



MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD
BUSINESS MEETING AND BOARD WORKSHOP

Date: Thursday, July 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: 257 206 858# | Call in (audio only) 1-323-792-6297

AGENDA:

- I. Call to Order, Introductions**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes – June 27, 2024** Action Page 2
- IV. Consent Agenda – No items.**
- V. Governance**
 - a. Ratification of Executive Director Appointment (Resolution R&EB-2024-13) Action Page 4
- VI. Management and Administration**
 - a. Facility & Finance Committee Report Information Page 12
 - b. Approval of 2025 Budgets (Resolution R&EB-2024-14) Action Page 16
 - c. Joint Activities Manager Salary Schedule (Resolution R&EB-2024-15) Action Page 22
- VII. Policy – No items.**
- VIII. Updates and Reports** Information Page 27
 - a. Joint Activities Updates
 - b. Facility Updates
 - c. Procurement Report Page 28
- IX. Other**
 - a. Invitation for Comments from Ex Officio R&E Board Members: Information
MPCA and City of Newport
- X. Adjourn**
- XI. R&E Board Workshop – Future Management of Refuse-Derived Fuel**

NEXT MEETING: Thursday, September 5 | 10 a.m. – 12 p.m. | Ramsey County Environmental Health, Maplewood



THURSDAY, JUNE 27, 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, June 27, 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 Karla Bigham, Michelle Clasen, Stan Karwoski, Fran Miron – Washington County
Commissioners Nicole Frethem, Victoria Reinhardt – Ramsey County

MEMBERS NOT PRESENT

Commissioner Gary Kriesel (alternate) - Washington County
Commissioners Mary Jo McGuire, Rafael Ortega, Mai Chong Xiong, Rena Moran (alternate) – Ramsey County

EX-OFFICIO MEMBERS NOT PRESENT

Dave Benke, Minnesota Pollution Control Agency (MPCA)
Tom Ingemann, City of Newport

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Dave Brummel, Dan Donkers, Rae Eden Frank, Kelli Hall, Sam Hanson, Sam Holl, Kevin Johnson, Julie Ketchum, Nate Klett, Filsan Ibrahim, Cassie Lefeber, Kathleen Murphy, Marcelo Neblett, Jessica Paquin, Matt Phillips, Jim Redmond, Michael Reed, John Ristad, Daniel Schmidt, Jody Tharp, Ami Wazlawik

ATTENDING REMOTELY

Kate Bartelt, Leigh Behrens, Alisha Black, Gary Bruns, Alison Cameron, Max Dalton, Leslie Duling McCollam, Amanda Erickson, Tutu Fatukasi, Rob Friend, Jamie Giesen, Jessica Hall, Cindy Hanson, Troy Hanson, Diane Holmgren, Susan Jamison, Ashley Marston, Rob Murray, Juna Neisinger, Bonnie Nord, Alissa Schmidt, John Springman, Rob Vanasek, Jenna Venem, Margaret Vesel, Caleb Werth, Lillian Yang

CALL TO ORDER/APPROVAL OF AGENDA

Chair Miron called the meeting to order at 10 a.m., and introductions were made. Commissioner Frethem moved, seconded by Karwoski, to approve the agenda. Chair Miron noted a governance walk-in agenda item, V.a Partnership on Waste and Energy (PWE) Board Alternate Appointment. The Board voted to adopt the agenda as amended.

Motion carried 6-0. Ayes: Bigham, Clasen, Frethem, Karwoski, Miron, Reinhardt. Nays: None.

APPROVAL OF MINUTES

Commissioner Karwoski moved, seconded by Bigham, to approve the minutes of May 23, 2024.

Motion carried 6-0. Ayes: Bigham, Clasen, Frethem, Karwoski, Miron, Reinhardt. Nays: None.

CONSENT

Jim Redmond, R&E contract manager, presented the consent agenda for approval.

Commissioner Reinhardt moved, seconded by Clasen, to approve Resolution R&EB-2024-10, Consent Agenda. The R&E Board:

- Approves the following agreements, and amendments thereto, and delegates authority to the Joint Leadership Team, or its successor, to execute the agreements and amendments thereto, upon approval as to form by the Ramsey and Washington County Attorneys and provided funding is available in the approved budgets:
 - a. An Agreement between the R&E Board and Sustainable Synergy Solutions, LLC., for the initial term of July 1, 2024 through June 30, 2026, renewable for up to a five-year term, at the initial cost of \$500,000 per year.
 - b. An Agreement between the R&E Board and the Minnesota Waste Wise Foundation, for the initial term of July 1, 2024 through June 30, 2026, renewable for up to a five-year term, at the initial cost of \$525,000 per year.
 - c. An Agreement between the R&E Board and EcoConsilium, Inc., for the initial term of July 1, 2024 through June 30, 2026, renewable for up to a five-year term, at the initial cost of \$210,000 per year.
 - d. An Agreement between the R&E Board and Pomp's Tire Service, Inc., for the term of June 28, 2024 through December 31, 2024, for loader tires in the amount \$194,646.40.

