



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

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

Date: Monday, March 24, 2025
Time: 10:30 a.m. - noon
Location: 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.
[TEAMS Link](#) | Phone Conference ID: 735 974 395# | 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 6, 2025** Action Page 3
- IV. Consent Agenda - No items.**
- V. Governance - No items.**
- VI. Management and Administration**
 - a. 2024 Year-End Budget Action Page 7
 - b. Oil Air Products Contract Action Page 16
- VII. Policy – No items.**
- VIII. Updates and Reports** Information Page 32
 - a. Executive Director Update
 - b. Strategic Partnerships Update
 - c. Programs Update
 - d. Facilities Update
 - e. Procurement Report Information Page 42
- IX. Other**
 - a. Invitation for Comments from Ex Officio R&E Board Members:
MPCA (Dave Benke) and City of Newport (Tom Ingemann) Information
- X. Motion to Close Meeting** Action
 Upon majority vote, this meeting may be closed as permitted by
 Minn. Stat. section 13D.03, to discuss R&E Executive Director six-month review

XI. Adjourn

NEXT MEETING:

R&E Board | Thursday, April 24, 2025 | 10 a.m. – noon | Ramsey County Environmental Health, Maplewood



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

**THURSDAY, MARCH 6, 2025
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD MEETING MINUTES**

A meeting of the Ramsey/Washington Recycling & Energy Board (R&E Board) was held at 10 a.m. at Ramsey County Environmental Health Offices, 2785 White Bear Ave. N., Suite 350, Maplewood, Minnesota. Members of the public attended remotely or in person at the Maplewood address.

MEMBERS PRESENT

Commissioners Karla Bigham and Fran Miron – Washington County
Commissioners Kelly Miller and Rafael Ortega – Ramsey County

MEMBERS NOT PRESENT

Commissioners Mary Jo McGuire, Mai Chong Xiong (alternate)– Ramsey County
Commissioner Bethany Cox (alternate) – Washington 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, Sam Holl, Adam Gooder, Kelli Hall, Sam Hanson, Jennefer Klennert, Nate Klett, Trista Martinson, Andrea McKennan, Kathleen Murphy, Matt Phillips, Jim Redmond, John Ristad, Dave Benke

CALL TO ORDER

Chair Miron called the meeting to order at 10:06 a.m. Introductions were made.

AGENDA OF MARCH 6, 2025 PRESENTED FOR APPROVAL

Motion by Ortega, seconded by Bigham. Motion passed.

Ayes: Bigham, Miron, Miller, Ortega

Nays: None

MINUTES FROM NOVEMBER 14, 2024 PRESENTED FOR APPROVAL

Motion by Bigham, seconded by Miller. Motion passed.

Ayes: Bigham, Miron, Miller, Ortega

Nays: None

CONSENT AGENDA

Resolution: Resolution R&EB-2025-03

- a. Caterpillar Rebuild Services Contract
- b. Crane and Heavy Hauling Services Contract
- c. Executive Assistant Salary Schedule
- d. Payroll Specialist Salary Schedule

Motion by Ortega, seconded by Miller. Motion passed.

Ayes: Bigham, Miron, Miller, Ortega

Nays: None

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report

Presented by: Committee Chair Bigham

During the February 13, 2025, Facility and Finance Committee meeting, it was reported that there was surplus in the Facility Budget of approximately \$4.6 million for 2024. This surplus was primarily due to unfilled positions and higher interest earnings. Additionally, the Joint Activities (JA) Budget showed a surplus of \$1.37 million, attributed to delayed hiring and strategic planning. Recommendations for the surplus included allocating funds to the program fund balance, additional staffing and the Facility Budget for equipment maintenance and environmental fees.

The committee also reviewed the timeline for the 2026-2027 budget preparation, emphasizing the need to complete budget drafts and approvals by September 1, 2025. Key considerations for the upcoming budget included the full rollout of the Food Scraps Pickup Program, the anaerobic digester project, contract changes and additional staffing needs. The committee also discussed planning for significant future capital projects in 2028 and 2029 and potential tipping fee increases, highlighting the importance of strategic financial planning to manage these upcoming expenses.

2024 Budget Status

Presented by: Matt Phillips, Accounting Manager

At the Facility and Finance Committee meeting on February 13, 2025, Phillips presented an update on the 2024 budget, highlighting key financial developments.

Phillips reaffirmed the Facility and Joint Activities budget surpluses, as previously outlined by Bigham in the Facility and Finance Committee Report. He also noted that, in contrast to the surplus, the Equipment Maintenance & Replacement (EM&R) Budget faced a slight deficit, impacted by rising equipment costs and lower revenue from recyclable materials sales. Despite this, the EM&R Budget remains stable.

To address these budgetary developments, Executive Director Martinson recommended using the JA surplus to maintain the fund balance and support staff positions. For the Facility surplus, she proposed allocating funds for a loader rebuild, an environmental fee for Xcel Energy and additional staffing. Any remaining funds could be set aside for the anaerobic digestion project or other future projects.

Phillips presented the following recommendations in alignment with the JA Fund Policy: (a.) use \$219,000 of the 2024 JA surplus to bring the JA Fund Balance to 35% of the approved budget; (b.) allocate \$425,000 to the 2025 JA Budget for staffing changes approved in January; and (c.) direct the remaining \$730,079 to the EM&R Budget.

Under the Facility Surplus & Deficit Policy, proposed allocations include \$450,000 for a loader rebuild, \$435,000 for the Xcel Energy environmental fee and feedstock supply agreement and \$250,000 for previously approved staffing changes. The remaining combined surplus of \$4,236,520 would be directed to the EM&R Budget.

2026–27 Budget Preparation

Presented by: Matt Phillips, Accounting Manager

Phillips presented a timeline for the next budget cycle.

UPDATES AND REPORTS

Partnership on Waste and Energy Board Report

Commissioner Miron informed that a report detailing the increase in wood waste due to the emerald ash borer was presented at the February 6, 2025, Partnership on Waste and Energy Board meeting. The report outlines strategies for managing this issue.

Executive Director Update

Executive Director Martinson shared about participating in Minnesota Resource Recovery Association's Day on the Hill and visiting with legislators and the overwhelming positive response to our work.

Strategic Partnerships Update

Presented by: Melissa Finnegan, Strategic Partnerships Manager

Finnegan reported a \$456 million state surplus for this biennium, down \$160 million from previous estimates. She noted a projected \$6 billion deficit for the next biennium, up from \$5 billion projected in November. The anaerobic digester funding bill has been introduced and is gathering support, with hearings expected in the next couple of weeks. The Legislative-Citizen Commission on Minnesota Resources (LCCMR) bill, which includes \$5.167 million for the anaerobic digester project, is progressing with bipartisan support and aims to pass quickly to avoid end-of-session budget negotiations. The Select Committee on Recycling and the Environment (SCORE) funding bill had a Senate hearing and was laid on the table for possible inclusion in an omnibus bill. The Batteries/E-Waste bill (SF 1690) is scheduled for a Senate hearing later today. Finnegan also mentioned that the House election for the remaining open seat is on Tuesday, and the expected outcome is a win for the Democratic-Farmer-Labor (DFL) Party, which would restore a power-sharing model.

Finnegan also provided updates on grants, announcing that R&E received a \$150,936 Diesel Emissions Reduction Act (DERA) award for the purchase of a new electric yard tractor. She mentioned that the \$200 million MPCA Climate Pollution Reduction Grants (CPRG) program, including \$10 million for the anaerobic digester project, is currently unfrozen. Commissioners reported on their conversations in Washington, D.C. during the National Association of Counties (NACO) conference with key legislators, including Congressman Stauber, Congresswoman McCollum, Congresswoman Craig, Senator Klobuchar and Senator Smith.

Programs Updates

Presented by: Sam Hanson, Programs Director

Leslie Duling McCollam, R&E program coordinator, provided an update on the Compost Market Development initiative, which aims to increase demand for compost derived from food scraps. To achieve this, the initiative focuses on developing best management practices, raising awareness about the value of compost and distributing free compost to residents, organizations and demonstration projects.

