



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

Date: Wednesday, January 25, 2023

Time: 8:30 a.m. – 10:30 a.m.

Commissioners, Key staff, Presenters:

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

Public: Members of the public are encouraged to participate remotely or may attend at the Maplewood address.
[Microsoft TEAMS](#) | Phone Conference ID: 385 805 739# | Call In (audio only): 1-323-792-6297

AGENDA:

- I. Call to Order, Introductions**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes** – December 15, 2022 Board Minutes Action Page 2
- IV. Consent Agenda** – No items.
- V. Governance**
 - a. Election of Officers Action Page 8
 - b. Appointments to the Facility & Finance Committee Action Page 9
 - c. Appointment of Alternates to the Partnership on Waste & Energy Governing Board Action Page 10
- VI. Management and Administration**
 - a. Food Scraps Pickup Program Update Information Page 12
 - b. Personnel Complement for Food Scraps Pickup Program Action Page 13
- VII. Policy** - No items.
- VIII. Updates and Reports** Information Page 30
 - a. Facility Updates
 - b. Joint Activities Updates
 - c. Procurement Report Page 31
- IX. Other**
 - a. Invitation for Comments from Ex Officio R&E Board Members: MPCA and City of Newport Information
- X. Adjourn**

NEXT MEETING:

R&E Board | Wednesday, March 1, 2023 | 8:30 am – 10:30 am | Ramsey County Environmental Health, Maplewood



THURSDAY, DECEMBER 15, 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, December 15, 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 Stan Karwoski, Fran Miron, Lisa Weik – Washington County
Commissioners Nicole Frethem, Trista MatasCastillo, Rafael Ortega, Victoria Reinhardt – Ramsey County

MEMBERS NOT PRESENT

Commissioners Wayne Johnson, Gary Kriesel (alternate) - Washington County
Commissioners Mary Jo McGuire, Jim McDonough (alternate) - Ramsey County

EX-OFFICIO MEMBERS NOT PRESENT

Dave Benke, Minnesota Pollution Control Agency
Tom Ingemann, City of Newport

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Terese Bordeau, Dave Brummel, Sam Hanson, Sam Holl, Sara Hollie, Kevin Johnson, Jennefer Klennert, Nate Klett, Ashley Marston, Jim Redmond, Michael Reed, John Ristad, Bob Roche, John Springman, Jody Tharp, Kris Wehlage

ATTENDING REMOTELY

Joel Anderson, Kate Bartelt, John Berns, Gary Bruns, Shannon Conk, Max Dalton, Dan Donkers, Amanda Erickson, Tutu Fatukasi, Samantha Ferguson, Jared Graham, Cassie Hagen, Kelli Hall, Tabatha Hansen, Filsan Ibrahim, Hannah Keller, Katie Keller, Julie Ketchum, Juna Ly, Leslie Duling McCollam, Rob Murray, Gabe Reynolds, Minette Saulog, Mindy Stepnick, Jordan Thone, Darren Tobolt, Ryan Tritz, Jenna Venem, Margaret Vesel, Kyler Vossen, Caleb Werth, Dave Wiggins, Joua Yang

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Reinhardt called the meeting to order at 10:03 a.m. Introductions were made. A roll call of commissioners was conducted.

Commissioner Miron moved, seconded by MatasCastillo, to approve the agenda as presented.
Roll Call: Ayes: 6 Nays: 0 Motion Carried.

APPROVAL OF MINUTES

Commissioner Weik moved, seconded by MatasCastillo, to approve the October 27, 2022, minutes.
Roll Call: Ayes: 6 Nays: 0 Motion Carried.

CONSENT AGENDA

Chair Reinhardt presented the consent agenda for approval. Commissioner Weik moved, seconded by MatasCastillo, to approve Resolution R&EB-2022-19, Consent Agenda. The R&E Board approves:

- Selection of the Minnesota Waste Wise Foundation to provide grant program administration, outreach, and/or technical assistance services for the BP3 program for a term of December 16, 2022 through December 31, 2023 with the option to extend the agreement for up to five years should program funding be available.
- Authorizes the Joint Leadership Team to execute the agreements with the approved vendors, and any amendments or change orders thereto, within the project budget and upon approval as to form by the county attorney.

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

GOVERNANCE

2023 R&E Board and Committee Meeting Schedule

Michael Reed, R&E Joint Leadership Team and Ramsey County Environmental Health, presented the proposed 2023 meeting schedule.

Commissioner Weik moved, seconded by Miron, to approve Resolution R&EB-2022-20, 2023 R&E Board and Committee Meeting Schedule, with acknowledgment that the February 2, 2023, Facility and Finance Committee meeting will be rescheduled. The R&E Board approves the 2023 R&E Board and Committee meeting calendar.

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

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

Commissioner Ortega arrived.

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report

Commissioner MatasCastillo provided an update from the November 14, 2022, meeting of the Facility and Finance Committee, at which staff presented updates on the anaerobic digestion end market negotiation process, efforts to secure one or more end markets for refuse-derived fuel (RDF) and R&E Center projects.

Commissioner Weik inquired if there are updates from Xcel regarding their plans to decommission in 2027. Reed said R&E has received no commitments from Xcel and assumes the agreement will expire in 2027.

Transload and Landfill Agreements Delegated Authority

Jim Redmond, R&E contract manager, presented information regarding transload and landfill agreements set to end in December 2022. Current contracts are expiring and cannot be renewed.

Transload agreements create voluntary business relationships between R&E and five private-sector stations servicing the counties. R&E plans to execute new transload agreements with current transfer stations for two years, with three one-year options, to ensure no disruption for haulers that use transfer

stations. This provides R&E flexibility and time to develop strong partnerships for sorting food scrap bags. When sorting agreements are executed, transload agreements will sunset.