Motion carried 6-0. Ayes: Bigham, Clasen, Frethem, Karwoski, Miron, Reinhardt. Nays: None.

GOVERNANCE

Facility & Finance Committee Appointment

Members of the Facility & Finance Committee are appointed by the chair each year or when a vacancy exists and are ratified by majority vote of the R&E Board. Article II, Section 3(a)(2) of R&E Bylaws states the chair appoints members to the Facility & Finance Committee, and the board ratifies these appointments. The R&E Board is asked to ratify appointments by majority vote.

Chair Miron recommended appointment of Commissioner Xiong to the Facility & Finance Committee to complete the 2024 term of Commissioner Martinson. Commissioner Bigham moved, seconded by Frethem to ratify the appointment.

Motion carried 6-0. Ayes: Bigham, Clasen, Frethem, Karwoski, Miron, Reinhardt. Nays: None.

Partnership on Waste & Energy Board Alternate Appointment

Section 4.3 of the Partnership on Waste & Energy (PWE) Joint Powers Agreement states: "Three Governing Board Members shall be appointed every two years. An alternate for each member shall also be appointed. If an appointment of any member or alternate is vacated before the end of the term, the vacancy shall be filled by an appointment by the appropriate appointing body." The appropriate party to appoint the alternate board member is the R&E Board Chair, with that appointment ratified by the R&E Board.

Chair Miron appointed Commissioner Ortega as an alternate to the PWE Board to complete the 2023–2024 term of Commissioner Martinson. Commissioner Reinhardt moved, seconded by Bigham, to ratify the appointment of Commissioner Ortega as an alternate to the PWE Board.

Motion carried 6-0. Ayes: Bigham, Clasen, Frethem, Karwoski, Miron, Reinhardt. Nays: None.

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report

Commissioner Bigham, Chair, presented an overview of the committee meeting of June 13, 2024.

R&E Board Facility Budget Surplus and Deficit Policy

Matt Phillips, R&E accounting manager, provided background information concerning the development of the Facility Budget Surplus and Deficit Policy. The policy expands on the existing surplus policy to include direction for the board in the case of a budget deficit. The policy was reviewed by the Facility & Finance Committee on June 13, 2024.

Commissioner Bigham moved, seconded by Reinhardt, to approve Resolution R&EB-2024-11, R&EB Facility Budget Surplus & Deficit Policy. The R&E Board:

- Approves the R&E Board Facility Budget Surplus & Deficit Policy.

Motion carried 6-0. Ayes: Bigham, Clasen, Frethem, Karwoski, Miron, Reinhardt. Nays: None.

Food Scrap Bag Sortation Vendor Selection

Sam Holl, R&E Center facility manager, presented background information on transload agreements with five private-sector transfer stations. A contract with Walters Recycling and Refuse, Inc. for sortation in the north zone was approved by the board on March 28, 2024. A term sheet has been negotiated with Waste Management (WM) for sortation services in the central zone. Holl reviewed East Metro waste flow, illustrating the current system with five transfer stations and the new system, which will have two transfer stations with sortation capacity. He provided details about the central zone sortation system.

Holl summarized the WM term sheet. Agreements will be effective January 1, 2025. The 10-year term will begin when WM is able to sort, which is anticipated in approximately one and a half years. Two five-year extensions will be built into the contract. WM will be improving their site for safety, enclosing their tipping floor and likely adding staff. Julie Ketchum, WM, shared that WM will invest approximately \$15-20 million to improve the site and add sortation equipment.

Commissioner Reinhardt moved, seconded by Bigham, to approve Resolution R&EB-2024-12, Food Scrap Bag Sortation Vendor Selection. The R&E Board:

- Approves Waste Management of Minnesota, Inc. as a selected vendor for food scrap bag sortation services.
- Approves the food scrap sortation services term sheet with Waste Management of Minnesota, Inc.
- Authorizes the Joint Leadership Team, or its successor, to execute agreements with Waste Management of Minnesota, Inc. based on the approved term sheet following approval as to form by the County Attorney.

Motion carried 6-0. Ayes: Bigham, Clasen, Frethem, Karwoski, Miron, Reinhardt. Nays: None.

Commissioner Miron requested information from WM about the impact of this upgrade on the area around the facility. This information allows commissioners to show the impacts when speaking with legislators and others, particularly when asking for grant money and funding. That information allows the R&E Board and the PWE Board to advocate for grant applications for private companies such as DemCon, WM and Walters. Commissioner Reinhardt recommended asking Walters for the same information.

Ketchum will provide information to R&E that includes added jobs, equipment, economic impact to the area and environmental impacts. She noted that almost all of their trucks use compressed natural gas.