Key highlights for 2024–25 include the distribution of 456 cubic yards of compost to 39 community gardens and the continuation of the Roseville demonstration project. Washington County's outreach and promotion efforts resulted in 354 cubic yards of compost being distributed through yard waste sites and the Washington County South Environmental Center. A partnership with the water conservation district was established, and an educational flyer was created to share tips on compost use. In total, 2,027 tons of compost were distributed, and an R&E education page on compost was developed.

Action items include continuing to support and expand compost distribution to community gardens and other projects, enhancing educational efforts to increase awareness and proper use of compost and strengthening partnerships with local organizations and districts to promote compost use. These efforts aim to sustain and grow the demand for compost, contributing to environmental sustainability and community well-being.

Facilities Update

Presented by: Sam Holl, Facilities Director

Holl presented an update on the scheduled maintenance currently being performed at the R&E Center. Holl also updated schedule maintenance schedule for Xcel’s Redwing and Wilmarth plants.

Procurement Report

Presented by: Jim Redmond, Contract Manager

Redmond presented the procurement report for the period January 1, 2025, through January 31, 2024.

OTHER

Invitation for Comments from Ex Officio Members

Dave Benke, MPCA, addressed the critical issue of battery disposal, emphasizing its environmental impact and the necessity of proper disposal methods. He also highlighted the role of educational institutions, specifically mentioning Macalester College, in promoting awareness and best practices for battery disposal.

ADJOURNMENT

Vice Chair Miron adjourned the meeting at 11:36 a.m.

ATTEST:

Commissioner Mary Jo McGuire, Board Chair
March 24, 2025

March 24, 2025



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

R&E BOARD MEETING DATE:	March 24, 2025		AGENDA ITEM:	VI.a				
SUBJECT:	2024 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:	Trista Martinson, R&E Executive Director							

R&E BOARD ACTION REQUESTED:

1. Per the Joint Activities Fund Policy (Resolution R&EB-2018-12):
 - a. Fund the Joint Activities (JA) Fund Balance using \$219,000 of the 2024 JA surplus bringing it to 35% of the JA approved budget.
 - b. Allocate \$425,000 of the JA surplus to the 2025 JA Budget for org chart/staffing approved from the January 2025 board meeting.
 - c. Fund the Equipment Maintenance & Replacement (EM&R) Budget with the remaining JA surplus of \$730,079.
2. Per the Facility Surplus & Deficit Policy (Resolution R&EB-2024-11):
 - a. Allocate \$450,000 of the Facility surplus to 2025 EM&R Budget for the loader rebuild.
 - b. Allocate \$435,000 of the facility surplus to 2025 Facility Budget for Xcel environmental fee/feedstock supply agreement.
 - c. Allocate \$250,000 of the Facility surplus to 2025 Facility Budget for org chart/staffing approved from January 2025 Board meeting.
 - d. Allocate the remaining combined surplus of \$4,236,520 to the EM&R Budget.

EXECUTIVE SUMMARY:

Staff developed 2024 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. The Facility and Finance Committee is recommending approval of the above listed board actions.

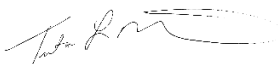

ATTACHMENTS:

1. Draft Resolution – 2024 Year-End Budget
2. 2024 Facility and EM&R Budget Status
3. 2024 Joint Activities Budget Status
4. Staff Memorandum: 2024 Budget Status

FINANCIAL IMPLICATIONS:

See attached 2024 Year-End Budget documents.

SUBJECT: 2024 Year-End Budget

AUTHORIZED SIGNATURES	DATE
R&E EXECUTIVE DIRECTOR 	3/17/25
WASHINGTON COUNTY ATTORNEY 	3/12/25



**RESOLUTION R&EB-2025-04
2024 Year-End Budget**

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 November 12, 2024 (“Joint Powers Agreement”); and

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

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

WHEREAS, The Facility & Finance Committee has reviewed the 2024 Year-End Budget Report and recommendations at its meeting on February 13, 2025; and

WHEREAS, The Facility & Finance Committee presented the 2024 Year-End Budget report and recommendations at the R&E Board meeting on March 6, 2025, to solicit feedback; and

WHEREAS, Pursuant to the Joint Activities Fund Policy (Resolution R&EB-2018-12), it is proposed that:

- (a) The Joint Activities Fund Balance be funded by allocating \$219,000 from the 2024 JA surplus to achieve 35% of the approved JA Budget;
- (b) \$425,000 of the 2024 JA surplus be allocated to the 2025 JA Budget for organizational chart/staffing adjustments, as approved at the January 23, 2025, R&E Board meeting; and
- (c) The remaining JA surplus of \$730,079 be directed to fund the EM&R Budget; and

WHEREAS, Pursuant to the Facility Surplus & Deficit Policy (Resolution R&EB-2024-11), it is further proposed that:

- (a) \$450,000 of the Facility surplus to be allocated to the 2025 EM&R Budget for the loader rebuild;
- (b) \$435,000 of the Facility surplus to be allocated to the 2025 Facility Budget for the Xcel environmental fee/feedstock supply agreement;
- (c) \$250,000 of the Facility surplus to be allocated to the 2025 Facility Budget for organizational chart/staffing adjustments as approved at the January 23, 2025, R&E Board meeting; and
- (d) The remaining combined facility surplus of approximately \$4,236,520 be contributed to the EM&R Budget; NOW, THEREFORE, BE IT

RESOLVED, The Ramsey/Washington Recycling & Energy Board hereby approves directing \$6,015,520 to the items listed above.

Draft Resolution: 2024 Year-End Budget

Commissioner Mary Jo McGuire, Board Chair
March 24, 2025

Attest
March 24, 2025

Ramsey/Washington Recycling & Energy Board
SURPLUS/(DEFICIT) YEAR-END PROJECTION REPORT
As of December 31, 2024

FACILITY	2024 Approved Budget	Last Projection	Current 2024 Projection	Current Variance
Personnel Costs	12,012,800	8,632,879	8,415,840	3,596,960
Fuel Supply	6,385,535	7,140,522	6,305,272	80,263
Landfill	7,700,699	5,962,159	8,510,903	(810,204)
Compost	240,700	46,644	46,714	193,986
Transportation	9,136,776	8,787,229	8,753,880	382,896
Transload	2,862,300	2,750,024	2,731,899	130,401
Facility Operations	10,602,200	9,677,977	9,964,986	637,214
Contingency	710,090	710,090	710,090	-
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	3,873,600	3,873,600	3,873,600	-
	<u>55,324,700</u>	<u>49,381,124</u>	<u>51,113,182</u>	<u>4,211,518</u>
Revenue	<u>55,324,700</u>	<u>54,453,795</u>	<u>55,754,623</u>	<u>429,923</u>
Surplus/(Deficit)	-	5,072,671	4,641,441	4,641,441

Equipment Maintenance & Replacement Fund
SURPLUS/DEFICIT YEAR-END PROJECTION REPORT
As of December 31, 2024

FACILITY	2024 Approved Budget	Last months Projection	Current 2024 Projection	Variance
Equipment	782,210	795,000	795,000	(12,790)
Maintenance	1,300,000	1,300,000	1,300,000	-
	<u>2,082,210</u>	<u>2,095,000</u>	<u>2,095,000</u>	<u>(12,790)</u>
Sale of Recyclable Material	1,795,000	1,462,895	1,482,887	312,113
Additional Transfer - Proposed	300,000	300,000	300,000	-
Revenue	<u>2,095,000</u>	<u>1,762,895</u>	<u>1,782,887</u>	<u>(312,113)</u>
Surplus/(Deficit)	12,790	(332,105)	(312,113)	(324,903)

