



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

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

Date: Thursday, April 25, 2024, 10 a.m. – 12 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: 206 130 967# | Call in (audio only) 1-323-792-6297

AGENDA:

- I. Call to Order, Introductions**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes – March 28, 2024** Action Page 2
- IV. Consent Agenda – No items.**
- V. Governance – No items.**
- VI. Management and Administration**
 - a. Facility & Finance Committee Report Page 8
 - i. 2023 Year-End Budget Action Page 9
 - ii. 2025 Budget Objectives Information Page 16
 - b. Agreement with MN Department of Revenue Collections Division Action Page 45
- VII. Policy – No items.**
- VIII. Updates and Reports** Information Page 61
 - a. 2023 Annual Report Page 63
 - b. Joint Activities Updates
 - c. Planning Updates
 - d. Facility Updates
 - i. 2023 Odor Monitoring Report
 - e. Procurement Report Page 86
- IX. Other**
 - a. Invitation for Comments from Ex Officio R&E Board Members: Information
MPCA and City of Newport
- X. Adjourn**

NEXT MEETING:

R&E Board | Thursday, May 23, 2024 | 10 a.m. – 12 p.m. | Ramsey County Environmental Health, Maplewood



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

THURSDAY, MARCH 28, 2024
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD MINUTES

A meeting of the Ramsey/Washington Recycling & Energy Board (R&E Board) was held at 10 a.m. on Thursday, March 28, 2024, 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 Michelle Clasen, Stan Karwoski, Fran Miron – Washington County
Commissioners Nicole Frethem, Trista Martinson, Rafael Ortega, Victoria Reinhardt, Mai Chong Xiong – Ramsey County

MEMBERS NOT PRESENT

Commissioner Karla Bigham – Washington County
Commissioner Gary Kriesel (alternate) - Washington County
Commissioner Mary Jo McGuire (alternate) - Ramsey County

EX-OFFICIO MEMBERS PRESENT

Dave Benke, Minnesota Pollution Control Agency (MPCA)

EX-OFFICIO MEMBERS NOT PRESENT

Tom Ingemann, City of Newport

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Melissa Finnegan, Rae Eden Frank, Annalee Garletz, Kelli Hall, Sam Hanson, Sam Holl, Caleb Johnson, Hannah Keller, Jennefer Klennert, Nate Klett, Cassie Lefeber, Mike Moroz, Marcelo Neblett, Jessica Paquin, Matt Phillips, Jim Redmond, Michael Reed, John Ristad, Daniel Schmidt, Jody Tharp, Dave Wiggins

ATTENDING REMOTELY

Kate Bartelt, Alisha Black, Gary Bruns, Tammy Christopherson, Shannon Conk, Amanda Erickson, Tutu Fatukasi, Sam Ferguson, Jamie Giesen, Jessica Hall, Cindy Hanson, Bob Hedman, Filsan Ibrahim, Susan Jamison, Fatima Janati, Kevin Johnson, Julie Ketchum, Randy Kiser, Juna Ly, Rob Murray, Gabe Reynolds, Uriel Rosales Tlatenchi, Minette Saulog, Alissa Schmidt, Jenna Venem, Margaret Vesel, Ami Wazlawik, Caleb Werth

CALL TO ORDER/APPROVAL OF AGENDA

Vice Chair Reinhardt called the meeting to order at 10:02 a.m. Introductions were made. Commissioner Frethem moved, seconded by Clasen, to approve the agenda as presented. Motion carried 5-0. Ayes: Clasen, Frethem, Karwoski, Reinhardt, Xiong. Nays: None.

APPROVAL OF MINUTES

Commissioner Xiong moved, seconded by Clasen, to approve the minutes of February 29, 2024. Motion carried 5-0. Ayes: Clasen, Frethem, Karwoski, Reinhardt, Xiong. Nays: None.

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report

Commissioner Reinhardt, Facility & Finance Committee (F&FC) member, presented an update on the work of the F&FC. The committee met on March 14, 2024. Commissioner Reinhardt acknowledged the significant amount of transition finance staff in both counties. Dan Rahkola has replaced Renee Vought in Ramsey County as part of R&E's Financial Advisory Work Group.

R&E staff presented information on the 2023 year-end budget, including projected deficits and surpluses. Finance policies that have been adopted by the R&E Board were reviewed. The Technical Assistance Contract Preauthorization resolution presented at the February 29, 2024, R&E Board meeting has been removed from consideration.

Commissioner Ortega arrived.

Commissioner Reinhardt reviewed recommendations made by staff to address the facility budget deficit. The committee asked staff to update the Facility and Joint Activities Fund policies to add language specific to how to manage future year-end budget deficits. These tools are in place with the Enterprise Reserve Fund (ERF) and Joint Activities Fund Balance to address surplus scenarios but not deficit scenarios, so policies should be updated to reflect both.

Commissioner Martinson arrived.

Specialized Labor Services Vendor Selection

Jim Redmond, R&E contract manager, shared information on the purpose and process for contracting for skilled labor in specialized trades. An RFP was issued in November 2023; four responses were received and reviewed by the evaluation team. The Boldt Company was selected by staff based on criteria laid out in the RFP.

Commissioner Clasen moved, seconded by Ortega, to approve Resolution R&EB-2024-05, Specialized Labor Services Vendor Selection. The R&E Board:

- Approves The Boldt Company as the selected vendor to provide specialized labor services to R&E for an initial term of two years beginning on May 1, 2024, with the option for three one-year renewals.
- Authorizes the Joint Leadership Team to execute the agreement with The Boldt Company, and any amendments or change orders thereto, provided it is within the project budget and upon approval as to form by the county attorney.

Commissioner Karwoski inquired whether Boldt employees are in unions. Sam Holl, R&E Center facility manager, said Boldt has a bench of specialized union labor and noted the positive experience of working with Boldt as the equipment contractor for the R&E Center processing improvements.

Motion carried 7-0. Ayes: Clasen, Frethem, Karwoski, Martinson, Ortega, Reinhardt, Xiong. Nays: None.

Food Scrap Bags Sortation Services Agreement

Sam Holl presented information on where waste is hauled in the two counties. About 45% of waste is directly hauled to the R&E Center, with the remaining waste delivered to one of five transfer stations. The agreement discussion is focused on transfer stations in the northern zone of the counties. R&E has selected Walters Recycling and Refuse to be the sole transfer station for food scrap bag sortation in the northern zone located in Blaine, Minnesota.

Transload Agreements

Transload agreements are voluntary business relationships between R&E and five private-sector transfer stations which can receive waste from haulers. Five-year transload agreements expired in December 2022. New "bridge" agreements were entered into to avoid disruption for haulers, allowing flexibility and time for R&E to develop partnerships for sorting food scraps bags. An RFP was issued in 2023 for sortation services, and negotiations were held. R&E is requesting a recommendation to approve the contract for the north zone. The central zone negotiations are in progress.

Food Scrap Bag Sortation – North Zone

Holl reviewed the timeline for the agreement with Walters, from execution in April 2024 to 2026, when an operational facility is completed, and the program starts for the Stage 2 communities. Contract specifics include performance specifications, put-or-pay financial structure, termination provisions and estimated annual expense and financial impact. The contract is a ten-year term from the time the robots start working. Annual CPI index adjustments are built into the contract.

Commissioner Reinhardt asked whether the sortation would be for food scrap bags only or if it also includes recyclables. Holl said R&E's agreement with Walters is focused on food scrap bags; however, Walters could opt to add recyclables onto their lines if they choose.

Commissioner Martinson noted Saint Paul's organized trash collection and inquired whether they have to go to Walters' facility and, if they chose to go to a different transfer station, how that would affect guaranteed tonnages. Commissioner Reinhardt said that because of designation, there shouldn't be a change to guaranteed tonnages, since food scrap bags will have to go either to Walters in Blaine or to Newport.

Commissioner Karwoski asked for confirmation that the R&E Center's planned capacity is insufficient to absorb the total volume of food scrap bags, necessitating transfer stations to handle the capacity. Michael Reed, Ramsey County Environmental Health and R&E Joint Leadership Team (JLT), shared that while it seems there would be room to expand the R&E Center to increase capacity, the building is within five feet of Xcel property and R&E is using Xcel's parking lot through an easement agreement, so it is not possible to expand.

Commissioner Miron arrived. Vice Chair Reinhardt turned the meeting over to Chair Miron.

Holl introduced Mike Moroz, CEO and President of Walters Recycling and Refuse. Moroz shared that most of the Minnesota Pollution Control Agency (MPCA) permitting paperwork is ready for submission. The City of Blaine is encouraged by the development and ready for it to proceed. Bulk Handling Systems (BHS), the same contractor used for the R&E Center equipment, will install the sortation equipment.

Commissioner Martinson moved, seconded by Karwoski, to approve Resolution R&EB-2024-06, Food Scrap Bag Sortation Services Agreement. The R&E Board:

- Approves the Transload and Food Scrap Bag Sortation agreement with Walters Recycling and Refuse, Inc.
- Authorizes the Joint Leadership Team to execute the Transload and Food Scrap Bag Sortation Agreement with Walters Recycling and Refuse, Inc. following approval as to form by the County Attorney.

Motion carried 8-0. Ayes: Clasen, Frethem, Karwoski, Martinson, Miron, Ortega, Reinhardt, Xiong. Nays: None.

UPDATES AND REPORTS

Joint Activities (JA) Updates

BizRecycling

Sam Hanson, R&E JA manager, provided an update requested by the board to break down the 2023 BizRecycling grant numbers. BizRecycling is the original JA program, helping businesses, schools, nonprofits, multi-unit residential properties and institutions reduce waste and recycle better. Hanson reviewed the BizRecycling program development timeline from 2014 through 2023. The grant portfolio includes grants for waste reduction and innovation, food recovery, multi-unit recycling, business recycling, organics rewards and bin-only grants. Waste Wise and EcoConsilium are the program's primary technical assistance providers.

The total impact of the program from 2014 through 2023 was reviewed, including the number of entities that received direct help to reduce waste through the collection of organics, new or expanded recycling, tons of waste diverted, expanded food recovery efforts and amount of surplus, edible food recovered and distributed to communities. Demand for assistance has been consistent between 2014 and 2023, other than a spike in 2020 for pandemic relief grants. Fifteen percent of eligible businesses have received direct services.

Commissioner Miron asked how closely the program works with the economic development authorities (EDA) in the two counties. Hanson said good relationships have been established with EDAs in the counties and BizRecycling partnered very closely with them on pandemic relief grants. Staff reach out at least a couple of times yearly to make sure EDAs have the information and resources they need.

Commissioner Xiong asked whether BizRecycling is doing proactive outreach or only with those who contact the program. Hanson said the technical advisors do a lot of outreach, connecting with local businesses and organizations, and staff are always looking for new opportunities to connect with new businesses.

