



**MEETING NOTICE
RAMSEY/WASHINGTON COUNTY
RESOURCE RECOVERY PROJECT EXECUTIVE COMMITTEE MEETING**

DATE: December 15, 2011

TIME: 2:00 – 3:30 pm

PLACE: Resource Recovery Project
3rd Floor Conference Room
2785 White Bear Avenue, Suite 350
Maplewood, MN 55109

AGENDA:

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES – December 16, 2010

IV. BUSINESS

- A. Foth Infrastructure 2012 Contract Amendment
- B. Stoel Rives LLC 2012 Contract Amendment
- C. Superior Services 2012 Contract Amendment
- D. J L Taitt & Associates, Inc. 2012 Contract Amendment
- E. Waste Wise Contract
- F. MnTAP Contract
- G. Web Developer and Social Media Consultant Contracts
- H. Second Harvest Heartland Contract Amendment

V. OTHER BUSINESS

- A. Draft 2012 Resource Recovery Project Work Plan
- B. Staff Updates

Executive Committee Members:

Chair: Commissioner Dennis Hegberg

Vice-Chair: Commissioner Victoria Reinhardt

Member: Commissioner Jan Parker

**RAMSEY/WASHINGTON COUNTY
RESOURCE RECOVERY PROJECT EXECUTIVE COMMITTEE
THURSDAY, DECEMBER 16, 2010
MINUTES**

A meeting of the Executive Committee of the Ramsey/Washington County Resource Recovery Project was held at 9:00 AM December 16, 2010 at the Ramsey County Environmental Health Office, 2785 White Bear Avenue, Maplewood, Minnesota.

MEMBERS PRESENT:

Commissioner Dennis Hegberg – Washington County
Commissioner Gary Kriesel – Washington County
Commissioner Victoria Reinhardt – Ramsey County

ALSO ATTENDING:

Deborah Carter McCoy, Zack Hansen, Judy Hunter, Susan Kuss, Harry McPeak, Katie Shaw

CALL TO ORDER/APPROVAL OF THE AGENDA:

Chair Reinhardt called the meeting to order. Commissioner Hegberg moved, seconded by Commissioner Kriesel, to approve the agenda.

Roll Call: Ayes: - 3 Nays: - 0 Motion Carried.

APPROVAL OF THE DECEMBER 17, 2009 MINUTES:

Commissioner Kriesel moved, seconded by Commissioner Hegberg, to approve the minutes.

Roll Call: Ayes: - 3 Nays: - 0 Motion Carried.

FOTH INFRASTRUCTURE & ENVIRONMENT, LLC 2011 CONTRACT AMENDMENT:

Commissioner Hegberg moved, seconded by Commissioner Kriesel that the Executive Committee for the Project hereby approves the amendments to the Agreement with Foth Infrastructure & Environment, LLC, in an amount not to exceed \$95,000 with a term from January 1, 2011 to December 31, 2011 and authorizes the Chair of the Executive Committee to execute the amendments to the Agreement upon approval as to form by the County Attorney.

Roll Call: Ayes: - 3 Nays: - 0 Motion Carried.

STOEL RIVES, LLC 2011 CONTRACT AMENDMENT:

Commissioner Kriesel moved, seconded by Commissioner Hegberg that the Executive Committee for the Project hereby approves the amendments to the Agreement with Stoel Rives LLP, in an amount not to exceed

\$40,000 with a term from January 1, 2011 to December 31, 2011 and authorizes the Chair of the Executive Committee to execute the amendments to the Agreement upon approval as to form by the County Attorney.

Roll Call: Ayes: - 3 Nays: - 0 Motion Carried.

J. L. TAITT & ASSOCIATES 2011 CONTRACT AMENDMENT:

Commissioner Hegberg moved, seconded by Commissioner Kriesel that the Executive Committee for the Project hereby approves the amendments to the Agreement with J. L. Taitt & Associates, in an amount not to exceed \$60,000 with a term from January 1, 2011 to December 31, 2011, and authorizes the Chair of the Executive Committee to execute the amendment to the Agreement upon approval as to form by the County Attorney.

Roll Call: Ayes: - 3 Nays: - 0 Motion Carried.

SUPERIOR CONSULTING SERVICES 2011 CONTRACT AMENDMENT:

Commissioner Hegberg moved, seconded by Commissioner Kriesel that the Executive Committee for the Project hereby approves the amendment to the Agreement with Superior Consulting Services, in an amount not to exceed \$1,500 for the period January 1, 2011 to December 31, 2011, and authorizes the Chair of the Executive Committee to execute the amendment to the Agreement upon approval as to form by the County Attorneys.

Roll Call: Ayes: - 3 Nays: - 0 Motion Carried.

OTHER BUSINESS:

Draft 2011 Resource Recovery Project Work Plan

Zack Hansen provided an overview to the Committee on the 2011 Resource Recovery Project Work Plan.

