



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

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

Date: Thursday, April 13, 2023

Time: 10:00 am to 12:00 pm

Commissioners, Key staff, Presenters:

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

Public: Members of the public are encouraged to participate remotely or may attend at the Maplewood address.
[Microsoft TEAMS](#) | Phone Conference ID: 966 535 402# | 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 – March 9, 2023	Action	Page 2
IV. Business		
a. 2024-2025 Budget Preparation		
i. Facility Budget	Information	Page 5
ii. Equipment Maintenance & Replacement Budget	Information	Page 22
iii. Joint Activities Budget	Information	Page 32
V. Updates and Reports	Information	Page 55
a. R&E Center Updates		
VI. Adjourn		

NEXT MEETING:

Thursday, May 11, 2023 | 10:00 am – 12:00 pm | Ramsey County Environmental Health, Maplewood



**THURSDAY, MARCH 9, 2023
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD
FACILITY & FINANCE COMMITTEE MINUTES**

A meeting of the Ramsey/Washington Recycling & Energy Facility & Finance Committee was held at 10:00 a.m. on Thursday, March 9, 2023, 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 Trista MatasCastillo, Victoria Reinhardt – Ramsey County
Commissioner Karla Bigham – Washington County

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Nate Klett, Michael Reed, Jim Redmond, John Ristad, Bob Roche, Jody Tharp, Kris Wehlage, Caleb Werth

ATTENDING REMOTELY

Kate Bartelt, Alison Cameron, Shannon Conk, Samantha Ferguson, Rae Eden Frank, Jamie Giesen, Kelli Hall, Tabatha Hansen, Sam Hanson, Kevin Johnson, Jennefer Klennert, Juna Ly, Leslie McCollam, Jennifer Nguyễn Moore, Ryan O’Gara

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

Chair MatasCastillo called the meeting to order at 10:00 a.m. Introductions were made.

Commissioner Reinhardt moved, seconded by Bigham, to approve the agenda as presented.

Ayes: 3 Nays: 0 Motion carried.

Commissioner Bigham moved, seconded by Reinhardt, to approve the minutes of February 9, 2023.

Ayes: 3 Nays: 0 Motion carried.

BUSINESS

2024-25 Budget Planning

Kris Wehlage, R&E accounting manager, reviewed the structure of each of the three major operating budgets, which begin with the Facility & Finance Committee and then move to the full R&E Board for approval.

Joint Activities Budget. Also known as the General Fund or Governmental Fund. Finances the non-facility-related activities such as BizRecycling and food scrap recycling programs. Funded by contributions from both counties, using county environmental charge (CEC) revenue. Ramsey County’s portion is 73%; Washington County’s is 27%. Requires approval by the R&E Board and both county boards.

Facility Budget. Finances the R&E Center in Newport. Funded primarily through tipping fees paid by haulers delivering waste directly to the facility or transfer stations. Requires R&E Board approval only and sets the annual tipping fee.

Equipment Maintenance & Replacement (EM&R) Budget. Provides sufficient funding for major maintenance and equipment purchases for the R&E Center. Financed primarily by the sale of recyclable material recovered at the facility, along with revenue received from selling surplus equipment.

Wehlage presented the timeline for preparing the 2024-25 budgets:

March 9	F&FC reviews budget process
April 13	F&FC reviews first draft of budgets
April 27	R&E board reviews budget objectives
May 11	F&FC approves the budget and recommends R&E Board approval
Late May-early June	County Board workshops
June 22	F&F Committee presents the budget to R&E Board for discussion
July 27	R&E Board approves the budgets
August or September	County Boards approve the Joint Activities Budget

Wehlage reviewed budget considerations, which include:

- New three-year union labor agreements needed in 2025 (current agreement expires end of 2024).
- Administrative salary and fringe costs for admin staff (accounting, contract management, HR staff) will be split between the Facility Budget and Joint Activities Budget, based on a time study conducted in October 2022 to determine the amount of time working within each budget.
- Operating Reserve Fund (ORF) 4-year repayment plan to counties occurs in 2025-2028. The first \$1 million repayment is due in 2025 and is reflected in the 2025 Facility Budget.
- New cost category added to Facility Budget for compost sites as R&E gears up for anaerobic digestion (AD).
- Current transload fee agreements expire at the end of 2024; new agreements are needed for 2025. Will include costs related to food scrap bag sortation by third parties.
- Contracts in Facility Budget and Joint Activities Budget have Consumer Price Index (CPI) adjustments.
- Additional R&E staff is needed to meet the goals laid out by the R&E Board as services expand, such as food scrap bag and AD programs.

Commissioner Reinhardt shared that she testified at a House committee meeting on SCORE funding. Approximately 20% of the money collected by the Department of Revenue through the State Solid Waste Management tax currently comes to the counties. She feels positive about a bill at the committee level that would increase the amount of SCORE funding to counties, and if that is approved, the R&E budget could be impacted.

Commissioner Reinhardt said R&E has a request for \$30 million in funding for AD, and Hennepin County has a \$50 million request for building their digester. Hennepin County Commissioner Goettel, chair of the Partnership on Waste & Energy (PWE), will send a letter from PWE in support of both budget items.

Commissioner Bigham shared conversations with two committee chairs related to SCORE funding. They intend to put language into bills to specify that SCORE funds go to counties and not to any other fund.

Commissioner MatasCastillo said that, with the March 1, 2023, R&E Board approval of the AD vendor, it was noted that the operating reserve fund (ORF) should be increased to buffer against market swings and should be reflected in the new budget. Michael Reed, Ramsey County and R&E Joint Leadership Team, said the need to increase the operating reserve fund (ORF) as it relates to AD will not affect the budget until 2026 and, as such, will not be reflected in the 2024-25 budget.

UPDATES AND REPORTS

Sam Holl, R&E Center facility manager, shared that staff is working diligently to ensure good estimates for the 2024-25 Facility Budget. Construction on the two lines is nearing the end. The contractor should pull the construction trailer on or around March 20. Coordinated commissioning dates for the two lines are at the end of April, and user acceptance testing is slated for early June.

R&E has an open request for proposals (RFP) for transfer stations. The request for information (RFI) for refuse-derived fuel (RDF) closes at the end of March, and evaluations will then begin.

Commissioner MatasCastillo recommended a naming contest for the robotic food scrap bag sorters, perhaps a community effort that engages kids. Holl said the R&E communications team plans to have the robots filmed in action.

ADJOURN

Chair MatasCastillo declared the meeting adjourned at 10:36 a.m.

ATTESTED TO:

Approved: _____
April 13, 2023

Approved: _____
April 13, 2023



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

R&E BOARD FACILITY & FINANCE COMMITTEE MEETING DATE:	April 13, 2023	AGENDA ITEM:	IV.a.i
SUBJECT:	2024-25 Proposed Facility Budget		
TYPE OF ITEM:	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION
SUBMITTED BY:	Kris Wehlage, Accounting Manager		

FACILITY & FINANCE COMMITTEE ACTION REQUESTED:

Discussion and direction to the joint leadership team regarding the draft budget documents.

EXECUTIVE SUMMARY:

The Bylaws state *“The Budget Committee (now named the Facility & Finance Committee) will prepare the annual Facility Budget for Board approval each year on or prior to August 1.”* [Bylaws, Article V. Section 10. (b)]

The proposed 2024-2025 Facility Budget for Ramsey/Washington Recycling & Energy (R&E) will be presented for initial review by the Facility & Finance Committee at its April 13, 2023 meeting.

The R&E Facility & Finance Committee is responsible for preparing and proposing budgets to the R&E Board. This document introduces a proposed 2024-2025 Facility Budget to initiate the committee’s work on this budget. The proposed budget has been designed with operations of the R&E Center enhancements, which include the addition of the food scrap bag processing line for food scrap collection from residents and the new recyclables recovery system (RRS).

The Facility Budget operates as an enterprise fund, which is similar to other businesses. It is approved annually by the Ramsey/Washington Recycling & Energy Board (R&E Board), funded primarily from R&E Center tipping fees.

Some line items in the proposed 2024-2025 Facility Budget have been adjusted due to classifying expenses differently than previous budgets. For that reason, some line items have larger variation (positive and negative) when comparing 2024-2025 figures with the 2023 Facility Budget.

The 2024-2025 proposed Facility Budget reflects the substantial progress in enhancing the R&E Center and its operations, which have been in the making for the past several years. In 2019, the R&E Board approved the financing plan, preliminary engineering design and procurement plan for \$42 million in pre-processing enhancements at the facility. This approval included the infrastructure to enact a two county-wide residential source-separated organics collection program (called the food scraps pickup program), and the installation of state-of-the-art sortation equipment at the R&E Center to recover additional recyclables from municipal solid waste (MSW).

SUBJECT: *Proposed 2024-25 Facility Budget*

These enhancements deliver the Board’s vision to minimize the landfilling of MSW generated in Ramsey and Washington counties and maximize the responsible management of waste to capture value across all levels of the solid waste hierarchy. The implementation of new resource recovery and material management efforts adds complexity that requires investment that is reflected in the 2024-25 proposed budget. Additionally, this budget prioritizes the management of risk to the organization by accounting for anticipated consumer price index (CPI) and inflation increases for the upcoming biennium.

The Facility Budget, in total, is proposed to increase 14% from 2023 to 2024, and 9% from 2024 to 2025. These costs are attributed to several factors having major impacts on the 2024-2025 proposed Facility Budget, which are described below.

Expenses

- **Personnel Costs:**
 - Positions, already incorporated into the 2023 budget, that support the new pre-processing enhancement will be added at different times throughout 2023 as the food scrap bag processing and RRS enhancements come online. The current Labor Agreement with IBEW Local 23 expires at the end of 2024 and will be renegotiated for 2025.
 - R&E’s Administration salary and fringes associated with facility-specific functions and staff time are allocated to the Facility budget starting in 2024 based on time study conducted in October 2022. Previous budgets had these costs only in the Joint Activities budget.

- **Fuel Supply:** Costs associated with Xcel Energy for refuse derived fuel (RDF).
 - A planned increase in processing outages at the Xcel Energy facilities in 2024 results in less RDF processed by Xcel Energy. This is reflected in the budget as a lower cost for fuel supply delivery in 2024.
 - RDF totals are anticipated to return to typical levels in 2025.

- **Landfill:** Costs associated with MSW delivered to landfills.
 - Increased landfill costs from negotiated contracts.
 - Costs increase due to CPI adjustments driven by inflation.
 - 2024 Xcel Energy outage increases use of landfills.

- **Compost:** New cost category in 2024 and 2025 related to the food scraps pickup program.
 - Organic waste recovered via the food scrap pickup program, starting in 2023, will need to be delivered to a compost facility, which has a tipping fee cost that is included in the 2024-25 Facility Budget.

- **Transportation:** Contracted costs for trucking firms to transport material to various destinations, such as metal markets, Xcel Energy facilities and landfills.
 - Costs increase in 2024 and 2025 due to CPI adjustments driven by inflation.

- **Transload Fees:** Fees paid to transfer station operators to receive, weigh, and manage MSW delivered to their facilities by licensed haulers with waste delivery agreements with the R&E Board.
 - Costs increase due to CPI adjustments driven by inflation.

SUBJECT: *Proposed 2024-25 Facility Budget*

- **Facility Operations:** Costs associated with operating the R&E Center.
 - Costs increase based on estimated operating costs for the new enhanced processing systems, including repairs and maintenance.
 - Costs increase due to CPI adjustments driven by inflation.
 - Costs increase for facility insurance premiums.
 - Costs increase for contracted laborer staffing

- **Contingency:** Line item used for unanticipated costs at the R&E Center, in addition to funds from the enterprise reserve fund (ERF). 2024-2025 contingency budget comparable to prior budgets.

- **Enterprise Reserve Fund:** Agreed level of funding resulting from the enhancements financing plans and resulting amendments to the joint powers agreement and bylaws. Funds will increase over time to address unfunded/uninsured liabilities. At the same time, the counties' obligations to hold operating reserve funds will decrease.

- **Debt Service:** Costs associated with debt will change in 2024 and 2025. This includes:
 - Loan agreements associated with purchasing the R&E Center.
 - Loans from the counties for the bulky waste residue load out project, completed in 2018. The final payment will be made in 2023, thereby removing this cost in the 2024-25 budget.
 - Loans from the counties for renovation of the administration building and construction of the load-out enclosure, completed in 2021. The first loan payment starts in 2024.
 - Loan agreements associated for the R&E Center enhancements starting in 2023.
 - Operating Reserve Fund (ORF) payment of \$1 million to the counties starting in 2025.

