



MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD

Date: Thursday, June 15, 2023

Time: 8:00 a.m. – 10:00 a.m.

Commissioners, Key staff, Presenters:

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

Public: Members of the public are encouraged to participate remotely or may attend at the Maplewood address.
[Microsoft TEAMS](#) | Phone Conference ID: 529 435 868# | 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 – May 25, 2023** Action Page 2
- IV. Consent Agenda** Action Page 7
 - a. Trailer Purchase Contract
 - b. Processing Equipment Parts and Supplies Contract
 - c. Flail Mills Parts Contract
- V. Governance – No items.**
- VI. Management and Administration**
 - a. Attorney Conflict of Interest Acknowledgement Action Page 9
 - b. 2024–2025 Budget Review Policy Discussion Page 12
- VII. Policy – No items.**
- VIII. Updates and Reports** Information Page 43
 - a. Joint Activities Updates
 - b. Facility Updates
 - c. Partnership on Waste and Energy Update
 - d. Procurement Report Page 45
- IX. Other**
 - a. Invitation for Comments from Ex Officio R&E Board Members: Information
MPCA and City of Newport
- X. Adjourn**

NEXT MEETING: R&E Board | Thursday, July 27, 2023 | 10:00 a.m. – 12:00 p.m. | Ramsey County EH Maplewood



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

THURSDAY, MAY 25, 2023

RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD MINUTES

A meeting of the Ramsey/Washington Recycling & Energy Board (R&E Board) was held at 10:00 a.m. on Thursday, May 25, 2023, at Ramsey County Environmental Health Offices, 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 Karla Bigham, Michelle Clasen, Stan Karwoski, Fran Miron – Washington County
Commissioners Nicole Frethem, Trista MatasCastillo, Mary Jo McGuire (alternate), Rafael Ortega, Victoria Reinhardt, Mai Chong Xiong – Ramsey County

MEMBERS NOT PRESENT

Commissioner Gary Kriesel (alternate) - Washington County

EX-OFFICIO MEMBERS PRESENT

Dave Benke, Minnesota Pollution Control Agency (MPCA)

EX-OFFICIO MEMBERS ATTENDING REMOTELY

Tom Ingemann, City of Newport

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Terese Bordeau, Dave Brummel, Rae Eden Frank, Gregory Goodwine, Cassie Hagen, Kelli Hall, Sam Hanson, Sam Holl, Sara Hollie, Jennefer Klennert, Nate Klett, Andrea McKennan, Michael Reed, John Ristad, Bob Roche, Jody Tharp, Sherilyn Young

ATTENDING REMOTELY

Joel Anderson, Kate Bartelt, Terese Bordeau, Gary Bruns, Alison Cameron, Tammy Christopherson, Sam Ferguson, Tabatha Hansen, Filsan Ibrahim, Fatima Janati, Caleb Johnson, Kevin Johnson, Hannah Keller, Juna Ly, Leslie Duling McCollam, Rob Murray, Jennifer Nguyễn Moore, Jessica Paquin, Gabe Reynolds, Uriel RosalesTlatenchi, Minette Saulog, John Springman, Ryan Tritz, Jenna Venem, Ami Wazlawik, Caleb Werth,

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Miron called the meeting to order at 10:03 a.m. Introductions of attendees in Maplewood were made.

Commissioner Reinhardt moved, seconded by MatasCastillo, to approve the agenda as presented.
Motion carried 6-0. Ayes: Bigham, Clasen, Karwoski, MatasCastillo, Miron, Reinhardt Nays: None

APPROVAL OF MINUTES

Commissioner Bigham moved, seconded by MatasCastillo, to approve the minutes of April 27, 2023.
Motion carried 6-0. Ayes: Bigham, Clasen, Karwoski, MatasCastillo, Miron, Reinhardt Nays: None

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report

Commissioner MatasCastillo, R&E Facility & Finance Committee chair, presented an update from the May 11, 2023, committee meeting. The committee approved the 2024-2025 R&E Joint Activities Budget and recommends the R&E Board approve the Joint Activities Budget and forward the budget to the Ramsey and Washington County boards for approval; approved the 2024-2025 Facility Budget and recommends the R&E Board establish the 2024-2025 tipping fee at the rate of \$121 per ton for 2024 and \$130 per ton for 2025; approved the 2024-2025 Equipment Maintenance & Replacement Budget and recommends the R&E Board approve the budget.

R&E Executive Leadership Structure

Dave Brummel, Washington County and R&E Joint Leadership Team (JLT), introduced proposed staffing changes resulting from an organizational assessment completed in 2022 by Curphy Leadership Solutions. The final report was shared with the R&E Board on December 6, 2022.