Review of 2025 Budgets

Phillips provided a final review of 2025 budgets for Joint Activities, Facility and Equipment, Maintenance & Replacement (EM&R). The board will adopt the 2025 budgets at its July 25, 2024, meeting. No changes to the budgets are recommended.

Xcel Memorandum of Understanding (MOU)

Michael Reed, R&E Joint Leadership Team (JLT) and Ramsey County Environmental Health, explained a recent change in rules made effective by the US EPA designating two PFAS/PFOA substances as hazardous substances. Xcel Energy (Xcel) brought forward concerns to R&E around what they see as their increased liability. Xcel requested an amendment to the refuse-derived fuel (RDF) fuel delivery agreement by July 8, 2024. Because R&E was not able to get a contract amendment completed and passed by the board by that date, R&E proposed entering into a Memorandum of Understanding (MOU) to continue good faith negotiations on this issue. The JLT is working with R&E's attorneys to finalize the terms of the MOU. Signing the MOU allows additional time to negotiate contract terms as R&E also pursues a federal regulatory exemption. A negotiated PFAS amendment to the RDF agreement will come to the board for review and approval.

John Ristad, Washington County attorney, stated that the R&E Board Chair has the authority to sign the MOU, as it is non-binding. He said there are more benefits than downsides to signing the MOU and cautioned about how much should be discussed in open meetings until a reworked contract is secured.

UPDATES AND REPORTS

Partnership Board Update

Commissioner Reinhardt, Chair of the PWE Board, noted that the Packaging Waste and Cost Reduction Act (PWCRA) passed in the legislature. The PWE Board was created specifically to represent Hennepin, Ramsey and Washington counties as a single organization to have the biggest impact at the legislature.

Michael Reed reviewed items that moved forward in the legislature and those that did not. Groups opposed to the PWCRA are already working to roll back either the whole act or portions of it. Minnesota is now the sixth state to pass this type of legislation, and it is one of the most significant laws passed since the Waste Management Act of 1980.

Extended Producer Responsibility (EPR) Law

Mallory Anderson, Hennepin County, provided an overview of the PWRCA, signed into law on May 19, 2024. The primary goals of the legislation include reducing the cost of recycling for counties, cities, residents, nonprofits and schools by 90%, requiring producers to transition to sustainable packaging and establish reuse systems, creating green jobs and business development opportunities, and build upon Minnesota's existing recycling system.

Anderson explained covered materials and exemptions. She reviewed who will have costs covered, including residents, schools, non-profits and government buildings and public spaces. She reviewed what is funded in the PWRCA, including a statewide needs assessment, recycling system costs, ensuring recycling collection across the state, infrastructure investments, market development (end markets), outreach and education and administrative costs for MPCA, including costs associated with an advisory committee.

Reimbursements start in 2029 at the rate of 50% the first year, 75% the second year and no less than 90% the third year and thereon. Reimbursements include collection of covered materials from covered entities, transfer and transportation costs, costs to sort or process covered materials, administrative costs and costs associated with reuse and refill. All packaging, food packaging and paper products must be reusable, recyclable or compostable by January 1, 2032. Statewide goals are set by the MPCA commissioner and material-specific performance targets are set in the plan.

Anderson shared a graphic illustrating the system that will be developed under the PWRCA and the development timeline, beginning January 1, 2025, and running through January 1, 2032. She addressed questions from commissioners regarding specifics of the law.

Facility Update

Holl addressed flooding conditions and impacts to the R&E Center and related operations. The Executive Committee has been routinely informed of conditions and impacts from recent flooding. Wilmarth in Mankato re-opened on June 27, 2024, after closing for 4 days due to flooding. During the short-term closure of Wilmarth, R&E needed to divert solid waste to landfill because Xcel could not accept RDF at that facility. Neither the R&E Center nor the Red Wing Xcel facility have been impacted by the flooding.

Staff will preview a workshop on RDF end markets to the F&F Committee on July 10, 2024, and will present the information at a board workshop on July 25, 2024.

Procurement Report

Redmond presented the procurement report for the period May 1, 2024, through May 31, 2024.

OTHER

Commissioner Reinhardt noted that R&E requested funding from the Legislative-Citizen Commission on Minnesota Resources (LCCMR) for the anaerobic digestion facility and made the commission's first cut of requests to move forward. Commissioners Reinhardt and Miron will testify June 27, 2024, regarding the funding request. In order to access \$30 million in tax credits from the Inflation Reduction Act, substantial construction must begin by the end of 2024 to be eligible.

ADJOURN

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

ATTEST:

Fran Miron, R&E Board Chair
July 25, 2024

Attest
July 25, 2024



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

R&E BOARD MEETING DATE:		July 25, 2024				AGENDA ITEM:		V.a	
SUBJECT:		Ratification of Executive Director Appointment							
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. Ratify the appointment of Trista Martinson as Ramsey/Washington Recycling & Energy (R&E) Executive Director and approve the agreement with Trista Martinson.
2. Authorize the R&E Board Chair to execute the agreement with Trista Martinson.

