market fluctuates.

Michael Reed, Ramsey County and R&E JLT, noted global disruptions affecting markets, such as supply chain disruptions. Higher prices for petroleum, also used to produce plastics, contribute to higher prices being paid for recycled plastics.

Dave Benke, MPCA, shared that the MPCA took advantage of federal funding to invest in recycling markets in Minnesota. With Build Back Better funds, MPCA will be looking at additional local and regional investment and development in recycling markets.

### **UPDATES AND REPORTS**

#### **Facility Updates**

Sam Holl, R&E Center facility manager, shared that the Minnesota Farm Bureau toured the R&E Center on Wednesday, July 28.

The board previously requested reports on insurance renewals and cyber security. Holl introduced Michele Pugleasa, R&E's insurance risk consultant, and Jeff O'Donnell, R&E's IT consultant for those updates.

Michele Pugleasa, MAP Consulting and R&E's risk consultant, provided a report on insurance renewals. The insurance market has been flat over the last year, with increases of 5-10% because carriers are increasing capacity. Specific to the waste industry, the market is still very difficult. All policies were moved to April renewal dates, with the exception of worker compensation, which is in October. Renewal summary highlights include:

- Cyber liability is an extremely difficult market due to ransomware, breaches and the cost of forensic investigations. 50-100% increases have been seen over the last two years. Only two carriers were interested in R&E. Coverage was increased from \$1 million to \$2 million.
- PFAS pollution liability coverage is no longer with the same insurer.
- An audit of building contents in the facility was completed. Total loss replacement value (not including land value, trucks, etc.) was increased from \$70 million to \$123 million to reflect facility enhancements.

Jeff O'Donnell, Impact Group and R&E's IT consultant, provided an update on cyber security initiatives. This work is being undertaken by Impact Group, JLT and the R&E management team. Three assessments have been conducted over the past two years using the security framework S2Org currently used by more than 1,000 organizations, both public and private. R&E's assessment score is on the high end of the security scale. O'Donnell reviewed key security initiatives undertaken and those that will be undertaken going forward.

#### **Joint Activities Updates**

Andrea McKennan, R&E communications coordinator, provided an overview of a food waste reduction educational campaign being launched. Rollout of the campaign will be prior to launch of the food scraps pickup program. The all-digital campaign uses the Environmental Protection Agency developed slogan, "Food: Too Good to Waste." The campaign website features information on food safety, waste reduction and food date labels, as well as a quiz to test knowledge on reducing food waste.

Juna Ly, R&E food scraps pickup program coordinator, gave a brief update on the food scraps pickup program. The customer service line is live. The phone line, contact form and live chat options will be on the website FoodScrapsPickup.com.

Commissioner McGuire asked whether robotics at the R&E Center will process food scraps bags that don't come from within the pilot and specified launch areas. Ly stated that bags coming from outside the launch areas will not go through robotic sortation until the community goes online. Residents will be able to sign up for the program and pre-order bags that will ship when the program is available in their area.

Michael Reed, Ramsey County and R&E JLT, noted that with a phased rollout approach, some changes are anticipated from evaluation of the process throughout the rollout.

Commissioner Frethem inquired about access to digital files that was to be available in July. Ly responded that there has been a delay in availability of the information and that board members will be receiving the information soon.

#### **Procurement Report**

Jim Redmond, R&E contract manager, presented the report for the period May 26, 2022, through June 30, 2022.

**ADJOURN**

Chair Reinhardt declared the meeting adjourned at 11:18 a.m.

**NEXT MEETING:**

R&E Board | Thursday, August 25, 2022 | 10 am – 12 pm | Ramsey County Environmental Health,  
Maplewood, MN

ATTESTED TO:

Approved: \_\_\_\_\_  
September 22, 2022

Approved: \_\_\_\_\_  
September 22, 2022



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

<b>R&amp;E BOARD MEETING DATE:</b>	September 22, 2022			<b>AGENDA ITEM:</b>	IV.a			
<b>SUBJECT:</b>	Union Benefits Delegated Authority							
<b>TYPE OF ITEM:</b>	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input checked="" type="checkbox"/>	CONSENT
<b>SUBMITTED BY:</b>	Joint Leadership Team (JLT)							

**R&E BOARD ACTION REQUESTED:**

Delegate authority to the Joint Leadership Team to enter into an agreement with the most responsive and responsible proposer resulting from a Request for Proposal process for insurance for short term disability, long term disability, life and accidental death and dismemberment.

**EXECUTIVE SUMMARY:**

State Law requires that the R&E Board solicit proposals on group insurance coverage at least every five years. Beginning in 2018 the R&E Board began utilizing Ramsey County’s contracts for Medical, Dental, life, long-term and short-term disability insurance for non-represented R&E Board employees currently. The Recycling and Energy Center employees represented by the IBEW Local 23 Union receive medical and dental insurance through the Union. State law allows for the continuation of these benefits since it is a self-funded, multiemployer health and welfare fund. The Union represented employees currently receive insurance for short term disability, long term disability, life, and accidental death and dismemberment through The Standard. The Standard was selected as a result of a solicitation process in 2017 for a start date of January 1, 2018.

The current agreement will reach its five-year lifespan on December 31, 2022. As agreed to in labor negotiations, R&E will continue these benefits for the Union employees at the same levels at which they are currently being provided. To provide this coverage beyond 2022, these types of group insurance coverage will need to be solicited.

Upon approval by the R&E Board, JLT and staff will begin work immediately in developing the Request for Proposals (RFP). The RFP will closely mirror the RFP issued in 2017 since the benefit coverages are the same. The current cost of these benefit coverages is \$5,191 per month for both employee and employer premiums. R&E’s portion of that is \$3,811 per month. This cost will increase as the number of staff increases. If premium amounts remain the same, the estimated cost would be \$6,825 per month once fully staffed at 77 union FTEs and those employees have reached eligibility. However, the premium costs will also likely increase since they have remained static for the last five years. The premium increase for both staff additions and expected premium increases have been included in the 2023

**SUBJECT:** *Union Benefits Delegated Authority*


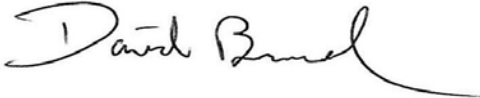
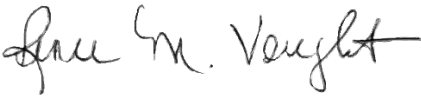


Facility budget. If the R&E Board delegates authority to JLT to enter into an agreement, staff and JLT will select the most responsible and responsive response.