Revenue

The facility budget revenue primarily comes from the tipping fees charged to contract solid waste haulers, along with fees charged for residential drop-off and non-contract haulers.

- Proposed 2024 tipping fee: \$121.00 per ton
- Proposed 2025 tipping fee: \$128.00 per ton

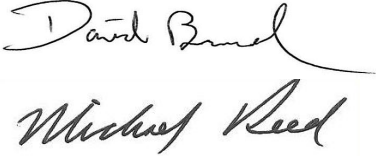


ATTACHMENTS:

1. 2024-2025 Proposed Facility Budget

FINANCIAL IMPLICATIONS:

Upon final approval, the financial implications will be explicit in the approved budgets.

SUBJECT: *Proposed 2024-25 Facility Budget*

AUTHORIZED SIGNATURES	DATE	
JOINT LEADERSHIP TEAM		
RAMSEY COUNTY ATTORNEY		4/7/23
WASHINGTON COUNTY ATTORNEY		4/7/23

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

R&E CENTER	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
APPROPRIATIONS:				
Personnel Costs	7,667,680	10,326,865	11,742,800	12,452,900
Fuel Supply Agreements	6,130,987	6,584,768	6,081,400	6,626,800
Landfill	5,413,409	5,196,283	8,403,700	7,441,200
Compost	-	-	240,700	730,600
Transportation	8,610,977	8,541,209	9,101,800	9,862,200
Transload	2,435,859	2,555,387	2,862,300	3,035,300
Facility Operations	8,832,084	8,225,638	10,512,200	10,946,800
Contingency	-	620,944	706,200	710,100
Enterprise Reserve Fund	-	1,500,000	1,500,000	1,500,000
Debt Services	1,693,854	3,533,586	3,873,600	4,868,800
Transfer to Equipment/Maintenance Fund: Additional Transfer -Approved/Proposed	300,000	300,000	300,000	300,000
Total Appropriations	41,084,850	47,384,680	55,324,700	58,474,700
REVENUE:				
Operations Revenue	41,085,266	47,384,680	55,324,700	58,474,700
Total Revenue	41,085,266	47,384,680	55,324,700	58,474,700
TOTAL	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
Appropriations	41,084,850	47,384,680	55,324,700	58,474,700
Revenue	41,085,266	47,384,680	55,324,700	58,474,700
Surplus/(Deficit)	416	-	-	-

Notes:

2023 Approved Tipping Fee is \$103/ton
 ** 2024 Proposed Tipping Fee is \$121/ton
 *** 2025 Proposed Tipping Fee is \$128/ton

Ramsey/Washington Recycling & Energy Board Recycling & Energy Center - Facility

Tons Budget		440,138	450,000	450,000	450,000
Account	Description	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
APPROPRIATIONS:					
<u>PERSONNEL COSTS</u>					
	411101 Staff Non Union- Salary	1,460,805	1,646,828	2,154,400	2,320,300
	411103 Temporary Staff	-	50,000	50,000	50,000
	411201 PERA - Non Union Staff	109,334	116,012	161,400	174,000
	411202 Fica - OASDI	306,992	456,826	468,600	491,100
	411203 FICA - HI	106,137	113,433	121,300	127,100
	411301 Health & Dental Ins	305,202	350,064	398,900	430,800
	411306 Life Ins	1,357	1,789	2,800	3,000
	411307 Long Term Disability Ins	1,348	1,728	2,700	2,900
	411115 Staff Union - Salary	4,008,392	6,115,379	6,443,100	6,736,100
	411412 Staff - Union Fringe	1,071,121	1,920,318	1,856,400	2,012,400
	411201 PERA - Union Staff	296,992	451,153	483,200	505,200
	411111 Vacancy Factor	-	(896,665)	(400,000)	(400,000)
	Total Personnel Costs	7,667,680	10,326,865	11,742,800	12,452,900
<u>FUEL SUPPLY</u>					
	424515 NSP Fuel Supply Agreement	6,130,987	6,584,768	6,081,400	6,626,800
	Total Fuel Supply	6,130,987	6,584,768	6,081,400	6,626,800
<u>LANDFILL</u>					
	424517 Landfill	5,413,409	5,196,283	8,403,700	7,441,200
	Total Landfill	5,413,409	5,196,283	8,403,700	7,441,200
<u>Compost</u>					
	422304 Compost	-	-	240,700	730,600
	Total Compost	-	-	240,700	730,600
<u>TRANSPORTATION</u>					
	424513 Transportation	8,610,977	8,541,209	9,101,800	9,862,200
	Total Transportation	8,610,977	8,541,209	9,101,800	9,862,200
<u>TRANSLOAD</u>					
	424514 Transload Fee	2,435,859	2,555,387	2,862,300	3,035,300
	Total Transload	2,435,859	2,555,387	2,862,300	3,035,300
<u>FACILITY OPERATIONS</u>					
	421112 Credit Card Fees	250	500	500	500
	421401 Computer Support Contracts	13,232	-	12,000	12,000
	421301 Medical Services	18,632	3,500	22,000	22,000
	421402 Telecommunication	10,164	37,200	14,600	15,500
	421405 Computer Software License	44,339	46,225	47,000	49,900
	421501 Consulting Services	19,616	116,500	116,500	116,500
	421519 Contracted Services	707,520	76,712	400,000	400,000
	421522 Other Professional Srvs	277,923	472,562	542,300	574,800

SUBJECT: Proposed 2024-25 Facility Budget

421525 Recruitment Services	16,230	750	16,000	16,000
421603 Printing	3,095	4,500	3,300	3,500
421701 Postage	1,464	250	1,500	1,500
422101 Building & Structures Repair	24,953	133,258	141,300	149,800
422109 Fire Systems Inspection	50,806	71,138	102,000	108,100
422203 Janitorial Service	61,230	58,580	58,600	62,100
422301 Gas	77,669	53,517	94,000	94,000
422302 Electricity	1,133,743	1,200,000	1,292,100	1,292,100
422303 Water Sewer	34,457	44,010	41,700	42,000
422601 Equipment & Machinery Repairs	316,073	679,070	748,900	793,800
422602 Data Proc Equip Main	6,983	4,800	7,400	7,800
422705 Trailer Repairs	567,560	430,000	674,000	714,400
422801 Grounds-Repairs	146,035	85,504	87,400	92,600
422802 Snow Removal	66,595	52,254	52,300	55,400
422811 Pest & Rodent Control	15,010	9,958	15,600	16,500
422813 Security Services	334,013	344,737	338,000	358,300
423110 On the Job Training Services	-	8,194	47,500	50,400
423111 Employee Development	44,800	48,296	93,300	93,300
424101 Automobile Truck Ins	67,091	47,570	71,600	78,800
424103 Workers Compensation Ins	266,406	153,419	287,100	315,800
424107 Liability & Property Damage	1,883,237	1,650,000	2,075,300	2,140,400
424110 Public Liability Ins	25,344	16,500	19,300	21,200
424112 Multi Cover Ins	148,469	165,380	240,700	264,800
424201 Payment in Lieu of Taxes	174,341	179,272	184,800	184,800
424302 Membership Dues	813	2,000	2,000	2,000
424303 Conference Seminar	4,687	12,300	12,300	12,300
424305 Meeting Exp	597	2,500	2,500	2,500
424501 Mileage	1,036	4,700	4,700	4,700
424507 Messenger Service	445	250	500	500
424508 Armored Car Services	-	-	3,600	3,600
424602 Special Programs/Awards	1,537	5,000	5,000	5,000
424607 Licensing Fee	9,786	12,500	5,300	5,300
471101 Contingency/Appropriations	-	2,120,944	2,206,200	2,210,100
431101 Office Supplies	18,204	3,500	5,400	5,700
431104 Oils Lubricants Etc.	81,145	100,317	112,800	119,600
431105 Uniforms and Clothing	83,222	94,001	124,900	132,300
431205 First Aid Supplies	40,816	39,000	45,900	48,700
431508 Equipment Parts & Supplies	1,477,500	1,352,095	1,605,700	1,702,000
431604 Diesel Fuel	233,294	160,000	270,800	287,000
431702 Small Tools and Safety Equip	24,550	24,368	20,500	21,800
431902 Shop Materials & Supplies	17,056	49,951	57,600	61,100
443301 Computer Equipment	-	32,000	76,000	76,000
541101 Remittance To State	157,735	100,000	173,500	173,500
541106 County CEC	122,381	37,000	134,600	134,600
Total Facility Operations	8,832,084	10,346,582	12,718,400	13,156,900
DEBT SERVICES				
501101 Principal Payment	1,093,617	2,016,388	2,427,600	3,501,200
502101 Interest Payment	600,237	1,517,198	1,446,000	1,367,600
Total Debt Services	1,693,854	3,533,586	3,873,600	4,868,800
TRANSFER TO EQUIPMENT/MAINTENANCE FUND				
481110 Additional Transfer -Approved/Proposed	300,000	300,000	300,000	300,000
Total Transfer To Equipment/Maintenance Fund	300,000	300,000	300,000	300,000
Total Appropriations	41,084,850	47,384,680	55,324,700	58,474,700

SUBJECT: Proposed 2024-25 Facility Budget

REVENUE:

311766 Tipping Fee	38,109,838	46,350,000	53,905,500	57,024,000
311767 Tipping Fee Special	240,272	443,015	251,600	251,600
311768 Tipping Fee Private	325,740	381,665	544,500	576,000
319103 Recovery- Current Yr Exp	56,947	15,000	15,000	15,000
353152 Solid Waste Management Tax	154,811	100,000	173,500	173,500
318102 Interest	399,417	95,000	300,000	300,000
311539 County CEC	117,784	-	134,600	134,600
319102 Enhancement Project Reimbursable Revenue	1,074,673	-	-	-
319102 2020 Joint Activities Fund Balance Transfer	556,000	-	-	-
319102 2020 Facility Surplus	605,784	-	-	-
Total Revenue	41,085,266	47,384,680	55,324,700	58,474,700
Surplus/(Deficit)	416	-	-	-

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

APPROPRIATIONS EXPLANATIONS

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411101	Staff Non Union- Salary	1,460,805	1,646,828	2,154,400	2,320,300

EXPLANATION: Compensation for permanent full-time and permanent part-time Non Union employees.
Administrative staff cost reallocation from Joint Activities per R&E Board direction June 2022 for current FTE's, as well as the additional FTE requests for 2024/25

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411103	Temporary Staff	-	50,000	50,000	50,000

EXPLANATION: Compensation for temporary full-time and temporary part-time Union employees.

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411201	PERA - Non Union Staff	109,334	116,012	161,400	174,000

EXPLANATION: PERA rate calculation at 7.5% of Staff Non Union Salary

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411202	Fica - OASDI	306,992	456,826	468,600	491,100

EXPLANATION: Fica - OASDI is calculated at 6.2% of Staff Non Union Salary

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411203	FICA - HI	106,137	113,433	121,300	127,100

EXPLANATION: Fica - HI is calculated at 1.45% of Staff Non Union Salary

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411301	Health & Dental Ins	305,202	350,064	398,900	430,800

EXPLANATION: Health & Dental Insurance is paid for Staff Non Union

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411306	Life Ins	1,357	1,789	2,800	3,000

EXPLANATION: Life Insurance is paid up to a maximum of \$50,000 or 1 times an employee's salary for Staff Non Union

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411307	Long Term Disability Ins	1,348	1,728	2,700	2,900

EXPLANATION: Long Term Disability Insurance for Staff Non Union

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411115	Staff Union - Salary	4,008,392	6,115,379	6,443,100	6,736,100

EXPLANATION: Compensation for permanent full-time and permanent part-time Union employees

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411111	Vacancy Factor	-	(896,665)	(400,000)	(400,000)

EXPLANATION: Accounts for vacant positions

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411412	Staff - Union Fringe	1,071,121	1,920,318	1,856,400	2,012,400

EXPLANATION: Fringes for permanent full-time and permanent part-time Union employees

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411201	PERA - Union Staff	296,992	451,153	483,200	505,200

EXPLANATION: PERA rate calculation at 7.5% of Staff Union Salary

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421112	Credit Card Fees	250	500	500	500

EXPLANATION: Monthly bank fees and credit card fees

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421301	Medical Services	18,632	3,500	22,000	22,000

EXPLANATION: Medical Services

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421401	Computer Support Contracts	13,232	-	12,000	12,000

EXPLANATION: Ramsey County IS

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421402	Telecommunication	10,164	37,200	14,600	15,500

EXPLANATION: Verizon, Internet, misc

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421405	Computer Software License	44,339	46,225	47,000	49,900

EXPLANATION: Control room computer software, MP2, Paradigm, digital signage, and fleet management

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421501	Consulting Services	19,616	115,000	116,500	116,500

EXPLANATION: Consulting Services Labor Relations
Consultant - Risk Management

-	100,000	100,000	100,000
19,616	15,000	16,500	16,500

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421519	Contracted Services	707,520	76,712	400,000	400,000

EXPLANATION: Contracted laborer services

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421522	Other Professional Srvs	277,923	472,562	542,300	574,800

EXPLANATION: 2 IW's 8 month/year, plus IW's for outage and flail mill rotor change outage single source contract with Corval, electricians for incidental coverage.