Cumulative Reserves	
Beginning of 2024	3,208,969
Projected End of 2024	2,896,856

Ramsey/Washington Joint Activities

SURPLUS/DEFICIT YEAR-END PROJECTION REPORT

As of December 31, 2024

Joint Activities	2024 Approved Budget	Last months Projection	Current 2024 Projection	Budget to Current projection Variance
Project Management	3,507,500	3,433,921	3,350,286	157,214
Commercial & Residential Recycling	4,425,000	4,146,254	4,244,970	180,030
Community Waste Solution	828,500	92,804	297,561	530,939
Food Scrap Recycling	1,105,000	1,171,608	1,047,807	57,193
General Outreach	925,000	922,492	668,886	256,114
Policy Evaluation	1,190,000	1,143,599	997,412	192,588
	<u>11,981,000</u>	<u>10,910,678</u>	<u>10,606,921</u>	<u>1,374,079</u>
Revenue	<u>11,981,000</u>	<u>11,981,000</u>	<u>11,981,000</u>	<u>0</u>
Surplus/(Deficit)	-	1,070,322	1,374,079	1,374,079



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

March 6, 2025

To: Facility & Finance Committee
From: R&E Staff
RE: 2024 Budget Status

Introduction

The Ramsey/Washington Recycling & Energy Board’s Facility & Finance Committee met on February 13, 2025. This report presents a summary of the meeting, including discussions related to the 2024 year-end budget reports for R&E (Facility, Joint Activities and Equipment Maintenance & Replacement).

Staff also presented and reviewed the Joint Activity Fund Balance policy, Facility Budget Surplus & Deficit 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.

2024 Year-End Budget Report

Facility Budget

The Year-End Projection Report states that the Facility Budget is projected to have a surplus of \$4,641,441. Drivers for the budget surplus are mainly related to personnel costs due to processing enhancements and associated staffing requirements not yet realized, overnight staff vacancies and the executive director, deputy director and budget analyst positions remaining unfilled until late in the year or for the entirety of the year.

Joint Activities Budget

The Year-End Projection Report states that the Joint Activities (JA) Budget has a surplus of roughly \$1,374,079. Drivers for the surplus include three budgeted positions remaining unfilled until the second half of the year, multiple programs not fully developed by the end of the year and multiple programs on hold due to lack of staff capacity.

Equipment Maintenance & Replacement (EM&R) Budget

The Year-End Projection Report states that EM&R Budget has a deficit of roughly \$324,903. Drivers for the deficit are lower than expected sale of recyclable material. Net position for the EM&R budget was \$2,896,856 at the end of 2024.

Staff Recommendations

1. Per the Joint Activities Fund Policy (Resolution R&EB-2018-12):
 - a. Fund the JA Fund Balance using \$219,000 of the 2024 JA surplus up to 35% of the approved 2025 JA Budget.
 - b. Allocate \$425,000 of the JA surplus to the 2025 JA Budget for organizational chart/staffing adjustments approved from January 2025 R&E Board meeting.

SUBJECT: 2024 Year-End Budget

- c. Fund the EM&R budget with the remaining JA surplus of \$730,079.
2. Per the Facility Surplus & Deficit Policy (Resolution R&EB-2024-11):
- a. Allocate \$450,000 of the Facility surplus to 2025 EM&R for loader rebuild.
 - b. Allocate \$435,000 of the Facility surplus to 2025 Facility Budget for Xcel environmental fee/feedstock supply agreement.
 - c. Allocate \$250,000 of the Facility surplus to 2025 Facility Budget for org chart/staffing approved from January 2025 Board meeting.
 - d. The remaining combined Facility surplus of roughly \$4,236,520 to be contributed to EM&R.

These tools are in place with the Enterprise Reserve Fund (ERF), Facility Budget Surplus & Deficit policy and Joint Activities Fund Balance. The Facility & Finance Committee will take feedback from today's report to finalize a recommendation at the March 13, 2025, Facility & Finance Committee meeting.



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

R&E BOARD MEETING DATE:	March 24, 2025			AGENDA ITEM:	VI.b			
SUBJECT:	Oil Air Products Contract							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Trista Martinson, R&E Executive Director							

R&E BOARD ACTION REQUESTED:

1. Approve entering into an agreement with Oil Air Products, LLC.
2. Authorize the Executive Director to approve the agreement with Oil Air Products, LLC, and amendments thereto, for a term of March 28, 2025, through December 31, 2025, with the possibility of renewal terms up to a full term of five years, upon approval as to form by the county attorney and within the project budget.

EXECUTIVE SUMMARY:

R&E has been working with Oil Air Products, LLC to provide pump and motor rebuilds and hydraulic parts for our oversized bulky waste (OBW) processing equipment for at least 15 years. Oil Air Products has provided quality services during that time and is the only certified regional provider and servicer of Haagland pumps and motors, which are the brand used in R&E’s OBW processing equipment. As such, contracting directly with Oil Air Products, LLC is justified as the sole contractor capable of servicing this equipment.

Historically, costs for services provided by Oil Air Products, LLC have been below the \$175,000 threshold that allows for contracting via delegated authority. However, in recent years, R&E has seen increased pump and motor servicing expenditures under this contract, resulting in overall costs that may exceed the threshold requiring board approval. As such, R&E staff have reviewed the pricing offered by Oil Air Products, LLC, and recommends board approval to enter into an agreement with them.



ATTACHMENTS:

1. Draft Resolution
2. Draft Agreement

FINANCIAL IMPLICATIONS:

Funding is included in the approved budgets.

SUBJECT: Oil Air Products Contract

Authorized Signatures	DATE
R&E EXECUTIVE DIRECTOR 	3/17/25
WASHINGTON COUNTY ATTORNEY 	3/12/25



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

**RESOLUTION R&EB-2025-05
Oil Air Products Contract**

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 November 12, 2024 (Joint Powers Agreement); and

WHEREAS, The R&E Board adopted Procurement Guidelines on January 23, 2025 (Resolution R&EB–2025-01), which specify the procurement methods for contracts and purchases; and

WHEREAS, The R&E Board approved the 2024-2025 Joint Activities, Facility and Equipment Maintenance & Replacement (EM&R) budgets on July 27, 2023, in accordance with Section V.B.8 of the Joint Powers Agreement; and

WHEREAS, R&E has a need to contract for facility maintenance supplies and services, including hydraulic parts and supplies and pump and motor rebuilds for oversized bulky waste equipment; and

WHEREAS, These parts and services have been provided by Oil Air Products, LLC to the facility for at least 15 years and Oil Air Products, LLC is a reliable provider of these services with reasonable pricing; and

WHEREAS, Oil Air Products LLC is the only certified provider of Haaglund pump and motor rebuilds in our region, which are the pumps and motors used in R&E’s oversized bulky waste processing equipment, and justifies the use of sole source purchasing authority to enter into this agreement. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves entering into an agreement with Oil Air Products, LLC. BE IT FURTHER

RESOLVED, The R&E Board authorizes the Executive Director to approve the agreement with Oil Air Products, LLC, and amendments thereto, for a term of March 28, 2025, through December 31, 2025, with the possibility of renewal terms up to a full term of five years, upon approval as to form by the county attorney and within the project budget.

Commissioner Mary Jo McGuire, Board Chair
March 24, 2025

Attest
March 24, 2025

SUBJECT: Oil Air Products Contract

**Ramsey/Washington Recycling & Energy
Contract No. RESFA-2107**



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

Contract Overview

Vendor Name: Oil Air Products, LLC

Aspen ID: 197197

Goods or Services Being Provided: Hydraulic Equipment, Parts & Maintenance

Goods or Services Type: SEML

Contracting Department: Facility **Teams:**

Financial Information

Contract Type: Rate Setting Up to Budgeted Amount

Original Contract Amount: NA

Current Contract Amount Including Renewals: NA

Annual Budget for These Goods or Services:

Maximum Potential Contract Spend Allowed Based on Signing Authority: NA - Within Approved Budget

Funding String:

Contract Overview

Contract Begin Date: March 28, 2025

Original Term End Date: December 31, 2025

Current End Date: December 31, 2025

Contract Authority: Board Resolution

If Board Resolution, Resolution Number: 2025-XX

Solicitation Method: Sole Source Under MS 473.811

Solicitation Description: Contract will be used to purchase hydraulic equipment, parts & maintenance for the R&E Facility. Sole Source authority is justified because the vendor is the only authorized dealer and repair partner for R&E owned Haagland pumps and motors.