R&E uses landfills to deliver process residue and bulky waste that cannot be processed into RDF. Landfill agreements cover what waste materials can be brought to the landfills and the terms and costs for acceptance of R&E Center materials. Staff and consultants have been negotiating with current landfill partners to come to new agreement terms for three-year contracts, with one two-year extension option.

Commissioner Miron moved, seconded by Ortega, to approve Resolution R&EB-2022-21, Transload and Landfill Agreements Delegated Authority. The R&E Board:

- Approves the Transload and Landfill Agreement templates.
- Delegates authority to the Joint Leadership Team to execute Transload Agreements and Landfill Agreements with licensed and approved entities that are substantially the same as the form approved by the Board, following approval as to form by the County Attorney.

Commissioner Miron asked whether inflationary considerations have been included in negotiations. Jennefer Klennert, HDR Inc., shared that HDR has been working on this issue for six months; CPI has been significantly higher than anticipated, and inflation has been considered during negotiations. Commissioner Miron stated that these short-term agreements make sense, given the unknown future of the economy.

Commissioner Reinhardt asked whether R&E is confident that these agreements will be completed by the end of the year. Redmond indicated that they are on track to complete the agreements.

Commissioner Weik asked that the financial implications statement from the agenda item be read into minutes. Chair Reinhardt read the statement: “\$2,555,387 has been included for transload costs, and \$5,196,283 has been included for landfill costs in the approved 2023 budgets.”

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

Food Scraps Pickup Program Update

Leigh Behrens, R&E projects planning manager, presented a five-year organics management plan. She presented a graph that synthesizes multiple pieces of the program, including stages of the program from pilot to rollout stages one and two. Included are eligible households, annual tons, bag sorting and end-use.

Commissioner MatasCastillo asked that issues that delayed the pilot rollout be clearly represented in the timeline.

Commissioner Frethem commented that there is an opportunity to get kids from specific pilot areas out for tours of the R&E Center. Youth can play a key role in getting families on board with the new program.

Commissioner Miron shared that there is currently interest in the R&E Center from Washington County University of Minnesota Extension, particularly the Master Gardener program and 4-H Robotics for kids. Ramsey County Extension has the same level of interest.

Commissioner Miron inquired about what would limit the food scraps pickup program participation rate to 40% at maturity. Behrens shared that as part of a 2019 evaluation, R&E had Foth conduct research on other organics programs. The results showed growth to slow at 40%; however, there may be growth beyond that. Minneapolis has a mature program with roughly a 40% participation rate.

Commissioner Miron asked whether robotics at the R&E Center and transload stations will be a limiting factor in program growth. Behrens said capacity is based on total municipal solid waste (MSW). Organics being in bags will not change the amount of MSW or affect capacity.

Sam Hanson, R&E Joint Activities manager, provided information on sustainable food scraps program management. R&E contracted with an external consultant to evaluate the program, collecting input from all staff involved in the food scraps pickup program work. The consultant is helping assess programmatic and staffing needs and developing an action plan to address short- and long-term needs. In the short term, staffing assignments are being addressed and work prioritized. In the long term, R&E will add staff roles and improve program oversight and decision-making structures. The pilot timeline remains on schedule. Planning and setup work has not slowed down and the development of the sustainable program management plan is happening in parallel.

Commissioner Weik said that there are many freshman lawmakers starting with the new legislative session. This information will be helpful to inform representatives and for commissioners meeting with new lawmakers.

Commissioner Reinhardt said that at their December 14, 2022, meeting, the Partnership on Waste & Energy (PWE) spoke of equitable climate resilience. A key part of PWE's legislative platform is to move things up the hierarchy. It's important to shift the perception of the R&E Center from being solely about refuse-derived fuel (RDF) to how the work being done at the center is focused on the future.

Commissioner Miron said it would be helpful to have a historical timeline to show the progress since R&E Center was purchased in 2015. Commissioner Reinhardt agreed that a fact sheet would be beneficial in explaining the importance of those improvements for the future.

Commissioner Frethem said getting legislators to the facility will help them understand what the facility does and where it fits in the waste hierarchy and advocated arranging for a joint delegation to tour the facility.

Commissioner Miron shared that the Minnesota Farm Bureau directors hosted a tour that became a highlight of their conference. The tour was very effective in getting people engaged and excited.

Commissioner Karwoski said that having new legislators who are younger and interested in the environment provides a great opportunity. There is discussion at the Minnesota Inter-County Association (MICA) on the concept of financial reward for counties that are making progress. R&E should consider creating a video that follows garbage from the household to the facility to use an additional education tool.

Commissioner Reinhardt stated the importance of getting legislators to understand how important state funding is to make these efforts happen and succeed.

UPDATES AND REPORTS

County Environmental Service Center Projects Updates

Jeff Travis, Washington County Public Health and Environment program manager, presented an update on plans for the Northern Environmental Center and Yard Waste Site in Forest Lake. He reviewed the county services for household waste collection in place since 1989. The Washington County Board directed staff to develop a full-service Northern Environmental Center to provide equitable services in the southern and northern parts of the county. Forest Lake was selected after a comprehensive land search. Benefits of the proposed site include proximity to current county services, flexibility for future growth, an enhanced partnership with the City of Forest Lake and visibility of forward-facing facilities. The Forest Lake site allows for all county residents to be within 25 minutes of an Environmental Center.

Travis reviewed the project timeline, with policy planning beginning in 2017, city planning process in 2021, land acquisition and design planning in 2022, bid packages to be released in early 2023, construction in late 2023 and completion and occupancy in late 2024.

