



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

Date: Thursday, July 27, 2023

Time: 10:00 a.m. – 12:00 p.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: 860 829 004# | 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 – June 15, 2023	Action	Page 2
IV. Consent Agenda – No items.		
V. Governance		
a. Joint Powers Agreement Amendment	Information	Page 7
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VI. Management and Administration		
a. Facility & Finance Committee Report	Information	Page 42
i. 2023 Budget Update		
b. Anaerobic Digestion Agreement Update	Information	Page 45
c. Approval of 2024 – 2025 Budgets	Action	Page 47
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VII. Policy – No items.		
VIII. Updates and Reports	Information	Page 99
a. Joint Activities Updates		
i. BizRecycling Update		
ii. Food Scraps Pickup Program Update		
b. Facility Updates		
c. Procurement Report		Page 101
IX. Other		
a. Invitation for Comments from Ex Officio R&E Board Members: MPCA and City of Newport	Information	

NEXT MEETING: R&E Board Thursday, August 24, 2023 | 10:00 a.m. – 12:00 p.m. | Ramsey County EH Maplewood



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

**THURSDAY, JUNE 15, 2023
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD MINUTES**

A meeting of the Ramsey/Washington Recycling & Energy Board (R&E Board) was held at 8:00 a.m. on Thursday, June 15, 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, Stan Karwoski, Fran Miron – Washington County
Commissioners Nicole Frethem, Trista MatasCastillo, Victoria Reinhardt, Mai Chong Xiong – Ramsey County

MEMBERS NOT PRESENT

Commissioner Michelle Clasen - Washington County
Commissioner Raphael Ortega - Ramsey County
Commissioner Gary Kriesel (alternate) - Washington County
Commissioner Mary Jo McGuire (alternate) - Ramsey County

EX-OFFICIO MEMBER PRESENT

Dave Benke, Minnesota Pollution Control Agency (MPCA)

EX-OFFICIO MEMBER ATTENDING REMOTELY

Tom Ingemann, City of Newport

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Dan Donkers, Melissa Finnegan, Rae Eden Frank, Annalee Garletz, Kelli Hall, Sam Hanson, Sam Holl, Katie Keller, Jennefer Klennert, Nate Klett, Cassie Lefeber, Andrea McKennan, Jim Redmond, Michael Reed, John Ristad, Jody Tharp

ATTENDING REMOTELY

Kate Bartelt, Alison Cameron, Tammy Christopherson, Ben Clark, Shannon Conk, Max Dalton, Amanda Erickson, Sam Ferguson, Jamie Giesen, Tabatha Hansen, Filsan Ibrahim, Fatima Janati, Kevin Johnson, Hannah Keller, Nick Kluge, Juna Ly, Ashley Marston, Leslie Duling McCollam, Rob Murray, Jennifer Nguyễn Moore, Gabe Reynolds, Bob Roche, Uriel RosalesTlatenchi, John Springman, Ami Wazlawik

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Miron called the meeting to order at 8:04 a.m. Introductions were made. Commissioner Reinhardt moved, seconded by MatasCastillo, to approve the agenda as presented.
Motion carried 7-0. Ayes: Bigham, Frethem, Karwoski, MatasCastillo, Miron, Reinhardt, Xiong Nays: None

APPROVAL OF MINUTES

Commissioner Bigham moved, seconded by Frethem, to approve the minutes of May 25, 2023.
Motion carried 7-0. Ayes: Bigham, Frethem, Karwoski, MatasCastillo, Miron, Reinhardt, Xiong Nays: None

CONSENT AGENDA

Commissioner Karwoski moved, seconded by MatasCastillo, to approve Resolution R&EB-2023-08, Consent Agenda. The R&E Board:

- Authorized the Joint Leadership Team (JLT) 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.
- Authorized the JLT 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.

Motion carried 7-0. Ayes: Bigham, Frethem, Karwoski, MatasCastillo, Miron, Reinhardt, Xiong Nays: None

MANAGEMENT AND ADMINISTRATION

Attorney Conflict of Interest Acknowledgment

John Ristad, Washington County attorney, stated the resolution is a housekeeping matter to formally advise the board that the Ramsey County and Washington County attorneys have full positions with their respective counties, and this resolution formalizes the procedure should a conflict of interest arise.

Commissioner Reinhardt moved, seconded by MatasCastillo, to approve Resolution R&EB-2023-09, Attorney Conflict of Interest Acknowledgment.

Motion carried 7-0. Ayes: Bigham, Frethem, Karwoski, MatasCastillo, Miron, Reinhardt, Xiong Nays: None

2024-2025 Budget Review

Dave Brummel, Washington County and R&E JLT, presented an update on the status of the 2024-2025 R&E budget preparation and reviewed the budget preparation timeline. He presented the proposed 2024 organizational chart, which includes the addition of an executive director (ED) to be hired in 2023 and a deputy director (DD) approved in 2023 and to be hired by the ED in 2024. Three professional support staff would be hired in 2023: a contract specialist, a budget analyst and an HR generalist. Joint Activities (JA) would add three positions in 2024 for non-food scraps pickup program work previously approved by the board but that has been delayed. These positions are needed to meet goals and timelines set out by the board and the state and include a program supervisor and two program coordinators.

Commissioners discussed the hiring of positions in 2023 and 2024. Washington County proposed approval of JA staff positions contingent upon first hiring the ED. Ramsey County supports hiring professional support positions in 2023 and the JA positions at the beginning of 2024, as presented.

Discussion included the time required to hire an ED, the likelihood of a hire in 2023, and the effect on programming should the ED search result in a 2024 hire. Brummel said that, after the May 25, 2023, meeting where the board supported the organizational structure change to include an ED and DD, Ramsey Public Health Director Sara Hollie, Brummel and the county attorneys met to create a timeline.

- Amendment of the Joint Powers Agreement (JPA) is anticipated to be presented at the July 2023 board meeting. The JPA is then ratified by each county board separately.
- R&E Bylaws require submitting the proposed bylaw changes in writing to each commissioner at least 30 days beforehand. The goal is to finish proposed amendments by June 23, 2023, and send them to the commissioners so they can be acted on at the July 2023 board meeting.

- HR manager Kelli Hall is compiling position descriptions and salary plans. She is investigating nationwide search firms with a goal of posting the ED position by August or September. The most desirable outcome is an ED hired by the end of 2023, acknowledging a possibility the search process could take as long as two years as a worst-case scenario.

At 8:44 a.m., Commissioner Bigham moved for a ten-minute recess, seconded by Frethem.

Motion carried 7-0. Ayes: Bigham, Frethem, Karwoski, MatasCastillo, Miron, Reinhardt, Xiong Nays: None

The board recessed. Commissioner Miron reconvened the meeting at 8:54 a.m. and stated that at no time during the recess was a quorum reached.

Commissioner Reinhardt proposed a compromise to state that the recruitment and selection of program coordinators and program supervisor will not begin until 2024 which, while not guaranteed, will likely begin after an executive director has been hired.

This preference was acknowledged, and while the hiring sequence is anticipated to occur in that order, board members also recognized that the executive director hiring process could have an extended timeline in certain situations. A decision was made to proceed with the hiring process for the executive director in 2023, but not make hiring the three new Joint Activities positions in 2024 contingent on first hiring the new executive director.

Commissioner Bigham inquired whether a review of county contributions following every census will be added to this update of bylaws for organizational structure changes. John Ristad said this amendment of bylaws and JPA will focus on organizational structure only. County contributions will be considered in the next review and update of bylaws.

UPDATES AND REPORTS

Joint Activities Updates

Compost Market Development

Sam Hanson, R&E Joint Activities manager, provided a progress update on compost market development. The effort started in 2020 and gradually expanded each year since, working to ensure there is a demand and value in compost. Hanson reviewed accomplishments in the first half of 2023.

Commissioner Miron shared that he has received appreciation from his constituents for the availability of this compost. The program has been very successful in engaging with the Master Gardener program, and he is excited by how staff have promoted the importance of using compost and improving soil health, especially with drought experienced in Minnesota.

Food Scraps Pickup Program Pilot Update

Leigh Behrens, R&E planning and projects manager, provided a review of the food scraps pickup program, pilot design and overview of the pilot program. Current statistics for the pilot include five haulers; twenty weekly garbage truck drivers; seven website pages in six languages; fifteen call center staff trained in 24/7 coverage; orders shipping daily from the warehouse; nine vendors/consultants involved with specific elements; six dedicated staff, with ten additional county and R&E staff involved; and seventeen program evaluation metrics. Behrens shared the pilot implementation and activities timeline for May 2023 through fourth quarter 2023.

Hanson said, eight weeks into the pilot launch, there is a roughly 10% participation rate, more residents are signing up and staff are seeing continued interest. The minimum participation goal was 200 households and, as of June 12, 2023, 207 households are participating. The program team is fully staffed. The next steps include resident engagement in July with those who are and are not participating in the pilot and phase 1 planning. A fall rollout within the current pilot cities is anticipated. This phase requires direct haul to the R&E Center. Staff hope to bring resident engagement results to the board at the August 2023 meeting.

Commissioner Xiong left the meeting.

Facility Updates

Sam Holl, R&E Center facility manager, provided an update on negotiations and RFPs.

Organic Material Feedstock Supply Agreement

The current letter of intent (LOI) expires in July. R&E is currently negotiating with the goal of resolving issues by July 7, 2023. John Ristad added that there are some legal issues to resolve and some business issues that are not progressing as R&E had hoped. The LOI allowed for working out these details. Commissioner Reinhardt asked if the LOI can be extended if not agreed to by July 7. Ristad said that R&E can continue negotiating after the July 7 expiration of the LOI.

Transfer Station Sortation RFP

The RFP was issued earlier this year and staff anticipate bringing action to the board in the third quarter 2023.

Refuse-Derived Fuel (RDF) Request for Information (for new and existing markets)

One proposal was received. R&E is working with engineering staff to see if there are ways to attract additional proposers. Dave Benke, MPCA, asked that the RFI information be provided to him. He can share it within MPCA and their contacts to disseminate it further.

Partnership on Waste and Energy (PWE) Update

Michael Reed, Ramsey County and JLT, shared that the PWE Board was scheduled to meet on June 15, 2023. PWE represents one-third of municipal solid waste in the state, and Reed thanked all of the commissioners who participated in the legislative process. He also thanked the legislative team of Dan Donkers, Mallory Anderson, Max Dalton and Melissa Finnegan for their work during the session. With full control of the house, senate and governorship, there was a very aggressive push to move environmental issues forward. Reed shared highlights from the legislative session.

Commissioner Reinhardt stated that District Energy is losing money on wood waste management, which, as an energy company, they don't need to do to keep their doors open. They did not receive the full amount of funding they requested to continue processing EAB wood waste.

Commissioner Bigham shared that the 100% carbon-free clean energy bill signed into law in February puts waste-to-energy facilities in a bad position. Hennepin Energy Recovery Center (HERC) was bumped from the designation of producing renewable energy. If HERC goes offline, MSW that they process will go to landfill.

Commissioner Reinhardt requested a legislative session update for the R&E Board following the PWE Board meeting.

Commissioner Karwoski left the meeting.

Procurement Report

Jim Redmond, R&E contract manager, presented the report for the period May 1, 2023, through May 31, 2023.

OTHER

Invitation for Comments from Ex Officio R&E Board Members

Dave Benke said the MPCA is creating an outward-facing update of the legislative session from the agency perspective that they hope to share shortly. The update is focused on five areas they asked for and received resources, including support for staffing levels, climate change impacts, resources to address PFAs issues, environmental justice and a host of asks in the solid waste and land programs. They are working to figure out how to balance one-time funding and prioritizing getting the work done over time.

ADJOURN

Chair Miron declared the meeting adjourned at 10:07 a.m.

ATTEST

Commissioner Victoria Reinhardt, Vice Chair
July 27, 2023

July 27, 2023



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

R&E BOARD MEETING DATE:	July 27, 2023			AGENDA ITEM:	V.a			
SUBJECT:	Joint Powers Agreement Amendment							
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:

The Ramsey/Washington Recycling and Energy (R&E) Board recommended changes to the Joint Powers Agreement (JPA) between Ramsey and Washington counties to change the organization’s leadership structure. These changes move R&E from the current JLT model to a new structure with an executive director and deputy director. The changes also define the role of the Public Health Advisory Work Group as it relates to ensuring coordination and alignment between R&E and Ramsey and Washington counties and their respective solid waste management plans.