Staff Updates

Zack Hansen updated the Committee on the 2011 Planning and Policy Development Projects. He provided an overview of the alternate waste processing methods, economic research and market analysis for collection, transfer and disposal pricing in the region and research on organic waste and hold a policy discussion for the Project Board on the County's role in increasing source separated organics management.

Zack Hansen summarized a letter he received from the St. Paul Port Authority regarding a project at Sanimax in South St. Paul. This project is a public-private joint venture that the SPPA is convinced can be realized with the support from various metropolitan counties. Sanimax is prepared to permit, site, construct and operate the anaerobic digester as well as deliver 50% of the feedstock needed by the digester. SPPA is seeking support from the County in two ways: 1) allowing Sanimax to utilize the private portion (30%) of the County's QECB energy bond allocation for renewable projects which is zero interest financing; and 2) indicating the

RAMSEY/WASHINGTON COUNTY
RESOURCE RECOVERY PROJECT
EXECUTIVE COMMITTEE MINUTES
DECEMBER 16, 2010

County's willingness to negotiate a contract to support the delivery of organics to Sanimax. SPPA needs the County to enter into a contract during the first quarter of 2011 so that permitting can commence.

After much discussion, it was decided by the Committee to bring this up to the Project Board in January 2011.

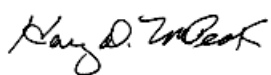
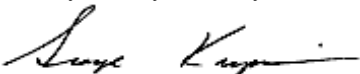

ADJOURNMENT:

Chair Reinhardt adjourned the meeting at 10:10 a.m.

Approved: _____
Commissioner Victoria Reinhardt

AGENDA ITEM A

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR EXECUTIVE COMMITTEE ACTION

COMMITTEE MEETING DATE <u>December 15, 2011</u> DATE SUBMITTED: <u>December 6, 2011</u>		
FROM: <u>Joint Staff Committee</u>		
<u>DOCUMENT DESCRIPTION:</u>	Amendment to Agreement for Engineering Services with Foth Infrastructure & Environment, LLC (Foth) 1) Exhibit A & B 2) Resolution	
<u>BACKGROUND:</u> The Project has an engineering consultant under contract for a variety of services. In 2012 Foth's works scope include assistance with monitoring ongoing operations of RRT, annual inspection of RRT and Xcel facilities, evaluation of solid waste data and processing technologies, and policy development and research associated with waste processing. Also in 2012 Foth will assist with economic research and market analysis for collection, transfer and disposal pricing in the region; market analysis for recyclable materials, including organic waste; monitoring waste deliveries by haulers and from other counties; serving as a liaison with waste haulers; assisting in negotiations with RRT; data management, continued research and analysis and assistance with management of organic waste streams; assistance with examining transportation and transfer stations issues associated with organic waste; research and analysis on future county role in processing and other areas; and other duties of an		
<u>PROJECT BOARD ACTION REQUESTED:</u> Authorize the Chair of the Executive Committee to execute the amendments to the Agreement for Engineering Services between the Project and Foth Infrastructure & Environment, LLC in a form to be approved by the County Attorney, to extend the term through December 31, 2012, in the amount not to exceed of \$95,000 for services in 2011, and to adopt the revised scope of services and revised 2012 rates in Exhibits A and B respectfully. There are no changes in the hourly rates from 2011.		
<u>FINANCIAL IMPLICATIONS OF ACTION:</u> The 2012 approved Resource Recovery Project Budget has \$95,000 for engineering services for 2012.		
<u>ADMINISTRATIVE COMMENTS:</u>		
<u>REVIEWED BY:</u>		
	12.6.11	
Ramsey County Attorney	Date	
	12.6.11	
Washington County Attorney	Date	
		
		12.6.11
		Budgeting & Accounting
		Date

**Amendment #9 to Agreement for Professional Services with
Foth Infrastructure & Environment LLC**

This is an amendment to the Agreement for Engineering Services between the Ramsey/Washington Resource Recovery Project Board Contract and Foth Infrastructure & Environment LLC dated February 24, 2003, entered into by and between the parties as follows:

1. SECTION 2. Scope of Services

Is amended by the addition of the language set forth in the attached Exhibit A.

2. SECTION 4. Reimbursement and Payment

Is amended by the addition of the language set forth in the attached Exhibit B. Compensation paid to Consultant for services provided during the period January 1, 2012, through December 31, 2012 shall not exceed \$95,000, inclusive of permitted reimbursable expenses and mileage.

3. SECTION 20. Term

The Term of this Agreement is extended to December 31, 2012.

All other terms and conditions of the Contract with Foth Infrastructure & Environment LLC unless specifically amended herein remain in full force and effect.