Commissioner Miron noted that Jeff Travis will retire from Washington County in January 2023. He commended Travis on his 30 years of commitment to the environment and his continued enthusiasm for this project which will be completed after his retirement, and celebrated Travis' work with Washington County.

Sara Hollie, Ramsey County Public Health director, discussed a multi-year initiative to advance services in household hazardous waste, electronic waste, recycling and food scraps (organics) which has led to plans to build a new service center. The current system was designed to focus on environmental protection. New recommendations expand that focus to include environmental protection, racial and health equity, environmental justice and economic benefits. The proposed environmental service center will be county-owned new construction on county-owned land in Roseville, to accommodate up to 50k visits per year. Hollie reviewed community engagement efforts, funding sources and development timeline, with an estimated opening at the end of 2025.

Commissioner Miron expressed appreciation for the joint activities and reciprocal agreements between the two counties.

Commissioner Karwoski inquired about community engagement conducted for the new Washington County Environmental Center. Travis stated that most of the engagement happened in 2017-2018.

Commissioner Karwoski commented that having fix-it clinics in the free products rooms would seem to be a natural fit. Commissioner MatasCastillo shared that the fix-it clinics in Ramsey County are wildly popular. They also partner with the Tool Library. Commissioner Weik shared that the Washington County Environmental Center also has a retired library items area for residents.

Facilities Update

Sam Holl, R&E facility manager, shared a timelapse video of the recyclable recovery line construction progress.

Procurement Report

Jim Redmond, R&E contract manager, presented the report for the period October 1, 2022, through November 30, 2022.

OTHER

Michael Reed expressed appreciation for the work of Commissioner Weik and Commissioner Johnson on the R&E Board.

ADJOURN

Chair Reinhardt declared the meeting adjourned at 11:58 a.m.

ATTESTED TO:

Approved: _____
January 25, 2023

Approved: _____
January 25, 2023



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

R&E BOARD MEETING DATE:	January 25, 2023				AGENDA ITEM:	V.a	
SUBJECT:	Election of Officers						
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)						

R&E BOARD ACTION REQUESTED:

Nominate and elect the Ramsey/Washington Recycling & Energy Board chair, vice chair and secretary/treasurer.

EXECUTIVE SUMMARY:

The Bylaws of the Ramsey/Washington Recycling & Energy Board (R&E Board) state that there are three officers for the R&E Board: chair, vice chair and secretary/treasurer. The bylaws specify that terms for the offices of chair and vice chair are on a biennial basis beginning in 2017, with Ramsey County assuming the chair, and Washington County the vice chair. Beginning in 2023, the chair will be from Washington County and the vice chair from Ramsey County.

The office of secretary/treasurer was held by Commissioner Johnson of Washington County, who was elected to that office for a two-year term in January 2022. Pursuant to the bylaws, that term extends through 2023. Since Commissioner Johnson is no longer on the R&E Board, an election is needed for a commissioner to fill the remainder of that term. The secretary/treasurer also serves as the chair of the Facility & Finance Committee.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		1/17/2023
RAMSEY COUNTY ATTORNEY		1/6/2023
WASHINGTON COUNTY ATTORNEY		1/5/2023



R&E BOARD MEETING DATE:	January 25, 2023		AGENDA ITEM:	V.b		
SUBJECT:	Appointments to the Facility & Finance Committee					
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)					

R&E BOARD ACTION REQUESTED:

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

EXECUTIVE SUMMARY:

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

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

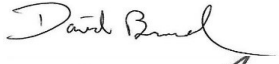



Article II, Section 3(a)(2) of the Bylaws states the chair appoints members to the Facility & Finance Committee, and the board ratifies these appointments at its January meeting. Following the appointments, the R&E Board will be asked to ratify the appointments by majority vote.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		1/17/2023
		
RAMSEY COUNTY ATTORNEY		1/6/2023
WASHINGTON COUNTY ATTORNEY		1/5/2023



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

R&E BOARD MEETING DATE:	January 25, 2023				AGENDA ITEM:	V.c		
SUBJECT:	Appointment of Alternates to the Partnership on Waste and Energy Governing Board							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

Ratify appointments by the chair for a commissioner each from Ramsey County and Washington County to serve as alternate representatives for the R&E chair and vice chair serving on the Partnership on Waste and Energy (Partnership) Board.

EXECUTIVE SUMMARY:

The Amended and Restated Joint Powers Agreement (JPA) for the Partnership states the Governing Board shall include the chair and vice chair of the Ramsey/Washington Recycling & Energy (R&E) Board and a commissioner appointed by Hennepin County, resulting in a representative commissioner from each of Ramsey, Washington and Hennepin counties. Partnership board members serve two-year terms.

The 2023 R&E Board commissioners on the Partnership Board will be determined after the R&E Board election of officers on the January 25, 2023, meeting agenda. The Hennepin County board appointed Commissioner Debbie Goettel to the second year of a two-year term at its organizational meeting on January 3, 2023, and appointed Commissioner LaTondresse as the alternate representative for a two-year term.

Since leadership of the Partnership for chair and vice chair rotates annually by county name in alphabetical order, the 2023 Partnership chair will be the Hennepin County commissioner. The Partnership vice chair will be the Ramsey County commissioner elected to chair or vice chair of the R&E Board.

Alternate members for the Partnership Board are also needed from the R&E Board. R&E Resolution R&EB-2017-45, which approved the Partnership JPA, authorizes the R&E Board chair to appoint a commissioner each from Ramsey County and Washington County to serve two-year terms as alternate representatives for the R&E chair and vice chair on the Partnership Governing Board.