Currently, the JLT comprises one staff member each from Washington County Department of Public Health and Environment and Saint Paul – Ramsey County Public Health Department. The current JLT structure served the three organizations well during the creation and launch of the R&E Board. In 2022, R&E contracted for an assessment of its existing leadership structure. A key recommendation brought forward by the consultant was to change the leadership structure to effectively position R&E for success as the organization’s scope, challenges and size continue to grow into the future.

The leadership assessment was shared with the R&E Board earlier this year, and more recently, the board discussed the steps necessary to implement this leadership change. The new leadership structure moves away from the current JLT model. Instead, it involves leadership from both Ramsey and Washington counties with the creation of a Public Health Advisory Work Group. This group will be a mechanism for the counties’ public health directors to coordinate and align R&E work with the new executive director.

The Ramsey County and Washington County boards approved amendment number three to the Joint Powers Agreement on July 18, 2023.

The change also requires the R&E Board to amend the Bylaws. The JLT will bring this action forward at the July 27, 2023, R&E Board meeting.





ATTACHMENTS:

1. Amendment to the R&E Board Joint Powers Agreement (redline)

SUBJECT: *Amendment to Joint Powers Agreement*

FINANCIAL IMPLICATIONS:

Costs are included in the R&E budget.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	7/19/23
	7/20/23
	
RAMSEY COUNTY ATTORNEY	7/18/23
	
WASHINGTON COUNTY ATTORNEY	7/18/23
	

**SECOND-THIRD AMENDED AND RESTATED
RAMSEY/WASHINGTON RECYCLING AND ENERGY BOARD
JOINT POWERS AGREEMENT**

Adopted September 22, 2015

Amended November 19, 2019

Amended August 2, 2022

Amended July 18, 2023

This Third Amended and Restated Joint Powers Agreement (the “Agreement”), amends and restates in its entirety the Joint Powers Agreement for the Resource Recovery Project dated December 2006. This Agreement is entered into by and between Ramsey County and Washington County (each a “County” or collectively, the “Counties”) pursuant to Minnesota Statutes § 471.59, and is effective upon the date of approval by both Counties.

WHEREAS, the Counties have committed to continue to protect and ensure the public health, safety, welfare and environment of each County’s residents and businesses through sound management of solid and hazardous waste generated in each County;

WHEREAS, Ramsey and Washington Counties have in place County Solid Waste Management ~~Master~~ Plans (“Master-Management Plans”) consistent with the Metropolitan Solid Waste Management Policy Plan (“Policy Plan”) and approved by the Commissioner of the Minnesota Pollution Control Agency;

WHEREAS, the Master-Management Plans have a goal of maintaining and improving an integrated system of solid waste management that supports Minnesota’s hierarchy of solid waste management, with an emphasis on waste reduction, reuse, recycling and composting before the remaining solid waste is managed through resource recovery;

WHEREAS, the ~~Master-Management~~ Plans also include policies that affirm the processing of waste, for the purpose of recovering energy and recyclables, and other beneficially usable materials, as the preferred method to manage solid waste that is not reduced, reused or recycled;

WHEREAS, the Counties have agreed to jointly acquire, own, and operate— the Ramsey/Washington County Resource Recovery Facility located in Newport, Minnesota (the “Facility”);

WHEREAS, the Counties recognize clear environmental, financial and policy benefits to public ownership and operation of the Facility and desire to amend and restate their Joint Powers Agreement for the purpose of owning, operating and improving the Facility; advancing recycling

~~Second-Third~~ Amended and Restated Ramsey/Washington R&E Board Joint Powers Agreement

and other waste management goals of the Counties; and overseeing other joint waste management activities.

NOW, THEREFORE, pursuant to the authority contained in Minnesota Statutes Section 471.59, and the county solid and hazardous waste management authority provided in Minnesota Statutes Chapters 115A, 116, 473, and other Minnesota Statutes, Ramsey and Washington Counties hereby enter into this Amended and Restated Joint Powers Agreement under the terms and conditions set forth below.

I. Introduction

A. Definitions

1. Board means the Ramsey/Washington Recycling and Energy Joint Powers Board established by this Agreement.
2. Bylaws shall mean the bylaws adopted by the Board as provided in Section IV.C.
3. County or Counties shall mean Ramsey and/or Washington County as the context may require.
4. Facility shall mean the Ramsey/Washington ~~Resource Recovery Facility~~Recycling & Energy Center located at 100 Red Rock Road, Newport, MN.
5. Facility Budget shall mean the annual operating budget for the Facility.
6. Fiscal Agent shall mean the Fiscal Agent provided for in Section ~~I.G.VI.C.VI.G~~ of this Agreement.
7. Hauler shall mean any person who owns, operates, or leases vehicles for the purpose of collection and transportation of any type of solid waste.
8. Hauler Rebate shall mean a payment to a hauler for delivery of solid waste by a hauler to the Facility.
9. Joint Activities shall mean joint waste management activities, including the activities listed in Section V.B.9.
10. Joint Activities Budget shall mean the annual budget to be approved by the respective County Boards for the Board to administer and carry out joint waste management activities.
11. Mixed Municipal Solid Waste shall have the meaning given in Minnesota Statutes Section 115A.02.
12. Project means the Ramsey/Washington Resource Recovery Project.
13. Solid Waste shall have the meaning given in Minnesota Statutes Section 115A.02.
14. Waste shall have the meaning given in Minnesota Statutes Section 115A.02.

- B. Name. The entity created by this Joint Powers Agreement shall be called the Ramsey/Washington Recycling and Energy Board (the "Board").

- II. Purpose of this Agreement.** A key purpose of this Agreement is to create a structure for joint ownership and operation of the Facility by the Board and to define the rights, obligations, and responsibilities of each County with respect to the Board and Facility. In addition, the purpose of this Agreement is to accomplish the Vision Statement adopted by the Project in 2013, which calls for significant advancements in waste reduction, recycling, organics management, and recovery of resources from Waste, promoting economic development through enhanced resource recovery, and accomplishing the goals and requirements of Minnesota Statutes Section 473.803, all as amended from time to time, along with other joint waste management activities, as agreed to by the Board.
- III. Term.** This Agreement shall take effect on the date of approval by both Counties and will continue until terminated or dissolved in accordance with section IX.B.3 of this Agreement. However, in no event shall this Agreement be terminated prior to the payment in full of all bonds and other indebtedness of the Board incurred to acquire or improve the Facility. The Counties agree not to terminate or dissolve the Board if termination or dissolution would conflict with or violate the terms or conditions of any debt instruments by or on behalf of the Board.
- IV. Governing Body.** For the purpose of managing this Agreement, the joint powers board created pursuant to Minn. Stat. § 471.59, which was called the Ramsey/Washington Resource Recovery Project Board and referred to herein as the “Project,” is continued as the Ramsey/Washington Recycling and Energy Board pursuant to the terms of this amended and restated Agreement. It is the intention of the Counties that the Board has all powers necessary to fulfill the purpose of this Agreement and all the powers granted to it by law now or hereafter.

A. Joint Powers Board

1. Composition. The governing body of the Board shall consist of four commissioners from Washington County and five commissioners from Ramsey County. The commissioners will be appointed by the respective County Boards. Each County may appoint an alternate commissioner.
2. Ex Officio Members of the Board. The Board may appoint a representative from the City of Newport, Minnesota and the Minnesota Pollution Control Agency to serve as ~~a~~ non-voting, ex officio members of the governing body of the Board.— The Bylaws may provide for appointing one or more additional ex-officio members.
3. Officers. The Board shall provide for the election of officers in the Bylaws.
4. Board Meetings and Voting. The governing body of the Board shall meet on an as needed basis and provide adequate public notice. The presence of five (5) Board members at a meeting shall constitute a quorum. Board actions shall be determined by a majority of the Board. A County-designated alternate Board member may vote in place of an absent Board

member from that County. Additional requirements or procedures for Board meetings may be provided for in the Bylaws.

- B. Board Committees. The Board shall provide for the establishment of an Executive Committee and other standing or ad hoc committees as it deems appropriate through the Bylaws.
- C. Bylaws. The Board shall adopt Bylaws by a two-thirds (2/3) majority of the Board to govern its operations. The Bylaws shall be consistent with this Agreement and all applicable laws. The Bylaws may be amended from time to time by a two-thirds (2/3) majority of the Board after notice in accordance with the Bylaws.
- D. Records. The books and records, including minutes of the Board, shall be subject to Chapter 13 of the Minnesota Statutes. The records shall be maintained at a location determined by the Board.
- E. Principal Place of Business. The initial principal place of business of the Board shall be located at 100 Red Rock Road, Newport, MN 55055.

V. Scope and Authority.

- A. General Powers. The Board is hereby authorized to exercise the authority and powers as is necessary and convenient to carry out the mandates and purposes set forth in this Agreement without individual County Board approval unless otherwise specified in this Agreement. The Board has all powers granted to joint exercise of powers agencies under Minnesota law as well as all powers necessary to the exercise of the powers, duties and obligations of this Agreement.
- B. Specific Powers. The Board shall administer operation of the Facility and other joint waste management activities. Specific powers delegated to the Board include, but shall not be limited to:
 - 1. Property. Authority to acquire, improve, own, lease and hold real and personal property, as may be required to accomplish the purposes of this Agreement and, upon termination of this Agreement, make distribution of the property as provided under this Agreement.
 - 2. Facility Management. Authority to manage and oversee the operation, maintenance, and improvement of the Facility and take actions necessary to ensure efficient operation of the Facility. The Board, in its sole discretion, may determine to accept Waste at the Facility generated from outside the Counties.
 - 3. Contracts and Procurement. Authority to negotiate, enter, and enforce contracts relating to the Facility and its operations, Joint Activities, and as otherwise necessary and convenient to carry out the purposes of this Agreement, provided however that contracts let and purchases made under

this Agreement must conform to the requirements applicable to contracts and purchases of either County, as the Board determines appropriate.

4. Employees. Authority to employ agents or employees and authority to engage in labor negotiations or collective bargaining, in accordance with applicable law. Such employees shall be employees of the Board, regardless of whether the Board provides its own human resources services or contracts with one of the Counties to provide such services.
5. Grants. Authority to apply for, accept, receive, and disburse grants, loans, donations and other assistance from the federal government, state of Minnesota, or any other agency or organization.
6. Debt. Authority to incur and discharge debts, liabilities and obligations, including the authority to issue bonds pursuant to Minnesota and federal law. Any issuance of debt must be approved by a two-thirds (2/3) majority of the Board. In addition to the foregoing powers of the Board:
 - a. Each County upon approval by both County boards (by majority vote or as required by law), is hereby authorized to issue bonds or obligations on behalf of itself and the other County, under any law by which such County may independently issue bonds or obligations, and may use the proceeds of the bonds or obligations to carry out the purposes of the law under which the bonds or obligations are issued, including but not limited to loaning the proceeds thereof to the Board to finance a portion of the cost of the acquisition of the Facility; provided that such loans, bonds or obligations shall be issued only in connection with the Facility and only with the express consent of each County board as to any issue or series of bonds or obligations; and
 - b. To further secure any bonds or obligations issued by a County (the “Issuer County”) on behalf of the other County (the “Non-Issuer County”), each such Non-Issuer County shall agree with the Issuer County, subject to applicable law, to pay its proportionate share of the principal and interest on such bonds under this Agreement.
7. Power to Sue and be Sued. Authority to sue and be sued in the Board's name.
8. Annual Budgets. Authority to establish rates and fees associated with the Facility, and to hold and receive revenue, in accordance with the Board-approved budget and the joint activities budget approved by the County Boards.
9. Joint Activities. In addition to the responsibilities associated with ownership and operation of the Facility, the Board shall administer joint

solid waste management activities, which shall include but not be limited to:

- a. Administering a Hauler Rebate program as determined necessary by the Board.
- b. Conducting waste education and outreach related to reduction, recycling, waste processing and other waste management messages.
- c. Engaging in educational activities with schools, including Facility tours and other efforts.
- d. Administering non-residential recycling programs, including BizRecycling and related programs.
- e. Making plans and conducting research in furtherance of the goals of this Agreement.
- f. Initiating or administering other joint solid waste management projects on behalf of the Counties, as determined by the Board.