**ATTACHMENTS:**

1. Draft Resolution

**FINANCIAL IMPLICATIONS:**

Funds are available in the 2023 Facility Budget.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	9/13/22
	9/13/22
	9/14/22
	9/13/22
RAMSEY COUNTY ATTORNEY	9/14/22
	9/14/22
WASHINGTON COUNTY ATTORNEY	9/13/22
	9/13/22





**RESOLUTION R&EB-2022-13**

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 August 2, 2022 (“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 provides insurance for short term disability, long term disability, life and accidental death and dismemberment to International Brotherhood of Electrical Workers Local 23 (IBEW-represented) employees; and

WHEREAS, The R&E Board agreed to provide this same coverage to IBEW-represented employees in the collective bargaining agreement for the years 2022 through 2024; and

WHEREAS, The R&E Board is required by State law to solicit proposals for group insurance coverage every five years and the current contract for insurance has reached its five-year limit. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board delegates authority to the Joint Leadership Team to enter into an agreement with the most responsive and responsible proposer resulting from a Request for Proposal process for insurance for short term disability, long term disability, life and accidental death and dismemberment.

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Victoria Reinhardt, Board Chair  
September 22, 2022

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Attest  
September 22, 2022



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

<b>R&amp;E BOARD MEETING DATE:</b>	September 22, 2022			<b>AGENDA ITEM:</b>	V.a			
<b>SUBJECT:</b>	Bylaws Amendment							
<b>TYPE OF ITEM:</b>	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
<b>SUBMITTED BY:</b>	Joint Leadership Team (JLT)							

**R&E BOARD ACTION REQUESTED:**

Approve amendments of the Bylaws to

- Change Article III, Section 5 Item (b), to add the Ramsey/Washington Financial Advisory Work Group to the list of Administrative Functions under Board Administration,
- Clarify Article V, Section 10 (b) and Section 11 by changing the name of the Budget Committee to Facility & Finance Committee,
- Change Article V, Section 11 to move Joint Activities Budget approval by the counties from September 1 to October 1 to reflect a more accurate timeline,
- Change Article VIII, Section 24 to update Principal Place of Business from the Ramsey County office in Maplewood to the Recycling Energy Center address at: 100 Red Rock Road, Newport, MN 55055.

**EXECUTIVE SUMMARY:**

- These changes and updates to the Bylaws are necessary to provide the following updates and clarifications: define the role of the Ramsey/Washington Financial Advisory Work Group, clarify that the Budget Committee is the Facility & Finance Committee, amend the date out by one month for the counties to approve the Joint Activities Budget and change the Principal Place of Business mailing address from the Maplewood Environmental Health Office to the Recycling & Energy Center at 100 Red Rock Road, Newport, MN. Amendments to the Bylaws have been prepared. At its meeting on May 26, 2022, the R&E Board approved the mandatory 30-day notice for amendments of the Bylaws beginning the process of amending the Bylaws.

**ATTACHMENTS:**

1. Resolution
2. Proposed Amendments to the R&E Board Bylaws

**FINANCIAL IMPLICATIONS:**

None

**SUBJECT:** *Bylaws Amendment*

<b>AUTHORIZED SIGNATURES</b>	<b>DATE</b>
<b>JOINT LEADERSHIP TEAM</b>	9/15/22
<i>Michael Reed</i>	9/15/22
<i>David Brunel</i>	9/15/22
<i>Jane M. Vaughn</i>	9/15/22
<b>RAMSEY COUNTY ATTORNEY</b>	9/15/22
<i>[Signature]</i>	9/15/22
<b>WASHINGTON COUNTY ATTORNEY</b>	9/15/22
<i>[Signature]</i>	9/15/22



**RESOLUTION R&EB-2022-14**

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 August 2, 2022, (“Joint Powers Agreement”); and

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

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

WHEREAS, these amendments are needed to clarify and execute business processes for the R&E Board; and

WHEREAS, The R&E Board provided the mandatory 30-day notice for amendment of the Bylaws at its May 26, 2022 meeting. NOW, THEREFORE, BE IT

RESOLVED, the R&E Board hereby approves the amendments of the Bylaws to:

- Change Article III, Section 5 Item (b), to add the Ramsey/Washington Financial Advisory Work Group to the list of Administrative Functions under Board Administration,
- Clarify Article V, Section 10 (b) and Section 11 by changing the name of the Budget Committee to Facility & Finance Committee,
- Change Article V, Section 11 to move Joint Activities Budget approval by the counties from September 1 to October 1 to reflect a more accurate timeline,
- Change Article VIII, Section 24 to update Principal Place of Business from the Ramsey County office in Maplewood to the Recycling Energy Center address at: 100 Red Rock Road, Newport, MN 55055.

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Victoria Reinhardt, Board Chair  
September 22, 2022

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Attest  
September 22, 2022

**AMENDED AND RESTATED BYLAWS OF THE  
RAMSEY/WASHINGTON RECYCLING AND ENERGY BOARD**  
*Adopted by the Board January 23, 2020*

**ARTICLE I**

**RAMSEY/WASHINGTON RECYCLING AND ENERGY BOARD**

The Ramsey/Washington Recycling and Energy Board (the “Board”) is governed by the amended and restated joint powers agreement by and between Ramsey County and Washington County (each a “County” and together the “Counties”) dated September 22, 2015, as it may be amended from time to time (the “Joint Powers Agreement”). These Bylaws are adopted pursuant to Article IV, Section C of the Joint Powers Agreement, are effective as of the date of their adoption by the Board and shall remain in effect for such time as the Board continues to exist pursuant to the Joint Powers Agreement. Definitions of the terms contained in the Joint Powers Agreement shall apply in these Bylaws unless otherwise expressly stated herein.

**ARTICLE II**

**BOARD GOVERNANCE AND OPERATIONS**

**Section 1. Board Meetings.**

(a) **Open Meeting Law.** All meetings of the Board and Board committees shall be conducted pursuant to the Minnesota Open Meeting Law (Minnesota Statutes, Chapter 13D).

(b) **Regular Meetings.** The Board shall meet on a regular basis, with an annual schedule determined at its first meeting each calendar year. The Chair, in consultation with the Vice Chair, may cancel a regular meeting upon furnishing reasonable notice to each member of the Board.

(c) **Special Meetings.** The Board may hold special meetings on an as needed basis, to be called at the discretion of the Chair, in consultation with the Vice Chair. Notice of special meetings, describing the date, time, place, and purpose of the meeting shall be delivered to Board members at least five (5) days prior to each meeting. Public notice of Board meetings shall be published as required by the Minnesota Open Meeting Law.

(d) **Emergency Meetings.** Emergency meetings may be called in compliance with Minn. Stat. § 13D.04, subd. 3.

(e) **Quorum and Actions of the Board.** The presence of five (5) Board members at a meeting shall constitute a quorum. Unless otherwise required by law, the Joint Powers Agreement, or Robert’s Rules of Order, actions of the Board are taken by a majority vote of Board members present. Actions that, pursuant to the Joint Powers Agreement, require a two-thirds majority,

must have affirmative votes from six Board members. A County commissioner designated as an alternate Board member by a County may vote and be counted for purposes of establishing a quorum in place of an absent Board member from that County. All resolutions of the Board shall be in writing, signed by the Chair and attested to by the Secretary/Treasurer. All other actions of the Board shall be by motion recorded in the written minutes. The Board's meeting minutes and actions shall be recorded in a journal, in compliance with the Minnesota Data Practices Act and the Minnesota Open Meetings Law.