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421525	Recruitment Services	16,230	750	16,000	16,000

EXPLANATION: Costs relating to hiring staff at the Recycling and Energy Center.

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421603	Printing	3,095	4,500	3,300	3,500

EXPLANATION: Printing services

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421701	Postage	1,464	250	1,500	1,500

EXPLANATION: Postage

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422101	Building & Structures Repair	24,953	133,258	141,300	149,800

EXPLANATION: Repairs to walls , repair divots, Roof Repairs, HVAC, building repairs

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422109	Fire Systems Inspection	50,806	71,138	102,000	108,100

EXPLANATION: Annual fire system inspection and Fire Rover

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422203	Janitorial Service	61,230	58,580	58,600	62,100

EXPLANATION: Janitorial / Housekeeping

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422301	Gas	77,669	53,517	94,000	94,000

EXPLANATION: Utilities - Gas

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422302	Electricity	1,133,743	1,200,000	1,292,100	1,292,100

EXPLANATION: Utilities - Electricity

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422303	Water Sewer	34,457	44,010	41,700	42,000

EXPLANATION: Utilities - water/sewer

Ramsey/Washington Recycling & Energy Board Recycling & Energy Center - Facility

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
422601	Equipment & Machinery Repairs	316,073	679,070	748,900	793,800

EXPLANATION: Repairs to Work Platforms, Forklifts, Front End Loaders, Backhoes, Yard Tractors, Skid Steers, Scale Maintenance, Air Compressors, Air Knife, Compactors, Belt Conveyors, Apron Conveyors, Disc Screens, Flail Mills, Grapple Cranes, Secondary Shredders, Magnetic Separators, Dust Control, Conveyor Belts, Spin Roller Replacement

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
422602	Data Proc Equip Main	6,983	4,800	7,400	7,800

EXPLANATION: Copiers

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
422705	Trailer Repairs	567,560	430,000	674,000	714,400

EXPLANATION: Repairs to trailers, tires, and trailer tracking system

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
422801	Grounds-Repairs	146,035	85,504	87,400	92,600

EXPLANATION: Lawn care, street sweeping, paving - patch work and sealing cracks

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
422802	Snow Removal	66,595	52,254	52,300	55,400

EXPLANATION: Snow removal

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
422811	Pest & Rodent Control	15,010	9,958	15,600	16,500

EXPLANATION: Pest & rodent control

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
422813	Security Services	334,013	344,737	338,000	358,300

EXPLANATION: Security contract for R&E Center that provides security services and scale house operations on overnights and weekends

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
423110	On the Job Training Services	-	8,194	47,500	50,400

EXPLANATION: New employee screening/physicals, misc. purchases for facility.

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
423111	Employee Development	44,800	48,296	93,300	93,300

EXPLANATION: R&E staff development and training

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
424101	Automobile Truck Ins	67,091	47,570	71,600	78,800

EXPLANATION: This insurance policy covers vehicles owned by the R&E Center. The amount determined by Risk Management Consultant

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424103	Workers Compensation Ins	266,406	153,419	287,100	315,800

EXPLANATION: This insurance policy covers losses due to employee injury. The amount determined by Risk Management Consultant

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424107	Liability &Property Damage	1,883,237	1,650,000	2,075,300	2,140,400

EXPLANATION: This insurance policy covers losses to property damage at the R&E Center. The amount determined by Risk Management Consultant

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424110	Public Liability Ins	25,344	16,500	19,300	21,200

EXPLANATION: This insurance policy covers elected officials associated with the R&E Center. The amount determined by Risk Management Consultant

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424112	Multi Cover Ins	148,469	165,380	240,700	264,800

EXPLANATION: This insurance policy covers the R&E Center. The amount is determined by Risk Management Consultant

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424201	Payment in Lieu of Taxes	174,341	179,272	184,800	184,800

EXPLANATION: 2024 and 2025 are estimates because the tax rates are not known until Washington County approves their budgets in December.

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424302	Membership Dues	813	2,000	2,000	2,000

EXPLANATION: Newspaper, Minnesota Safety Council membership

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424303	Conference Seminar	4,687	12,300	12,300	12,300

EXPLANATION: Conferences and site visits for R&E staff

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424305	Meeting Exp	597	2,500	2,500	2,500

EXPLANATION: Expenses related to R&E Center meetings

Ramsey/Washington Recycling & Energy Board Recycling & Energy Center - Facility

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424501	Mileage	1,036	4,700	4,700	4,700

EXPLANATION: Parking/Mileage paid to employees based on IRS reimbursement rate

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424507	Messenger Service	445	250	500	500

EXPLANATION: Courier services

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424508	Armored Car Services	-	-	3,600	3,600

EXPLANATION: Cash collection service at the R&E Center

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424513	Transportation	8,610,977	8,541,209	9,101,800	9,862,200

EXPLANATION: Contracted costs for trucking firms to transport material to various destinations, such as metal markets, Xcel energy facilities, and landfills.

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424514	Transload Fee	2,435,859	2,555,387	2,862,300	3,035,300

EXPLANATION: Fees paid to transfer station operators to receive, weigh, and manage MSW delivered to their facilities by licensed haulers with a waste delivery agreement with the R&E Board as well as self-haulers delivering acceptable waste generated in Ramsey County or Washington County

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424515	NSP Fuel Supply Agreement	6,130,987	6,584,768	6,081,400	6,626,800

EXPLANATION: Expenses associated with marketing of refuse derived fuel (RDF) to Xcel Energy, pursuant to a Fuel Supply Agreement.

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424517	Landfill	5,413,409	5,196,283	8,403,700	7,441,200

EXPLANATION: Contracted costs to deposit residue, bulky waste and excess waste at landfills.

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422304	Compost	-	-	240,700	730,600

EXPLANATION: Costs associated with food scrap bags and composting

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424602	Special Programs/Awards	1,537	5,000	5,000	5,000

EXPLANATION: Annual hauler appreciation event

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424607	Licensing Fee	9,786	12,500	5,300	5,300

EXPLANATION: Licensing and Permit fees.

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431101	Office Supplies	18,204	3,500	5,400	5,700

EXPLANATION: This account includes all basic office supplies for staff. Most office supply items are consumable and must be replenished.

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431104	Oils Lubricants Etc.	81,145	100,317	112,800	119,600

EXPLANATION: Oil lubricant supplies

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431105	Uniforms and Clothing	83,222	94,001	124,900	132,300

EXPLANATION: Staff uniforms and clothing. Costs include boots, winter clothing, hard hats, gloves, and glasses

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431205	First Aid Supplies	40,816	39,000	45,900	48,700

EXPLANATION: Safety supplies

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431508	Equipment Parts & Supplies	1,477,500	1,352,095	1,605,700	1,702,000

EXPLANATION: Tires and other equipment parts, Welding, Bolts, Fasteners, Hoses, Chisels, Radio Equipment, annual electrical/ARC Flash maintenance

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431604	Diesel Fuel	233,294	160,000	270,800	287,000

EXPLANATION: Fuel costs for running equipment at the R&E Center

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431702	Small Tools and Safety Equip	24,550	24,368	20,500	21,800

EXPLANATION: Replacing worn out tools

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431902	Shop Materials & Supplies	24,550	49,951	57,600	61,100

EXPLANATION: Safety mats, towels, misc shop materials and supplies

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
443301	Computer Equipment	-	32,000	76,000	76,000

EXPLANATION: Computer and monitor replacements

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
471101	Contingency/Appropriations	-	2,120,944	2,206,200	2,210,100

EXPLANATION: Contingency due to uncertainty of operations
Enterprise Reserve Fund (ERF)

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
481110	Transfers to Other Funds	300,000	300,000	300,000	300,000

EXPLANATION: Additional Transfer to EM&R Budget

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
501101	Principal Payment	1,093,617	2,016,388	2,427,600	3,501,200

EXPLANATION: Debt principal payments made to Ramsey County and Washington County.
Includes purchase of R&E Center, Administration Building/RDF Buildout loan, and Enhancement Building

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
502101	Interest Payment	600,237	1,517,198	1,446,000	1,367,600

EXPLANATION: Debt interest payments made to Ramsey County and Washington County.

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
541101	Remittance To State	157,735	100,000	173,500	173,500

EXPLANATION: Payments to MN Department of Revenue for SWM Tax.

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
541106	County CEC	122,381	37,000	134,600	134,600

EXPLANATION: County CEC tax collected from non-license haulers and citizens.

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

REVENUE EXPLANATIONS

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
311766	Tipping Fee	38,109,838	46,350,000	53,905,500	57,024,000

EXPLANATION: Fee charging haulers. 2023 fee is \$103/ton, 2024 fee is \$121/ton, 2025 fee is \$128/ton

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
311767	Tipping Fee Special	240,272	443,015	251,600	251,600

EXPLANATION: The fees approved for 2024 and 2025 are unchanged from the 2021 Board approved fees.
Rates are Tires - \$8.00 per item, Auto or Truck tire and rim - \$10.00 per item,
Mattresses - \$20.00 plus tax per item, Appliance Non Freon - \$16.00 per item, Appliance Freon -
\$20.00 per item, Electronics - \$30.00 per item, Large bulky furniture such as couch or love seat - \$20.00 plus
tax per item.

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
311768	Tipping Fee Private	325,740	381,665	544,500	576,000

EXPLANATION: Special fees charged to citizens and unlicensed self haulers

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
311539	County CEC	117,784	-	134,600	134,600

EXPLANATION: Revenue associated with collecting Ramsey and Washington counties County Environmental Charge

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
319103	Recovery- Current Yr Exp	56,947	15,000	15,000	15,000

EXPLANATION: Recovery of current year expense

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
353152	Solid Waste Management Tax	154,811	100,000	173,500	173,500

EXPLANATION: R&E Center must collect the Solid Waste Management Tax (SWMT) from self-haulers who have a waste
delivery agreement but not filed an SWMT exemption certificate with the R&E Center

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
318102	Interest	399,417	95,000	300,000	300,000

EXPLANATION: Interest revenue

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
	Enhancement Project Reimbursable Revenue	1,074,673	-	-	-

EXPLANATION: Transfer from 2020 Joint Activities fund balance over 35%

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
	2020 Joint Activities Fund Balance Transfer	556,000	-	-	-

EXPLANATION: Surplus from 2020 Facility budget

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
	2020 Facility Surplus	605,784	-	-	-

EXPLANATION: Transfer from 2021 Joint Activities fund balance over 35%



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

R&E BOARD FACILITY & FINANCE COMMITTEE MEETING DATE:	April 13, 2023	AGENDA ITEM:	IV.a.ii
SUBJECT:	2024-25 Proposed Equipment Maintenance & Replacement Budget		
TYPE OF ITEM:	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION
SUBMITTED BY:	Kris Wehlage, Accounting Manager		

FACILITY & FINANCE COMMITTEE ACTION REQUESTED:

Discussion and direction to Joint Leadership Team (JLT) regarding the draft budget documents.

EXECUTIVE SUMMARY:

The R&E Board Bylaws describe the “Facility Equipment Maintenance and Replacement Fund” as follows:

“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.” [Bylaws, Article V. Section 10. (e)]

The purpose of the Equipment Maintenance & Replacement (EM&R) Fund is to ensure that maintenance is not deferred and to protect the R&E Board’s investment in the R&E Center.