Commissioner Karwoski noted that most companies outside the 15% of those that have received direct services are doing some recycling work. Considering the importance of extended producer responsibility (EPR), he asked whether grant opportunities would enhance what the companies already do. Commissioner Reinhardt shared that the Partnership on Waste and Energy (PWE) is the lobbying arm for R&E and Hennepin County and working on EPR for packaging. Since 30-40% of our waste is packaging, it's important that producers pay for improved and reduced packaging and pay for its recycling.

Commissioner Xiong noted the amount of food distributed by meal delivery programs that is in non-recyclable packaging. Jessica Paquin, BizRecycling program coordinator, said staff have not yet worked with meal delivery programs. Hanson said staff have engaged with a few companies who provide durable to-go packaging and how that could overlap.

The distribution of services by county is essentially equal. Fifteen percent of eligible businesses in Ramsey County and 13% of eligible businesses in Washington County have received services.

Multi-unit apartments are eligible for a grant, which includes recycling but not food scraps. There has been a higher demand for technical assistance and a lower demand for grant dollars. Eighty-five percent of multi-unit properties are in Ramsey County versus 15% in Washington County. Sixteen percent of eligible properties in Ramsey County and 15% in Washington County have received services.

Hanson reviewed the 2023 results, including the number of businesses and multi-units that received services and basic site visits. The 135 grants awarded in 2023 resulted in \$1,182,838 invested through grants.

The 2023 business diversion results are a mix of real recorded weights and estimates based on changes in levels within businesses. Businesses had 1.1m pounds diverted, reused or avoided and 1.17 metric tons of CO₂ avoided. Multi-units saw 262k pounds diverted and 504 metric tons of CO₂ avoided. Commissioner Martinson

inquired how the CO₂ avoided numbers were calculated. Paquin said calculations are made using a model from the MPCA.

Food Scraps Pickup Program

Annalee Garletz, R&E Food Scraps Pickup Program supervisor, provided updated program information, including statistics on the percentage of orders placed, the number of signups for monthly emails and for the rollout e-newsletter, the number of visits to the program website and the number of social media impressions. Statistics from Phase 1 (October 2023-present) of the program were reviewed, including the overall number of households participating and the number of households participating in Cottage Grove, Maplewood, Newport and North St. Paul.

A dashboard has been created to look at data in multiple ways, including sign-up date, most recent order, number of orders, outreach method, race/ethnicity, city, housing type, number of individuals in a participating household, year of birth and if ordered in the past year.

Staff are working on clear, consistent targeted communication. Strategies include social media campaigns, distributing ads through community centers and businesses, and working with counties, municipalities and other partners to engage with residents. Staff have been arranging community engagement opportunities through library programming, community education, master gardeners, 4H and others.

Beginning April 1, 2024, the program will be available to all residents of Grey Cloud Island Township, Landfall, Oakdale, St. Paul Park and Woodbury. The next phase of rollout in fall of 2024 will include an additional nineteen communities.

Facility Update

Sam Holl, R&E Center facility manager, said staff are working on the refuse-derived fuel (RDF) solicitation with Xcel and others interested in engaging with R&E on RDF solutions. Holl is hoping to have a rough draft of an agreement mid-year. Staff are also working on development for the central zone for food scrap bag sortation services.

Procurement Report

Jim Redmond, R&E contract manager, presented the report for the period February 1, 2024, through February 29, 2024.

OTHER

Legislative Update

Melissa Finnegan, Ramsey County government affairs specialist, provided an overview of the legislative session. The \$30 million request for R&E's anaerobic digester (AD) is being pursued; however, given the reluctance for spending this year, R&E will likely get some funding, but not the full \$30 million. She cited the Xcel Energy Renewable Development Fund as a possible source of funding. It promotes startup, expansion and attraction of renewable energy projects and companies in Minnesota and Wisconsin and stimulates research and development into renewable energy technologies. CenterPoint Energy is in full support of AD because of the renewable natural gas produced. Next steps include energy committees building an omnibus spending bill and applications for Legislative-Citizen Commission on Minnesota Resources (LCCMR) and federal funding being submitted.

Commissioner Miron shared that legislators have asked good questions about implementation of the food scraps program in schools. Bill Keegan, DemCon, provided testimony that was critically important because he was able to answer technical questions. Commissioner Reinhardt said Keegan and CenterPoint Energy were

able to give calculations for cost/ton (\$25-30/ton) to counter inaccurate information put out by a legislator (\$400/ton).

Invitation for Comments from Ex Officio R&E Board Members

Dave Benke, MPCA, said the session is moving along quickly and legislators are working on more than anticipated. MPCA staff always approach legislative items knowing they may extend over a few sessions. Commissioner Miron added that legislators were reminded that R&E’s ask is for capital expenditures, not ongoing costs. Ongoing operational costs have been evaluated.

Tom Ingemann, City of Newport, had no comments to share.

ADJOURN

Chair Miron declared the meeting adjourned at 12:04 p.m.

ATTESTED TO:

ATTEST: _____
April 25, 2024

ATTEST: _____
April 25, 2024



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

R&E BOARD MEETING DATE:	April 25, 2024			AGENDA ITEM:	VI.a			
SUBJECT:	Facility & Finance Committee Report							
TYPE OF ITEM:	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Facility & Finance Committee							

R&E BOARD ACTION REQUESTED:

None.

EXECUTIVE SUMMARY:

The Facility & Finance Committee met on April 11, 2024, to discuss the 2023 year-end budgets and the 2025 budget preparation. Recommendation from the F&F Committee will follow Committee Chair Bigham’s verbal report.

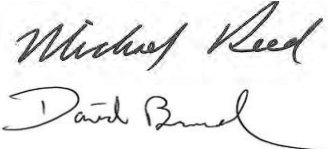
1. 2023 Year-End Budget
2. 2025 Budget Preparation

ATTACHMENTS:

1. None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM 	4/19/24



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

R&E BOARD MEETING DATE:	April 25, 2024			AGENDA ITEM:	VI.a.i			
SUBJECT:	2023 Year-End Budget							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Facility & Finance Committee							

R&E BOARD ACTION REQUESTED:

Approve the recommendation of the Facility & Finance Committee at their April 11, 2024, meeting per Resolution R&EB-FFC-2024-01. This resolution outlined as:

- In accordance with the Joint Activities Fund Policy (Resolution R&EB-2018-12):
 - Fund the Joint Activities Fund Balance using \$900,000 of the 2023 Joint Activities Budget surplus to 35% of the Joint Activities approved budget, bringing the Joint Activities Fund balance to \$4,100,000.
 - Fund the Equipment, Maintenance and Replacement (EM&R) Budget with the remaining JA surplus of \$1,200,000, bringing the EM&R Fund balance to approximately \$5,100,000.
 - Upon Board approval, direct \$1,588,004 from the EM&R Fund balance to offset the Facility Budget deficit, bringing the EM&R Fund balance to \$3,500,000.

EXECUTIVE SUMMARY:

Staff developed 2023 year-end budget projections and have presented recommendations to manage year-end deficits and surpluses for the Facility Budget, Joint Activities Budget and the Equipment Maintenance & Replacement Budget.

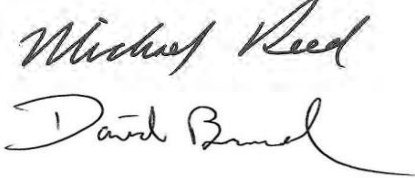


ATTACHMENTS:

1. Draft Resolution
2. Resolution R&EB-FFC-2024-01
3. 2023 Year-End Budget Report
4. 2023 Surplus/ (Deficit) Year-End Projection Report

FINANCIAL IMPLICATIONS:

See attached 2023 Year-End Budget Report.

SUBJECT: 2023 Year-End Budget

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	4/19/24
	
RAMSEY COUNTY ATTORNEY	4/19/24
	
WASHINGTON COUNTY ATTORNEY	4/19/24
	



RESOLUTION R&EB-2024-07
2023 Year-End Budget

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the Amended and Restated Joint Powers Agreement by and between Ramsey County and Washington County dated July 18, 2023 (“Joint Powers Agreement”); and

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

WHEREAS, The Joint Powers Agreement provides that the Facility & Finance Committee shall develop and oversee the Facility Budget, Joint Activities Budget and Equipment Maintenance & Replacement Budget and make recommendations for these budgets to the R&E Board; and

WHEREAS, The Facility & Finance Committee has reviewed the 2023 Year-End Budget report and recommendations at its meeting on March 14, 2024; and

WHEREAS, The Facility & Finance Committee presented the 2023 Year-End Budget report and recommendations at the R&E Board meeting on March 28, 2024, to solicit feedback; and

WHEREAS, Per Joint Activities Fund Policy (Resolution R&EB-2018-12):

- i. Fund the Joint Activities Fund Balance using \$900,000 of the 2023 Joint Activities Budget surplus to 35% of the Joint Activities approved budget bringing the JA Fund balance to \$4,100,000.
- ii. Fund the Equipment Maintenance & Replacement Budget with the remaining Joint Activities Budget surplus of \$1,200,000, bringing the Equipment Maintenance & Replacement Budget fund balance to approximately \$5,100,000.

WHEREAS, The Ramsey/Washington Recycling & Energy Board Facility & Finance Committee approved a recommendation to the Ramsey/Washington Recycling & Energy Board at its meeting on April 11, 2024 to approve directing \$1,588,004 from the Equipment Maintenance & Replacement fund balance to offset the Facility Budget deficit, bringing the Equipment Maintenance & Replacement Fund balance to \$3,500,000, and will recommend to the R&E Board for approval. NOW, THEREFORE, BE IT

RESOLVED, The Ramsey/Washington Recycling & Energy Board hereby approves directing \$1,588,004 from the Equipment Maintenance & Replacement fund balance to offset the Facility Budget deficit, bringing the Equipment Maintenance & Replacement Fund balance to \$3,500,000.

Fran Miron, Chair
April 25, 2024

Attest
April 25, 2024



**RESOLUTION R&EB-FFC-2024-01
2023 Year-End Budget**

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the Amended and Restated Joint Powers Agreement by and between Ramsey County and Washington County dated July 18, 2023 (“Joint Powers Agreement”); and

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

WHEREAS, The Joint Powers Agreement provides that the Facility & Finance Committee shall develop and oversee the Facility Budget, Joint Activities Budget and Equipment Maintenance & Replacement Budget and make recommendations for these budgets to the R&E Board; and

WHEREAS, The Facility & Finance Committee has reviewed the 2023 Year-End Budget report and recommendations at its meeting on March 14, 2024; and

WHEREAS, The Facility & Finance Committee presented the 2023 Year-End Budget report and recommendations at the R&E Board meeting on March 28, 2024, to solicit feedback; and

WHEREAS, Per Joint Activities Fund Policy (Resolution R&EB-2018-12):

- i. Fund the Joint Activities Fund Balance using \$900,000 of the 2023 Joint Activities Budget surplus to 35% of the Joint Activities approved budget bringing the JA Fund balance to \$4,100,000.
- ii. Fund the Equipment Maintenance & Replacement Budget with the remaining Joint Activities Budget surplus of \$1,200,000, bringing the Equipment Maintenance & Replacement Budget Fund balance to approximately \$5,100,000.