EXHIBIT A
Foth Infrastructure & Environment, LLC
2012 SCOPE OF SERVICES

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

1. Conduct an annual inspection of the Resource Recovery Technologies, LLC (RRT) Newport Facility on behalf of the PROJECT for the purpose of evaluating vendor compliance with the Service Agreement and to identify issues of concern. The annual inspection shall include the Xcel combustion facilities as requested by the Joint Staff Committee. To be completed by July 1, 2012.
2. Review and advise the PROJECT on any proposed physical changes to the Facility proposed by RRT and assist staff during the implementation phase. Specifically:
 - a. Provide technical review of plans, specifications and cost estimates for proposed modifications to the Facility or operations.
 - b. Assist in preparing staff evaluation for Board review.
 - c. Provide construction monitoring, including preparation of construction progress reports, for review of payment requests by RRT, and provide start-up assistance as may be required for any physical modifications to the Facility.
3. Prepare a technical and financial analysis of waste processing technologies that recover recyclable material from RDF, such as a “dirty materials recycling facility (MRF)” and optical sorting equipment for plastics that will assist the COUNTIES and PROJECT in future planning. The specific technologies to be addressed will be determined by the PROJECT staff in consultation with the CONSULTANT. A written report on the analysis is to be provided by May 1, 2012.
4. As requested, provide engineering and technical consultation to assist the COUNTIES and PROJECT on a number of issues, including, but not limited to:
 - a. Economic research and market analysis for collection, transfer and disposal pricing in the region;
 - b. Market analysis for recyclable materials, including organic waste;
 - c. Monitoring waste deliveries by haulers and from other counties;
 - d. Serving as a liaison with waste haulers;
 - e. Assisting in negotiations with RRT;
 - f. Combustion capacity for RDF;
 - g. Data management;
 - h. Providing recommendations on the management of certain waste streams including construction and demolition and industrial waste;
 - i. Research and analysis and assistance with management of organic waste streams;
 - j. Assistance with examining transportation and transfer stations issues associate with organic waste;
 - k. Research and analysis on future county role in processing and other areas; and
 - l. Other duties of an engineering or technical nature.
5. As requested, provide consultation, technical assistance, evaluation, or coordination as directed by the PROJECT.
6. As requested, meet with PROJECT and COUNTY staff, attend PROJECT Board meetings, and provide oral or written analysis to support recommendations to the PROJECT Board.

EXHIBIT B

Charges for staff and expenses will appear in summary form on invoices. Foth will provide detailed back up information upon request to address any questions.

2012 Rates for Staff Identified as Available To the Resource Recovery Project

<u>Name</u>	<u>Title</u>	<u>Hourly Rate</u>
Warren Shuros	Client Director	\$157
Jim Miles-Polka	Project Director	\$154
Curt Hartog	Senior Technical Consultant	\$137
Jessica Graveen	Project Engineer	\$90
Nate Klett	Staff Engineer	\$114
Gene Skenandore	Lead Mechanical Engineer	\$141
Kristie Williams	Lead Process Engineer	\$142
Brian Sperrazza	Lead Hydrogeologist	\$118
Kathy Osborne	Senior Project Manager	\$147
Dan Krivit	Senior Project Manager	\$150

Rate schedules and resource charges/expenses shall be adjusted annually. Rates for staff not listed above will be based on the ranges below and their respective experience levels.

Foth Infrastructure & Environment, LLC 2012 Environmental Services Standard Rate Schedule

<u>Labor Classification</u>	<u>Hourly Rate</u>
Director/Principal	\$ 150.00 - \$215.00
Senior Project Manager	\$ 125.00 - \$195.00
Senior Consultant	\$ 130.00 - \$170.00
Project Manager	\$ 100.00 - \$145.00
Lead Engineers	\$ 105.00 - \$165.00
Project Engineer	\$ 95.00 - \$130.00
Engineer	\$ 85.00 - \$105.00
Lead Environmental Scientist	\$ 100.00 - \$165.00
Project Scientist	\$ 85.00 - \$100.00
Scientist	\$ 65.00 - \$ 90.00
Lead Planner	\$ 100.00 - \$140.00
Project Planner	\$ 80.00 - \$110.00
Planner	\$ 65.00 - \$ 85.00
Project Designer/Technician	\$ 80.00 - \$105.00
Technician/CADD	\$ 55.00 - \$ 90.00
GIS Specialist	\$ 95.00 - \$125.00
Lead Administrative Assistant/Editor	\$ 65.00 - \$ 80.00
Administrative Assistant	\$ 55.00 - \$ 70.00
Clerical	\$ 50.00 - \$ 60.00