(f) **Conduct of Meetings.** Meetings of the Board shall be conducted pursuant to the most recent edition of Robert's Rules of Order.

(g) **Meetings by Interactive Television or Other Electronic Means.** At the discretion of the Chair, in consultation with the Vice Chair, Board meetings may be conducted by interactive television in compliance with the conditions and requirements set forth in Minn. Stat. §13D.02. At the discretion of the Chair, in consultation with the Vice Chair, in emergency conditions, Board meetings may be conducted by telephone or other electronic means in compliance with the conditions and requirements set forth in Minn. Stat. §13D.021.

**Section 2. Board Members.**

(a) **Board Members.** As provided in the Joint Powers Agreement, the Board shall consist of four commissioners from Washington County and five commissioners from Ramsey County, as appointed by each County. The Counties may replace their respectively designated Board members at any time, at their discretion. Each County also may designate alternate commissioners to serve on the Board in the absence of a County's representative Board member. Board members and alternates shall not receive any salary for their services, provided however that the Board may provide for expense reimbursements to the extent permitted by law.

(b) **Ex-Officio Members.** The Board may appoint representatives from the City of Newport, Minnesota (as provided in the Joint Powers Agreement) and the Minnesota Pollution Control Agency to serve as a non-voting, ex officio members of the Board. From time to time, the Board may appoint one or more additional non-voting, ex officio Board members.

**Section 3. Board Committees.**

(a) **Standing Committees.** The Board will have three standing committees as set forth below. The standing committees are subject to the orders of the Board and committee actions may not conflict with actions or directions of the Board. Subject to the notice requirements set forth in Section 1, committee meetings may be held at the discretion of the respective chairperson of each committee.

(1) *Executive Committee.* An Executive Committee is created, which shall consist of the Chair, the Vice Chair, the Secretary/Treasurer. The Executive Committee shall have general supervision of the affairs of the Board between its meetings, make recommendations to the Board and perform such other duties as specified in the Joint Powers Agreement, in these Bylaws, or as delegated by the Board. The Executive

Committee is authorized to solicit bids and requests for proposals, and to execute contracts, including any amendments that are included in the approved annual Facility Budget or Joint Activities Budget and are within the authority of the Board to execute. The Board may delegate other functions and authority to the Executive Committee at its discretion. For voting, the presence of at least one committee member from each County is required.

(2) *Facility & Finance Committee.* A Facility and Finance Committee is created, which shall consist of the Secretary/Treasurer, and two additional commissioners, with the total makeup of the Committee including one commissioner from Washington County and two commissioners from Ramsey County. Members of the Facility and Finance Committee shall be appointed by the Chair each year and ratified by majority vote of the R&E Board. The Facility and Finance Committee is authorized to develop and oversee the Joint Activities Budget, Facility Budget, and Equipment Maintenance and Replacement Budget and make recommendations for these budgets to the R&E Board. The Facility and Finance Committee is also authorized to monitor ongoing Facility operations and make recommendations to the Executive Committee or R&E Board, as appropriate, to ensure efficient operation of the Facility.

(b) **Ad Hoc Committees.** The Board may establish ad hoc committees as it deems necessary and desirable. Such ad hoc committees may take actions to execute their duties or may be advisory committees. Each ad hoc committee must include a representative from each County.

**Section 4. Officers.** The Board shall elect a Chair, a Vice Chair, a Secretary/Treasurer, and other officers as determined appropriate by the Board. The officers of the Board shall be elected as provided below by the Board at the first meeting of the Board in a calendar year involving a quorum. Each officer shall have the powers and duties specified in these Bylaws, and as the Board may prescribe from time to time. An office vacated by resignation of an office shall be filled by Board action.

(a) **Chair.** The Chair of the Board shall rotate on a biennial basis between commissioners from each County. The Chair in 2016 shall be held by Washington County, and the biennial rotation shall begin in 2017 with Ramsey County assuming the Chair. The Chair of the Board shall preside (when present) at all Board meetings. The Chair is authorized to execute agreements on behalf of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board.

(b) **Vice Chair.** The Vice Chair of the Board shall also rotate, and shall be from the County that does not hold the Chair. The Vice Chair in 2016 shall be held by Ramsey County and the biennial rotation shall begin in 2017 with Washington County assuming the Vice Chair. In the absence or disability of the Chair, the Vice Chair shall perform all of the duties of the Chair and shall have all the powers of, and be subject to all the restrictions upon, the Chair.

(c) **Secretary/Treasurer.** The Secretary/Treasurer shall be elected on a biennial basis, with the first term beginning in October 2015 and continuing through 2017. The Secretary/Treasurer shall perform, or cause to be performed, the following duties: (i) official recording of the minutes of all proceedings of the Board meetings and actions; (ii) provision for notice of all meetings of the Board; and (iii) authentication of the records of the Board. In addition,

the Secretary/Treasurer shall oversee the Board's budget and finances. In the absence of the Chair and Vice Chair, the Secretary/Treasurer shall preside over the Board.

### ARTICLE III

#### MANAGEMENT, ADMINISTRATION AND STAFFING

##### **Section 5. Board Administration.**

(a) **Joint Leadership Team.** As set forth in the Joint Powers Agreement, the Joint Leadership Team shall oversee Board administration and carry out the functions of the Board, as set forth in the Joint Powers Agreement and in these Bylaws, and as directed by the Board from time to time. The Joint Leadership Team will oversee and manage any employees of the Board, consultants to the Board, and any County staff assigned to carry out Board functions.

(b) **Administrative Functions.** The following administrative functions are necessary for the Board's operation. Entities carrying out these functions shall be compensated as provided for in specific purchase of service or other agreements.

(1) *Fiscal Agent.* As set forth in the Joint Powers Agreement, the Ramsey County Finance Department shall act as the Fiscal Agent on behalf of the Board, and shall provide any and all financial management, accounting and reporting services necessary or convenient for the Board. The Board may conform to the procurement policies of either County, as it deems appropriate. ~~The Washington County Accounting and Finance Department will be consulted on any future County bonding or major Board finance issues that impact Washington County.~~

(2) *Legal Representation.* As set forth in the Joint Powers Agreement, the Ramsey County Attorney's Office and the Washington County Attorney's Office are attorneys for the Board. Any special legal counsel shall be designated and chosen with the advice of the Ramsey and Washington County Attorney's Offices.

(3) *Human Resources.* The Board shall select an agent to provide Human Resources services for its employees. As provided in the Joint Powers Agreement, employees of the Board are not employees of either County. Initially the Ramsey County Human Resources Department shall provide human resources services for the Board, pursuant to a purchase of services agreement between the Board and Ramsey County.

(4) *Information Services.* The Board shall decide how to procure information services for its operations. The Board shall procure its own hardware and software, and support services in the manner it chooses. The Board may enter into a purchase of services agreement with the Information Services Department of either County for elements of IT support. Beginning in 2016 the Ramsey County Information Services Department shall provide those information services for the Board identified in a purchase of services agreement.



