RAMSEY/WASHINGTON
RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD

Date: Thursday, September 24, 2026
Time: 10 a.m. – noon
Location: Ramsey/Washington Recycling & Energy Center | 100 Red Rock Road | Newport, MN | 55055 | Tours Building, Mississippi Conference Room | Map
Public: Members of the public are encouraged to participate remotely or may attend at the Newport address. Microsoft Teams | Phone Conference ID: 827 469 551# | 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** – August 27, 2026	Action	Page 3
IV.	**Consent Agenda**	Action	Page 8
	a. R&E Grant Initiative Guidelines		
	b. R&E Grant Policy		
	c. R&E Travel and Business Expense Policy		
	d. R&E Tuition Reimbursement Program Policy		
V.	**Governance** – No items.		
VI.	**Management and Administration**		
	a. Capital Assistance Program (CAP) Award for Flail Mill Project	Action	Page 33
	b. Executive Director Employment Agreement	Action	Page 37
	c. Board Workshop: Solid Waste Trends	Discussion	Page 45
VII.	**Policy** – No items.		
VIII.	**Updates and Reports**	Information	Page 81
	a. Commissioner Updates		
	b. Executive Director Update		
	c. Strategic Partnerships Update		
	d. Programs Update		
	e. Facility Update		
	f. Procurement Report		Page 84
IX.	**Other**		
	a. Invitation for Comments from Ex Officio R&E Board Members: MPCA and City of Newport	Information	

X. Adjourn

NEXT MEETING:
R&E Board | Thursday, October 29, 2026 | 10 a.m. – noon | Ramsey/Washington Recycling & Energy Center, Newport

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

THURSDAY, AUGUST 27, 2026
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 the Ramsey/Washington Recycling & Energy Center (R&E Center), 100 Red Rock Road, Newport, Minnesota. Members of the public attended remotely or in person at the Newport address.

MEMBERS PRESENT
Commissioners Karla Bigham and Fran Miron – Washington County
Commissioners Mary Jo McGuire, Kelly Miller and Rafael Ortega (joined at 10:35 a.m.) – Ramsey County

EX-OFFICIO MEMBERS PRESENT
Anna Hotz – Minnesota Pollution Control Agency (MPCA)
Tom Ingemann – City of Newport

ATTENDING AT THE R&E CENTER, NEWPORT
Dave Brummel, Mikaela Campbell, Elyse Collyer, Amanda Erickson, Melissa Finnegan, Sophia Fiswick, Rae Frank, Annalee Garletz, Jeanne Given, Kelli Hall, Sam Hanson, Caroline Hofmeister, DJ Hoheisel, Sam Holl, Kevin Johnson, Jennefer Klennert, Nate Klett, Leon Lenertz, Pete Lesiak, Trista Martinson, Andrea McKennan, Deb Orth, Matt Phillips, Kathleen Murphy, Jim Redmond, Daniel Schmidt, Allison Tobia, Bill Sumner

ATTENDING REMOTELY
Leigh Behrens, Gary Bruns, Amy Caron, Tammy Christopherson, Hannah Coyle, Dan Donkers, Tutu Fatukasi, Sam Ferguson, Sarah Galush, Jamie Giesen, Lianna Goldstein-Rancich, Filsan Ibrahim, Abigail Hindson, Susan Jamison, Fatima Janati, Julie Ketchum, Nick Kluge, Rob Murray, Juna Neisinger, Michelle Palm, Ryan Tritz, Rick Varco, Gina Williams, Sherilyn Young

CALL TO ORDER
Chair McGuire called the meeting to order at 10:02 a.m. Introductions were made.

AGENDA OF AUGUST 27, 2026 PRESENTED FOR APPROVAL
Motion by Miron, seconded by Miller, to approve the agenda. Motion passed.

Ayes: Bigham, McGuire, Miller and Miron.
Nays: None.

MINUTES FROM JULY 30, 2026 PRESENTED FOR APPROVAL
Motion by Bigham, seconded by Miller, to approve the minutes of July 30, 2026. Motion passed.

Ayes: Bigham, McGuire, Miller and Miron.
Nays: None.

MANAGEMENT AND ADMINISTRATION

Facility & Finance Committee Report
Presented by: Commissioner Karla Bigham, Committee Chair

Commissioner Karla Bigham reported on the Facility & Finance Committee meeting held directly after the R&E Board business meeting on July 30, 2026. The Xcel Feedstock Agreement was presented to the committee, and the committee approved and recommended the item come to the R&E Board for final approval.

Xcel Feedstock Agreement
Presented by: Sam Holl, Facility Director

Facility Director Sam Holl presented the new 10-year feedstock agreement with Xcel Energy (Xcel). The agreement will be effective January 1, 2028, and will run through December 31, 2037. The current agreement with Xcel will expire on December 31, 2027. The process started in 2020 with an unsuccessful request for proposals. A request for information on end markets for refuse-derived fuel (RDF) was put out in 2022. Other proposers considered by R&E offered less options and higher rates. R&E and Xcel signed a letter of intent in December 2023 to negotiate a new agreement. It was noted that this agreement is being used as a template for other facility contracts.

A waste management workshop was presented to the R&E Board on July 25, 2024. At that time, the tipping fee for 2027 was projected at $160 per ton. The actual fee for 2027 will be $160 per ton. If the tipping fee increases by $13 per ton in 2028, it will equate to an increase of $1.08 per month per household.

Benefits of the new agreement with Xcel include no disruption in delivery of RDF, reduced volume to landfill (72% reduction compared to unprocessed municipal solid waste), mitigation of PFAS in waste, fewer greenhouse gas emissions compared to landfilling, carbon capture opportunities (additional greenhouse gas emission reduction) and flexibility for transition to alternative technologies. Carbon capture options were noted for future discussion. This milestone is important for both the community and the employees at R&E. Presort requirements are an important factor in future decisions.

The importance of continued communication with haulers and community was acknowledged. Meetings are being held with all haulers, and community communications will be amplified.

Motion by Miron, seconded by Miller, to approve R&EB-2026-14 Xcel Feedstock Agreement. Motion passed.

Ayes: Bigham, McGuire, Miller and Miron.
Nays: None.

Leon Lenertz of Xcel Energy spoke about the common goals of keeping garbage out of landfills and benefits of R&E and Xcel working together.

Gerdau Feasibility Report
Presented by: Trista Martinson, Executive Director

Executive Director Trista Martinson presented a feasibility report regarding the development of the Gerdau site. The report was generated by strategic engineering consultants at GHD. The 138-acre site encompasses property in the cities of Newport and Saint Paul, in both Ramsey and Washington Counties. The Saerbeck, Germany energy park visit in 2025 was a case study of the opportunities for the Gerdau site. There is no commitment to acquire the property or pursue any specific technology or project. Strategic alignment was noted.

A stakeholder meeting included representatives from these localities, along with the Saint Paul Port Authority, the MPCA, with Commissioner Bigham, representing the R&E Board. The meeting was an opportunity for the stakeholders to discuss concerns and input on the use of the site. Stakeholders expressed that any projects would need to develop a tax base, include recreational and educational opportunities, increase green space and achieve the highest and best use. The site is zoned for general industrial, not commercial or residential zoning. Environmental and remediation costs were identified. No costs would be incurred by R&E.

The fatal flaw analysis indicates that wind energy cannot be developed on the site due to proximity to the Saint Paul Airport. Opportunities exist for solar, battery energy storage, anaerobic digester biogas to power, anaerobic digester biogas to renewable natural gas, waste-to-energy, green hydrogen, gasification and methanation.

The Saint Paul Port Authority has responded to the request for interest put out by Gerdau. R&E, along with Ramsey and Washington Counties, will go forward only as interest holders in the process. It was noted that this study provides a replicable framework for vetting and assessing future opportunities to advance R&E's strategic initiative regarding a clean energy campus in the metro area.

UPDATES AND REPORTS

Commissioner Updates
Presented by: Mary Jo McGuire, R&E Board Chair

Bigham reported that the Association of Minnesota Counties Solid Waste Working Group representatives will be meeting with Association of Minnesota Counties staff to discuss the development of standardized processes and procedures. Discussion also continues regarding the development of a group like the previous Statewide Health Community Services Advisory Committee. Bigham also noted receipt of an official complaint about waste designation ordinances not being followed. The topic of an all-hauler meeting for 2027 was noted. There is a need for coordinated efforts regarding enforcement processes by Ramsey County, Washington County and R&E.

Executive Director Update
Presented by: Trista Martinson, R&E Executive Director

A meeting that included staff from Ramsey and Washington Counties was held to work on the enforcement processes and procedures of designation. A meeting was also held with the Environmental Justice Table, opening a dialogue between the group and R&E. Martinson also noted that a letter of support is being submitted to the MPCA regarding Victoria Reinhardt's application for re-appointment to the Packaging Extended Producer Responsibility Advisory Board. Holl serves on that board as well.

The Public Utilities Commission ruling around the clean energy standard has been challenged and is at the appeals court. There may be an opportunity for an amicus brief.

Strategic Partnerships Update
Presented by: Melissa Finnegan, R&E Strategic Partnerships Manager

A grant application status update is included on page 235 of the R&E Board meeting packet. R&E filed a letter regarding the resource management report, along with several of our partners. Tour invites will be extended to state house and county commissioner candidates.

Programs Update
Presented by: Sam Hanson, R&E Programs Director

Programmatic updates will be provided to the R&E Board at the September 24, 2026, meeting. Programs Director Sam Hanson indicated that planning on the 2028-2029 budget is in progress, and work is being done with staff from Ramsey and Washington Counties. A first draft will be presented to the Facility & Finance Committee in spring 2027, with presentation to the board for approval in summer 2027. Following board approval, presentations will be made to Ramsey and Washington County Boards.

Facility Update
Presented by: Sam Holl, R&E Facility Director

Climate Smart Municipalities Intern Sophia Fiswick's internship at R&E will be completed on Friday, August 28, 2026. After a tour of the western United States, she will return to Germany to complete her engineering degree. Fiswick gave a presentation on the projects she has completed at R&E during her internship, including a lifecycle analysis (including wood waste management) and food scrap bag robot observation. She also noted participation in many outside activities in Minnesota.

Procurement Report
Presented by: Jim Redmond, R&E Contract Manager

Contract Manager Jim Redmond presented the report for July 2026. There were nine contracts issued during the month.

OTHER BUSINESS

Invitation for Comments from Ex Officio R&E Board Members

MPCA representative Anna Hotz attended an orientation meeting with R&E staff. The MPCA's presence in the Eco Experience Building at the Minnesota State Fair was noted. Rulemaking procedures were reviewed, and an engagement and outreach plan is in process regarding current rule making. An infectious waste report is also being created. The report is to be completed by January 15, 2027. A connected survey is scheduled for distribution. Conversations regarding a potential advisory committee continue as well.

Motion to Close Meeting for Executive Session

At 11:28 a.m., motion by Bigham, seconded by Miller, to close the business meeting for R&E Executive Director Trista Martinson's annual review. Motion passed.

Ayes: Bigham, McGuire, Miller, Miron and Ortega.

Nays: None.

ADJOURNMENT

Chair McGuire adjourned the business meeting at 12:41 p.m.

Next Meeting
The next meeting of the R&E Board will be held on September 24, 2026, at 10 a.m. at the R&E Center in Newport.

ATTEST:

____
Commissioner Mary Jo McGuire, Chair
September 24, 2026

____
September 24, 2026

RAMSEY/WASHINGTON RECYCLING & ENERGY
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R&E BOARD MEETING DATE:	September 24, 2026				**AGENDA ITEM:**		IV.	
SUBJECT:	Consent Agenda							
TYPE OF ITEM:	☐	INFORMATION	☐	POLICY DISCUSSION	☐	ACTION	☒	CONSENT
SUBMITTED BY:	Trista Martinson, R&E Executive Director							

R&E BOARD ACTION REQUESTED:

Approve the Consent Agenda.

EXECUTIVE SUMMARY:

Consent agenda items:

- Approve R&E Grant Initiative Guidelines
- Approve R&E Grant Policy
- Approve R&E Travel and Business Expense Policy
- Approve R&E Tuition Reimbursement Program Policy

In Ramsey/Washington Recycling & Energy's (R&E's) continued effort to implement policies and procedures to ensure good governance and transparency, staff are recommending four policies for approval.

Grant Initiative Guidelines are procedures that outline steps and parameters to use for R&E-provided funding. The procedures ensure that grants provided serve a public purpose and advance R&E's strategic goals by supporting projects that build community and organizational capacity, invest in infrastructure, or educate the public to increase waste diversion and recycling rates in Ramsey and Washington Counties. Included in the procedures are authority limits for grant funding amounts exceeding $50,000 per year or $175,000 over five years. Exceeding these amounts will require R&E Board approval.

The Grant Policy sets forth guidelines for staff to use when applying for grant opportunities, including rules for grant application and acceptance approvals. Grants exceeding $175,000 will require R&E Board approval prior to application and acceptance.

The Travel and Business Expense Policy sets forth guidelines and procedures for reimbursement to staff for R&E-related and required travel. This policy is in line with County policy.

The Tuition Reimbursement Program Policy is recommended to allow R&E to continue to develop and retain employees and to ensure R&E maintains a strong workforce capable of attaining its goals. This policy is in line with both Ramsey County and Washington County policies and tuition reimbursement amounts.

SUBJECT: *Consent Agenda*

ALIGNMENT WITH STRATEGIC PLAN:

Strategic Goal 4A: Strengthened governance that maximizes nimbleness

Strategic Goal 4B: Streamlined internal processes through human resources and technological capacity-building

ATTACHMENTS:

1. Draft Resolution (R&EB-2026-15)
2. R&E Board Grant Initiative Guidelines
3. R&E Board Grant Policy
4. Grant Procedures
5. Grant Application Request Form
6. Travel and Business Expense Policy
7. Tuition Reimbursement Program Policy
8. Employee Tuition Assistance Request Form

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
R&E EXECUTIVE DIRECTOR		9/15/26
WASHINGTON COUNTY ATTORNEY		9/15/26

RESOLUTION R&EB-2026-15
Consent Agenda

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 is committed to transparency and good governance in the pursuit of its strategic goals; and

WHEREAS, The R&E Board wishes to guide staff decision making and provide clearly defined expectations; and

WHEREAS, The R&E Board wishes to maintain a strong workforce to advance R&E's strategic goals. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby approves:

- R&E Grant Initiative Guidelines
- R&E Grant Policy
- R&E Travel and Business Expense Policy
- R&E Tuition Reimbursement Program Policy

____
Mary Jo McGuire, Board Chair
September 24, 2026

____
Attest
September 24, 2026

RAMSEY/WASHINGTON RECYCLING & ENERGY
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R&E Board Grant Initiative Guidelines

Purpose: These guidelines specify the procedures and processes for developing, administering, and monitoring grant funding provided by Ramsey/Washington Recycling & Energy (R&E). Grant programs developed by R&E must serve a public purpose and advance R&E's Strategic Goals by supporting projects that build community and organizational capacity, invest in infrastructure, or educate the public in order to increase waste diversion and recycling rates in Ramsey and Washington counties.

Scope: These guidelines apply for all grants administered by R&E. Grants issued outside of these guidelines must be approved directly by the R&E Board.

Authorities:

- Joint Powers Agreement
- R&E Bylaws

Responsibility: The Executive Director is ultimately responsible for grants issued by R&E and has the authority to approve grants of up to $50,000 per year. Grant initiatives must be authorized by the Executive Director and developed by R&E staff with the participation of R&E's contract and finance managers and approved by R&E's attorney.

Grant Values: Grant initiatives developed and managed by R&E shall not award single grants in excess of $50,000 per year. Occasionally, R&E may seek to award grants in excess of these limits to, for example, address immediate needs or be in compliance with the terms of funding provided to R&E. Staff will seek Board approval when these circumstances apply. If it is anticipated that grant awards to a single entity may exceed $175,000 over a five-year period, approval of the Board will be required for the grant awards. Additional limits and eligibility may be included in the guidelines for individual grant initiatives.

Establishment of Grant Initiatives: The parameters of each grant initiative must be documented in writing and publicly available. In addition to the elements outlined below, each initiative should include the R&E Strategic Goal(s) being met by the grant initiative, an analysis of how a grant initiative will help meet the strategic goal, how the success of the grant initiative will be measured, and how long the grant program will be in place before needing to be reauthorized.

Grant Eligibility: To be eligible for R&E grant funding, grant applicants must either have a permanent physical location in Ramsey or Washington County, or the waste diversion benefits of the grant-funded activities must primarily **benefit** Ramsey or Washington County.

For non-residential waste generators, applicants must be in good standing with the Minnesota Secretary of State and cannot be on the State of Minnesota's suspended/debarred vendor list or the federal debarment list.

Grant Application and Evaluation: Grant initiatives will be administered using established eligibility requirements, evaluation criteria, and award procedures designed to ensure transparency, fairness, and accountability in the use of public funds. Grant initiatives must have a clear and accessible application format, submission process, and evaluation criteria which are to be posted on R&E's website to make it accessible to all eligible organizations. Members of evaluation teams will abide by R&E's conflict of interest policy, and should a conflict of interest arise, will be replaced by an alternate. Grant applications will be evaluated and scored based on the criteria outlined in the approved grant guidelines.

Grant Payment: Payments will be made upon request and receipt of the approved documentation as required by the specific grant initiative.

Grant Reporting: Reporting requirements for grantees will be outlined in each grant initiative, and will, at a minimum, provide an accounting of expenses and report waste diversion outcomes in a format of R&E's choosing.

Equipment and Tangible Assets: If a grant initiative includes providing physical assets of value to a grantee, the grant initiative guidelines and grant award agreements will outline a process for managing those assets should a grantee become insolvent or fail to perform the duties required of the grant initiative.

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R&E Board Grant Policy
Applications and Acceptance

Policy

The R&E Joint Powers Agreement authorizes staff to apply for, accept, receive, and disburse grants, loans, donations and other assistance from the federal government, state of Minnesota, or any other agency or organization. R&E encourages applying for grants targeted for activities to facilitate achieving the organization's mission and to advance programming, support cooperation, foster innovations in the delivery of services, and leverage tax dollars when possible and appropriate. It is critical in the process of application and the acceptance of the grant funds, that staff applying for grants understand the responsibilities in fulfillment of the grant terms, can commit to any matching responsibilities, and assure that a grant falls within the scope of duties and goals of R&E.

R&E may discontinue grant programs should funds no longer be available. Each program is evaluated on merit, and continuing R&E participation will be based on evaluation results and resource availability.

This policy applies to the following types of grants:

1. Project-specific applications
2. Time-limited applications
3. Grants for which R&E applies and/or accepts monies on behalf of a community agency, organization, or other governmental jurisdiction

Responsibility

A. The Executive Director is responsible for approving the application for and acceptance of all grants not to exceed $175,000.

B. The R&E Board is responsible for approving the application for and the acceptance of all grants exceeding $175,000. These grant applications must be approved by the R&E Board for approval prior to submission.

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C. Departments are responsible for:

1. Complying with this policy and coordinating the grant process. The grant application and award process has three possible steps:

    I. Preliminary grant applications

    II. New grant, renewal, or extension applications

    III. Grant acceptance and implementation

    See R&E Grant Procedures for detailed guidance on department responsibilities in applying for and accepting grants.

2. Ensuring that all departmental activity in relation to identification of and contact with grantors is done in coordination with R&E Strategic Partnerships Manager, Accounting Manager and Contract Manager to ensure that additional financial or contracting requirements are considered.

3. Complying with all reporting and documentation requirements of the grantor.

4. Initiating contracts for both the grant revenues and the expenditure of the grant in accordance with R&E Procurement Guidelines.

5. Working with R&E's Accounting Manager to ensure the grant award is entered into the financial accounting system.

GRANT PROCEDURES
APPLICATIONS & ACCEPTANCE

I. Grant Applications

These procedures apply to grant applications where a grantor issues requests for proposals or grant solicitations which require applicants to submit preliminary information in a prescribed format (e.g. letter of intent, pre-application, concept paper, etc.), or where ***Ramsey/Washington Recycling & Energy is initiating*** *contact with a funding source through the first formal step of a preliminary proposal or letter of intent to apply*.

Procedures for departments wishing to apply for grants:

1. The department should review the proposal to identify any restrictions, limitations, or conditions that R&E must meet, have in place, or that might be placed on R&E. The department should especially focus on the need for matching funds or R&E commitments, procurement requirements for subgrantees or purchase of items resulting from the grant (if any), liability and monitoring of subgrantee performance (if any), and the original source of the funds (i.e. a grant from a state department may actually be federal funds) and any additional reporting, monitoring or other liabilities of the original funding source.
2. The Department shall notify R&E Strategic Partnerships Manager, Accounting Manager and Contract Manager of the intent to apply.
3. The Department Director will make a recommendation to the Executive Director.
4. If approved by the Executive Director, a signature will be provided for submission to the grantor agency.
5. The Executive Director may elect to require that the department submit the preliminary application for R&E Board approval.
6. R&E's Attorney should be contacted if there is the possibility of disclosure of information that may be subject to Minnesota data privacy statutes, or any other consideration of risk.