Commissioner McGuire and Commissioner Xiong arrived.

Dave Brummel and Sara Hollie, Director, Saint Paul - Ramsey County Public Health, explained the recommended changes. While the assessment report included five high-level recommendations, R&E is focusing first on a new organizational structure. The proposal replaces the JLT with an executive director reporting directly to the R&E Board and a deputy director reporting to the executive director. The executive director and deputy director positions will be national, open, competitive hiring processes.

Other recommended changes will be addressed after the leadership positions have been filled. Brummel provided a brief overview of future solutions, including improved collaboration and support for Joint Activities, funding, and board governance.

Commissioner Ortega arrived.

Commissioners discussed the proposed structure, the executive director search approach and a deputy director to be hired by the executive director. Hollie stated historically, R&E leaders have reported directly to the county health department heads. This new structure envisions the department heads supporting the new executive director rather than having a direct management role. Brummel stated this change must comply with the Joint Powers Agreement (JPA).

John Ristad, Washington County Attorney, said the JPA, as currently written, puts the existing JLT leaders in a difficult position due to R&E being a separate legal entity, creating limitations on information sharing between the three entities.

Commissioner MatasCastillo said the current size of the R&E Board represents quorum from each county, however, one commissioner in each county is not on the R&E Board. This creates tensions when taking information or decisions back to the counties. A longer-term goal would be to reduce the number of commissioners on the R&E Board.

Commissioner Karwoski shared his support of the proposed plan and said, if the size of the R&E Board be reduced, board workshops should be conducted to keep other commissioners informed of R&E's work.

Dave Benke, MPCA and R&E ex officio member, discussed other entities in the state with a structure similar to this proposal. He offered assistance for access to national-level organizations for recruitment.

Commissioner Miron asked whether the next step is to adjust the bylaws before proceeding and whether county waste management plans would need to be amended to reflect this change. Ristad said he would research the correct steps for the bylaws and JPA. Brummel said the county waste management plan amendment question requires research; however, with plans currently being updated, the timing is appropriate.

Commissioner Reinhardt asked whether, since bylaws need to be updated, a way exists to incorporate language now to allow for future changes to the board. Ristad said the size and makeup of the board are dictated by the JPA rather than the bylaws

Commissioner Miron asked whether the R&E Board will conduct performance reviews of the executive director and whether the environmental health directors will be included. Ristad said under Minnesota statutes for private personnel information, the environmental health directors could provide input but may not be in attendance for a performance review with the R&E Board.

Commissioner Ortega said for clarity, standing committees should be incorporated into the organizational chart. The only standing committee is the Facility & Finance (F&F) Committee.

2024-2025 Budgets

Michael Reed, Ramsey County and JLT, reviewed the budget development timeline, R&E Board principles that guide the development of programs and budgets and the board budget structure. He presented an overview of changes, reallocation of staff cost across Joint Activities and Facility budgets and consumer price index increases related to contracts.

Commissioner Miron asked for clarification regarding the need for public notice and whether the budget can be approved prior to the public process. Ristad stated it could be done as a preliminary approval.

Kelli Hall, R&E human resources manager and assistant facility manager, explained proposed organizational changes to the staff complement. Core support functions have remained static since 2016, leading to vulnerabilities for R&E. Needs assessments done externally and internally indicate that the increase will right-size the organization to reduce risk and create stability. Proposed positions for business support areas include an HR generalist for Human Resources, a contract specialist for Contracts and Procurement, and a budget analyst for Budgets and Accounting. Currently, R&E has only one professional staff position in each of these business areas, leaving R&E vulnerable should staff take extended time off or leave the organization.

Commissioner Clasen asked why staff would be brought on rather than using contracted organizations, e.g., to conduct investigations. Hall explained that, regarding conducting investigations, bringing in external organizations may erode the trust that has been built with union staff.

Hall said R&E is at a dangerous point because of management team burnout. Bringing in shared services or contractual staff does not reduce management staff burdens, and not having the appropriate staffing levels in these critical functions creates vulnerabilities for staff and the organization.

Commissioner Reinhardt said as R&E has grown, a concern has been that there is not enough depth. Contracting out makes sense in certain circumstances but does not meet the needs to cultivate a well-rounded staff.

Commissioner Frethem stated this issue was addressed a couple of years ago by the F&F Committee. A determination was made that R&E should not bring on temporary staff when what is needed is full-time staff. This was presented to the board and led to conducting an organizational evaluation. While the board has heard about these needs, some additional background information for new board members would be helpful.

Hall shared that JLT has been incredibly supportive in getting consultants to evaluate the structure and both JLT and the management team have been very thoughtful in this assessment process.