Additional Information



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

Agreement Between Ramsey/Washington Recycling & Energy Board and Oil-Air Products LLC

THIS AGREEMENT made and entered into by and between the Ramsey/Washington Recycling & Energy Board, hereinafter referred to as “R&E,” and Oil Air Products LLC, with its principal place of business at 13010 County Rd 6, Plymouth, MN 55441, hereinafter referred to as the “Contractor” or “Vendor”.

1. Term

The term of the Agreement shall be March 28, 2025 through December 31, 2025 with the possibility of renewal terms up to full five-year term.

2. Cost/Payment

- a) The R&E Board shall pay the Contractor at the rates specified in Exhibit A attached hereto and incorporated herein.
- b) Contractor shall provide an itemized invoice no later than the end of the month following the month in which work is completed.
- c) Prices shall be guaranteed for the initial term of the Agreement. If contract is extended additional years, the pricing may be adjusted upon agreement by both parties. Contract renewals and changes to pricing shall be made by written agreement.
- d) Repair services invoices shall include:
 - i. date and description of work performed
 - ii. number of labor hours billed
 - iii. itemized labor rate and total labor billed
 - iv. description and quantity of each part repaired/replaced
 - v. total for invoice
- e) Invoices shall show applicable Minnesota sales tax separately, if any.
- f) No payment will be made until the invoice has been approved by R&E.
- g) R&E shall make payment to the Contractor within thirty (30) days of the date on which the invoice is received. If the invoice is incorrect, defective or otherwise improper, R&E will notify the Contractor within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice, R&E will make payment within thirty (30) days of the corrected invoice.
- h) Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.
- i) The Contractor shall email invoices to R&E Center – Supply Chain Coordinator.

3. Contractor Obligations

Contractor shall:

- a) As requested by R&E, furnish parts listed in Exhibit A attached hereto and incorporated herein.
- b) Provide hydraulic cylinder repair and rebuilding services as requested by R&E Board.
- c) Provide written quote to R&E for necessary hydraulic cylinder rebuilds. Quote shall include the hourly labor rates. Rebuilds must be approved in advance by R&E Center staff.
- d) Include a one-year warranty on rebuild work, including labor and materials.
- e) Complete work in compliance with the Original Equipment Manufacturer's (OEM) recommendations, industry standards, and in a manner as such not to void any manufacturer's warranty.

4. Audits, Reports, Records and Monitoring Procedures

The Contractor will:

- (a) Maintain records which reflect all revenues, costs incurred and services provided in the performance of the Agreement.
- (b) Agree that R&E, the State Auditor or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonable and necessary for a minimum of six years from the end of this contract pursuant to Minnesota Statute 16C.05, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, and accounting procedures and practices of the Vendor which are relevant to the Vendor's performance and determination of the agreed upon discounted payment rate under this Agreement.

5. Standards

- a) The Contactor shall comply with all applicable Federal and State Statutes and regulations as well as local ordinances now in effect or hereafter adopted.
- b) Failure to meet the requirements of Section a. above may be cause for cancellation of the Agreement effective the date of receipt of the Notice of Cancellation.

6. Data Privacy

All data collected, created, received, maintained or disseminated for any purpose by the activities of the contractor because of this agreement shall be governed by the Minnesota Government Data Practices Act (Act), Minn. Stat. Chap.13, as amended and Rules implementing the Act. The contractor is subject to the requirements of the Act and Rules and must comply as if it is a governmental entity subject to the Act and Rules. The remedies contained in section 13.08 of the Act shall apply to the contractor.

7. Nondiscrimination

Pursuant to Minn. Stat. Chapter 364 and Minn. Stat. 181.59 and General R&E Board policy, every contract shall contain provisions by which the contractor agrees to freedom from discrimination in employment.

8. Indemnity and Insurance

a) Indemnity - The Vendor does hereby agree that it will defend, indemnify, and hold harmless R&E, its agents, officers and employees against any and all liability, loss, damages, costs and expenses which R&E may hereafter sustain, incur or be required to pay by reason of any negligent act or omission or intentional act of the Vendor, its agents, officers or employees during the performance of this Agreement.

b) Insurance - The Vendor does further agree that in order to protect itself, as well as R&E, it will at all times during the term of the Agreement have and keep in force:

- i. Commercial General Liability/Professional Liability with contractual liability coverage in the amount of R&E's tort liability limits set forth in Minnesota Statute 466.04 and as amended from time to time. R&E, its agents, officers, and employees shall be listed as an additional insured as it relates to these liabilities.
- ii. Automobile coverage in the amount of R&E's tort liability limits set forth in Minnesota Statute 466.04 and as amended from time to time.
- iii. Workers' Compensation in statutory amount (if applicable).

Evidence of Insurance shall be provided before this Agreement is effective. R&E shall be given thirty (30) days advance written notice of any changes in coverage.

In the event that claims or lawsuits shall arise jointly against the Vendor and R&E, and R&E elects to present its own defense, using its own counsel, in addition to or as opposed to legal representation available by the insurance carriers providing the coverage as stated above, then such legal expense shall be borne by R&E.

9. Independent Contractor

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Vendor as the agent, representative, or employee of R&E for any purpose or in any manner whatsoever. The Vendor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Vendor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall have no contractual relationship with R&E and shall not be considered employees of R&E.

Neither the Vendor nor its employees will at any time be construed to be employees of R&E. The Vendor is responsible for its employees' compensation, fringe benefits and all insurance coverage.

10. Subcontracting and Assignment

The Vendor shall not enter into any subcontract for performance of any services contemplated under this agreement; nor novate or assign any interest in the agreement without the prior written approval of R&E. Any assignment or novation may be made subject to such conditions and provisions as R&E may impose. If the contractor subcontracts the obligations under this agreement, the contractor shall be responsible for the performance of all obligations by the subcontractors.

11. Modifications

Any material alteration, modification or variation shall be reduced to writing as an amendment and signed by the parties. Any alteration, modification, or variation deemed not to be material by agreement of R&E and the Contractor shall not require written approval.

12. Merger

It is understood and agreed that the entire agreement of the parties is contained herein and this Agreement supersedes all oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this Agreement are incorporated or attached and deemed to be a part of the Agreement.

13. Performance

All services performed by the Vendor pursuant to this Agreement shall be performed to the satisfaction of R&E, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. Services not performed in accordance with the terms and conditions of RFQ and contract shall be considered a material breach and shall be cause for immediate termination by R&E Board. The Vendor shall not receive payment for work found by R&E to be unsatisfactory, or performed in violation of federal, state, or local law, ordinance, rule or regulation. In the event of work found by R&E to be unsatisfactory, R&E shall provide Vendor with written notice describing the work found to be unsatisfactory in any reasonable respect and thirty (30) days to correct the unsatisfactory service performed. Vendor shall work with R&E to correct the unsatisfactory service to R&E Board's mutual satisfaction within thirty (30) days of said notice. If service is not corrected to the satisfaction of R&E, it shall be considered a material breach and shall be cause for immediate termination by R&E Board.

14. Contractor Debarment, Suspension, and Responsibility

Federal Regulation 45 CFR 92.35 prohibits R&E from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subdivision 2, provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with R&E. Vendors may be suspended or debarred when it is determined through a duly authorized hearing process, that they have abused the public trust in a serious manner.

13. Termination

R&E may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the

Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

If the Contractor violates any material terms or conditions of this Agreement R&E may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

R&E may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

14. Interpretation of Agreement; Venue

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

15. Warranty

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

SUBJECT: Oil Air Products Contract

RESFA-2107

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

Oil-Air Products LLC

RAMSEY/WASHINGTON RECYCLING & ENERGY:

By: _____

By: _____

Trista L. Martinson, Executive Director

Date: _____

Date: _____

Title: _____

Approved As To Form:

By: _____

County Attorney

Date: _____

Reviewed by: _____

Reviewed by: _____

Reviewed by: _____



Exhibit A - Price Sheet

Initial pricing only. Due to supplier pricing instability, Oil-Air may request pricing adjustments as needed, subject to R&E's approval.