II. New Grant, Renewal, or Extension Applications

1. Departments must submit the proposed application to the Executive Director along with a completed Grant Request Form and any documents requiring signatures.
2. The Executive Director will review the grant application and request form and has the authority to approve grant applications up to $175,000. If approved, signed documents will be returned to the department for processing. If not approved, documents will be returned to the department for additional development, if required.

3. If the grant application exceeds $175,000 or the Executive Director determines that the grant application presents a significant policy impact or the need for a new program, approval by the R&E Board will be required.
4. Upon approval, the department will forward approved application to the funding source (grantor).
5. R&E's Attorney should be contacted if there is the possibility of disclosure of information that may be subject to Minnesota data privacy statutes.

III. Grant Acceptance and Implementation

1. When notification of grant award is received from the funding source (grantor), the applicant department will notify Executive Director and the R&E Board.
2. If the award amount is $175,000 or less, and there is no match required, the Executive Director has the authority to approve the acceptance.
3. If the award amount is greater than $175,000, the requesting department will initiate a request for board action for R&E Board approval.
4. The requesting department will initiate appropriate budget amendments, if needed, and coordinate budget changes with R&E's Accounting Manager.
5. The requesting department will implement and coordinate all grant activities, including receipt and expenditure of grant funds in accordance with R&E's Procurement Guidelines, and comply with all grant reporting and documentation requirements of the grantor.

SUBJECT: *Consent Agenda*

RAMSEY/WASHINGTON RECYCLING & ENERGY
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GRANT APPLICATION REQUEST FORM

☐ **New Grant** ☐ **Renewal** ☐ **Extension**

PURPOSE OF GRANT APPLICATION
Please outline how applying for and fulfilling the requirements of this grant fits into the mission, vision of goals of R&E:

DEPARTMENT INFORMATION
Department/Program: Click here to enter text.

Primary Contact: Click here to enter text.

GRANT INFORMATION
Name of Grant: Click here to enter text.

Grantor: Click here to enter text.

Grant Amount: Click here to enter text. Grant Period: Click here to enter text.

Funding Source: Choose an item. CFDA# (if federal funding): Click here to enter text.

Purpose: Click here to enter text.

Restrictions: Click here to enter text.
How will grant funds be received? Reimbursement Payment in advance

BUDGET INFORMATION

R&E match required? ☐ NO ☐ YES - Amount Click here to enter text.

Are matching funds budgeted? ☐ NO ☐ YES - Source Click here to enter text.

If NO, explain how funded: Click here to enter text.

Are funds included in the grant to administer that grant? If so, how much and will they cover all administrative costs (including staff outside of the immediate program staff)?

Will the grant result in billing for Administrative Costs/hour tracking? ☐ NO ☐ YES

If YES, explain (include funding source): Click here to enter text.

Address issues concerning the need for and provisions (including staff time) for ongoing funding after funding period expires: Click here to enter text.

Accounting/Executive Director use only:

<u>GRANT AUTHORIZATION</u> ☐ **Approved** ☐ **Not Approved**

Executive Director Signature: ____

Date: ____________________

OR

R&E Board Approval (Board Meeting Date): ____

Contract #: Grant Receipt ____________ Grant Expenditure _____________ *(complete when assigned)*

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Travel and Business Expense

Policy

Ramsey/Washington Recycling & Energy has a fiduciary responsibility to ensure R&E resources are used responsibly and that individuals do not incur inappropriate or excessive expenses. The purpose of R&E's travel and business expense policy is to provide guidelines for payment of authorized work-related expenses incurred by an employee in connection with their actual work assignments or official duties. Ramsey/Washington Recycling & Energy (R&E) employees will be reimbursed for certain expenses while on R&E business using the following reimbursement guidelines.

General Employee Expense and Reimbursement Guidelines

R&E employees should keep in mind the organizational values of ethical leadership and the stewardship and protection of public resources when making purchases. Thus, moderation and discretion should guide employee decisions when incurring expenses.

If an expense is related to attendance at a conference or seminar, employees must complete an R&E Conference/Seminar Request Form to obtain approval prior to registering or making any travel-related purchases. Conference or training registration, related agenda, and/or documented business need, as applicable, must accompany the request.

Employees incurring expenses in accordance with this policy are directed to use R&E issued purchasing cards (P-cards) for their transactions, whenever possible, excluding per diem expenses.

Expenses paid through personal methods shall be reimbursed with submission of the employee reimbursement form indicating the amount of the expense. A signed Conference/Seminar Request form, if applicable, shall accompany reimbursement requests. Scanned copies of original receipts must be submitted for all employee expense reimbursement requests excluding per diem expenses. In the event a receipt is lost or no detailed receipt was made available, employees must submit a signed detail of expenses.

The travel industry is constantly changing its cost structure. You are required to review your proposed travel cost with your direct supervisor and obtain approval prior to any financial commitment. Given the continually changing travel industry, each employee and their direct supervisor will be responsible for assessing appropriate and reasonable costs given R&E operating needs.

To determine what travel is of the most value and which employees should go, the following guidelines have been established.

1. When a conference or seminar is scheduled at several locations, the most economically efficient location should normally be selected.

2. Travel for training purposes is limited to training specific to an employee's job assignment and not available through internal training or locally within a reasonable period.

Authorized Expenses

<u>Mileage</u>
Employees are reimbursed for traveling on official R&E business with a private automobile at the reimbursement rate based on the I.R.S. allowance for mileage reimbursement. Employees receiving mileage reimbursement are required to maintain their driver's license number and personal auto liability insurance company name and policy number on file with human resources.

Mileage is paid based on the shortest reasonable route for actual mileage, regardless of route taken, under the following circumstances:

1. When traveling from the principal work location and then returning to it, the mileage allowance is the actual miles traveled.

2. When traveling from an employee's residence or telework location to an alternate work location and then to the principal work location, reimbursable mileage are the miles exceeding those the employee normally would have driven from the employee's residence or telework location to the principal work location.

3. When traveling from a principal work location to an alternate work location and then to the employee's residence or telework location, reimbursable mileage are the miles exceeding those the employee would have driven from the principal work location to the employee's residence or telework location.

4. When traveling from the employee's residence or telework location to an alternate work location and then returning to the employee's residence or telework location, mileage in excess of mileage normally driven to and from the principal work location from residence is reimbursable.

5. Employees may be assigned to more than one principal work location; when

this occurs, mileage should be calculated based on the principal work location scheduled for the day on which the expense was incurred.

6. Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or coach air fare, whichever is less. When personal vehicles are used for extended travel not available through commercial transportation, travel reimbursement is made on an actual mileage basis. When two or more employees are traveling in one vehicle, reimbursement is made to one employee.

7. Employee reimbursement must indicate each trip separately in the comments field and include both locations (indicate both the origination location and destination location with addresses) and number of miles for each trip.

8. All mileage reimbursement requests must be submitted within 60 days from the date of travel or the expense is considered taxable income (IRS Publication 535).

9. If employee utilizes R&E-provided electric vehicle charging stations, mileage for non-overnight business travel will not be reimbursed.

10. Mileage example and forms can be found here.

Transportation

Transportation - Any R&E employee, traveling on R&E business and utilizing public transportation, will be reimbursed for their travel expenses at a coach fare rate when such accommodation is available. Receipts and/or copies of tickets are required.

Automobile Rental - Employees electing to rent automobiles for their convenience will be allowed to claim that portion of vehicle costs which would have normally been incurred by R&E; for example, normal cab fares to and from the airport and hotel. Each approver will be responsible for assessing the appropriate and reasonable level of need for a given business purpose. For example, the need for rental vehicles when the employee is traveling for an extended period or the travel destination requires significant vehicle transportation to accomplish the stated business purpose. The employee and their direct supervisor should consider all possible modes of ground transportation such as Uber/Lyft, mass transit, or other forms of public transportation, and/or shuttles.

Taxi – Bus - Reimbursement will be authorized for taxi, bus, or other service when on R&E business and no private vehicle is available. The actual cost and a recommended gratuity/tip of up to twenty percent will be reimbursed. Receipts are required. The employee and their direct supervisor should consider all possible modes of ground transportation such as Uber/Lyft, mass transit, or other forms of public transportation, and/or shuttles. When using services such as Uber/Lyft, the employee shall not choose upgraded options without a good business case. Reimbursement may not occur if the employee chooses upgraded service without a satisfactory business case.

Airline – Employees are not to purchase travel insurance through the airline when booking their flight. R&E will reimburse for baggage fees when necessary. When assessing the cost of travel, please take into consideration allowable fees related to the airfare, such as baggage fees, seat assignments, and/or fees applied for carrying on bags.

Lodging Expense

Planning for lodging expenses would include a number of variables, such as date/time of airline travel, arrival time as it compares to check-in time, and in some cases, the costs related to the holding of luggage. Given the number of variables that could impact costs, these costs and considerations should be reviewed with your direct supervisor prior to making any financial commitments.

1. R&E will reimburse lodging expenses at the single accommodation rate.

2. Charges for lodging will be reimbursed for only the night prior to the formal start of the conference, seminar, meeting, etc., and those nights when the event is actually in session, including the night of the last day. If employees elect to stay out-of-town additional days to take advantage of discount airfares which result in an overall savings to R&E, R&E may pay for the additional days of hotel and meal expenses assuming those costs are cheaper than airfare back home the last day of the conference. Cost differences for extended stay would need to be reviewed and pre-approved by a supervisor prior to making any travel-related purchases/reservations.

3. Receipts are required for all lodging expenses.

Meals with Lodging

A. Employees on supervisor-approved travel status, that includes lodging, will be reimbursed for meals and other incidental expenses at a per diem rate in accordance with the Travel Per Diem Rate Index, a standardized travel expense index that sets maximum reimbursements. The Travel Per Diem Rate Index link will take you to the list of cities with rates published in the index and the default value for cities not included in the index. You will only be reimbursed for meals not otherwise covered by the training event, conference, or other approved R&E business activity.

B. Per diem is paid at 75% on the first day and last day of travel.

C. If applicable, conference registration and related agenda are required to be submitted with the conference registration form. Additionally, any receipts, other than expenses covered under a per diem, would need to be submitted to Payroll or submitted under the purchasing card procedure. Again, receipts not submitted within 60 days of purchase will be taxable.

<u>Meals without Lodging</u>

A. Meal expenses not accompanied with overnight lodging expenses will not normally be allowed, except when the employee is authorized to: attend a business meeting away from R&E facilities that interrupts a normal meal time; attend a meeting that starts right after the end of the normal working day; attend an off-site training session that lasts the entire day or overlaps a normal meal time; or perform work that interrupts a normal meal time.

B. Payment or reimbursement for local professional organization lunches, meetings, or seminars where the topic is related to the function of the employee will be allowed, or when business cannot be done at an alternative time.

C. Reimbursements for business meals excluding the cost of gratuity and tax are limited to established local per diem rates at the time of expense.

   Additionally, a recommended gratuity of up to 20% is allowed. An establishment charge required for group accommodation will be allowed.

D. Alcoholic beverages are not reimbursable.

E. Meal expenses in excess of the limit will be the responsibility of the employee.

F. If applicable, conference or training registration, related agenda, and documented business need for the R&E paid meal are required to be submitted to Payroll or submitted under the R&E purchasing card procedure.

<u>Meal Exclusions</u>

Meal reimbursements shall not be made under the following circumstances:

A. Solely because the employee was working at a worksite different from the normal worksite.

B. When it would result in R&E paying twice for the same meal. (Example: A meal is provided as part of the registration of a conference and the employee desires to eat at a location other than the conference.)

C. When travel, offsite work/meeting, or work performed outside of normal hours is not approved by the supervisor.

D. Meal expenses for employees taking non-R&E individuals to breakfast, lunch, or dinner will not be allowed unless there is a public purpose or benefit to R&E, the meeting could not be conveniently held at some other time, and the arrangements have prior supervisory approval.

Other Authorized Expenses

Parking - employees using private vehicles and R&E vehicles will be reimbursed on an actual expense basis for parking. Individual parking expenses require a receipt.

Laundry and dry-cleaning charges (substantiated by receipt) are reimbursed only for trips that last longer than five days. R&E does not pay for movies, fitness facilities, taxicabs for sightseeing, haircuts or shoeshines, traffic or parking fines, or other personal expenses.

Travel Time – R&E employees may be authorized time for travel the day prior to and/or the day following the conference or meeting date(s) when extended travel is required.

Travel Expenses for Spouse, Family Members or Friends/Associates – If an employee's spouse, family member or friend/associate accompanies the employee on an R&E business trip, any portion of the expenses attributable to the spouse, family member or friend/associate's travel, meals, lodging, etc., are in no circumstances reimbursable.

Violations – Any violations of this section will subject the employee to disciplinary action up to and including termination.

Limitations – If an employee separates from R&E within six (6) months after attendance at a conference or workshop, R&E may request repayment of all or a portion of the R&E payments/reimbursements.

Documentation – For all reimbursements, receipts and documents must be reviewed by a supervisor and submitted to Accounting or Payroll for appropriate reimbursement. Once receipts have been forwarded to Accounting or Payroll, copies of receipts need not be kept by supervisors.

Documentation required by R&E is not necessarily sufficient for accounting to the Internal Revenue Service, and it is therefore up to each employee to maintain adequate documentation to substantiate any claims made by the employee. Receipts that the employee is required to obtain must be submitted to R&E.

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

Tuition Reimbursement Program

Purpose

Ramsey/Washington Recycling & Energy ("R&E") values its employees and is invested in their professional and personal development. R&E encourages a culture of continuous learning and is committed to providing employees with opportunities to enhance their skillsets and increase abilities of our employees to meet both the present and future employment needs of R&E. To support employee development and to attract and retain employees with superior ability and potential for advancement, R&E has established the following Tuition Reimbursement Program ("Program"). The Program supports R&E's strategic initiative around streamlined internal processes through human resources and technological capacity-building.

Scope

This policy applies to regular full- and part-time benefits eligible employees who work 20 or more hours per week. Employees must have at least one year of continuous employment with R&E to be eligible for tuition reimbursement.

Policy

The Program allows eligible employees to receive reimbursement for courses taken for credit as long as such courses are taken for the purpose of improving performance in present job duties or in preparation for promotional positions or other positions in R&E. Maximum employee tuition reimbursement is $4,000 per calendar year.

Not all requests will qualify for tuition reimbursement. The employing department director determines whether coursework has a direct relationship to an employee's job or advancement opportunities within R&E. Tuition reimbursement payment requests should be submitted upon successful completion (passing grade of "C" or better) of coursework including transcript and proof of payment.

Course approval is not approval for time off. If the course requires time off during your normal work hours, the employee should seek approval from their supervisor prior to registration.

Tuition reimbursement funding must be included in approved R&E budgets. Funding will be approved on a first come first served basis by application date. An R&E procurement card shall not be used for any tuition reimbursement-related expense.

Approved courses must be offered by an accredited institution and taken for credit. An accredited institution means an accredited institution of higher learning where classroom and/or online courses for academic credit are offered. This includes community colleges, universities and online universities. For more information on accredited institutions, please go to: https://ope.ed.gov/accreditation/. Tuition reimbursement applies to certificate programs that are new to the employee, but not those certifications needing to be maintained.

Eligible expenses for reimbursement include tuition, course technology fees, service fees, books or other charges connected to the pre-approved course offering and paid to the educational institution. Travel expenses, parking fees or optional study guides are not eligible for reimbursement. Incomplete or failed coursework and related fees will not be reimbursed. Training courses that are a required part of your current position shall not be reimbursed under this Program. Courses taken to maintain a license, registration or certificate also will not be reimbursed under this Program.

Receipt of grants, scholarships and loans does not impact an employee's eligibility to apply for tuition reimbursement; however, employees shall not receive R&E tuition reimbursement for amounts that are already being covered by a grant or scholarship. Employees are not eligible for tuition reimbursement for tuition that will be paid by a federal plan of "benefits for veterans and service personnel" or by other sources.

As of September 2026, the IRS allows up to $5,250 per year of tuition reimbursement before it becomes a tax liability for a student. R&E's annual reimbursement limit of $4,000 falls within this cap. However, if there are any timing delays in making the reimbursement payment causing a reimbursement to fall into a different calendar and tax year, then the amount paid within a calendar year could exceed the IRS cap and the employee may be faced with a tax liability on the amount received in excess of $5,250. In this event, the employee should consult a tax advisor. It is the employee's responsibility to be aware of and address any tax liabilities associated with this program.

Procedures

Approval

The employee will complete a tuition reimbursement Tuition Assistance Request form. The approval must take place in advance of registering for and starting the class. The form must include course description, the relevancy of coursework to the employee's job and/or R&E, and the expected expense. The form must be reviewed and signed by the employee's immediate supervisor and department director and HR. By approving, the department director verifies tuition reimbursement funds are available in the approved relevant R&E budget.

Reimbursement

Within six months of approved coursework completion, employee should submit to human resources the itemized proof of payment and official report or transcript showing proof of course credit and successful completion of the course.

Once a completed, eligible, and approved tuition reimbursement request has been received by Human Resources, the employee will receive the reimbursement issued to them on their regular paycheck. Reimbursements may take up to two pay periods to be processed.

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

Employee Tuition Assistance Request Form

Instructions:

- Complete the employee tuition assistance form below and attach descriptive information regarding the course(s) or degree program you wish to enter.
- Meet with your manager to discuss your tuition assistance request. If it is agreed that your request meets policy guidelines, the manager will discuss your request with your department director and the human resources manager. Approval of tuition assistance requests is subject to available funding and R&E procedures for allocation of tuition assistance funds.
- Upon completion of the course, submit a copy of your transcripts and itemized receipts to your supervisor.

Employee Name: ____

Job Title: ____

Date: ____

Course Name	Course #	Start Date	End Date	Credit Hours	Tuition Cost

Degree sought (if applicable): ____

Name of educational institution: ____

Address of institution: ____

Course Expenses:

Tuition: $___________

Laboratory Fees: $___________

Registration: $___________

Books/materials $___________

Total cost $___________

Development objective (what long-term goal is this program/course(s) intended to help you reach):

____

____

____

____

Please attach a brief outline of the courses from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion of a course with a grade or evaluation equivalent to a "C" or better. I further understand that it is my responsibility to submit all required information at the end of the course to receive reimbursement.

____

Employee Signature

____

Date

MANAGER APPROVAL

I have reviewed this request for employee tuition assistance and confirm it meets the following provisions:

☐ The class is relevant to the employee's current job or a reasonably accessible promotional opportunity.

☐ The content offered in the class is effective in keeping the employee abreast of current developments in their professional field or the content meets organizational needs.

☐ Expenses requested are available in the R&E budget.

Additional Comments: ____
____
____
____
____

This request is: ☐Approved ☐Not approved

______________________________________ ______________________________________

Manager signature Date

HUMAN RESOURCES MANAGER APPROVAL

This request is: ☐ Approved ☐ Not approved

Additional Comments: ____

____

____

____

____

_________________________________ _________________________________

Human Resources Manager Signature Date

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:	September 24, 2026				**AGENDA ITEM:**	VI.a	
SUBJECT:	Capital Assistance Program (CAP) Award for Flail Mill Project						
TYPE OF ITEM:	☐ INFORMATION		☐ POLICY DISCUSSION		☒ ACTION		☐ CONSENT
SUBMITTED BY:	Trista Martinson, R&E Executive Director						

R&E BOARD ACTION REQUESTED:

1. Affirm that Ramsey/Washington Recycling & Energy (R&E) will implement the flail mill replacement project, provide necessary financing and accept and exercise the governmental powers necessary to develop and operate the project.
2. Pledge to use all funds made available exclusively for the capital cost of the project and to pay any additional amount by which the cost of the project exceeds the estimate by appropriation of additional funds. R&E recognizes that any subsequent withdrawal of allocated or additional funds of R&E will impair the obligation of contract between the state of Minnesota, the R&E Board and the bondholders.
3. Authorize Executive Director Trista Martinson to sign the Final Capital Assistance Program Grant Application and the Capital Assistance Program Grant Agreement on behalf of R&E.