VI. Board Staff, Consultants and Support

A. Executive Director. The Executive Director is hereby designated as the leader of the R&E organization, overseeing and implementing the vision and strategic direction for the organization. The Executive Director is responsible for management of the organization and its executive team, which includes the Deputy Director, Human Resources Manager, Accounting Manager, and Administrative Assistant. The Executive Director is responsible for developing organizational goals and monitoring progress toward meeting those goals while ensuring compliance with the Joint Powers Agreement and Bylaws. The Executive Director shall report directly to the R&E Board and ensure the overall vision and direction aligns with the respective county partnerships through the Public Health Directors. The Executive Director shall have such powers and duties as further set out in this Agreement and the Bylaws. The Executive Director shall act in the capacity of the Deputy Director in the Deputy Director's absence.

B. Deputy Director. The Deputy Director shall report to the Executive Director and serve as a subject matter expert in the solid waste management field with technical understanding of the business and day-to-day Facility operations and oversight of the development and implementation of projects and initiatives. The Deputy Director is responsible for leading, supervising and managing the functions of the leadership team that includes the managers of planning and project management, Joint Activities, contracts, and R&E Facility operations. The Deputy Director shall have such other responsibilities and duties as designated by the Executive Director or the Board. The Deputy Director shall act in the capacity of the Executive Director in the absence of the Executive Director.

Second-Third Amended and Restated Ramsey/Washington R&E Board Joint Powers Agreement

A.C. Joint Leadership Team. For the purpose of facilitating this Agreement and carrying out the various functions of the Board, the Joint Leadership Team is created, which shall be comprised of one staff member from each of the following: the Washington County Department of Public Health, and Environment, Saint Paul - Ramsey County- Public Health. The Joint Leadership Team shall perform its duties under the general direction and supervision of the Board. Pending selection of an Executive Director, ~~the~~ Joint Leadership Team shall have the same such powers and duties as the Executive Director and Deputy Director as further set out in this Agreement ~~below,~~ and the Bylaws. The Joint Leadership Team shall cease all functions and dissolve six months after the R&E Board hires an Executive Director and that person begins actively fulfilling the functions and duties described in Section VI.A of this Agreement.

D. Ramsey/Washington Public Health Advisory Work Group. The Ramsey/Washington Public Health Advisory Work Group is hereby designated to advise the Executive Director and consult on Ramsey/Washington Recycling & Energy matters so as to implement the solid waste management plans of Ramsey and Washington Counties. This advice and consultation includes, but is not limited to, technical assistance, input on Joint Activities, fiscal responsibility and accountability regarding the use of funds provided by the respective counties, and other input to ensure alignment with the mission, vision and values of Ramsey and Washington Counties' solid waste management plans. The Ramsey/Washington Public Health Advisory Group shall consist of the director of Saint Paul – Ramsey County Public Health and the director of Washington County Public Health and Environment. Information exchanged between the Executive Director and the Ramsey/Washington Public Health Advisory Work Group shall be consistent with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

B.E. Ramsey/Washington Financial Advisory Work Group. The Ramsey/Washington Financial Advisory Work Group is hereby designated to advise the ~~Joint Leadership Team~~Executive Director and consult on Ramsey/Washington Recycling & Energy financial matters. The Ramsey/Washington Financial Advisory Work Group shall be comprised of one staff member from each of the following: Ramsey County Finance Department and Washington County Accounting & Finance Department and additional representation designated by the ~~Joint Leadership Team~~Executive Director. Information exchanged between the Executive Director and the Ramsey/Washington Public Financial Advisory Work Group shall be consistent with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

C.F. Staff. The Board may be supported by a combination of Board staff, County staff, and consultants. As directed by the Board, the ~~Joint Leadership Team~~Executive Director or his or her designee will hire and supervise Board employees and consultants. Additional direction on staffing, project administration and reimbursement for staffing and other services provided by the Counties may be provided for in the Bylaws.

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~~D.G.~~ Fiscal Agent. The Ramsey County Finance Department shall act as the Fiscal Agent on behalf of the Board, performing functions determined appropriate by the Board and subject to the terms of a Fiscal Agent Agreement to be entered by and between Ramsey County and the Board.

~~E.H.~~ Legal Representation. The Ramsey County Attorney's Office and the Washington County Attorney's Office are hereby designated as the attorneys for the Board. Any special legal counsel shall be designated and chosen with the advice of the Ramsey and Washington County Attorney's Offices. County attorneys will be reimbursed for the services provided at the rate established from time to time by each county attorney's office.

~~F.I.~~ Reimbursement for Services. Staffing and other services provided by the Counties to the Board shall be reimbursed at as provided in the Board's Facility Budget and/or Joint Activities Budget.

~~G.J.~~ Changes to Administrative Structure. The Counties hereby recognize that changes or additions to the administrative structure created by this Agreement may be necessary during the term of the Agreement.

VII. Obligations and Rights of the Counties

- A. Ordinances. Each County agrees to use its best efforts to enforce its respective solid and hazardous waste ordinances.
- B. Waste Haulers. Each County shall properly license waste haulers as required by their respective solid waste ordinances.
- C. Waste Management Service Charges. Each County shall— maintain and implement its ordinance requirements that impose on all waste generators a waste management service charge, currently called the County Environmental Charge.
- D. Waste Supply.
 - 1. Delivery Agreements. The Board is authorized to enter into waste delivery agreements for the Facility and may seek to use such agreements to secure waste deliveries.
 - 2. Waste Designation. The Counties agree to coordinate with each other and the Board to amend county Solid Waste ~~Master-Management~~ Plans as necessary to accomplish the goals of this Agreement and prepare a joint Waste Designation Plan— pursuant to Minnesota Statutes §§ 115A.80 to 115A.893. Each County agrees to adopt, implement, maintain and enforce waste designation ordinances. From time to time, each County may seek to amend its waste designation ordinances to respond to changing conditions, capture opportunities to manage waste higher on the State of Minnesota's hierarchy of waste management (as established by Minnesota

Statutes § 115A.02), and/or seek to designate additional waste that is allowable but was not initially designated. Such amendments will be coordinated by the Counties.

- E. Joint Activities. The Board is authorized to administer the joint solid waste activities set forth in Section V.B.9 and approve an annual joint activities budget that includes funding for such activities during the term of this Agreement.
- F. Budgets
 - 1. Facility Budget. A Facility Budget shall be established for the operation and administration of the Facility by the Board. Other than initial contributions from the Counties set forth in Article VIII, it is anticipated that funds for the Facility operations and maintenance will be derived from revenue collected in the normal course of operation of the Facility, including collection of tipping fees. The Board shall establish procedures and policies for managing the Facility Budget in the Bylaws. Costs that shall be included in the Facility Budget include, but are not limited to, operating funds, any operating reserve fund, capital improvements and repairs, administrative costs, and debt service payments.
 - 2. Joint Activities Budget. Project funds existing at the time of the execution of this Agreement, shall be retained by the Board and accounted for in a Joint Activities Budget. The Joint Activities Budget will be drawn upon for Board activities, including the Joint Activities set forth in Section V.B.9. The Counties' fiscal responsibility will be in proportion to the following percentages: 73% from Ramsey County and 27% from Washington County. It is the intention of the Counties to continue their respective County Environmental Charges for purposes of making their respective contributions to the Joint Activities Budget.
 - 3. Accounting and Audits. All Board funds shall be accounted for according to generally accepted accounting principles and any other applicable laws. The Board shall further develop accounting and auditing procedures and requirements in the Bylaws.

VIII. Facility Acquisition. As of the effective date of this Agreement, the Counties are in the process of purchasing the Facility. The Counties agree to undertake certain actions and authorize the Board to take certain actions to facilitate acquisition of the Facility, and transitioning the Facility to public ownership and operation, including, but not limited to, the following:

- A. Facility Purchase. The Board is authorized to take necessary actions to close on purchasing the Facility. The Counties agree to cooperate, execute documents, and perform other acts as reasonably necessary to complete the acquisition.
- B. Facility Financing. To finance acquisition of the Facility by the Board, the Counties agree to the following financing plan:

1. Each County will make a loan to the Board sufficient to cover its share of the Facility acquisition as determined by the final Asset Purchase Agreement. Ramsey County will contribute 73% (“Ramsey Facility Loan”) and Washington County will contribute 27% (“Washington Facility Loan”) of the funds necessary to complete the purchase of the Facility in sufficient time to effect the transaction.
 2. The Board is hereby authorized to use the proceeds of the Ramsey Facility Loan and the Washington Facility Loan to acquire the Facility.
 3. Each County shall decide the manner by that it will fund its respective Facility Loan, which may include, but not be limited to, the use of existing cash reserves, the issuance of bonds and use of the bond sale proceeds, or a combination thereof. For the avoidance of doubt, a combination may include a cash payment that is replaced with the proceeds from a bond sale taking place after the acquisition of the Facility.
 4. The Board shall be obligated to repay the County Facility Loans on terms and conditions that match, or are otherwise consistent with, any terms and conditions of any bonding Ramsey County may elect to use to fund its Facility Loan. Repayment by the Board will be made on a pro-rata basis to each County based on its respective Facility Loan percentages described above. Payments will be made from and included in the Facility Budget.
- C. Capital Contributions. The Counties agree to make contributions to the Board for initial Facility capital expenditures in an amount to be determined by the Board. The total capital contribution will be 73% by Ramsey County and 27% by Washington County for this purpose. The Counties agree to make their respective capital contributions within thirty (30) days of receiving notice from the Board of its determination of the amount of the capital contribution.
- D. Operating Reserve Fund. As part of the Facility Budget, the Board shall create an operating reserve fund to at least maintain essential Facility operations, second to make any required debt or obligations payments to third parties, and third to make any debt or obligations payments required to Ramsey or Washington Counties. The Bylaws shall outline the scope and size of the operating reserve fund. Upon recommendation by the Board to the Counties, each County agrees to commit or hold sufficient funding for the operating reserve fund. The Counties’ respective contributions to establish the operating reserve fund shall be 73% from Ramsey County and 27% from Washington County. The Bylaws shall also provide a process to release the Counties from the obligation to hold funding for the operating reserve fund, and to pay back any operating reserve funds transferred to the Board, as an enterprise reserve fund is created and funded.
- E. Enterprise Reserve Fund. As part of the Facility Budget, the Board shall create an Enterprise Reserve Fund that will replace the Operating Reserve Fund over a time period specified in the Bylaws. The purpose of the Enterprise Reserve Fund

is, first, to at least maintain essential Facility operations; second, to make any required debt or obligations payments to third parties; and, third, to make any debt or obligations payments required to Ramsey or Washington Counties. The Bylaws shall outline the scope and size of the Enterprise Reserve Fund.

IX. Other Provisions

A. Liability and Insurance

1. Separate Public Entity. The Board shall be considered a separate and distinct public entity to which the Counties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Board shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.
2. Insurance. The Board shall obtain and maintain such insurance as will protect the Board against risk of loss or damage to the Facility and against claims that may arise or result from the maintenance and use of the Facility, and which will support indemnification of the Counties as provided in this Agreement and as determined by the Board. Such insurance may include as applicable workers' compensation insurance, general liability insurance, environmental liability insurance, automobile insurance for vehicles and general liability insurance for bodily injury, personal injury and property damage to the Board and County officials, employees and agents in the performance of duties arising from the Agreement, errors and omissions insurance, and such other insurance as the Board deems appropriate.
3. Indemnification and Liability of Board.
 - a. The Board will indemnify, defend and hold harmless the Counties, their agents, commissioners and employees from all claims, damages, losses, demands, actions or causes of action, lawsuits, liabilities, costs and expenses, including reasonable attorney's fees and expenses, whatsoever arising out of any act or omission on the part of the Board or its contractors, subcontractors, partners, agents, or employees in relation to operation and management of the Facility.
 - b. Any claims settled or judgments rendered against the Board subsequent to termination of this Agreement, and not otherwise covered by insurance, shall be apportioned between the Counties according to the percentages outlined in Section VII.F.2 of this Agreement, including but not limited to worker's compensation claims, unemployment insurance claims, tort claims, contract claims or civil rights actions.

B. Counties' Relationship

1. Other Agreements. Upon the Effective Date, this Agreement shall supersede all former joint powers agreements related to the Project between the Counties and all prior joint powers agreements shall be terminated.
2. Amendment. This Agreement may be amended upon agreement in writing of the two County Boards.
3. Termination. This Agreement may be terminated by mutual agreement of both Counties. Upon termination of this Agreement:
 - a. any remaining financial obligations shall continue until discharged by law, this Agreement, or any other agreement;
 - b. the Board shall immediately commence winding up its affairs;
 - c. the Board shall arrange to sell, transfer, or otherwise dispose of the Facility and related assets held by the Board for fair market value;
 - d. any proceeds from the sale of the Facility and related assets shall be distributed in the following order:
 - (1) first to repay any outstanding debt due by the Board to third parties;
 - (2) second as pro-rata payments to each County until each county's Facility Loan is repaid in full; and
 - (3) third to each County in the proportions set forth in VII.F.2.
 - e. all remaining property of the Board shall be returned to the County providing the property or distributed to the Counties in the proportions set forth in VII.F.2. of this Agreement; and
 - f. following disposal of the Facility, any remaining liabilities shall be distributed in the proportions set forth in set forth in VII.F.2. of this Agreement.