(5) Ramsey/Washington Financial Advisory Work Group. As set forth in the Joint Powers Agreement, the Ramsey/Washington Financial Work Group shall be responsible for advising the Joint Leadership Team on financial matters such as budget development, budget updates, and annual financial statements and audits. The Ramsey/Washington Financial Advisory Work Group will be consulted on any future county bonding or major Board finance issues that impact either county.

**Section 6. Staffing and Consultants.**

(a) **Staffing.** The Counties may from time to time designate employees to perform work on behalf of the Board, including members of the Joint Leadership Team. The Board also may authorize the Joint Leadership Team to hire and maintain staff to exclusively work for the Board (“Board Staff”). The Board hereby delegates authority to the Joint Leadership Team to hire (consistent with the Facility Budget or Joint Activities Budget, as applicable) and supervise Board Staff. At all times, Board Staff shall be employees of the Board and not employees of either County, even if one of the Counties provides human resources services. The Board hereby further directs the Joint Leadership Team to oversee development of employee policies applicable to Board Staff.

(b) **Consultants.** The Board may retain such consultants as may be needed to render services to or perform functions of the Board, consistent with the annual Facility Budget or Joint Activities Budget, as applicable.

(c) **Reimbursement.** Staffing and other services provided by the Counties to the Board shall be reimbursed at rates negotiated during preparation of the annual Facility Budget or annual Joint Activities Budget, or as set forth in specific service agreements, as applicable.

**Section 7. Facility Management.**

(a) The Joint Leadership Team will supervise Facility business operations and the transition of these functions to public operation of the Facility. Such business functions include, but are not limited to: finance and accounting (including budgeting, contract management, payroll, inventory, information services, human resources (including recruiting, training, labor relations, and safety), Facility engineering (on-going operation and design updates), permit compliance, and Facility business relations.

(b) [Reserved]

**Section 8. Joint Activities.** Under the supervision of the Joint Leadership Team, County staff and Project employees will carry out the Board’s Joint Activities, in accordance with the County Board-approved Joint Activities Budget.

**ARTICLE IV**

**FACILITY OPERATIONS**

[Reserved]

**ARTICLE V**

**FISCAL YEAR, BUDGET AND AUDIT**

**Section 9. Fiscal Year.** The Fiscal Year of the Board shall be the calendar year.

**Section 10. Facility Budget.**

(a) **Enterprise Fund.** In the normal course of Facility operations, the Board will endeavor to operate the Facility Budget as an enterprise fund.

(b) **Annual Facility Budget.** ~~The Facility & Finance Budget~~ Committee will prepare the annual Facility Budget for Board approval each year on or prior to August 1. The annual Facility Budget does not require approval of the Counties, provided however, that the respective Counties must approve any County contributions to the annual Facility Budget other than the initial contributions set forth in the Joint Powers Agreement.

(c) **Operating Reserve Fund.**

(1) *Establishment of Operating Reserve Fund; Size and Scope.* The Board shall establish an operating reserve fund, initially equivalent to \$10,000,000.00.

(i) Beginning in 2020 the size of the operating reserve fund shall be reduced to \$5,000,000.00, with the released funds being used to provide a loan from the Counties to the R&E Board for R&E Center improvements.

(ii) Ramsey County's initial obligation is equivalent to 73% of the total operating reserve fund amount (\$7,300,000.00) and Washington County's obligation is equivalent to 27% of the total operating reserve fund amount (\$2,700,000.00).

(iii) During the period of 2025–2028 the aggregate obligation of the counties shall be reduced by at least \$1,000,000.00 per year, until the obligation is eliminated. The aforementioned aggregate obligation reduction shall be credited to each County pro rata pursuant to the percentages set forth in subpart (ii) above. The release of this obligation is directly related to the creation, growth and maintenance of the Enterprise Reserve Fund. The reduction of the Counties' obligation related to the operating reserve fund may be accelerated at the sole discretion of the R&E Board, if Facility Budget surplus funds exceed \$1,500,000.00 in years 2020–2022, and \$1,000,000.00 thereafter, and the excess funds are placed into the Enterprise Reserve Fund and are not otherwise designated for another use by the R&E Board.

(iv) During the period 2025–2028 the R&E Board shall repay the \$4,100,000.00 operating reserve fund withdrawal made in 2016 as follows:

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

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

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

(d) **Facility Equipment Maintenance and Replacement Fund.** The Board shall establish a facility equipment maintenance and replacement fund, to be incorporated into the Facility Budget. The purpose of this fund is to assure sufficient resources for major maintenance projects, as well as major equipment replacement. The Facility Committee shall identify the size, scope, and schedule for establishing this fund.

(e) **Payment in Lieu of Taxes.** The Board shall make payments in lieu of taxes to local government entities with taxing jurisdiction (excluding the state of Minnesota and fiscal disparity) in amounts equal to the taxes that would be applicable to the Facility if it were classified as commercial/industrial property privately owned. The Washington County Department of Property Records and Taxpayer Services shall prepare and deliver to the Board a note which calculates the amount of tax due to the local government entities as if the Facility were classified as commercial/industrial property privately owned. The Board shall make payments in lieu of taxes to the Washington County Department of Property Records and Taxpayer Services, to be distributed to the taxing districts pursuant to Minn. Stat. § 276.111 and § 276.11. Payments will be made on or before May 15 and October 15 of each year.

Any special assessments will be paid by the Board as separately billed by the Washington County

Department of Property Records and Taxpayer Services.

(f) **Enterprise Reserve Fund**

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

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

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

(i) At the end of 2019, \$1,500,000.00 in year-end surplus funds will be deposited into the Enterprise Reserve Fund.

(ii) For the period of 2020 through 2023, R&E will deposit at least \$1,500,000.00 per year into the Enterprise Reserve Fund.

(iii) For the period of 2024 through 2030, at least \$1,000,000.00 per year shall be deposited.

(iv) In any year the increase in the Enterprise Reserve Fund may be accelerated at the sole discretion of the R&E Board, if Facility Budget surplus funds exceed \$1,000,000.00 and the excess funds are not otherwise designated for another use by the R&E Board.

**Section 11. Joint Activities Budget.** ~~The Facility & Finance Budget~~ Committee will prepare a two year budget for Joint Activities Budget for the Board approval each year on or prior to August 1. The Board will submit the Joint Activities Budget for approval of the Counties (for the Counties respective contributions) on or prior to ~~September~~ October 1 each year.

## ARTICLE VI

### RECORDS AND REPORTS

**Section 12. General Requirements.** The books and records of the Board shall be maintained in compliance with the Minnesota Data Practices Act.

**Section 13. Governance Documents.** The Board shall keep at its registered office or its principal executive office, or in an authorized repository, the following governance documents:

(a) The Joint Powers Agreement and all amendments thereto;

(b) The Bylaws and all amendments thereto;

(c) A list of the names and addresses of the Board's current Board members and officers; and

(d) A journal of the Board's meeting minutes and actions, in compliance with the Minnesota Data Practices Act and the Minnesota Open Meetings Law and as set forth in ARTICLE II Section 1 and Section 14.