The R&E Board approved the Equipment Maintenance & Replacement Fund Policy and Procedures (R&EB-2017-3) to outline the specific use of this fund. In addition, the Joint Activities Fund Balance Policy (R&EB-2018-12) provides that surplus Joint Activities funds above a certain level be deposited in the EM&R Fund. Both policies are attached.

A feature of the EM&R budget is a rolling five-year replacement and maintenance schedule for major items not budgeted in the annual Facility Budget. A cumulative reserve is maintained to ensure sufficient funds for major projects. If, during a year, an unanticipated need for a major capital expense occurs, the R&E Board could authorize the use of the cumulative reserve for the expense.

Highlights of the proposed 2024-2025 EM&R budget are rebuilding several conveyors and processing line components, patching the tipping floor, replacing six RDF trailers, parking lot resurfacing, tipping floor wall repair and rebuilding a front-end loader. The budgeted amount for 2024 is \$2,095,000, and for 2025 is \$2,390,000. Sufficient funds are in the cumulative reserve to cover these expenses. Expenses for 2024 and 2025 are shown in the five-year outlook, which is attached.

Revenues, as provided for in R&E policies, are from sales of recyclables, which is based on current market trends for 2023. An annual contribution of \$300,000 from the Facility Budget is included.

SUBJECT: *Proposed 2024-25 Equipment Maintenance & Replacement Budget*

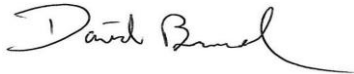



The proposed 2024-2025 Equipment Maintenance & Replacement Budget for Ramsey/Washington Recycling & Energy is presented for initial review by the Facility & Finance Committee at its meeting on April 13, 2023.

ATTACHMENTS:

1. EM&R Fund Policy & Procedures (2017)
2. Joint Activities Fund Balance Policy
3. 2024-2025 Proposed Equipment Maintenance & Replacement Budget

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM	 	4/10/23 4/7/23
RAMSEY COUNTY ATTORNEY		4/7/23
WASHINGTON COUNTY ATTORNEY		4/3/23



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Equipment Maintenance and Replacement Fund Policy & Procedures

PURPOSE

The Bylaws for the Recycling & Energy Board (R&E Board) establish an Equipment Maintenance and Replacement (EM&R) Fund, incorporated into the Facility Budget. The purpose of this fund is to provide sufficient resources for major maintenance projects and major equipment replacement.

DEFINITIONS

Major Maintenance Projects: Maintenance projects are efforts that are necessary to preserve the value of an asset but do not significantly extend its useful life or increase its value. Major Maintenance Projects are infrequent or are scheduled on a non-routine basis. They typically require that funds be set aside over a period of time to provide adequate funding. Maintenance projects that are not of this type are funded as part of routine operations in the annual Facility Budget.

Major Equipment: Any R&E Board owned equipment that is included in the Capital Asset Inventory.

Capital Asset Inventory: The R&E Board, through its fiscal agent, Ramsey County Finance, maintains a capital asset inventory and the associated schedules of depreciation within the Ramsey County financial system. For the R&E Board's purposes, capital assets are defined as machinery and equipment with a cost of \$15,000 or more and a useful life of more than two years, and facility and infrastructure improvement with a cost of \$100,000 or more.

POLICY

It is the expectation of the R&E Board that funds for the operation and maintenance of the facility will be derived from revenue collected in the normal course of operations of the R&E Center. This policy provides a systematic method of assuring that funds are available for replacing Major Equipment and implementing Major Maintenance Projects at the R&E Center, by requiring that certain revenues be set aside for those purposes. This policy does not eliminate the need to budget for routine maintenance and replacement within the annual Facility Budget, nor is it intended to accumulate sufficient funds to significantly improve or expand operations at the R&E Center, which would be funded with other capital sources, such as bonding.

PROCEDURE

A separate account will be maintained within the financial accounts of the R&E Board for the EM&R fund.

FUNDING

The following types of revenue will be deposited into the EM&R account:

- Sale of recyclables: Revenue from the sale of recovered ferrous and non-ferrous metals and any other processing residuals having economic value will be assigned to the EM&R fund.
- Sale of Surplus Equipment: Revenue, net of fees, derived from the sale of surplus equipment will be assigned to the EM&R fund.

- **Miscellaneous Recoveries:** Amounts received that are usually characterized as a recovery of operating expense, e.g. rebates, will be assigned to the EM&R fund.
- **Budgeted Amounts:** Funds included in the Facility Budget intended to be placed in the EM&R fund.
- **Year-end surpluses** as directed by the R&E Board to be placed in the EM&R fund.

SPENDING

Each year, during the annual budget process, the Joint Leadership Team, in consultation with the Facility Manager and the R&E engineering consultant will amend and adjust a rolling five-year replacement and maintenance schedule. The non-routine repairs, Major Maintenance Projects and Major Equipment replacements on this schedule that will occur in the next budget year will be identified and proposed for funding from the EM&R fund. If approved by the R&E Board, the JLT will then direct the fiscal agent to make appropriate adjustments to the R&E Budget.

Should the need for unanticipated major maintenance or replacement arise during the year, the JLT will request the use of EM&R funds from the R&E Board through its regular administrative processes.

OTHER

The current status of the EM&R fund will be reported to the Budget Committee on a quarterly basis, with reports to the R&E Board as directed by the Budget Committee.

ADDITIONAL INFORMATION

SOURCES:

Amended and Restated Ramsey/Washington Recycling & Energy Board Joint Powers Agreement	Scope and Authority
Bylaws of the Ramsey/Washington Recycling & Energy Board	Requirement for Equipment Maintenance and Replacement fund
Fiscal Agent Agreement between Ramsey County and Ramsey/Washington Recycling & Energy Board	Accounting for the fund



R&E Board Policy: Joint Activities Fund Balance

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

Date Approved:

Resolution:

Purpose

Prudent financial management practices require that sufficient funds be available to provide a stable financial base. Resources must be available to fund cash flow needs and to provide resources for unanticipated revenue shortfalls or unforeseen revenue fluctuations. This policy establishes goals and provides guidance on the desired level of fund balance to be maintained by the Recycling & Energy (R&E) in its General Fund.

Scope

This policy applies to the General Fund (Joint Activities Fund) of the R&E Board.

Definitions

Fund Balance is the difference between Assets and Liabilities, also referred to as net resources, net assets, or net position.

Fund Balance is classified as non-spendable, restricted, committed, assigned or unassigned.

- Non-spendable fund balance consists of amounts that are not in a spendable form (e.g. inventory) or are either legally or contractually required to remain intact.
- Restricted fund balance contains amounts that may only be used for specific purposes as stipulated by an organization's bylaws or charter, external resource providers (e.g. bond covenants) or enabling legislation.
- Committed fund balance is composed of amounts to be used for specific uses as specified by formal action at the highest decision-making level within the entity. This commitment may only be changed by formal action at the same decision-making level.
- Assigned fund balance consists of amounts intended to be used for a specific purpose but that do not meet the committed criterion.
- Unassigned fund balance is the residual classification.
- Unrestricted fund balance is the sum of the committed, assigned and unassigned fund balances.

Policy

The unrestricted (committed + assigned+ unassigned) fund balance of the Joint Activities Fund shall be maintained at between 20% and 35% of the subsequent year's Joint Activities budget.

In addition, the minimum unassigned fund balance shall be no less than 20% of the subsequent year's operating budget.

Should either the unrestricted or the unassigned fund balance fall below the 20% minimum threshold, the Joint Leadership Team (JLT) will prepare and present a written plan to the Board, as soon as practicable, with recommendations on restoring the fund balance amounts to the minimum standards.

If the year-end unrestricted fund balance exceeds 35% of the subsequent year's budget, the excess amounts shall be transferred to the R&E Equipment & Maintenance Fund.

The JLT is authorized to direct the R&E Board's fiscal agent to transfer amounts between the Joint Activities Fund and the Facility Enterprise Fund to alleviate short-term cash shortages within one of the

funds and to be accounted for as advances to and from other funds and to be liquidated within the calendar year.

Responsibility

The R&E Accounting Manager is responsible for determining the year-end fund balance, and the appropriate classifications thereof, during the preparation of the R&E annual financial statements. The JLT is responsible for providing direction to the Fiscal Agent on the amounts and timing of any transfers under this policy and to notify the R&E Board of a transfer.

Procedures

Upon completion of the R&E General Fund (Joint Activities Fund) financial statements for a given year, the Accounting Manager will compare the financial statement ending unrestricted fund balance to the subsequent year’s Joint Activities budget. If the amount of unreserved fund balance is greater than 35% of the subsequent year’s budget, and if the amount of unassigned fund balance is greater than 20% of the subsequent year’s budget, the Accounting Manager will inform the JLT that the amount in excess of 35% of the subsequent year’s budget shall be transferred to the R&E Equipment & Maintenance fund. The JLT shall, in turn, direct the Fiscal Agent to make the appropriate transfer. The JLT shall notify the Board Secretary/Treasurer when the transfer is complete. The transfer shall be recorded in the current year.

Sources


Bylaws of the Recycling & Energy Board	Establishing additional financial policies (VII.17)
MN Statute 471.59	Cooperative exercise of common powers
MN Office of the State Auditor	Statement of Position 2007-1022
MN Office of the State Auditor	Statement of Position 2010-1003
R&E Resolution 2015-25	Policy in this resolution is replaced
Ramsey County Fund Balance Policy	Policy # 2.7.4
Washington County Fund Balance Policy	Policy # 2801

SUBJECT: JA Fund Policy & Procedures


APPROVED: Ramsey/Washington Recycling & Energy Board

By:  Date: 6/28/18
R&E Board Chair


Recommended: R&E Joint Leadership Team

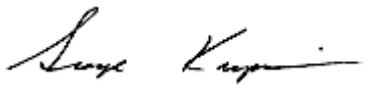
By:  Date: 5/14/18
Zack Hansen, Ramsey County

By:  Date: 5/14/18
Nikki Stewart, Washington County

By:  Date: 5/14/18
Dushani Dye, Ramsey County Finance

Approved as to form:

By:  Date: 5/14/18
Assistant County Attorney

By:  Date: 5/14/18
Assistant County Attorney

Ramsey/Washington Recycling & Energy Board
Recycling and Energy Center - Equipment Maintenance Fund

Account	Description	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
APPROPRIATIONS:					
441201	Equipment	422,924	1,207,000	795,000	1,270,000
443101	Maintenance	860,753	850,000	1,300,000	1,120,000
	Total Appropriations	<u>1,283,677</u>	<u>2,057,000</u>	<u>2,095,000</u>	<u>2,390,000</u>
REVENUE:					
317321	Sale of Recyclable Materials	1,944,301	1,174,165	1,780,000	1,780,000
341208	Additional Transfer - Proposed	300,000	300,000	300,000	300,000
	Total Revenue	<u>2,244,301</u>	<u>1,474,165</u>	<u>2,080,000</u>	<u>2,080,000</u>
	Total Appropriations EM&R	1,283,677	2,057,000	2,095,000	2,390,000
	Total Revenue EM&R	2,244,301	1,474,165	2,080,000	2,080,000
	Reserve for Future Years	960,624	(582,835)	(15,000)	(310,000)
	Cumulative Reserve	3,387,095	2,804,260	2,789,260	2,479,260

**Ramsey/Washington Recycling & Energy Board
Recycling & Energy Center - Equipment & Maintenance Fund**

LINE ITEM EXPLANATIONS

APPROPRIATIONS EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
441201	Equipment	422,924	1,207,000	795,000	1,270,000

EXPLANATION: 2024 - Replace trailer - \$720,000 and skid loader - \$75,000
2025 - Replace trailer - \$720,000, replace front end loader - \$400,000, yard tractor - \$150,000

Account Code	Account Name	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
443101	Maintenance	860,753	850,000	1,300,000	1,120,000

EXPLANATION: 2024 - Flail roof area replacement - \$250,000, tipping floor maintenance - \$50,000, parking lot resurface - \$250,000, primary disc screen rebuild - \$350,000, DC drives for primary disc screens - \$150,000, C9 retro - \$100,000, control room computers software upgrade - \$100,000, tipping floor wall repair - \$50,000