C. Dispute Resolution. In the event of a dispute arising under this Agreement, the Counties agree to attempt to resolve their dispute by following the process described below:

1. A County shall provide written notice to the other County describing the perceived conflict, positions, and underlying reasons.

2. The other County shall provide written response to the notice within seven (7) days of receipt of the notice.
 3. The Counties shall meet within 14 days of receipt of response with a neutral facilitator. The neutral facilitator will be a representative from the Minnesota Office of Collaboration and Dispute Resolution. Costs of such facilitator shall be shared equally by all parties to the dispute.
 4. At the first meeting, the neutral facilitator will assist the Counties in identifying the appropriate parties and participants in the dispute resolution process, their concerns, a meeting agenda and design for any subsequent meetings. The Counties shall agree on a process for resolving the problem that would involve additional negotiations, mediation, or arbitration.
 5. In developing the process, the Counties will be guided by the following principles:
 - a. The parties will attempt in good faith to reach a negotiated settlement.
 - b. The parties agree that there must be fair representation of the parties directly involved in the dispute.
 - c. The parties will use legal proceedings as a last resort.
 - d. In the event the parties are unable to resolve the dispute, each party retains all rights, remedies or defenses it had prior to entering the process.
- D. Notices. All notices or other communication required or permitted herein shall be in writing and shall be delivered personally or sent by express, registered or certified mail, return receipt requested. Notices delivered personally or by express mail shall be considered given when received. Notices sent by registered or certified mail shall be considered given two (2) business days after deposit in the United States mail, postage prepaid, addressed to the person to receive such notice. Notices shall be addressed to:

Ramsey County:

Ramsey County Board Chair
220 Court House
15 West Kellogg Blvd.
St. Paul, MN 55102

with a copy to the Ramsey County
Attorney

Washington County:

Washington County Board Chair

with a copy to the Washington County

~~Second-Third~~ Amended and Restated Ramsey/Washington R&E Board Joint Powers Agreement

Washington County Government Attorney
Center
14949 62nd Street North
Stillwater, MN 55082

Board:

Ramsey/Washington Recycling and with a copy to the Ramsey County
Energy Board Chair Attorney and the Washington County
100 Red Rock Road Attorney
Newport, MN 55055

- E. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- F. Counterparts. This Agreement may be executed in counterparts, each of which shall have the effect of and be considered as an original of this Agreement.

[SIGNATURE PAGES FOLLOW]

~~Second-Third~~ Amended and Restated Ramsey/Washington R&E Board Joint Powers Agreement

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the dates below.

**APPROVED:
RAMSEY COUNTY**

BY: _____
Chair, County Board

DATE: _____

BY: _____
~~Chief Clerk, County Board~~ Manager

Date: _____

Resolution No. _____

**APPROVED AS TO FORM:
RAMSEY COUNTY**

BY: _____
Assistant County Attorney

DATE: _____

~~Second-Third~~ Amended and Restated Ramsey/Washington R&E Board Joint Powers Agreement

**APPROVED:
WASHINGTON COUNTY**

BY: _____
Chair, County Board

DATE: _____

BY: _____
County Administrator

Date: _____

**APPROVED AS TO FORM:
WASHINGTON COUNTY**

BY: _____
Assistant County Attorney

DATE: _____

~~Second-Third~~ Amended and Restated Ramsey/Washington R&E Board Joint Powers Agreement

December 2006. Joint Powers Agreement (JPA) for Resource Recovery Project adopted.

September 22, 2015. Amended and Restated Ramsey/Washington Recycling and Energy Board JPA adopted.

November 19, 2019. Amendment #1 to JPA approved by Washington County Board of Commissioners (Resolution 2019-124) and by Ramsey County Board of Commissioners (Resolution B2019-266). Amendment changed Section VIII, part D – Release obligation to hold Operating Reserve Fund and added Section VIII, part E – Create Enterprise Reserve Fund.

August 2, 2022. Amendment #2 to JPA approved by Washington County Board of Commissioners (Resolution 2022-081) and by Ramsey County Board of Commissioners (Resolution B2022-180).

July 18, 2023. Amendment #3 to JPA approved by Washington County Board of Commissioners (Resolution 2023-9890) and by Ramsey County Board of Commissioners (Resolution B2023-319).



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

R&E BOARD MEETING DATE:	July 27, 2023			AGENDA ITEM:	V.b			
SUBJECT:	Bylaws Amendment							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

Approve amendments of the Bylaws as proposed.

EXECUTIVE SUMMARY:

The Ramsey/Washington Recycling and Energy (R&E) Board recommended changes to the Bylaws that change the organization’s leadership structure. These changes move R&E from the current JLT model to a new structure with an executive director and deputy director. The changes also define the role of the Public Health Advisory Work Group as it relates to ensuring coordination and alignment between R&E and Ramsey and Washington counties and their respective solid waste management plans.

In 2022, R&E contracted for an assessment of its leadership structure. A key recommendation brought forward by the consultant was to change the leadership structure to effectively position R&E for success as the organization’s scope, challenges and size continue to grow into the future. The leadership assessment was shared with the R&E Board earlier this year, and more recently, the board discussed the steps required to implement this leadership change.

The Ramsey County and Washington County boards approved amendment number three to the Joint Powers Agreement on July 18, 2023. In addition, R&E Board Bylaws need to be amended by the R&E Board to proceed with changing the leadership structure. Pursuant to Article VIII, Section 25 of the Bylaws, on June 26, 2023, all members of the R&E Board received written notice of the proposed Bylaws amendments that identified the sections of the Bylaws proposed to be amended. Those changes are as follows:

- Page 1, caption – updates date.
- Page 2, Section 3(a) – updates the number of standing committees from 3 to 2; this reflects a prior change that merged the Facility Committee and the Finance Committee into a single committee.
- Page 4, Section 5(a) & (b) – adds definitions of executive director and deputy director to reflect leadership changes requested by the board on May 25, 2023; replaced references to Joint Leadership Team with executive director or deputy director, as appropriate.
- Page 5, Section 5(c)(3) – removes legacy human resources language that no longer reflects how the R&E Board handles human resources services.
- Page 5, Section 5(c)(5) – creates the Ramsey/Washington Public Health Advisory Work Group, which defines the relationship between R&E leadership and the counties’ respective public health directors.
- Page 5, Section 5(c)(6), Section 6(a) – replaces Joint Leadership Team reference with executive director or their designee.

SUBJECT: *Bylaws Amendment*

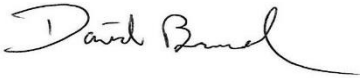



- Page 6, Section 6(a) (continued) – replaces Joint Leadership Team reference with executive director or their designee; removes reference to county-provided human resources services.
- Page 6, Section 7(a), Section 8 – replaces Joint Leadership Team reference with deputy director or their designee.
- Page 10, Section 19(a) & (b) – replaces Joint Leadership Team reference with executive director or their designee.

ATTACHMENTS:

1. Draft resolution
2. Proposed amendment to the R&E Board Bylaws (redline)

FINANCIAL IMPLICATIONS:

Costs are included in the R&E budget.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	7/19/23
	7/20/23
	7/18/23
RAMSEY COUNTY ATTORNEY	7/18/23
	7/18/23
WASHINGTON COUNTY ATTORNEY	7/18/23
	7/18/23



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

RESOLUTION R&EB-2023-10

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 July 18, 2023 (“Joint Powers Agreement”); and

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

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

WHEREAS, These amendments are needed to establish a new leadership structure with an executive director and deputy director and define the role of the Public Health Advisory Work Group as it relates to ensuring coordination and alignment between R&E and Ramsey and Washington counties; and

WHEREAS, Pursuant to Article VIII, Section 25 of the Bylaws, on June 26, 2023, all members of the R&E Board received written notice of the proposed Bylaws amendments that identified the sections of the Bylaws proposed to be amended. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves the amendments to the Bylaws as proposed.

Victoria Reinhardt, Board Vice Chair
July 27, 2023

Attest
July 27, 2023

**AMENDED AND RESTATED BYLAWS OF THE
RAMSEY/WASHINGTON RECYCLING AND ENERGY BOARD**
Adopted by the Board ~~September 22~~July 27, 2022

ARTICLE I

RAMSEY/WASHINGTON RECYCLING AND ENERGY BOARD

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

ARTICLE II

BOARD GOVERNANCE AND OPERATIONS

Section 1. Board Meetings.

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

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

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

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

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

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

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

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

Section 2. Board Members.

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

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

Section 3. Board Committees.

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

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

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

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

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

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

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

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

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

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

ARTICLE III

MANAGEMENT, ADMINISTRATION AND STAFFING

Section 5. Board Administration.

~~(a) **Joint Leadership Team**~~**Executive Director.** As set forth in the Joint Powers Agreement, the Executive Director is the leader of the R&E organization, overseeing and implementing the vision and strategic direction for the organization. The Executive Director is responsible for management of the organization and its executive team, which includes the Deputy Director, Human Resources Manager, Accounting Manager, and Administrative Assistant. The Executive Director is responsible for developing organizational goals and monitoring progress toward meeting those goals while ensuring compliance with the Joint Powers Agreement and Bylaws. The Executive Director shall report directly to the R&E Board and ensure the overall vision and direction aligns with the respective county partnerships through the Public Health Directors. The Executive Director shall have such powers and duties as further set out in the Joint Powers Agreement, these Bylaws, and as otherwise assigned by the R&E Board. The Executive Director shall act in the capacity of the Deputy Director in the Deputy Director's absence.~~Joint Leadership Team shall oversee Board administration and carry out the functions of the Board, as set forth in the Joint Powers Agreement and in these Bylaws, and as directed by the Board from time to time. The Joint Leadership Team will oversee and manage any employees of the Board, consultants to the Board, and any County staff assigned to carry out Board functions.~~

~~(a)(b)~~ **Deputy Director.** As set forth in the Joint Powers Agreement, the Deputy Director shall report to the Executive Director and serve as a subject matter expert in the solid waste management field with technical understanding of the business and day-to-day Facility operations and oversight of the development and implementation of projects and initiatives. The Deputy Director is responsible for leading, supervising and managing the functions of the leadership team that includes the managers of planning and project management, Joint Activities, contracts, and R&E Facility operations. The Deputy Director shall have such other responsibilities and duties as designated by the Executive Director or the Board. The Deputy Director shall act in the capacity of the Executive Director in the absence of the Executive Director.

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

(1) *Fiscal Agent.* As set forth in the Joint Powers Agreement, the Ramsey County Finance Department shall act as the Fiscal Agent on behalf of the Board, and shall provide any and all financial management, accounting and reporting services necessary or convenient for the Board. The Board may conform to the procurement policies of either County, as it deems appropriate.

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

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

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

(5) *Ramsey/Washington Public Health Advisory Work Group.* As set forth in the Joint Powers Agreement, the Ramsey/Washington Public Health Advisory Work Group shall advise the Executive Director and consult on Ramsey/Washington Recycling & Energy matters so as to implement the solid waste management plans of Ramsey and Washington Counties. This advice and consultation includes, but is not limited to, technical assistance, input on Joint Activities, fiscal responsibility and accountability regarding the use of funds provided by the respective counties, and other input to ensure alignment with the mission, vision and values of Ramsey and Washington Counties' solid waste management plans. The Ramsey/Washington Public Health Advisory Group shall consist of the director of Saint Paul – Ramsey County Public Health and the director of Washington County Public Health and Environment. Information exchanged between the Executive Director and the Ramsey/Washington Public Health Advisory Work Group shall be consistent with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

~~(5)(6)~~ *Ramsey/Washington Financial Advisory Work Group.* As set forth in the Joint Powers Agreement, the Ramsey/Washington Financial Work Group shall be responsible for advising the Executive Director Joint Leadership Team on financial matters such as budget development, budget updates, and annual financial statements and audits. The Ramsey/Washington Financial Advisory Work Group will be consulted on any future county bonding or major Board finance issues that impact either county.