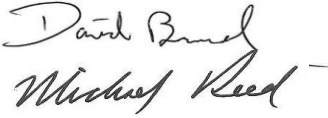


ATTACHMENTS:

None.

SUBJECT: *Appointment of Alternates to the Partnership on Waste and Energy Governing Board*

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM 	1/17/2023
RAMSEY COUNTY ATTORNEY 	1/9/2023
WASHINGTON COUNTY ATTORNEY 	1/10/2023



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

R&E BOARD MEETING DATE:	January 25, 2023	AGENDA ITEM:	VI.b
SUBJECT:	Food Scraps Pickup Program Update		
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:



Staff continue to work on the development of the food scraps pickup program, including preparation for launching a pilot program with about 2,000 households this spring. Staff will provide an update to the board on progress and pertinent program details.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	1/13/2023



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

R&E BOARD MEETING DATE:		January 25, 2023				AGENDA ITEM:		VI.b	
SUBJECT:		Personnel Complement for Food Scraps Pickup Program							
TYPE OF ITEM:		<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:		Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

1. Approve the addition of 1.0 full-time equivalent (FTE) program supervisor, 1.0 FTE communications specialist and 1.0 FTE customer support associate to the Joint Activities Budget in 2023 and authorize the Joint Leadership Team to make necessary budget adjustments.
2. Approve the salary schedules for the program supervisor, communications specialist, and customer support associate positions.

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 to hire and supervise staff and to develop employee policies for R&E staff.

At its April 21, 2022, meeting, the Ramsey/Washington Recycling & Energy Board (R&E Board) directed R&E staff to complete a full staffing evaluation to determine a long-term and sustainable plan that will meet all operational and programmatic needs. Since then, staff have been working on several organizational and program-specific assessments to determine the appropriate personnel complement that will allow R&E to meet its goals. These assessments are essential for determining short- and long-term personnel needs, and R&E staff are diligently focused on completing them to ensure all staffing recommendations brought to the board are thoroughly vetted and necessary. Due to the complexity of these assessments, each has different steps and timelines, which means they will not all be completed at the same time.

The assessment focused on the food scraps pickup program's staffing needs and structure was completed in late 2022. At its December 15, 2022, meeting, the R&E Board received preliminary information about that assessment and the need for an increase in the R&E personnel complement related to the food scraps pickup program. Since that meeting, staff completed work with an external consultant, HueLife, LLC., and identified three new positions necessary to fully support the development and implementation of the food scraps pickup program. Given the urgent need for additional staff dedicated to this program, with a pilot phase launching this spring, R&E staff feel strongly about bringing this request to the board for these staff, recognizing that other organizational assessments may identify additional staffing needs later in 2023.

SUBJECT: *Personnel Complement for Food Scraps Pickup Program*

To meet the immediate needs related to the development and launch of the food scraps pickup program and to ensure a sustainable staffing model that will support the ongoing needs of the program for years to come, R&E staff are requesting the approval of three positions: 1.0 full-time equivalent (FTE) program supervisor, 1.0 FTE communications specialist and 1.0 FTE customer support associate. These positions are vital to the success of the food scraps pickup program in 2023 and will continue to be essential in years that follow.

- The program supervisor position will provide essential leadership for the development, implementation, and ongoing evaluation of the food scraps pickup program. This position will provide dedicated supervision to the team of staff while also providing strategic direction to and oversight of the program. The food scraps pickup program will be the largest program ever administered by R&E and will require dedicated leadership from a supervisor position that is solely focused on this endeavor.
- The communications specialist will provide critical resources for the large and ongoing communications, promotions and education needs of the food scraps pickup program. Thoughtful, planned, and persistent communication efforts will be crucial to a public-facing program of this size. Having a dedicated staff that can coordinate this work, in collaboration with both counties, is necessary for a successful program rollout and will continue to be essential over the life of the program.
- The customer support associate will address the customer service needs of a public-facing program that will be available to over 800,000 people in the two counties. A new program of this scale will draw significant interest from the public, resulting in substantial volume of customer support needs. This position will be a vital complement to the food scraps pickup program contracted call center to address escalated calls (i.e., needs that the call center agents cannot address and require handling by program staff), coordinate with communications staff on messaging and assist with plans, policies and procedures that will ensure a high-quality customer experience.

These three positions will provide much-needed support to the staff already working on program planning, which includes three coordinator-level positions; one at R&E, one at Ramsey County and one at Washington County. Together, this well-rounded team of staff, fully dedicated to the food scraps pickup program, will provide a more efficient and sustainable staffing structure. It will also allow other staff from R&E and both counties, which had been pulled into food scraps pickup program work to address immediate needs, to return to other work priorities that have been put on hold since 2022.

Salary schedules for the positions were created considering similar positions in Ramsey and Washington counties. The JLT recommends the R&E Board approve the salary schedules for the positions of Program Supervisor, Communications Specialist and Customer Support Associate, approve the addition of the three FTEs to the Joint Activities Budget in 2023 and authorize the JLT to make necessary adjustments to the Joint Activities Budget to accommodate the additional FTEs.

R&E staff continue to make progress on the other aforementioned organizational and program assessments to fully understand the staffing complement associated with meeting all programmatic and operational goals. Staff expect to bring additional requests to the R&E Board in 2023 but feel the urgency to address food scraps pickup program staffing needs in the interim.

SUBJECT: *Personnel Complement for Food Scraps Pickup Program*






ATTACHMENTS:

1. Draft Resolution
2. Program Supervisor job description
3. Communications Specialist job description
4. Customer Support Associate job description
5. Salary schedules for Program Supervisor, Communications Specialist and Customer Support Associate.