EXECUTIVE SUMMARY:

The R&E Center flail mills consist of a series of 24, 145-pound hammers that rotate very quickly to break open trash bags and smash the trash into smaller pieces to create refuse-derived fuel to be used at waste-to-energy power plants. The current flails mill were put into service in 2006 and are due for a complete rebuild. The project will consist of removing the existing flail mill structures from the facility and rebuilding new flail mills on site. Design will occur in 2026, components will be purchased in 2027, and construction will commence in 2028. In August 2025, R&E submitted an application to the Minnesota Pollution Control Agency (MPCA) Capital Assistance Program (CAP) to request funding in the 2026 state bonding bill.

On May 20, 2026, the 94th Minnesota legislature approved a bonding bill with an appropriation for $10,514,000 to the three highest ranked projects for the Solid Waste CAP grant on the capital budget request list for the MPCA, published January 2026 in the State of Minnesota Capital Budget Requests. The R&E request for $1,657,000 to rebuild the 20-year-old flail mills at the R&E Center was the third ranked project on that list. The funding will be administered by the MPCA through the CAP grant. As a step in the process toward execution of a final grant agreement for the receipt of state bonding funds, a CAP grant application must be submitted to the MPCA. The application includes submission of a resolution with verbiage as indicated in Minn. Stat. § 115A.54, subd. 3. A draft resolution with this required verbiage is attached.

SUBJECT: *Capital Assistance Program (CAP) Award*

ALIGNMENT WITH STRATEGIC PLAN:

3A.ii: Continue to operate an industry-leading waste processing facility and innovate for increased landfill diversion

ATTACHMENTS:

1. Draft Resolution (R&EB-2026-16)

FINANCIAL IMPLICATIONS:

This resolution is necessary to receive a state appropriation of $1,657,000 through the MPCA CAP grant for the R&E Center.

AUTHORIZED SIGNATURES		**DATE**
R&E EXECUTIVE DIRECTOR		9/15/26
WASHINGTON COUNTY ATTORNEY		9/15/26

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

RESOLUTION R&EB-2026-16
Capital Assistance Program (CAP) Award for Flail Mill Project

WHEREAS, It is the stated policy of the State of Minnesota, under the Waste Management Act, to manage solid waste in an environmentally sound manner; and

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

WHEREAS, Ramsey and Washington Counties have in place County Solid Waste Management Plans approved by the Commissioner of the Minnesota Pollution Control Agency, which clearly state the policy goal of maintaining and improving an integrated system of solid waste management that supports Minnesota's hierarchy of solid waste management, with an emphasis on waste reduction, reuse and recycling before the remaining solid waste is managed through resource recovery; and

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

WHEREAS, Ramsey/Washington Recycling & Energy (R&E) 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, Under the provisions contained in Laws of Minnesota 2026, Chapter 130, Article 1, Section 8, the State of Minnesota has allocated $10,514,000 to the three highest ranked projects for the Solid Waste Capital Assistance Grant Program on the capital budget request list for the Minnesota Pollution Control Agency, published January 2026 in the State of Minnesota Capital Budget Requests; and

WHEREAS, The R&E request for $1,657,000 to rebuild the 20-year-old flail mills at the R&E Center was the third ranked project for the Solid Waste Capital Assistance Grant Program on the capital budget request list for the Minnesota Pollution Control Agency; and

WHEREAS, R&E has the legal authority to apply for financial assistance, and the institutional, administrative and managerial capability to ensure adequate acquisition, construction, maintenance and protection of the proposed project. NOW, THEREFORE, BE IT

RESOLVED, R&E hereby pledges to complete the project if it exceeds the total funding provided by the proposed $1,657,000 grant from the Minnesota Pollution Control Agency. BE IT FURTHER

RESOLVED, R&E has the financial capability to provide any required matching funds and that the source of matching funds shall be from the Equipment, Maintenance & Replacement Budget totaling $1,093,000 and will not include other state funding sources. BE IT FURTHER

RESOLVED, R&E has not violated any federal, state or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practices. BE IT FURTHER

RESOLVED, That upon approval of its application by the state, R&E may enter into an agreement with the State of Minnesota for the flail mill replacement project, and that R&E certifies that it will comply with all applicable laws and regulations as stated in the contract agreement. BE IT FURTHER

RESOLVED, That Trista Martinson, executive director, is hereby authorized to execute such agreements as necessary to implement the project on behalf of R&E.

____
Mary Jo McGuire, Board Chair
September 24, 2026

____
Attest
September 24, 2026

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:	September 24, 2026	AGENDA ITEM:	VI.b

SUBJECT:	Executive Director Employment Agreement							
TYPE OF ITEM:	☐	INFORMATION	☐	POLICY DISCUSSION	☒	ACTION	☐	CONSENT
SUBMITTED BY:	Mary Jo McGuire, R&E Board Chair							

R&E BOARD ACTION REQUESTED:

Approve an employment agreement with Trista Martinson effective August 2, 2026, to continue in her role as Ramsey/Washington Recycling & Energy (R&E) executive director.

EXECUTIVE SUMMARY:

Executive Director Trista Martinson reached two years of employment with R&E on August 2, 2026. On August 27, 2026, the R&E Board met in closed session to discuss the executive director's performance and employment agreement. The board discussed entering into a new employment agreement with Martinson. This new employment agreement will be effective August 2, 2026.

ALIGNMENT WITH STRATEGIC PLAN:

Strategic Goal 1A: Public awareness and trust through brand management, transparency and engagement

ATTACHMENTS:

1. Draft Resolution (R&EB-2026-17)
2. Employment Agreement with Trista Martinson

FINANCIAL IMPLICATIONS:

Funds are included in the 2026 and 2027 Facility and Programs budgets.

AUTHORIZED SIGNATURES		DATE
R&E EXECUTIVE DIRECTOR		9/15/26
WASHINGTON COUNTY ATTORNEY		9/15/26

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

RESOLUTION R&EB-2026-17
R&E Executive Director Employment Agreement

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, Executive Director Trista Martinson reached two years of employment with R&E on August 2, 2026; and

WHEREAS, The R&E Board met in closed session on August 27, 2026, to discuss Martinson's performance as R&E executive director and her employment agreement. NOW, THEREFORE, BE IT

RESOLVED, The Ramsey/Washington Recycling & Energy Board approves an employment agreement with Trista Martinson effective August 2, 2026, to continue in her role as the R&E executive director.

____
Mary Jo McGuire, Board Chair
September 24, 2026

____
Attest
September 24, 2026

EMPLOYMENT AGREEMENT

2026 Amended and Restated Agreement

This Agreement is made and entered into this 24th day of September 2026, by and between Ramsey/Washington Recycling & Energy, hereinafter "Employer", and Trista Martinson, hereinafter "Employee" and shall be effective as of Employee's anniversary date, August 2, 2026 ("Effective Date").

WITNESSETH:

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

WHEREAS, The Ramsey/Washington Recycling & Energy Board, hereinafter "Board," desires to establish clear terms and conditions of employment appropriate to the Executive Director's duties, authority, compensation, benefits, and public accountability; and

WHEREAS, Employee desires to continue 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 and incorporated into this Agreement as Exhibit A) and to perform other legally permissible and proper duties and functions as the Board shall from time-to-time assign.

Employee reports to the Board as a body. The Board Chair may serve as the primary liaison between the Board and Employee; however, no individual Board member, committee, county official, or other person may unilaterally terminate Employee, materially alter Employee's compensation, or materially diminish Employee's authority or duties except as authorized by the Joint Powers Agreement, Bylaws, this Agreement, and applicable law.

Subject to Board policy, adopted budgets, the Joint Powers Agreement, Bylaws, and applicable law, Employee shall have the executive and administrative authority reasonably necessary to carry out the duties of Executive Director, including supervision of R&E staff and administration of Board-approved programs, contracts, operations, and strategic priorities.

Section 2: Term

A. As of the Effective Date, Employee's employment shall continue for an indefinite term unless terminated in accordance with 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

A. Termination Without Cause. The Board may terminate Employee without Cause only by formal action taken in accordance with the Joint Powers Agreement, Bylaws, the Minnesota Open Meeting Law, and other applicable law. If Employee is willing and able to perform the duties of Executive Director at the time of termination, Employer shall provide the compensation and benefits described in subsection D.

B. Definition of Cause. "Cause" means: (1) conviction of, or plea of guilty or nolo contendere to, a felony that materially relates to Employee's fitness to perform the duties of Executive Director; (2) fraud, embezzlement, theft, or material dishonesty involving Employee; (3) willful misconduct or gross negligence in the performance of Employee's duties that results in material harm to Employer; (4) a material violation of law or Employer policy where the violation materially affects Employee's ability to perform the position; or (5) material and repeated failure to perform the essential duties of Executive Director after written notice and a reasonable opportunity to cure. Cause does not include good-faith disagreement concerning policy, management style, strategic direction, Board priorities, or the reasonable exercise of professional judgment.

C. Notice and Opportunity to Cure. Except for conduct that is not reasonably curable, including conduct described in subsection B(1) or B(2), Employer shall provide Employee written notice describing the alleged grounds for Cause with reasonable specificity and at least thirty (30) calendar days to cure the identified deficiency. Employee shall be given a reasonable opportunity to respond before final Board action. Nothing in this subsection prevents Employer from placing Employee on paid administrative leave while a matter is reviewed.

D. Severance Upon Termination Without Cause. If Employee is terminated without Cause, Employer shall pay Employee severance equal to six (6) months of Employee's then-current base salary, subject to all applicable statutory limits, including Minn. Stat. § 465.722 if applicable. The form and timing of payment shall comply with applicable law. In addition, for six (6) months following separation, Employer shall continue to make the same periodic Employer contribution toward Employee's medical, dental, vision, and life insurance coverage that it made immediately before separation, to the extent permitted by the applicable plans and law. Employee shall also receive payment for all earned and accrued PTO and other amounts due under this Agreement and applicable Employer policy.

E. Resignation for Good Reason. Employee may resign for "Good Reason" and receive the same compensation and benefits provided for a termination without Cause if, without Employee's written consent, one or more of the following occurs: (1) a material reduction in base salary or contractual benefits, other than an across-the-board reduction permitted by Section 18; (2) a material diminution in Employee's authority, duties, or responsibilities; (3) a material change requiring Employee to report to a person or entity other than the Board; (4) a material breach of this Agreement by Employer; (5) relocation of Employee's principal work location by more than fifty (50) miles; or (6) elimination of the Executive Director position, or a material diminution of that position, arising from reorganization, consolidation, dissolution, amendment of the Joint Powers Agreement, creation of a successor governmental entity or district, or similar governance change. Employee must provide written notice to the Board within sixty (60) days after learning of the event and allow Employer thirty (30) days to cure. In the event that Employer does not cure, Employee must resign within ninety (90) days after the cure period unless otherwise agreed in writing in order to receive the benefits for a termination without Cause.

F. No Severance for Cause or Ordinary Voluntary Resignation. If Employee is terminated for Cause, or voluntarily resigns without Good Reason, Employer shall have no obligation to provide the severance described in subsection D, but Employee remains entitled to salary, earned and accrued leave, and other benefits due through the separation date under this Agreement, applicable policy, and law.

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.

If Employer waives all or part of the notice period or relieves Employee of duties after Employee provides the required notice, Employee shall continue to receive regular salary and benefits through the stated resignation date unless the parties mutually agree in writing to an earlier separation date. A resignation for Good Reason shall be governed by Section 3.

Section 5: Salary

Employer agrees to pay Employee an annual base salary of $221,774.75, payable in installments at the same time as the other employees of the Employer are paid. Salary increases shall be determined by Employer consistent with the criteria outlined in Section 8.

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 formally review and evaluate Employee’s performance annually, ordinarily in connection with Employee’s anniversary date or another consistent annual schedule established by the Board. The evaluation shall be based on criteria developed jointly by the Board and Employee and may include organizational performance, strategic plan implementation, financial stewardship, leadership, operations, Board relations, external partnerships, and other Board-approved objectives. The evaluation shall reflect the assessment of the Board as a body rather than the unilateral assessment of any individual Board member. The Board Chair shall provide Employee with a written summary of the Board’s findings and a meaningful opportunity to discuss the evaluation with the Board.

The Board shall review Employee’s compensation annually in conjunction with the performance evaluation. Compensation decisions shall separately identify, to the extent applicable: (1) general wage or cost-of-living adjustments; (2) movement within or adjustments to the Executive Director pay band; and (3) performance- or merit-based adjustments. Any adjustment shall be established by Board action and documented in writing.

At least once every three (3) years, the Board shall review relevant market compensation data for comparable public-sector executive positions and organizations of similar operational, fiscal, regulatory, and organizational complexity. The market review is advisory and does not guarantee a particular salary adjustment.

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.

The Board and Employee should conduct at least one mid-year progress discussion. Failure of the Board to complete an evaluation by the anticipated date shall not itself constitute an adverse evaluation and shall not, by itself, be grounds for withholding any otherwise applicable general compensation adjustment.

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 an exempt salaried executive and is not eligible for overtime or compensatory time except as required by law. Employee shall devote the time and attention reasonably necessary to fulfill the responsibilities of Executive Director, including periodic evening, early-morning, weekend, emergency, travel, and public-meeting obligations. Employee shall generally be available during normal R&E business hours, with reasonable flexibility in scheduling and work location consistent with executive responsibilities, operational needs, Employer policy, and arrangements with the Board Chair.

Section 10: Outside Activities

Employee may engage in teaching, speaking, writing, consulting, professional association service, civic service, or other outside activities that do not materially interfere with Employee's R&E duties, create an actual or perceived conflict of interest, misuse R&E resources, or violate law or Employer policy. Employee shall not spend more than ten (10) hours per week on compensated non-Employer business without prior Board approval. Professional or industry service undertaken substantially for the benefit of R&E shall not be treated as outside business solely because it occurs outside normal business hours.

Section 11: Automobile & Other Reimbursement

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. Employee may not submit for mileage reimbursement if using R&E-owned electric vehicle charging stations.

Employee shall also be reimbursed for authorized travel, lodging, meals, and other reasonable business expenses incurred on behalf of R&E in accordance with applicable R&E policy and subject to the approved budget or other Board approval.

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.

This contractual accrual rate may not be reduced by a subsequent handbook or policy amendment except by written amendment of this Agreement signed by Employee and approved by the Board. Carryover, maximum accrual, scheduling, and payment of accrued PTO upon separation shall otherwise be administered under policies applicable to non-represented R&E employees, provided that no policy shall eliminate PTO already earned or conflict with the express terms of this Agreement.

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.

Nothing in this Section limits the specific insurance-continuation rights provided in Section 3.

Section 14: Dues and Subscriptions

Subject to inclusion in the adopted budget and applicable R&E policies, Employer shall pay or reimburse reasonable costs of professional dues, memberships, subscriptions, conferences, continuing education, executive leadership development, certifications, and professional activities that further the work of R&E or enhance Employee's effectiveness as Executive Director.

Section 15: Indemnification

Employer shall defend and indemnify Employee to the fullest extent required or permitted by applicable Minnesota law, including Minn. Stat. § 466.07, for claims, damages, penalties, fines, and reasonable defense costs arising from acts or omissions within the scope of Employee's official duties, except to the extent indemnification is prohibited by law.

Employer shall maintain liability coverage reasonably appropriate for the organization and Employee's executive responsibilities, which may include public-official, directors-and-officers, employment-practices, general liability, cyber, or comparable governmental liability coverage as determined appropriate by Employer. To the extent provided by applicable coverage, protection for acts occurring during employment shall continue for claims asserted after Employee's separation.

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. Except as otherwise provided in this Agreement, R&E personnel policies, rules, and benefit provisions applicable to non-represented employees shall apply to Employee. If this Agreement conflicts with an Employer handbook, personnel policy, administrative practice, rule, or later policy amendment, this Agreement controls. No future policy amendment may reduce a salary, severance right, PTO accrual rate, insurance continuation right, or other benefit expressly granted by this Agreement unless the parties amend this Agreement in writing.

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.

Nothing in this Section requires Employer to provide a discretionary merit increase. Any reduction otherwise permitted by this Section shall be generally applicable to non-represented R&E employees.

Section 18: Technology and Communications

Employer shall provide or reimburse, consistent with R&E policy, reasonable technology and communications resources necessary for Employee to perform the duties of Executive Director, including business-use computer, mobile communications, remote-access, and related services. All Employer-provided systems and records remain subject to applicable public records, data practices, security, and retention requirements.

Section 19: Successor, Reorganization, and Governance Change

This Agreement is binding upon Employer and any successor entity that assumes substantially all of R&E's functions, operations, assets, or responsibilities to the extent permitted by law. A merger, consolidation, dissolution, restructuring, amendment of the Joint Powers Agreement, creation of a solid waste management district or other successor governmental entity, transfer of substantially all R&E operations, or similar governance change shall not by itself eliminate Employee's accrued rights under this Agreement. If such action eliminates the Executive Director position or materially diminishes Employee's duties, authority, compensation, or reporting relationship, the matter shall be governed by the Good Reason and severance provisions of Section 3, subject to applicable law.

Section 20: Notices

All notices required under this Agreement shall be in writing. Notice is effective when personally delivered; when received if sent by nationally recognized overnight courier; when delivery is confirmed if sent by certified mail, return receipt requested; or when receipt is acknowledged if sent electronically to an address designated in writing by the receiving party. If a notice address changes, the affected party shall provide written notice of the change.

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

(2) EMPLOYEE: Trista Martinson
Home address on file with R&E

Section 21: Compliance With Applicable Law

This Agreement shall be governed, interpreted, and administered consistent with applicable federal and Minnesota law, including laws governing public meetings, public employment, data practices, retirement, benefits, indemnification, and severance. If Minn. Stat. § 465.722 applies to Employee, any severance or contract-termination payment shall be structured and approved in compliance with that statute, including any required governing-body approval, public-meeting disclosure, rescission period, and statutory maximum.

Section 22: General Provisions

A. The text herein shall constitute the entire agreement between the parties. Together with Exhibit A and any written amendments executed in accordance with this Agreement, this Agreement supersedes the parties' July 25, 2024 Employment Agreement as of the Effective Date.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee. Subject to Section 19 and applicable law, this Agreement shall also bind and benefit Employer and its lawful successors with respect to rights or obligations that survive separation or death.

C. This Agreement shall become effective on the Effective Date.

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.

E. This Agreement may be amended only by a written instrument approved by the Board and signed by Employee and an authorized representative of Employer.

F. A waiver of any breach or provision shall not constitute a waiver of any later breach or other provision unless expressly stated in writing.

G. Sections concerning accrued compensation, severance, insurance continuation, return of property, indemnification, successor obligations, and any other provisions that by their nature apply after separation shall survive termination of employment.

H. This Agreement may be executed in counterparts and by electronic signature to the extent permitted by law, each of which shall be deemed an original.

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

TRISTA MARTINSON

By: ______________________________

Date: ___________________________

RAMSEY/WASHINGTON RECYCLING & ENERGY:

By: ______________________________

R&E Board Chair

Date: ___________________________

Approved As To Form:

By: ______________________________

County Attorney

Date: ___________________________

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:	September 24, 2026					**AGENDA ITEM:**		VI.c
SUBJECT:	Board Workshop: Solid Waste Trends							
TYPE OF ITEM:	☒	INFORMATION	☐	POLICY DISCUSSION	☐	ACTION	☐	CONSENT
SUBMITTED BY:	Trista Martinson, R&E Executive Director							

R&E BOARD ACTION REQUESTED:

For discussion.

EXECUTIVE SUMMARY:

This workshop's purpose is to provide board members with facts and statistics on solid waste generation and management trends in Ramsey and Washington Counties that can be used to inform direction on upcoming efforts and investments in waste reduction and diversion efforts.

R&E's strategic engineering services consultant, HDR, Inc., conducted an analysis of solid waste trends in the two Counties between 2012 and 2025, utilizing data from waste characterization studies and county Select Committee on Recycling and the Environment (SCORE) reports. This study was intentionally timed to inform tactics to implement the Counties' solid waste management plans and the 2025-2030 R&E Strategic Plan. By reviewing the flow of waste, tonnage managed by method (recycled, composted, waste-to-energy, landfilled), waste generation, population change and materials in the waste stream over time, we can glean critical information on effectiveness, prioritization and future opportunities. The findings can, in turn, support data-driven decision-making on upcoming budgeting activities, program planning and service delivery.

Staff will present key results during the workshop and use board member discussion and feedback from this workshop to guide planning and implementation of strategic initiatives. The primary question for board discussion is:

Based on the trends identified in the analysis, what does the board see as the greatest opportunities to advance R&E's strategic goals, and how could those opportunities be reflected in future resource allocation, program development, operations and service delivery strategies?

The attachments provided with this item present the findings from HDR's and staff's analyses, intended to equip board members with key insights to guide informed discussion on priorities and opportunities for solid waste reduction and diversion efforts in the current and next R&E budget cycles.