**Section 14. Other Records.** The accounting books and records and minutes of proceedings of the board and any committee shall be kept at any place or places designated by the Board, or, in the absence of the designation, at the principal office of the Board. The minutes shall be kept in written or electronic form and the accounting books and records shall be kept either in written or electronic form or in any other form capable of being converted into written or electronic form within a reasonable time.

**Section 15. Inspection of Records.** Each Board member shall have the absolute right at any reasonable time to inspect all Board books, records, and documents of every kind.

**Section 16. Records Retention.** The Board shall establish and implement a records retention policy, consistent with the Requirements of the Minnesota Data Practices Act, Minn. Stat. §138.17, et seq., and other applicable laws. The Board may contract with either County for assistance with implementing records retention.

## **ARTICLE VII**

### **FINANCIAL CONTROLS**

**Section 17. Fiscal Policy and Procedures.** The Board shall follow the fiscal policies and procedures set forth in the Fiscal Agency Agreement with Ramsey County. The Board may establish additional fiscal or financial policies, procedures and controls as it deems necessary and as consistent with these Bylaws and any current Fiscal Agency Agreement.

**Section 18. Authorized Signatories/Execution of Documents.** The Chair and the Secretary are authorized to execute documents on behalf of the Board. The Board may authorize any other officer or officers, or agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Board, and such authority may be general or confined to specific instances.

**Section 19. Expenditures.**

(a) **Facility Expenditures.** The Joint Leadership Team is authorized to enter into agreements and commit the Board to payment obligations in an emergency in order to maintain facility operations with limitations on authority to be outlined in the Board's fiscal policy.

(b) **Joint Activities Expenditures.** The Joint Leadership Team is authorized to enter into agreements or financial commitments consistent with the Board's joint activities budget in order to achieve the purposes of the Joint Powers Agreement, not to exceed \$50,000 dollars without

specific Board authorization, subject to approval by County Attorneys and in accordance with Board's fiscal policies.

**Section 20. Debt.**

(a) **Supermajority Approval Required.** As provided in the Joint Powers Agreement, any issuance of debt by the Board must be approved by a two-thirds (2/3) majority of the full governing body of the Board.

(b) **Bonding.** [Reserved.]

**Section 21. Loans.** [Reserved.]

**Section 22. Checks, Drafts, Notes.** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Board shall be signed by such officer or officers, agent or agents of the Board and in such manner as shall from time to time be determined by resolution of the Board.

**Section 23. Insurance.** [Reserved.]

**ARTICLE VIII**

**MISCELLANEOUS**

**Section 24. Principal Place of Business.** The Board's principal place of business of the Board shall be located at ~~100 Red Rock Road, Newport, MN 55055.2785 White Bear Avenue, Suite 350, Maplewood, MN 55109.~~

**Section 25. Amendment.** These bylaws may be amended from time-to-time by resolution of the Board duly adopted upon a two-thirds (2/3) majority vote of the full Board; provided, however, that no such amendment shall be adopted unless at least thirty (30) days written notice thereof has previously been given to all members of the Board. Such notice shall identify the section or sections of the Bylaws proposed to be amended.

**Section 26. Governing Law; Priority of Documents.** These Bylaws are governed and construed in accordance with the laws of the State of Minnesota. In the event of conflicting provisions between the Joint Powers Agreement as may be amended from time to time, these Bylaws, other actions of the Board, the provisions shall govern in the following order: the Joint Powers Agreement, the Bylaws, and other actions of the Board.

**Section 27. Severability.** A determination that any provision of these Bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these Bylaws.

**Proposed Amendment 5/26/2022**

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Adopted October 22, 2015. Resolution R&EB-2015-1.

Amended January 28, 2016. Resolution R&EB-2016-01. Change Article II. Section 3 (a) (2) and (3) – Committee Appointments.

Amended January 24, 2019. Resolution R&EB-2019-05. Change Article II. Section 3 (a) (2), and delete (3) – Create Facility & Finance Committee.

Amended January 23, 2020. Resolution R&EB-2020-01. Change Article V. Section 10 (c); add subsection (f) – Modify Operating Reserve Fund; Create Enterprise Reserve Fund.

*PROPOSED: Amended May 26, 2022. Resolution R&EB-2022-10. Change Article III. Section 5 (b) (1) – Remove Washington County Accounting and Finance Department from Fiscal Agent statement; add (2) Ramsey/Washington Financial Advisory Work Group. Change Article V. Section 10 (b) and Section 11 – Change Budget Committee to Facility & Finance Committee. Change Article V. Section 11 – Change Joint Activities Budget submission to the Counties from September to October 1. Change Article VIII. Section 24 – Change principal place of business to 100 Red Rock Road, Newport MN.*



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

<b>R&amp;E BOARD MEETING DATE:</b>	September 22, 2022			<b>AGENDA ITEM:</b>	VI.a			
<b>SUBJECT:</b>	Staff Reclassification & Salary Plan							
<b>TYPE OF ITEM:</b>	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
<b>SUBMITTED BY:</b>	Joint Leadership Team (JLT)							

**R&E BOARD ACTION REQUESTED:**

Approve and adopt the Manager, Planning & Project Management salary schedule.

**EXECUTIVE SUMMARY:**

The amended and restated Ramsey/Washington Recycling & Energy (R&E) Joint Powers Agreement provides for employment of staff. The R&E Board's Bylaws provide direction to the Joint Leadership Team (JLT) to hire and supervise staff, and to develop policies for R&E staff. R&E has an approved compensation manual, which includes salary schedules for many non-represented staff.

On April 21, 2022, the R&E Board approved resolution R&EB-2022-07 to add a 1.0 full time equivalent (FTE) planning specialist to the Joint Activities budget in 2022. The added position supports planning and project management for R&E.

Prior to the hire of the new Planning Specialist, the existing Planning Specialist, Leigh Behrens, developed a plan for the new position's work in support of R&E. Leigh has managed the work of the new employee since hire.

Leigh has also managed various complex projects for R&E since her hire in April of 2019. As R&E's scope of work and projects have grown, Leigh's work has grown beyond that of the planning specialist job duties and pay structure to include significant project management responsibilities. This reclassification will also allow Leigh to direct the work of the Planning Specialist performing tasks that were previously assigned to her.

JLT is requesting the creation of a Manager, Planning & Project Management position to provide appropriate oversight of staff supporting planning activities for R&E and to the counties in Joint Activities. The R&E Joint Leadership Team currently manages six program areas including facility operations, human resources, accounting, contracting, planning, and Joint Activities. In addition, one of the JLT members also manages a county program supervisor and team. Creating this manager position will provide day-to-day supervisory support to the entry level planning specialist while allowing JLT oversight to focus on the R&E department managers.

Without this supervisory position, R&E planning staff will not have adequate supervision to develop and grow current and future activities in Joint Activities as well as support R&E Center operations. JLT wants to ensure staff receive adequate supervision to further develop planning activities at R&E.