Pricing for repair services will be quoted at the time of service on a time and materials basis.

Mailing Address: P.O. Box 41430, Plymouth, MN 55441 * Phone (763)478-8744 * Fax (763)478-8747
 Shipping Address: 13010 County Rd 6, Plymouth, MN 55441 * Phone (763) 478-8744 * Fax (763)478-8747

TO: RAMSEY/WASHINGTON REC & E
 100 RED ROCK ROAD
 NEWPORT MN 55055-1827

ATTN: FATIMA JANATI

IMPORTANT: Prices good for acceptance and shipment in 30 days only, unless such time is extended in writing. Quantities shown below are not guaranteed.

QUOTATION

PAGE: 1
 DATE: 03/10/25

QUOTE NO. 806930

PLEASE REFER TO ABOVE WHEN ORDERING
 REPLY TO YOUR INQUIRY:

WHEN REPLYING, CONTACT:

KYLE BRITTON

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	UNITS
10	1	7482-0934 DIE SET, 734	309.5900	EA
20	1	8FJ-CAP 0304-C-08	.6300	EA
30	1	10FJ-CAP 0304-C-10	1.4600	EA
40	1	12FJ-CAP 0304-C-12	1.3800	EA
50	1	10MJ-PLUG 2408-10	.7200	EA
60	1	12G-12FJX 7103-0832	16.8000	EA
70	1	12G-12FJX90L 7103-4746	44.9900	EA
80	1	12G-12MP 7100-0016	13.4500	EA
90	1	12MP-PLUG 5406-P-12	1.1500	EA
100	1	16G-16FJX90S 7103-4748	59.5900	EA
110	1	16G-16FJX 7103-0839	31.2600	EA
120	1	16G-16FL 7103-25305	52.3200	EA
130	1	16G-16FL90S 7103-29705	65.1700	EA
140	1	16G-16MJ 7103-3638	28.9400	EA
150	1	16G-16MP 7100-0020	25.4500	EA
160	1	16G-20FL90S 7103-29765	73.5600	EA
170	1	16M3K 4657-1163	16.2200	FT
180	1	16MJ-PLUG 2408-16	1.7500	EA
190	1	6MJ-8MP 2404-06-08	1.0600	EA
200	1	8MJ-8MP 2404-08-08	1.1400	EA
210	1	8MJ-12MP 2404-08-12	1.8300	EA
220	1	12MJ-12MP 2404-12-12	2.4900	EA
230	1	16MJ-16MP 2404-16-16	2.2900	EA
240	1	8MJ-PLUG 2408-08	.7200	EA
250	1	16MJ-PLUG 2408-16	1.7500	EA
260	1	12MJ-PLUG 2408-12	1.3700	EA
270	1	16MJ-16MJ90 2500-16-16	7.8200	EA
280	1	6FJ-CAP 0304-C-06	.4500	EA
290	1	8FJ-CAP 0304-C-08	.6300	EA
300	1	12FJ-CAP 0304-C-12	1.3800	EA
310	1	4G-4MJ 7103-3604	7.4900	EA
320	1	4G-4MP 7100-1003	5.8300	EA
330	1	4G-4MPX 7100-1025	11.9400	EA
340	1	4G-6MJ 7103-3606	8.8800	EA
350	1	4M2T 4657-1552	5.4600	FT

*** CONTINUED ***

F.O.B. FOB FACTORY

PAYMENT TERMS NET 30 DAYS

BY _____ AUTHORIZED SIGNATURE



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KYLE BRITTON

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	UNITS
>> QUOTATION continued from prior page				
360	1	4MJ-PLUG 2408-04	.2900	EA
370	1	6FP-CAP 5406-C-06	.9400	EA
380	1	8FP-CAP 5406-C-08	1.7100	EA
390	1	6MJ-6MB 6400-06-06-O	.7200	EA
400	1	6G-6FFORX 7104-1809	9.5700	EA
410	1	6G-6FJX 7103-0814	7.7700	EA
420	1	6G-6MP 7100-1008	6.6000	EA
430	1	6G-6MPX 7100-1029	12.7400	EA
440	1	6G-8FJX 7103-0815	8.8800	EA
450	1	6G-8MP 7100-1009	8.0600	EA
460	1	6G-8MPX 7100-10305	16.5100	EA
470	1	6M2T 4657-1555	6.3800	FT
480	1	6MJ-PLUG 2408-06	.4900	EA
490	1	6MP-PLUG 5406-P-06	.4200	EA
500	1	7482-0239 DIE CONE W/NTCH	338.1200	EA
510	1	8G-10FJX 7103-0821	11.6200	EA
520	1	8G-10MB 7100-13285	14.7800	EA
530	1	8G-10MFFOR 7104-16125	16.4800	EA
540	1	8G-10MJ 7103-3622	11.3400	EA
550	1	8G-12FJX 7103-0822	15.3700	EA
560	1	8G-12MJ 7103-3623	13.1700	EA
570	1	8G-12MP 7100-00125	12.5100	EA
580	1	8G-6MPX 7100-00315	19.7700	EA
590	1	8G-8FJX 7103-0820	10.0800	EA
600	1	8G-8FJX90S 7103-4728	21.9700	EA
610	1	8G-8MP 7100-0011	7.5700	EA
620	1	8MJ-8MB 6400-08-08-O	1.1100	EA
630	1	8MJ-PLUG 2408-08	.7200	EA
640	1	8MP-PLUG 5406-P-08	.4900	EA
650	1	8PC1FS 7266-07085	6.0000	EA
660	1	12LOLA PLUS 3284-2506	4.2500	FT

*** CONTINUED ***

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TO: RAMSEY/WASHINGTON REC & E
100 RED ROCK ROAD

NEWPORT MN 55055-1827

ATTN: FATIMA JANATI

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WHEN REPLYING, CONTACT:

KYLE BRITTON

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	UNITS
>> QUOTATION continued from prior page				
670	1	20MULTIMASTER 4688-2286	17.6600	FT
680	1	40MULTIMASTER 4688-2300	40.1500	FT
690	1	12M3K-XTF 4657-2250	14.3200	FT
700	1	4M2T-MTF 4657-0222	7.6500	FT
710	1	8M2T-MTF 4657-0224	10.1800	FT
720	1	12G-12FJX45 7103-4642	41.5900	EA
730	1	12G-16FJX 7103-0834	20.5900	EA
740	1	16G-16FFORX90M 7104-2475	76.3100	EA
750	1	4G-6FJX 7103-0806	8.1400	EA
760	1	6G-4MPX 7100-10285	16.5200	EA
770	1	6G-6FFORX45 7104-2208	22.4000	EA
780	1	HG-16 7277-1011	2.0500	FT
790	1	HG-20 7277-1012	2.2800	FT
800	1	12G-12MJ 7103-3632	14.8500	EA
810	1	4G-6MP 7100-10045	7.6800	EA
820	1	8G-6MP 7100-00105	9.8200	EA
*** TOTALS *** EXTENDED AMOUNT			1705.58	

F.O.B. FOB FACTORY

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WHEN REPLYING, CONTACT:

KYLE BRITTON

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	UNITS
10	1	P550900 FUEL WATER SEPARATOR SPIN ON	30.3100	EA
20	1	P550625 FUEL SPIN-ON	22.2000	EA
30	1	P550251 FILTER ELEMENT	25.0500	EA
40	1	P550440 SPIN-ON FUEL FILTER	8.8300	EA
50	1	P565245 ELEMENT ASSY	26.1100	EA
60	1	P165136 HYDRAULIC FILTER	42.4000	EA
70	1	P181054 AIR FILTER	20.1700	EA
80	1	P551551 SPIN-ON ELEMENT	7.4100	EA
90	1	P550428 SPIN,LUBE,FULL	10.8600	EA
100	1	LUBESPIN-ON FULL FLOW P550881 FUEL SPIN ON	17.1900	EA
110	1	P537454 DISPOSABLE AIR CLEANER	119.6500	EA
120	1	P551103 FFWS SPIN-ON	30.8500	EA
130	1	P558615 SPIN-ON LUBE FILTER	6.7300	EA
140	1	P551329 FUEL WATER SEPARATOR	9.7400	EA
150	1	P551808 LUBE SPIN-ON FULL FLOW	22.9900	EA
160	1	P165675 HYDRAULIC SPIN-ON, DURAMAX	76.1700	EA
170	1	P502009 SPIN,LUBE,FULL	11.5200	EA
180	1	P550012 SPECIAL FUEL FILTER	4.2600	EA
190	1	P551425 CARTRIDGE	18.4800	EA

*** CONTINUED ***

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ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	UNITS
		>> QUOTATION continued from prior page		
200	1	FFWS CARTRIDGE P551429 CARTRIDGE	17.9900	EA
210	1	FFWS CARTRIDGE P551763 SPIN,LUBE,FULL	10.7600	EA
220	1	LUBE SPIN-ON FULL FLOW P554403 FILT-LUBE SPIN	10.5900	EA
230	1	SPIN-ON LUBE FILTER P557780 SPIN,LUBE,FULL	7.8700	EA
240	1	LUBE SPIN-ON FULL FLOW P573354 FILTER,TRANS	55.6800	EA
250	1	TRANSMISSION FILTER,CARTRIDGE P772550 ELEMENT,AIR	49.6300	EA
260	1	AIR ELEMENT XLP/RPL P77155 P778994 AIR PRIMARY	53.7600	EA
270	1	AIR PRIMARY P780036 ELEMENT SAFETY	46.7200	EA
280	1	SAFETY ELEMENT P780298 AIR PANEL,VENT.	32.9700	EA
290	1	AIR PANEL, VENTILATION P782106 AIR PRIMARY	70.1800	EA
300	1	AIR PRIMARY, RADIALSEAL P782109 AIR SAFETY	65.7000	EA
310	1	AIR SAFETY, RADIALSEAL P167162 SPIN ON HYD	55.0200	EA
320	1	HYDRAULIC SPIN-ON REPLACES FILTER P169430 P565244 ELEMENT ASSY	60.4300	EA
330	1	ELEMENT ASSY P165876 9M ELEMENT	66.7500	EA
340	1	9M FILTER ELEMENT, 5" DIA. X 10.7" LONG P550115 FILT-FUEL-SPIN	7.5700	EA
*** CONTINUED ***				

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KYLE BRITTON

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	UNITS
		>> QUOTATION continued from prior page		
350	1	SPIN-ON FUEL FILTER P551424 CARTRIDGE	18.8600	EA
360	1	FFWS CARTRIDGE P831424 AIR PRIMARY	23.6100	EA
		AIR PRIMARY, RADIALSEAL		
*** TOTALS *** EXTENDED AMOUNT			1165.01	

F.O.B. FOB FACTORY

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BY _____
AUTHORIZED SIGNATURE



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

R&E BOARD MEETING DATE:	March 24, 2025			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:	Trista Martinson, R&E Executive Director							

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

- a. **Executive Director Update**
The R&E executive director will provide a report to the board.
- b. **Strategic Partnerships Update**
Staff will provide an update on the 2025 legislative session.
- c. **Programs Updates**
Staff will provide updates on programmatic efforts.
- d. **Facilities Update**
Staff will provide updates on R&E Center projects and operations.
- 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 February 1, 2025, through February 28, 2025. 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 Programs - Strategic Materials
- 2. R&E Center Tours Report
- 3. Procurement Report

FINANCIAL IMPLICATIONS:

None.

SUBJECT: *Updates and Reports*

AUTHORIZED SIGNATURES	DATE
R&E EXECUTIVE DIRECTOR 	3/17/25

R&E Programs Strategic Plan Overview

Ramsey/Washington Recycling & Energy (R&E) coordinates programs, also referred to as Joint Activities, to support waste reduction and recycling efforts in Ramsey and Washington counties. These programs align with county solid waste management plans and follow the Minnesota waste management hierarchy to prioritize waste prevention and recycling.



Mission

To engage, equip and inspire our communities to reduce waste.



Vision

Empowered communities collaborating to improve public health and environmental outcomes by eliminating waste.

Values
Commitment
Teamwork
Trust
Respect
Innovation

Strategic Priorities and Goals

SP-1: Improved public health and environmental outcomes

- Reduce greenhouse gas emissions
- Reduce pollutants harmful to public health

SP-2: More waste diverted

- Reduce MSW generated per capita
- Increase combined two-county annual recycling rate
- Increase tons of materials reused/recycled

SP-3: Sustained behavior and systems change

- Increase public satisfaction in program investments
- Increase number of interested parties engaged at level two or higher of IAP2 spectrum

SP-4: Growth in program participation

- Increase total participation across all programs (as a % of eligible participants)
- Increase program participation across racially and ethnically diverse communities

SP-5: Improved internal effectiveness and resiliency

- Utilize annual and multi-year planning and outcome management process cycles
- Improve expenditure of budgeted funds
- Improve internal transparency of program progress and effectiveness
- Increase program team buy-in and satisfaction with internal processes
- Increase program portfolio resiliency

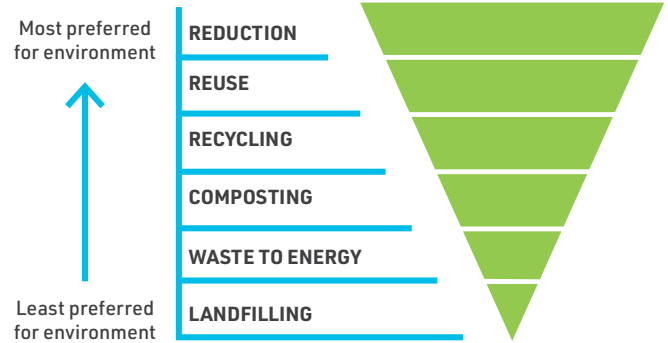


R&E Programs Overview

Ramsey/Washington Recycling & Energy

Ramsey and Washington counties have worked together to manage waste responsibly since the 1980s. In 2016, the counties created Ramsey/Washington Recycling & Energy (R&E) as an organization that could foster their partnership. R&E is a public entity governed by the R&E Board, a joint powers board composed of commissioners from the two counties.

Through R&E, the counties strive to protect health and the environment and meet shared waste reduction and recycling goals. R&E does this by facilitating shared programming in the two counties, known as Joint Activities, to help communities reduce waste and improve recycling. R&E also operates the R&E Center, where all municipal solid waste produced in the two counties is delivered after collection. At the R&E Center, the waste is processed to recover some recyclables and turn the remaining waste into fuel used to produce electricity. All of this work is done in partnership with the counties and is guided by the Minnesota waste management hierarchy (pictured right).



R&E VISION

Vibrant, healthy communities without waste.

R&E MISSION

Enhancing public health and the environment by creating value from waste through partnerships.