<u>Workshop Outline</u>

1. Introduction and workshop purpose
2. Evaluating solid waste management
    a. Waste characterization studies
    b. Annual county SCORE data

        c. Population and per capita measures
3. Solid waste trends in Ramsey and Washington Counties
    a. Waste flow
    b. Waste generation by management method
    c. Materials in the waste stream
4. Strategic significance
    a. Alignment of programs and services
    b. Opportunities
    c. Questions and discussion

ALIGNMENT WITH STRATEGIC PLAN:

Initiative 1A.iii: Establish R&E's role and increase industry visibility as a leader in technical expertise and innovation.

Initiative 3A.i: Implement and sustain a streamlined and consistent portfolio of upstream programs (waste reduction, reuse, recycling), informed by data and community engagement.

Initiative 4C.ii: Implement regular internal progress/impact evaluation with built-in feedback loops for continuous optimization.

ATTACHMENTS:

1. Staff memorandum: Solid Waste Trends Report
2. HDR report: Waste Characterization Trends Analysis

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
R&E EXECUTIVE DIRECTOR		9/16/26

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

September 17, 2026

To: Ramsey/Washington Recycling & Energy Board

From: Trista Martinson, Executive Director; Leigh Behrens, Planning Manager

Re: **Solid Waste Trends Report**

Background

Solid waste managers face a fundamental challenge in evaluating the effectiveness of waste reduction and diversion programs and services. Tonnage data can show changes in the quantities that have been recycled, composted, sent to waste-to-energy or landfilled, but do not reveal *why* those changes occurred or identify which materials are driving the trend. Changes in population, economic conditions, consumer behavior and other waste system patterns can all influence disposal and diversion outcomes, making it difficult to determine whether observed changes are the result of specific programs or broader external factors.

To address this, agencies responsible for solid waste management may gather information in multiple ways, each uncovering a piece of the overall portrait of solid waste generation, management and impacts in their communities, including:

- Waste characterization studies
- Year-over-year waste tonnage trend analysis
- Recycling rate monitoring
- Market and industry trend analysis
- Community engagement
    - E.g., surveys, advisory committees, event tabling, etc.
- Industry engagement
    - E.g., knowledge-sharing with haulers, facility operators, technology providers, etc.
- Program-level evaluation
    - E.g., participation studies, contamination monitoring, focus groups, etc.

Ramsey/Washington Recycling & Energy (R&E) staff regularly engage in each of these evaluation activities to build a portfolio of programs, services and operations that efficiently and effectively pursue the goals directed by the R&E Board and county solid waste management plans. Earlier this year, R&E's strategic engineering services consultant, HDR, Inc., completed a solid waste trends analysis of the two Counties between 2012 and 2025, utilizing data from waste characterization studies and Select Committee on Recycling and the Environment (SCORE) annual reports. The analysis reviewed the flow of waste, tonnage managed by method (recycled, composted, waste-to-energy, landfilled), waste generation, population change and materials in the waste stream over time.

This memorandum and the staff presentation at the R&E Board workshop on September 24, 2026, are intended to share key findings from this analysis to support data-driven decision-making on upcoming budgeting activities, prioritization, program planning and service delivery in alignment with R&E values.

Evaluating Solid Waste Management

The combination of waste characterization studies and year-over-year trend analyses can unlock insights into solid waste generation and management that are otherwise difficult to obtain. Periodic waste characterization studies detail the composition of the waste stream and reveal the material categories that continue to be disposed of in high proportions, while long-term trend analysis helps track shifts in recycling, organics management and disposal over time. Together, these tools provide key information to evaluate program effectiveness, identify new or renewed opportunities for reduction or diversion, prioritize investments and inform future policy, budget and service delivery decisions.

Waste characterization is a systematic process used to identify and quantify the materials that make up a waste stream. During a study event, samples of waste are collected, sorted into material categories (such as paper, plastics, metals, organics, glass, construction and demolition debris, and other materials) and weighed to determine each material's share of the overall waste stream. The results provide a snapshot of what is being disposed of and, when combined with prior studies, show how the composition of waste has changed over time.

SCORE report data is the industry standard for public sector solid waste managers in Minnesota to evaluate year-over-year trends. SCORE, in this setting, refers to the solid waste management information reported by each Minnesota county to the Minnesota Pollution Control Agency (MPCA) on an annual basis. The dataset tracks how materials have been managed across Minnesota's waste system dating back to 1991. SCORE reports track the annual quantity of materials managed through various methods:

- Recycling
- Organics management (composting and anaerobic digestion)
- Waste-to-energy
- Landfilling
- Reuse
- Other management methods reported through the SCORE reporting system

Because reports are submitted annually and with consistent methodology over time, SCORE data are particularly valuable for examining long-term trends in waste generation, diversion and management system performance. For example, SCORE reports are used by the MPCA to determine county recycling rates.

While useful, the ***recycling rate*** has several shortcomings. It focuses on diversion rather than waste prevention, meaning a community can improve its recycling rate while still generating more waste overall. It can also obscure differences between management methods. For example, a stable recycling rate could mask changes in composting, landfill or waste-to-energy quantities. Additionally, recycling rates do not show which materials are being recycled or where opportunities for additional diversion exist. Finally, it does not account for population growth, which may skew the rate calculation for faster-growing or more populous counties.

For these reasons, recycling rates are ideally interpreted alongside other metrics such as per-capita waste generation, management-method quantities and waste characterization results.

Solid Waste Trends in Ramsey and Washington Counties

The solid waste trends analysis found that both Ramsey County and Washington County have made significant progress toward waste diversion goals over the past decade. Between 2012 and 2023, the combined recycling rate increased from approximately 32% to 52%, reflecting that recycling and organics management quantities increased substantially.

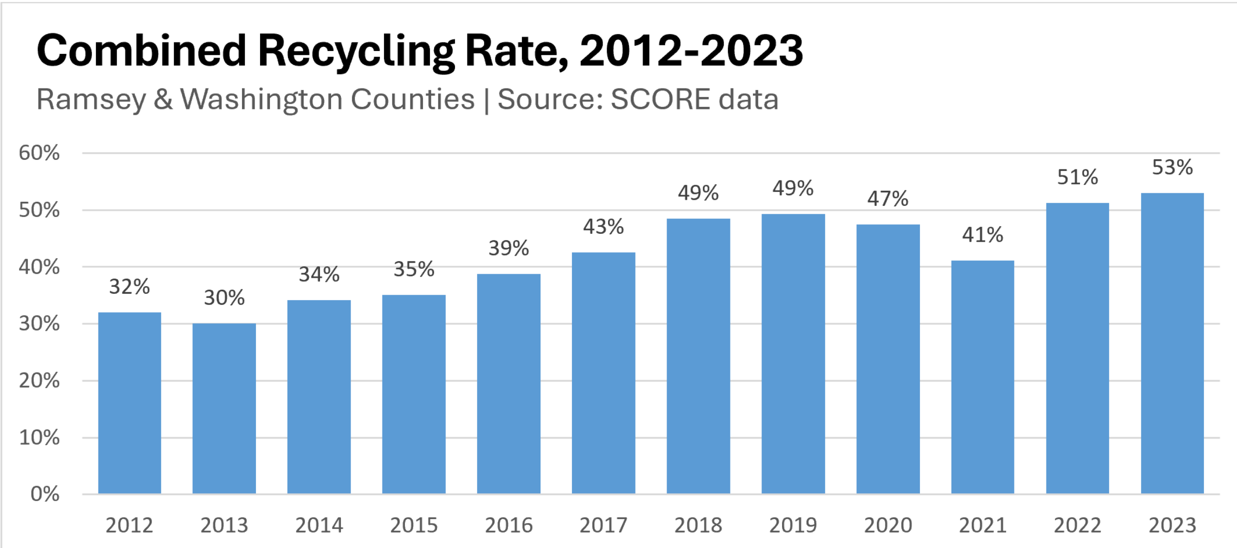


Figure 1. Combined recycling rates of Ramsey and Washington Counties between 2012 and 2023.

Although total material generation increased by roughly 348,500 tons during the study period, approximately 296,400 tons of that increase was managed through recycling and organics programs, while only about 52,100 additional tons were directed to disposal through landfill or waste-to-energy (WTE) facilities. This indicates that diversion has expanded at a faster rate than disposal, and that diversion activities are capturing a growing share of the waste stream.

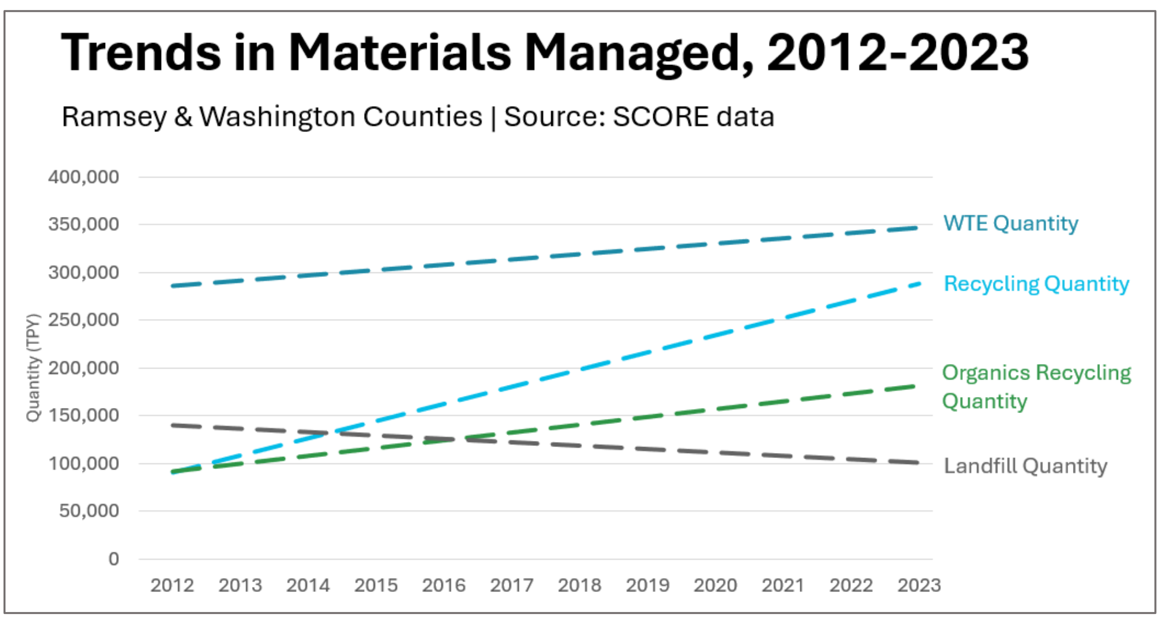


Figure 2. Trends of solid waste materials managed in Ramsey and Washington Counties, 2012-2023.

The analysis also found that population growth has not translated into higher waste generation on a per-person basis. The combined population of Ramsey and Washington Counties increased from approximately 760,700 residents in 2012 to more than 843,000 residents in 2024. However, per-capita waste generation has generally stayed consistent to slight downward-trending since peaking in 2017. At the same time, per-capita recycling and organics diversion rates increased significantly, suggesting that waste reduction and diversion efforts outpaced population growth and that overall system performance in the two Counties has improved over time.

Waste characterization studies conducted between 2012 and 2025 identified notable changes in the composition of the waste stream. Organics have consistently represented the largest material category, increasing from approximately 26% of the waste stream in 2012 to over 35% in 2025. In contrast, the composition of paper, plastics, metals and glass has remained relatively stable over time, while construction and demolition (C&D) materials generally declined.

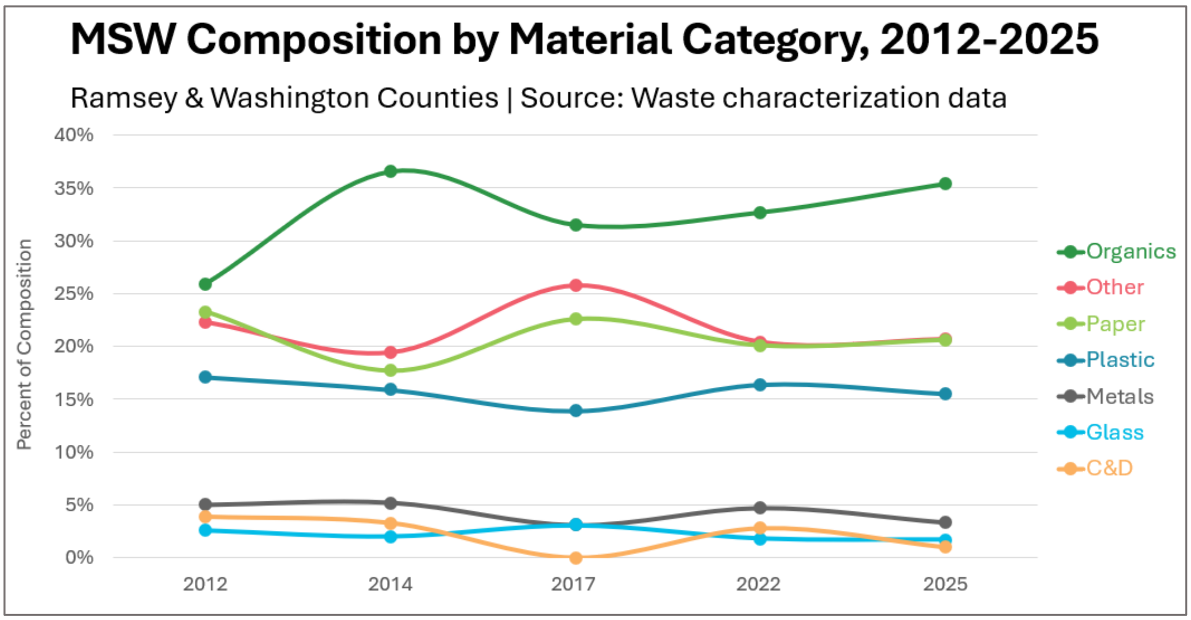


Figure 3. Solid waste composition by material category in Ramsey and Washington Counties between 2012 and 2025.

"Other" remains a significant category in the waste stream, consisting of items like textiles, rubber, diapers, carpeting, furniture and more. These materials are not high-volume individually, but highlight the heterogeneity of materials that add up to the second-largest category of discarded materials in these studies.

Strategic Significance

HDR's Waste Characterization Trends Analysis provides insight into both the effectiveness of existing solid waste management strategies and future opportunities to direct effort and investment. While total waste generation across all waste streams increased, diversion programs captured much of that increase, resulting in a recycling rate that increased from 32% to 53% (21 percentage points) in 11 years. At the same time, per-capita waste generation has trended flat to downward despite continued population growth, indicating that the overall waste generation increase is a function of population rather than an increase in discarded materials. Collectively, this suggests that existing recycling programs are operating as intended and that the Counties are making progress toward waste diversion goals, with ample opportunities to further advance both waste reduction and diversion efforts.

The study also highlights where future efforts may have the greatest impact. Waste characterization results show that organics remain the largest component of the municipal solid waste stream. This affirms that recent organics recovery efforts, such as the Food Scraps Pickup Program that began rolling out in 2023, position Ramsey and Washington Counties to further increase diversion, reduce disposal and advance county and state waste management objectives. It also suggests that multiple interventions will be necessary to fully influence the prevalence of discarded organics due to the magnitude of the problem and the outsized greenhouse gas impact of this material on the environment.

Overall, this analysis, combined with well-rounded knowledge and expertise among board members and staff, provides new insights to guide informed discussion on priorities and opportunities to advance R&E's strategic goals. In alignment with R&E's value of trust – *maintaining diligent stewardship of public trust and funding, with our work informed by research and science* – these findings can support future decisions for resource allocation, program development, operations and service delivery strategies.

Waste Characterization Trends Analysis

Ramsey/Washington Recycling & Energy

December 23, 2025
Revised June 1, 2026

Authors

Jennefer Klennert
Amanda Erickson
Emily Sisk

Executive Summary

R&E has conducted several waste characterization studies since 2012. These studies provide useful information on the type and quantity of waste generated in the two counties and the material being managed at the R&E Center. Over time, these studies can show progress toward the following R&E Strategic Plan goals:

- Diverting more waste
- Reducing waste generation per capita
- Increasing annual recycling rate (combined two counties)
- Increasing tons of materials reused and recycled

HDR reviewed data from historical waste characterization reports to identify trends in waste composition over time, provide insights into the type and amount of waste being generated and managed by the R&E Center, and track progress towards R&E's Strategic Plan Goals.

The following key findings were identified:

- The recycling rate (which includes diversion of traditional recyclables and organics) for the counties has increased from approximately 32% to 53% since 2012. Recycling and organics diversion rates are both trending upward.
- While the total material generated in both counties has increased by approximately 348,500 tons between 2012 and 2023, most of the additional material (296,400 tons) was diverted via recycling and organics programs, and only 52,100 additional tons of material was disposed of via landfill or waste to energy (WTE).
- Organic materials in the waste stream have increased based on findings from the waste characterization studies between 2012 and 2025. This appears to be driven by a nearly 90% increase in food waste composition, from 15% in 2012 to 28% in 2025.
- Between 2012 and 2024, the population of both counties increased from approximately 760,710 in 2012 to approximately 843,070 in 2024. Since 2012, the per-capita waste generation rate has been trending downward. During the same period, recycling and organics diversion quantities have increased.
- Waste characterization studies between 2012 and 2025 were used to conduct this evaluation. While the studies used similar material categories, there are differences between studies that prevent direct comparison between material subcategories over time. To effectively evaluate trends over time and compare directly between waste characterization studies, it is recommended that a standardized list of material categories be used in the future.

The recycling rate in both counties has increased, indicating that recyclable materials are properly diverted. R&E's waste characterization studies found that the composition of paper, metal, and glass has remained relatively consistent from 2012 to 2025. Film and flexible packaging were the largest plastic subcategory identified in the waste stream. The implementation of Minnesota's Extended Producer Responsibility for Packaging is likely to reduce the amount of film and flexible packaging in the waste stream in the years to come.

Construction and demolition (C&D) materials were found to be decreasing in the waste stream, indicating that these materials are likely either being disposed of less frequently in the trash or being disposed of properly via alternative options.

Organics continue to be the most significant material in the waste stream and have increased steadily since 2012. As the Food Scraps Pickup Program (FSPP) continues to expand and more materials are diverted, R&E may see a decrease in the amount of organics in the waste stream, particularly if future waste characterization studies categorize food scraps bags (FSB) separately. Because the FSPP is only currently available for residents, the amount of organics generated by businesses is not expected to change over time without the addition of new diversion programs.

R&E's biggest opportunity for additional diversion is organics, including food waste and other compostable materials. The implementation of the FSPP for residents has the potential to significantly increase diversion. Considerations for diverting food scraps from businesses have the potential to further increase diversion.

Data Sources

State Waste, Recycling, and Organics Management Data

The Minnesota Pollution Control Agency's (MPCA) Select Committee on Recycling and the Environment (SCORE) annual report includes information submitted by each county regarding solid waste activities. SCORE reports show year over year comparisons for how various materials are managed, including reuse, recycling, organics, landfill, waste-to-energy (WTE), and onsite management. Annual data is available for both counties from 1991 through 2023. For the purposes of this evaluation, data from 2012 to 2023 were evaluated.

Waste Characterization Studies

R&E conducted multiple waste characterization studies between 2012 and 2025. These studies have been conducted for a variety of purposes, including:

- Assessing the composition of incoming material, including refuse-derived fuel (RDF)
- Identifying recyclable and compostable organic materials that could be recovered from the waste stream
- Evaluating existing programs like the Food Scrap Pickup Program (FSPP)
- Evaluating suitability for potential technologies that could be implemented in the future (for example, anaerobic digestion [AD] or gasification).

Over time, different material definitions were used to evaluate the material types that were most impactful to R&E's programs and operations at that time. For example, R&E is interested in whether food waste is packaged, unpackaged, or placed in food scrap bags (FSBs), resulting in more recent studies categorizing food waste into multiple categories. A summary and key findings of each study considered for this evaluation is included below.

2025 ASTM Waste Characterization

Foth Infrastructure & Environment, LLC (Foth) conducted a waste characterization study at the R&E Center in 2025. The study evaluated whether there are changes in the composition of incoming waste, the quantity of recyclables, and the quantity of organics content as a result of the FSPP. The study included both residential and commercial waste and included an evaluation of paper, plastics, glass, metals, organics, household hazardous waste (HHW), construction and demolition (C&D) material, other construction material/debris, home goods (furniture, fixtures, and toys), electronics, inerts (dirt, rocks, ceramic), and miscellaneous or fines. Food waste had the highest composition by weight (27.7%), followed by compostable paper (10.4%), other inorganics (7.4%), mixed recyclable paper (6.8%), all other plastics (5.3%), and film and flexible packaging (5.1%).