Sam Hanson, Joint Activities manager, shared the proposed Joint Activities program staff increases. When R&E was formed in 2016, there was only one Joint Activities program and one program coordinator, and he was hired to grow Joint Activities. Programmatic growth has outpaced staffing. He discussed programmatic work that has been either slowed down or put on hold due to staff limitations at both the county level and R&E. Assessments by both county environmental health groups and Joint Activities have identified that the best area to add staff capacity is with R&E rather than at the county level.

Commissioner Reinhardt stated the work cannot be done without the correct staffing, especially due to the food scraps pickup program across two counties, which has never been done before. She said equally important to the discussion as the cost is the question of what work R&E and the counties will not be done if the positions are not brought on.

Commissioner Ortega would like to see the long-term vision of the organizational chart with all the anticipated positions and the associated budget. Commissioner Karwoski added that seeing a timeline of anticipated staffing needs and additional work would be helpful.

2024-2025 Facility Budget

Sam Holl, R&E facility manager, reviewed drivers of the proposed Facility Budget, with the only new item being a compost fee. Other drivers include personnel costs, fuel supply agreements, landfill, transportation, transload, facility operations and administrative/internal (Enterprise Reserve Fund and debt services). The Facility Budget was shown by cost category, reviewing the 2023 and the proposed 2024 and 2025 budgets.

Commissioner Miron asked when union contracts are due for negotiation. Hall said negotiations will occur in 2024 for the three-year 2025-2027 contract.

Holl presented the proposed 2024-2025 tipping fees. Estimating the average household produces one ton of trash per year, the \$18/year increase equals \$1.50/month, or less than \$5/quarter. About one-third of a hauler trash bill is for disposal costs, the other two thirds are other operational and labor related costs incurred by the hauler.

Commissioner Xiong asked whether the cost of trash and the food scraps pickup program will be split out for residents. Michael Reed, Ramsey County and R&E Joint Leadership Team, shared how the county environmental charge (CEC) is set and stated there is no way to split out organics.

Equipment, Maintenance & Replacement Budget (EM&R)

Sam Holl briefly explained the EM&R Budget.

Joint Activities Budget

Sam Hanson, R&E Joint Activities manager, reviewed the Joint Activities Budget background, considerations for the 2024-2025 budget and breakdown by category for 2023, 2024 and 2025. Dave Brummel pointed out the amount for county contributions for each of the three years.

Commissioner Ortega noted that this is a programmatic budget and inquired whether there is a full organizational budget and if the three budgets could be combined on one slide. He stated it is important to avoid having differing priorities among the two counties.

Commissioner Bigham commented that, while not questioning the need for the requested positions, she feels it is a timing issue of when they are added to the budget. Commissioner MatasCastillo stated that the F&F Committee will work with staff to explain why this is the correct time to add the positions.

Commissioner Clasen inquired whether the line item for temporary positions could be used to buy time on hiring the proposed Joint Activities positions. Brummel spoke about the effect of bringing on temporary staff during the pandemic and the impact on leadership/supervisory positions. No relief for leadership was found due to the work of onboarding, training and management that still existed with temporary staff and when those staff departed, the experience and knowledge they gained left the organization.

Commissioner Reinhardt spoke regarding not receiving state money for R&E's anaerobic digestion project and the need to return to the legislature with a funding request. Commissioner Bigham requested a legislative update be presented at the June R&E Board meeting.

Commissioner Karwoski stated that any slowing of the rollout of the organics program would sow doubt for residents about the program and supports the addition of these positions to keep the program moving ahead.

UPDATES AND REPORTS

Michael Reed presented the procurement report for the period April 1, 2023, through April 30, 2023.

OTHER

Invitation for Comments from Ex Officio R&E Board Members

Dave Benke, Minnesota Pollution Control Agency (MPCA) thanked R&E staff for arranging a tour for Increasing Diversity in Environmental Careers (IDEC) students.

ADJOURN

Chair Miron declared the meeting adjourned at 12:18 p.m.

ATTEST

Commissioner Fran Miron, Chair
June 15, 2023

June 15, 2023



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

R&E BOARD MEETING DATE:	June 15, 2023	AGENDA ITEM:	IV.
SUBJECT:	Consent Agenda		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION <input checked="" type="checkbox"/> CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)		

R&E BOARD ACTION REQUESTED:

Approval of the consent agenda.