**SUBJECT:** *Staff Reclassification & Salary Plan*

In addition, employees need to know that they have a supportive and accessible supervisor ready and available to assist them in their work. Supervisors are a critical link to job satisfaction and job productivity. It is important that R&E have the necessary resources to provide a stable and supportive work environment for these valued employees.

This reclassification will result in the elimination of one of the planning specialist positions currently at the R&E. There will be no net increase in overall FTE allocation in this program area.

Costs for this position are supported by the current 2022 budget. Cost increase related to reclassifying Leigh into the Manager, Planning & Project Management position would be 4% higher (standard promotional increase) above current planning specialist salary.


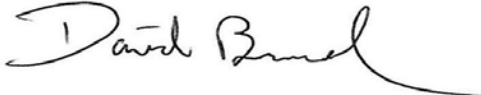
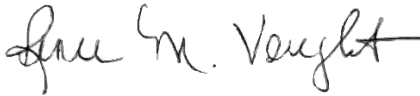


If the R&E Board approves the new salary plan, JLT will have the ability to create the position of Manager, Planning & Project Management, reclassify Leigh, and expand her role to provide even greater support to R&E in planning and project management areas. If this salary plan is not approved, it will likely cause delay or inability to implement various R&E projects.

**ATTACHMENTS:**

1. Resolution
2. Manager, Planning & Project Management job description
3. Manager, Planning & Project Management salary schedule

**FINANCIAL IMPLICATIONS:**

Funds are included in the 2022 and 2023 Joint Activities budgets.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	9/13/22
	9/13/22
	9/14/22
	9/14/22
RAMSEY COUNTY ATTORNEY	9/13/22
	9/13/22
WASHINGTON COUNTY ATTORNEY	9/14/22
	9/14/22



**RESOLUTION R&EB-2022-15**

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 August 2, 2022 (“Joint Powers Agreement”); and

WHEREAS, The amended and restated Ramsey/Washington Recycling & Energy (R&E) Joint Powers Agreement (JPA) provides for employment of staff; and

WHEREAS, The R&E Board's Bylaws provide direction to the Joint Leadership Team (JLT) to hire and supervise staff, and to develop policies for R&E staff; and

WHEREAS, R&E has an approved compensation manual, which includes salary schedules for many non-represented staff; and

WHEREAS, the current planning specialist incumbent has been performing work that exceeds the job description as a planning specialist; and

WHEREAS, creating a salary plan for a Manager, Planning & Project Management would allow the JLT to create a position to accommodate a reclassification into a job with duties that more closely align to those as they now being performed. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board approves and adopts the Manager, Planning & Project Management salary schedule.

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Victoria Reinhardt, Board Chair  
September 22, 2022

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Attest  
September 22, 2022



## Job Title: Manager, Planning & Project Management

To lead, manage, and direct the activities of Recycling & Energy Board (R&E Board) planning and project management staff working to develop comprehensive plans, projects and programs for the R&E Board and Recycling & Energy Center (R&E Center). Manages and directs complex projects from planning through completion; develops recommendations on policies, procedures, or services in response to specific issues; reviews R&E services and programs for the entire organization to develop recommendations for changes; makes budget recommendations; and performs related duties as assigned.

### EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Organize and direct all functions of the Planning and Project Management unit.
3. Supervise Planning and Project Management unit staff.
4. Conduct studies, needs assessments and special projects to determine the need for and type of changes required in services in response to changes in the environment and make recommendations for departmental implementation.
5. Lead and facilitate R&E project initiatives.
6. Manage relationships with R&E consultants within the scope of projects.
7. Serve as a resource to R&E, providing planning, research and project expertise.
8. Work with R&E management team to facilitate interdepartmental planning and project management efforts and collaboration.
9. Coordinate joint county activities related to policy development and legislation, including administering any R&E Board contracts for intergovernmental relations.
10. Analyze trends, research data, change in laws rules and regulations to determine impact on the R&E Board and make recommendations for response.
11. Participate with other staff in developing and implementing long and short range plans to address changing service needs, changes in legislation, and to respond to specific problem areas.
12. Develop recommendations to integrate and coordinate R&E Board efforts with Ramsey and Washington counties to improve the response to the needs of the R&E Board.
13. Identify targeted funding strategies to raise resources to help meet the needs of R&E Board and R&E Center projects.
14. Analyze evaluation data on services provided or purchased by the R&E Board for compliance with goals and objectives, and recommend action where necessary.
15. Represent the R&E Board at community and government meetings to explain R&E Board

## **Ramsey/Washington Recycling & Energy**

**Job Title:** *Manager, Planning & Project Management*

policies, programs and services as they relate to specific projects, and to participate in problem-solving meetings.

16. Prepare plans, charts, reports, and other documents for use by other persons or groups affected by or involved in R&E planning functions.
17. Prepare legislative proposals in response to the needs identified for the R&E Board and Ramsey and Washington Counties,

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,12,13,14,15,16,17

### **SUPERVISORY/MANAGERIAL RESPONSIBILITY:**

Supervises work of up to 6 FTE but may on occasion direct the work of others in activities relating to the planning function or the management of projects.

### **WORK ENVIRONMENT:**

Standard office setting. Includes auto travel with exposure to seasonal weather. Periodic access to the production facilities at the R&E Center. Lighting, temperature and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work will involve using and viewing a computer screen several hours per day.

### **INTERNAL/EXTERNAL RELATIONSHIPS:**

Weekly contact with Joint Leadership Team to answer questions, provide information on status of activities, obtain policy direction, and confer on decision making. Daily to weekly contact with R&E staff, county staff and R&E Board consultants to coordinate work, strategize on issues, obtain and provide information, and develop approaches to issues.

### **IMPACT OF SERVICES/OPERATIONS:**

Impact on the ability to develop and participate in implementing plans for services to target populations or for improvements to R&E Center infrastructure, depending upon the area of assignment. Proper performance results in accurate identification of service or improvement needs, and development of effective plans to respond to those needs (to include recommendations for the use of the department's, county and non-county purchase-of-service appropriation, if applicable). Improper performance would result in failure to produce effective plans for the provision of services to County residents; and may result in inability to secure appropriate funds, including government grants, or in the withholding of revenues if funding requirements are not met.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of the basic principles and concepts of planning, policy and budget development and analysis.
- Knowledge of government organization and procedures at the federal, state and local levels.
- Knowledge of and skills in project management

## **Ramsey/Washington Recycling & Energy**

**Job Title:** *Manager, Planning & Project Management*

- Knowledge of the overall mission, organization, policies and procedures, responsibilities and authorities of the R&E Board as well as its statutory mandates and judicial constraints.
- Knowledge of human development and behavior, group dynamics and group process.
- Knowledge of basic analytic techniques including statistics and organizational theory.
- Knowledge of the concepts and practices relevant to the R&E Board.
- Knowledge of research, trends, and legislation regarding impact of programs at local, state and national levels.
- Skills in written and oral communication.
- Ability to conduct strategic planning processes and facilitate work groups or project teams.
- Ability to organize, assign and supervise staff.
- Ability to prepare written reports and verbal presentations, and to communicate effectively with a wide range of audiences including R&E staff, R&E Board, state and federal agencies, and community groups.
- Ability to understand and use research, evaluation and statistical information.
- Ability to quickly comprehend and assimilate large volumes of new materials, set priorities and develop and present pertinent information in clear and concise terms.
- Ability to handle problems of a special or confidential nature.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree in Business Administration, Public Administration, Public Health, Sociology, Environmental Science, Environmental Health, Natural Sciences, Political Science or a related field.