2024 Food Scrap Bag Characterization and Evaluation

This study, conducted by Foth, aimed to evaluate the FSBs delivered to the R&E Center and recovered by robotic sorters, assessing the efficacy of the program. The characterization team evaluated the number of FSBs, contamination, weight, and condition of the bags, bag size (6- or 13-gallon), and participant bag tying procedures. The most common issues identified were contamination of FSBs due to food-related plastics, incorrectly tied FSBs, and miscellaneous green bags incorrectly identified as FSBs by robotic sorters. A higher rate of contamination was observed in the 13-gallon bags compared to the 6-gallon bags, likely due to residents improperly using them as trash bags. Roughly 83% of the FSBs collected during this study were in good or acceptable condition with little to no visible holes and proper containment of organics.

2023 Food Scrap Bag Characterization and Evaluation

Prior to the *2024 Food Scrap Bag Characterization and Evaluation*, Foth conducted a similar study in 2023 that was intended to evaluate several facets of the FSPP, including resident participation, customer service, and robotic sorting. This study primarily focused on characteristics such as the quantity of FSBs, FSB contamination, FSB condition and weight, FSB bag size (6- or 13- gallon), and FSB knot-tying procedures. The study found the most common issues were improperly tied bags and contamination from single-use food-related plastics. Roughly 93% of the FSBs collected during this set of sorts were in good or acceptable condition, with little to no visible holes and proper containment of organics.

2023 Solid Waste Composition Analysis

In 2023, Burns & McDonnell Engineering Company, Inc. (B&M) conducted a solid waste fractional analysis to assess the composition of solid waste delivered to R&E prior to RDF processing and distribution to Xcel Energy's (Xcel) Red Wing, and Wilmarth Generating plants. The study collected 30 samples across the span of three weeks and separated into the following primary material categories: paper, plastic, metals, glass, organics, C&D, and other waste. In comparison to the *2017 B&M Solid Waste Composition Analysis*, the percentage of paper and glass in the waste stream decreased; organics, hazardous waste, and mercury-containing materials remained relatively unchanged; and plastics increased as a portion of the overall waste stream.

2022 Component Investigation of Refuse-Derived Fuel

In 2022, Foth evaluated the consistency and effects of seasonality on municipal solid waste (MSW) feedstock components for RDF processing. During the four quarters of the 2022 RDF investigation, RDF quality was found to be relatively consistent with less than 5% variance for each component between quarters. The most prevalent material category was paper (32%), followed by plastics (29%), fines (25%), wood/organics (9%), and other waste (5%).

2020 Refuse-Derived Fuel Seasonal Characterization

Foth conducted four seasonal sampling events to monitor seasonal fluctuations of biogenic carbon content within waste mass used for RDF. Randomly selected RDF material was collected from a composite daily sample, mixed, and portioned into 20-gram samples for further laboratory analysis. The most common waste categories include plastic films, yard waste, organic fines, and food scraps.

2019 Non-Ferrous Sort

In 2019, Foth conducted a series of seasonal non-ferrous material sorts to determine potential seasonal variabilities of non-ferrous waste across the following categories: used beverage containers, aluminum foil, other metals, plastic film, and trash (other materials). Five randomly collected samples were separated from the main non-ferrous waste stream and used for further analysis. During both May 2019 and November 2018 sorts, used beverage containers had the highest average percentage of the total non-ferrous stream (56.2%), followed by other metals (31.8%), trash (8.7%), aluminum foil (3.0%), and plastic film (0.3%). Although seasonal variations were relatively consistent between the 2018 and 2019 sorts, there was a clear reduction in the amount of plastic film between 2018 and 2019.

2018 Solid Waste Composition Analysis

B&M conducted a solid waste fractional, proximate, ultimate, and heating value analyses study for RDF processed by the R&E Center and distributed to Xcel Energy's Red Wing and Wilmarth Generating Plants. A total of 30 representative MSW samples were characterized as a combined aggregate waste. Of the six primary waste categories identified by B&M, organics was the largest category by mean weight of total composition (31.5%), followed by other wastes (25.9%), paper (22.5%), plastic (14%), glass (3.1%), and metals (3.1%). In comparison to B&M's 2012 Solid Waste Composition Analysis, there was a smaller proportion of paper and glass and higher proportions of organics and plastics in the overall waste stream.

2016-2017 Seasonal Waste Characterizations

Foth completed a seasonal waste characterization study across four quarters to better understand the potential impacts of seasonal variability on residential solid waste. The characterization events were focused on traditional recyclables, including plastic bottles and containers, old corrugated containers (OCC), ferrous and non-ferrous metals, and food waste that could be composted or digested in an anaerobic digester. The study found that most of the material sampled was not recyclable (89-95%). An additional 10-12% of the waste stream was comprised of food waste.

2014 Waste Composition Study

In 2014, Foth conducted a waste characterization study on the composition of waste from residential and commercial sources, as well as the aggregate (45% from residential sources and 55% from commercial sources). The study's results conclude that the residential stream, commercial stream, and combined aggregate waste stream had similar composition ratios. Organic waste was the most abundant material by weight (42.9%), followed by paper (17.6%), plastic (15.9%), other waste (14.5%), metal (5.3%), glass (1.9%), electronics (1.2%), and HHW (0.6%). Overall trends include increasing food waste percentages, low percentages of "standard recyclables" (i.e., newspaper, cardboard, plastics, etc.) in both residential and commercial streams, and the increased need for education regarding improper yard waste disposal and contamination.

2012 Solid Waste Composition Study

SAIC Energy, Environment & Infrastructure, LLC (SAIC) conducted a solid waste composition study that included proximate, ultimate, and heating value analyses for waste processed at the R&E Center for delivery to Xcel Energy's facilities. A total of 30 samples were collected during the sorting event for further characterization and analysis. The waste category with the highest mean percentage of total weight composition in the aggregate stream was organics (28.2%), followed by paper (23.1%), plastic (17.1%), miscellaneous waste (16.3%), metals (5%), C&D (3.9%), problem materials (i.e. batteries, computer equipment, other electrical and household appliances, etc.) (3.6%), glass (2.6%), and HHW (0.1%).

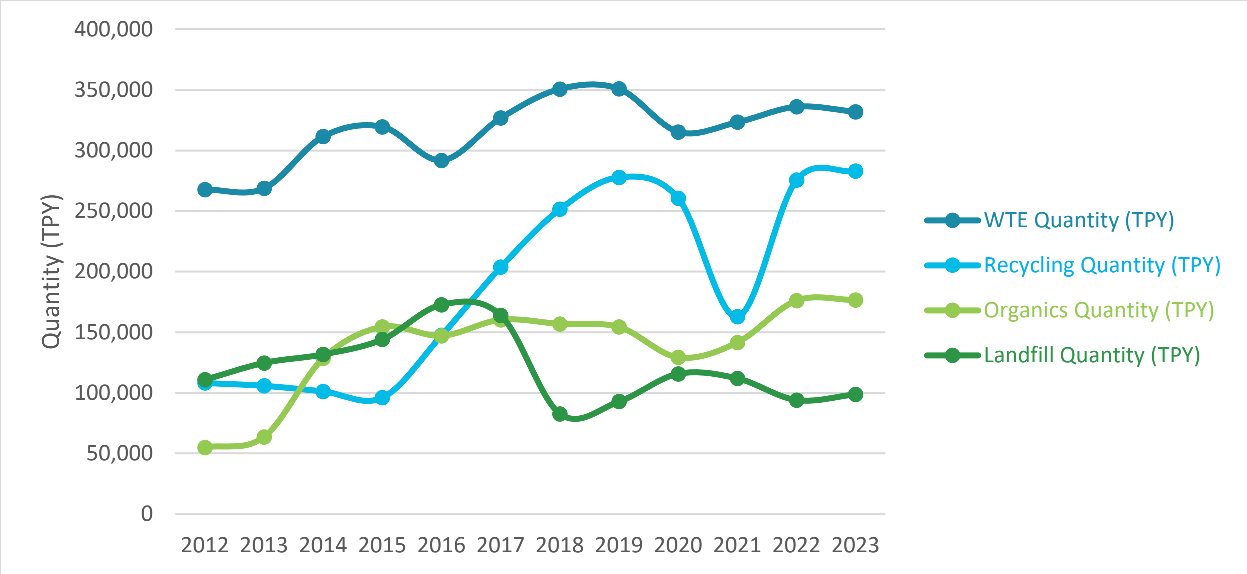
Results

A review of the MPCA SCORE data and waste composition studies conducted on behalf of R&E was used to evaluate the type and quantity of material received and managed by R&E over time. SCORE data were used to assess changes in incoming quantities over time, while the characterization studies were used to evaluate which material types are most prevalent in the incoming waste stream, and whether there are prominent trends or changes over time.

Trends in Material Management Quantities

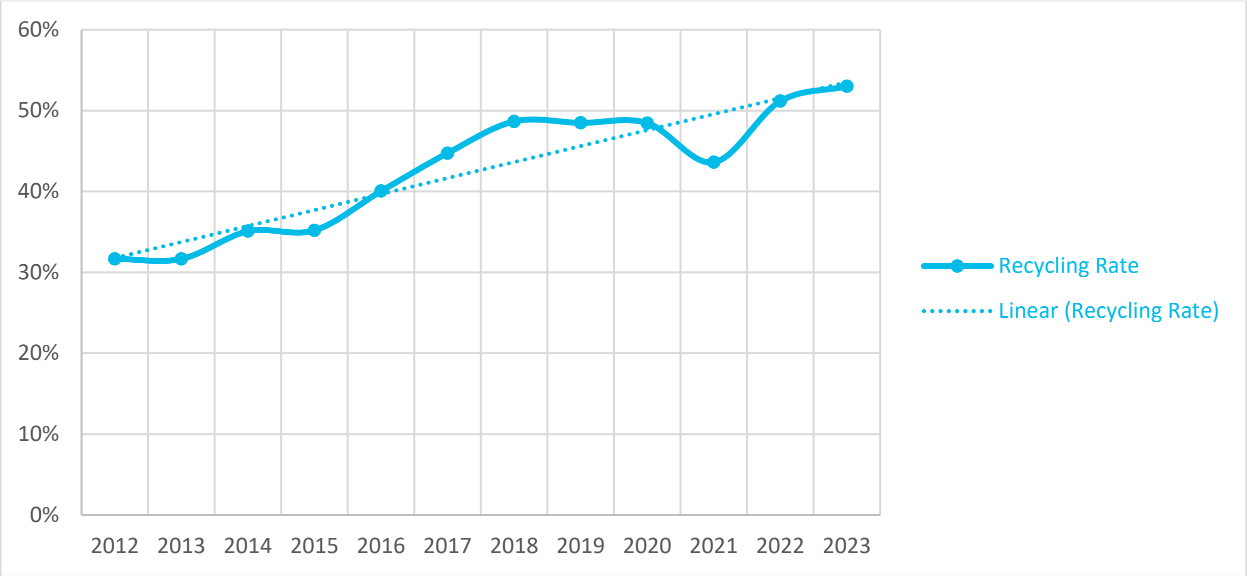
The MPCA's SCORE data was used to review changes in quantities of waste managed in the counties between 2012 and 2023. **Figure 1** shows the quantity of materials managed in the counties and how it has changed over time. While the total amount of materials managed has increased over the study period from approximately 541,700 tons per year (TPY) to approximately 890,200 TPY, the quantity of recycling and organic material diverted has also increased. Recycling quantities have *increased* by approximately 174,800 TPY over the study period, while organics quantities have *increased* by approximately 121,600 TPY. In contrast, landfilled quantities have *decreased* by approximately 12,100 TPY, and WTE quantities have increased by 64,200 TPY.

Figure 1: Material Quantities Managed (Ramsey & Washington Counties, 2012-2023)



Over the study period, the total quantity diverted via recycling and organics diversion programs has increased by approximately 296,400 TPY, while the amount of waste generated has increased by 52,100 TPY. This is reflected in the recycling rate; **the combined recycling rate for both counties has increased from approximately 32% in 2012 to approximately 53% in 2023**, as shown in **Figure 2.** Both figures indicate that recycling decreased in 2021, despite an otherwise upward trend. This is due to a decrease in recycling material quantities in Ramsey County in the SCORE data. In 2021 counties were allowed to track reuse separately in their SCORE data, which may have impacted recyclable quantities. There was not a corresponding increase in the quantities of material landfilled or going to WTE with the drop in recycling quantities, which suggests that the 2021 data are an anomaly. A trend line is shown in **Figure 2** illustrating how the recycling rate has generally changed over time.

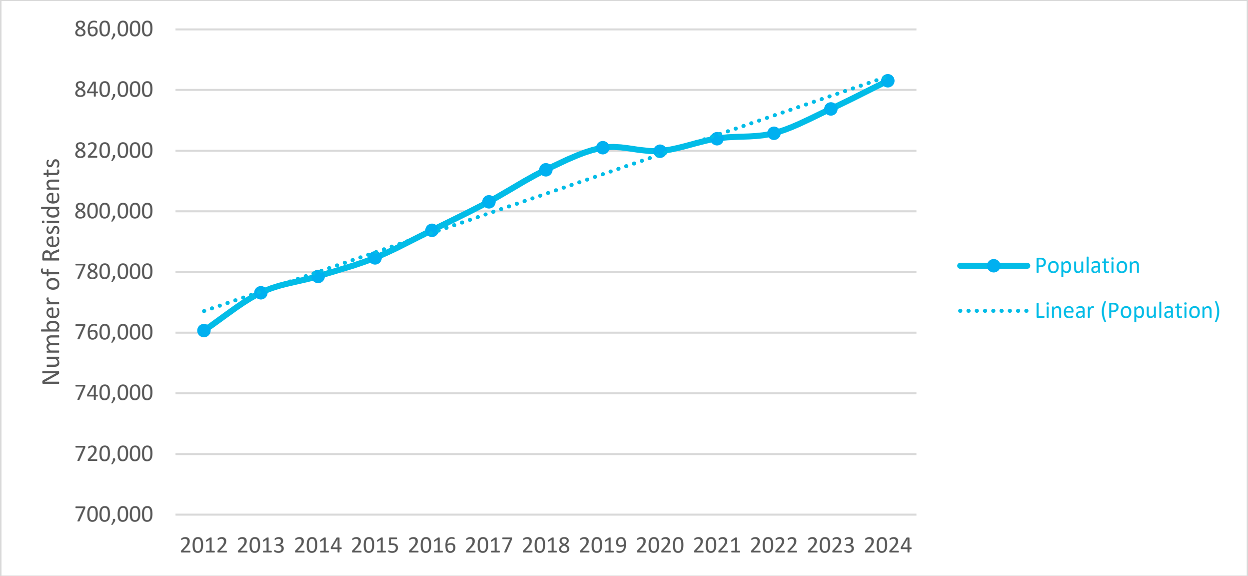
Figure 2: Recycling Rate (Ramsey & Washington Counties, 2012-2023)



Trends in Per-Capita Generation and Diversion

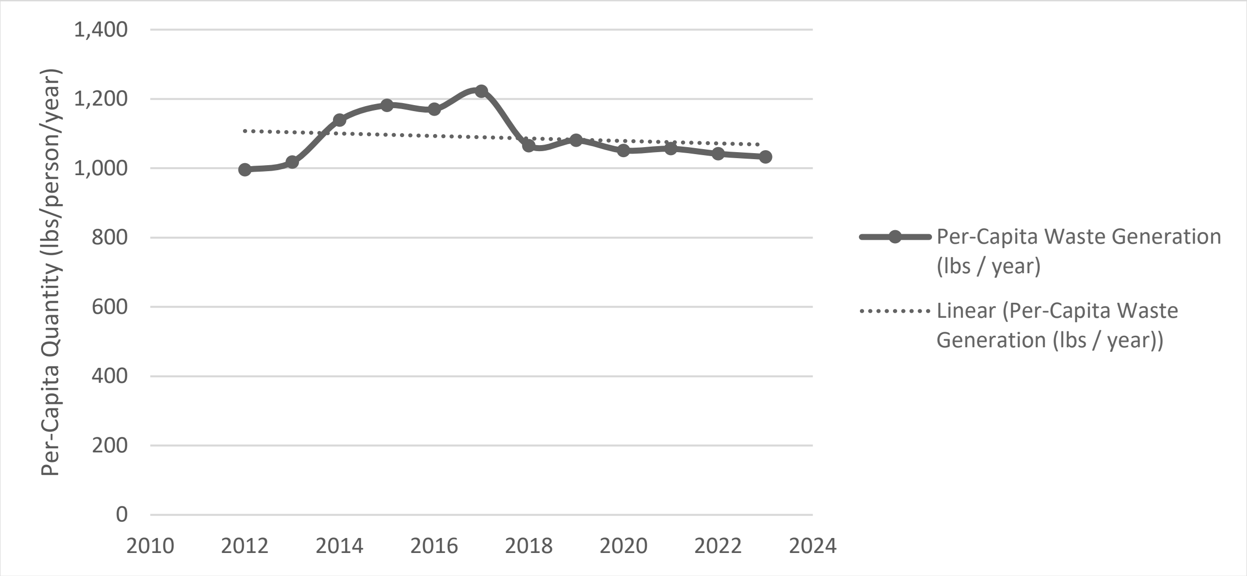
The MPCA's SCORE data was compared to the population of both counties to assess trends in waste generation, recycling, and composting diversion. Historical population data from the Minnesota State Demographic Finder indicate that the population of both counties has increased from approximately 760,710 in 2012 to approximately 843,070 in 2024 (**Figure 3**).

Figure 3: Population of Ramsey and Washington Counties (2012-2024)



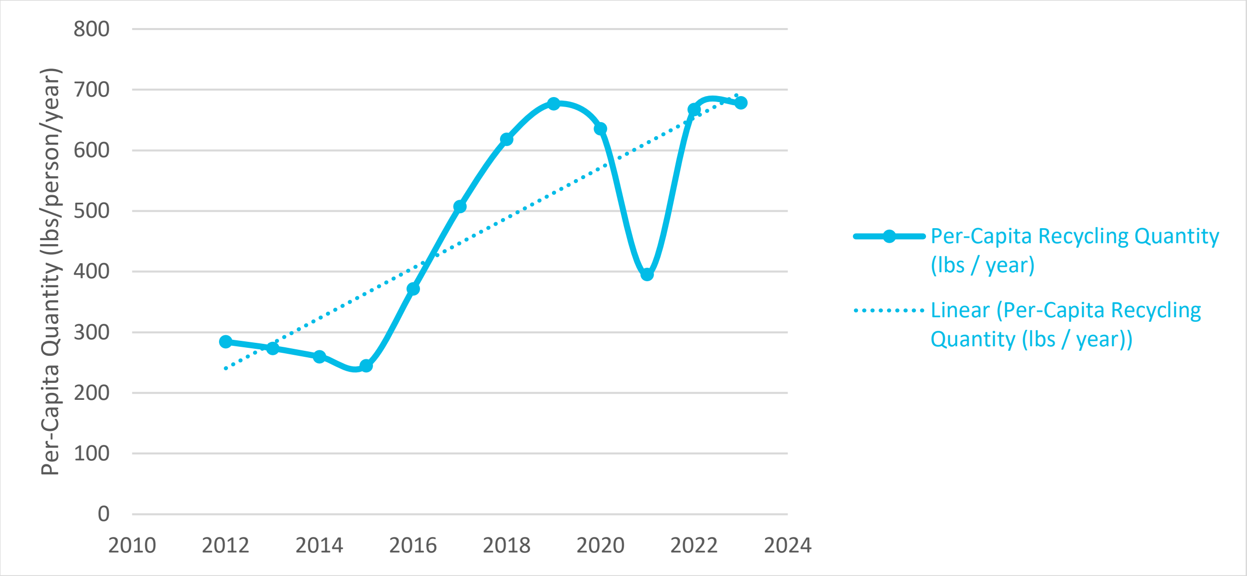
SCORE data for both counties were compared to the population to estimate per-capita waste generation, recycling diversion, and organics diversion. Waste generation included the material quantity that was landfilled or processed in a WTE facility. As shown in **Figure 4**, the total per-capita waste generation increased between 2012 and 2017 and has decreased since 2017. The linear trend line shown in **Figure 4** indicates that the per-capita waste generation is generally decreasing. The per-capita waste generation rate was the highest at 1,221 lbs./person/year (3.35 lbs./person/day) in 2017 and was 1,033 lbs./person/year (2.83 lbs./person/day) in 2023.