EXECUTIVE SUMMARY:

On April 14, 2022, the Facility & Finance Committee directed the JLT and R&E staff to complete a thorough look at R&E's immediate and future staffing needs. As part of this work, R&E embarked on an organizational leadership assessment project.

To complete this work, R&E hired an external consultant, Dianne Nilsen, PhD, with Curphy Leadership Solutions, to conduct the organizational assessment. Nilsen's work included gathering information from R&E Executive Committee and Facility & Finance Committee Board Members, JLT, the R&E management team and other critical stakeholders within Ramsey and Washington Counties. Each participant completed a confidential phone interview with Nilsen, and a summary of common themes was developed from the combined feedback from all interviews. Direct comments and quotations gathered during interviews were not attributed to individuals but combined and summarized with the feedback of all others involved in this process. The final written summary was distributed to the R&E Board on December 6, 2022.

One recommendation that came out of that report was moving to an Executive Director leadership structure to improve the efficiency and effectiveness of the organization and operations and better support staff.

In early 2023, public health directors Sara Hollie and David Brummel of Ramsey and Washington Counties were tasked with developing and recommending a new organizational structure for Ramsey/Washington Recycling & Energy due to the complex and ever-changing organizational growth and priorities of R&E as an entity. Their approach was to execute the board's vision through the shared partnership between the two counties. As a result, it was proposed that the Joint Leadership Team be replaced with a new executive director and deputy director.

On July 18, 2023, both Ramsey County and Washington County Boards approved amendments to the Joint Powers Agreement to reflect the change in leadership structure from Joint Leadership Team model to an Executive Director and Deputy Director. At the July 27, 2023, R&E Board meeting, the R&E Board approved amendments to the R&E Bylaws to reflect this change in leadership structure.

SUBJECT: *Ratification of Executive Director Appointment*

In July 2023, R&E began work with DDA Human Resources, Inc. (“DDA”) for assistance with executive recruitment for the Executive Director position. In January 2024, a candidate was chosen as a result of the recruitment and hiring process and an offer was made. Negotiations broke down with the selected candidate, and it was recommended that R&E pause recruitment efforts to allow for a turnover in the labor market pool.





After a pause, R&E began its recruitment efforts once again. After receiving proposals for executive recruitment services for a second recruitment effort, it was determined that the cost for those services was not a good value. R&E’s Human Resources unit managed the recruitment efforts, conducted a nationwide search, and ensured the process was fair and competitive. R&E’s Human Resources Manager and JLT members evaluated and scored the resumes and applications received and the top four scoring candidates were chosen to be invited for interviews. Candidates were interviewed separately, first by the R&E Management Team, then by the Hiring Committee. The Hiring Committee consisted of a Ramsey County Commissioner/R&E Board member, Washington County Commissioner/R&E Board Member, Joint Leadership Team members, and Ramsey County Public Health Deputy Director. As a result of those interviews, Trista Martinson was selected as the candidate to whom an offer was made.

ATTACHMENTS:

- 1. Draft Resolution
- 2. Draft Agreement

FINANCIAL IMPLICATIONS:

Funding for this position is included in the 2024-2025 budgets.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		7/16/24
		7/15/24
RAMSEY COUNTY ATTORNEY		7/15/24
WASHINGTON COUNTY ATTORNEY		7/16/24



RESOLUTION R&EB-2024-13
Ratification of Executive Director Appointment

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, An organizational leadership assessment was completed and resulted in a recommendation of an Executive Director leadership structure to increase efficiency and effectiveness; and

WHEREAS, County Public Health Directors developed and recommended the Joint Leadership Team be replaced with an Executive Director and Deputy Director leadership structure; and

WHEREAS, Ramsey and Washington Counties approved amendments to the Joint Powers Agreement and the R&E Board approved amendments to the R&E Bylaws in support of this leadership structure change; and

WHEREAS, A nationwide search was conducted for Executive Director candidates; and

WHEREAS, Trista Martinson was chosen through a competitive and fair process as the top candidate for the Executive Director position. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board ratifies the appointment of Trista Martinson as R&E Executive Director and approves the agreement with Trista Martinson. BE IT FURTHER

RESOLVED, The R&E Board authorizes the R&E Board Chair to execute the agreement with Trista Martinson.

Fran Miron, Board Chair
July 25, 2024

Attest

July 25, 2024



Employment Agreement

This Agreement is made and entered into this 25th day of July 2024, by and between Ramsey/Washington Recycling & Energy, hereinafter called "Employer", and Trista Martinson, hereinafter called "Employee".