Foth Infrastructure & Environment, LLC
2011 Standard Resource Charges

Item	Cost basis	Std charge
Computer Usage		
AutoCAD/Intergraph	Cost/Usage	\$15.00/hr
Personal Computer	Cost/Usage	\$10.00/hr
High End Software	Cost/Usage	\$15.00 - 25.00/hr
Travel		
Automobile Travel	Mileage	\$0.55/mi ⁽¹⁾
Public Transportation	--	Cost
Subsistence and Lodging	--	Cost
Survey Vehicles	Mileage	\$0.88/mi
Off Road Vehicle Usage	Day	\$5.00
CADD Plotting/Drawing Reproduction		
Bond (black & white)	Equipment/Labor/Material	\$0.30/sq ft
Vellum (black & white)	Equipment/Labor/Material	\$1.50/sq ft
Mylar (black & white)	Equipment/Labor/Material	\$2.70/sq ft
Bond (color)	Equipment/Labor/Material	\$1.20/sq ft
Film (color)	Equipment/Labor/Material	\$2.00/sq ft
Equipment		
Special equipment rates quoted on an individual basis, if requested.		
Subconsultants (drilling, laboratory, etc.)	--	Cost
Miscellaneous	--	Cost

Note: This list is not all inclusive but represents the most common resource charges applied to Foth Infrastructure & Environment, LLC projects.

⁽¹⁾ Mileage rates are subject to change based on Federal Government Standards and economic conditions.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement.

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

By: _____ Date _____
Dennis Hegberg
Project Board Chair

Funds Available:

Austin M. Kull
By: _____ Date 12.1.11
Ramsey County Budgeting & Accounting Date

Approved as to Form and Insurance:

Kay D. Westbrook
By: _____ Date 12.1.11
Ramsey Assistant County Attorney Date

Approved as to Form:

Sevgi Kuyumcu
By: _____ Date 12.1.11
Washington Assistant County Attorney Date

Recommended By:

Julie L. Hunter
By: _____ Date 12.1.11
Lead Member, Joint Staff Committee Date

Foth Infrastructure and Environment, LLC

Neil A. O'Connell
By: _____ Date 12/1/11
Vice President Sec Date

Warr Stinson
By: _____ Date 12/1/11
Client Director Date

Resolution 2011-RR- __

WHEREAS, Ramsey and Washington (the “Counties”) desire to continue to benefit, protect and ensure the public health, safety, welfare and environment of the Counties’ residents and businesses through sound management of solid waste generated in the Counties; and

WHEREAS, the Counties have entered into a Joint Powers Agreement that creates the Ramsey/Washington County Resource Recovery Project (the Project) for the purpose of administering the Counties rights and obligations under the Processing Agreement with RRT and overseeing other joint solid waste activities; and

WHEREAS, There are a number of engineering and policy issues for the Project and Counties to deal with; and

WHEREAS, The Project has contracted with Foth Infrastructure & Environment, LLC to carry out the engineering services associated with the Joint Powers and Service Agreement; and

WHEREAS, Foth Infrastructure & Environment, LLC is willing to provide consulting services to the Project; and

WHEREAS, the Executive Committee of the Project is authorized to execute contracts approved in the Project budget in accordance with Section IV.B of the Joint Powers Agreement for the Resource Recovery Project; and

WHEREAS, the 2012 Resource Recovery Project Budget has approved \$95,000 for outside engineering services for 2012.

NOW, THEREFORE, BE IT RESOLVED the Executive Committee for the Project hereby approves the amendments to the Agreement with Foth Infrastructure & Environment, LLC, in an amount not to exceed \$95,000 with a term from January 1, 2012 to December 31, 2012 and authorizes the Chair of the Executive Committee to execute the amendments to the Agreement upon approval as to form by the County Attorney.

Commissioner Dennis Hegberg, Chair

December 15, 2011

AGENDA ITEM B

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR EXECUTIVE COMMITTEE ACTION

BOARD MEETING DATE: December 15, 2011 DATE SUBMITTED: December 6, 2011

FROM: Joint Staff Committee

DOCUMENT DESCRIPTION: **Amendment to Agreement for Professional Services with Stoel Rives LLP**
1) Exhibit A & B
2) Resolution

BACKGROUND:

The Resource Recovery Project has retained the firm of Stoel Rives LLP for consulting services on policy and legal matters. Stoel Rives has significant expertise in waste, environmental and energy, and has been important in Project work related to RRT and policy development.

In 2011 the Project used a limited amount of services of Stoel Rives LLP, but staff expect work will be needed for policy legal issues associated with the processing agreement, the fuel agreement between Xcel Energy and RRT, and regional and state waste processing policy development. The 2012 approved Resource Recovery Project Budget has \$30,000 for outside policy and legal services for 2012. The hourly rate is unchanged from 2011.

PROJECT BOARD ACTION REQUESTED:

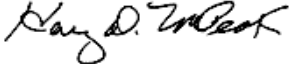
Authorize the Chair of the Executive Committee to execute the amendments to the Agreement for Professional Services between the Project and Stoel Rives LLP, in a form to be approved by the County Attorney, and to extend the term through December 31, 2012, in an amount not to exceed of \$30,000 for services in 2012 and to adopt the revised Exhibits A and B.