FINANCIAL IMPLICATIONS:

The 3.0 FTEs in 2023 are estimated at about \$242,000 for salary and benefits, assuming the positions are filled at the beginning of April. Funds can be made available in the Joint Activities Budget for this expense because ongoing staffing constraints have required several joint activities to be limited or paused, in an effort to allocate more resources to the food scraps pickup program. Added staff capacity will provide more appropriate resources to the food scraps pickup program while also allowing other staff to focus on other joint activity priorities.

Additionally, initial cost estimates related to the purchase of food scrap bags that will be used by the public were high. Staff now project savings related to the overall costs for these bags in 2023, which should more than cover the costs associated with adding three new staff. This will result in the addition of three new FTEs being cost-neutral on the 2023 Joint Activities budget.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/17/2023
	1/17/2023
	1/17/2023
	1/10/2023
RAMSEY COUNTY ATTORNEY	1/9/2023
	1/9/2023
WASHINGTON COUNTY ATTORNEY	1/9/2023
	1/9/2023



RESOLUTION R&EB-2023-01

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the Amended and Restated Joint Powers Agreement by and between Ramsey County and Washington County dated September 22, 2022 (“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 food scraps pickup program will be the largest public-facing program to be administered by R&E, serving over 800,000 residents at full roll-out; and

WHEREAS, R&E utilized an external consultant, Huelife, LLC., to determine immediate staffing needs for the food scrap pickup program; and

WHEREAS, It was determined the addition of 1.0 full-time equivalent (FTE) program supervisor, 1.0 FTE communications specialist and 1.0 FTE customer support associate are necessary to fully develop and implement the food scrap pickup program. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves the salary schedules for program supervisor, communications specialist and customer support associate positions. BE IT FURTHER

RESOLVED, The R&E Board hereby approves the addition of 1.0 full-time equivalent (FTE) program supervisor, 1.0 FTE communications specialist and 1.0 FTE customer support associate to the Joint Activities Budget in 2023 and authorizes the Joint Leadership Team to make necessary budget adjustments.

Fran Miron, Board Chair
January 25, 2023

Attest
January 25, 2023



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

Joint Activities Program Supervisor

Title: Joint Activities Program Supervisor

BASIC FUNCTION:

Under the supervision of the Ramsey/Washington Recycling and Energy (R&E) Joint Activities Manager, this position works to supervise one or more Joint Activities programs.

Joint Activities are shared programs of Ramsey and Washington counties managed by R&E. These activities involve working with staff and contractors from both counties and R&E to design, implement and coordinate programs while also tracking progress and evaluating effectiveness. This supervisor position will work to implement and coordinate efforts related to the Recycling & Energy Center and the R&E Joint Activities programs in partnership with Ramsey and Washington counties.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent and respectful workplace.
2. Represent the R&E Board at community, inter-jurisdictional and government functions.
3. Oversee the development, launch, and/or ongoing operations of programs serving Ramsey and Washington counties, including:
 - a. Manage the day-to-day programmatic operations of programs and coordinate the team working on program design, implementation, and evaluation.
 - b. Provide leadership and supervision to staff from Ramsey County, Washington County and R&E working on FSPP.
 - c. Prepare and monitor annual work plans related to programs.
 - d. Manage internal communications with Ramsey County, Washington County, and R&E for key staff, departments and the R&E board.
 - e. Oversee vendor contracts, including the management of existing contracts and the identification and procurement of new vendor needs. Ensure contractual goals are met, vendor deliverables are completed and on time and all program data is collected, analyzed and reported as necessary.
 - f. Work with R&E Center staff to coordinate operation of resident-facing program services and ensure collective understanding of program status, including planning, reporting and ongoing evaluation.
 - g. Manage the development, implementation and evaluation of effective strategic program plans, priorities and goals; including communications, outreach, community engagement and internal operations.

SUBJECT: *Personnel Complement for Food Scraps Pickup Program*

Title: Joint Activities Program Supervisor

- h. Analyze and evaluate existing program policies and procedures, coordinate the development of new or revised policies and procedures and ensure their proper implementation. Lead continuous improvement efforts for the program.
 - i. Collaborate with county and R&E staff and various stakeholders to maintain connections to related activities.
 - j. Collaborate with staff from R&E and both counties to identify opportunities to advance progress on R&E goals.
 - k. Maintain records and files associated with the program area, and ensure compliance with the Minnesota Government Data Practices Act.
- 4. Manage the collection and evaluation of program information and data to assemble a variety of reports, charts or manuals and conduct research on special projects.
 - 5. Work with the Joint Activities Manager to develop, manage and evaluate an annual program budget. Assemble data and compile budget estimates; plan and administer budgetary controls; process budget-related paperwork and maintain accounts; monitor department/division payroll and personnel transactions.
 - 6. Develop and conduct presentations and materials to be used in various meetings and events.

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Supervise up to ten staff, including temporary employees and interns, and coordinate the work of county staff assigned to program work. Oversee the management of vendors and partners.

INTERNAL/EXTERNAL RELATIONSHIPS:

Regular contact with the Joint Activities Manager to answer questions, provide information on status of activities, obtain direction and confer on decision-making. Daily to weekly contact with county supervisors, county and R&E staff and R&E vendors to coordinate work, strategize on issues, obtain and provide information and develop approaches to issues. Regular contact with R&E Board members to share information, receive direction and plan projects.