EXECUTIVE SUMMARY:

Consent agenda items:

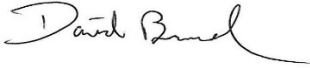



- a. Trailer Purchase Contract
- b. Processing Equipment Parts and Supplies Contract
- c. Replacement Parts and Services for Flail Mills Contract

ATTACHMENTS:

- 1. Draft Resolution

FINANCIAL IMPLICATIONS:

There is funding in the 2023 budget for these contracts.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	6/8/23
RAMSEY COUNTY ATTORNEY 	6/8/23
WASHINGTON COUNTY ATTORNEY 	6//8/23



RESOLUTION R&EB-2023-08

WHEREAS, The Ramsey/Washington Recycling & Energy Board (“R&E Board”) is governed by the Amended and Restated Joint Powers Agreement by and between Ramsey County and Washington County dated August 2, 2022 (“Joint Powers Agreement”); and

WHEREAS, The R&E Board adopted Procurement Guidelines on April 21, 2022 (Resolution R&EB–2022-06), which specify the procurement methods for contracts and purchases; and

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

WHEREAS, The R&E Board has a need to replace trailers from its fleet on an ongoing basis and issued a request for bids to purchase four enclosed aluminum trailers and two open-top aluminum trailers on April 19, 2023; and

WHEREAS, The R&E Board received two responses, which were evaluated by a four-person evaluation team consisting of three R&E Board staff members and one outside consultant, and both proposals were deemed to be responsive; and

WHEREAS, The proposal from North American Trailer, Ltd. was put forward by the evaluation committee as the recommended proposal primarily based on having the lowest cost; and

WHEREAS, The R&E Board also has a constant need for replacement parts and services for flail mills as well as other processing equipment at the facility. NOW, THEREFORE, BE IT

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

1. Authorization for the Joint Leadership Team to approve an agreement between the R&E Board and North American Trailer, Ltd. for aluminum trailers, not to exceed \$812,131.24, and amendments thereto, for a term of one year from the date of execution upon approval as to form by the county attorney and within the project budget.
2. Authorization for the Joint Leadership Team to approve agreements with Baldwin Supply Company and Magotteaux, Inc. to provide parts and supplies for R&E Facility operations, and amendments thereto, for terms of up to five years from the date of execution upon approval as to form by the county attorney and within the project budget.

Fran Miron, Board Chair
June 15, 2023

Attest
June 15, 2023



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

R&E BOARD MEETING DATE:	June 15, 2023	AGENDA ITEM:	VI.a
SUBJECT:	Attorney Conflict of Interest Acknowledgement		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input checked="" type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
SUBMITTED BY:	R&E Board Legal Counsel		

R&E BOARD ACTION REQUESTED:

Approve the Conflict of Interest Acknowledgement resolution.

EXECUTIVE SUMMARY:

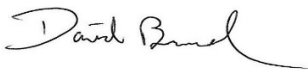



The R&E Board Joint Powers Agreement (JPA) designates both the Ramsey County Attorney’s Office and the Washington County Attorney’s Office as the attorneys for the R&E Board. Attorneys’ professional conduct is governed by the Minnesota Rules of Professional Conduct. Rule 1.7 of those rules prohibits attorneys from representing a client if that representation involves a conflict of interest or if there is a significant risk that the representation will result in a conflict of interest. The proposed resolution acknowledges that the attorneys represent both their respective counties as well as the R&E Board, that no conflict of interest currently exists, that no conflict of interest is currently anticipated, and sets out a formal process to address any conflicts of interest that may arise out of either attorney’s representation of more than one entity.

ATTACHMENTS:

1. Draft resolution

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	6/8/23
RAMSEY COUNTY ATTORNEY 	6/9/23
WASHINGTON COUNTY ATTORNEY 	6/8/23



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

RESOLUTION R&EB-2023-09

WHEREAS, The Ramsey/Washington Recycling & Energy Board (“R&E Board”) is governed by the Amended and Restated Joint Powers Agreement by and between Ramsey County and Washington County dated August 2, 2022 (“Joint Powers Agreement”); and

WHEREAS, Section VI.B of the Joint Powers Agreement designates the Ramsey County Attorney’s Office and the Washington County Attorney’s Office as the attorneys (individually or collectively, “Counsel”) for the R&E Board; and

WHEREAS, Counsel affirm that, to the best of their knowledge, Counsels’ involvement in representing the R&E Board does not result in a conflict of interest with any party or entity which may be affected by the terms of the Joint Powers Agreement; and

WHEREAS, Counsel agree that, should any conflict or potential conflict of interest become known to either Counsel, Counsel will immediately notify the Board of the conflict or potential conflict, and the Board shall decide by Board resolution whether or not to: 1) waive the conflict or potential conflict; and 2) to make alternative arrangements for performance of any of the services to be provided by the Joint Powers Agreement; and