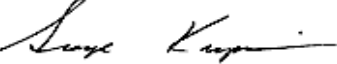
FINANCIAL IMPLICATIONS OF ACTION:


The 2012 approved Resource Recovery Project Budget has \$30,000 for outside policy and legal services for 2012.

ADMINISTRATIVE COMMENTS:

REVIEWED BY:


12.6.11
Date
Ramsey County Attorney


12.6.11
Date
Washington County Attorney


12.6.11
Date
Budgeting & Accounting

Amendment # 7 to Agreement for Professional Services with Stoel Rives, LLP

This is an amendment to Agreement for Professional Services between the Ramsey/Washington Resource Recovery Project Board and Stoel Rives, LLP dated May 26, 2006 entered into by and between the parties as follows:

1. SECTION 1 SCOPE OF SERVICES

Is amended by the addition of the language set forth in the attached Exhibit A.

2. SECTION 2 TERM

The Term of this Agreement is extended to December 31, 2012.

3. SECTION 3 COST AND PAYMENT

Is amended by the addition of the language set forth in the attached Exhibit B.

Amendment to EXHIBIT A

Stoel Rives LLP

SCOPE OF SERVICES

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

For the period January 1, 2012, through December 31, 2012, as directed by the Joint Staff Committee:

1. Provide analysis and advice on policy and legal issues associated with the RRT Processing Agreement.
2. Provide analysis and advice on other policy and legal issues related to processing, waste to energy, organic waste management, or solid waste management, as needed.

Amendment to Exhibit B

Billing Rate

Stoel Rives LLP Blended Billing Rate

For the period January 1, 2012 through December 31, 2012 the blended hourly rate of attorneys and legal assistants working under the contract shall not exceed \$345/hour, in an amount not to exceed \$40,000, including reimbursable expenses. All attorney and legal assistant rates shall include a 10% public sector discount from their normal hourly rates.

Reimbursable Expenses

Stoel Rives LLP shall bill reimbursable expenses at the following rates:

- Photocopies \$0.12 per page
- Computer assisted legal research Actual cost

All other terms and conditions of the Agreement with Stoel Rives, LLP unless specifically amended herein remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement.

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

By: _____ Date _____
Project Board Chair

Funds Available:

By: Aidan M. Kull _____ Date 12.5.11 _____
Ramsey County Budgeting & Accounting

Approved as to Form and Insurance:

By: Ray D. Beck _____ Date 12.5.11 _____
Ramsey Assistant County Attorney

Approved as to Form:

By: Serge Kuyper _____ Date 12.5.11 _____
Washington Assistant County Attorney

Recommended By:

By: Sevgi K. Hunter _____ Date 12.5.11 _____
Lead Member, Joint Staff Committee

Stoel Rives LLP:

By: Ked. J. _____ Date 12/02/11 _____
Partner

Resolution 2011-RR-_____

WHEREAS, Ramsey and Washington (the “Counties”) desire to continue to benefit, protect and ensure the public health, safety, welfare and environment of the Counties’ residents and businesses through sound management of solid waste generated in the Counties; and

WHEREAS, the Counties have entered into a Joint Powers Agreement that creates the Ramsey/Washington County Resource Recovery Project (the Project) for the purpose of administering the Counties rights and obligations under the Processing Agreement with RRT and overseeing other joint solid waste activities; and

WHEREAS, there are a number of policy and legal issues for the Project and Counties to deal with; and

WHEREAS, the Project has contracted with the firm of Stoel Rives LLP to carry out the consulting services associated with waste processing; and

WHEREAS, Stoel Rives LLP is willing to provide consulting services to the Project; and

WHEREAS, the Executive Committee of the Project is authorized to execute contracts approved in the Project budget in accordance with Section 1V.B of the Joint Powers Agreement for the Resource Recovery Project; and

WHEREAS, the 2012 Resource Recovery Project Budget has approved \$30,000 for outside legal services for 2012.

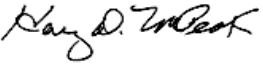


NOW, THEREFORE, BE IT RESOLVED the Executive Committee for the Project hereby approves the amendments to the Agreement with Stoel Rives LLP, in an amount not to exceed \$30,000 with a term from January 1, 2012 to December 31, 2012 and authorizes the Chair of the Executive Committee to execute the amendments to the Agreement upon approval as to form by the County Attorney.