**Experience:** Six years of experience in public sector planning, project management, service delivery, or a function related to waste management, environmental health, environmental science or a related field.

**Substitution:** A Master's Degree in Master's Degree in Business Administration, Public Administration, Public Policy, Public Health, Environmental Science, Environmental Health, Natural Sciences or Political Science may substitute for two years of the required experience.

**Ramsey/Washington Recycling & Energy**

**Manager, Planning & Project Management**

Annual Salary

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
75,000.00	77,250.00	79,567.50	81,954.53	84,413.16	86,945.56	89,553.92	92,240.54	95,007.76
<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	<b>Step 13</b>	<b>Step 14</b>	<b>Step 15</b>			
97,857.99	100,793.73	103,817.54	106,932.07	110,140.03	113,444.23			



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

<b>R&amp;E BOARD MEETING DATE:</b>	September 22, 2022			<b>AGENDA ITEM:</b>	VI.b			
<b>SUBJECT:</b>	FTE Complement Addition							
<b>TYPE OF ITEM:</b>	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
<b>SUBMITTED BY:</b>	Joint Leadership Team (JLT)							

**R&E BOARD ACTION REQUESTED:**

1. Authorize the addition of 1.0 FTE to the Recycling & Energy staff complement for the position of Scale House Operator.
2. Approve the salary schedule for the position Scale House Operator.

**EXECUTIVE SUMMARY:**

The R&E Board contracts with Allied Universal Topco, LLC for scale house operation and site security services. Prior to 2018, the R&E Center had a day (first) shift scale house operator on staff and contracted for second and third shift services. Due to the incumbent in that staff position declining employment with R&E, the first shift position was transitioned to a contracted position with G4S Security – the contracted vendor who provided scale house operation and security services at that time for the remaining shifts.

The first shift scale house position is an important position in that it is the face of R&E as the public and waste haulers come to the R&E Center. That position also: answers R&E’s main phone line, works with contracted drivers to divert waste, handles various safety tasks (fire detection calls, radioactive loads, etc.) and confirms only acceptable waste is delivered to the R&E Center.

The current contracted services are satisfactory; however, R&E staff and JLT recommend this first shift position – being the face of R&E at the R&E Center – as an important position to transition back under the R&E organization. Moving these daytime services to an R&E staff position would allow for better communication and control of customer service and messaging; increase buy-in to R&E initiatives and processes; and increase safety at the facility. Having this position on R&E staff will also allow for more redundancy if the incumbent were to be ill or on vacation, and it allows for R&E to foster professional growth for the incumbent.

The HR Manager, in consultation with JLT and the Facility Manager, has developed a job description, which is attached. This scope is broader than that identified for the current consulting contract because it expects higher-level work with greater engagement with R&E staff in delivering exceptional customer service and assisting the R&E’s Facility Manger, Safety Coordinator and Transportation Manager in higher level work around managing traffic, waste and safety.

**SUBJECT: FTE Complement Addition**

The alternative to transitioning this to an R&E FTE is to continue to contract for services for the daytime shift.



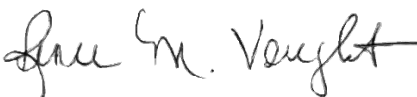


Funding for the Scale House Operator position is included in the 2022 and 2023 budgets – the funding for contracted scale house attendant that the budget was based on is sufficient to pay for the wages and benefits of a Scale House Operator.

**ATTACHMENTS:**

1. Draft Resolution
2. Scale House Operator Job Description
3. Scale House Operator Salary Plan

**FINANCIAL IMPLICATIONS:**

There will be no increase in expenses related to scale house operation; funding for a day shift scale house attendant in the approved 2022-2023 budgets is sufficient to fund a Scale House Operator.

AUTHORIZED SIGNATURES	DATE
<b>JOINT LEADERSHIP TEAM</b> 	9/15/22
	9/14/22
	9/15/22
<b>RAMSEY COUNTY ATTORNEY</b> 	9/14/22
<b>WASHINGTON COUNTY ATTORNEY</b> 	9/14/22





**RESOLUTION R&EB-2022-16**

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 August 2, 2022 (“Joint Powers Agreement”); and

WHEREAS, The amended and restated Ramsey/Washington Recycling & Energy (R&E) Joint Powers Agreement (JPA) provides for employment of staff; and

WHEREAS, The R&E Board's Bylaws provide direction to the Joint Leadership Team (JLT) to hire and supervise staff, and to develop policies for R&E staff; and

WHEREAS, R&E has an approved compensation manual, which includes salary schedules for many non-represented staff; and

WHEREAS, The day shift scale house operator was previously an R&E Center staff position and is the first point of contact for the public and waste haulers; and

WHEREAS, the position is currently staffed by a contracted vendor, Allied Universal Topco, LLC; and

WHEREAS, moving the position to an R&E staff position would allow for greater control of interactions with the public and haulers and would be budget neutral in the anticipated hiring range. NOW, THEREFORE, BE IT

RESOLVED, the R&E Board authorizes the addition of 1.0 FTE to the Recycling & Energy staff complement for the position of Scale House Operator. BE IT FURTHER

RESOLVED, the R&E Board approves the salary schedule for the position of Scale House Operator.

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Victoria Reinhardt, Board Chair  
September 22, 2022

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Attest  
September 22, 2022



## Job Title: Scale House Operator

### **BASIC FUNCTION:**

The Scalehouse Operator serves as the first point of contact for customers bringing waste to the Recycling & Energy Center; processes all inbound and outbound haulers in the company's point of sale system; calculates and accepts payments from the public; and ensures the safety of customers and other employees through observation and enforcement of safety rules and regulations.

### **EXAMPLES OF WORK PERFORMED:**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Processing all inbound and outbound haulers.
3. Processing resident loads.
4. Managing cash.
5. Notifying the tipping floor personnel of citizens delivering waste.
6. Issuing truck numbers/RFIDs as needed.
7. Adjusting the truck schedules as requested.
8. Diverting trucks if the power plants are down.
9. Maintaining the Trailer Tracking system when loads are directed to the power plants.
10. Communicating with the power plants if the facility is down.
11. Checking the scales and zeroing out the weights.
12. Answering the phones and transferring calls.
13. Requesting supplies and forms as needed.
14. Keeping track of trailers in need of repairs.
15. Preparing the trailer history form when trailer information is called via the radio.
16. Keeping the scale house clean.
17. Completing the snowplow sheets as needed.
18. Faxing forms to the Transportation Coordinator as needed.
19. Training new employees as needed.
20. Overseeing contracted scale employees.
21. Backup transportation manager on truck scheduling as needed.
22. Complying with other duties as assigned by the transportation manager.