NOW, THEREFORE, BE IT

RESOLVED, The Ramsey/Washington Recycling & Energy Board Facility & Finance Committee hereby approves directing \$1,588,004 from the Equipment Maintenance & Replacement fund balance to the offset the Facility Budget deficit, bringing the Equipment Maintenance & Replacement fund balance to \$3,500,000, and will recommend to the R&E Board for approval.

A handwritten signature in black ink that reads "Karla Bingham".

Karla Bingham, Committee Chair
April 11, 2024

A handwritten signature in black ink, which is mostly illegible but appears to be a name.

Attest
April 11, 2024



April 11, 2024

TO: Facility & Finance Committee
FROM: Joint Leadership Team; Matt Phillips, Accounting Manager; Sam Holl, Facility Manager
RE: 2023 Year-End Budget Report

Introduction

The Facility & Finance Committee met on March 14, 2024. This report presents a summary of the meeting.

This memo summarizes March 14, 2024, discussions related to the 2023 year-end budget reports for R&E (Facility, Joint Activities-JA, Equipment Maintenance & Replacement-EM&R). Staff also presented and reviewed the Joint Activities Fund Balance policy, Facility Budget Surplus policy and the R&E Financial Structure workshop presented to the R&E Board in January 2022. Staff will recommend options for the R&E Board to manage the three different budgets. These options are informed by adopted policies, past precedent and direction received from the board.

2023 Year End Budget Report

Facility Budget

The Surplus/Deficit Year-End Projection Report states that the facility is projected to have a deficit of \$1,588,004. Drivers for the budget deficit include higher than budgeted property insurance premiums, new landfill contract pricing in 2023 and contracted labor to cover staffing shortages. This deficit also includes a \$300,000 contribution to the EM&R Budget and a \$1,500,000 scheduled contribution to the Enterprise Reserve Fund (ERF). The ERF was created to reduce financial risk for the R&E Center, meet the specified purpose in the Joint Powers Agreement (JPA) and Bylaws and replace the Operating Reserve Fund maintained by the counties. The ERF should be maintained at 25% of the approved Facility Budget.

Joint Activities Budget

The Surplus/Deficit Year-End Projection Report states that the JA Budget has a surplus of roughly \$2,116,000. Drivers for the surplus include multiple programs listed in the budget being not fully developed or on hold entirely for 2022 and 2023, and decreased Food Scraps Pickup Program expenses compared to the original budget (initial budget for the new program was completed in 2021 before the rollout plan was developed or real costs realized).

Equipment Maintenance & Replacement Budget

The Surplus/Deficit Year-End Projection Report states that EM&R Budget has a surplus of roughly \$1,000,000. Drivers for the surplus are planned dust collection maintenance was not needed due to processing enhancements project and increased recycling revenue. Net position for the EM&R Budget was \$3,900,000 at the end of 2023 versus budgeted projection of \$2,800,000.

Staff Recommendations

1. Per Joint Activities Fund Policy (Resolution R&EB-2018-12):

SUBJECT: *2023 Year-End Budget*

- a. Fund the Joint Activities Fund Balance using \$900,000 of the 2023 JA surplus to 35% of the JA approved budget, bringing the JA Fund Balance to \$4,100,000.
 - b. Fund the EM&R Budget with the remaining JA surplus of \$1,200,000, bringing the EM&R Fund Balance to approximately \$5,100,000.
2. Upon Board approval, direct \$1,588,004 from the EM&R Fund Balance to offset the facility deficit, bringing the EM&R Fund Balance to \$3,500,000.

The Facility & Finance Committee also asked staff to update the Facility and JA Fund policies to add language specific to how to manage year-end budget deficits. These tools are in place with the ERF and JA Fund Balance, but language in the policies should be updated. The committee will be asked to finalize a recommendation to the board on balancing the Facility Budget at the April 11, 2024, committee meeting. Staff are proposing to bring draft policy proposals later this summer to address budget deficits.

Ramsey/Washington Recycling & Energy Board

SURPLUS/(DEFICIT) YEAR-END PROJECTION REPORT

As of December 31, 2023

FACILITY	2023 Approved Budget	October 2023 Projection	2023 Unaudited	Current Variance
Personnel Costs	10,326,865	6,957,785	8,357,874	1,968,991
Fuel Supply	6,584,768	6,466,559	6,415,362	169,406
Landfill	5,196,283	7,201,444	7,322,997	(2,126,714)
Transportation	8,541,209	9,018,488	8,857,103	(315,894)
Transload	2,555,387	2,570,259	2,709,278	(153,891)
Facility Operations	8,225,637	10,267,650	10,174,802	(1,949,165)
Contingency	620,945	-	-	620,945
Enterprise Reserve Fund (ERF)	1,500,000	1,500,000	1,500,000	-
Transfer to Equipment Maintenance Fund	300,000	300,000	300,000	-
Debt Services	<u>3,533,586</u>	<u>3,533,586</u>	<u>3,533,586</u>	0
Expenditure Total	<u>47,384,680</u>	<u>47,815,771</u>	<u>49,171,001</u>	<u>(1,786,321)</u>
Revenue	<u>47,384,680</u>	<u>48,149,853</u>	<u>47,582,998</u>	<u>198,318</u>
Surplus/(Deficit)	-	334,082	(1,588,004)	(1,588,004)
JOINT ACTIVITES	2023 Approved Budget	October 2023 Projection	2023 Unaudited	Current Variance
Project Management	2,519,454	2,519,454	2,970,130	(450,676)
Commercial & Residential Recycling	4,090,000	3,510,000	3,685,868	404,132
Community Waste Solution	795,000	345,000	247,753	547,247
Food Scrap Recycling	2,500,000	1,525,000	1,049,888	1,450,112
General Outreach	605,000	605,000	673,995	(68,995)
Policy Evaluation	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,135,613</u>	<u>(35,613)</u>
Expenditure Total	<u>11,609,454</u>	<u>9,604,454</u>	<u>9,763,247</u>	<u>1,846,207</u>
Revenue	<u>11,609,454</u>	<u>11,609,454</u>	<u>11,879,977</u>	<u>270,523</u>
Surplus/(Deficit)	-	2,005,000	2,116,730	2,116,730
EQUIPMENT MAINTENANCE	2023 Approved Budget	October 2023 Projection	2023 Unaudited	Current Variance
Equipment/Maintenance	2,057,000	1,657,000	1,257,784	799,216



R&E BOARD MEETING DATE:	April 25, 2024			AGENDA ITEM:	VI.a.ii			
SUBJECT:	2025 Budget Objectives							
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:

During 2024, the Facility & Finance Committee will review and recommend any changes to the previously approved 2025 budgets for Ramsey/Washington Recycling & Energy (R&E). The Ramsey/Washington Recycling & Energy Board's (R&E Board) Bylaws provide that the Facility & Finance Committee will prepare a two-year budget for Joint Activities on or prior to August 1 of the year prior. The R&E Board then submits the Joint Activities Budget to the counties for approval of their respective contributions.

The Bylaws also state that the Facility & Finance Committee will prepare the annual Facility Budget for approval by the R&E Board each year, on or prior to August 1 of the year prior. While not called for in the Bylaws, the Joint Leadership Team (JLT) is recommending that an Equipment Maintenance and Replacement Budget (EM&R) also be prepared for consideration by the R&E Board.


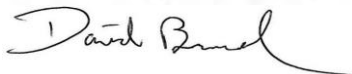
At this time there are no revisions needed for the 2025 Budgets.

ATTACHMENTS:

1. 2025 Budget Planning Timeline (revised)
2. 2025 Joint Activities Budget
3. 2025 Facility Budget
4. 2025 Equipment Maintenance & Repair Budget

FINANCIAL IMPLICATIONS:

The implications are explicit in the budget documents.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	4/19/24



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

2025 Budget Planning Timeline

Joint Activities Budget

March 14, 2024	Facility & Finance Committee review budget process and timeline.
April 11	Facility & Finance Committee discusses Joint Leadership Team (JLT) proposal for amending 2025 budget, provides direction on changes.
April 25	R&E Board review budget objectives and impacts.
April 30	Facility & Finance Committee reviews revised draft budget, approves resolution to recommend budgets be approved by the R&E Board.
May/June	County Board workshops (as needed).
June 27	Facility & Finance committee presents proposed Joint Activities Budget for R&E Board discussion.
July 25	R&E Board adopts 2025 Joint Activities Budget and recommends approval of Joint Activities Budget by County Boards.
August – September	County Boards approve 2025 Joint Activities Budget.

Facility Budget and Facility Equipment Maintenance & Replacement (EM&R) Budget

March 14	Facility & Finance Committee review budget process and timeline.
April 11	Facility & Finance Committee discusses JLT proposal, for amending 2025 Facility Budget and EM&R Budget, provides direction on changes.
April 25	R&E Board review budget objectives and impacts.
April 30	Facility & Finance Committee reviews revised budgets, approves resolution to recommend budgets be approved by the R&E Board.
May/June	County Board workshops (as needed).
June 27	Facility & Finance committee presents proposed 2025 budgets for R&E Board discussion.
July 25	R&E Board adopts 2025 budgets and establishes tipping fee for 2025.