Section 6. Staffing and Consultants.

(a) **Staffing.** The Counties may from time to time designate employees to perform work on behalf of the Board, ~~including members of the Joint Leadership Team.~~ The Board also may authorize the Executive Director Joint Leadership Team to hire and maintain staff to exclusively work for the Board ("Board Staff"). The Board hereby delegates authority to the

~~Executive Director or his or her designee~~~~Joint Leadership Team~~ to hire (consistent with the Facility Budget or Joint Activities Budget, as applicable) and supervise Board Staff. At all times, Board Staff shall be employees of the Board and not employees of either County, ~~even if one of the Counties provides human resources services~~. The Board hereby further directs the ~~Joint Leadership Team~~~~Executive Director or his or her designee~~ to oversee development of employee policies applicable to Board Staff.

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

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

Section 7. Facility Management.

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

(b) [Reserved]

Section 8. Joint Activities. Under the supervision of the ~~Deputy Director or his or her designee~~~~Joint Leadership Team~~, County staff and Project employees will carry out the Board's Joint Activities, in accordance with the County Board-approved Joint Activities Budget.

ARTICLE IV

FACILITY OPERATIONS

[Reserved]

ARTICLE V

FISCAL YEAR, BUDGET AND AUDIT

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

Section 10. Facility Budget.

(a) **Enterprise Fund.** In the normal course of Facility operations, the Board will

endeavor to operate the Facility Budget as an enterprise fund.

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

(c) **Operating Reserve Fund.**

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

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

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

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

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

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

2027	\$1,000,000	\$730,000	\$270,000
2028	\$1,100,000	\$803,000	\$297,000

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

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

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

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

Any special assessments will be paid by the Board as separately billed by the Washington County Department of Property Records and Taxpayer Services.

(f) **Enterprise Reserve Fund**

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

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

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

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

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

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

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

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

ARTICLE VI

RECORDS AND REPORTS

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

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

- (a) The Joint Powers Agreement and all amendments thereto;
- (b) The Bylaws and all amendments thereto;
- (c) A list of the names and addresses of the Board's current Board members and officers; and
- (d) A journal of the Board's meeting minutes and actions, in compliance with the Minnesota Data Practices Act and the Minnesota Open Meetings Law and as set forth in ARTICLE II Section 1 and Section 14.

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

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

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

ARTICLE VII

FINANCIAL CONTROLS

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

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

Section 19. Expenditures.

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

(b) **Joint Activities Expenditures.** The ~~Joint Leadership Team~~ **Executive Director or his or her designee** is authorized to enter into agreements or financial commitments consistent with the Board's joint activities budget in order to achieve the purposes of the Joint Powers Agreement, not to exceed \$50,000 dollars without specific Board authorization, subject to approval by County Attorneys and in accordance with Board's fiscal policies.

Section 20. Debt.

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

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

Section 21. Loans. [Reserved.]

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

Section 23. Insurance. [Reserved.]

ARTICLE VIII

MISCELLANEOUS

Section 24. Principal Place of Business. The Board's principal place of business of the Board shall be located at 100 Red Rock Road, Newport, MN 55055.

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

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

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

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

Amended January 28, 2016, Resolution R&EB-2016-01.

Amended January 24, 2019, Resolution R&EB-2019-05.

Amended January 23, 2020, Resolution R&EB-2020-01.

Amended September 22, 2022, Resolution R&EB-2022-14.

[Amended July 27, 2023, Resolution R&EB-2023-10.](#)



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

R&E BOARD MEETING DATE:	July 27, 2023			AGENDA ITEM:	VI.a			
SUBJECT:	Facility & Finance Committee Report & 2023 Budget Update							
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

The Facility & Finance Committee met on July 13, 2023. The committee chair will provide a report to the board.

i. 2023 Budget Update

Staff will provide an overview of the 2023 year-end projections for Ramsey/Washington Recycling & Energy budgets (Joint Activities, Facility, and Equipment Maintenance & Replacement). Below are items to note for each budget.

2023 year-end Joint Activities Budget projection

- Projected year-end surplus primarily due to:
 - Lack of staff capacity resulting in multiple joint activities being put on hold and/or not being fully implemented
 - Actual costs for food scraps pickup program have been significantly lower than original estimates

2023 year-end Facility Budget projection

- 2023 projected municipal solid waste (MSW) tonnage of 450,000 in system is what sets budget
 - Current end-of-year projection is 443,000 tons
 - Higher amount of interest income projected to fill tonnage gap
- Revenue projection flat
- Facility operations projected to be over budget, primarily due to contracted labor, facility insurance and new contract rates for landfill, transportation and transload services
- Overall, the Facility Budget is projected to have a 1.7% variance to budget

2023 year-end Equipment Maintenance & Replacement Budget projection

- \$400,000 savings on dust collection maintenance
- Increased recycling revenue projected compared to budgeted revenue

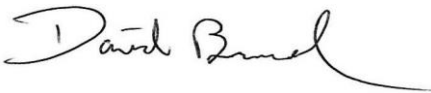

SUBJECT: *Facility & Finance Committee Report & 2023 Budget Update*

ATTACHMENTS:

1. 2023 Budget Status Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	7/19/23
	
	7/20/23

Ramsey/Washington Recycling & Energy

SURPLUS/DEFICIT YEAR-END PROJECTION REPORT

As of June 30, 2023

JOINT ACTIVITIES	2023 Approved Budget	2023 Projection	Variance
Project Management	2,519,454	2,519,454	-
Non-Residential Recycling	4,090,000	3,240,000	850,000
Community Waste Solution	795,000	365,000	430,000
Food Scrap Recycling	2,500,000	1,200,000	1,300,000
General Outreach	605,000	605,000	-
Policy Evaluation	1,100,000	1,100,000	-
	<u>11,609,454</u>	<u>9,029,454</u>	<u>2,580,000</u>

Revenue:	<u>11,609,454</u>	<u>11,609,454</u>	<u>-</u>
Surplus/(Deficit)	-	2,580,000	2,580,000

FACILITY	2023 Approved Budget	2023 Projection	Variance
Personnel Costs	10,326,865	9,175,112	1,151,753
Fuel Supply	6,584,768	6,081,000	503,768
Landfill	5,196,283	5,672,151	(475,868)
Transportation	8,541,209	9,100,000	(558,791)
Transload	2,555,387	2,626,547	(71,160)
Facility Operations	8,225,637	10,267,650	(2,042,013)
Contingency	620,945	-	620,945
Enterprise Reserve Fund (ERF)	1,500,000	1,500,000	-
Transfer to Equipment Maintenance	300,000	300,000	-
Debt Services	3,533,586	3,533,586	-
	<u>47,384,680</u>	<u>48,256,046</u>	<u>(871,366)</u>

Revenue:	<u>48,267,515</u>	<u>48,312,869</u>	<u>45,354</u>
Surplus/(Deficit)	882,835	56,823	(826,012)

EQUIPMENT MAINTENANCE	2023 Approved Budget	2023 Projection	Variance
Equipment/Maintenance	2,057,000	1,657,000	400,000
Revenue:	1,474,165	1,723,643	249,478
Surplus/(Deficit)	<u>(582,835)</u>	<u>66,643</u>	<u>649,478</u>



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

R&E BOARD MEETING DATE:	July 27, 2023			AGENDA ITEM:	VI.b			
SUBJECT:	Anaerobic Digestion Agreement Update							
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

On March 1, 2023, the R&E Board approved a letter of intent (LOI) between R&E and a Dem-Con & Hitachi Zosen Inova USA LLC joint venture (now known as Dem-Con HZI BioEnergy, LLC) for the key terms of an organic material feedstock supply agreement (Resolution R&EB-2023-04). The LOI states that it shall terminate sixty (60) days after the effective date of the LOI, but that the date can be extended upon mutual written agreement. R&E staff and Dem-Con HZI BioEnergy negotiated in good faith to complete an agreement during this period, but both parties concluded that more time was needed. On April 27, 2023, the board approved an extension of the LOI termination date to July 7, 2023 (Resolution R&EB-2023-07).

Although the LOI expired on July 7, both parties are continuing to work toward completing the agreement as quickly as possible. Staff and attorneys for R&E are negotiating with Dem-Con HZI BioEnergy and their attorneys, with meetings at least once per week. Several detailed drafts of the agreement have been exchanged since the LOI was approved. The speed of progress varied as differing viewpoints on how to implement the revenue/cost-share component of the agreement presented themselves; however, staff and Dem-Con HZI Bioenergy are close to agreeing to final language to complete the agreement.

It is anticipated that a final agreement will be completed in the coming few weeks, and that the agreement will be presented to the board for review and approval on August 24, 2023. Although the LOI approval resolution allowed the board chair to execute the agreement, staff, in consultation with the R&E Board leadership, feel it will be appropriate to bring the completed agreement to the R&E Board for final review and approval.

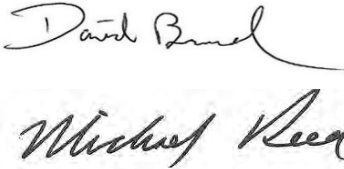


ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

SUBJECT: *Anaerobic Digestion Agreement Update*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	7/20/23
	
RAMSEY COUNTY ATTORNEY	7/18/23
	
WASHINGTON COUNTY ATTORNEY	7/18/23
	



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

R&E BOARD MEETING DATE:	July 27, 2023			AGENDA ITEM:	VI.c			
SUBJECT:	Approval of 2024-2025 Budgets							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

1. Approve the 2024-2025 Joint Activities Budget.
2. Recommend that the Ramsey and Washington County Boards approve the 2024-2025 Joint Activities Budget.
3. Approve the 2024-2025 Facility Budget, including the Equipment Maintenance & Replacement Budget.
4. Approve the 2024 tipping fee for waste delivered from Ramsey and Washington counties to the Recycling & Energy Center (R&E Center) at \$121 per ton and 2025 tipping fee at \$130 per ton.

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.

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.

On May 25, 2023, the Facility & Finance Committee introduced the proposed budgets to the full R&E Board. The board received a presentation from JLT and staff, which described the considerations and

SUBJECT: Approval of 2024-2025 Budgets

impacts regarding the budgets. Following this, 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 reported back on the discussions that occurred at the county board workshops and discussed additional direction for JLT to develop final preparation of 2024-2025 budgets. The board discussed the option to sequence the hiring of the executive director position before hiring three new Joint Activities positions in the final proposed 2024-2025 Joint Activities Budget. This preference was acknowledged, and while the hiring sequence is anticipated to occur in that order, board members also recognized that the executive director hiring process could have an extended timeline in certain situations. A decision was made to proceed with the hiring process for the executive director in 2023, but not make hiring the three new Joint Activities positions in 2024 contingent on first hiring the new executive director.

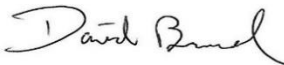



The final proposed 2024-2025 budgets will be presented for approval at the July 27, 2023, R&E Board meeting.

ATTACHMENTS:

1. Draft resolution
2. Resolution R&EB-FFC-2023-02, dated May 11, 2023, from the Facility & Finance Committee
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	 	7/19/23 7/19/23
RAMSEY COUNTY ATTORNEY		7/19/23
WASHINGTON COUNTY ATTORNEY		7/19/23



RESOLUTION R&EB-2023-11

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 July 18, 2023 (“Joint Powers Agreement”); and

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

WHEREAS, The Joint Leadership Team prepared a 2024 – 2025 Joint Activities Budget, 2024 – 2025 Facility Budget and 2024 – 2025 Equipment Maintenance & Replacement Budget, which were presented to and reviewed by the Facility & Finance Committee; and

WHEREAS, The Facility & Finance Committee has recommended the 2024 – 2025 Joint Activities Budget, 2024-2025 Facility Budget and 2024 – 2025 Equipment Maintenance & Replacement Budget (Resolution R&EB-FFC-2023-02); and

WHEREAS, The R&E Board discussed the 2024 – 2025 Joint Activities Budget and the 2024 – 2025 Facility Budget, including the Equipment Maintenance & Replacement Budget, at its June 15, 2023, meeting; NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves the 2024 – 2025 Joint Activities Budget. BE IT FURTHER

RESOLVED, The R&E Board recommends that the Ramsey and Washington County Boards approve the 2024 – 2025 Joint Activities Budget. BE IT FURTHER

RESOLVED, The R&E Board approves the 2024 – 2025 Facility Budget, including the 2024 – 2025 Equipment Maintenance & Replacement Budget. BE IT FURTHER

RESOLVED, The R&E Board hereby establishes the tipping fee at the Ramsey/Washington Recycling & Energy Center (“R&E Center”) for waste from Ramsey and Washington counties at \$121 per ton in 2024 and \$130 per ton in 2025.