Commissioner Dennis Hegberg, Chair

December 15, 2011

AGENDA ITEM C

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR EXECUTIVE COMMITTEE ACTION

BOARD MEETING DATE: <u>December 15, 2011</u> DATE SUBMITTED: <u>December 6, 2011</u>	
FROM: <u>Joint Staff Committee</u>	
<u>DOCUMENT DESCRIPTION:</u>	Amendment to Agreement for Computer Consulting Services with Superior Consulting Services 1) Exhibit C 2) Resolution
<u>BACKGROUND:</u> <p>The Resource Recovery Project Board has had an approved contract with Superior Consulting Services since 1999. The company has assisted in data management needs including coordinating information and administrative needs of the Hauler Rebate Program for both counties. The Project entered into a new five-year contract on November 29, 2007. Staff is recommending amending the current contract for the budgeted amount not to exceed \$1,500.</p>	
<u>PROJECT BOARD ACTION REQUESTED:</u> <p>Authorize the Chair of the Executive Committee to execute the Amendments to the Agreement for Computer Services between the Project and Superior Consulting Services in a form to be approved by the County Attorney, the term through December 31, 2012 in the amount not to exceed \$1,500, and to adopt Exhibit C.</p>	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u> <p>The 2012 approved Resource Recovery Project Budget has \$1,500 for computer consulting services for 2012.</p>	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
	<u>12.6.11</u>
Ramsey County Attorney	Date
	<u>12.6.11</u>
Washington County Attorney	Date
	<u>12.6.11</u>
Budgeting & Accounting	Date

Amendment # 5 to Agreement for Computer Services with Superior Consulting Services

This is an amendment to the Agreement for Computer Services between the Ramsey/Washington Resource Recovery Project Board and Superior Consulting Services dated November 29, 2007 entered into by and between the parties as follows:

1. SECTION 3 COSTS OR RATE FOR PERSONS ASSIGNED TO THE PROJECT

Is amended by the addition of the language set forth in the attached Exhibit C. Compensation paid to Contractor for services provided during the period January 1, 2012, through December 31, 2012, shall not exceed \$1,500, inclusive of permitted reimbursable expenses.

EXHIBIT C

COSTS

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

For the period January 1, 2012, through December 31, 2012, rates for persons who will be assigned to the PROJECT are:

<u>TITLE</u>	<u>HOURLY RATE</u>
Consultant	\$120
Senior Consultant	\$130

Other Expenses:

1. Phone consultations will be billed at the hourly rate in thirty (30) minute increments.
2. On-site support is charged at a minimum of one-hour plus travel time from CONTRACTOR's site to PROJECT's site.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement.

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

By: _____ Date _____
Project Board Chair

Funds Available:

Ramsey County Fund Number:

By: Susan M. Kull _____ Date 12.5.11
Ramsey County Budgeting & Accounting

Approved as to Form and Insurance:

By: Ray D. Westbrook _____ Date 12.5.11
Ramsey Assistant County Attorney

Approved as to Form:

By: Steve Kuper _____ Date 12.5.11
Washington Assistant County Attorney

Recommended By:

By: Steve L. Hender _____ Date 12.5.11
Lead Member, Joint Staff Committee

Superior Consulting Services

By: John K. Mill _____ Date 11/9/11

Resolution 2011-RR- _____

WHEREAS, Ramsey and Washington (the “Counties) desire to continue to benefit, protect and ensure the public health, safety, welfare and environment of the Counties’ residents and businesses through sound management of solid waste generated in the Counties; and

WHEREAS, the Counties have entered into a Joint Powers Agreement that creates the Ramsey/Washington County Resource Recovery Project Board (the Project) for the purpose of administering the Counties rights and obligations under the Processing Agreement with RRT and overseeing other joint solid waste activities; and

WHEREAS, there are a number of computer consulting services that need to be worked on for the Project; and

WHEREAS, the Project has contracted with the firm of Superior Consulting Services to carry out the computer consulting services including data management needs for the Hauler Rebate Program; and

WHEREAS, Superior Consulting Services is willing to provide computer consulting services to the Project; and

WHEREAS, the Executive Committee of the Project is authorized to execute contracts approved in the Project budget in accordance with Section IV.B of the Joint Powers Agreement for the Resource Recovery Project; and

WHEREAS, the 2012 Resource Recovery Project Budget has approved \$1,500 for computer consulting services for 2012.

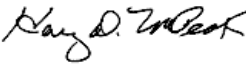
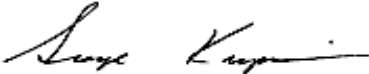
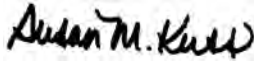
NOW, THEREFORE, BE IT RESOLVED the Executive Committee for the Project hereby approves the amendment to the Agreement with Superior Consulting Services, in an amount not to exceed \$1,500 for the period January 1, 2012, to December 31, 2012, and authorizes the Chair of the Executive Committee to execute the amendment to the Agreement, upon approval as to form by the County Attorneys.