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: 2025 Budget Objectives - Proposed JA Budget

FOOD SCRAP RECYCLING

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

GENERAL OUTREACH

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

POLICY EVALUATION

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

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

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

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

APPROPRIATIONS EXPLANATIONS

Project Management (51808)

Account Code	Account Name	2022	2023	2024	2025
		Unaudited	Approved	Proposed	Proposed
411101	Salaries Permanent	1,004,886	1,180,685	1,409,038	1,460,144

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

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

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

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

EXPLANATION: PERA rate calculation at 7.5% of Salaries Permanent

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

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

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

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

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

EXPLANATION: Health & Dental Insurance for Staff

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

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

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

EXPLANATION: Long Term Disability Insurance for Staff

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

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

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

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

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

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

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

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

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

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

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

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

EXPLANATION: Computer system maintenance and other IT costs

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421501	Consulting	259,448	225,000	396,384	410,567

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

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

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

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

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

EXPLANATION: Costs relating to hiring Recycling and Energy staff

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

EXPLANATION: Printing services

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

EXPLANATION: Postage

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

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

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

EXPLANATION: Staff training

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

EXPLANATION: Fee paid for storing records

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

EXPLANATION: Memberships for Recycling & Energy

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

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

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

EXPLANATION: Site visits and other educational opportunities

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

EXPLANATION: Expenses related to R&E Board staff meetings

Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

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

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

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

EXPLANATION: Courier services

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

EXPLANATION: Trademark Fee

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

EXPLANATION: General office supplies

Total Project Management		2,394,100	2,729,454	3,506,000	3,559,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Commercial & Residential Recycling (51809)

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

EXPLANATION: 1) BizRecycling consulting services - \$750,000/yr (MN Waste Wise and EcoConsilium)
 2) BizRecycling partners and sponsorships - \$425,000/yr
 4) BizRecycling grants and incentives (starter, reward, container, sustaining, and label grants) - \$1,000,000/yr

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

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

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

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

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

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

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

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

Total Commercial & Residential Recycling		2,966,814	4,050,000	4,425,000	4,425,000
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Ramsey/Washington Recycling & Energy Board Joint Activities

LINE ITEM EXPLANATIONS

Community Waste Solutions (51817)

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421538	Community Resource Hubs	-	110,000	190,000	190,000

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

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

EXPLANATION: 1) Mattress recycling strategies - \$175,000/yr
2) Research, planning, and pilot testing for other bulky items - \$75,000 for 2024 and \$65,000 for 2025
3) Construction and Demolition (C&D) and deconstruction training, resources, grants, and partnerships - \$240,000 for 2024 and \$206,000 for 2025

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

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

Total Community Waste Solutions		132,223	625,000	830,000	786,000
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Food Scrap Recycling (51818)

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

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

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

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

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

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

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

LINE ITEM EXPLANATIONS

General Outreach (51810)

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

EXPLANATION:

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

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

EXPLANATION:

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

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

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

EXPLANATION:

Legal services contract

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

EXPLANATION:

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

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

LINE ITEM EXPLANATIONS

REVENUE EXPLANATIONS

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

EXPLANATION: Washington County 27% of Joint Activities Budget

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

EXPLANATION: Ramsey County 73% of Joint Activities Budget

Total Revenue		9,004,855	11,609,454	11,981,000	12,340,000
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**Ramsey/Washington Recycling & Energy 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: 2025 Budget Objectives - Proposed Facility Budget

421525 Recruitment Services	16,230	750	16,000	16,000
421603 Printing	3,095	4,500	3,300	3,500
421701 Postage	1,464	250	1,500	1,500
422101 Building & Structures Repair	24,953	133,258	141,300	149,800
422109 Fire Systems Inspection	50,806	71,138	102,000	108,100
422203 Janitorial Service	61,230	58,580	58,600	62,100
422301 Gas	77,669	53,517	94,000	94,000
422302 Electricity	1,133,743	1,200,000	1,292,100	1,292,100
422303 Water Sewer	34,457	44,010	41,700	42,000
422601 Equipment & Machinery Repairs	316,073	679,070	748,900	793,800
422602 Data Proc Equip Main	6,983	4,800	7,400	7,800
422705 Trailer Repairs	567,560	430,000	674,000	714,400
422801 Grounds-Repairs	146,035	85,504	87,400	92,600
422802 Snow Removal	66,595	52,254	52,300	55,400
422811 Pest & Rodent Control	15,010	9,958	15,600	16,500
422813 Security Services	334,013	344,737	338,000	358,300
423110 On the Job Training Services	-	8,194	47,500	50,400
423111 Employee Development	44,800	48,296	93,300	93,300
424101 Automobile Truck Ins	67,091	47,570	71,600	78,800
424103 Workers Compensation Ins	266,406	153,419	287,100	315,800
424107 Liability & Property Damage	1,883,237	1,650,000	2,075,300	2,140,400
424110 Public Liability Ins	25,344	16,500	19,300	21,200
424112 Multi Cover Ins	148,469	165,380	240,700	264,800
424201 Payment in Lieu of Taxes	174,341	179,272	184,800	184,800
424302 Membership Dues	813	2,000	2,000	2,000
424303 Conference Seminar	4,687	12,300	12,300	12,300
424305 Meeting Exp	597	2,500	2,500	2,500
424501 Mileage	1,036	4,700	4,700	4,700
424507 Messenger Service	445	250	500	500
424508 Armored Car Services	-	-	3,600	3,600
424602 Special Programs/Awards	1,537	5,000	5,000	5,000
424607 Licensing Fee	9,786	12,500	5,300	5,300
471101 Contingency/Appropriations	-	2,120,944	2,210,090	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: 2025 Budget Objectives - Proposed Facility Budget

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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
421112	Credit Card Fees	250	500	500	500

EXPLANATION: Monthly bank fees and credit card fees

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

EXPLANATION: Medical Services

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

EXPLANATION: Ramsey County IS

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

EXPLANATION: Verizon, Internet, misc

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

EXPLANATION: Contracted laborer services

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

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

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

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

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

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

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

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

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

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

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

EXPLANATION: Newspaper, Minnesota Safety Council membership

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

EXPLANATION: Conferences and site visits for R&E staff

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

EXPLANATION: Expenses related to R&E Center meetings

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

LINE ITEM EXPLANATIONS

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

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

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

EXPLANATION: Courier services

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

EXPLANATION: Cash collection service at the R&E Center

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
424513	Transportation	8,610,977	8,541,209	9,136,776	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
Recycling & Energy Center - Facility**

LINE ITEM EXPLANATIONS

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

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

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

EXPLANATION: Oil lubricant supplies

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

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

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

EXPLANATION: Safety supplies

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

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

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

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

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

EXPLANATION: Replacing worn out tools

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

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

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

EXPLANATION: Computer and monitor replacements

Account Code	Account Name	2022 Unaudited	2023 Approved	2024 Proposed	2025 Proposed
471101	Contingency/Appropriations	-	2,120,944	2,210,090	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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 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 Unaudited	2023 Approved	2024 Proposed	2025 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: 2025 Budget Objectives - Proposed EM&R Budget

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

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

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



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

R&E BOARD MEETING DATE:	April 25, 2024			AGENDA ITEM:	VI.b			
SUBJECT:	Agreement with Minnesota Department of Revenue Collections Division							
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 Service Level Agreement with the Minnesota Department of Revenue Collections Division to provide collection services on debts and receivables owed to the Ramsey/Washington Recycling & Energy Board.
2. Authorize the Joint Leadership Team, or its successor, to execute the Agreement upon approval as to form by the County Attorney.

EXECUTIVE SUMMARY:

On October 12, 2017, The Ramsey/Washington Recycling & Energy (R&E) Board adopted the Accounts Receivable Policy, which included use of the Minnesota Department of Revenue (MDOR) for collections (R&EB-2017-28). At that time, R&E entered into a service level agreement (SLA) for collection of delinquent debt owed to R&E for unpaid services. The enforced collection actions available to MDOR under state statutes far exceed what R&E staff can do. This agreement has significantly improved collections and provided broader, more sophisticated collection methods as offered to other agencies and local governments.

MDOR has updated their agreement and is seeking a new agreement with updated terms. R&E staff have reviewed the terms and recommend the Board adopt the new agreement.

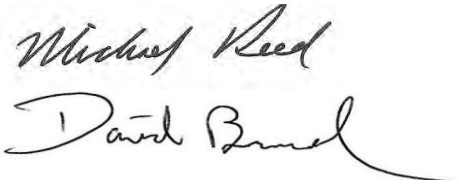


ATTACHMENTS:

1. Draft resolution
2. Service Level Agreement with the Minnesota Department of Revenue Collection Division

FINANCIAL IMPLICATIONS:

There is no cost to the R&E Board for this service. MDOR charges an additional amount to the vendor which reflects their cost for this service to R&E.

SUBJECT: *Agreement with Minnesota Department of Revenue Collections Division*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM 	4/19/24
RAMSEY COUNTY ATTORNEY 	4/18/24
WASHINGTON COUNTY ATTORNEY 	4/18/24



RESOLUTION R&EB-2024-08

Agreement with Minnesota Department of Revenue Collection Division

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

WHEREAS, The R&E Board adopted the Accounts Receivable Policy on October 12, 2017, which included use of the Minnesota Department of Revenue (MDOR) for collections (R&EB-2017-28); and

WHEREAS, The R&E Board entered into a service level agreement for MDOR to collect debts on behalf of the R&E Board in 2018, and the enforced collection actions available to MDOR under state statutes far exceed the capabilities of R&E Board staff, which has improved collections of delinquent debt owed to R&E Board for unpaid services; and

WHEREAS, MDOR has updated their agreement and is seeking a new agreement with updated terms. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board approves the Service Level Agreement with the Minnesota Department of Revenue Collections Division to provide collection services on debts and receivables owed to the Ramsey/Washington Recycling & Energy Board. BE IT FURTHER

RESOLVED, The R&E Board authorizes the Joint Leadership Team, or its successor, to execute the Agreement upon approval as to form by the County Attorney.

Fran Miron, Board Chair
April 25, 2024

Attest
April 25, 2024



**Service Level Agreement
Administration of Referring Agency Debt Collection
January 2022**

State of Minnesota
Department of Revenue

and

Agency Name

Agency ID

Service Level Agreement Table of Contents

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Introduction

This Service Level Agreement for the Administration of Referring Agency Debt Collection between (insert referring agency name) (referring agency, you, your) and the Minnesota Department of Revenue (the department, we, us) defines:

- Statutes and policies you must follow when referring debts for collection.
- Terms and conditions we will follow when providing collection services to you.
- Duties and responsibilities of both parties.

Statutory Authorization

Minnesota Statutes Chapter 16D, also cited as the “Debt Collection Act,” authorizes the commissioner of Revenue to collect debts for other state agencies.

Definitions

The following definitions apply to this Service Level Agreement.

A. Amendment

A formal alteration, revision, or addition to the existing Service Level Agreement due to a statute or policy change.

B. Authenticate the Debt

A process you use to ensure all referred debts are delinquent before referral. You must verify the delinquency through account review and notice to the debtor.

C. Authenticate the Debtor

A process you use to verify the Social Security number (SSN), Federal Employer Identification Number (FEIN), or Minnesota Tax Identification Number (Minnesota ID) of the debtor before referral. You must verify the identity through written, telephone, or face-to-face contact with the debtor.

Minnesota Judicial Branch is exempt from written notification. They verify debtors according to court rule or policy.

D. Commissioner

The commissioner of Revenue.

E. Debt

A specific amount of money a natural person or a business entity is legally obligated to pay you.

F. Debtor

A natural person or business entity owing a debt to you.

G. Debt Origination Date

Installment default date or the original due date of the debt.

H. Direct Agency Payment

A payment received in your office for debts referred to us for collection.

I. Electronic File Exchange

The department's file exchange process some agencies use to manage referred debts.

J. e-Services

The department's online system most agencies use to manage referred debts.

K. Invoice

We use netting to recoup amounts you owe us. We send you a Cash Receipt Invoice letter when payment reversals or other adjustments create a negative balance for your agency and an amount due remains:

- a. after 90 days
- b. at the end of our fiscal year (June 30)

L. Legal or Pre-legal Status

The referring agency's status regarding the collection of an account by internal legal process, if applicable.