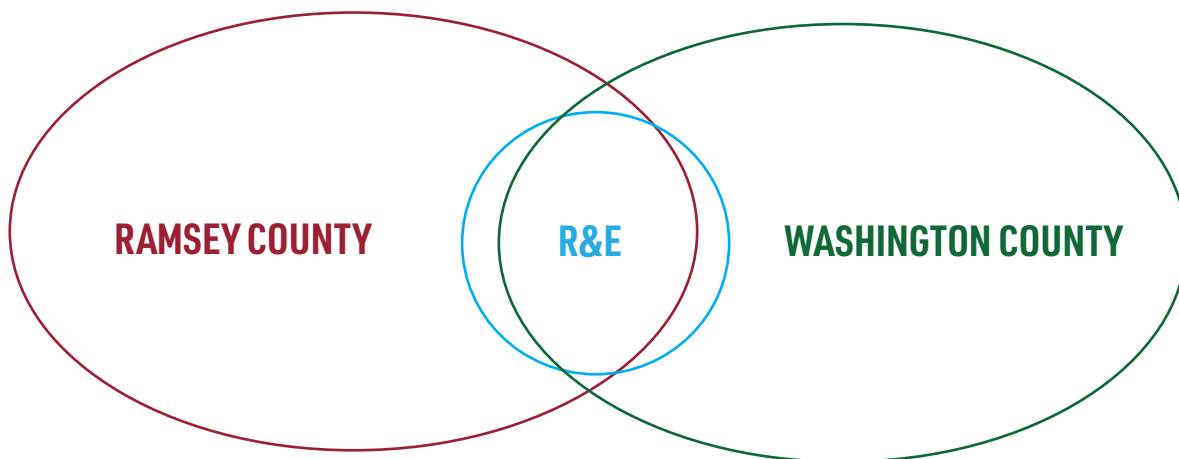


Figure 1. R&E facilitates waste reduction, recycling and responsible waste management efforts of the two counties. R&E's efforts are encompassed within Ramsey and Washington counties' needs in the space where the two counties' goals overlap.

R&E Programs Overview

As directed in section V.B.9 of R&E's [Joint Powers Agreement](#), R&E coordinates programs on behalf of Ramsey and Washington counties, also referred to as "Joint Activities". These programs and projects align with shared strategies from the solid waste management plans (SWMPs) of each county that both counties want implemented consistently across their communities. Information on the vision for the counties working together through R&E can be found in the governing partnerships section in each SWMP ([Ramsey County: page 14](#) and [Washington County: page 9](#)). R&E programs are supported by R&E's Joint Activities Budget, which is funded by contributions from both counties. Programs are considered the upstream approach for managing waste in the two counties and use the Minnesota waste management hierarchy as a guide for prioritization.

R&E programs are the primary way the counties address shared SWMP strategies, providing consistent programming and resources to the communities of both counties. This collaborative approach increases the efficiency and effectiveness of public programming and resources.

By implementing upstream programs and projects to reduce waste, R&E programs are also one of the ways in which the organization works to achieve its mission and vision. To demonstrate the role of programs in accomplishing that, internal mission and vision statements that are specific to programs have been created to guide this collaborative work:



Internal R&E Programs Vision Statement

Empowered communities collaborating to improve public health and environmental outcomes by eliminating waste.

Internal R&E Programs Mission Statement

To engage, equip and inspire our communities to reduce waste.

Oversight

R&E's programs director is responsible for oversight of all programs. This position reports to R&E's executive director and is responsible for managing the Joint Activities Budget, providing direction to programs and teams and supervising R&E program staff. To ensure R&E programs are meeting the needs of both counties and that appropriate county staff support is being provided, the programs director works closely with the division manager in Ramsey County Environmental Health and the senior environmental health program manager in Washington County Public Health and Environment. Together, these three positions make up the R&E programs management team (PMT) because they provide the oversight of and direction to all staff that participate in R&E program work.

PMT considers factors like the shared strategies in the counties' SWMPs, the Joint Activities Budget and staff resources to set strategic priorities for R&E programs. PMT uses these strategic priorities to make decisions on projects, programs and resource allocations. Staff are welcome to identify opportunities for new programs and ways to improve existing efforts, but those opportunities will be vetted by PMT before resources may be allocated. PMT also provides consistent and coordinated direction to the teams and individuals working on R&E programs to ensure continued alignment of priorities and appropriate allocation of resources.

Oversight (cont.)

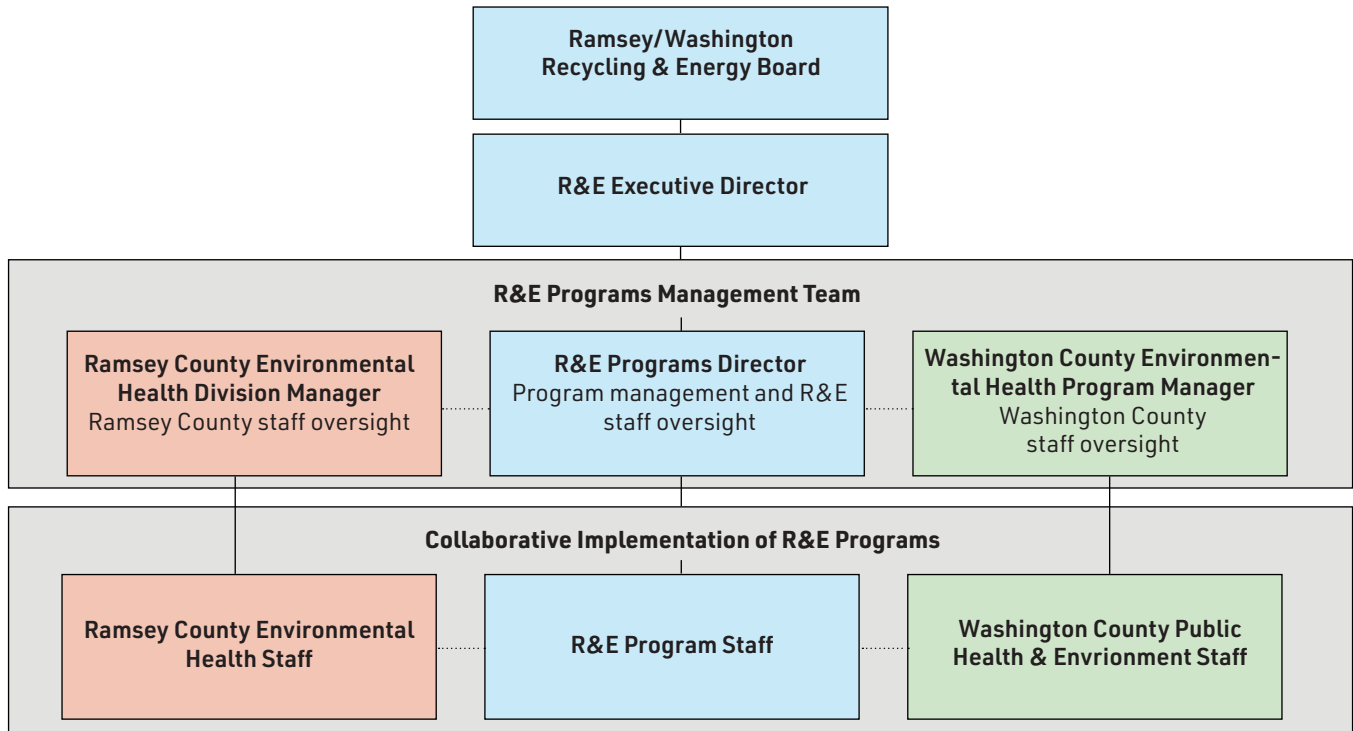


Figure 2. The organizational breakdown structure of R&E programs.

Authority

The PMT will use the Ramsey and Washington Counties' SWMPs and the R&E Joint Activities Budget to determine priorities for R&E programs and provide direction to staff. A breakdown of decision-making authority includes:

Authority	R&E Programs Director	County Env. Health Managers	PMT
Joint Activities Budget management and approval of expenditures	X		
Setting aligned strategic priorities for R&E programs			X
Determining appropriate resource allocation plan (including staffing assignments) to address priority needs			X
Allocating county staff resources, providing direction to county staff and managing county staff performance		X	
Allocating R&E staff resources, providing direction to R&E staff and managing R&E staff performance	X		
Providing strategic direction and day-to-day oversight to R&E programs, projects and teams	X		

The PMT will use consensus decision-making for R&E programs. If consensus cannot be reached, R&E's executive director will be responsible for making a final determination.