WITNESSETH:

WHEREAS, Employer desires to employ the services of Trista Martinson as Executive Director as provided in the Ramsey/Washington Recycling & Energy Joint Powers Agreement and Bylaws; and

WHEREAS, It is the desire of the Ramsey/Washington Recycling & Energy Board, hereinafter called "Board," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of Employee; and

WHEREAS, Employee desires to accept employment as Executive Director of Ramsey/Washington Recycling & Energy;

NOW, THEREFORE, In consideration of the mutual covenants herein contained, the parties agree as follows

Section 1: Duties

Employer hereby agrees to employ Trista Martinson, as Executive Director to perform functions and duties specified in the Job Description (attached Exhibit A) and to perform other legally permissible and proper duties and functions as the Board shall from time-to-time assign.

Section 2: Term

A. The initial term of this Agreement shall be for a period of six (6) months from August 2, 2024 to January 1, 2025. If the Board does not terminate the Employee and the Employee does not resign from the position before the expiration of this six-month Probationary Term, this Agreement will continue for an indefinite term, subject to termination in accordance with Section 3 of this agreement.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from her position with Employer, subject only to the provision set forth in Section 4 of this agreement.

Section 3: Termination and Severance Pay

In the event Employee is terminated by the Board during such time that Employee is willing and able to perform her duties under this agreement, then in that event Employer agrees to pay Employee lump sum cash payment equal to six months' aggregate salary, and shall continue R&E's contribution for medical, dental, and life insurance for six months. Employee shall also be compensated for all earned PTO, holidays, and other accrued benefits to date, consistent with the benefit policies that apply to non-union employees.

SUBJECT: Ratification of Executive Director Appointment

In the event the Employee is terminated for cause, Employer shall have no obligation to pay the aggregate severance package described in the above paragraph.

The Employee recognizes and agrees that all property provided by R&E to the Employee shall be and remain property of R&E. The Employee will preserve and use R&E property only for the benefit of R&E and to carry out business of R&E. When the Employee's employment ends, the Employee will immediately deliver to R&E all R&E property that the Employee has in her possession or control.

Section 4: Resignation

In the event Employee voluntarily resigns her position with Employer, then Employee shall give Employer 60 days' notice in advance, unless the parties agree otherwise.

Section 5: Salary

Employer agrees to pay Employee an annual base salary of \$180,927.06, payable in installments at the same time as the other employees of the Employer are paid. After six months of employment, the Board shall review Employee's performance and may determine that it is desirable to adjust the Employee's pay. In addition, Employer agrees to increase the salary of Employee annually according to the steps in the Executive Director pay band and to such extent as the Board may determine that it is desirable to do so on the basis of an annual performance review of Employee.

Section 6: Deferred Compensation

R&E shall make available the option for payroll deductions from gross salary to deferred compensation programs as provided to and under the same conditions as provided to other R&E employees.

Section 7: Pension Plan

R&E shall contribute to Minnesota Public Employee Retirement Association (PERA) as required by State law for Employee or an alternate pension plan, if selected by Employee, and authorized by State law.

Section 8: Performance Evaluation

- A. The Board shall review and evaluate the performance of the Employee within one month prior to the end of the Probationary Term, and thereafter shall formally review and evaluate the performance of the employee at the end of the Employee's first year and every year thereafter on the Employee's anniversary date of hire. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Criteria may be added or deleted as the Board may from time to time determine in consultation with the Employee. Further, the Board Chair shall provide the Employee with a summary written statement of the findings of the Board and provide an adequate opportunity for the Employee to discuss her evaluation with the Board.
- B. Annually, the Board and Employee shall define goals and performance objectives that they determine necessary for the proper operation of R&E and in the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives. Goals and objectives will be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets provided.

- C. In effecting the provisions of this Section, the Board and Employee mutually agree to abide by Minn. Stat. Section 13D.05, subd. 3(a) and other applicable law.

Section 9: Hours of Work

Employee is not eligible for compensatory time and is exempt from overtime as defined under the Fair Labor Standards Act (FLSA). It is specifically understood that although Employee is salaried, she shall generally be in attendance at work during normal business hours as defined in the R&E Non-Represented Employee Handbook, except as provided by this Agreement or arranged with the Board Chair. Employee shall also periodically attend meetings after business hours as necessary for the benefit of R&E.

Section 10: Outside Activities

Employee shall not spend more than 10 hours per week teaching, consulting or engaging in other non-Employer-connected business without the prior approval of the Board. In no event shall Employee engage in teaching, consulting or other non-Employer-connected business that violates conflict of interest laws or R&E policies.

Section 11: Automobile

Employee shall be reimbursed for mileage for use of her own vehicle for R&E business at the rate set from time to time for all R&E employees.

Section 12: Paid Time Off

Employee shall accrue, and have credited to her personal account, Personal Time Off (PTO) leave at the rate of thirty-six (36) days per year.