Figure 4: Per-Capita Waste Generation (lbs./person/year) (Ramsey & Washington Counties, 2012-2023)



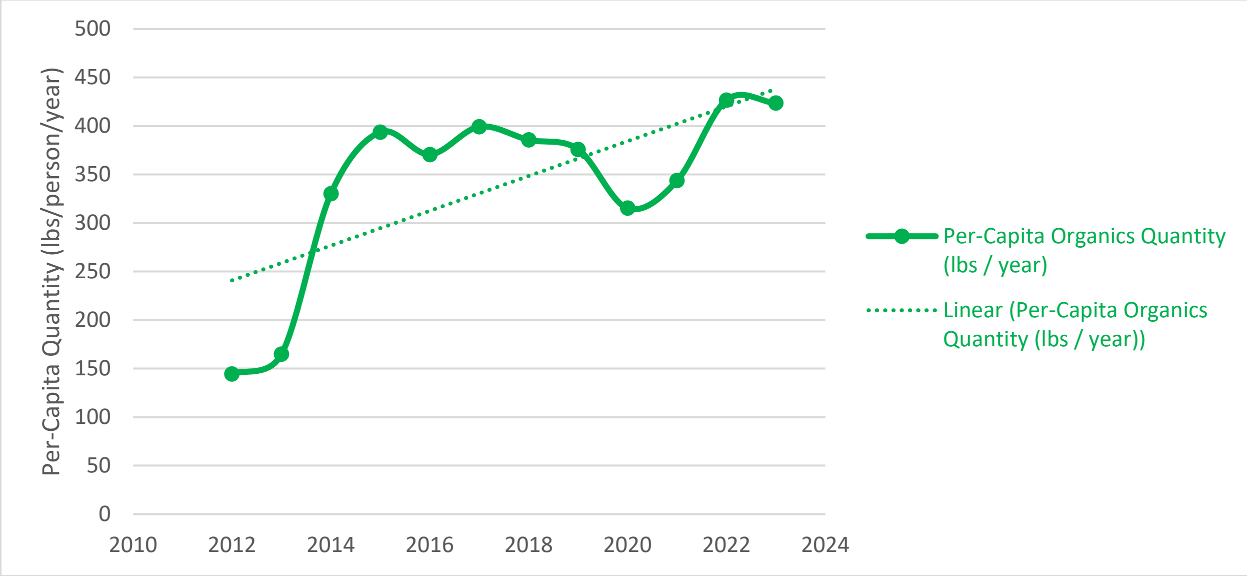
In the same period, the organics and recycling quantities increased, as shown in **Figure 5** and **Figure 6.** The per-capita recycling rate increased from approximately 284 lbs./person/year (0.78 lbs./person/day) to approximately 679 lbs./person/year (1.86 lbs.//person/day) in 2023.

Figure 5: Per-Capita Recycling Quantity (lbs./person/year (Ramsey & Washington Counties, 2012-2023)



The per-capita organics diversion rate increased from approximately 145 lbs./person/year (0.40 lbs./person/day) to approximately 424 lbs./person/year (1.16 lbs./person/day) in 2023.

Figure 6: Per-Capita Organics Quantity (lbs./person/year) (Ramsey & Washington Counties, 2012-2023)



Trends in Material Composition

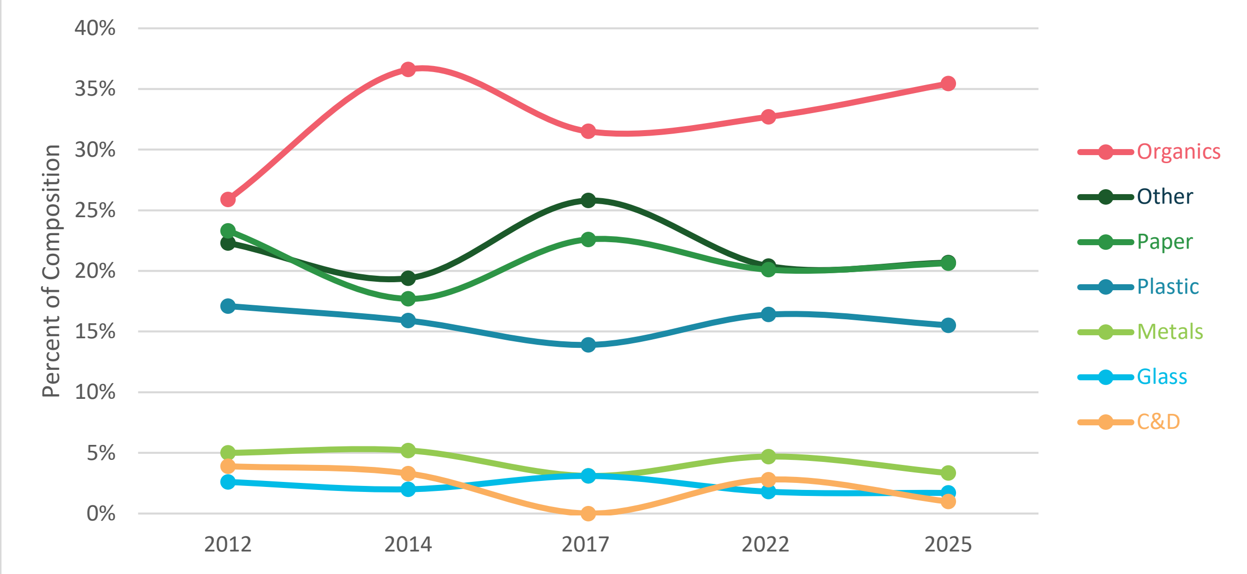
Data from specific waste characterization studies were used to evaluate changes to the waste stream over time. As detailed in **Appendix A**, the following waste characterization studies were considered in the evaluation, as they were similar in scope and material types considered. The figures shown in this section designate each study based on the year that sampling was conducted, which is indicated in parentheses next to each study name.

- 2025 ASTM Waste Characterization (Foth, 2025)
- 2023 Solid Waste Composition Analysis (B&M, 2022)
- 2018 Solid Waste Composition Analysis (B&M, 2017)
- 2014 Waste Composition Study (Foth, 2014)
- 2012 Solid Waste Composition Study (SAIC, 2012)

Composition Summary

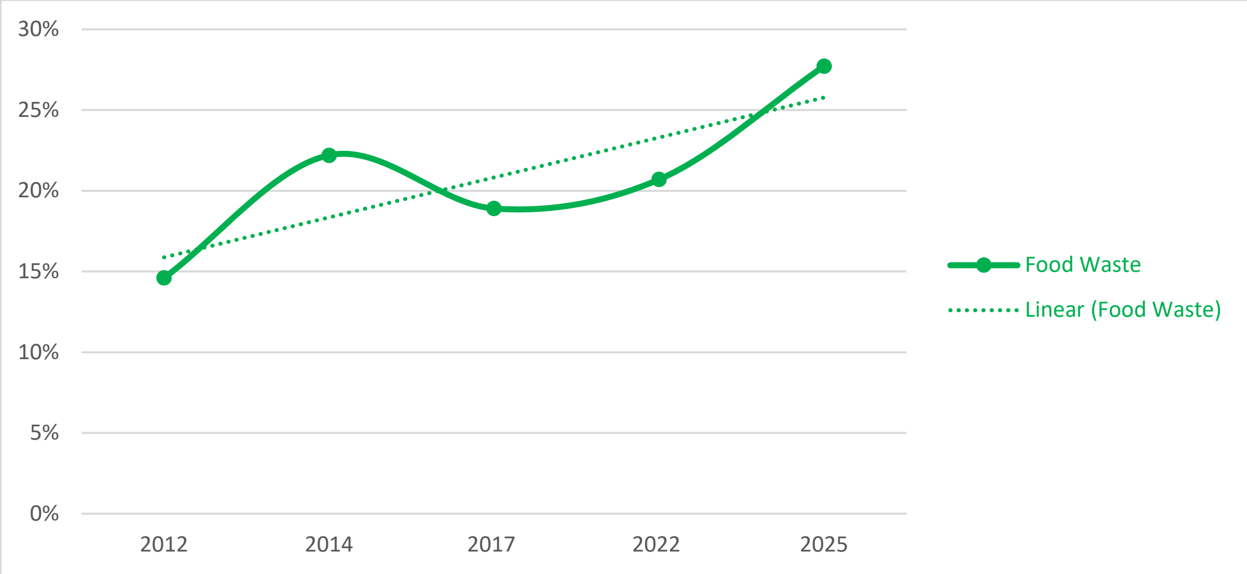
Figure 7 shows the changes in composition by material category over time. Some material types, such as plastic, metals, and glass, remained relatively consistent in the various studies between 2012 and 2025. However, the proportion of organics has increased from approximately 26% in 2012 to 35% in 2025. **Organics are consistently the most abundant materials in the waste stream.**

Figure 7: Composition by Material Category (Ramsey & Washington Counties, 2012-2025)



The increase in organics composition may be due to the increase in food waste over the study period. As shown in **Figure 8**, the proportion of food waste in the incoming waste stream has been increasing since 2012. The proportion of food waste in the waste stream nearly doubled, from approximately 15% in 2012 to approximately 28% in 2025.

Figure 8: Food Waste Composition (Ramsey & Washington Counties, 2012-2025)

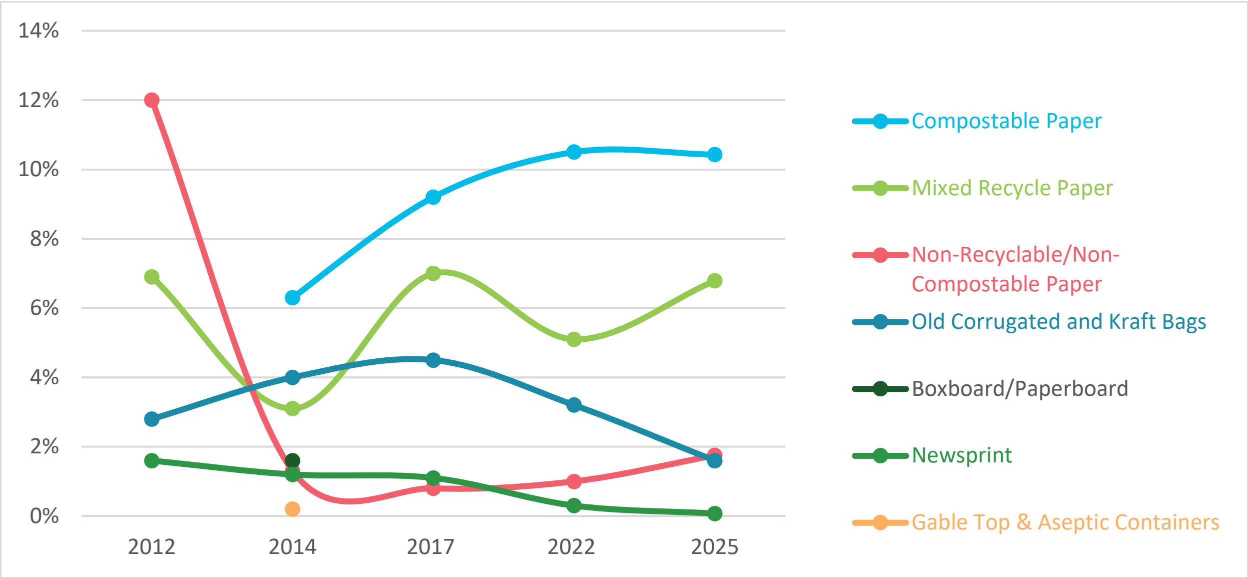


Material Composition by Category

While previous study data can be used to identify broad patterns, studies sometimes used different names to identify the same material, or combined categories that were separate in other studies, and therefore, it can be difficult to directly compare subcategories between studies. **Appendix A** discusses how the project team classified subcategories for each study and consolidated study data into a single dataset for analysis**.**

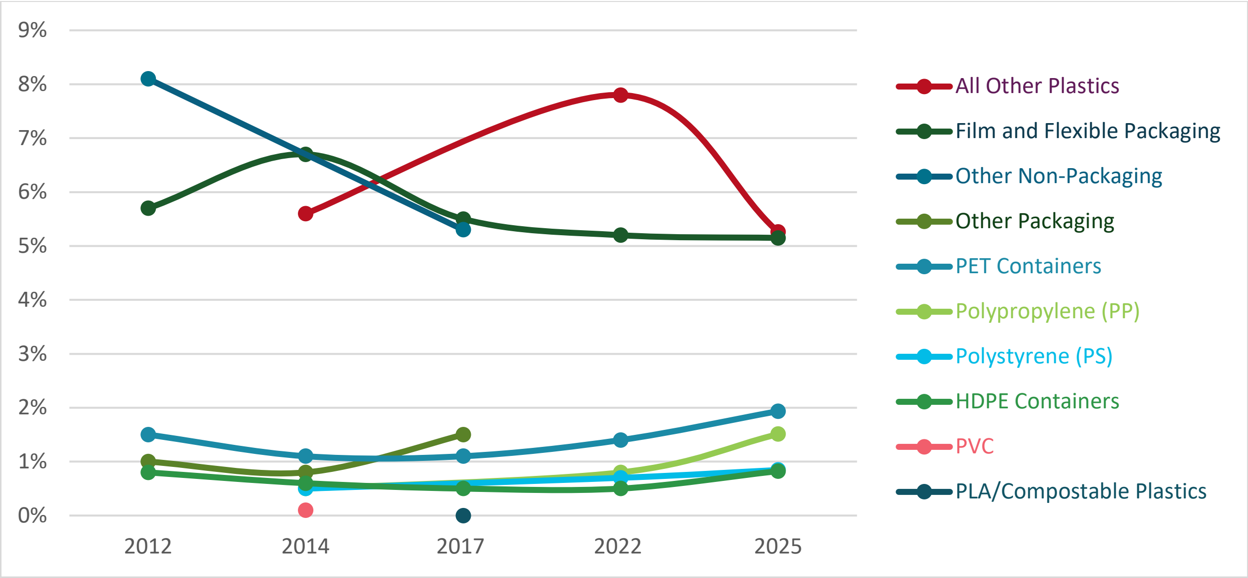
The material composition for paper has remained relatively consistent in the studies, as shown in **Figure 9**. Compostable paper has increased from about 6% in 2014 to approximately 10% in 2025. Non-compostable/non-recyclable paper was high in 2012, but has remained low, at approximately 1-2%, in later studies. Only one study, the *2014 Waste Composition Study*, measured gable top and aseptic containers and boxboard/paperboard as standalone subcategories. In the other studies, these material types were included in other subcategories. Studies conducted between 2014 and 2025 have relatively similar results for the paper category.

Figure 9: Paper Composition (Ramsey & Washington Counties, 2012-2025)



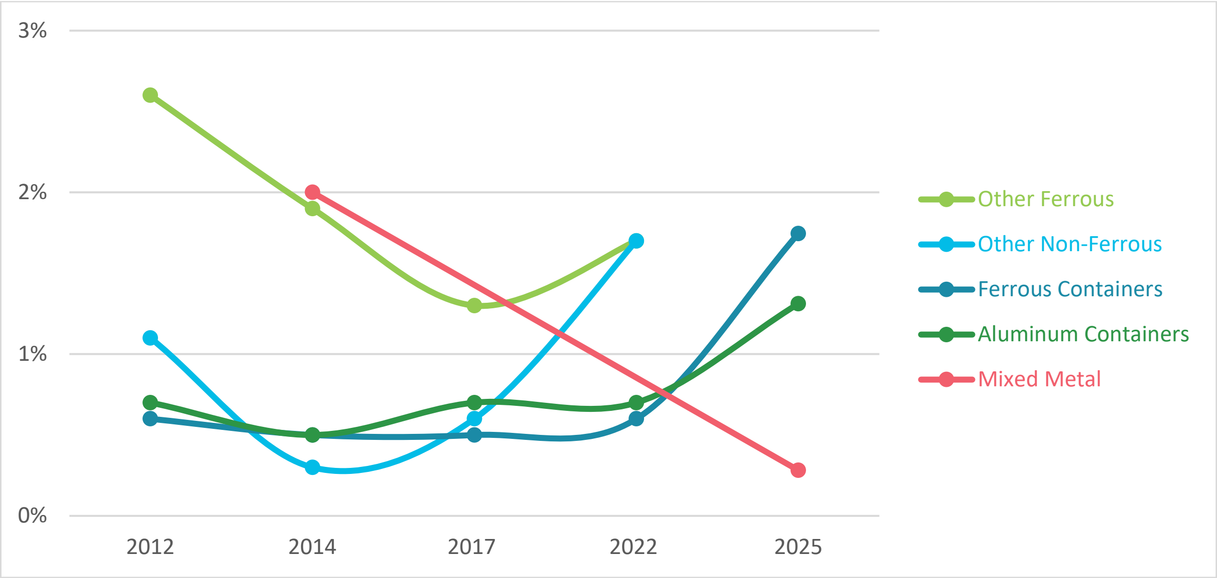
In most years, film and flexible packaging are the largest plastic category in the waste stream by weight, as shown in **Figure 10.** The plastic category had high variation in some categories, especially in the categories of "all other plastics" and "other non-packaging." This result is likely due to the way that the different studies categorized plastics. The studies that used "all other plastics" did not include "other non-packaging," and vice versa. The other material subcategories are relatively consistent between the studies.

Figure 10: Plastic Composition (Ramsey & Washington Counties, 2012-2025)



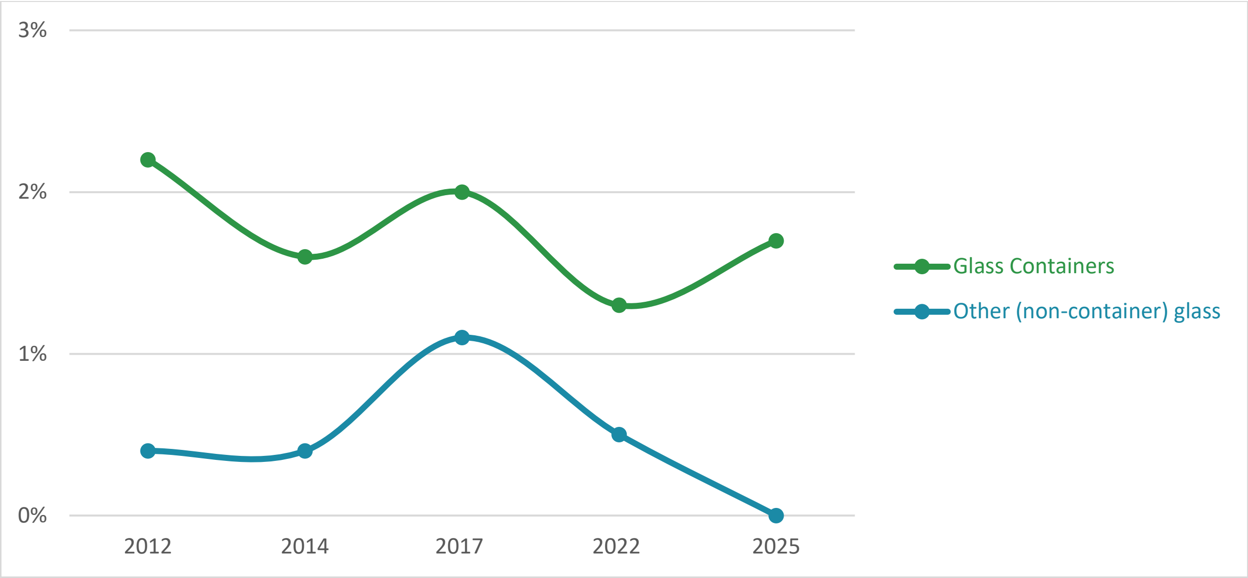
The metal category was relatively consistent in aluminum and ferrous containers, which are consistently 1-2% of the waste stream (**Figure 1**1). Other ferrous, other non-ferrous, and mixed metals show more variation, but that is partially due to differences in material categories. The *2025 ASTM Waste Characterization* did not separate out the other ferrous and other non-ferrous subcategories and instead combined them into the mixed metal subcategory. In the five studies evaluated, metals made up approximately 5% or less of the total waste stream.