IMPACT ON SERVICES/OPERATIONS:

Duties impact the long and short-term economic health and development of the community, county, region and state. Proper performance results in provision of efficient and effective food scrap management to the residents and businesses of Ramsey and Washington counties. Improper performance could result in resident and business confusion, cost overruns and unmet solid waste management diversion goals as set by the State of Minnesota.

Title: Joint Activities Program Supervisor

WORK ENVIRONMENT:

May perform duties through combination of remote and in-person work environments. In-person duties will occur in an office, at the R&E Center, and offsite locations. Work will require sitting, standing, walking, presenting at and attending meetings with various stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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 government operations and environments, public decision-making processes and policy development.
- Ability to plan, organize, coordinate and supervise the work of others.
- Ability in planning, organizing, and supervising a comprehensive environmental program area.
- Knowledge of evaluation practices and techniques.
- Skill in resolving conflicts and negotiating results.
- Knowledge of and skills in community engagement
- Knowledge of and skills in 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 the concepts and practices relevant to the R&E Board.
- Skill in written and oral communication.
- Ability to negotiate and draft contracts.
- Ability to handle problems of a special or confidential nature.
- Knowledge of solid waste and recycling systems, resources and stakeholders.
- Skill in communicating verbally, visually and in writing.
- Skill in establishing effective working relationships with vendors, staff, customers, consultants, the media, business community and the public.
- Skill in working comfortably and effectively with diverse cultural or ethnic populations.
- Skill in developing cooperation between individuals, groups and public and private organizations.
- Skill in developing and conducting public presentations and in chairing or facilitating meetings.
- Skill in preparing complex written and oral reports.
- Ability to plan, prioritize, manage and exercise independent judgment.
- Ability to manage various projects simultaneously, both directly and indirectly

SUBJECT: *Personnel Complement for Food Scraps Pickup Program*

Title: Joint Activities Program Supervisor

through other staff, and to meet deadlines.

- Ability to function in fluid, ambiguous situations.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and implement complicated work projects.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in environmental health, environmental studies, environmental science, public health, the natural sciences, communications, behavioral sciences, business administration, public administration or a closely related field.

Experience: Five years of experience in public sector service delivery, preferably, but not necessarily, related to waste management, environmental health, environmental services, environmental science, public health or a related field. At least two years of experience supervising staff, which can be part of the five years of public sector experience, or at least two years of private sector supervisory experience in addition to the five years of public sector experience.

Substitution: A Master's degree in any of the above fields may be substituted for two years of the required experience.



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

Communications Specialist

Title: Communications Specialist

BASIC FUNCTION:

Under the supervision of the Ramsey/Washington Recycling and Energy (R&E) Joint Activities Program Supervisor, this position works to plan, organize, implement and coordinate the outreach, education and communication efforts of joint activities, which are shared programs of Ramsey and Washington counties managed by R&E. These activities involve working with staff and contractors from both counties and R&E to design, implement and coordinate programs while also tracking progress and evaluating effectiveness.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent and respectful workplace.
2. Represent the R&E Board at community, inter-jurisdictional and government functions.
3. Coordinate the development, implementation and evaluation of outreach, education and communication efforts related to programs serving Ramsey and Washington counties, including:
 - a. Work collaboratively with Ramsey and Washington County outreach and communications staff and with R&E contractors in developing and implementing joint communications strategies to ensure common language, coordinated messages and appropriate communication tools and timing.
 - b. Coordinate internal R&E communications, including working on development of R&E Board and committee documents, maintaining files and communication channels, facilitating internal staff communications and facilitating communications with county staff working on joint county programs.
 - c. Working with county and R&E staff, develop strategic partnerships with public, private and non-profit organizations to enhance efforts in communicating about joint county programs.
 - d. Collaborate with county and R&E staff, as well as numerous stakeholders, to develop and implement effective communications plans, strategies and materials to promote program and related activities, including using community engagement strategies to collect community input, develop relationships and guide future program changes.
 - e. Coordinate involvement in special events, media relations, presence on the internet and other electronic media, mass mailings, annual reports, signage and other informational and promotional documents.

Title: Communications Specialist

- f. Produce informational products by working with outside vendors to ensure quality, plain language, accuracy and tone. Ensure translation of materials. Arrange for the appropriate distribution of materials in collaboration with staff from the two counties.
 - g. Collaborate with county and R&E staff and various stakeholders to raise awareness of joint county programs.
 - h. Collaborate with staff from R&E and both counties to identify opportunities to advance progress on R&E goals.
- 4. Coordinate with R&E outreach and communications program coordinator to ensure programs align with broader communications plans and standards.
 - 5. Gather information and evaluate data to assemble a variety of reports, charts or manuals and conduct research on special projects.
 - 6. Assist in the preparation of budgets; assemble data and compile budget estimates; assist in planning and administering budgetary controls; process budget-related paperwork and maintain accounts; monitor department/division payroll and personnel transactions.
 - 7. Assist in developing and conducting presentations to be used in various meetings.
 - 8. Assist in organizing and coordinating events.
 - 9. Other duties as assigned.

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Position has no direct supervisory or managerial responsibilities. Position interacts with and provides oversight to contractors and consultants.

INTERNAL/EXTERNAL RELATIONSHIPS:

Regular contact with the Joint Activities Program Supervisor to answer questions, provide information on status of activities, obtain direction and confer on decision-making. Daily to weekly contact with county and R&E staff and R&E consultants to coordinate work, strategize on issues, obtain and provide information and develop approaches to issues.

IMPACT ON SERVICES/OPERATIONS:

Duties impact the long and short-term economic health and development of the community, county, region and state. Proper performance results in provision of efficient and effective food scrap management to the residents and businesses of Ramsey and Washington counties. Improper performance could result in resident and business confusion, cost overruns and unmet solid waste management diversion goals as set by the State of Minnesota.