WHEREAS, the R&E Board wishes to formally acknowledge the potential for conflicts of interest to exist during the course of Counsels’ representation of the Board and to establish a process for addressing such conflicts of interest should they arise. NOW, THEREFORE, BE IT

RESOLVED, Counsel are Assistant Ramsey and Washington County Attorneys and while representing the Board may also provide legal advice and services to Ramsey and/or Washington Counties concerning legal issues that affect multiple clients. BE IT FURTHER

RESOLVED, Counsels’ professional conduct is governed by the Minnesota Rules of Professional Conduct. Rule 1.7 provides that an attorney must represent a client with undivided loyalty and must disclose to the client any material matter which might impair that loyalty or affect the client’s interest. An attorney representing multiple parties must reasonably believe that the attorney can provide competent and diligent representation to each client. A conflict of interest exists if the representation of one client will be directly adverse to another client or if there is significant risk that that the representation of one or more clients will materially limit the lawyer’s responsibilities to the other client. BE IT FURTHER

RESOLVED, The R&E Board is not currently aware of any actual or reasonably foreseeable conflicts of interest or adverse effects related to Counsels’ representation of both the Board and Ramsey County or Washington County. BE IT FURTHER

RESOLVED, The R&E Board, however, acknowledges that a conflict of interest may arise in the future. Should Counsel become aware of any conflict or potential conflict of interest, Counsel shall immediately notify the Board of the conflict or potential conflict. If the Board or any of its Members become aware of any conflict of interest or potential conflict of interest, the Board or the Member shall immediately notify the Board or Counsel of the conflict or potential conflict. BE IT FURTHER

RESOLVED, If the R&E Board decides that a conflict exists and is material enough to be of practical importance, it shall decide by Board resolution whether or not to: 1) waive the conflict or potential conflict and allow the joint representation to continue; or 2) take action to safeguard confidential information or make alternative arrangements for the performance of any of the services Counsel would provide to the Board. BE IT FURTHER

RESOLVED, In the event that the R&E Board and Ramsey County and/or Washington County are unable to resolve a legal issue between or among them without legal proceedings, the Board shall secure separate legal counsel with respect to the legal issue involved.

Fran Miron, Board Chair
June 15, 2023

Attest
June 15, 2023



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

R&E BOARD MEETING DATE:	June 15, 2023			AGENDA ITEM:	VI.b			
SUBJECT:	2024 – 2025 Budget Review							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

For policy discussion.

EXECUTIVE SUMMARY:

R&E’s budgets provide a critical pathway for the R&E Board 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 budgets are developed each biennium to reflect these statements and the commitment to a responsible partner to Ramsey and Washington counties toward meeting the goals of their respective county solid waste management plans.

Budget preparations follow 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

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

- An annual **Facility Budget** for approval by the R&E Board each year on or prior to August 1.
- An **Equipment Maintenance and Replacement (EM&R) Budget**, which is prepared on the same schedule as the Facility Budget for consideration by the R&E Board.
- A two-year **Joint Activities Budget** by or prior to August 1 for R&E Board approval. The R&E Board then submits the Joint Activities Budget to the counties to approve their respective contributions.

The three proposed budgets were presented to the Facility & Finance Committee at its April 13, 2023, meeting for initial review. The budgets were then updated based on discussions from that meeting and additional changes identified after the April committee meeting. At its May 11, 2023, meeting, the Facility & Finance Committee adopted Resolution R&EB-FFC-2023-02, approving the proposed 2024–2025 Joint Activities Budget, Facility Budget and EM&R Budget and recommending that the R&E Board approve the budgets.

SUBJECT: 2024–2025 Budget Review

On May 25, 2023, the Facility & Finance Committee introduced the proposed budgets to the full R&E Board. The board received an informational presentation from JLT and staff describing the considerations and impacts regarding the budgets. Following this information item, both the Ramsey County Board and Washington County Board held workshops on June 6, 2023, to discuss the county perspectives on the 2024–2025 R&E budgets.



At the June 15, 2023, R&E Board meeting, board members from the two counties will report back on the discussions that occurred at those county board workshops. This meeting provides the opportunity for the board to provide additional direction to JLT in preparing the final 2024–2025 budgets, which will be presented for approval at the July 27, 2023, R&E Board meeting.