Figure 11: Metal Composition (Ramsey & Washington Counties, 2012-2025)



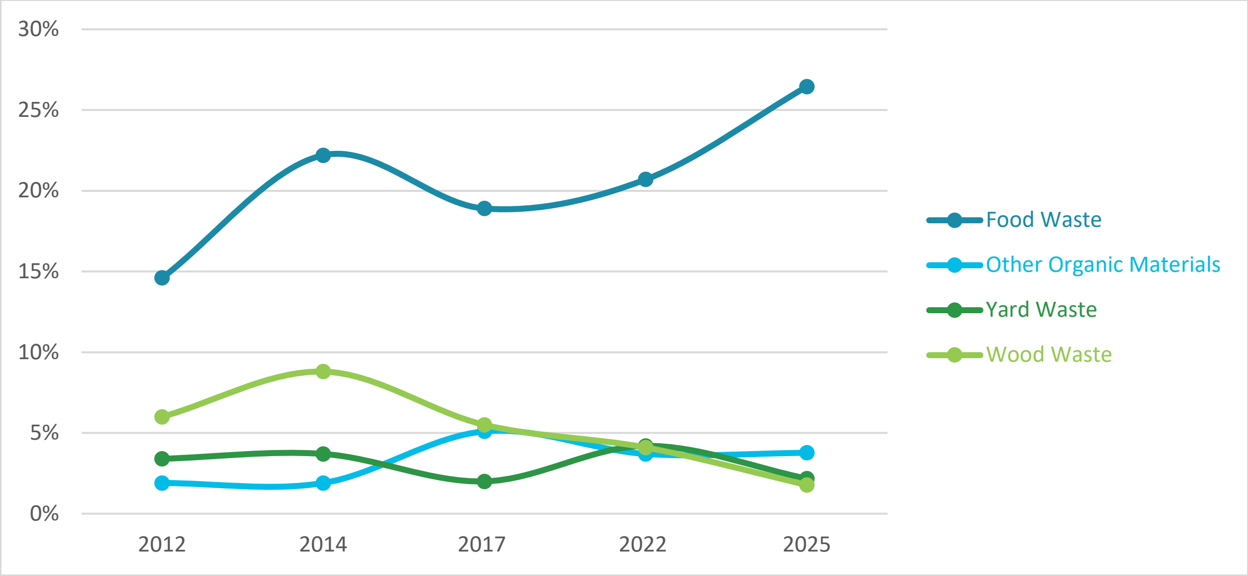
The glass composition was relatively consistent between the studies, as shown in **Figure 12.** There was a higher percentage of container glass compared to non-container glass. **The percentage of both container and non-container glass in the waste stream is trending down slightly.**

Figure 12: Glass Composition (Ramsey & Washington Counties, 2012-2025)



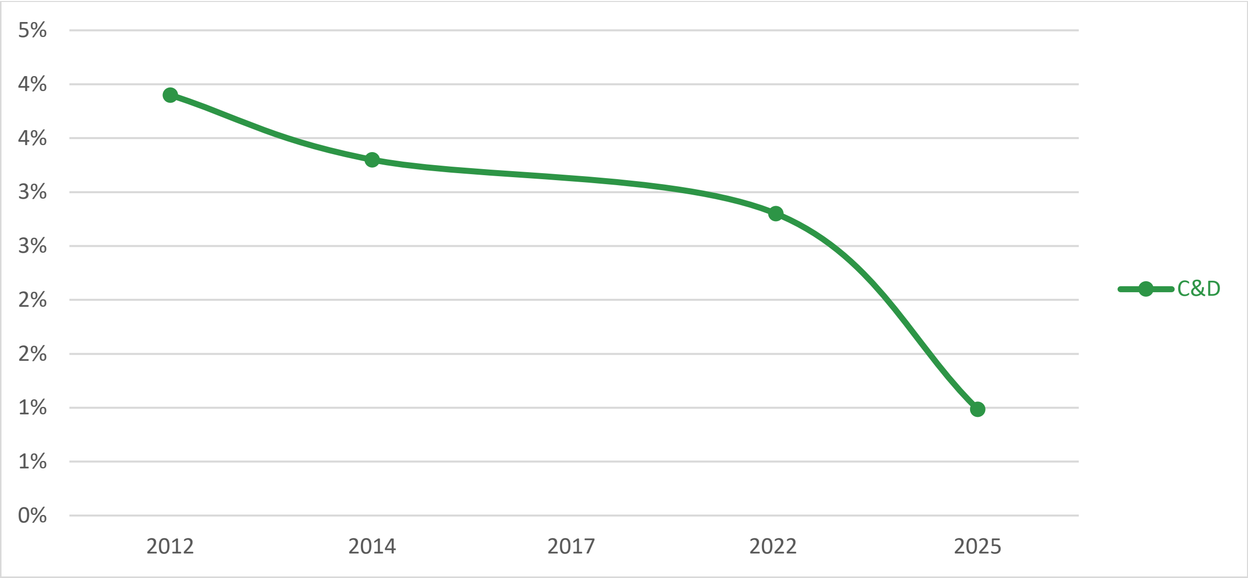
The organics category is primarily comprised of food waste, as shown in **Figure 13**. The amount of wood waste has decreased over time, while the quantity of yard waste has remained relatively consistent (between 2-4%). **As discussed previously, food waste increased between 2012 and 2025, resulting in an overall increase in the proportion of total organics in the waste stream.**

Figure 13: Organics Composition (Ramsey & Washington Counties, 2012-2025)



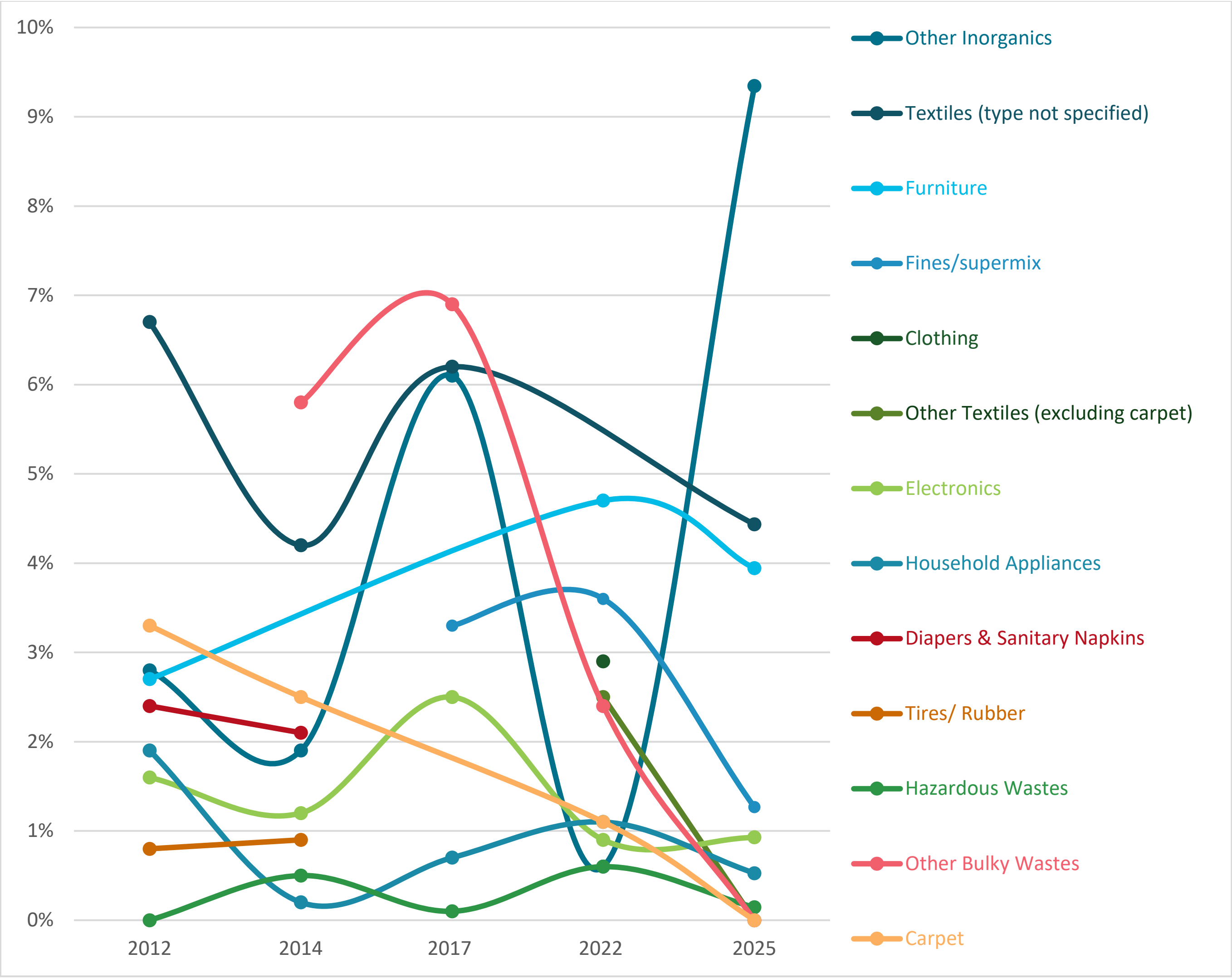
For most studies, C&D was a standalone category without subcategories. Two studies had shingles as a subcategory, but both had composition percentages of 0%, and therefore **Figure 14** shows only the general C&D category. The *2018 Solid Waste Composition Analysis* did not include C&D as a category. **C&D generally appears to be decreasing in the waste stream.**

Figure 14: C&D Composition (Ramsey & Washington Counties, 2012-2025)



The other category includes the most material subcategories, as shown in **Figure 15**. Subcategories include electronics, hazardous waste, household appliances and furniture, clothing, medical waste, and other material types. In general, these materials are not divertible via traditional recycling or organics diversion. The material subcategory composition ranged widely over the study types, which may be due to either changes in the waste stream or differences in how the various studies categorized these items.

Figure 15: Other Composition (Ramsey & Washington Counties, 2012-2025)



Appendix A: Methodology

Data from twelve waste characterization studies, conducted between 2012 and 2025, were available to inform the analysis. The purpose and key findings of each of those studies are discussed in this memo. Each of the studies provided important information that can be used to evaluate R&E's current programs, progress toward diversion goals, and suitability for potential processing technologies. However, some of the studies were limited in scope, evaluating only a specific program (as in the case of the 2023 and 2024 Food Scrap Bag Characterization) or material type (for example, the 2019 Non-Ferrous Sorts). These studies could not be directly compared to one another, as they evaluated different material types and often only a subset of material types (for example, only organics or only metals).

For the purposes of this evaluation, the following studies were included for detailed review:

- 2025 ASTM Waste Characterization (Foth, 2025)
- 2023 Solid Waste Composition Analysis (B&M, 2022)
- 2018 Solid Waste Composition Analysis (B&M, 2017)
- 2014 Waste Composition Study (Foth, 2014)
- 2012 Solid Waste Composition Study (SAIC, 2012)

The project team began by reviewing each study and selecting the summary data that was considered most representative of the entire waste stream. For example, if a study included the composition of residential, commercial, and combined commercial and residential streams, the composition of the combined waste stream was used.

The five studies used for this analysis all divided the materials characterized into the following categories:

- Paper
- Plastic
- Metals
- Glass
- Organics
- C&D
- Other

The studies further divided these categories into subcategories (e.g., the paper category was divided into subcategories including newsprint, OCC and kraft bags, mixed recycle paper, etc.). While material subcategories varied between studies, there was sufficient similarity between the studies to observe trends in material categories over time.

The most detailed and recent data was from the *2023 Solid Waste Composition Analysis,* and therefore that data was used to define the combined list of subcategories (**Table 1** in **Appendix B**). For each additional study, the project team reviewed the subcategories and determined whether they fit into an existing subcategory. For example, multiple studies used "Newsprint" as a subcategory, and therefore, they were combined into the same subcategory. In other cases, the subcategory names did not match exactly, but the material types described were considered equivalent by the project team, and the team assigned the subcategory to the equivalent subcategory name. For example, "Container Glass" in the

2012 Solid Waste Composition Study was combined into the "Glass Containers" subcategory. There were some subcategories that did not match any other studies, and in those cases, the subcategory was added to the main list of subcategories. **Table 2** to **Table 6** in **Appendix B** shows the original subcategory and the combined subcategory and indicate whether the material represents a new subcategory in the combined list of materials. **Table 1** in **Appendix B** shows the full list of categories and subcategories used for this evaluation.

Once the subcategories had been reviewed and assigned to a compiled material list, the project team reviewed changes in composition over time.

Assumptions

The following assumptions were used in the analysis:

- Mean composition for each material type was used, without consideration of the confidence interval or standard deviation included in the study.
- Assigning categories was based on the project team's experience with waste characterization studies. When material types were similar, they were assigned the same material category for the evaluation (for example, "Aluminum Beverage Containers" and "Aluminum Containers" were assigned the same category).
- Most of the studies assigned subcategories to the same category. However, there were some exceptions. The *2014 Waste Composition Study* had Electronics and HHW categories, and the *2012 Solid Waste Composition Study* had Problem Materials, HHW, and Miscellaneous categories. These categories were combined into the Other category for the purposes of this analysis.
- The *2014 Waste Composition Study* included the subcategory "Diapers & Sanitary Napkins" in the Organics category. As these materials are not divertible in an organics processing facility at this time, they were reassigned to the Other category.
- Due to rounding used for the individual studies, the subcategory totals did not necessarily equal the sum of the composition of individual material types. Similarly, the total composition may not sum to exactly 100.0% due to rounding. In general, the subcategory totals used in the original studies were used for these tables. Exceptions occurred when materials were assigned to new categories (for example, the "Diapers & Sanitary Napkins" reassignment discussed above) and the subtotals were recalculated to accommodate those materials.

Appendix B: Data Tables

Table 1: Combined Waste Composition Data

	2012 SAIC Solid Waste Composition Study	2014 Foth Waste Composition Study	2018 B&M Solid Waste Composition Analysis	2023 B&M Solid Waste Composition Analysis	2025 Foth Waste Characterization
PAPER					
Newsprint	1.6%	1.2%	1.1%	0.3%	0.1%
Old Corrugated and Kraft bags	2.8%	4.0%	4.5%	3.2%	1.6%
Mixed Recycle Paper	6.9%	3.1%	7.0%	5.1%	6.8%
Compostable Paper	-	6.3%	9.2%	10.5%	10.4%
Non-recyclable/Non-compostable paper	12.0%	1.3%	0.8%	1.0%	1.8%
Gable Top & Aseptic Containers	-	0.2%	-	-	-
Boxboard/paperboard	-	1.6%	-	-	-
Subtotal Paper	**23.1%**	**17.7%**	**22.6%**	**20.1%**	**20.6%**
PLASTIC					
HDPE Containers	0.8%	0.6%	0.5%	0.5%	0.8%
PET Containers	1.5%	1.1%	1.1%	1.4%	1.9%
Polypropylene (PP)	-	0.5%	-	0.8%	1.5%
Polystyrene (PS)	-	0.5%	-	0.7%	0.8%
PVC	-	0.1%	-	-	-
LDPE	-	-	-	-	5.1%
Film and Flexible Packaging	5.7%	6.7%	5.5%	5.2%	-
PLA/Compostable Plastics	-	-	0.0%	-	-
Other Packaging	1.0%	0.8%	1.5%	-	-
Other Non-Packaging	8.1%	-	5.3%	-	-
All Other Plastics	-	5.6%	-	7.8%	5.3%
Subtotal Plastic	**17.1%**	**15.9%**	**13.9%**	**16.4%**	**15.5%**
METALS					
Aluminum Containers	0.7%	0.5%	0.7%	0.7%	1.3%
Ferrous Containers	0.6%	0.5%	0.5%	0.6%	1.7%
Other Ferrous	2.6%	1.9%	1.3%	1.7%	-
Other Non-Ferrous	1.1%	0.3%	0.6%	1.7%	-
Mixed Metal	-	2.0%	-	-	0.3%
Subtotal Metals	**5.0%**	**5.2%**	**3.1%**	**4.7%**	**3.3%**
GLASS					
Glass Containers	2.2%	1.6%	2.0%	1.3%	1.7%
Other (non-container) glass	0.4%	0.4%	1.1%	0.5%	0.0%

	2012 SAIC Solid Waste Composition Study	2014 Foth Waste Composition Study	2018 B&M Solid Waste Composition Analysis	2023 B&M Solid Waste Composition Analysis	2025 Foth Waste Characterization
Glass (not specified)	-	-	-	-	-
Subtotal Glass	**2.6%**	**2.0%**	**3.1%**	**1.8%**	**1.7%**
ORGANICS					
Yard Waste	3.4%	3.7%	2.0%	4.2%	2.2%
Food Waste (unpackaged)	-	-	-	14.6%	13.0%
Food Waste (packaged)	-	-	-	6.1%	13.5%
Food Waste (packaging status not specified)	14.6%	22.2%	18.9%	-	-
FSBs	-	-	-	-	1.3%
Wood Waste (untreated)	1.2%	3.5%	-	1.9%	-
Wood Waste (treated)	4.8%	5.3%	-	2.2%	-
Wood Waste (treated vs. untreated not specified)	-	-	5.5%	-	1.8%
Other Organic Materials	1.9%	1.9%	5.1%	3.7%	3.8%
Subtotal Organics	**25.9%**	**36.6%**	**31.5%**	**32.7%**	**35.4%**
C&D					
Shingles	-	-	-	0.0%	0.0%
Other C&D	3.9%	3.3%	-	2.8%	1.0%
Subtotal C&D	**3.9%**	**3.3%**	**0.0%**	**2.8%**	**1.0%**
OTHER					
Batteries	0.1%	0.0%	-	0.0%	0.1%
Mercury Containing Lamps	0.0%	0.0%	0.0%	0.0%	0.0%
Paint Containers	0.0%	0.0%	-	0.0%	-
Hazardous Wastes	0.0%	0.5%	0.1%	0.6%	0.1%
Household Appliances	1.9%	0.2%	0.7%	1.1%	0.5%
Electronics	1.6%	1.2%	2.5%	0.9%	0.9%
Furniture	2.7%	-	-	4.7%	3.9%
Other Bulky Wastes	-	5.8%	6.9%	2.4%	0.0%
Carpet	3.3%	2.5%	-	1.1%	0.0%
Clothing	-	-	-	2.9%	-
Textiles (type not specified)	6.7%	4.2%	6.2%	-	4.4%
Other Textiles (excluding carpet)	-	-	-	2.5%	-
Other Inorganics	2.8%	1.9%	6.1%	0.6%	9.3%
Diapers & Sanitary Napkins	2.4%	2.1%	-	-	-
Automotive Products	0.0%	0.1%	-	-	-
Tires/ Rubber	0.8%	0.9%	-	-	-
Fines/supermix	-	-	3.3%	3.6%	1.3%

	2012 SAIC Solid Waste Composition Study	2014 Foth Waste Composition Study	2018 B&M Solid Waste Composition Analysis	2023 B&M Solid Waste Composition Analysis	2025 Foth Waste Characterization
Sharp and Infectious Waste	0.0%	-	-	-	-
Waste	-	-	-	-	-
Subtotal Other	**22.3%**	**19.4%**	**25.8%**	**20.4%**	**20.7%**

Note: Due to rounding used for the individual studies, the subcategory totals may not equal the sum of the composition of individual material types. Similarly, the total composition may not sum to exactly 100.0% due to rounding. In general, the subcategory totals used in the original studies were used for these tables.