Title: Communications Specialist

WORK ENVIRONMENT:

Incumbent may perform duties through a combination of remote and in-person work environments. In-person duties will occur in an office, at the R&E Center, and offsite locations. Work will require sitting, standing, walking, presenting at and attending meetings with various stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles of public relations and communication through print and electronic media.
- Knowledge and ability to establish community and business resources, media and public relations contacts.
- Knowledge of government operations and environments, public decision-making processes and policy development.
- Knowledge of solid waste, recycling, business outreach, intergovernmental relations/coordination and/or communications concepts and practices.
- Skill in communicating verbally, visually and in writing.
- Skill in community engagement.
- Skill in establishing effective working relationships with vendors, staff, customers, consultants, the media, business community and the public.
- Skill in working comfortably and effectively with diverse cultural or ethnic populations.
- Skill in developing cooperation between individuals, groups and public and private organizations.
- Skill in developing and conducting public presentations and in chairing or facilitating meetings.
- Skill in preparing complex written and oral reports.
- Ability to plan, prioritize, manage and exercise independent judgment.
- Ability to manage various projects simultaneously, both directly and indirectly, through other staff and to meet deadlines.
- Ability to function in fluid, ambiguous situations.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and implement complicated work projects.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in communications, behavioral sciences, journalism, marketing, education, business administration, public administration or a closely related field.

SUBJECT: *Personnel Complement for Food Scraps Pickup Program*

Title: Communications Specialist

Experience: Four years' experience in communications, education, marketing, community engagement, grants management or a closely related field.

Substitution: A Master's degree in any of the above fields may be substituted for two years of the required experience.



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

Customer Support Associate

Title: Customer Support Associate

BASIC FUNCTION:

Under the supervision of the Ramsey/Washington Recycling and Energy (R&E) Joint Activities Program Supervisor, this position works to assist, direct and respond to members of the public regarding the food scrap pickup program for R&E. The position will exercise judgment to identify resources, understand requests, provide information, resolve problems, enter data, interpret data and refer callers to appropriate resources to address customer needs.

The food scraps pickup program is one of many joint activities, which are shared programs of Ramsey and Washington counties managed by R&E. These activities involve working with staff and contractors from both counties and R&E to design, implement and coordinate programs while also tracking progress and evaluating effectiveness.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent and respectful workplace.
2. Represent the R&E Board in community, inter-jurisdictional and government functions.
3. Work in collaboration with the food scraps pickup program team, staff from both counties and R&E and R&E's customer service contractors to ensure high-quality customer experiences.
4. Build and maintain program knowledge to provide thorough and thoughtful customer support functions for the new East Metro food scrap pickup program, serving Ramsey and Washington counties, including:
 - a. Work with department and program staff (e.g., Ramsey County, Washington County, R&E staff, etc.) and R&E vendors to learn specific information on resources and answers that address customer needs.
 - b. Work with outreach and communications staff and R&E vendors to ensure consistency in food scraps pickup program messaging between customer support and outreach/communications functions.
 - c. Assist in the development and evaluation of customer support plans, policies, procedures and materials, and use these materials to implement customer support functions.
5. Provide thorough and thoughtful customer support functions for the food scrap pickup program, including:

SUBJECT: *Personnel Complement for Food Scraps Pickup Program*

Title: Customer Support Associate

- a. Respond to high volumes of inbound calls and inquiries from the public and program stakeholders through a variety of platforms, including phone, email, in-person and online.
 - b. Identify and interpret customer needs, clarify information requests and research answers, as needed, to provide accurate information to customers, using independent judgment to determine how to handle concerns and inquiries, including when to escalate problems to appropriate staff.
 - c. Represent R&E by responding to calls and inquiries in a timely fashion and in a polished, professional manner.
 - d. Use live translation services provided by R&E to communicate with customers who speak languages other than those in which the employee is fluent.
 - e. Log and gather information about customer support activities.
6. Assist in coordinating, monitoring and evaluating R&E vendors providing customer support functions.
7. Assist with special events and community outreach activities to provide information and raise public awareness about the food scraps pickup program and other food waste programs.
8. Complete clerical and office support tasks, including:
 - a. Data entry and filing
 - b. Gather information and interpret data to assemble reports, charts and/or manuals.
9. Collaborate with staff from R&E and both counties to identify opportunities to advance progress on R&E goals.
10. Other duties as assigned.

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Position has no direct supervisory or managerial responsibilities. Position may interact with or provide oversight to customer support-related contractors. Position may guide or orient other support, technical or professional staff on customer support-related functions.

INTERNAL/EXTERNAL RELATIONSHIPS:

Frequent daily contact with members of the public to assist, direct and respond to program inquiries. Regular contact with the Program Supervisor to answer questions, provide information on status of activities, obtain direction and confer on decision-making. Daily to weekly contact with county and R&E staff and R&E vendors to coordinate work, troubleshoot issues, obtain and provide information and develop approaches to issues.

Title: Customer Support Associate

IMPACT ON SERVICES/OPERATIONS:

Duties impact the long and short-term economic health and development of the community, county, region and state. Proper performance results in provision of efficient and effective food scrap management to the residents and businesses of Ramsey and Washington counties. Improper performance could result in resident and business confusion, cost overruns and unmet solid waste management diversion goals as set by the State of Minnesota.