Section 13: Health, Dental, Vision, Life and Disability Insurance

Employee shall be entitled to the same health, dental, vision, life, short-term disability and long-term disability benefits provided to non-union R&E employees.

Section 14: Dues and Subscriptions

Employer agrees to pay for professional dues and subscriptions of Employee necessary for furtherance of the work of R&E.

Section 15: Indemnification

Employer shall defend and indemnify Employee pursuant to Minn. Stat. Sections 466.07 and 465.76. In addition, Employer shall defend, hold harmless, and indemnify Employee from all torts, civil damages, penalties, and fines, violations of statutes, laws, rules and ordinances, provided the Employee was acting within the scope of the duties of the position.

Section 16: Other Terms and Conditions of Employment

- A. The Board, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the R&E Personnel Policy Manual or any other law.
- B. All provisions of the R&E Personnel Policy Manual, and regulations and rules of the Employer relating to PTO, retirement and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other non-union employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee.

Section 17: No Reduction of Benefits

Employer shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across-the-board for all non-union employees of the Employer.

Section 18: Notices

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties below. If the name and/or address of the representatives change, notice of such change shall be given to the other Party in accordance with the provisions of this section.

(1) EMPLOYER: Chair, Ramsey/Washington Recycling & Energy Board
100 Red Rock Road
Newport, MN 55055

(2) EMPLOYEE: Trista Martinson

Section 19: General Provisions

- A. The text herein shall constitute the entire agreement between the parties.
- B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. This agreement shall become effective commencing July 25, 2024.
- D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

SUBJECT: *Ratification of Executive Director Appointment*

IN WITNESS WHEREOF the parties have executed this Agreement as of the dates below.

TRISTA MARTINSON

By: _____

R&E Board Chair

Date: _____

RAMSEY/WASHINGTON RECYCLING & ENERGY:

By: _____

Date: _____

Approved As To Form:

By: _____

County Attorney

Date: _____



R&E BOARD MEETING DATE:	July 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:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

The Facility & Finance Committee met on July 10, 2024, to discuss and provide feedback to staff on their proposed approach and content to include in the board workshop presentation on Thursday, July 25, 2024. The purpose of the workshop is to provide board members with foundational information for upcoming decisions, gather input on future uses of refuse-derived fuel (RDF) and related technologies and confirm R&E priorities.


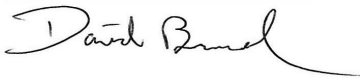
Committee Chair Biggam will provide a verbal report, which will provide additional context for the board workshop to follow the board meeting.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	
	7/18/24
	7/18/24



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

R&E BOARD MEETING DATE:		July 25, 2024				AGENDA ITEM:		VI.b	
SUBJECT:		Approval of 2025 Budgets							
TYPE OF ITEM:		<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:		Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

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

EXECUTIVE SUMMARY:

The Ramsey/Washington Recycling & Energy Board (R&E Board) met on June 27, 2024, to review and make changes to the previously approved 2025 budgets for R&E. R&E Board Bylaws provide that the Facility & Finance Committee will prepare a two-year budget for Joint Activities for R&E Board approval on or prior to August 1 of the year prior. The R&E Board then submits the Joint Activities Budget to the counties annually 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 JLT is recommending that the Equipment Maintenance & Replacement (EM&R) Fund also be prepared for consideration by the R&E Board.

Joint Activities Budget

No recommended changes to the 2025 Joint Activities Budget approved on July 27, 2023.

Facility Budget

No recommended changes to the 2025 Facility Budget previously approved on July 27, 2023.

Equipment Maintenance & Replacement Fund

No recommended changes to the 2023 EM&R Fund previously approved on July 27, 2023.



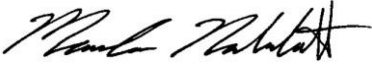

SUBJECT: *Approval of 2025 Budgets*

ATTACHMENTS:

1. Draft resolution
2. 2025 Proposed Facility Budget
3. 2025 Proposed Equipment Maintenance & Replacement Fund
4. 2025 Proposed Joint Activities Budget

FINANCIAL IMPLICATIONS:

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

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	7/15/24
	
	7/11/24
RAMSEY COUNTY ATTORNEY	7/10/24
	
WASHINGTON COUNTY ATTORNEY	7/10/24
	



RESOLUTION R&EB-2024-14

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

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

WHEREAS, The Facility & Finance Committee has reviewed the 2025 Joint Activities Budget at its meeting on April 11, 2024; and

WHEREAS, The Facility & Finance Committee has reviewed the 2025 Facility Budget at its meeting on April 11, 2024; and

WHEREAS, The Facility & Finance Committee has reviewed the 2025 Equipment Maintenance & Replacement Fund at its meeting on April 11, 2024; and

WHEREAS, Ramsey and Washington County Boards have reviewed the 2025 Joint Activities budget at their respective June workshops; NOW, THEREFORE BE IT

RESOLVED, The R&E Board hereby approves the 2025 Joint Activities Budget and recommends the Joint Activities Budget be forwarded to the Ramsey and Washington County Boards for approval. BE IT FURTHER

RESOLVED, The R&E Board approves the 2025 Facility Budget and sets the 2025 tipping fee at the rate, previously approved on July 27, 2023, of \$130.00 per ton. BE IT FURTHER

RESOLVED, The R&E Board approves the 2025 Equipment Maintenance & Replacement Fund.