Commissioner Dennis Hegberg, Chair

December 15, 2011

AGENDA ITEM D

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR EXECUTIVE COMMITTEE ACTION

BOARD MEETING DATE: <u>December 15, 2012</u> DATE SUBMITTED: <u>December 6, 2012</u>	
FROM: <u>Joint Staff Committee</u>	
<u>DOCUMENT DESCRIPTION:</u>	Amendment to Agreement for Professional Services with J. L. Taitt & Associates 1) Amendment with Exhibit A & B 2) Resolution
<u>BACKGROUND:</u> At its September 2011 meeting the Resource Recovery Project Board approved resolution 2011-RR-03, which included a number of authorizations related to organic waste management. The Project continues to work in providing and implementing food waste recycling programs in businesses and institutions, including schools and other public and private facilities. In 2012 JL Taitt and Associates will provide outreach, technical assistance and consultation to public and private schools, assisted living communities health care facilities and other institutions, working with staff and other Project consultants.	
<u>PROJECT BOARD ACTION REQUESTED:</u> Authorize the Chair of the Executive Committee to execute the amendments to the Agreement for Professional Services between the Project and J. L. Taitt & Associate in a form to be approved by the County Attorney, to extend the term through December 31, 2012 in the amount not to exceed of \$80,000 for services in 2012 and to adopt the revised scope of services and revised rates as contained in Exhibits A and B respectfully.	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u> The 2012 approved Resource Recovery Project Budget includes \$80,000 for these services for 2012.	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
	12.6.11
Ramsey County Attorney	Date
	12.6.11
Washington County Attorney	Date
	12.6.11
Budgeting & Accounting	Date

Amendment #9 to Agreement for Professional Services with JL Taitt & Associates

This is an amendment to Agreement for Professional Services between the Ramsey/Washington Resource Recovery Project Board Contract and JL Taitt & Associates dated June 26, 2003 entered into by and between the parties as follows:

1. Section I. Scope of Services

Is amended by the addition of the language set forth in the attached Exhibit A.

2. Section III. Term

The Term of this Agreement is extended to December 31, 2012.

3. Section IV. Reimbursement/Payment

Is amended by the addition of the language set forth in the attached Exhibit B. Compensation paid to Contractor for services provided during the period January 1, 2012 through December 31, 2012 shall not exceed \$80,000.00, inclusive of permitted reimbursable expenses and mileage.

EXHIBIT A
JL Taitt & Associates
2012 SCOPE OF SERVICES
RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

Purpose: The purpose of this Agreement is to secure professional services from a qualified consultant to assist the Resource Recovery Project (PROJECT) in providing outreach, technical assistance, consultation and liaison services in the two Counties concerning organic waste management, recycling collection systems and cost effective garbage hauling and disposal services.

Desired outcomes include:

- increased awareness of organics waste management opportunities by institutional generators of organic waste;
- increased organics recovery and recycling by institutional solid waste generators; and
- a greater understanding of barriers and opportunities to organics recovery and recycling that can be used in program planning and program implementation.

Task 1: Provide outreach services focused on K-12 charter and private schools located in Ramsey and Washington Counties.

The CONTRACTOR will use a list of K-12 charter and private schools in Ramsey and Washington Counties for the purpose of deciding on a priority list of schools to receive outreach services during 2012:

1. Evaluate with PROJECT Joint Staff a priority list of K-12 charter and private schools for outreach services.
2. Based on the priority list, provide outreach services to charter and private schools. Outreach services are focused on making these schools aware of organic waste management options and getting them started on decisions about organic waste management and may include:
 - Initial contact by telephone, mail or email
 - Active one-on-one contact (by phone or in person)
 - Providing information and education on organics waste management options
 - Providing previously developed outreach services tools
 - Provide technical assistance to organizations that request further assistance

Deliverables

1. A brief summary of types of outreach services provided, how outreach services were received, types of actions and steps taken by K-12 charter and private schools, reaction by schools to outreach services and recommendations for next steps.
2. Maintain a list of barriers to implementation and recommendations on steps needed to remove barriers.

Task 2: Provide technical assistance, consultation and liaison services to Ramsey and Washington County K-12 public schools as requested.

The CONTRACTOR will provide technical assistance, consultation and liaison services to selected Ramsey and Washington County K-12 public schools for the implementation and improvement of organic waste management options, recycling collection systems and cost effective garbage hauling and disposal services:

1. Review with PROJECT Joint Staff a priority list of K-12 public schools for technical assistance, consultation and liaison services.
2. Based on the priority list provided by the PROJECT, provide technical assistance to implement organic waste management options and recycling collection systems on a district-wide or individual-school basis.
3. Based on the priority list, provide technical assistance and consultation regarding more effective changes to garbage and recycling collection, hauling and disposal services.
4. Serve as a liaison between PROJECT staff, key school personnel and organic waste management service providers, recyclers and garbage haulers to facilitate the implementation of organic waste management options, recycling collection systems and cost effective garbage hauling services:
 - Coordinate with key school personnel to implement the work plan.
 - Coordinate the services provided by organic waste management, recycling and garbage hauling and disposal services.
 - Coordinate with school personnel conducting garbage and recycling volume surveys and develop recommendations to “right size” garbage services as appropriate.
 - Trouble-shoot and problem solve, as needed, by supporting a team effort among all stakeholders.
5. Attend meetings at participating schools, as appropriate.
6. Routinely discuss and determine with PROJECT and COUNTY staff priorities and timelines for technical assistance, consultation and liaison services provided.