Implementation

R&E programs are designed to be collaborative, requiring the participation, prioritization and shared accountability of staff from both counties and R&E. While R&E staff typically lead the day-to-day coordination of programs, they do so with close input from county staff to ensure the work meets the needs and expectations of both counties. For R&E projects and programs, teams working on these efforts will, whenever possible, consist of staff from R&E and both counties. Teams will be responsible for coordinating and executing the day-to-day work of R&E programs. With guidance from supervisors from R&E and both counties and direction from PMT, teams will:

- Determine individual staff roles, responsibilities and tasks
- Develop and maintain materials like statements of work, timelines and workplans
- Implement workplans, track results, evaluate effectiveness, report on activities and impacts and identify opportunities to improve efforts

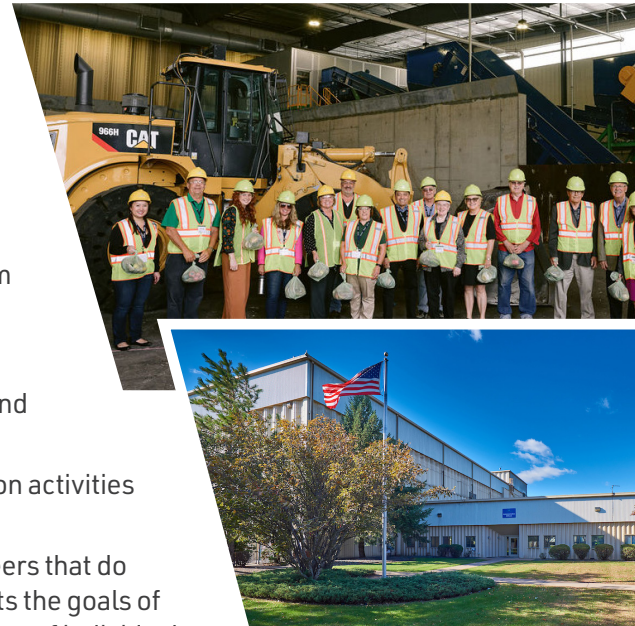
Team members are expected to operate collaboratively, working with peers that do not have formal reporting lines between them. This operational style puts the goals of the work first to ensure a functional team, regardless of supervisory status of individual members.

This environment will require clear goals and priorities, shared accountability and open lines of communication. Teams or individuals experiencing challenges within this structure will work with their supervisor(s) to resolve these issues. When the team needs guidance on a programmatic question, the team's primary R&E staff person should ask their supervisor. If the supervisor is not able to resolve the question, they will consult the R&E programs director for resolution.

Responsibilities

Effective implementation of R&E programs requires buy-in, ongoing support and shared accountability from many parties. General roles and responsibilities for leadership and staff include:

- Ramsey/Washington Recycling & Energy Board consists of commissioners from Ramsey and Washington counties. This board makes policy decisions, approves budgets and gives direction to R&E staff.
- R&E's Executive Director directs all efforts of R&E and works closely with the programs director and county leadership to align priorities, provide direction and manage resources.
- R&E's Programs Director is responsible for the oversight of all programs. This includes the drafting and management of the Joint Activities Budget, providing direction to programs and teams and supervising R&E program staff. The programs director works closely with managers at each county (through the R&E program management team) to ensure alignment of priorities and to provide consistent direction to staff.
- Ramsey County Environmental Health Division Manager and Washington County Senior Environmental Health Program Manager are responsible for the effective allocation and management of county staff resources to ensure program efforts are successful. These positions will work closely with R&E's programs director (through the R&E program management team) to ensure alignment of priorities and provide consistent direction to staff.



Responsibilities (cont.)

- R&E and County Supervisors are responsible for understanding program priorities in order to provide ongoing supervision to their staff involved in program efforts. Supervisors are important to the effective management of staff resources in this collaborative work environment by being the first point of contact for questions and by monitoring performance and outcomes.
- R&E and County Staff are responsible for the effective implementation of R&E programs. In collaboration with their supervisors and program teams, staff determine appropriate roles and responsibilities and will collaborate to achieve shared goals. County staff will prioritize program work in the same way as other county responsibilities, as directed by their supervisor.

Strategic Priorities

Below are five strategic priorities for R&E programs to accomplish in three-to-five years.

Strategic Priority #1: Improved public health and environmental outcomes.

Key metrics for success:

- Reduce greenhouse gas emissions due to program efforts
- Reduce pollutants harmful to public health

Strategic Priority #2: More waste diverted.

Key metrics for success:

- Reduce MSW generated per capita*
- Increase combined two-county annual recycling rate
- Increase tons of material reused/recycled due to program efforts

Strategic Priority #3: Sustained behavior and systems change.

Key metrics for success:

- Increase public satisfaction in program investments
- Increase number of interested parties engaged at level two+ of IAP2 spectrum

Strategic Priority #4: Growth in program participation.

Key metrics for success:

- Increase total participation across all R&E programs (as a % of eligible participants)**
- Increase program participation across racially and ethnically diverse communities



Strategic Priorities (cont.)

Strategic Priority #5: Improved internal effectiveness and resiliency.

Key metrics for success:

- Utilize annual and three-to-five year planning and outcome management process cycles
- Improve expenditure of budgeted funds
- Improve internal transparency of program progress and effectiveness
- Increase program/matrix team buy-in and satisfaction with internal processes
- Increase program portfolio resiliency***
- Invest in staff development, such as cross-training, continuous learning opportunities and competency-building

*Can be broken out by program-specific material types

**Participation metric will be specific to each program (grant awards, sign-ups, attendance, etc.)

***Including things like intentional redundancy, added staff capacity, cross-training in subject matter expertise, role capabilities, etc.

Requirements for Successful Implementation of R&E Programs

- › We have clearly defined structures, roles and decision-making authority.
- › Our programs and goals are clear and measurable.
- › Our activities are aligned with strategic priorities.
- › We are nimble, proactive and innovative.
- › We have a positive and collaborative culture where staff contributions are valued.



Who we are:

An intentional, innovative and sustainable collaborative where people are empowered to deliver the R&E mission and vision.



What we do:

Reach shared goals through efficiency, equity, innovation and collaboration.



SUBJECT: *Updates and Reports*



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

R&E Center Tours

***Scheduled between 3/7/25 - 3/26/25**

Group	Group Type	Date	# of visitors
Woodbury Mom's Club	Educational	3/13/25	20
Washington County Finance	Governmental	3/20/25	12
Century College Students	Educational	3/20/25	22
HDR Solid Waste Section Managers	Consultant/Vendor	3/26/25	15

Total Number of Tours Completed: 4

Total Number of Tour Attendees: 69

**R&E tours are intentionally limited in March 2025 while the primary staff person who leads tours is out on temporary leave.*



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 February 1, 2025 and February 28, 2025.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
Loaves & Fishes	1/1/25	Programs – Food recovery services	\$25,000	Professional Services
The Good Acre	3/1/25	Programs – Food recovery services	\$45,000 for current year programming	Professional Services
OMI Industries	3/1/25	Facility – Odor mitigation	Rate Setting	SEML
Sharrow Lifting Products	3/1/25	Facility – Overhead equipment parts & inspections	Rate Setting	SEML
Emerge Knowledge Design, Inc.	1/1/25	Programs – BizRecycling database design and program reporting	\$115,682	Professional Services
King Cutting, Inc.	3/1/25	Facility – Lawn services	Under \$10,000 per year	SEML
Ziegler, Inc.	3/1/25	Facility – Heavy equipment parts and services	Rate Setting	SEML
Schlomka Services	3/1/25	Facility – Industrial holding tank maintenance and services	Under \$10,000 per year	SEML
Industrial Weldors & Machinists, Inc.	3/1/25	Facility – Welding, fabrication, and machining parts and services	Rate Setting	SEML

The procurement team also processed grants or amendments for BizRecycling and food recovery programs. These grants were distributed throughout Ramsey and Washington counties to assist in waste reduction and recycling efforts. Grant funds helped each recipient by providing materials and infrastructure needed to better support waste reduction and recycling efforts, as well as expand waste reduction and recycling education for their residents, employees and visitors.