Fran Miron, Board Chair
July 25, 2024

Attest
July 25, 2024

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

R&E CENTER	2023 Unaudited	2024 Approved Budget	2025 Approved Budget
APPROPRIATIONS:			
Personnel Costs	8,357,874	12,102,800	12,849,900
Fuel Supply Agreements	6,415,362	6,385,535	6,626,800
Landfill	7,322,997	7,700,699	7,845,403
Compost	-	240,700	730,600
Transportation	8,857,103	9,136,776	9,862,200
Transload	2,709,278	2,862,300	3,035,300
Facility Operations	10,174,802	10,512,200	10,946,800
Contingency	-	710,090	808,897
Enterprise Reserve Fund	1,500,000	1,500,000	1,500,000
Debt Services	3,533,586	3,873,600	4,868,800
Transfer to Equipment/Maintenance Fund:			
Additional Transfer -Approved/Proposed	300,000	300,000	300,000
Total Appropriations	49,171,001	55,324,700	59,374,700
REVENUE:			
Operations Revenue	47,582,998	55,324,700	59,374,700
Total Revenue	47,582,998	55,324,700	59,374,700

TOTAL	2023 Unaudited	2024 Approved Budget	2025 Approved Budget
Appropriations	49,171,001	55,324,700	59,374,700
Revenue	47,582,998	55,324,700	59,374,700
Surplus/(Deficit)	(1,588,004)	-	-

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 and Energy Center - Equipment Maintenance Fund**

EQUIPMENT/MAINTENANCE	2023 Unaudited	2024 Approved Budget	2025 Proposed Budget
APPROPRIATIONS:			
Equipment	505,000	795,000	1,270,000
Maintenance	752,784	1,300,000	1,120,000
Total Appropriations	<u>1,257,784</u>	<u>2,095,000</u>	<u>2,390,000</u>
REVENUE:			
Sale of Recyclable Materials	1,736,762	1,780,000	1,780,000
Additional Transfer - Proposed	300,000	300,000	300,000
Total Revenue	<u>2,036,762</u>	<u>2,080,000</u>	<u>2,080,000</u>
TOTAL	2023 Unaudited	2024 Approved Budget	2025 Proposed Budget
Appropriations	1,257,784	2,095,000	2,390,000
Revenue/Fund Balance Transfer	2,036,762	2,080,000	2,080,000
Reserve for Future Years	<u>778,978</u>	<u>(15,000)</u>	<u>(310,000)</u>

Ramsey/Washington Recycling & Energy Board

Joint Activities

JOINT ACTIVITIES	2023	Unaudited	2024 Approved Budget	2025 Proposed Budget
APPROPRIATIONS:				
Project Management		2,970,130	3,506,000	3,559,000
Commercial & Residential Recycling		3,685,868	4,425,000	4,425,000
Community Waste Solution		247,753	830,000	786,000
Food Scrap Recycling		1,049,888	1,105,000	1,455,000
General Outreach		673,995	925,000	925,000
Policy Evaluation		1,135,613	1,190,000	1,190,000
Total Appropriations		9,763,247	11,981,000	12,340,000
REVENUE:				
Washington County		3,134,553	3,234,870	3,331,800
Ramsey County		8,474,901	8,746,130	9,008,200
Total Revenue		11,609,454	11,981,000	12,340,000
TOTAL	2023	Unaudited	2024 Approved Budget	2025 Proposed Budget
Appropriations		9,763,247	11,981,000	12,340,000
Revenue		11,879,977	11,981,000	12,340,000
Surplus/(Deficit)		2,116,730	-	-



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

R&E BOARD MEETING DATE:		July 25, 2024				AGENDA ITEM:		VI.c	
SUBJECT:		Joint Activities Manager Salary Schedule							
TYPE OF ITEM:		<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:		Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

Approve and adopt revisions to the previously approved salary schedule for the Joint Activities Manager position.