Victoria Reinhardt, Board Vice Chair
July 27, 2023

Attest
July 27, 2023



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.

Trista MatasCastillo, Committee Chair
May 11, 2023

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: Approval of 2024-2025 Budgets - Facility

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: Approval of 2024-2025 Budgets - Facility

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

EXPLANATION: Copiers

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

EXPLANATION: Snow removal

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

EXPLANATION: Pest & rodent control

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

EXPLANATION: R&E staff development and training

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 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: Approval of 2024-2025 Budgets - EM&R

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: Approval of 2024-2025 Budgets - Joint Activities

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

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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R&E BOARD MEETING DATE:	July 27, 2023				AGENDA ITEM:	VI.d		
SUBJECT:	2023 Personnel Complement Increase and Salary Plans							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

1. Authorize the addition of 3.0 FTE to the 2023 Recycling & Energy staff complement: 1.0 FTE contract specialist, 1.0 FTE executive director, and 1.0 FTE human resources (HR) generalist and authorize the Joint Leadership Team to make necessary budget adjustments.
2. Approve the salary schedules for the positions of budget analyst, contract specialist, deputy director, executive director and HR generalist.

EXECUTIVE SUMMARY:

The Amended and Restated Joint Powers Agreement provides for employment of staff by Ramsey/Washington Recycling & Energy (R&E). The board’s bylaws provide specific direction on employees, including direction to the JLT to hire and supervise staff, and to develop employee policies for R&E staff. The Amended and Restated Joint Powers Agreement, approved by the Ramsey and Washington County Boards on July 18, 2023, and the R&E Bylaws, approved earlier in today’s R&E Board meeting, include a change in leadership structure from a Joint Leadership Team to an executive director and deputy director leadership structure. It is anticipated that the executive director position will be posted in 2023 with an anticipated hire in late 2023, with the deputy director position being posted in early 2024.

At its May 25, 2023, and June 16, 2023, meetings, the R&E Board received information about the need for an increase in the R&E personnel complement. In those discussions, staff presented a proposed 2024-25 budget that included the addition of two business support positions: 1.0 full-time equivalent (FTE) HR generalist, 1.0 FTE contract specialist. Also discussed in those meetings was the reclassification of an existing FTE to a budget analyst. The 2024-2025 budget also includes the addition of 2.0 FTE program specialists and 1.0 FTE program coordinator to support Joint Activities programs. The recruitment and selection of program coordinators and program supervisor will not begin until 2024 which, while not guaranteed, will likely begin after an executive director has been hired.

As R&E has grown, the burden on support functions (finance, human resources and procurement) has increased, while the number of staff dedicated to these functions has remained static. The increase in work volume without an increase in staff puts R&E at risk, both legally and financially. There is also only one higher-level, professional position in each of these functions. Therefore, there is no redundancy in these functions if current staff leave the organization or are out for an extended period. The need for the three business support positions is immediate. In addition to adding them to the 2024-2025 budget,

SUBJECT: 2023 Personnel Complement Increase and Salary Plans

JLT is requesting that the R&E Board approve the addition of two FTEs to R&E's 2023 complement in combination with a reclass of an existing FTE.

Budget analyst, contract specialist, deputy director, executive director, and HR generalist positions are new classifications and do not have existing salary plans. JLT is requesting approval of the proposed salary plans for each new position in anticipation of the hiring of these positions at R&E Board-approved timeframes.

With the recruitment/hiring timeframe figured in, it is estimated to cost an additional \$75,000 total in 2023 for the positions added to the complement this year. The 2023 budget can accommodate the expense.

ATTACHMENTS:

1. Draft resolution
2. Budget analyst job description
3. Contract specialist job description
4. Deputy director job description
5. Executive director job description
6. HR generalist job description
7. Salary schedules

FINANCIAL IMPLICATIONS:

The approved 2023 budget can accommodate the funds required to add the requested positions in 2023. The approved 2024-2025 budget incorporates the additional 5.0 FTE.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	7/19/23
 	
RAMSEY COUNTY ATTORNEY	7/20/23
	
WASHINGTON COUNTY ATTORNEY	7/19/23
	



RESOLUTION R&EB-2023-12

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 July 18, 2023 (“Joint Powers Agreement”); and

WHEREAS, The Joint Powers Agreement provides for employment of staff by R&E; and

WHEREAS, The R&E Board Bylaws provide specific direction on employees, including direction to the Joint Leadership Team to hire and supervise staff, and to develop employee policies for R&E staff; and

WHEREAS, The Joint Powers Agreement and R&E Bylaws were amended to change R&E’s leadership structure to an executive director and deputy director; and

WHEREAS, R&E has an immediate need for positions to effectively support business functions. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board authorizes the addition of 3.0 FTE to the 2023 Recycling & Energy staff complement: 1.0 FTE contract specialist, 1.0 FTE executive director, and 1.0 FTE human resources generalist and authorize the Joint Leadership Team to make necessary budget adjustments. BE IT FURTHER

RESOLVED, The R&E Board approves the salary schedules for the positions of budget analyst, contract specialist, deputy director, executive director, and human resources generalist.

Victoria Reinhardt, Board Vice Chair
July 27, 2023

Attest
July 27, 2023



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

JOB TITLE: Budget Analyst

BASIC FUNCTION:

The Budget Analyst reviews and analyzes budget and accounting activities for Ramsey/Washington Recycling & Energy (R&E); serves as a resource for other staff to provide technical expertise and budget support; and prepares fiscal reports as necessary.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Monitor budget activities by reviewing and analyzing budget transactions such as expenditures, transfers, adjustments, personnel complement transactions and other financial transactions.
3. Prepare reports relating to financial activities to document financial conditions and to comply with external reporting requirements.
4. Assist in the development, writing and maintenance of procedure manuals for accounting, budgeting, and capital improvements that are in conformance with laws, R&E Board resolutions, and policies.
5. Project revenue and expenses for the annual operating budgets.
6. Conduct data and trend analysis.
7. Forecast potential cost increases for budgeted expenses.
8. Consult with staff about projects, programs, or plans that impact budgets.
9. Coordinate the R&E budget and capital improvement plan.
10. Amend budgets as necessary.
11. Identify and assess the recommended budget implications and consequences.
12. Serve as backup to accounting specialists responsible for accounts payable and accounts receivable as needed.
13. Performs other duties assigned.

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

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

None

JOB TITLE: Budget Analyst**INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with R&E leadership and management regarding current status of revenues and expenditures, to review status of special assignments, to discuss expenditure projections, and to review the overall financial performance of Recycling and Energy. Weekly contact with the Ramsey and Washington County Finance departments to resolve budget performance issues. Periodically meets with outside auditors, other Ramsey or Washington County department directors and managers, and attends Recycling and Energy Board Meetings. May meet with various representatives from other governmental agencies depending upon assignment.

IMPACT ON SERVICES/OPERATIONS:

Impacts Recycling and Energy's ability to manage the budget. Proper performance results in correct budget estimates, accurate financial management and effective budget control. Timely and accurate budget performance and projection reports provide R&E leadership with a means to more effectively manage programs and operations. Poor performance could result in inaccurate budget control, reduction of services to clients, reductions in staff positions and the elimination of entire programs.

WORK ENVIRONMENT:

Position works in a standard office environment with access to the production facilities and scale house at the R&E Center. Lighting, temperature, and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is generally sedentary but requires some walking, standing, stooping, and reaching. Lift up to 10-15 pounds; occasionally as needed. Use of a computer for 6-8 hours each day.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of governmental accounting, auditing, budgeting, payroll, and financial management best practices.
- Knowledge of modern governmental finance and accounting standards, including generally accepted accounting principles.
- Knowledge of state and federal laws; and R&E, state and county policies, rules, and procedures.
- Knowledge of cost, managerial, and financial accounting principles, and procedures.
- Skill in the use of personal computers, enterprise-wide accounting systems, and software applications.
- Skill in complex financial analysis, forecasting, and reporting.
- Skill in written and verbal communication to effectively communicate with a wide variety of people, both individually, in groups or as a committee or team member.
- Skills in interpreting the financial implications of legal and environmental changes.
- Ability to design, install and maintain complex accounting systems.
- Ability to meet deadlines.
- Ability to be attentive to detail.
- Ability to handle confidential information with discretion.
- Ability to establish and maintain effective working relationships with employees, R&E leadership, and public officials.
- Ability to keep up to date with industry and regulatory changes and professional standards.

JOB TITLE: Budget Analyst

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in accounting, economics, business administration, public administration or related field.

Experience: None.

Substitution: Four years of accounting, bookkeeping, payroll, or related experience may substitute for the bachelor's degree.



JOB TITLE: Contract Specialist

BASIC FUNCTION:

The Contract Specialist, under the guidance of Ramsey Washington Recycling & Energy's (R&E) Contract Manager, is responsible for assisting in contracting and procurement with direct purchases and competitive solicitations related to a wide variety of supplies, equipment, materials, labor services, and professional and client services in accordance with federal regulations, state statutes, and R&E policies. This will include activities such as creating metrics and reports; contractor onboarding and management; program administration; standards and specifications for procurement; contract and supply chain tracking; and related duties as assigned.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Comply with and communicate procurement federal regulations, state statutes, R&E policies, and procedures.
3. Recommend changes and/or improvements to procurement policies and procedures, templates and forms, solicitations, and contract language.
4. Coordinate phases of direct purchase and/or competitive solicitation for R&E including request for quotes/proposals/bids.
5. Coordinate phases of contract preparation and administration as deemed necessary.
6. Provide contractor onboarding, verification, and account set-up.
7. Communicate problem resolution between R&E and contractors related to performance issues, warranty, pricing, quality, non-compliance with contract requirements, or any other solicitation or contract related issue.
8. Work with Ramsey and Washington County Attorneys for legal review of procurements.
9. Prepare reports to communicate status of procurements to program managers and management staff.
10. Monitor and evaluate procurements for terms, expenditures, and deliverables.
11. Maintain knowledge of all available cooperative procurement resources.
12. Maintain official procurement files which are subject to audits and public data practices requests; assist in answering questions from auditors related to procurements for which they are responsible.
13. Proactively monitor existing contracts to ensure renewals or new solicitations are prepared in a manner that ensures continuity or program or facility operations.
14. Assist in R&E's Continuity of Operations Plan (COOP) when necessary and manage emergency procurement requirements.
15. Track and maintain database of contractor W9s and certificates of insurance.
16. Performs other duties assigned.

JOB TITLE: Contract Specialist

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

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

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

None

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily contact with Recycling and Energy staff working as a team in contract development and implementation; and with vendors/customer management in contract development, implementation and compliance issues as well as discussing problems and conflicts related to contracted supplies and services. Weekly contact with the Ramsey and/or Washington County Attorney's Offices and R&E's contracted Risk Manager concerning specific problems or issues, contract language, compliance issues and signoffs. Weekly contact with Recycling & Energy Center management and staff. Weekly contact with existing and potential contractors.

IMPACT ON SERVICES/OPERATIONS:

Impact on the management of contracts for the delivery of effective and cost-efficient services in a variety of settings. Proper performance of duties assures that appropriate resources are available while maximizing limited financial resources. Improper performance could result in delayed payments to vendors, overcharges on agreements negotiated with vendors, interruption or denial of service delivery to Ramsey and Washington County residents and stakeholders, Recycling and Energy Board vulnerability to sanctions or litigation, audit findings and an inability to meet objectives.

WORK ENVIRONMENT:

Work is typically performed in an office environment, involving the operation of computerized office equipment and viewing a computer screen up to eight hours daily.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of the mission, policies and procedures of Ramsey/Washington Recycling
2. and Energy.
3. Knowledge of Recycling and Energy programs, purposes, objectives and regulations, and funding sources.
4. Demonstrated research abilities for tasks such as finding vendors to perform work needed by R&E.
5. Knowledge of community resources.
6. Skill in written and verbal communication.
7. Skill in negotiation.
8. Skill in use of various software programs, such as Microsoft products, Salesforce, DocuSign, and other document and database facilitation and delivery programs.
9. Strong organizational skills and attention to detail.
10. Ability to establish effective working relationships with managers and staff at all organizational levels.
11. Ability to organize workload, meet deadlines and set work priorities.
12. Ability to quickly comprehend and assimilate a large volume of new material.
13. Ability to maintain goal-directed focus in diverse areas simultaneously.