ATTACHMENTS:

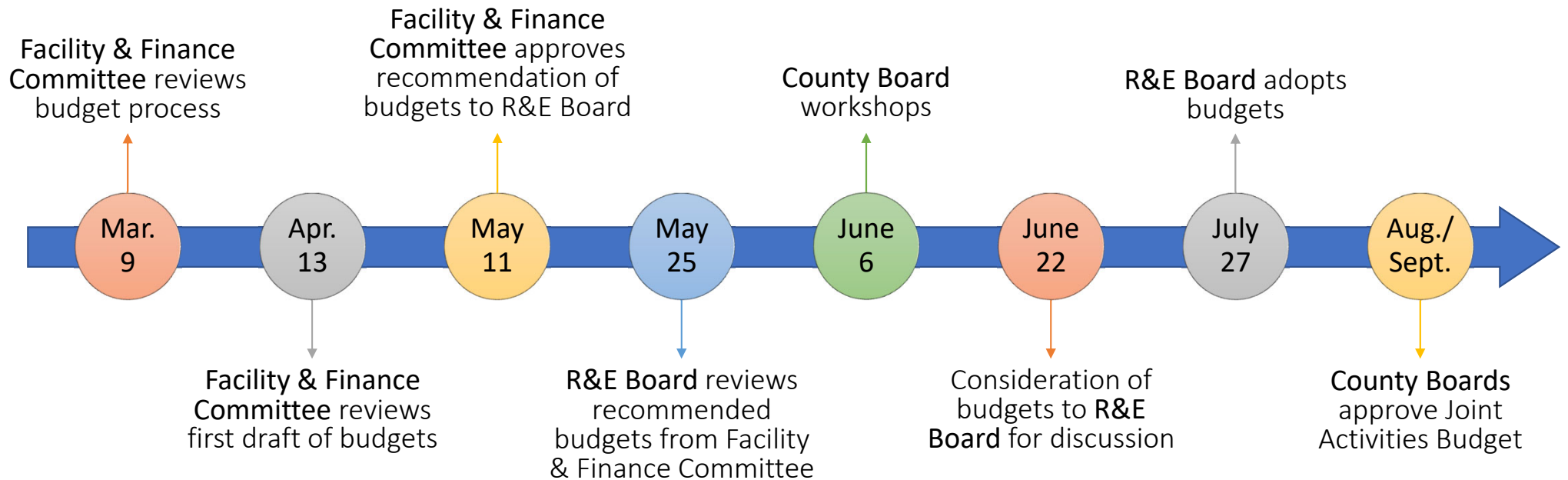
1. 2024-2025 Budget Timeline (Updated)
2. Resolution R&EB-FFC-2023-02
3. 2024-2025 Proposed Facility Budget
4. 2024-2025 Proposed Equipment Maintenance & Replacement Budget
5. 2024-2025 Proposed Joint Activities Budget

FINANCIAL IMPLICATIONS:

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

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		6/8/23
		6/7/23

2024 – 25 Budget Timeline





**RESOLUTION R&EB-FFC-2023-02
2024-2025 Budget Recommendation for Approval**

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the Second Amended and Restated Joint Powers Agreement by and between Ramsey County and Washington County dated August 2, 2022 (“Joint Powers Agreement”); and

WHEREAS, The Joint Powers Agreement provides that the R&E Board shall establish a Facility Budget and a Joint Activities Budget; and an Equipment Maintenance & Replacement Budget; and

WHEREAS, The Facility & Finance Committee has reviewed the 2024-2025 Joint Activities Budget at its meeting on April 13, 2023; and

WHEREAS, The Facility & Finance Committee has reviewed the 2024-2025 Facility Budget at its meeting on April 13, 2023; and

WHEREAS, The Facility & Finance Committee has reviewed the 2024-2025 Equipment Maintenance & Replacement Budget at its meeting on April 13, 2023. NOW, THEREFORE, BE IT

RESOLVED, The Ramsey/Washington Recycling & Energy Board Facility & Finance Committee hereby approves the 2024-2025 R&E Joint Activities Budget and recommends that the R&E Board approve the Joint Activities Budget and forward the budget to the Ramsey and Washington County boards for approval. BE IT FURTHER

RESOLVED, The Ramsey/Washington Recycling & Energy Board Facility & Finance Committee hereby approves the 2024-2025 Facility Budget and recommends that the R&E Board establish the 2024-2025 tipping fee at the rate of \$121.00 per ton for 2024 and \$130.00 per ton for 2025. BE IT FURTHER

RESOLVED, The Ramsey/Washington Recycling & Energy Board Facility & Finance Committee hereby approves the 2024-2025 Equipment Maintenance & Replacement Budget and recommends that the R&E Board approve the budget.

A handwritten signature in black ink, appearing to read "Trista MatasCastillo".

Trista MatasCastillo, Committee Chair
May 11, 2023

A handwritten signature in black ink, appearing to read "Victoria A. Reinhardt".