2025 -secondary disc screen rebuild - \$120,000, tipping floor maintenance - \$50,000, MO22A conveyer rebuild - \$400,000, MO22B conveyer rebuild - \$400,000, OBW rotors and pumps - \$100,000, tipping floor wall repair - \$50,000

REVENUE EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
317321	Sale of Recyclable Materials	1,944,301	1,174,165	1,780,000	1,780,000

EXPLANATION: Board Resolution R&EB-2017-3 approves the use of revenue from the sale of recyclable material to support the Equipment & Maintenance Fund

Account Code	Account Name	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
341208	Additional Transfer - Proposed	300,000	300,000	300,000	300,000

EXPLANATION: Additional Board Proposed Transfer

SUBJECT: Proposed 2024-25 EM&R Budget

Capital Expense and Repair/Maintenance Expense Estimates - 6 years - 2023 thru 2028

Capital Improvements -Equipment/Maintenance Fund	2023	2024	2025	2026	2027	2028
Replace Mobile Equipment - Aluminum Walking Floor RDF Trailers	\$ 660,000	\$ 720,000	\$ 720,000	\$ 720,000	\$ 720,000	\$ 720,000
Cyclones/Dust Collection	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -
Front End Loader (rebuild)- Includes 1 set of tires at \$45k	\$ 397,000	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 500,000
MO20A- (Flat in feed conveyer before MO22A, MSW is loaded on this conveyer from tipping floor)- Complete rebuild every 5 years.	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ 320,000
Yard Tractor	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Secondary Disc Screen Rebuild- Every other year rebuild. Based off of last 2 purchases they have increased 5-6K per set.	\$ 110,000	\$ -	\$ 120,000	\$ -	\$ 140,000	\$ -
Tipping Floor	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Bailer Relining	\$ 30,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Primary Disc Screen Rebuild	\$ -	\$ 350,000	\$ -	\$ 40,000	\$ 450,000	
Parking Lot Resurfacing	\$ -	\$ 250,000	\$ -	\$ 50,000	\$ 75,000	\$ -
Flail Roof Area/Replacement	\$ -	\$ 250,000	\$ -	\$ 50,000		
DC Drives for Primary Disk Screens	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
C9's Retro	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Control Room Computers and Upgrade Software - needs to be done every 3 to 4 years.	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Skid Loader	\$ -	\$ 75,000	\$ -	\$ -	\$ 80,000	\$ -
MO22A- (Horizontal In feed Conveyer)- Complete rebuild every 3 years.	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 450,000
MO22B- (Horizontal In feed Conveyer)- Complete rebuild every 3 years.	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 450,000
OBW Rotors and Pumps	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 125,000
MO20B-(Flat in feed conveyer before MO22A, MSW is loaded on this conveyer from tipping floor)- Complete rebuild every 5 years.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tipping floor wall repair		\$ 50,000	\$ 50,000	\$ 50,000	\$ 75,000	\$ 75,000
Total	\$ 2,057,000	\$ 2,095,000	\$ 2,390,000	\$ 1,370,000	\$ 1,590,000	\$ 2,640,000

Beginning Cumulative Reserve	\$ 3,387,095	\$ 2,804,260	\$ 2,789,260	\$ 2,611,894	\$ 3,387,095	\$ 2,804,260
Revenue from Recyclables	\$ 1,174,165	\$ 1,780,000	\$ 1,780,000	\$ 1,780,000	\$ 1,780,000	\$ 1,780,000
Additional Board Approved Transfer	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Ending Cumulative Reserve	\$ 2,804,260	\$ 2,789,260	\$ 2,479,260	\$ 3,321,894	\$ 3,877,095	\$ 2,244,260



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

R&E BOARD FACILITY & FINANCE COMMITTEE MEETING DATE:	April 13, 2023	AGENDA ITEM:	IV.a.iii
SUBJECT:	2024-25 Proposed Joint Activities Budget		
TYPE OF ITEM:	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION
SUBMITTED BY:	Kris Wehlage, Accounting Manager		

FACILITY & FINANCE COMMITTEE ACTION REQUESTED:

Discussion and direction to Joint Leadership Team (JLT) regarding the draft Joint Activities Budget documents.

EXECUTIVE SUMMARY:

The Ramsey/Washington Recycling & Energy Board (R&E Board) Bylaws state, *“The Budget Committee (now named the Facility & Finance 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 1 each year.”* [Bylaws, Section 11.]

The proposed 2024-2025 Joint Activities Budget for Ramsey/Washington Recycling & Energy (R&E) will be presented for initial review by the Facility & Finance Committee at its April 13, 2023, meeting.

The Joint Activities Budget includes the programmatic, non-R&E Center-related expenses funded by contributions from the counties – 73% from Ramsey County and 27% from Washington County. Following R&E Board approval, this budget requires approval by both county boards. In accounting terms, this is a “governmental fund” covering the activities of R&E that are unrelated to the R&E Center’s business expenses.

The Joint Activities Budget provides a critical pathway for R&E to achieve its mission, “enhancing public health and the environment by creating value from waste through partnerships” and vision, “vibrant, healthy communities without waste.” The budget is developed each biennium to reflect these goals and the commitment to be a responsible partner to Ramsey and Washington counties in meeting the requirements of their respective MPCA required. Additionally, budget preparation follows the R&E Board principles, approved by the Board when the R&E Center was in the process of being purchased:

- Plan for a 20- to 30-year horizon
- Assure flexibility
- Manage risk
- Pivot the view from “waste” to “resources” to add value to the local economy and environment
- Move resources up the waste hierarchy

SUBJECT: *Proposed 2024-25 Joint Activities Budget*

Continuing the momentum from the past biennium, R&E’s work in 2024 and 2025 will progress and evolve to meet the direction of the Board. In the Joint Activities Budget, this includes the roll-out of the food scraps pickup program to tens of thousands of households, planning and implementing new community waste solutions, advancing non-residential recycling and waste reduction efforts, progress in education and community engagement, and evaluating policy change that benefits the counties’ goals for all levels of the solid waste management hierarchy. Additionally, this proposed budget contains investment in R&E’s staff complement that supports the needs of the organization’s mission and matches the enhanced and expanded efforts that will drive R&E’s progress on long-term goals.





Descriptions of the major sections in the proposed 2024-2025 Joint Activities Budget, including major changes compared to the 2022-2023 budget, are described in the attached memorandum.

ATTACHMENTS:

1. Memorandum on the 2024-2025 Proposed Joint Activities Budget
2. 2024/25 Joint Activities Organization Chart
3. Recycling & Energy Organization Chart
4. 2024-2025 Proposed Joint Activities Budget

FINANCIAL IMPLICATIONS:

The financial implications will be explicit in the approved budgets upon final approval.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	4/10/23
	4/10/23
	4/7/23
RAMSEY COUNTY ATTORNEY	4/3/23
	4/3/23
WASHINGTON COUNTY ATTORNEY	4/3/23
	4/3/23



April 6, 2023

To: Ramsey/Washington Recycling & Energy Board Facility & Finance Committee

From: Kris Wehlage, Accounting Manager

Re: 2024-2025 Proposed Joint Activities Budget

The Ramsey/Washington Recycling & Energy Board (R&E Board) Bylaws state, “The Facility & Finance 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 1 each year.” [Bylaws, Section 11].

The Joint Activities Budget provides a critical pathway for R&E to achieve its mission, “enhancing public health and the environment by creating value from waste through partnerships” and vision, “vibrant, healthy communities without waste.” The budget is developed each biennium to reflect these goals and the commitment to be a responsible partner to Ramsey and Washington counties. Additionally, budget preparation follows the R&E Board principles, approved by the Board when the R&E Center was in the process of being purchased, namely:

- Plan for a 20- to 30-year horizon
- Assure flexibility
- Manage risk
- Pivot the view from “waste” to “resources” to add value to the local economy and environment
- Move resources up the waste hierarchy

Continuing the momentum from the current biennium, R&E’s work in 2024 and 2025 will progress and evolve to meet the direction of the Board. In the Joint Activities Budget, this includes the rollout of the food scraps pickup program to tens of thousands of households, planning and implementing new community waste solutions, advancing non-residential recycling and waste reduction efforts, progress in education and community engagement and evaluating policy change that benefits the counties’ goals across all levels of the solid waste management hierarchy. Additionally, this proposed budget contains investment in R&E’s staff complement that supports the needs of the organization’s functions and matches the enhanced and expanded efforts that will drive R&E’s progress on long-term goals.

Descriptions of the major sections in the proposed 2024-2025 Joint Activities Budget, including major changes compared to the 2022-2023 budget, are described below.

County Contributions

County contributions to the 2024-2025 proposed Joint Activities Budget increase 3% in 2024 and an additional 3% in 2025. In comparison, the 2023 Approved Joint Activities Budget increased 8% from 2022.

Project Management

This program area includes expenses associated with overall management of R&E as an organization. Changes proposed are described below.

In the proposed budget, R&E Administration's salary/fringe costs are allocated between Joint Activities and Facility budgets based on a time study conducted in October 2022. Previous budgets had 100% of these costs in the Joint Activities Budget.

The 2024-25 proposed budget includes the addition of 1.0 full-time equivalent (FTE) Human Resources (HR) Generalist, 1.0 FTE Contract Specialist and 1.0 FTE Budget Analyst (reclassified from an existing position). As R&E has grown, the burden on support functions (finance, human resources and procurement) has increased, while the number of staff dedicated to these functions has remained static. The increase in work without an increase in staff puts R&E at risk, both legally and financially. There is also only one, higher-level professional position in each of these functions. Therefore, there is no redundancy in these functions if current staff leave the organization or are out for an extended period.

The need for these three positions is immediate. In addition to adding them to the 2024-2025 proposed budget, JLT and staff will be requesting that the Facility & Finance Committee recommend approval of the addition of two FTEs to R&E's complement in combination with a reclass of a current FTE at the May 11, 2023 meeting. At that meeting, JLT also plans to bring a recommendation for changes to R&E's leadership structure to the Facility & Finance Committee. The leadership and staff recommendations will outline the organizational structure that sets R&E up for sustained success.

- **Human Resources Generalist.** An average HR-to-employee ratio is 2.5 HR employees per 100 full-time employees. Smaller organizations require a higher ratio because it takes a minimum number of staff to perform core HR services. R&E's current ratio is 0.93 (1 HR employee for 107 full-time staff). With R&E being a smaller organization, there are few opportunities for duplicative efforts within the HR function. R&E's HR Manager handles all aspects of HR. The position also supervises administrative support staff; oversees payroll, worker's compensation, and safety functions; and serves as the assistant facility manager for the R&E Center.

HR functions include benefits administration, leave administration (Family Medical Leave Act [FMLA], disability, etc.), Americans with Disabilities Act (ADA) issues, recruitment, hiring, orientation, policy administration, compensation and Fair Labor Standards Act (FLSA) administration, employee investigations, employee and labor relations, grievances, labor agreement negotiations, pre-employment testing, reference checks, performance management, Consolidated Omnibus Budget Reconciliation Act (COBRA) administration, employment verifications, unemployment determination requests, Affordable Care Act (ACA) reporting, Equal Employment Opportunity (EEO-4), exit interviews, internal communications, and more. In counties, several of these functions have dedicated staff which allow for efficiencies in the work.

One person cannot effectively handle all of these responsibilities – especially during times when one of the functions (like an investigation, annual benefits enrollment, labor negotiations, etc.) may take up the bulk of that position's time on any given day. This puts R&E at risk for employment litigation and fines due to failure to comply with federal and state regulations. There are also 77 union staff with no access to technology and ongoing change management needs. This requires frequent face-to-face conversations.

The addition of an HR Generalist would allow for the time and resources needed to ensure positive labor relations; implement a diversity, equity and inclusion (DEI) program; provide training and development for staff; better ensure compliance with local, state and federal laws; and further develop a positive culture at R&E. This will better position R&E to increase attraction and retention of employees. This is a long-term need as the number of employees will remain

static or grow. The cost for this position would be split across the Facility and Joint Activities budgets at 75% and 25% respectively.

- **Contract Specialist.** The number and complexity of contracts and other procurement-related items has increased with the technological advances R&E has made. In 2022, R&E entered into 136 new agreements. This is on top of hundreds of existing agreements that require monitoring, renewals, amendments, change orders, etc.