M. Netting

An accounting process that determines the amount we pay you after deducting any payment reversals and collection costs you collected.

N. Debt Referral Questionnaire

A form the referring agency completes electronically for each debt type before referring the debt to us. The form requests information about the agency, debt type, payment application, and method of referral.

We provide a sample of the form on our Department of Revenue [website](#).

O. Notice to Debtor

A notice you must provide a debtor before referring a debt for collection.

Minnesota Judicial Branch is exempt from this statute.

P. Not Public Data

The government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic. Agencies may only share this information in specific circumstances, as defined in law. See Minnesota Statutes Section 13.02, subdivision 8a.

Q. Payment Priority

The order in which we apply payments to debts.

R. Referring Agency

Any agency that entered into a signed agreement with the Minnesota Department of Revenue to refer debts to us for collection.

S. Reports

The reports we post to your e-Services account to help you manage referred debts and to reconcile your debt balances against ours. The frequency of the reports vary for each agency. We offer most reports weekly and the Inventory Report monthly.

Reports we provide include:

- a. **Collection Cost Removals and Other Adjustments**
Debts impacted by an adjustment, such as cancelation of collection costs.
- b. **Inventory Report**
Debts we are currently collecting for your agency.
- c. **Payment Detail Report (PDR)**
Summary of events on debtors' accounts and payment details for transactions affecting debts during the report cycle.
- d. **Rejected Transaction Report**
A list of requests, such as referrals, payments, and recalls, you submitted and we rejected.
- e. **Returned Debt Report**
Debts you recalled or we returned to you.

T. Revenue Recapture

A process we use to take (recapture) state refunds and use them to pay debts you refer to us.

U. Service Level Agreement (SLA)

The document describing the duties and responsibilities of the department and the referring agency.

V. Statute of Limitations

The time allowed for legally collecting a debt, as defined by state law. Revenue uses five years from the debt origination date. Circumstances such as lien filing or bankruptcy may extend this date.

Limitations

- A. You must not refer debts that are:
 - a. less than \$25
 - b. under known appeal, in dispute, in payment negotiation, or in legal or pre-legal status

- c. expired (the statute of limitations has ended or will end in the next 180 days)
- B. We will close and return debts that:
 - a. are more than five years past their debt origination date. We may file a lien to extend the time to collect. See Minnesota Statutes Section 270C.67, subdivision 1.
 - b. are uncollectible. You may still take additional collection action, including Revenue Recapture, on the returned debt if the debt qualifies.
 - c. have a balance below \$25, unless the debt is in an active payment agreement or wage levy.

Duties of the Referring Agency

- A. Authenticate the debtor and the debt before referral.
- B. Ensure all appeal periods are expired. Resolve any known appeals or disputes before referral.
- C. Send notice to the debtor by U. S. mail or personal delivery at the debtor's last known address, at least 20 days before referral. Your notice must:
 - a. state the nature and amount of the debt
 - b. identify to whom the debt is owed
 - c. inform the debtor of actions we may take to collect the debt
 - d. advise the debtor that we will impose collection costs, up to 25 percent of the debt
 - e. inform the debtor of their rights to ask to cancel collection costs
 - f. state that interest-bearing debts continue to accrue interest, if your referred debts accrue interest

Your notice must also explain that state law authorizes the Department of Revenue to take actions to help collect the debt owed to you. Among other things, we may:

- a. file liens against property
- b. issue levies against assets, such as wages and bank accounts
- c. offset eligible:
 - i. Minnesota and Wisconsin state tax refunds
 - ii. Minnesota and federal tax payments
 - iii. lottery winnings
- d. subpoena financial, personal, and business records
- e. revoke or deny renewal or transfer of business and professional licenses
- f. access non-public government data
- g. obtain legal judgments against debtors
- h. report to a credit bureau
- i. refer debt to private collection agencies

We provide a sample of the form on our Department of Revenue [website](#).

- D. Delete or close Revenue Recapture claims on debts before referral; we monitor claims for you. If we return a debt with a remaining balance, you may add a Revenue Recapture

claim if the debt qualifies.

- E. Discontinue any demands for payment and active collection efforts on referred debts.
- F. Refer debts with unique agency debtor and debt identification numbers. These unique numbers cannot include the debtor's SSN, FEIN, or Minnesota ID.
- G. Dedicate contacts to help debtors and department employees and answer questions about the debt itself, such as:
 - a. debt validity
 - b. actions you took before referral
- H. Refer inquiries about the collection of referred debts to us, such as questions about:
 - a. account balances
 - b. collection costs
 - c. actions we took on the debt after referral
- I. Provide resources to help us with:
 - a. technical questions
 - b. report processing
 - c. problem resolution
 - d. changes to policy, procedure, or technology that affects us
 - e. other requirements as needed
- J. Choose and notify us of which of the following electronic reporting methods you will use to refer and maintain debts:
 - a. Manually through e-Services. Most referring agencies choose this method.
 - b. Systematically through an electronic file exchange process, approved by us. Agencies with high debt volumes may find this option more manageable.
- K. Notify us when you receive a valid dispute on a referred debt. We will continue collection actions already in place. You must:
 - a. recall the debt or contact us to request time to make a determination.
 - b. recall the debt if you expect the dispute to exceed 60 days, unless we approve an exception.
 - c. determine the outcome of a dispute and:
 - i. notify us of the result within five business days.
 - ii. report any changes. Use your agency's electronic reporting method.
 - d. send us a copy of your dispute process, if requested.
- L. Report the full amount of any direct agency payment you receive from the debtor on a referred debt. Use your agency's electronic reporting method.
- M. Account for collection costs and send them directly to us if your agency operates 100 percent from the state's accounting system, Statewide Integrated Financial Tools (SWIFT).

- N. Post any changes to referred debt balances within five business days of when you become aware of the change. Use your agency's electronic reporting method. Examples include:
 - a. Direct agency payments
 - b. Adjustments
 - c. Offsets
 - d. Credits
 - e. Debt recalls
 - f. Court rulings

- O. Reconcile your balances using the reports we provide in e-Services. We apply payments according to the application method you indicated on the Debt Referral Questionnaire.

- P. Contact us before you issue refunds on current or previously referred debts. We will determine the amounts and who will send refunds for any:
 - a. credits received by your agency
 - b. overpayments, plus collection costs or Revenue Recapture fees, resulting from your failure to provide accurate updates within five business days

- Q. Recall debts only if you:
 - a. referred them in error
 - b. expect an active dispute to exceed 60 days, unless Revenue approves an exception
 - c. know the debtor is in bankruptcy
 - d. determine the debtor is not liable

In most cases, you should not re-refer debts you previously recalled or that we returned to you. Exceptions include, and are not limited to:

 - a. Resolved disputes
 - b. Closed bankruptcies where debts are still valid
 - c. Failed to comply with court ordered community service

- R. Notify us when a case is resolved. If you do not and we continue to collect, you will pay our collection costs.

- S. Retain any documents related to the debt, such as the notice to debtor, until you recall the debt or we return it.

- T. Address system access and training needs for your staff. You must:
 - a. contact us immediately through e-Services or email to notify us when staffing changes occur so that we may:
 - i. add, modify, or remove users
 - ii. update your debtor and agency contact information
 - b. provide your staff with training on your debt referral process, systems, and payment application process as you indicated on the Debt Referral Questionnaire. Each authorized e-Services user must:

- i. have their own User ID and password. They may not share.
 - ii. limit their access to business purposes only.
- U. Ensure all of your users complete our annual required training each year in order to maintain access to e-Services and electronic file exchanges. We will notify you when the training is available and provide a deadline for completing it. You must provide the users with annual anti-browsing and data disclosure training.
- V. Comply with the department's audits and correct issues within the determined time frame.
- W. Pay invoices within the time limit provided on them.

Duties of the Minnesota Department of Revenue

- A. Take all reasonable and cost-effective actions to collect referred debts. Among other things, we may:
 - a. send letters, which include due process notices and outline actions we may take to collect the debt
 - b. make phone calls
 - c. set up payment arrangements
 - d. file liens to secure the state's interest in real property and to extend the time allowed for enforced collection actions
 - e. issue levies against assets, such as wages and bank accounts
 - f. offset eligible:
 - i. Minnesota and Wisconsin state tax refunds
 - ii. Minnesota and federal non-tax payments
 - iii. lottery winnings
 - g. issue subpoenas
 - h. revoke or deny renewal or transfer of business and professional licenses
 - i. access non-public government data
 - j. obtain judgments
 - k. report to a credit bureau
 - l. refer debts to private collection agencies
- B. Provide a case reviewer to handle debtor disputes involving our collection process and actions. For disputes involving the debt itself, we will direct the debtor to you.
- C. Apply collected funds toward debts based on:
 - a. our payment priority
 - b. your payoff order, as indicated on the Debt Referral Questionnaire
- D. File and manage Revenue Recapture claims for all debts referred to us for collection. Revenue Recapture begins 45 days after our first notification to the debtor for a given debt. After 45 days, we will retain collection costs on any offsets.

- E. Process cancelation of collection costs requests.
- F. Process refunds and overpayments in our system.
- G. Release legal actions against debtors when we resolve accounts or you recall the debt.
- H. Update e-Services contacts and authorized users when you notify us of changes in your staff. We will:
 - a. add new e-Services users and remove inactive ones
 - b. provide training on our debt referral process
- I. Provide dedicated staff and technical resources to:
 - a. answer questions
 - b. resolve problems
 - c. support electronic file layouts, report processing, and other requirements, as needed
 - d. address planned changes to policy, procedure, or technology, affecting either party's responsibilities
- J. Notify you before we change our debt referral requirements or procedures. We will provide an anticipated schedule for changes that may affect you and resources to resolve related issues.
- K. Safeguard your referred debt information in accordance with the Data Practices Responsibilities section of the agreement.
- L. Make reports available to you through e-Services to help you manage referred debts and to reconcile your balances against ours.
- M. Reject a payment you submit on a referred debt that we show as paid in full.
- N. Process Debt Referral Questionnaires, typically within 90 days of receipt of the completed form. We will communicate any exceptions with you.
- O. Provide users who administer referred debts with the annual required training. We will notify you when the training is available and provide a deadline for completing it. We will also provide new user training as members join your agency. The new user training includes anti-browsing and data disclosure.
- P. Use an electronic netting process to pay you on a scheduled basis, such as daily or weekly.
- Q. Send you an invoice when a balance you owe us remains after 90 days or at the end of our fiscal year (June 30).

- R. Audit you to ensure compliance with Minnesota Statutes, this Service Level Agreement, and e-Services use requirements. We will inactivate users who no longer have a business reason to access your e-Services account.