Attest
May 11, 2023

**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	12,102,800	12,849,900
Fuel Supply Agreements	6,130,987	6,584,768	6,385,535	6,626,800
Landfill	5,413,409	5,196,283	7,700,699	7,845,403
Compost	-	-	240,700	730,600
Transportation	8,610,977	8,541,209	9,136,776	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	710,090	808,897
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	59,374,700
REVENUE:				
Operations Revenue	41,085,266	47,384,680	55,324,700	59,374,700
Total Revenue	41,085,266	47,384,680	55,324,700	59,374,700
TOTAL	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
Appropriations	41,084,850	47,384,680	55,324,700	59,374,700
Revenue	41,085,266	47,384,680	55,324,700	59,374,700
Surplus/(Deficit)	416	-	-	-

Notes:

2023 Approved Tipping Fee is \$103/ton
 ** 2024 Proposed Tipping Fee is \$121/ton
 *** 2025 Proposed Tipping Fee is \$130/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	2,434,800	2,629,700
411103	Temporary Staff	-	50,000	50,000	50,000
411201	PERA - Non Union Staff	109,334	116,012	182,400	197,200
411202	Fica - OASDI	306,992	456,826	482,600	506,300
411203	FICA - HI	106,137	113,433	125,500	131,900
411301	Health & Dental Ins	305,202	350,064	438,900	474,800
411306	Life Ins	1,357	1,789	3,000	3,200
411307	Long Term Disability Ins	1,348	1,728	2,900	3,100
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	12,102,800	12,849,900
<u>FUEL SUPPLY</u>					
424515	NSP Fuel Supply Agreement	6,130,987	6,584,768	6,385,535	6,626,800
Total Fuel Supply		6,130,987	6,584,768	6,385,535	6,626,800
<u>LANDFILL</u>					
424517	Landfill	5,413,409	5,196,283	7,700,699	7,845,403
Total Landfill		5,413,409	5,196,283	7,700,699	7,845,403
<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	9,136,776	9,862,200
Total Transportation		8,610,977	8,541,209	9,136,776	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: 2024–2025 Budget Review

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	2,210,090	2,308,897
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	12,722,290	13,255,697
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	59,374,700

SUBJECT: 2024–2025 Budget Review

REVENUE:

311766 Tipping Fee	38,109,838	46,350,000	53,905,500	57,915,000
311767 Tipping Fee Special	240,272	443,015	251,600	251,600
311768 Tipping Fee Private	325,740	381,665	544,500	585,000
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	59,374,700
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	2,434,800	2,629,700

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	182,400	197,200

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	482,600	506,300

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	125,500	131,900

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	438,900	474,800

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	3,000	3,200

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	2,900	3,100

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	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
424302	Membership Dues	813	2,000	2,000	2,000

EXPLANATION: Newspaper, Minnesota Safety Council membership

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	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	9,136,776	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	6,385,535	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	7,700,699	7,845,403

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
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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	2,210,090	2,308,897

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	57,915,000

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	585,000

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 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: 2024-2025 Budget Review

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 Board

JOINT ACTIVITIES	2022 Unaudited	2023 Approved Budget	2024 Proposed Budget	2025 Proposed Budget
APPROPRIATIONS:				
Project Management	2,394,100	2,729,454	3,506,000	3,559,000
Commercial & Residential Recycling	2,966,814	4,050,000	4,425,000	4,425,000
Community Waste Solution	132,223	625,000	830,000	786,000
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:					
<u>PROJECT MANAGEMENT</u>					
411101	Salaries Permanent	1,004,886	1,180,685	1,409,038	1,460,144
411103	Salaries Temporary	-	15,000	15,000	15,000
411201	PERA	76,655	88,401	105,972	109,307
411202	Fica - OASDI	59,210	71,721	90,297	95,475
411203	FICA - HI	12,037	17,328	29,111	30,798
411301	Health & Dental Ins	157,234	321,390	405,179	408,878
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	396,384	410,567
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	3,506,000	3,559,000
<u>COMMERCIAL & RESIDENTIAL RECYCLING</u>					
421542	BizRecycling	1,640,020	2,050,000	2,175,000	2,175,000
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 Commercial & Residential Recycling		2,966,814	4,050,000	4,425,000	4,425,000
<u>COMMUNITY WASTE SOLUTIONS</u>					
421538	Community Resource Hubs	-	110,000	190,000	190,000
421539	Bulky Waste Solutions	62,223	435,000	490,000	446,000
421540	Reuse & Repair	70,000	80,000	150,000	150,000
Total Community Waste Solutions		132,223	625,000	830,000	786,000

SUBJECT: 2024-2025 Budget Review

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	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411101	Salaries Permanent	1,004,886	1,180,685	1,409,038	1,460,144