The number of R&E contracts for one contract staff member is not sustainable. Ramsey County departments, which have a similar volume of contracts, have two to three contract staff plus additional support staff to manage that work. The number of contracts is expected to grow as R&E's programming grows. Contract work also increases as Joint Activities' grants grow in number. A new Contract Specialist would manage simple contracts and solicitations for the R&E Center and would process Joint Activities grants (such as BizRecycling and Food Waste Prevention grants), allowing R&E's Contract Manager to focus on the more complex procurement work for R&E.

This new position would also allow for proper contract oversight – better ensuring contractors remain compliant with their required insurance coverages and contractual obligations. Not doing this puts R&E at legal and financial risk in the event of an accident or other unexpected occurrence. Other risks are potential lost resources and mistakes in contracts leaving R&E susceptible to additional legal risk. This is a long-term need, as the number of contracts are not expected to decrease. The cost for this position would be evenly split across the Facility and Joint Activities budgets.

- **Budget Analyst.** Historically, facility budget analysis has been performed by the supply chain analyst, in addition to that position's inventory and purchasing responsibilities. As equipment and staff have been added, the volume of purchasing has increased. The purchasing and inventory work has become a 1.0 FTE position which leaves no capacity for assisting the Facility Manager with budget preparation and ongoing analysis. Adding a budget analyst allows R&E to hire a professional with a financial background to perform complex budget analysis for the Facility. Joint Activities budget analysis work would also be performed by this new position.

R&E's budgets have grown in complexity as a result of additional programs and technology implemented over the years. The Budget Analyst is needed to monitor R&E's budgets and assist in preparing the budgets annually. This position will help identify variance in projected budgets, identify root cause of budget issues, and assist in finding solutions for those issues. Adding this position also allows for greater opportunities for checks and balances - mitigating risks within the finance and accounting processes.

The Budget Analyst position would be a reclassified Electrician FTE position from the Facility Budget. This is a long-term need due to the budgets continuing to increase in complexity and staff no longer having the capacity to do the necessary work. The cost for this position would be split across the Facility and Joint Activities budgets at 75% and 25%, respectively.

The 2024-25 proposed budget also includes a staff complement increase for Joint Activities. In 2016, R&E created the Joint Activities team by hiring two FTEs. One was brought on to coordinate BizRecycling, the only existing joint activity at the time, and the second was brought on to coordinate the outreach and communications work for all of R&E. At this time, the total programmatic budget for Joint Activities was about \$2,400,000.

In 2018, R&E added the Joint Activities Manager position with the understanding that shared programming for the two counties was a strategic priority and that R&E staff would be responsible for coordinating the work in collaboration with county staff. Since then, both counties have found tremendous value in coordinated joint work facilitated through R&E, which has led to intentional growth of this work each year.

Since 2016, the counties strategically invested in the growth of Joint Activities to address more of the necessary waste reduction and recycling work that otherwise would not be completed. Through 2022, this investment grew Joint Activities by:

- Developing seven new and ongoing programs, including nine new financial incentives like grants, to address waste higher on the hierarchy
- Adding four more Joint Activities staff to coordinate expanded programming with both counties
- Increased the programmatic budget for Joint Activities by about \$4,500,000 (effectively repurposing the \$4,400,000 of hauler rebates from the 2019 budget for better addressing waste hierarchy issues)

While this growth has been strategic and intentional, it has also been limited each year to ensure only the highest priorities are addressed. There are at least four additional program areas in the 2022-23 Joint Activities budget that have not been fully planned or implemented because of limited staff capacity. In 2022, both counties evaluated their staff capacity and their priorities for Joint Activities moving forward. Both counties agreed with the importance of continuing the coordinated joint work, but also that there was no additional county staff capacity available to complete the work. Therefore, to plan and implement the remaining items in the budget, the counties recommended that R&E hire additional staff to coordinate the programming.

To do that, the staffing complement request for 2024 includes three new FTEs, consisting of 1.0 FTE Joint Activities Supervisor position and two 1.0 FTE Program Coordinator positions. These three staff will allow R&E to plan and implement the remaining shared priorities for the two counties. In 2024, the addition of three permanent staff will allow R&E to coordinate more work in collaboration with both counties, but without requiring additional staff capacity from either county. Rather, adding staff capacity at R&E will mean that projects and programs that have been on hold because of lack of staff capacity will be developed and implemented in a more efficient way.

Coordination from R&E staff with support and input from county staff will allow more work to be completed with fewer obstacles. For 2024 and 2025, R&E will look to develop, implement and/or expand the following programs:

- **Non-Residential Recycling**
 - BizRecycling
 - Multi-Unit Recycling Program
 - Apartment Recycling Specialists
 - Business Pollution Prevention
 - Food Waste Prevention
 - Compost Market Development
- **Community Waste Solutions**
 - Community Resource Hubs
 - Bulky Waste Solutions
 - Mattress Recycling

- Deconstruction and Construction & Demolition Recycling
 - Other Bulky Waste Recycling
 - Reuse & Repair
- **Food Scraps Recycling**
 - Program Materials and Resources
 - Contracted Services
 - Communications & Promotion
- **General R&E communications (for all programs, projects, and R&E Facility)**
 - Public Communication & Outreach
 - Waste Reduction and Recycling Education
 - R&E Facility Tours
 - Community Engagement
- **Policy Evaluation**
 - Market Development
 - Public Policy
 - Emerging Technology

R&E does not currently have enough staff to complete all of the proposed work above, and neither county has available staff capacity to contribute to completing more shared work. Further, with the gradual growth of the Joint Activities team, staff coordinating the work have done so with limited and inconsistent leadership or supervision. As distinct areas of Joint Activities work continue to develop, teams with dedicated supervisors and staff will allow work to be completed in those areas in more efficient and consistent ways. To do this, the following positions will be necessary:

- **Joint Activities Supervisor.** Following a similar model as the food scraps pickup program staffing structure, at least one additional supervisor is essential for establishing dedicated leadership, direction and supervision for Joint Activities. Currently, the Joint Activities Manager is responsible for the oversight of all Joint Activities programs, projects and budgets, while also being the direct supervisor to 7 staff. Each of those staff works with multiple teams to implement all of our Joint Activities work, each requiring unique and dedicated leadership, strategy, vision, and management. The addition of at least one supervisor position for 2024 will provide the needed dedicated leadership to the team of staff developing and implementing the current and proposed programs for 2024. These programs include everything in the Non-Residential Recycling and Community Waste Solutions portions of the Joint Activities Budget. This means that R&E's work with businesses and communities to move materials higher up the hierarchy will have dedicated and consistent leadership to help plan, implement, evaluate and improve our programming. This added capacity will also provide relief to existing staff that have been overburdened, allowing R&E to complete more work for the two counties. As programming is implemented, and as updated waste plans are completed, staff will bring back recommendations to the Facility & Finance if a determination is made that additional staff may be needed, including at a supervision and leadership level. R&E's team responsible for outreach, communications, education and engagement work will still lack dedicated leadership in 2024 and 2025, and so will be among the opportunities to evaluate additional capacity needs.
- **Program Coordinators.** The addition of two coordinator positions, along with at least one supervisor position, will provide R&E with the necessary capacity to complete all the work in the 2024-2025 proposed Joint Activities Budget. With additional activities planned for 2023 and subsequent years, we know that at least two additional coordinators are essential to develop and implement our

shared programming. At a minimum, this will allow activities that have either not been fully developed or have been put on hold because of capacity constraints to be planned and implemented beginning in 2024.

This would include work in the areas of compost market development, bulky waste recycling, deconstruction and construction & demolition recycling, community resource hubs and reuse & repair. Capacity constraints have been the reason why these efforts have been limited or on hold completely, resulting in significant Joint Activities budget surpluses over the past few years. Adding at least two coordinator positions will provide R&E with the necessary capacity to develop and implement these remaining activities. Once the counties update their solid waste management plans, there may be a need for additional R&E staff capacity to address new strategies, but two coordinators are anticipated to be sufficient for the full implementation of the proposed 2024-25 budget.

Non-Residential Recycling

This program area includes costs associated with R&E activities focused on improving waste reduction and recycling in the commercial and other non-residential sectors. This includes all aspects of BizRecycling, including grants and technical assistance to businesses, partnerships, sponsorships and educational resources. Non-Residential Recycling also contains resources focused on food waste prevention and reducing pollution from certain businesses and industries.

Continued funding for the following is based on policy direction in the counties' solid waste management plans, making progress towards the state's 75% recycling goal and meeting existing demand for current programming.

- ***BizRecycling*** – Funding levels are comparable to the 2022-23 budget to support ongoing business recycling needs.
- ***Multi-Unit Recycling Program*** – Funding levels are comparable to the 2022-23 budget to support ongoing recycling needs at multi-unit residential properties.
- ***Food Waste Prevention*** – Funding level is increased to reduce the amount of food being wasted while recovering more edible food that can be used to address food insecurity in both counties.
- ***Business Pollution Prevention*** – Funding levels are comparable to the 2022-23 budget. The program provides technical assistance and financial incentives to help businesses reduce the use of chemicals harmful to health and the environment, while also reducing hazardous waste.
- ***Compost Market Development*** – Funding levels are comparable to the 2022-23 budget. In association with the food scraps pickup program, this work grows the demand for finished compost derived from food scraps. These efforts include technical and educational resources, financial incentives and policy-based solutions focused on increasing market demand for compost.

Community Waste Solutions

This program area implements county solid waste management plan strategies through collaborative community approaches to address the unique needs of communities in both counties. Funding for this section is comparable to the 2022-23 budget. Several opportunities have been identified for waste reduction and recycling outside of the non-residential recycling budget area, including:

- ***Community Resource Hubs*** – This effort works with communities to address their unique waste-related needs. Programs, trainings and other resources will be brought to those communities to help reduce waste and improve reuse and recycling opportunities.

- **Bulky Waste Solutions** – Bulky items like mattresses, furniture, construction and demolition materials are generally non-processible at the R&E Center but continue to be delivered there. This budget item provides resources to support ongoing bulky waste recycling efforts while also identifying more ways to reduce the amount of bulky waste appearing in the waste stream.
- **Reuse & Repair** – Building on individual county efforts, funds will be used to coordinate the reuse and repair resources across both counties. This may include consistent educational and promotional efforts, as well as new resources like a shared disposal directory to be used and promoted by both counties for its residents.

Food Scraps Recycling

This program area includes funding for operational expenses associated with the new food scraps pickup program, using durable compostable bags called food scrap bags, co-collected with trash. A small pilot program is being conducted starting in April 2023. Phased rollout of the program is anticipated to begin in late 2023 after the completion of the pilot. Program rollout will continue, community by community, into 2024 and 2025.

The food scraps pickup program provides food scraps bags for free to households that sign up. When full, residents place the bags in their existing trash cart or dumpster for collection by their normal trash hauler. Bags of food scraps are then recovered at the R&E Center. Food scraps from this program will be sent to a local composting facility until anaerobic digestion is available (anticipated after the 2024-25 budget biennium).

The costs described below will increase over time as participation increases.

- **Program Resources** – This includes materials provided to households to ensure successful participation, primarily the food scrap bags.
- **Other Professional Services** – This includes contracted services for implementation and operation of the program: warehousing, order fulfillment and delivery of the bags and administrative components like customer service and program maintenance.
- **Promotional Activities** – This refers to components for increasing awareness of and participation in the program and includes the program website, videos and educational campaigns.