Collection Costs

- A. We add collection costs, up to 25 percent of the debt amount, to referred debts. We may charge you for canceled collection costs.
- B. We deposit all money retained under this section to the general fund as non-dedicated receipts to reimburse the costs of collection.

Data Practices Responsibilities

- A. When providing services under this agreement, we are subject to:
 - a. Minnesota Government Data Practices Act
 - b. Minnesota Statutes
 - c. Federal and state privacy laws
- B. Minnesota Statutes Section 16D.06, subdivision 1, allows state agencies, political subdivisions, and statewide systems to share not public data with us for the sole purpose of collecting debts. We may request not public data about the debtor's:
 - a. finances
 - b. location
 - c. assets
- C. We classify information received, collected, created, or maintained, to collect debts, as private or nonpublic data. We may provide data to you as described in Minnesota Statutes Section 16D, subdivision 2.
- D. Minnesota Statutes Chapter 13 does not govern Minnesota Judicial. Rules adopted by the Supreme Court govern access to data of the judiciary. See Minnesota Statutes Section 13.90, subdivision 2.

Legal Requirements

- A. This Service Level Agreement is effective for three years unless canceled by either party.
- B. We will suspend your access to e-Services for a violation of this Service Level Agreement. We will send you due notice, providing you an opportunity to a hearing before we suspend you.
- C. The authorized agent(s) for (insert referring agency name) is/are (insert user name(s) or their successor.

The authorized agent for the Minnesota Department of Revenue is the Collection Division

Director.

- D. You may not assign or transfer any rights or obligations under this Service Level Agreement without prior written approval of the department.
- E. The referring agency and the department agree we are each responsible for our own acts and the results thereof to the extent authorized by law. We are not responsible for the acts of any others and the results thereof.
- F. Any amendments to this Service Level Agreement must be in writing and executed by the same parties who executed the original agreement or their successors in office.

Signature Page

Your authorized agent must sign and return this Service Level Agreement to us. This agreement is effective on the date signed by the Minnesota Department of Revenue Collection Division Director. This agreement supersedes all prior formal and/or informal agreements between the two agencies.

AGENCY NAME: _____

SIGNATURE: _____ DATE: _____

NAME (Printed): _____ TITLE: _____

EMAIL: _____ PHONE: _____

APPROVED BY:
Minnesota Department of Revenue

SIGNATURE: Sara Westly
Collection Division Director

DATE: _____



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

R&E BOARD MEETING DATE:	April 25, 2024			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. **2023 Annual Report**
Staff will present an overview of R&E’s 2023 annual report, published online and as a printable document.
- b. **Joint Activities Updates**
Staff will provide updates on Joint Activities work.
- c. **Planning Updates**
Staff will provide updates on Planning & Project Management efforts.
- d. **Facility Updates**
Staff will provide updates on R&E Center projects and operations. Foth Engineering & Infrastructure, Inc., the R&E Center’s engineering consultant, will provide a summary of 2023’s odor monitoring efforts.
- e. **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 March 1, 2024, through March 31, 2024. 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. R&E Center Tours Summary
- 2. Procurement Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		4/18/24
		



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



2023

RAMSEY/WASHINGTON RECYCLING & ENERGY

Annual Report

LETTER FROM THE CHAIR

As Board Chair, it is with great pleasure that I present the Ramsey/Washington Recycling & Energy (R&E) annual report for 2023. The achievements highlighted showcase our dedication to our core values of commitment, teamwork, respect, trust and innovation.

In 2023, we expanded our waste prevention efforts to move waste up the Minnesota waste hierarchy, which guides our work and prioritizes reduction, reuse and recycling. Notably, we launched and expanded the highly anticipated Food Scraps Pickup Program to 40,000 households, with rollout continuing over the next several years, and implemented cutting-edge technology at the R&E Center to support the program. Additionally, programs like mattress recycling, food waste prevention and BizRecycling moved hundreds of thousands of pounds of materials up the waste hierarchy. Our educational initiatives and facility tours have played a crucial role in fostering understanding of the counties' responsible waste management practices, enhancing community engagement with our mission.

We extend our sincere gratitude to our partners and community members for their continued collaboration and commitment to creating healthy, vibrant communities. As we look to the future, we remain dedicated to advancing our mission and fostering partnerships that contribute to the sustainability and vitality of our communities.



A handwritten signature in black ink, appearing to read 'Fran Miron'.

Commissioner Fran Miron
R&E Board Chair

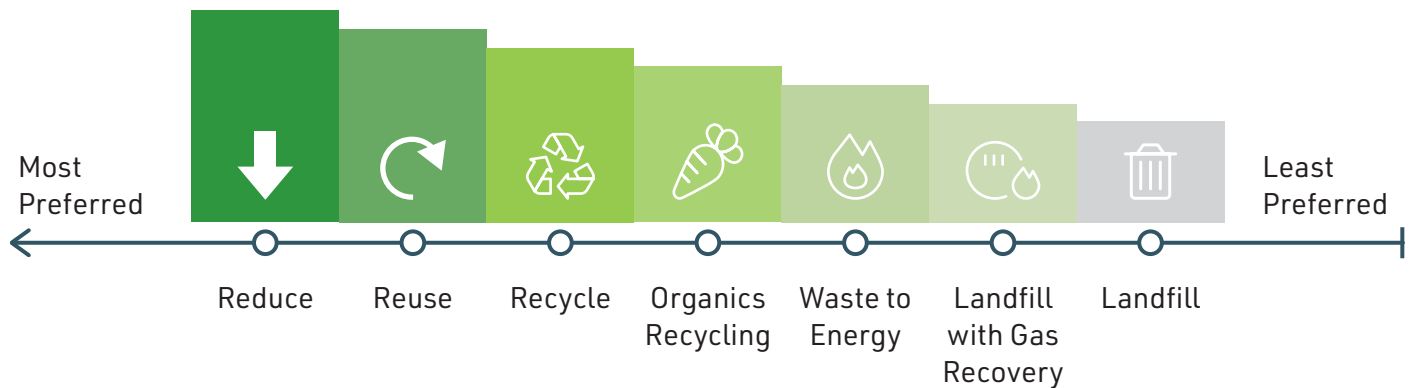
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ABOUT R&E

R&E is the organization through which Ramsey and Washington counties collaborate to responsibly manage waste. Through R&E, the counties strive to protect health and the environment and meet the state of Minnesota’s 75% recycling goal by 2030. R&E offers programs to help residents and businesses reduce waste and recycle better. R&E also manages the R&E Center, which processes trash from the two counties to recover valuable materials and divert waste from landfills. R&E employs 90 union and 33 non-union staff and collaborates with staff from two counties to perform this work.

Through all its work, R&E’s goal is to move materials up the waste hierarchy, pictured below, to ensure those materials don’t arrive at the R&E Center.



The R&E Board

The R&E Board governs the organization in carrying out its vision of “*vibrant, healthy communities without waste.*” Comprising of commissioners from both Ramsey and Washington counties, as well as ex officio members from the City of Newport and the Minnesota Pollution Control Agency, the R&E Board brings together a mix of knowledge and expertise that oversees the impactful work that the organization conducts.

2023 R&E Board Members

Fran Miron, Chair
Washington County Commissioner

Victoria Reinhardt, Vice Chair
Ramsey County Commissioner

Trista Martinson, Secretary/Treasurer
Ramsey County Commissioner

Karla Bigham
Washington County Commissioner

Mai Chong Xiong
Ramsey County Commissioner

Michelle Clasen
Washington County Commissioner

Nicole Joy Frethem
Ramsey County Commissioner

Rafael E. Ortega
Ramsey County Commissioner

Stan Karwoski
Washington County Commissioner

Gary Kriesel (alternate)
Washington County Commissioner

Mary Jo McGuire (alternate)
Ramsey County Commissioner

Tom Ingemann (ex officio member)
City of Newport

Dave Benke (ex officio member)
Minnesota Pollution Control Agency

Staffing

As R&E continues to grow and evolve, several positions were added to the organization to ensure a sustainable staffing level in support of the R&E Center and Joint Activities programs: Food Scraps Pickup Program Supervisor, Food Scraps Pickup Program Communications Specialist, Food Scraps Pickup Program Customer Support Associate, HR Generalist and Contract Specialist.



Partnership on Waste and Energy



Ramsey, Washington and Hennepin counties continued to collaborate to maximize diversion of waste resources through integrated waste management solutions. Learn more about the work conducted by the partnership in 2023 by reading the [PWE Annual Report](#).



PROGRAMS – UPSTREAM WASTE PREVENTION



R&E works with the counties and partners to provide programs to promote waste reduction, reuse and recycling. This collaboration supports local food recovery efforts, helps businesses operate more efficiently and provides resources to help community members live more sustainably.

Food Scraps Pickup Program

Approximately 20% of waste collected in Ramsey and Washington counties is food scraps, like fruit and vegetable peels, eggshells, bones and coffee grounds. To keep this material from becoming trash, the counties and R&E worked together to develop and launch the Food Scraps Pickup Program – a new way for residents to recycle food scraps from home. The program is currently rolling out over several years to all residents in Ramsey and Washington counties.

The program utilizes thick, compostable “food scrap bags” to collect this material. Food scrap bags are collected with trash and then sorted from the trash at the R&E Center, where they are then sent to a processing facility and turned into nutrient-rich compost. This system requires no additional carts or collection trucks and allows all residents to participate, regardless of city, housing type or hauler.



How It Works



Order your free supply of food scrap bags.



Collect your food scraps in the bags. Once a week or when the bag is full, tie a knot at the top to close the bag.



Place your bag inside your trash cart or dumpster for collection.



Done! Your trash is collected as usual, and the bags are sorted from the trash and composted.

Celebration Event at the R&E Center

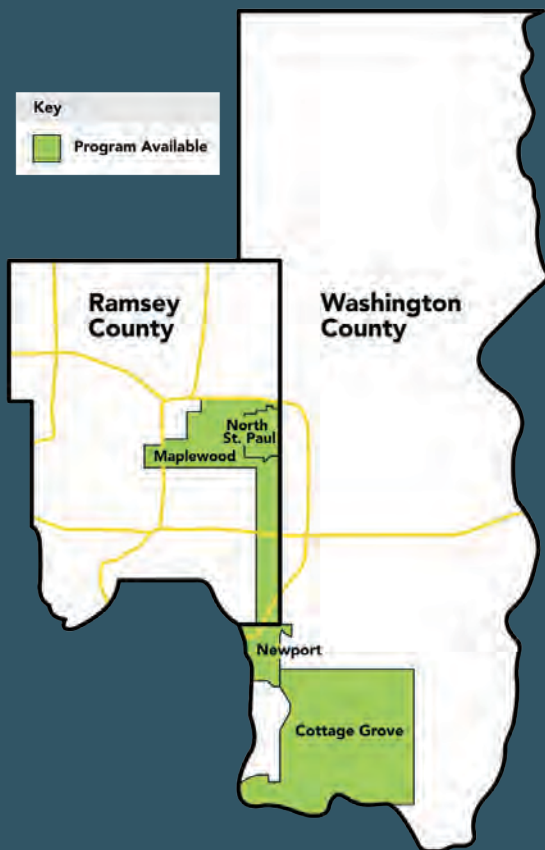
On July 17, 2023, state, county and local officials joined R&E, Ramsey and Washington County staff in celebrating the completion of the facility enhancements that will be used to recover food scrap bags and recyclables from the waste stream. More information can be found in the [event press release](#).