JOB TITLE: Contract Specialist

14. Ability to integrate conceptual and technical knowledge.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and (1) year of experience in procurement/contracting;

OR

Associate degree in business, public administration, business law or related field and two (2) years of experience in procurement/contracting.



JOB TITLE: Recycling & Energy Deputy Director

BASIC FUNCTION

The Deputy Director of Ramsey/Washington Recycling & Energy's (R&E) will assist the Executive Director in managing and administering the affairs of R&E and carrying out the policies of the Recycling & Energy Board. Serve as the subject matter expert in the solid waste management field with technical understanding of the business and day-to-day Facility operations and oversight of the development and implementation of projects and initiatives for R&E's executive team. Provide oversight in the planning, development, management, coordination, delivery, and evaluation of multiple complex functions R&E. Deputy Director is responsible for leading, supervising and managing the functions of the leadership team that includes the managers of planning and project management, Joint Activities, contracts, and R&E Facility operations. The Deputy Director acts on behalf of the Executive Director in the absence of the Executive Director.

EXAMPLES OF WORK PERFORMED

1. Promote, build, and maintain a diverse, culturally responsive, inclusive, and respectful workplace.
2. Provide leadership, oversight, and direction to R&E functional areas.
3. Direct the planning and implementation of programs, operations, services, and initiatives; monitor and evaluate performance and recommend/implement needed improvements.
4. Lead and supervise the performance and activities of staff and contractors involved in managing operation of the R&E Center, contracts, planning and Joint Activities programs.
5. Help build and support R&E's legislative platform and represent R&E at the Partnership on Waste and Energy.
6. Represent the interests and policies of R&E on associations, special committees, and before government bodies including state, regional and local governments. Build collaborative partnerships to support state, regional, and local initiatives.
7. Provide R&E subject matter guidance and support to R&E Executive Director and executive leadership team.
8. Assist with development of the R&E's annual budget, capital improvement plan, performance measures and annual work plans.
9. Stay current on industry trends, best practices, regulatory changes, and new technologies to inform decision making and ensure compliance with applicable federal, state, and local regulations and reporting requirements.
10. Work with R&E executive and management teams to manage R&E's budget and financial resources.
11. Monitor the performance of operations and programs and identify areas for improvement.
12. Assist Executive Director in developing and implementing policies, procedures, and strategies for R&E.
13. Oversee R&E Board material development.
14. Develop and maintain relationships with strategic partners and other organizations.

JOB TITLE: Recycling & Energy Deputy Director

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

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

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

Directly and indirectly supervises approximately 105 employees.

WORK ENVIRONMENT:

Work takes place primarily in an office setting. Periodic access to the production facilities at the R&E Center. Lighting, temperature, and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is performed in an office environment with use of a computer 4-6 hours daily. Travel to meetings away from the regular place of work is required; may involve evening meetings.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily contact with R&E executive and management team members to obtain and provide information, to provide advice and direction, and to resolve conflicts. Daily to weekly contact with R&E staff, consultants, and vendors to obtain and provide information and/or direction. Regular contact with R&E Board members or their assistants to seek and provide information, advice, and direction, and to make presentations. Occasional contact with county Public Health directors, other county leadership, representatives of other jurisdictions, civic and business organizations to provide and obtain information, make presentations, establish and maintain relationships, and promote R&E's interests. Regular contact with the public to respond to inquiries or complaints.

IMPACT OF SERVICES/OPERATIONS:

Duties' impact on R&E's capability to effectively carry out its function. Proper performance will result in enhanced public health of residents through provision of efficient, effective, and equitable programs and services; maximizing funds available for providing environmental health related services through the development of an efficient budget and the creative use of grant opportunities; the efficient use of allocated funds R&E budget; R&E staff and leadership receiving accurate, timely information with which to make decisions; and compliance with laws, regulations and contractual obligations. Improper performance would result in poor quality and ineffective R&E programs and operations; the waste of public funds; low morale and unsatisfactory performance by R&E staff due to poor supervision, lack of motivation or lack of direction; poorly informed decisions by the R&E Board or County Attorneys due to inaccurate information or poor documentation; damage to the R&E and the counties' reputation in the community; and failure to comply with county, state and federal laws, rules and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of Minnesota government and the principles and practices of public finance, policy analysis, planning, public administration, and laws.
- Knowledge of East Metro solid waste system.
- Knowledge of principles of management analysis and organizational design necessary to analyze, recommend and evaluate programs, administrative policies, and organizational structures.

JOB TITLE: Recycling & Energy Deputy Director

- Skill in evaluating information related to a variety of analysis and financial planning that includes collecting and interpreting data, identifying programming needs, establishing rationale for recommendations, and effectively communicating that to individuals and groups.
- Skill in planning, directing, and supervising the activities of high-level managers and other staff.
- Highly skilled in the ability to establish and maintain effective working relationships with R&E Board members, county department directors, other agencies, other solid waste and environmental health professionals, and the public.
- Highly skilled in the ability to develop innovative solutions to problems and coordinate their implementation with a variety of conflicting interests.
- Highly skilled and effective in the ability to establish and carry out long- and short-range objectives.
- Ability to take risks and make difficult decisions.
- Ability to motivate and inspire managers and staff.
- Ability to make decisions that produce high quality results; anticipate future trends; assess impact of issues and display a system thinking approach with an organization-wide perspective; establish rationale for and project consequences of decisions and/or recommendations.
- Ability to lead people toward achieving R&E's vision, mission and goals in an inclusive environment that fosters development, facilitates cooperation, teamwork, and employee engagement, and supports constructive resolution of conflicts.
- Ability to establish and maintain effective working relationships with others, especially in sensitive relationships with other government representatives, community groups, elected officials, and outside agencies.
- Ability to lead in a manner that advances racial and health equity, and achieves equitable outcomes for all residents, regardless of cultural identification.
- Ability to promote, build and maintain a diverse and culturally responsive workforce.
- Ability to speak, present, and interact in public arenas with composure, professionalism, and discretion.
- Ability to adapt to changing political and financial realities.
- Demonstrates an understanding of, appreciation for, and ability to work with a unionized workforce.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in public administration, behavioral sciences, business administration, environmental sciences, or related field.

Experience: Seven years of administrative or managerial experience. At least five years of the experience must be in a supervisory capacity. Experience in the solid waste industry strongly preferred.

Substitutions: Master's degree may substitute for two of the seven years of experience. Fourteen years of administrative or managerial experience may substitute for a bachelor's degree.



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

JOB TITLE: Recycling & Energy Executive Director

BASIC FUNCTION

The Executive Director of Ramsey/Washington Recycling & Energy (R&E) is responsible to the Ramsey/Washington Recycling & Energy Board (R&E Board) for the proper administration of the business affairs of Ramsey/Washington Recycling & Energy (R&E) and for carrying out the policies and vision of the R&E Board. Participate with the R&E Board in the creation of the vision and strategic plan for R&E. Assist the R&E Board in developing policies, programs, and plans for improved management of R&E. Provide direction and organizational oversight to R&E by implementing R&E Board policies and directives. Perform related duties and other responsibilities as may be necessary and appropriate to the head of R&E administration. This position involves the application of a high degree of judgment and independent initiative to achieve the vision, mission and goals of the R&E and respective county partnerships.

EXAMPLES OF WORK PERFORMED

1. Promote, build, and maintain a diverse, culturally responsive, inclusive, and respectful workplace.
2. Lead and provide strategic guidance and direction to R&E, set goals, and ensure the overall success of the organization.
3. Take direction from and collaborate with the R&E Board by providing information, advice, and support to facilitate effective decision-making and policy development.
4. Ensure compliance with the Ramsey/Washington Joint Powers Agreement and R&E Bylaws.
5. Lead the work of the R&E Facility & Finance Committee.
6. Serve as R&E's liaison to county Public Health departments and other county leadership, ensuring R&E's vision and direction align with respective county partnerships.
7. Supervise and provide direction to R&E's Executive Leadership team.
8. Oversee investment and financial decisions, ensuring the organization's financial sustainability.
9. Represent R&E to external stakeholders, including government agencies, media, community groups, and other organizations, to promote the organization's mission and objectives.
10. Advocate for R&E's mission and objectives and engage in public relations activities to enhance R&E's reputation.
11. Ensure compliance with relevant laws, regulations, and ethical standards applicable to R&E's activities.
12. Develop, and implement long-term strategic plans to guide the organization's growth and impact while simultaneously striving toward sustainability.

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

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

JOB TITLE: Recycling & Energy Executive Director

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

Directly supervise R&E's Deputy Director, HR Manager, Accounting Manager, and Senior Administrative Assistant. Indirectly supervises approximately 110 employees.

WORK ENVIRONMENT:

Work takes place primarily in an office setting. Periodic access to the production facilities at the R&E Center. Lighting, temperature, and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is performed in an office environment with the use of a computer 4-6 hours daily. Travel to meetings away from the regular place of work is required; may involve evening meetings.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily to weekly contact with R&E Board members or their assistants to seek and provide information, advice, and direction, and to make presentations; and with R&E executive leadership to obtain and provide information, to provide advice and direction, and to resolve conflicts. Regular contact with county Public Health directors, other county leadership, R&E staff, representatives of other jurisdictions, civic and business organizations, consultants, and vendors to provide and obtain information, make presentations, establish and maintain relationships, and promote R&E's interests. Regular contact with the public to respond to inquiries or complaints.

IMPACT OF SERVICES/OPERATIONS:

Duties' impact on R&E's capability to effectively carry out its function. Proper performance will result in enhanced public health of residents through provision of efficient, effective, and equitable programs and services; maximizing funds available for providing environmental health related services through the development of an efficient budget and the creative use of grant opportunities; the efficient use of allocated funds R&E budget; R&E staff and leadership receiving accurate, timely information with which to make decisions; and compliance with laws, regulations and contractual obligations. Improper performance would result in poor quality and ineffective R&E programs and operations; the waste of public funds; low morale and unsatisfactory performance by R&E staff due to poor supervision, lack of motivation or lack of direction; poorly informed decisions by the R&E Board or County Attorneys due to inaccurate information or poor documentation; damage to the R&E and the counties' reputation in the community; and failure to comply with county, state and federal laws, rules and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of Minnesota government and the principles and practices of public finance, policy analysis, planning, public administration, and laws.
- Knowledge of principles of management analysis and organizational design necessary to analyze, recommend and evaluate programs, administrative policies, and organizational structures.
- Knowledge of economics and market conditions affecting the management of waste.
- Knowledge of the legislative process of local and state governments.
- Skill in evaluating information related to a variety of analysis and financial planning that includes: collecting and interpreting data, identifying programming needs, establishing rationale for recommendations and effectively communicating that to individuals and groups.
- Skill in making public presentations to elected officials, community organizations, citizens and professionals.
- Skill in planning, directing, and supervising the activities of high-level directors, managers, and other staff.
- Highly skilled in the ability to establish and maintain effective working relationships with R&E Board members, county department directors, other agencies, other solid waste and environmental health professionals, and the public.

JOB TITLE: Recycling & Energy Executive Director

- Highly skilled in the ability to develop innovative solutions to problems and coordinate their implementation with a variety of conflicting interests.
- Highly skilled and effective in the ability to establish and carry out long- and short-range objectives.
- Ability to provide effective executive direction, management, and coordination within an organization.
- Ability to understand business financial reports.
- Ability to develop, implement and monitor the division budget.
- Ability to take risks and make difficult decisions.
- Ability to motivate and inspire managers and staff.
- Ability to establish an organizational vision and to drive strategic change to meet organizational goals through creativity, innovation, flexibility, and resilience.
- Ability to make decisions that produce high quality results; anticipate future trends; assess impact of issues and display a system thinking approach with an organization-wide perspective; establish rationale for and project consequences of decisions and/or recommendations.
- Ability to lead people toward achieving R&E's vision, mission and goals in an inclusive environment that fosters development, facilitates cooperation, teamwork and employee engagement, and supports constructive resolution of conflicts.
- Ability to lead in a manner that advances racial and health equity, and achieves equitable outcomes for all residents, regardless of cultural identification.
- Ability to promote, build and maintain a diverse and culturally responsive workforce.
- Ability to speak, present, and interact in public arenas with composure, professionalism, and discretion.
- Ability to adapt to changing political and financial realities.
- Demonstrates an understanding of, appreciation for, and ability to work with a unionized workforce.