General Outreach:

Continued funding in the General Outreach program area covers outreach, education, communication and community engagement work of R&E, including Joint Activities and the R&E Center, as well as coordinated strategies with both counties. General outreach ensures awareness and participation in programs, as well as assisting the counties in coordinated messaging and engaging communities. Funding levels for this category are comparable to the 2022-23 budget. Some examples of this include:

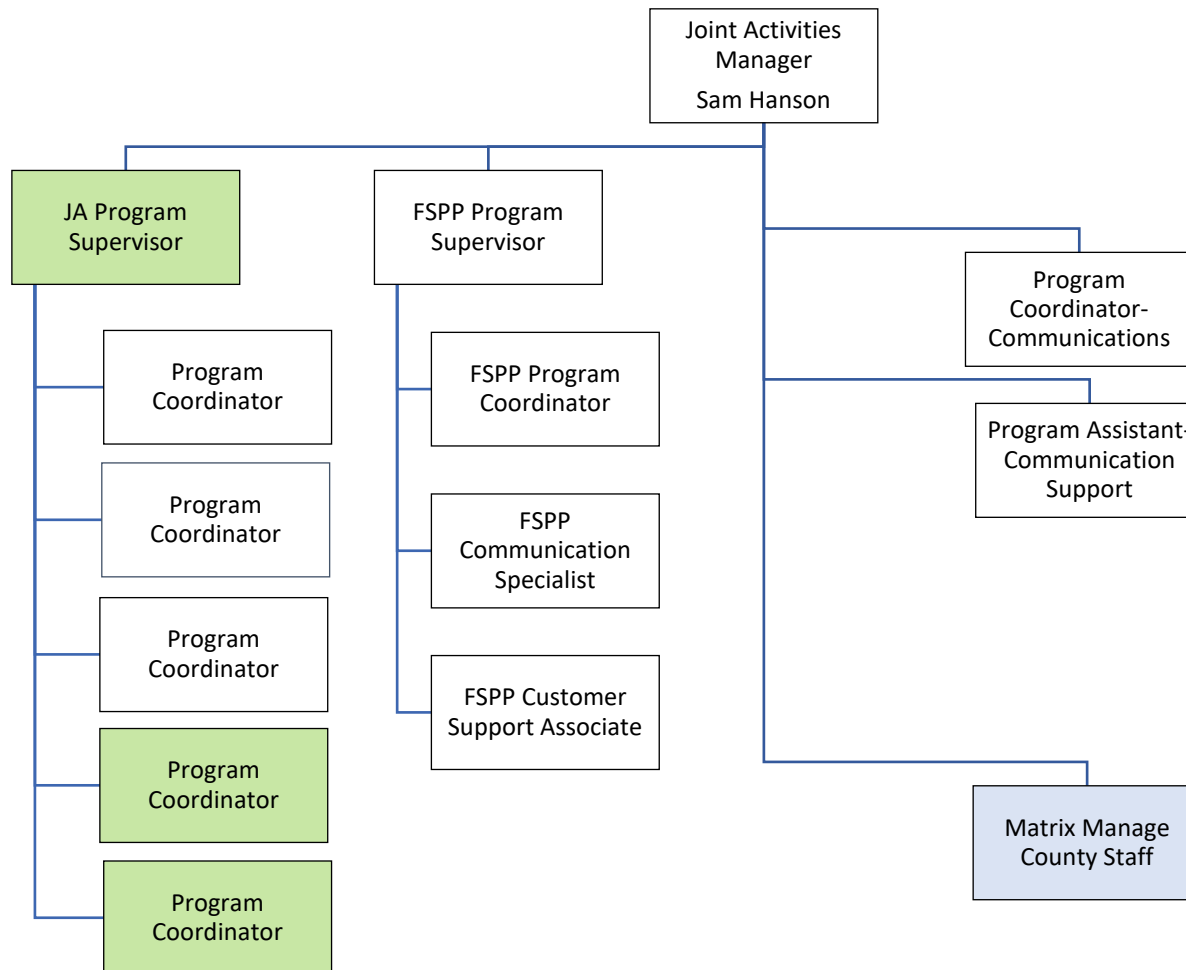
- **Communications, Design, Education & Promotion** – These are targeted campaigns about timely issues like problem waste materials, food waste reduction and implementation of the food scraps pickup program. It also includes promotion to increase awareness and participation in county programs and services using paid media campaigns, content development, community engagement, website maintenance, social media and videos.
- **Professional Services** – This includes contracted support from vendors that provide unique value to R&E's work. This includes cultural consultants, translation services, crisis communications support, and more.

Policy Evaluation

Continued funding covers legal, general engineering and technical services associated with evaluation and policy development of system changes to meet the counties and R&E's vision. Examples include continued work on management of organics and processing to recover recyclables. Identifying markets for refuse-derived fuel is anticipated to be a major area of effort in the next biennium, as is continued evaluation and analysis of emerging technologies.

Also included in this section of the budget are planning and implementing key policy issues (such as waste designation and odor mitigation) and engaging on state and regional policy issues such as the restriction on disposal, development of anaerobic digestion policy and state energy policy.

JA Staff Structure – Proposed 2024



White boxes = existing/approved positions

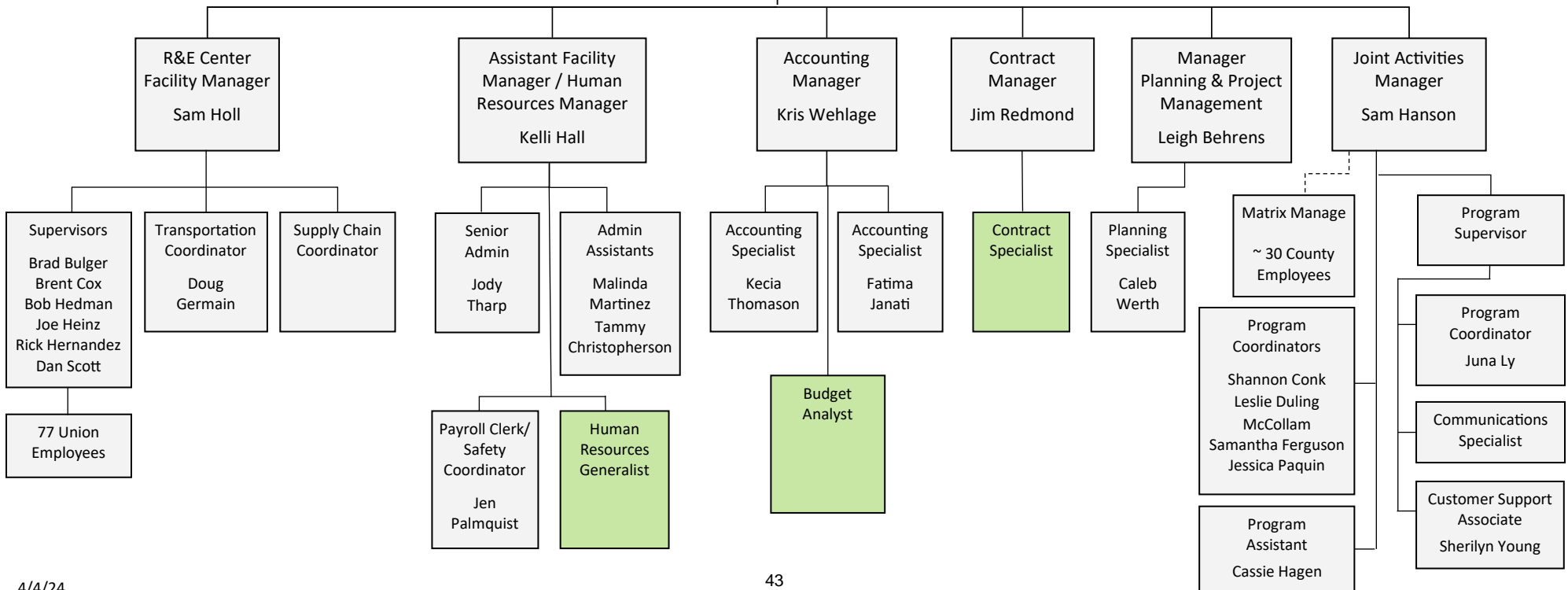
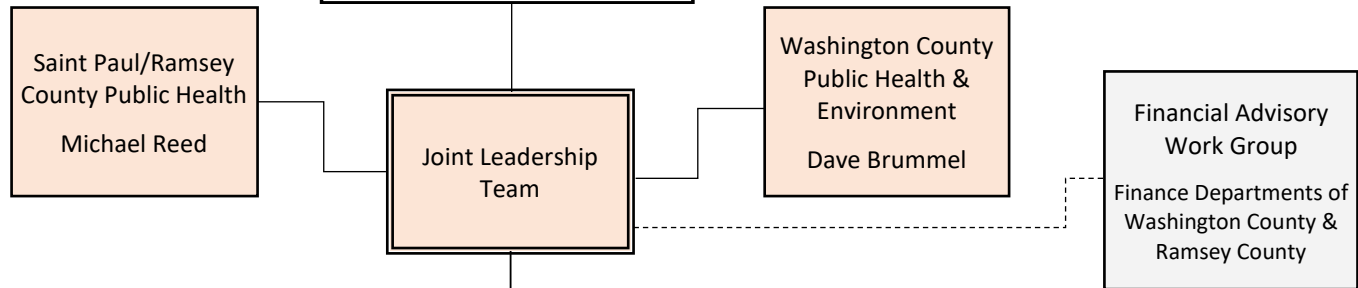
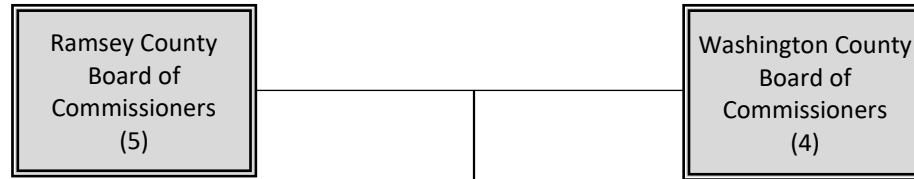
Green boxes = new proposed positions for 2024

Blue box = Ramsey and Washington County Staff





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



Ramsey/Washington Recycling & Energy Board

JOINT ACTIVITIES	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
APPROPRIATIONS:				
Project Management	2,394,100	2,729,454	3,441,000	3,485,000
Non-Residential Recycling	2,966,814	4,050,000	4,450,000	4,450,000
Community Waste Solution	132,223	625,000	870,000	835,000
Food Scrap Recycling	756,167	2,500,000	1,105,000	1,455,000
General Outreach	1,048,693	605,000	925,000	925,000
Policy Evaluation	1,030,773	1,100,000	1,190,000	1,190,000
Total Appropriations	8,328,770	11,609,454	11,981,000	12,340,000
REVENUE:				
Washington County	2,891,086	3,134,553	3,234,870	3,331,800
Ramsey County	6,113,769	8,474,901	8,746,130	9,008,200
Total Revenue	9,004,855	11,609,454	11,981,000	12,340,000
TOTAL	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
Appropriations	8,328,770	11,609,454	11,981,000	12,340,000
Revenue	9,004,855	11,609,454	11,981,000	12,340,000
Surplus/(Deficit)	676,085	-	-	-

Ramsey/Washington Recycling & Energy Board Joint Activities

Account	Description	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
APPROPRIATIONS:					
PROJECT MANAGEMENT					
411101	Salaries Permanent	1,004,886	1,180,685	1,339,038	1,383,144
411103	Salaries Temporary	-	15,000	15,000	15,000
411201	PERA	76,655	88,401	100,972	103,307
411202	Fica - OASDI	59,210	71,721	86,297	91,475
411203	FICA - HI	12,037	17,328	28,111	29,798
411301	Health & Dental Ins	157,234	321,390	395,179	397,878
411306	Life Ins	1,261	1,546	1,602	1,698
411307	Long Term Disability Ins	927	1,888	1,914	2,029
411410	Cell Phone Reimbursement	2,970	9,420	13,200	13,200
421101	Accounting & Auditing Services	34,057	110,000	110,000	110,000
421102	Auditor	13,103	26,000	20,000	20,000
421110	Fiscal agent Fees	30,000	30,000	30,000	30,000
421208	County Attorney	59,512	85,000	70,000	70,000
421401	Computer Maintenance and Other	317,778	395,100	618,528	592,129
421501	Consulting	259,448	225,000	421,384	435,567
421511	Partnership on Waste and Energy Contribution	83,250	83,250	101,150	101,150
421525	Recruitment Services	-	1,000	1,000	1,000
421603	Printing	-	4,500	4,500	4,500
421701	Postage	1,070	2,000	2,000	2,000
422402	Buildings & Office Space	55,496	-	-	-
423111	Employee Development	-	4,000	9,000	9,000
423309	Records Storage	254	275	275	275
424302	Membership & Dues	22,021	8,600	22,000	22,000
424303	Conference & Seminar	49,341	20,000	20,000	20,000
424304	Other Travel	13,115	20,000	20,000	20,000
424305	Meeting Expense	3,989	2,000	5,000	5,000
424501	Mileage	768	4,500	2,000	2,000
424507	Messenger Service	-	350	350	350
424607	Licensing Fee	128,000	-	-	-
431101	Office Supplies	7,718	500	2,500	2,500
Total Project Management		2,394,100	2,729,454	3,441,000	3,485,000
NON-RESIDENTIAL RECYCLING					
421542	BizRecycling	1,640,020	2,050,000	2,200,000	2,200,000
421543	Multi-Unit Recycling	964,728	1,250,000	1,250,000	1,250,000
421544	Business Pollution Prevention	117,977	410,000	450,000	450,000
421545	Food Waste Prevention	233,648	300,000	500,000	500,000
421546	Compost Market Development	10,441	40,000	50,000	50,000
Total Non-Residential Recycling		2,966,814	4,050,000	4,450,000	4,450,000
COMMUNITY WASTE SOLUTIONS					
421538	Community Resource Hubs	-	110,000	220,000	220,000
421539	Bulky Waste Solutions	62,223	435,000	500,000	465,000
421540	Reuse & Repair	70,000	80,000	150,000	150,000
Total Community Waste Solutions		132,223	625,000	870,000	835,000