Table 2: 2025 ASTM Waste Characterization (Foth)

Original Category	Assigned Category	Mean Composition
PAPER		
Newsprint	No Change	0.1%
OCC	Old Corrugated and Kraft bags	1.6%
Mixed paper and Kraft bags	Mixed Recycle Paper	6.8%
Compostable paper	Compostable Paper	10.4%
Non-recyclable paper	Non-recyclable/Non-compostable paper	1.8%
Subtotal Paper		**20.6%**
PLASTIC		
#1 PET Bottles/Jars	PET Containers	1.9%
#2 HDPE Bottles/Jars	HDPE Containers	0.8%
#5 Polypropylene	Polypropylene (PP)	1.5%
#6 Polystyrene	Polystyrene (PS)	0.8%
Film and flexible packaging	Film and Flexible Packaging	5.1%
All other plastics	All Other Plastics	5.3%
Subtotal Plastic		**15.5%**
METALS		
Aluminum Containers	Aluminum Containers	1.3%
Ferrous Containers	Ferrous Containers	1.7%
Other Ferrous	Mixed Metal	0.3%
Other Non-Ferrous		
Subtotal Metals		**3.3%**
GLASS		
Container Glass	Glass Containers	1.7%
Non-Container Glass	Other (non-container) glass	0.0%
Subtotal Glass		**1.7%**
ORGANICS		
Yard Waste	Yard Waste	2.2%

Original Category	Assigned Category	Mean Composition
Food Waste (unpackaged)	Food Waste (unpackaged)	13.0%
Food Waste (packaged) - NON FSB	Food Waste (packaged)	13.5%
Wood Waste (untreated)	Wood Waste (treated vs. untreated not specified)	1.8%
Wood Waste (treated)		
Other Organics	Other Organic Materials	3.8%
FSBs	Added category in "Organics"	1.3%
Subtotal Organics		**35.4%**
C&D		
Shingles	Shingles	0.0%
Other C&D	Other C&D	1.0%
Subtotal C&D		**1.0%**
OTHER		
Batteries	Batteries	0.1%
Hazardous Wastes (paints, cleaners, and pesticides)	Hazardous Wastes	0.1%
Mercury-Containing Lamps	Mercury Containing Lamps	0.0%
Household Appliances	Household Appliances	0.5%
Electronics	Electronics	0.9%
Furniture	Furniture	3.9%
Other Bulky Waste	Other Bulky Wastes	0.0%
Carpet	Carpet	0.0%
Clothing	Textiles (type not specified)	4.4%
Other Textiles		
Other Inorganics	Other Inorganics	2.0%
Fines/supermix	Fines/supermix	1.1%
Inerts (dirt, rocks, ceramic)	Fines/supermix	0.1%
Other	Other Inorganics	7.4%
Subtotal Other		**20.7%**

Notes:

1. Source: Data provided by R&E on behalf of Foth on October 28, 2025.
2. Data included residential and commercial composition but did not include a combined composition for both waste streams. The data between the two waste streams was averaged for this study.
3. The “Other” subcategory includes bottles with liquid, diapers/pads, nicotine pouches, sharps, and medical waste.
4. Added an "Assigned category" column to show the cross-walk between this study and the *2023 Solid Waste Composition Analysis*. If the category name was exactly the same as the *2023 Solid Waste Composition Analysis*, this was indicated with "No Change". If the subcategory corresponded to a subcategory already included in the main list, shown in **Table 1**, the name of the assigned category is shown. If subcategories were added to the main list, that is indicated as well, with the corresponding category.
5. Several categories were designated as "Other Inorganics.” The composition value for the three categories assigned to "Mixed Recycle Paper" were added together in **Table 1.**
6. Several categories were designated as "Fines/Supermix." The composition value for the three categories assigned to "Mixed Recycle Paper" were added together in **Table 1.**

7. Due to rounding used for the individual studies, the subcategory totals may not equal the sum of the composition of individual material types. Similarly, the total composition may not sum to exactly 100.0% due to rounding. In general, the subcategory totals used in the original studies were used for these tables.

Table 3: 2023 Solid Waste Composition Analysis (B&M)

Original Category	Mean Composition
PAPER	
Newsprint	0.3%
Old Corrugated and Kraft bags	3.2%
Mixed Recycle Paper	5.1%
Compostable Paper	10.5%
Non-recyclable/Non-compostable paper	1.0%
Subtotal Paper	**20.1%**
PLASTIC	
HDPE Containers	0.5%
PET Containers	1.4%
Polypropylene (PP)	0.8%
Polystyrene (PS)	0.7%
Film and Flexible Packaging	5.2%
All Other Plastics	7.8%
Subtotal Plastic	**16.4%**
METALS	
Aluminum Containers	0.7%
Ferrous Containers	0.6%
Other Ferrous	1.7%
Other Non-Ferrous	1.7%
Subtotal Metals	**4.7%**
GLASS	
Glass Containers	1.3%
Other (non-container) glass	0.5%
Subtotal Glass	**1.8%**
ORGANICS	
Yard Waste	4.2%
Food Waste (unpackaged)	14.6%
Food Waste (packaged)	6.1%
Wood Waste (untreated)	1.9%
Wood Waste (treated)	2.2%
Other Organic Materials	3.7%
Subtotal Organics	**32.7%**
C&D	
Shingles	0.0%

Original Category	Mean Composition
Other C&D	2.8%
Subtotal C&D	**2.8%**
OTHER	
Batteries	0.0%
Mercury Containing Lamps	0.0%
Paint Containers	0.0%
Hazardous Wastes	0.6%
Household Appliances	1.1%
Electronics	0.9%
Furniture	4.7%
Other Bulky Wastes	2.4%
Carpet	1.1%
Clothing	2.9%
Other Textiles (excluding carpet)	2.5%
Other Inorganics	0.6%
Fines/Supermix	3.6%
Subtotal Other	**20.6%**

Notes:

1. Source data is Table 3: Total Composition (By Weight) of the *2023 Solid Waste Composition Analysis*.
2. There is not an "Original" or "Assigned" column on this table. This was the most detailed, recent available study and was used to set the original list of categories and subcategories shown in **Table 1.**
3. Due to rounding used for the individual studies, the subcategory totals may not equal the sum of the composition of individual material types. Similarly, the total composition may not sum to exactly 100.0% due to rounding. In general, the subcategory totals used in the original studies were used for these tables.

Table 4: 2018 Solid Waste Composition Analysis (B&M)

Original Category	Assigned Category	Mean Composition
PAPER		
Newsprint	No Change	1.1%
Old Corrugated and Kraft bags	No Change	4.5%
Mixed Recycle Paper	No Change	7.0%
Compostable Paper	No Change	9.2%
Non-recyclable/Non-compostable paper	No Change	0.8%
Subtotal Paper		**22.5%**
PLASTIC		
PET Bottles/Jars	PET Containers	1.1%
HDPE Bottles/Jars	HDPE Containers	0.5%
PLA/Compostable Plastics	Added Category in "Plastics"	0.0%
Film/wraps	Film and Flexible Packaging	5.5%
Other Packaging	Added Category in "Plastics"	1.5%

Original Category	Assigned Category	Mean Composition
Other Nonpackaging	Added Category in "Plastics"	5.3%
Subtotal Plastic		**14.0%**
METALS		
Aluminum Containers	No Change	0.7%
Ferrous Containers	No Change	0.5%
Other Ferrous	No Change	1.3%
Other Non-Ferrous	No Change	0.6%
Subtotal Metals		**3.1%**
GLASS		
Glass Containers	No Change	2.0%
Other (non-container) glass	No Change	1.1%
Subtotal Glass		**3.1%**
ORGANICS		
Yard Waste	No Change	2.0%
Food Waste	Added Category "Food Waste (packaging status not specified)" in "Organics"	18.9%
Wood Waste	Added Category "Wood Waste (treated vs. untreated not specified)" in "Organics"	5.5%
Other Organic Materials	No Change	5.1%
Subtotal Organics		**31.5%**
OTHER		
Hazardous Wastes	No Change	0.1%
Mercury Containing Lamps	No Change	0.0%
Household Appliances	No Change	0.7%
Electronics	No Change	2.5%
Other bulky wastes	No Change	6.9%
Textiles	Added Category "Textiles (type not specified)" in "Other"	6.2%
Other Inorganics	No Change	6.1%
Fines/supermix	No Change	3.3%
Subtotal Other		**25.9%**

Notes:

1. Source data is Table 3: Total Composition (By Weight) of the *2018 B&M Solid Waste Composition Analysis.*
2. Added an "Assigned category" column to show the cross-walk between this study and the *2023 Solid Waste Composition Analysis*. If the category name was exactly the same as the *2023 Solid Waste Composition Analysis*, this was indicated with "No Change". If the subcategory corresponded to a subcategory already included in the main list, shown in **Table 1**, the name of the assigned category is shown. If subcategories were added to the main list, that is indicated as well, with the corresponding category.
3. Due to rounding used for the individual studies, the subcategory totals may not equal the sum of the composition of individual material types. Similarly, the total composition may not sum to exactly 100.0% due to rounding. In general, the subcategory totals used in the original studies were used for these tables.

Table 5: 2014 Waste Composition Study (Foth)

Original Category	Assigned Category	Mean Composition
PAPER		
Newspaper	Newsprint	1.2%
Office Paper	Mixed Recycle Paper	0.6%
Magazines / Catalogs	Mixed Recycle Paper	1.0%
Gable Top & Aseptic Containers	Added Category to "Paper" Category	0.2%
Cardboard / Kraft Paper	Old Corrugated and Kraft bags	4.0%
Boxboard / Paperboard	Added Category to "Paper" Category	1.6%
Mixed Recycle Paper	Mixed Recycle Paper	1.5%
Compostable Paper	Compostable Paper	6.3%
Non-Recyclable Paper	Non-recyclable/Non-compostable paper	1.3%
Subtotal Paper		**17.7%**
PLASTIC		
#1 PET Bottles	PET Containers	0.9%
Other Non-Bottle #1 PET	PET Containers	0.2%
#2 HDPE Bottles and Jars	HDPE Containers	0.4%
#2 HDPE Non Bottles and Jars	HDPE Containers	0.2%
#5 PP Containers	Polypropylene (PP)	0.5%
Other Plastic Bottles #3 - #7	All Other Plastics	0.1%
#3 PVC Rigid Non-Bottle	PVC	0.1%
Plastic Packaging Containers	Other Packaging	0.8%
Bulky Rigid	All Other Plastics	1.4%
#6 Styrofoam	Polystyrene (PS)	0.5%
Recoverable Film & Film Bags	Film and Flexible Packaging	1.2%
Film: Trash Bags	Film and Flexible Packaging	1.7%
Film: Other	Film and Flexible Packaging	3.8%
Non-Recyclable Plastic	All Other Plastics	4.1%
Subtotal Plastic		**15.9%**
METAL		
Aluminum Cans	Aluminum Containers	0.5%
Non-Ferrous Metal	Other Non-Ferrous	0.3%
Steel Cans	Ferrous Containers	0.5%
Other Scrap Steel	Other Ferrous	1.9%
Mixed Metal	Added to "Metal" Category	2.0%
Subtotal Metal		**5.2%**
GLASS		
Food & Beverage Glass	Glass Containers	1.6%
Non-Recyclable Glass	Other (non-container) glass	0.4%
Subtotal Glass		**2.0%**

Original Category	Assigned Category	Mean Composition
ORGANICS		
Yard Waste	Yard Waste	3.7%
Food Waste	Food Waste (packaging status not specified)	21.3%
Liquid Food Waste	Food Waste (packaging status not specified)	0.9%
Textiles & Leather	Textiles (type not specified)	4.2%
Diapers & Sanitary Napkins	Added to "Other" Category	2.1%
Clean Lumber/ Pallets/ Crates	Wood Waste (untreated)	3.5%
Treated Wood/ Plywood	Wood Waste (treated)	5.3%
Other Organic Material	Other Organic Materials	1.9%
Subtotal Organics		**42.9%**
ELECTRONICS		
Electronics	Electronics	1.2%
Subtotal Electronics		**1.2%**
HHW		
Batteries	Batteries	0.0%
Mercury-Containing Items	Mercury Containing Lamps	0.0%
Paints & Solvents	Paint Containers	0.0%
Automotive Products	Added to "Other" Category	0.1%
Other HHW	Hazardous Wastes	0.5%
Subtotal HHW		**0.6%**
OTHER		
Bulky Material	Other Bulky Wastes	5.8%
Small Household Appliances	Household Appliances	0.2%
Carpet & Padding	Carpet	2.5%
C&D Material	Other C&D	3.3%
Tires/ Rubber	Added Category to "Other" Category	0.9%
Other Inorganic	Other Inorganics	1.9%
Subtotal Other		**14.6%**

Notes:

1. Source data is Table 3-8: Detailed Composition of Aggregate Waste Stream of the *2014 Foth Waste Composition Study*.
2. Added an "Assigned category" column to show the cross-walk between this study and the *2023 B&M Solid Waste Composition Analysis*. If the category name was exactly the same as the *2023 B&M Solid Waste Composition Analysis*, this was indicated with "No Change". If the subcategory corresponded to a subcategory already included in the main list, shown in **Table 1**, the name of the assigned category is shown. If subcategories were added to the main list, that is indicated as well, with the corresponding category.
3. Several categories were designated as "Mixed Recycle Paper." The composition value for the three categories assigned to "Mixed Recycle Paper" were added together in **Table 1.**
4. Several categories were designated as "PET Containers", "HDPE Containers", "Film and Flexible Packaging", and "All Other Plastics". The composition values for these categories were added together in **Table 1.**
5. Two categories were designated as "Food Waste (packaging status not specified)". The composition values for this category were added together in **Table 1.**
6. Due to rounding used for the individual studies, the subcategory totals may not equal the sum of the composition of individual material types. Similarly, the total composition may not sum to exactly 100.0% due to rounding. In general, the subcategory totals used in the original studies were used for these tables.

Table 6: 2012 Solid Waste Composition Study (SAIC)

Original Category	Assigned Category	Mean Composition
PAPER		
Newsprint	No Change	1.6%
Magazines/Catalogs	Mixed Recycle Paper	0.7%
High Grade Office	Mixed Recycle Paper	1.0%
OCC & Kraft Bags	Old Corrugated and Kraft bags	2.8%
Mixed Recyclable Paper	Mixed Recycle Paper	5.2%
Non-Recyclable Paper	Non-recyclable/Non-compostable paper	12.0%
Subtotal Paper		**23.1%**
PLASTIC		
#1 PET Bottles	PET Containers	1.5%
#2 HDPE Bottles	HDPE Containers	0.8%
Other Containers	Other Packaging	1.0%
Other Non-containers	Other Non-Packaging	8.1%
Film/Wrap/Bags	Film and Flexible Packaging	5.7%
Subtotal Plastic		**17.1%**
METAL		
Aluminum Beverage Containers	Aluminum Containers	0.7%
Ferrous Food and Beverage Containers	Ferrous Containers	0.6%
Other Ferrous Metal	Other Ferrous	2.6%
Other Non-Ferrous Scrap	Other Non-Ferrous	1.1%
Subtotal Metal		**5.0%**
GLASS		
Container Glass	Glass Containers	2.2%
Non-Container Glass	Other (non-container) glass	0.4%
Subtotal Glass		**2.6%**
ORGANICS		
Yard Waste	Yard Waste	3.4%
Food Waste	Food Waste (packaging status not specified)	14.6%
Non-Treated Wood	Wood Waste (untreated)	1.2%
Treated Wood	Wood Waste (treated)	4.8%
Diapers	Diapers & Sanitary Napkins	2.4%
Other Organics	Other Organic Materials	1.9%
Subtotal Organics		**28.2%**
CONSTRUCTION/DEMOLITION/RENOVATION/DEBRIS		
All C&D Debris	Other C&D	3.9%
Subtotal Construction/Demolition/ Renovation/Debris		**3.9%**
PROBLEM MATERIALS		
Lead Acid Batteries	Batteries	0.0%
Other Batteries	Batteries	0.1%
Cell Phones	Electronics	0.0%

Original Category	Assigned Category	Mean Composition
Other Electronics	Electronics	0.4%
Mercury Containing Products	Mercury Containing Lamps	0.0%
Sharp and Infectious Waste	Added Category to "Other" Category	0.0%
Computer Monitors	Electronics	0.0%
All Computer Equipment and Peripherals	Electronics	1.2%
Televisions	Electronics	0.0%
Other Electrical & Household Appliances	Household Appliances	1.9%
Subtotal Problem Materials		**3.6%**
HOUSEHOLD HAZARDOUS WASTE		
Automotive Products	No Change	0.0%
Paints and Solvents	Paint Containers	0.0%
Pesticides, Herbicides, Fungicides	Hazardous Wastes	0.0%
Household Cleaners	Hazardous Wastes	0.0%
Other HHW	Hazardous Wastes	0.0%
Subtotal Household Hazardous Waste		**0.1%**
MISCELLANEOUS		
Furniture	No Change	1.7%
Carpet	No Change	3.3%
Textiles and Leather	Textiles (type not specified)	6.7%
Rubber	Tires/ Rubber	0.8%
Mattresses	Furniture	1.0%
Other Inorganics	Other Inorganics	2.8%
Subtotal Miscellaneous		**16.3%**

Notes:

1. Source data is Newport Resource Recovery Facility Solid Waste Composition Results (By Weight) of the *2012 SAIC Solid Waste Composition Study*.
2. Added an "Assigned category" column to show the cross-walk between this study and the *2023 B&M Solid Waste Composition Analysis*. If the category name was exactly the same as the *2023 B&M Solid Waste Composition Analysis*, this was indicated with "No Change". If the subcategory corresponded to a subcategory already included in the main list, shown in **Table 1**, the name of the assigned category is shown. If subcategories were added to the main list, that is indicated as well, with the corresponding category.
3. Several categories were designated as "Mixed Recycle Paper." The composition value for the three categories assigned to "Mixed Recycle Paper" were added together in **Table 1.**
4. Several categories were designated as "Batteries." The composition value for the categories assigned to "Batteries" were added together in **Table 1.**
5. Several categories were designated as "Electronics." The composition value for the categories assigned to "Electronics" were added together in **Table 1.**
6. Several categories were designated as "Furniture." The composition value for the categories assigned to "Furniture" were added together in **Table 1.**
7. Due to rounding used for the individual studies, the subcategory totals may not equal the sum of the composition of individual material types. Similarly, the total composition may not sum to exactly 100.0% due to rounding. In general, the subcategory totals used in the original studies were used for these tables.

Endnotes

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RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:	September 24, 2026				**AGENDA ITEM:**	VIII.	
SUBJECT:	Updates and Reports						
TYPE OF ITEM:	☒	INFORMATION	☐	POLICY DISCUSSION	☐ ACTION	☐	CONSENT
SUBMITTED BY:	Trista Martinson, R&E Executive Director						

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

a. **Commissioner Updates**
R&E Board members will provide updates on waste-related ad hoc committees.

b. **Executive Director Update**
The R&E Executive Director will provide a report to the board.

c. **Strategic Partnerships Update**
Staff will provide a report to the board.

d. **Programs Update**
Staff will provide updates on programmatic efforts.

e. **Facility Update**
Staff will provide updates on R&E Center projects and operations.

f. **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 August 1 – August 31, 2026. Funding for the contracts is available in the approved Joint Activities, Facility and Equipment Maintenance & Replacement (EM&R) budgets, following approval as to form by the Ramsey County or Washington County attorney's office.

ALIGNMENT WITH STRATEGIC PLAN:

a. Strategic Goal 1A: Public awareness & trust through brand management, transparency and engagement.
b. Strategic Goal 1B: R&E led regional coordination on policy and plans for greater regional impact.
c. Strategic Initiative 4Ai: Implement and sustain a streamlined and consistent portfolio of upstream programs (waste reduction, reuse, recycling), informed by data and community engagement.

SUBJECT: *Updates and Reports*

d. Strategic Initiative 3Aii: Continue to operate an industry-leading waste processing facility and innovate for increased landfill diversion.
e. Strategic Goal 4C: Robust obligation tracking and reporting.

ATTACHMENTS:

1. R&E Center Tours Report
2. Procurement Report

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES		DATE
R&E EXECUTIVE DIRECTOR		9/15/26

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

R&E Center Tours
Completed - August, 2026

Group	Group Type	Date	# of visitors
Community/Resident Tour	Community	8/5/2026	6
Youth Conservation Corp #3	Educational	8/5/2026	10
Residential Group - Beth Stewart	Community	8/6/2026	10
Youth Conservation Corp #4	Educational	8/6/2026	6
Urban Roots	Community	8/10/2026	19
Shoreview City Staff and Interns	Governmental	8/11/2026	6
Ramsey County Summer Interns	Internal	8/12/2026	8
New Brighton Senior Group	Community	8/12/2026	14
Youth Conservation Corps #5	Educational	8/12/2026	8
Youth Conservation Corp #6	Educational	8/13/2026	9
FSPP Participants	FSPP	8/13/2026	6
RosePoint Senior Living	Community	8/20/2026	14
FSPP Participants	FSPP	8/22/2026	8
MN Environmental Justice Table	Governmental	8/25/2026	5
Community/Resident Tour	Resident	8/25/2026	10
Hauler Picnic Tours (5 tours total)	Community	8/27/2026	60

Total Number of Tours Completed: 21
Total Number of Tour Attendees: 199

RAMSEY/WASHINGTON RECYCLING & ENERGY
CONNECTING VALUE TO WASTE

Report of all professional service and supplies, equipment, material and labor (SEML) contracts, amendments and solicitations issued and executed under authority of Ramsey/Washington Recycling & Energy's procurement guidelines (Resolution R&EB-2025-01) between August 1 – August 31, 2026.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
Blong Vang	8/1/26	Programs – Cooking class services	$1,450	Professional Services
Industrial Rubber and Supply Company	9/1/26	Facility – Eddy current belts	$8,000 per year	SEML
GHD Services	8/1/26	Facility – Site review and feasibility study	$139,500 per year	Professional Services
Khoo Consulting, LLC	9/1/26	Programs – Cultural engagement and outreach services	$100,000 per year	Professional Services
Topsail Strategies, LLC	8/1/26	Programs – Crisis communications services	$10,000 per year	Professional Services

The procurement team also processed five grants or amendments for deconstruction, food recovery, waste reduction/pollution prevention, BizRecycling and multi-unit recycling programs in the amount of $57,051.25. 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.