



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

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

**Date:** Thursday, July 13, 2023

**Time:** 10:00 a.m. to 12:00 p.m.

**Commissioners, Key staff, Presenters:**

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

**Public:** Members of the public are encouraged to participate remotely or may attend at the Maplewood address.  
[Microsoft TEAMS](#) | Phone Conference ID: 211 647 843# | 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 11, 2023** Action Page 2

**IV. Business**  
a. 2023 Budget Update Information Page 5

**V. Updates and Reports** Information Page 6  
a. R&E Center Updates

**VI. Adjourn**



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**THURSDAY, MAY 11, 2023  
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD  
FACILITY & FINANCE COMMITTEE MINUTES**

A meeting of the Ramsey/Washington Recycling & Energy Facility & Finance Committee (F&FC) was held at 10:00 a.m. on Thursday, May 11, 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, Dave Brummel, Tammy Christopherson, Rae Eden Frank, Cassie Hagen, Kelli Hall, Sam Hanson, Sam Holl, Sara Hollie, Jennefer Klennert, Nate Klett, Jim Redmond, Michael Reed, John Ristad, Jody Tharp, Kris Wehlage, Caleb Werth

**ATTENDING REMOTELY**

Kate Bartelt, Gary Bruns, Alison Cameron, Angiulo Damiani, Annalee Garletz, Jaimie Giesen, Tabatha Hansen, Fatima Janati, Kevin Johnson, Hannah Keller, Julie Ketchum, Leslie Duling McCollam, Jennifer Nguyễn Moore, Gabe Reynolds, Bob Roche, Susan Young

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

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

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

Ayes: 3 Nays: 0 Motion carried.

**APPROVAL OF MINUTES**

Commissioner Reinhardt moved, seconded by Bigham, to approve the minutes of April 13, 2023.

Ayes: 3 Nays: 0 Motion carried.

**BUSINESS**

**2024-2025 Budget Preparation**

Kris Wehlage, R&E accounting manager, reviewed the budget structure and timeline for preparation of the 2024-2025 budgets. Changes include staffing additions, reduction in Xcel Energy's 2024 planned outages, increased landfill use for 2025, tipping fee increase for 2024 and 2025, the Joint Activities Budget cost category change from “non-residential recycling” to “commercial & residential recycling” and Joint Activity (JA) program funding reductions to offset new positions.

Commissioner MatasCastillo introduced recommended staffing changes based on a completed organizational assessment. The proposed changes aim to increase the effectiveness of the organization

and its leadership. The proposal replaces the Joint Leadership Team (JLT) with an executive director reporting directly to the R&E Board and a deputy director reporting to the executive director. These changes represent the growth of the organization and positioning it for the future.

Dave Brummel, Washington County and R&E JLT, and Sara Hollie, Ramsey County Public Health, discussed the recommended changes based on the assessment conducted by Curphy Leadership Solutions. The assessment report included five high-level recommendations. R&E is focusing first on a new organizational structure. Additional recommended changes will be addressed after the leadership positions have been filled.

Commissioner Reinhardt suggested a presentation at the full board meeting to include what comes after this structural first step, the background of R&E growth since 2016, current staffing levels and workloads, as well as outlining future needs and recommended actions.

Commissioner Bigham recommended sending the organizational assessment memo to all commissioners ahead of the full board meeting. Brummel said the memo was sent to commissioners in December and to new commissioners recently. He will ensure that all commissioners receive it before the May board meeting. He stated that the executive director and deputy director positions will be a national, open, competitive hiring process.

***Facility Budget***

Sam Holl, R&E Center facility manager, provided an overview of the proposed Facility Budget for 2024-2025. Changes include personnel costs to operate the R&E Center, landfill costs associated with MSW delivered to landfills, contracted costs for trucking firms to transport material, fuel supply costs associated with Xcel Energy for RDF, contingency funds for the uncertainty of operations and tipping fee increases.

***Equipment Maintenance & Replacement (EM&R) Budget***

The EM&R Budget funds equipment replacement and major maintenance work for the R&E Center, primarily through recycling revenue. Holl indicated no changes were made to the EM&R Budget presented at the April 13, 2023, F&F Committee meeting.

***Joint Activities (JA) Budget***

Sam Hanson, Joint Activities manager, shared background information on the Joint Activities Budget, which is funded by county contributions (Ramsey County 73%, Washington County 27%).

Commissioner Bigham asked whether county contributions change based on population growth. She recommends amending the bylaws to include an evaluation of county contributions be done the year after a census. Commissioner Reinhardt agreed and recommended representing the county contributions as "2024 - 73% Ramsey, 27% Washington" and "2025 – To Be Determined" in the presentation to the full board.

Hanson said no changes were made to the total JA Budget and county contributions presented at the April 13, 2023, F&F Committee meeting. He reviewed changes to the budget, which include renaming the "non-residential recycling" category to "commercial & residential recycling." He reviewed line items for project management, commercial and residential recycling, and community waste solutions.

Commissioner Reinhardt moved, seconded by Bigham, to approve Resolution R&EB-FFC-2023-02, 2024-2025 Budget Recommendation for Approval. The Facility & Finance Committee:

- 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;
- 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;
- Approves the 2024-2025 Equipment Maintenance & Replacement Budget and recommends that the R&E Board approve the budget.

Motion carried 3-0. Ayes: Bigham, MatasCastillo, Reinhardt Nays: None

**UPDATES AND REPORTS**

**Facility Update**

Sam Holl, R&E Center manager, provided a brief update on R&E Center projects.

**ADJOURN**

Chair MatasCastillo declared the meeting adjourned at 10:28 a.m.

ATTESTED TO:

Approved: \_\_\_\_\_  
July 13, 2023

Approved: \_\_\_\_\_  
July 13, 2023



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<b>R&amp;E BOARD FACILITY &amp; FINANCE COMMITTEE MEETING DATE:</b>		July 13, 2023		<b>AGENDA ITEM:</b>		IV.a	
<b>SUBJECT:</b>	2023 Budget Update						
<b>TYPE OF ITEM:</b>	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	
<b>SUBMITTED BY:</b>	Joint Leadership Team (JLT)						

**FACILITY & FINANCE COMMITTEE ACTION REQUESTED:**

For information.

**EXECUTIVE SUMMARY:**

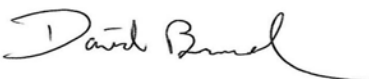

Staff will provide an update on the status of the 2023 Ramsey/Washington Recycling & Energy budgets (Joint Activities, Facility and Equipment Maintenance & Replacement) and year-end projections.

**ATTACHMENTS:**

None.

**FINANCIAL IMPLICATIONS:**

None.

<b>AUTHORIZED SIGNATURES</b>	<b>DATE</b>
<b>JOINT LEADERSHIP TEAM</b>  	7/5/23



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

**FACILITY & FINANCE COMMITTEE ACTION REQUESTED:**

None.

**EXECUTIVE SUMMARY:**

a. R&E Center Updates


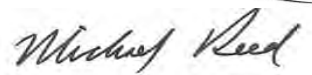
Staff will provide updates on R&E Center projects and operations. This will include an update on the organic material supply agreement for anaerobic digestion.

**ATTACHMENTS:**

None.

**FINANCIAL IMPLICATIONS:**

None.

<b>AUTHORIZED SIGNATURES</b>	<b>DATE</b>
<b>JOINT LEADERSHIP TEAM</b>  	7/5/23