**Ramsey/Washington Recycling & Energy**

**Job Title:** Scale House Operator

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Regular contact with haulers, citizens, R&E staff, Transportation Manager, and Facility Manager.

**IMPACT ON SERVICES/OPERATIONS:**

Impacts on the R&E Center's ability to receive and process solid waste, and in the production of refuse derived fuel, recyclable metals, and the disposal of residue and bulky waste. Proper performance will contribute to the safe and efficient operation of the R&E Center, hauler and citizen satisfaction. Proper performance can also contribute to tipping floor and plant safety. Improper performance will result in delays for haulers and citizens leading to increased dissatisfaction with the facility. Improper performance can also lead to a financial loss due to incorrect scale operation or cash handling.

**WORK ENVIRONMENT:**

Position works in a standard office environment within the scale house at the R&E Center. Lighting, temperature and noise level are typical for a scale house, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is generally sedentary but requires some walking, standing, stooping and reaching.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Basic Computer skills and proficiency in Microsoft Office applications.
2. Excellent written and verbal communication skills.
3. The ability to work independently without immediate supervision.
4. The ability to work as a team member.
5. The ability to take direction from the Transportation Coordinator.
6. Excellent problem solving and organizational skills.
7. The ability to complying with all policies and procedures.
8. Excellent time management skills with an understanding of priorities and a sense of urgency.
9. The ability to handle confidential information with discretion and in accordance with the Data Privacy Act.
10. The ability to lift up to 10-15 pounds; occasionally as needed.

**MINIMUM QUALIFICATIONS:**

**Education:** Must possess high school diploma or equivalent.

**Experience:**

**Ramsey/Washington Recycling & Energy**

**Scale House Operator**

Annual Salary

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
43,680.00	44,990.40	46,340.11	47,730.32	49,162.22	50,637.09	52,156.20	53,720.89	55,332.52
<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	<b>Step 13</b>	<b>Step 14</b>	<b>Step 15</b>			
56,992.49	58,702.27	60,463.34	62,277.24	64,145.55	66,069.92			



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

<b>R&amp;E BOARD MEETING DATE:</b>	September 22, 2022			<b>AGENDA ITEM:</b>	VI.c			
<b>SUBJECT:</b>	Food Scraps Pickup Program Update							
<b>TYPE OF ITEM:</b>	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
<b>SUBMITTED BY:</b>	Joint Leadership Team (JLT)							

**R&E BOARD ACTION REQUESTED:**

For information only.

**EXECUTIVE SUMMARY:**

Staff at both Ramsey County Environmental Health and at Washington County Public Health & Environment are working with Ramsey/Washington Recycling & Energy staff to get the new food scrap pickup program ready for the implementation of a pilot and then phased rollout to over 810,000 Ramsey and Washington county residents. Staff, R&E consultants and program vendors have been investing significant time and energy in all the major components of program planning. This includes website development, customer support services, bag design, warehouse and order fulfillment logistics, R&E Center equipment installation and staffing, communications, community engagement and planning with program stakeholders (i.e., municipalities, trash haulers, neighborhood community organizations, multiunit property owners, etc.).

The efforts to plan, develop and implement this program for the two counties' residents have been paramount. Despite not having an existing community example of this scale to learn from, staff's work has been exemplary, and substantial progress has been made. As key implementation milestones approached, staff identified that the original tentative timeframe for launching the pilot program in October 2022 was not feasible. Assessment has begun to identify an alternative timetable in which essential components are fully instituted before asking residents to start trying out the program in the pilot phase.

Staff will provide an update on the status of the food scraps pickup program planning.



**ATTACHMENTS:**

None.

**FINANCIAL IMPLICATIONS:**

None.

**SUBJECT:** *Food Scraps Pickup Program Update*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	9/13/22
	
	

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

<b>R&amp;E BOARD MEETING DATE:</b>	September 22, 2022	<b>AGENDA ITEM:</b>	VIII
<b>SUBJECT:</b>	R&E Updates and Reports		
<b>TYPE OF ITEM:</b>	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
<b>SUBMITTED BY:</b>	Joint Leadership Team (JLT)		

**R&E BOARD ACTION REQUESTED:**

For Information only.

**EXECUTIVE SUMMARY:**

**Facility Updates**

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

**Procurement Report**

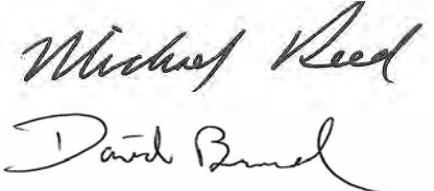
Staff will provide a written report of new contracts and amendments that were executed under authority of R&E’s procurement guidelines during the period of July 1, 2022 through August 31, 2022. Funding for the contracts is available in the approved Joint Activities, Facility and EM&R Budgets, following approval as to form by the Ramsey County or Washington County attorney’s office.

**ATTACHMENTS:**

1. Procurement Report

**FINANCIAL IMPLICATIONS:**

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM 	9/14/22



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

Report of all professional service and supplies, equipment, material and labor (SEML) contracts, amendments and solicitations issued and executed under authority of Ramsey/Washington Recycling & Energy’s procurement guidelines (Resolution R&EB 2022-06), July 1, 2022, through August 31, 2022.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
Willis Towers Watson Midwest, Inc.	7/1/22	Facility – Amendment to extend insurance coverages through 10/31/22.	\$10,000	Professional Service
M & O Agencies, Inc. d/b/a The Mahoney Group	8/22/22	Facility – Provides safety services at the R&E Center.	\$75,000 for the initial three-year term	Professional Service
Humeratech	7/21/22	Facility – Provides for routine maintenance of the Alerton Building Automation System.	\$3,446 per year	Professional Service
Humeratech	7/21/22	Facility – Provides for routine maintenance of the R&E HVAC systems.	\$3,917 per year	Professional Service
The Good Acre	10/1/22	Joint Activities – Extends services through 2022 and adds funds for new programming.	Increases the NTE by \$40,000	Professional Service
North Country Food Alliance	7/1/22	Joint Activities – Gathers surplus foods from east metro farmers markets to distribute at area food shelves.	\$48,611	Professional Service
L&S Electric, Inc.	1/1/22	Facility – Provides electric motors, parts and service.	Rate Setting	SEML
Pomp’s Tire Service, Inc.	6/1/22	Facility – Recapped tires for tractors and trailers.	Rate Setting	SEML
Solicitation Name	Issue Date	Description	Closing Date	Anticipated Contract Start Date
Inbound Transportation Services	7/22/22	Facility – Transportation services from transload stations to the R&E Center.	8/21/22 for initial consideration	1/1/23
Outbound Transportation Services	7/22/22	Facility – Transportation services from the R&E Center to end destinations.	8/21/22 for initial consideration	1/1/23
Predominant Use Study	6/30/22	Facility – Analyzes energy usage to determine if any consumption is tax exempt.	7/29/22	10/1/22
Insurance Broker Services	8/30/22	Facility – Obtain insurance coverages for R&E.	9/22/22	11/1/22