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
7 additional FTE and 1 FTE reclass from Facility budget

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411201	PERA	76,655	88,401	105,972	109,307

EXPLANATION: PERA rate calculation at 7.5% of Salaries Permanent

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411202	Fica - OASDI	59,210	71,721	90,297	95,475

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

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411203	FICA - HI	12,037	17,328	29,111	30,798

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

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411301	Health & Dental Ins	157,234	321,390	405,179	408,878

EXPLANATION: Health & Dental Insurance for Staff

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	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	2023	2024	2025
		Unaudited	Approved	Proposed	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	396,384	410,567

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	3,506,000	3,559,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Commercial & Residential Recycling (51809)

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421542	BizRecycling	1,640,020	2,050,000	2,175,000	2,175,000

EXPLANATION: 1) BizRecycling consulting services - \$750,000/yr (MN Waste Wise and EcoConsilium)
 2) BizRecycling partners and sponsorships - \$425,000/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 Commercial & Residential Recycling		2,966,814	4,050,000	4,425,000	4,425,000
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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	190,000	190,000

EXPLANATION: 1) Community Resource Hub hard costs (rent, equipment, materials, etc.)- \$100,000/yr
2) Community Resource Hub staffing, contractors, and partnerships - \$90,000/yr

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421539	Bulky Waste Solutions	62,223	435,000	490,000	446,000

EXPLANATION: 1) Mattress recycling strategies - \$175,000/yr
2) Research, planning, and pilot testing for other bulky items - \$75,000 for 2024 and \$65,000 for 2025
3) Construction and Demolition (C&D) and deconstruction training, resources, grants, and partnerships - \$240,000 for 2024 and \$206,000 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	830,000	786,000
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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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421201	Legal Services	385,888	490,000	490,000	490,000

EXPLANATION:

Legal services contract

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 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 BOARD MEETING DATE:	June 15, 2023			AGENDA ITEM:	VIII.			
SUBJECT:	Updates and Reports							
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

a. Joint Activities Updates

Staff will provide updates on Joint Activities work, including information on progress being made on the food scraps pickup program pilot.

b. Facility Updates

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

c. Partnership on Waste and Energy Board Update

The 2023 Minnesota Legislative Session concluded business on May 22, 2023. An update will be provided on relevant legislative issues worked on by the Partnership on Waste and Energy during the session.

d. Procurement Report

Staff will provide a written report of new contracts and amendments executed under the authority of R&E’s procurement guidelines during the period of May 1, 2023, through May 31, 2023. Funding for the contracts is available in the approved Joint Activities, Facility and EM&R Budgets, following approval as to form by the Ramsey County or Washington County attorney’s office.

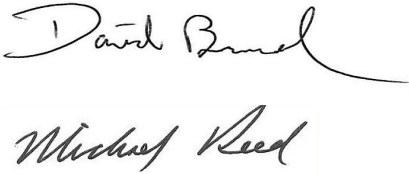
ATTACHMENTS:

1. Procurement Report

FINANCIAL IMPLICATIONS:

None.

SUBJECT: *Updates and Reports*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	6/5/23
	



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

Report of all professional service and supplies, equipment, material and labor (SEML) contracts, amendments and solicitations issued and executed under authority of Ramsey/Washington Recycling & Energy’s procurement guidelines (Resolution R&EB 2022-06), May 1, 2023, through May 31, 2023.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
Dan Rahkola	5/15/23	Joint Activities and Facility – Accounting services	Rate Setting	Professional Services
Metropolitan Courier Corporation	5/1/23	Facility – Courier services.	Rate Setting	Professional Services
Vic’s Crane & Heavy Haul, Inc.	5/1/23	Facility – Crane and heavy hauling services.	Rate Setting	SEML
Pomp’s Tire Service, Inc.	1/1/23	Facility – Specialized loader tires for front end loaders.	\$99,292.64	SEML
Mike McPhillips, Inc.	4/1/23	Facility – Parking lot sweeping services.	Rate Setting	SEML
Ziegler, Inc.	5/1/23	Facility – Parts and maintenance for Ziegler equipment.	Rate Setting	SEML
Cyber Advisors, Inc.	1/1/23	Facility – Allows IS provider to perform additional services beyond ongoing systems maintenance.	\$3,150 per month & as requested	Professional Services
Paffy’s Pest Control	5/1/23	Facility – Pest control services.	Rate Setting	SEML
Landbridge Ecological, Inc.	5/3/23	Facility – Landscaping services.	\$4,500	SEML
North American Trailer, Inc.	3/1/23	Facility – Maintenance parts and services for R&E trailers.	Rate Setting	SEML