Program Rollout

Program Pilot (April-October 2023)

In April 2023, the Food Scraps Pickup Program was pilot tested with about 2,000 households in areas of Cottage Grove, Maplewood, North St. Paul and Newport. The purpose of the pilot was to test the program with a limited number of households before scaling it up. Pilot areas were chosen based on hauler routes and population representation across the two counties. Around **260 eligible households participated** in the program's pilot, with a participation rate of 12%. Feedback was gathered from eligible pilot households to improve the program as it rolls out.



Program Expansion

In October 2023, the program expanded to all residents of Cottage Grove, Maplewood, North St. Paul and Newport – about 39,000 households. At the end of 2023, the program had a participation rate of **7.8%** with **2,861 households** enrolled.

Communications, Outreach and Community Engagement

A variety of participant resources and communications tactics were used throughout 2023 to ensure easy access to program information, including: a [program website](#), e-newsletters with programmatic email updates, customer service (including a phone line, chat and contact form), direct mail, social media and traditional marketing campaigns, community events and in-person engagements and partnerships with municipalities. Program resources are available in English, Spanish, Hmong, Somali, Karen and Oromo.





Businesses and Institutions

BizRecycling

BizRecycling helps businesses, nonprofits, apartments and schools reduce waste and recycle better by providing free technical assistance and funding through various [grant options](#).

2023 BizRecycling Impact

\$510,302

in grants awarded

1,171

tons of CO₂ avoided equivalent to 254 cars

\$24,461

in annual cost savings to businesses

139

businesses received on-site consultations

14

started collecting recycling

29

started collecting organics

81

awarded grants

1.1

million pounds of waste diverted from the trash

60

made improvements to existing collection systems

19%

of businesses that received grants are owned by people of color

\$290,838

in grants awarded

504

pounds of CO₂ avoided equivalent to 60 cars

\$8,740

in annual cost savings to apartments

103

new apartments received on-site consultations

6

apartments started collecting recycling

25

awarded grants

261,586

pounds of waste diverted from the trash

33%

of buildings are in neighborhoods highly vulnerable to climate change



Apartments and Condos

BizRecycling Partners

BizRecycling Partners facilitate relationships and create two-way communication channels between the local public waste management system and the commercial sector by:

- › Disseminating information.
- › Engaging members to provide input.
- › Connecting members to resources, such as BizRecycling, to implement best practices.

R&E currently works with **18 local chambers and economic development groups** to better connect with the business community. In 2023, the **Midway Chamber of Commerce** became BizRecycling's newest partner.



Cottage Grove Chamber of Commerce, a partner of BizRecycling since 2017, visiting the R&E Center.

Waste Reduction & Innovation Grant

The **Waste Reduction & Innovation Grant** supports businesses in implementing large-scale waste prevention projects. These projects can take many different forms, including buying in bulk, package reduction, reuse and remanufacturing.

Two Waste Reduction & Innovation Grants were awarded in 2023, totaling **\$85,000**. Projects are being implemented in 2024, with an anticipated reduction of **2,131 tons of waste**.



Apartment Recycling Specialists

Apartment Recycling Specialists build community capacity for waste reduction and recycling, and act as trusted messengers in their multi-unit communities.

In 2023, there were five residents within the counties that served as Apartment Recycling Specialists. This year's specialists organized several programs, including plastic film collection, food scraps collection, educational tabling, residential outreach and mattress and electronic collection events.



Food Recovery Grants and Food Waste Prevention

In 2023, R&E partnered with organizations to support food waste reduction efforts. Some of the highlights of this work in Ramsey and Washington counties includes:

- › Providing operational support for five food recovery organizations totaling **over \$175,000**.
- › **Over \$200,000** in Food Recovery Grants awarded to 15 organizations.
- › **Over 14 million pounds** of food recovered and distributed to people in need.
- › **Over 25,000 pounds** of local, fresh produce collected from farmer's markets and distributed to food shelves.
- › **Over 1 million meals** produced using recovered food and served to communities.
- › A continued partnership with the LEAFF Program, operated by The Good Acre, supported BIPOC farmers that reside and farm in our two counties, ensuring that all their produce went to communities and helping farmers maximize their crops. This prevented **30,000 pounds** of locally grown fresh produce from going to waste.

Food Recovery Grant Success Story Basic Needs, Inc.

With the help of a **Food Recovery Grant**, Basic Needs, Inc. of South Washington County opened their food market in Cottage Grove. The market is stocked with food recovered from local grocery stores and provides a retail-like setting for community members experiencing hunger to select food they want in a dignified way. The market creates a convenient way for recovered food to be distributed to community quickly to ensure food goes to its best use – feeding people. The Food Recovery Grant supported necessary equipment for safely moving and storing food, as well as staff time and software to efficiently manage food donations.



Business Pollution Prevention

The [Business Pollution Prevention Program](#) (BP3) provides free technical and financial support of up to \$50,000 to help businesses – like dry cleaners, auto body shops, industrial painters and printers – to transition to using safer, more sustainable chemicals and high-efficiency equipment.

R&E awarded a record-setting seven grants this year, **totaling \$188,000**. The program funded a couple new types of projects, such as dust collectors (which capture fine particulate matter) as well as solvent recyclers (which allow chemical solvents to be reused several times before disposal).

BP3 also helped fund the decommissioning of the last perchloroethylene (PERC) dry cleaning machine in the two counties.

R&E is pleased to announce that Ramsey and Washington counties are PERC-free.

Projects funded by BP3 in 2023:

Reduced annual VOC
(volatile organic compound) emissions by

1,240 pounds

and hazardous waste generation by

4,050 pounds



BP3 Success Story Escape Climbing

[Escape Climbing](#), a wall climbing molds designer and manufacturer in Little Canada, recently used the Business Pollution Prevention Program to install a solvent recycler to reclaim isopropyl alcohol. Solvent recyclers allow solvents to be reused several times before disposal. This results in decreased solvent use, hazardous waste generation and associated costs.

Early pollution reduction results are positive, with Escape Climbing on track to recover 65 gallons of isopropyl alcohol every year. This will reduce their hazardous waste volume by one-third and save nearly \$900 annually.



Bulky Waste Diversion

Deconstruction Grants

Deconstruction is the process of taking apart a building so materials – like cabinets, light fixtures, structural lumber, doors and more – can be reused instead of being sent to a landfill. In addition to encouraging reuse, the grant also requires material that is unable to be reused to meet an elevated recycling rate. The deconstruction grant program requires proper management of hazardous materials prior to salvage and/or structural removal.

- › In 2023, R&E dispersed funds for two grants, one from each county, totaling **\$7,530**.
- › Ramsey County issued one grant for a renovation project. The majority of the salvage work and documentation was completed by the homeowners themselves.
- › Washington County issued one grant for a complete structural removal. The property owner partnered with a local deconstruction firm to complete salvage work. Coordinating with their demolition contractor, they sent all non-reusable material after salvage was completed to a recycling and processing facility.
- › From just two grants in 2023, over **10 tons** of materials were documented for reuse and **59 tons** of material was recycled.
- › Program staff collaborated with multiple additional outside county partners to help inform development of similar programs in their respective counties.



Mattress Recycling

Mattresses are considered bulky waste and are often unable to break down naturally. Many parts of mattresses are recyclable – from the steel inner spring to foam toppers to box springs! R&E works with cities and multi-unit properties to offer mattress collection through Second Chance Recycling.

In 2023, **5,600 mattresses** were collected, preventing **154 tons** (or 308,000 lbs.) of waste. Various strategies were used to collect mattresses, including:

- › **1,700** through municipal drop-off events
- › **700** from multi-unit buildings
- › **2,800** through residential curbside collection
- › **375** from public property

Compost Market Development

As the Food Scraps Pickup Program ramped up in 2023, R&E continued to explore ways to increase demand for compost in the two counties. As the counties are sending more food scraps to compost facilities, we also want to ensure that there is adequate demand for this valuable end-product. R&E and Ramsey County provided **231 cubic yards of food scrap-derived compost** to 24 community gardens and a community event at no cost. Over **250 cubic yards of compost** was also distributed for free to Washington County residents and community gardens through yard waste sites and the Environmental Service Center. R&E provided free soil nutrient testing to community gardens in both counties prior to compost distribution to encourage gardeners to make informed choices about soil amendments.

R&E continued to provide compost and monitor results of a study conducted by Alliant Engineering and the City of Roseville exploring impacts of compost on an area near an urban bike and pedestrian trail. Results continue to demonstrate improved soil health, plant growth and health in areas treated with compost.



Reuse Engagement Research

Throughout 2023, R&E worked with [Wilder Research](#) to learn more about the reuse industry in the two counties. Wilder engaged with residents and reuse businesses to better understand behaviors, interests and needs within the reuse industry. Wilder conducted a resident survey, business interviews and resident focus groups to gather information for a report of findings and recommendations related to reuse in the two counties. Results of this work will be used by R&E, Ramsey and Washington counties to determine opportunities to better support reuse efforts throughout our communities.

The following are key findings of this research:

- **Many residents are supportive of and engaged in reuse efforts.**
- **Barriers to reuse stem from access and limited resources.**
- **Reuse-related businesses represent diverse operations and services.**

R&E, Ramsey and Washington County staff will continue to reference the report to inform future reuse work and explore the actions recommended by Wilder.

Communications, Education & Outreach

R&E Center Tours

Over 100 tours welcomed **750+ individuals** from a wide range of groups – including K-12 students, resident and community organizations, businesses and industry and governmental partners. Efforts were made to standardize tour resources, presentations and activities, and interactive elements and resources were added to enhance the tour experience.



Development of Educational Materials

R&E and county staff continued working on the development of classroom resources for K-12 students, including video lessons, teacher guides and activity sheets.

Food Waste Reduction Campaign

At the end of 2023, R&E and the counties completed a digital ad campaign to increase visibility of food waste reduction information and tips. Across several platforms, including online blogs [Minnesota Parent](#) and [Twin Cities Mom Collective](#), the campaign received over **1.3 million impressions**, with over **14,000 individuals clicking** through to the [food waste reduction tips](#) on R&E's website.



Website & Social Media Statistics

In 2023, **39,000 visitors** came to R&E's website, looking for information on [food waste reduction](#), how residents can [drop off items](#) at the R&E Center and the Food Scraps Pickup Program (which now has its [own website](#) upon launch of the program in April 2023). To better serve the community, website changes are being made to prioritize requested information, including mattress drop off and recycling options.