WORK ENVIRONMENT:

May perform duties through a combination of remote and in-person work environments. In-person duties will occur in an office, at the R&E Center and offsite locations. Work will require sitting, standing, walking, presenting at and attending meetings with various stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles of public service delivery and customer support services.
- Knowledge of government operations and environments, public decision-making processes and policy development.
- Knowledge of customer service concepts and practices.
- Knowledge of public and business outreach and intergovernmental relations/coordination.
- Skill in navigating essential software applications for providing customer support services, tracking services and reporting on activities.
- Skill in communicating verbally, visually and in writing.
- Skill in community engagement and interpersonal relationships.
- Skill in establishing effective working relationships with vendors, staff, customers, consultants, the media, business community and the public.
- Skill in working comfortably and effectively with diverse cultural and ethnic populations.
- Skill in developing cooperation between individuals, groups and public and private organizations.
- Skill in assisting with developing and conducting public presentations.
- Skill in preparing written and verbal reports.
- Ability to plan, prioritize, manage and exercise independent judgment.
- Ability to identify common risk and liability implications and identify when to escalate issues to appropriate staff.
- Ability to manage various projects simultaneously, both directly and indirectly through other staff, and to meet deadlines.
- Ability to function in fluid, ambiguous situations.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and implement work projects.

SUBJECT: *Personnel Complement for Food Scraps Pickup Program*

Title: Customer Support Associate

MINIMUM QUALIFICATIONS:

Education: Associate degree in communications, behavioral sciences, journalism, marketing, education, business administration, public administration or a closely related field.

Experience: Four years of experience in customer service, communications, education, marketing, community engagement or a closely related field, including at least two years of direct customer service experience assisting the public in resolving problems.

Substitution: A bachelor's degree in any of the above fields may be substituted for two years of the required experience.

SUBJECT: Personnel Complement Increase

Communication Specialist

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$57,525.00	\$59,250.75	\$61,028.27	\$62,859.12	\$64,744.89	\$66,687.24	\$68,687.86	\$70,748.49
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$72,870.95	\$75,057.08	\$77,308.79	\$79,628.05	\$82,016.90	\$84,477.40	\$87,011.72	

Customer Support Associate

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$47,000.00	\$48,410.00	\$49,862.30	\$51,358.17	\$52,898.91	\$54,485.88	\$56,120.46	\$57,804.07
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$59,538.19	\$61,324.34	\$63,164.07	\$65,058.99	\$67,010.76	\$69,021.08	\$71,091.72	

Program Supervisor

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$74,000.00	\$75,998.00	\$78,049.95	\$80,157.29	\$82,321.54	\$84,544.22	\$86,826.92	\$89,171.24
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$91,578.87	\$94,051.35	\$96,590.89	\$99,198.84	\$101,877.21	\$104,627.89	\$107,452.85	



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

R&E BOARD MEETING DATE:	January 25, 2023	AGENDA ITEM:	VIII
SUBJECT:	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:

a. Facility Updates

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

b. Joint Activities Updates

Staff will provide updates on joint activities work.

c. Procurement Report

Staff will provide a written report of new contracts and amendments executed under the authority of R&E's procurement guidelines during the period of December 1, 2022 through December 31, 2022.

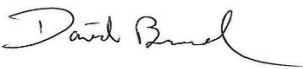

Funding for the contracts is available in the approved Joint Activities, Facility and EM&R Budgets, following approval as to form by the Ramsey County or Washington County attorney's office

ATTACHMENTS:

1. Procurement Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	1/17/2023



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), December 1, 2022 through December 31, 2022.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
M&M Hydraulic Co.	1/1/23	Facility – Hydraulic parts and supplies.	Rate Setting	SEML
Saint Paul Saints Baseball Club	1/1/23	Joint Activities – BizRecycling advertising and promotions.	\$50,000	Professional Service
Shakopee Mdewakanton Sioux Community	1/1/23	Joint Activities – Purchase and delivery of food scrap derived compost.	Not to Exceed of \$80,000	SEML
Cottage Grove Area Chamber of Commerce	1/1/23	Joint Activities – Amendment to renew contract for BizRecycling promotion and outreach.	\$15,000 per year	Professional Service
NewPublica, LLC	1/1/23	Joint Activities – Amendment to renew contract for target community engagement efforts.	Not to Exceed of \$165,000	Professional Service
Blaine Brothers Inc	1/1/23	Facility – Trailer maintenance and repair.	Rate Setting	SEML
North American Trailer Sales	1/1/23	Facility – Trailer maintenance and repair.	Rate Setting	SEML
Bruce Nelson Plumbing & Heating Service Inc	1/1/23	Facility – Provides plumbing services to R&E.	Rate Setting	SEML
Custom Earth Promos	1/1/23	Joint Activities – Reusable plastic bags for the Multi-Unit program.	\$25,000 per year	SEML
Minnesota Waste Wise Foundation	1/1/23	Joint Activities – Consulting and technical assistance for the Multi-Unit Program.	\$500,000 per year	Professional Service
Minnesota Waste Wise Foundation	12/16/22	Joint Activities – BP3 program management.	\$125,000	Professional Service
Minnesota Waste Wise Foundation	1/1/23	Joint Activities – Consulting and technical assistance for businesses in Biz Recycling.	\$500,000 per year	Professional Service
M&J Services of Minnesota LLC	1/1/23	Facility – Outbound transportation services.	Rate Setting	Professional Service
Augie's Trucking	1/1/23	Facility – Outbound transportation services.	Rate Setting	Professional Service
Aero Transport, Inc.	1/1/23	Facility – Inbound transportation services.	Rate Setting	Professional Service

SUBJECT: *Procurement Report*

Aero Transport, Inc.	1/1/23	Facility – Outbound transportation services.	Rate Setting	Professional Service
Waste Delivery Agreements	1/1/23	66 Completed agreements through December.	NA	NA