EXECUTIVE SUMMARY:

In 2020, a salary study was conducted by Deloitte Consulting. At that time, the Contract Manager, Facility Manager, Accounting Manager and HR Manager salary schedules were adjusted to be competitive in the labor market. The Joint Activities Manager salary schedule was not increased due to the market comparison at the time based on the position's scope of work. At that time, Joint Activities encompassed ten programs, a budget of \$9,054,000 and four staff reporting into the position. Today, those numbers have increased to 13 programs, a \$12,340,000 budget and 12 staff. This, along with the increasing complexity of the counties' waste management plans, R&E programs and the coordination of the work has created a need for a change in the position's pay band when compared to comparable positions in the labor market. It is also currently not in line with other manager-level pay bands in R&E from a pay equity standpoint. It is only slightly higher than the Joint Activities Program Supervisor pay band.

To bring the Joint Activities Manager pay band in line with both the current labor market and the remainder of R&E's Compensation Plan, the Joint Leadership Team and Human Resources Manager are recommending an adjustment to the Joint Activities Manager's salary schedule.

ATTACHMENTS:

1. Draft Resolution
2. Proposed Joint Activities Manager Salary Schedule

FINANCIAL IMPLICATIONS:

A pay band adjustment is budget neutral.

AUTHORIZED SIGNATURES	DATE
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SUBJECT: *Joint Activities Manager Salary Schedule*

JOINT LEADERSHIP TEAM		7/16/24
		7/15/24

RAMSEY COUNTY ATTORNEY		7/16/24
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WASHINGTON COUNTY ATTORNEY		7/16/24
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RESOLUTION R&EB-2024-15
Joint Activities Manager Salary Schedule

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’s bylaws provide specific direction on employees, including direction to the Joint Leadership Team (JLT) to hire and supervise staff, and to develop employee policies for R&E Board staff; and

WHEREAS, The existing salary plans for the positions of Joint Activities Manager is below market, and the scope of the duties and responsibilities for that position have grown considerably; and

WHEREAS, JLT is recommending adjusting the salary schedule to ensure R&E is paying a fair and competitive compensation to its staff. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves and adopts revisions to the previously approved salary schedule for the Joint Activities Manager position.

Fran Miron, Board Chair
July 25, 2024

Attest
July 25, 2024



2024 Compensation Plan

Adopted November 16, 2017

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

Annual salary advancement is based on a satisfactory performance evaluation.

Effective January 1, 2024

Joint Activities Manager

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$87,000.00	\$89,175.00	\$91,850.25	\$94,605.76	\$97,443.93	\$99,880.03	\$102,876.40	\$105,962.70
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$109,141.60	\$112,415.90	\$115,788.30	\$119,262.00	\$122,839.80	\$126,525.00	\$130,320.80	



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

R&E BOARD MEETING DATE:	July 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:

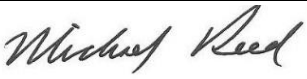

- a. **Joint Activities Updates**
Staff will provide updates on Joint Activities work.
- b. **Facility Updates**
Staff will provide updates on R&E Center projects and operations.
- c. **Procurement Report**
Staff will provide a written report of new contracts and amendments executed under the authority of R&E's procurement guidelines during the period of June 1, 2024, through June 30, 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 Report
2. Procurement Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
JOINT LEADERSHIP TEAM		7/16/24
		7/16/24



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 June 1, 2024, and June 30, 2024.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
Pomp's Tire Service, Inc.	6/1/24	Facility – Purchase of loader tires for heavy equipment at the facility.	\$194,646	SEML
Red Wing Shoes Agreement	6/18/24	Facility – Uniform boots for facility staff.	Under \$10,000 per year	SEML
Vineyard Community Services	6/1/24	Joint Activities – Food recovery and re-distribution services.	\$37,096	Professional Services
CliftonLarsonAllen, LLP	6/8/24	Joint Activities – CEC charge auditing services.	\$110,000 per year	Professional Services
NewTrax, Inc.	7/1/24	Joint Activities – Recovered foods delivery and distribution services.	\$18,210	Professional Services
Builtrite Manufacturing	4/1/24	Facility – Parts and supplies for facility equipment.	Rate Setting	SEML
Schlomka Services, LLC	3/1/24	Facility – Septic tank pumping and service.	Under \$10,000 per year	SEML
Sharrow Lifting Products	3/1/24	Facility – Parts and inspections for overhead equipment.	Under \$10,000 per year	Professional Services
Second Harvest Heartland	1/1/24	Joint Activities – Food recovery services.	\$15,000 for 2024	Professional Services



R&E Center Tours

Completed between 6/21/24 – 7/16/24

Group	Group Type	Date	# of visitors
Roseville League of Women Voters	Community	6/24/24	18
FSPP Participants Group #3	Community	6/24/24	25
Monthly Community Tour	Community	6/24/24	6
FSPP Participants Group #4	Community	7/1/24	22
BizRecycling Technical Assistance Providers	Consultant	7/11/24	12
Monthly Community Tour	Community	7/16/24	11
FSPP Participants Group #7	Community	7/16/24	6

Total Number of Tours Completed: 7

Total Number of Tour Attendees: 100