MINIMUM QUALIFICATIONS

Education: This position requires a bachelor's degree in public administration, business administration or a related field.

Experience: Ten years of progressively more responsible experience, including five years in an administrative or managerial capacity in a multi-function service organization, or equivalent.

Preferred Qualifications: Master's degree in public administration, business administration or a related field is preferred. Experience in a county or municipal government is preferred.



JOB TITLE: Human Resources Generalist

BASIC FUNCTION:

Provide work of a professional and confidential nature for Ramsey/Washington Recycling & Energy (R&E) and its employees. Work with, and under the general supervision of, the HR Manager to develop, implement, and provide guidance on nearly every specialty within Human Resources.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Assist in the development, maintenance, and delivery of human resources policies and procedures.
3. Assist in processing applications throughout the entire recruitment cycle.
4. Coordinate and conduct new hire benefit orientation.
5. Create recruitment strategies and plans for targeted and/or hard to hire jobs.
6. Identify, develop, and cultivate relationships with sources of future candidates for R&E jobs. (For example, with local educational institutions, vocational training centers, associations, etc.).
7. Conduct exit interviews with employees to determine reasons for separation and gather information about attitudes concerning employment experience as necessary.
8. Monitor and ensure compliance with federal and state employment laws and regulatory agencies.
9. Assist with maintenance of R&E employee personnel, benefit, and training files.
10. Respond verbally or in writing to inquiries from employees, management, job applicants, other employers, or past employees consistent with applicable policies and the Data Practices Act. Respond to employment verification requests.
11. Ensure all required employment information is properly posted and clearly communicated to employees in a timely manner.
12. Provide guidance, consultation, and training to management and individual employees on interpretation and implementation of applicable State and Federal laws, and Human Resources policies, procedures, rules, labor contracts, and arbitration awards.
13. Provide Generalist consultation to employees at all levels to address employment issues.
14. Design and deliver programs that promote positive employer/employee relationship.
15. Assist HR Manager in preparation for labor contract negotiations by evaluating the impact of union demands and recommending contract changes. Participate in negotiations. Administer bargaining agreements.
16. Provide coaching and direction to management regarding handling performance problems through remedial or disciplinary intervention. Draft official disciplinary notifications and monitor delivery and follow-up.
17. Serve as liaison between R&E Board employees and Ramsey County Human Resources, as well as non-union insurance carriers, for employee benefits, including coordinating and processing benefit enrollments and change forms.
18. Administers and supports employee-qualified leave of absence programs such as sick leave, short- and long-term disability, and FMLA.
19. Conduct and respond to salary surveys.
20. Review payroll to ensure all payroll changes have been properly authorized.

JOB TITLE: Human Resources Generalist

21. Identify, assess, and develop methods, sources and/or processes to address current and future training/development needs for individuals, groups, etc.
22. Ensure that R&E Board employees have received required training.

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

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

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

None

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily contact with R&E employees at all levels to provide guidance, answers to questions, information, and advice. Contact as needed with applicants to answer questions and screen for position vacancies, with Ramsey and Washington County Human Resources Departments, the County Attorney, IBEW Local 23 business agent and union stewards, risk manager, and insurance company staff.

IMPACT ON SERVICES/OPERATIONS:

Impact on the overall administration of human resources services to all R&E employees, to provide qualified applicants to R&E, ensure proper compensation of employees, administration of the IBEW Local 23 labor Agreement, and to develop and implement human resources policies and procedures. Improper performance could result in labor negotiations, disruption of R&E operations, grievances, and potential legal liability due to improper handling of confidential information or illegal hire.

WORK ENVIRONMENT:

Position works in a standard office environment with access to the production facilities and scale house at the R&E Center. Lighting, temperature, and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is generally sedentary but requires some walking, standing, stooping, and reaching. Lift up to 10-15 pounds; occasionally as needed. Use of a computer for several hours each day.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of Minnesota Veterans Preference Act, EEO and Human Rights Legislation, Fair Labor Standards Act, Minnesota Public Employment Labor Relations Act, Affordable Care Act, Cafeteria Plan regulations, ADA, FMLA, MN Pay Equity Act, and other employment laws.
2. Knowledge of Public Employees Labor Relations Act (PELRA).
3. Knowledge of the principles of organizational development.
4. Knowledge of standards, principles, practices, methods, and techniques of public personnel administration.
5. Knowledge of R&E policies, procedures, and practices; considerable knowledge of local government organization and its departmental operating requirements.
6. Knowledge of sound public sector labor relations practices and techniques and labor negotiations methods.
7. Knowledge of qualifications and characteristics of major occupational groups.

JOB TITLE: Human Resources Generalist

8. Skill in written, verbal, and interpersonal communication.
9. Skill in planning and organization.
10. Skill in negotiating with both internal and external groups, to resolve difficult issues without damaging relationships, to find common interests and to settle disputes amicably.
11. Ability to deliver messages and communications professionally and positively.
12. Ability to speak in public sufficient to train, explain, present, and promote personnel programs.
13. Ability to work as a team member.
14. Ability to handle confidential information with discretion and in accordance with the Minnesota Data Practices Act.
15. Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
16. Ability to express oneself clearly and concisely both verbally and in writing.
17. Ability to establish and maintain effective working relationships with County officials and personnel.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in human resources management, public administration, business administration, industrial relations, psychology, natural Sciences or a related field.

Experience: Two years of human resources experience is required. At least one year of experience with employee relations situations is strongly preferred.



2023 Compensation Plan

Adopted November 16, 2017

**This document contains an established Salary Plan for
Ramsey/Washington Recycling & Energy Board**

Annual salary advancement is based on a satisfactory performance evaluation.

Effective January 1, 2023

SUBJECT: R&E 2023 Compensation Plan

Budget Analyst

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$61,000.00	\$62,830.00	\$64,714.90	\$66,656.35	\$68,656.04	\$70,715.72	\$72,837.19	\$75,022.31
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$77,272.97	\$79,591.16	\$81,978.90	\$84,438.27	\$86,971.41	\$89,580.56	\$92,267.97	

Contract Specialist

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$53,000.00	\$54,590.00	\$56,227.70	\$57,914.53	\$59,651.97	\$61,441.53	\$63,284.77	\$65,183.31
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$67,138.81	\$69,152.98	\$71,227.57	\$73,364.40	\$75,565.33	\$77,832.29	\$80,167.26	

Deputy Director

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$140,000.00	\$143,500.00	\$147,087.50	\$150,764.69	\$154,533.81	\$158,397.15	\$162,357.08	\$166,416.01
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$170,576.41	\$174,840.82	\$179,211.84	\$183,692.13	\$188,284.44	\$192,991.55	\$197,816.34	

Executive Director

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$150,000.00	\$153,750.00	\$157,978.13	\$162,322.53	\$166,786.39	\$170,956.05	\$175,657.34	\$180,487.92
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$185,451.34	\$190,087.63	\$195,315.03	\$200,686.20	\$206,205.07	\$211,360.20	\$216,644.20	

HR Generalist

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$63,000.00	\$64,890.00	\$66,836.70	\$68,841.80	\$70,907.06	\$73,034.27	\$75,225.29	\$77,482.05
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$79,806.52	\$82,200.71	\$84,666.73	\$87,206.73	\$89,822.94	\$92,517.62	\$95,293.15	

SUBJECT: R&E 2023 Compensation Plan

Assistant Facility Manager

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$93,972.31	\$96,791.48	\$99,695.22	\$102,686.08	\$105,766.66	\$108,939.66	\$112,207.85	\$115,574.08
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$119,041.31	\$122,612.54	\$126,290.92	\$130,079.65	\$133,982.04	\$138,001.50	\$142,141.55	

Facility Manager

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$129,430.46	\$132,536.79	\$135,717.68	\$138,974.90	\$142,310.30	\$145,725.74	\$149,223.16	\$152,804.52
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$156,471.82	\$160,227.16	\$164,072.60	\$168,010.35	\$172,042.60	\$176,171.62	\$180,399.73	

Human Resources Manager \ Accounting Manager

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$87,931.28	\$90,569.21	\$93,286.29	\$96,084.88	\$98,967.43	\$101,936.45	\$104,994.54	\$108,144.38
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$111,388.71	\$114,730.36	\$118,172.27	\$121,717.45	\$125,368.97	\$129,130.04	\$133,003.95	

Joint Activities Manager

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$75,460.15	\$78,440.82	\$81,578.45	\$84,841.59	\$88,235.25	\$91,764.66	\$95,435.26	\$97,343.96
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$99,290.85	\$101,256.79	\$103,281.94	\$105,089.37	\$107,191.15	\$109,870.94	\$112,068.35	

Manager, Planning & Project Management

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$77,250.00	\$79,567.50	\$81,954.53	\$84,413.17	\$86,945.55	\$89,553.93	\$92,240.54	\$95,007.76
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$97,857.99	\$100,793.73	\$103,817.54	\$106,932.07	\$110,140.03	\$113,444.23	\$116,847.56	



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

R&E BOARD MEETING DATE:	July 27, 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 the food scraps pickup program.

b. Facility Updates

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

c. Procurement Report



Staff will provide a written report of new contracts and amendments executed under the authority of R&E’s procurement guidelines during the period of June 1, 2023, through June 30, 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. Letter of Recognition from U.S. Senator Klobuchar
2. Procurement Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	7/20/23

AMY KLOBUCHAR
MINNESOTA

COMMITTEES:
AGRICULTURE, NUTRITION,
AND FORESTRY
COMMERCE, SCIENCE,
AND TRANSPORTATION
JOINT ECONOMIC COMMITTEE
JUDICIARY
RULES AND ADMINISTRATION

United States Senate
WASHINGTON, DC 20510

July 17, 2023

Ramsey/Washington Recycling & Energy Center
100 Red Rock Road
Newport, MN 55055

Dear Friends:

Thank you for the invitation to join you today for the Food Scraps Pickup Program celebration at the Ramsey/Washington Recycling & Energy Center. Though my schedule prevents me from being with you in person, I am with you in spirit as you celebrate this important pilot program for Ramsey and Washington County residents. I would also like to take this opportunity to recognize all the leaders and advocates for your vision and ongoing efforts in making today possible.

Each year, over 40 percent of the food in the United States goes to waste. As you all are aware, reducing food loss and waste remains a significant challenge, and even a small reduction would have a huge impact on our environment and economy. I applaud Ramsey and Washington Counties for your commitment to recycling and reducing our state's carbon footprint.

As your partner in Washington, I will continue to fight to bring climate solutions to our state. That is why I supported the *Inflation Reduction Act*, which provides funding for initiatives that will reduce our nation's carbon emissions by 40 percent by 2030. I continue to advocate for policies like these, so that Minnesotans can continue to make progress towards our recycling and climate mitigation goals.

Thank you again for your invitation. I look forward to hearing about your great work for years to come, and I am proud to serve you in the United States Senate.

Sincerely,



Amy Klobuchar
United States Senator



**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), June 1, 2023, through June 30, 2023.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
Builtrite Manufacturing	4/1/23	Facility – Parts & Service for Facility processing equipment.	Rate Setting	SEML
CliftonLarsonAllen, LLP.	6/8/23	Joint Activities – CEC auditing services.	\$110,000 initial one-year term	Professional Services
Cohn-Onkka, LLC, DBA Aurora Consulting	6/1/23	Joint Activities – BizRecycling Evaluation and Performance Management services.	\$18,150	Professional Services
Christian Cupboard Emergency Food Shelf dba Open Cupboard	5/1/23	Joint Activities – Food recovery and distribution related services.	\$20,000	Professional services
Twin Cities Filter Service, Inc.	4/1/23	Facility – Supplies specialty filters to the Facility.	Approximately \$5,000 per year	SEML
Toltz King Duvall Anderson & Associates, Inc.	2/1/23	Facility – Plant control system maintenance and other Facility equipment engineering services.	Rate Setting	Professional Services
Sharrow Lifting Products	3/1/23	Facility – Overhead door parts and services.	Approximately \$10,000 per year	SEML
Wehrman Collaborative dba Digital Accessibility by WeCo	5/1/23	Joint Activities – Accessibility auditing services for the Food Scraps Pickup Program website.	\$18,000	Professional Services
Kennedy Scales, Inc.	3/1/23	Facility – Tipping scale maintenance and repair.	Approximately \$12,000 per year	Professional Services
Van Meter, Inc.	1/1/23	Facility – Specialty electrical supplies.	Approximately \$30,000 per year	SEML