SUBJECT: Proposed 2024-25 JA Budget

FOOD SCRAP RECYCLING

421541 Program Resources	20,067	760,000	200,000	425,000
421522 Other Professional Services	148,730	1,280,000	280,000	405,000
421602 Promotional Activities	587,370	460,000	625,000	625,000
Total Food Scrap Recycling	756,167	2,500,000	1,105,000	1,455,000

GENERAL OUTREACH

421509 Communications, Design, & Educational Services	1,015,360	455,000	775,000	775,000
421522 Other Professional Services	33,333	150,000	150,000	150,000
Total General Outreach	1,048,693	605,000	925,000	925,000

POLICY EVALUATION

421201 Legal Services	385,888	490,000	490,000	490,000
421502 Engineering Services	644,885	610,000	700,000	700,000
Total Policy Evaluation	1,030,773	1,100,000	1,190,000	1,190,000

Total Appropriations	8,328,770	11,609,454	11,981,000	12,340,000
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REVENUE:

314103 Washington County	2,891,086	3,134,553	3,234,870	3,331,800
319110 Ramsey County	6,113,769	8,474,901	8,746,130	9,008,200
Total Revenue	9,004,855	11,609,454	11,981,000	12,340,000

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

APPROPRIATIONS EXPLANATIONS

Project Management (51808)

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411101	Salaries Permanent	1,004,886	1,180,685	1,339,038	1,383,144

EXPLANATION: Compensation for permanent full-time and permanent part-time employees.
Administrative staff cost reallocation to Facility budget per R&E Board direction June 2022
5 additional FTE and 1 FTE reclass from Facility budget

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411103	Salaries Temporary	-	15,000	15,000	15,000

EXPLANATION: Compensation for temporary full-time and temporary part-time employees.

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411201	PERA	76,655	88,401	100,972	103,307

EXPLANATION: PERA rate calculation at 7.5% of Salaries Permanent

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411202	Fica - OASDI	59,210	71,721	86,297	91,475

EXPLANATION: Fica - OASDI is calculated at 6.2% of Salary Permanent and Salaries Temporary

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411203	FICA - HI	12,037	17,328	28,111	29,798

EXPLANATION: Fica - HI is calculated at 1.452% of Salaries Permanent and Salaries Temporary

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411301	Health & Dental Ins	157,234	321,390	395,179	397,878

EXPLANATION: Health & Dental Insurance for Staff

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411306	Life Ins	1,261	1,546	1,602	1,698

EXPLANATION: Life Insurance is paid up to a maximum of \$50,000 or 1 times an employee's salary for Staff

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411307	Long Term Disability Ins	927	1,888	1,914	2,029

EXPLANATION: Long Term Disability Insurance for Staff

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
411410	Cell Phone Reimbursement	2,970	9,420	13,200	13,200

EXPLANATION: Cell phone reimbursement for staff, \$55 per month per employee

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421101	Accounting & Auditing Services	34,057	110,000	110,000	110,000

EXPLANATION: Clifton Larson Allen - Hauler audit for compliance with the County Environmental Charge in both counties

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421102	Auditor	13,103	26,000	20,000	20,000

EXPLANATION: Expenses associated with the required annual audit of the R&E Board

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421110	Fiscal agent Fees	30,000	30,000	30,000	30,000

EXPLANATION: Annual Expenses paid to Ramsey County Finance for Fiscal Agent Agreement

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421208	County Attorney	59,512	85,000	70,000	70,000

EXPLANATION: Reimbursement expenses to the Ramsey and Washington County Attorney's office for legal services
Ramsey County - \$35,000/yr
Washington County - \$35,000/yr

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421401	Computer Maintenance and Other	317,778	395,100	618,528	592,129

EXPLANATION: Computer system maintenance and other IT costs

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421501	Consulting	259,448	225,000	421,384	435,567

EXPLANATION: Ramsey County Human Resources - \$5,000/yr, IT consultant, Planning Consultant

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421511	Partnership on Waste and Energy Contribution	83,250	83,250	101,150	101,150

EXPLANATION: Recycling and Energy's contribution to Partnership on Waste and Energy.

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421525	Recruitment Services	-	1,000	1,000	1,000

EXPLANATION: Costs relating to hiring Recycling and Energy staff

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421603	Printing	-	4,500	4,500	4,500

EXPLANATION: Printing services

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421701	Postage	1,070	2,000	2,000	2,000

EXPLANATION: Postage

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
422402	Buildings & Office Space	55,496	-	-	-

EXPLANATION: Office space for Joint Activities staff at R&E Center

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
423111	Employee Development	-	4,000	9,000	9,000

EXPLANATION: Staff training

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
423309	Records Storage	254	275	275	275

EXPLANATION: Fee paid for storing records

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424302	Membership & Dues	22,021	8,600	22,000	22,000

EXPLANATION: Memberships for Recycling & Energy

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424303	Conference & Seminar	49,341	20,000	20,000	20,000

EXPLANATION: Conference & Seminars for R&E Board and staff

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424304	Other Travel	13,115	20,000	20,000	20,000

EXPLANATION: Site visits and other educational opportunities

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424305	Meeting Expense	3,989	2,000	5,000	5,000

EXPLANATION: Expenses related to R&E Board staff meetings

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424501	Mileage	768	4,500	2,000	2,000

EXPLANATION: Parking/Mileage paid to employees based on IRS reimbursement rate

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424507	Messenger Service	-	350	350	350

EXPLANATION: Courier services

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424607	Licensing Fee	128,000	-	-	-

EXPLANATION: Trademark Fee

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
431101	Office Supplies	7,718	500	2,500	2,500

EXPLANATION: General office supplies

Total Project Management		2,394,100	2,729,454	3,441,000	3,485,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Non-Residential Recycling (51809)

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421542	BizRecycling	1,640,020	2,050,000	2,200,000	2,200,000

EXPLANATION: 1) BizRecycling consulting services - \$750,000/yr (MN Waste Wise and EcoConsilium)
 2) BizRecycling partners and sponsorships - \$450,000/yr
 4) BizRecycling grants and incentives (starter, reward, container, sustaining, and label grants) - \$1,000,000/yr

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421543	Multi-Unit Recycling	964,728	1,250,000	1,250,000	1,250,000

EXPLANATION: 1) Multi-Unit Recycling consulting services - \$650,000/yr
 2) Multi-Unit Recycling Program grants and incentives (starter, reward, container, label grants, and apartment recycling specialist stipends) - \$500,000/yr
 3) Multi-Unit Recycling partners and sponsorships - \$100,000/yr

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421544	Business Pollution Prevention	117,977	410,000	450,000	450,000

EXPLANATION: 1) Business Pollution Prevention consulting services - \$150,000/yr
 2) Business Pollution Prevention grants and incentives - \$300,000 in 2024

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421545	Food Waste Prevention	233,648	300,000	500,000	500,000

EXPLANATION: Resources for preventing food waste and increasing food recovery efforts contracts - \$200,000/yr
 Food Recovery Grants - \$300,000/yr

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421546	Compost Market Development	10,441	40,000	50,000	50,000

EXPLANATION: Compost contract with SMSC - \$20,000/yr
 Demolition projects, sponsorships, and educations \$30,000/yr

Total Non-Residential Recycling		2,966,814	4,050,000	4,450,000	4,450,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Community Waste Solutions (51817)

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421538	Community Resource Hubs	-	110,000	220,000	220,000

EXPLANATION: 1) Community Resource Hub hard costs (rent, equipment, materials, etc.)- \$120,000/yr
2) Community Resource Hub staffing, contractors, and partnerships - \$100,000/yr

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421539	Bulky Waste Solutions	62,223	435,000	500,000	465,000

EXPLANATION: 1) Mattress recycling strategies - \$175,000/yr
2) Research, planning, and pilot testing for other bulky items - \$75,000/yr
3) Construction and Demolition (C&D) and deconstruction training, resources, grants, and partnerships - \$250,000 for 2024 and \$215,000 for 2025

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421540	Reuse & Repair	70,000	80,000	150,000	150,000

EXPLANATION: Education, resources, and shared county disposal directory - \$150,000/yr

Total Community Waste Solutions		132,223	625,000	870,000	835,000
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Food Scrap Recycling (51818)

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421541	Program Resources	20,067	760,000	200,000	425,000

EXPLANATION: Durable Compostable Bags (DCB's) - \$200,000/yr for 2024 and \$425,000/yr for 2025

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421522	Other Professional Services	148,730	1,280,000	280,000	405,000

EXPLANATION: 1) Distribution of DCB's - Warehouse, fulfillment, and delivery of DCB's - \$80,000/yr for 2024 and \$180,000/yr for 2025
2) Administration of DCB's - Customer service, program development and maintenance, and license - \$200,000/yr for 2024 and \$225,000/yr for 2025

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421602	Promotional Activities	587,370	460,000	625,000	625,000

EXPLANATION: 1) Website - Hosting fees, maintenance, and support - \$200,000/yr
2) Videography - Educational and promotional videos - \$25,000/yr
3) Media campaign - Promotional campaigns - \$200,000/yr
4) Contracted services - Agency fees and staff time for Metre LLC. - \$200,000/yr

Total Food Scrap Recycling		756,167	2,500,000	1,105,000	1,455,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

General Outreach (51810)

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421509	Communications, Design, & Educational Services	1,015,360	455,000	775,000	775,000

EXPLANATION:

- 1) Contracted graphic design services for the annual county Green Guides, the R&E annual report, and other materials - \$150,000/yr
- 2) Recycling & Energy and BizRecycling websites - \$75,000/yr
- 3) Videography to support programs, activities, and R&E Center - \$50,000/yr
- 4) Outreach, engagement, promotion, marketing, and educational activities to support programs and R&E Center - \$500,000/yr

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421522	Other Professional Services	33,333	150,000	150,000	150,000

EXPLANATION:

- 1) Communication services - contractors to assist with specialized communications needs - \$50,000/yr
- 2) Cultural consultants - contracting with New Publica and other specialists to better engage with specific cultural communities - \$100,000/yr

Total General Outreach		1,048,693	605,000	925,000	925,000
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Policy Evaluation (51811)

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421201	Legal Services	385,888	490,000	490,000	490,000

EXPLANATION:

Legal services contract

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
421502	Engineering Services	644,885	610,000	700,000	700,000

EXPLANATION:

General engineering and technical services contracted with Foth Infrastructure & Environmental, LLC , and Hdr Engineering Inc

Total Policy Evaluation		1,030,773	1,100,000	1,190,000	1,190,000
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Total Appropriations		8,328,770	11,609,454	11,981,000	12,340,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

REVENUE EXPLANATIONS

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
314103	Washington County	2,891,086	3,134,553	3,234,870	3,331,800

EXPLANATION: Washington County 27% of Joint Activities Budget

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
319110	Ramsey County	6,113,769	8,474,901	8,746,130	9,008,200

EXPLANATION: Ramsey County 73% of Joint Activities Budget

Total Revenue		9,004,855	11,609,454	11,981,000	12,340,000
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**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

R&E FACILITY & FINANCE COMMITTEE MEETING DATE:		April 13, 2023		AGENDA ITEM:		V
SUBJECT:	Updates and Reports					
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION
SUBMITTED BY:	Joint Leadership Team					

FACILITY & FINANCE COMMITTEE ACTION REQUESTED:

None.

EXECUTIVE SUMMARY:

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


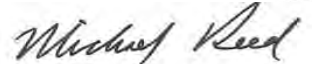
- a. R&E Center Updates

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	4/6/23