RESPONSIBLE DOWNSTREAM WASTE MANAGEMENT



Working with five transfer stations and over 80 haulers, the R&E Center processes all trash from residents and businesses in the two counties – That’s nearly **14% of the state’s trash!** At the R&E Center, trash is processed to recover recyclable metals and to produce fuel used in Xcel Energy power plants to generate electricity. Processing trash keeps it out of landfills and recovers value.

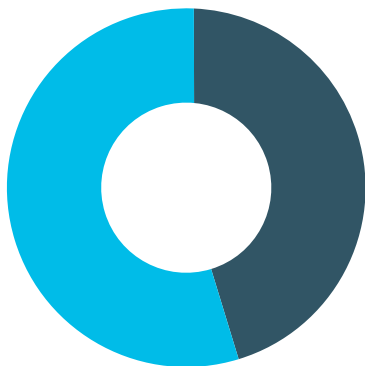


R&E Center 2023 Numbers

Waste Generation in Ramsey and Washington Counties

433,832 tons

of Municipal Solid Waste Generated in Ramsey and Washington Counties

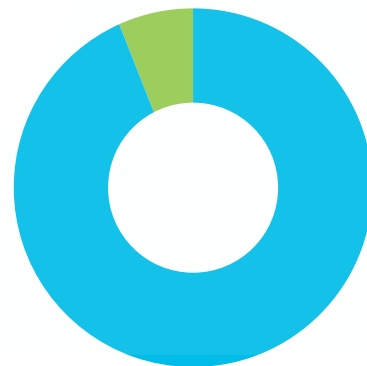


57%

delivered directly to R&E Center

43%

delivered to transfer stations



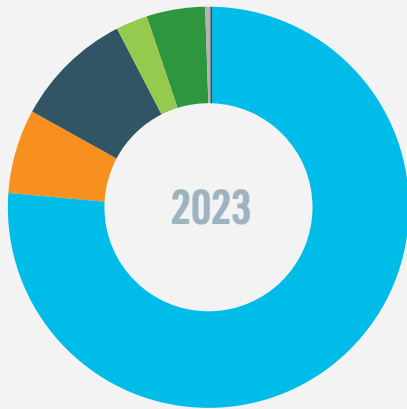
400,901 tons

processed at the R&E Center

40,997 tons

sent to landfills from transfer stations

R&E Center Waste Processing



398,781 tons

of Waste Managed at the R&E Center

331,227 tons refuse-derived fuel produced

18,893 tons process residue produced

30,247 tons bulky waste landfilled

12,219 tons ferrous metal recovered for recycling

810 tons aluminum recovered for recycling

104 tons appliances recycled

52 tons tires recycled

1.6 tons food scraps composted



6,256

mattresses shredded



5,616 more tons

of waste processed than in 2022

Impact of Waste Processing



99,500

fewer metric tons of CO₂ than
if trash had been landfilled

=



22,142

cars taken off the
road for a year



13,450

homes powered for a year by electricity generated
from refuse-derived fuel produced at the R&E Center

Facility Improvements

Food scrap bag sortation building and equipment

The food scrap bag sortation line began operation in April 2023 to support the pilot phase of the Food Scraps Pickup Program. The line uses artificial intelligence and robotic sorting arms to remove food scraps in compostable bags co-collected with municipal solid waste. Equipment commissioning is scheduled to be completed in early 2024.



Recyclable recovery system (RRS)

Construction on the recyclable recovery line was completed mid-2023 and commissioning of the new processing line is expected to be completed early 2024. This processing line will recover ferrous and non-ferrous metals, PET and HDPE plastics, corrugated cardboard and small organic-rich materials and is estimated to move 25,000 tons up the waste hierarchy. The remaining material will be integrated into the RDF processing line.



New equipment at the facility

In 2023, the facility purchased six new walking floor trailers to transport fuel, bulky waste and process residue. R&E owns 113 trailers and has a scheduled replacement plan to maintain the fleet.



Odor Management

In 2023, there were no instances of MSW odor detections above permitted levels. R&E and its contractors conducted 701 odor inspections in 2023, with only 1.1% resulting in MSW detections, none of which were above permitted levels.

Developing New End Markets for R&E Center Byproducts

Evaluating next-generation technologies

For the past two decades, Ramsey and Washington counties have partnered to evaluate alternative waste management technologies. Through the R&E Board, the counties have prioritized moving high-value materials in waste up the waste hierarchy. The R&E Board envisions a higher use for waste materials in the East Metro to achieve environmental, economic and community benefits for the next 20- to 30-years and beyond. Pursuit of new solid waste management technologies to capture more value from waste is also a key strategy to meet the state's 75% recycling goal.

Approved contract for anaerobic digestion

Anaerobic digestion is a technology that converts organics (such as food scraps) into clean, renewable energy called biogas. In September 2023, the R&E Board approved an organic material feedstock supply agreement with Dem-Con HZI BioEnergy, LLC. Under this agreement, Dem-Con will build and operate a digestion facility at their campus in Louisville Township, just outside of Shakopee for a minimum of 50,000 tons per year food scraps and organic-rich material. The biogas will be used as a carbon-negative substitute for fossil fuels, and the remaining solids will be converted into biochar, a beneficial product used for soil amendment and remediation. The digestion facility is estimated to begin operations in early 2027.



Exploring alternatives for RDF

The R&E Center produces over 333,000 tons of refuse-derived fuel (RDF) annually, powering approximately 12,500 homes through Xcel Energy. R&E's agreement with Xcel expires on December 31, 2027, aligning with the R&E Board's strategic road map for solid waste management, which emphasizes transitioning RDF conversion technology and expanding market diversity. To evaluate future alternatives for RDF management, Commissioner Martinson, along with R&E and county staff, conducted a site visit in Oregon to observe a facility that recovers paper fibers and recyclables from trash.

FINANCIAL STATEMENTS



R&E operates out of three budgets: the **Joint Activities Budget**, the **Facility Budget** and the **Equipment Maintenance & Repair Budget**.

DISCLAIMER: Please note that the financial figures presented in this report are unaudited, and the final audited numbers will be provided at a later date.

Joint Activities Budget

The **Joint Activities Budget** supports a variety of projects to meet goals outlined in the counties' waste management plans and is funded by Ramsey and Washington counties. Both counties charge a fee associated with collecting trash, referred to as the County Environmental Charge (CEC). A portion of CEC fees funds the Joint Activities Budget.

Project Management	\$ 2,970,130
Business Recycling	\$ 3,685,868
Community Waste Solutions	\$ 247,753
Food Scrap Recycling	\$ 1,049,888
General Outreach	\$ 673,995
Policy Evaluation	\$ 1,135,613
Total	\$ 9,763,247

Facility Budget

The **Facility Budget** supports the operation of the R&E Center. This enterprise budget is funded by tipping fees.

Personnel	\$ 8,357,874
Fuel	\$ 6,415,362
Landfill	\$ 7,322,997
Transportation	\$ 8,857,103
Transloading	\$ 2,709,278
Operations	\$ 10,174,802
Enterprise Reserve Fund (ERF)	\$ 1,500,000
Transfer to Equipment Maintenance Fund	\$ 300,000
Debt Service	\$ 3,533,586
Total	\$ 49,171,001

Equipment Maintenance & Repair Budget

The **Equipment Maintenance & Repair Budget** supports equipment maintenance, repair and replacement at the R&E Center. This budget is partially funded by the sale of recyclables recovered from the trash at the R&E Center.

Equipment and Maintenance	\$ 1,257,784
Total	\$ 1,257,784



Contact Us

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

651-768-6670

651-377-1139 to speak to a translator

info@recyclingandenergy.org

recyclingandenergy.org



**RAMSEY/WASHINGTON
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CONNECTING VALUE TO WASTE



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**R&E Center Tours
Completed between 3/18/24- 4/17/24**

Group	Group Type	Date	# of visitors
Anderson Windows - Pre-tour	Business	3/19/2024	3
Bridgeview HS #1	Educational	4/3/2024	25
AFSA 2nd grade	Educational	4/3/2024	15
HDR Visiting Staff (RAM/SWANA)	Consultant/Vendor	4/4/2024	1
Bethel ENR class	Educational	4/11/2024	25
RC Staff -- Climate Change / Grants focus	Governmental	4/11/2024	5
UMN Nursing students (cohort 2)	Educational	4/12/2024	15
RC Young Adult Career Academy cohort	Educational	4/16/2024	12
American Planning Association Conference Session	Educational	4/16/2024	30
Bridgeview HS #2	Educational	4/17/2024	25
St Paul Garbage/Recycling Staff	Governmental	4/17/2024	12
Bi-Monthly Community Tour	Resident	4/17/2024	10
Stillwater Scouts ages 7-9	Educational	4/17/2024	20

Total Number of Tours Completed: 13

Total Number of Tour Attendees: 198



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) between March 1, 2024, and March 31, 2024.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
M&J Services of Minnesota, LLC.	3/1/24	Facility – Purchase of two used trailers	\$120,000	SEML
Oil Air Products, LLC.	4/1/24	Facility – Hydraulic equipment, parts, and maintenance	Rate Setting	SEML
Ziegler, Inc.	3/1/24	Facility – Front loader rebuild services	\$500,316.60	SEML
The Good Acre	3/1/24	Joint Activities – Food recovery services.	\$65,000	Professional Services
Central States Wire Products, Inc.	3/1/24	Facility – Baling wire for recovered recyclables	\$5,000 per year	SEML
OMI Industries	3/1/24	Facility – Odor mitigation supplies	Rate Setting	SEML
Oxygen Services Company	1/1/24	Facility – Welding supplies and equipment	Rate Setting	SEML
Ziegler, Inc.	3/1/24	Facility – Parts and service for heavy machinery	Rate Setting	SEML
King Cutting, Inc.	3/1/24	Facility – Lawn services	Under \$10,000 per year	SEML
Industrial Welders & Machinists, Inc.	3/1/24	Facility – Welding and machining services	Rate Setting	SEML
Minnesota Hmong Chamber of Commerce	1/1/24	Joint Activities – BizRecycling promotional activities	\$15,000 for 2024	Professional Services
Magotteaux, Inc.	1/1/24	Facility – Flail mill parts	Rate Setting	SEML
Vic’s Crane & Heavy Haul, Inc.	3/1/24	Facility – Crane and heavy hauling services	Approximately \$25,000 per year	SEML
Woodbury Area Chamber of Commerce	1/1/24	Joint Activities – BizRecycling promotional services	\$15,000 for 2024	Professional Services
East Side Area Business Association	1/1/24	Joint Activities – BizRecycling promotional services	\$15,000 for 2024	Professional Services
Sustainable Stillwater MN	1/1/24	Joint Activities – BizRecycling promotional services	\$15,000 for 2024	Professional Services