Deliverables

1. The implementation of organic waste management options, recycling collection systems and cost effective garbage hauling and disposal services at selected K-12 public schools in Ramsey and Washington County.
2. Develop and maintain a list of barriers to implementation and improvement and recommended solutions.

Task 3: Provide outreach services focused on long-term care, assisted living, and health care facilities in Ramsey and Washington Counties.

1. The CONTRACTOR will develop and facilitate a continuing education seminar on organic waste management options to be held at a location to be determined during 2012. The targeted audience for the seminar includes administrators, foodservice directors, dietary managers, facilities managers, maintenance directors and housekeeping managers.
2. Provide outreach services to long-term care, assisted living and health care facilities following the education seminar, focused on making these facilities aware of organic waste management options and getting them started on decisions about organic waste management options.

Deliverables

1. A continuing education seminar on organic waste management options at a location to be determined during 2012.

2. Brief summary of types of outreach services provided by facility, how outreach services were received, types of actions/steps taken by long-term care, assisted living and health care facilities, reaction by facilities to outreach services and recommendations for next steps.

Task 4: Provide technical assistance, consultation and liaison services to private colleges and universities and other major institutions in Ramsey & Washington Counties.

The CONTRACTOR will provide technical assistance and consultation to implement organic waste management options at private Ramsey & Washington County colleges and universities and other major institutions.

The CONTRACTOR will:

1. Review with PROJECT Joint Staff a priority list of major institutional generators of organic waste for technical assistance, consultation and liaison services.
2. Develop list of current status of organic waste management practices in private colleges and universities. Based on the information, provide a priority list of private colleges and universities to provide targeted services. Evaluate previously implemented organic waste management programs and provide ongoing technical assistance as appropriate.
3. Develop plans to implement organic waste management programs at selected institutions.
4. Inform and educate key groups of facilities personnel about implementation plans.

The CONTRACTOR will serve as a liaison between PROJECT and COUNTY staff and organic waste management firms to facilitate the implementation of organic waste management options:

1. Coordinate with key facilities personnel to implement the organic waste management options.
2. Coordinate college, university and institutional staff providing assistance at facilities prior to and during "Week 1" of organic waste management.
3. Coordinate the services provided by organic waste management service providers.
4. Coordinate with personnel conducting garbage and recycling volume surveys and develop recommendations to "right size" garbage services as appropriate.
5. Coordinate the services provided by organic waste management service providers.
6. Trouble-shoot and problem solve, as needed, by supporting a team effort among all stakeholders.
7. Attend meetings at selected facilities as needed.
8. Routinely discuss and determine with PROJECT and COUNTY staff priorities and timelines for technical assistance, consultation and liaison services provided.

Deliverables

1. The evaluation of previously implemented organic waste management programs and ongoing technical assistance as appropriate, and the implementation of new organic waste management programs at Ramsey & Washington County private colleges and universities and institutions.
2. Develop and maintain a list of barriers to implementation.

Task 5: Provide technical assistance, consultation and liaison services to Ramsey & Washington County facilities as requested.

The CONTRACTOR will provide technical assistance/consultation to implement organic waste management options at select Ramsey & Washington County facilities.

The CONTRACTOR will, with input from COUNTY staff, develop plans to implement organic waste management at selected facilities, assist with assisting facilities that have previously implemented programs, and inform and educate key groups of facilities personnel about implementation plans.

The CONTRACTOR will serve as a liaison between PROJECT and COUNTY staff and organic waste management service providers to facilitate the implementation of organic waste management:

1. Coordinate with key facilities personnel to implement organic waste management plan.
2. Coordinate with personnel conducting garbage and recycling volume surveys and develop recommendations to “right size” garbage services as appropriate.
3. Coordinate the services provided by organic waste management service providers.
4. Trouble-shoot and problem solve, as needed, by supporting a team effort among all stakeholders.
5. Attend meetings at selected facilities as needed.
6. Routinely discuss and determine with PROJECT and COUNTY staff priorities and timelines for technical assistance and liaison services provided.

Deliverables

1. The evaluation of previously implemented organic waste management practices and ongoing technical assistance as appropriate, and the implementation of new organic waste management options at select Ramsey & Washington County facilities.
2. Develop and maintain a list of barriers to implementation.

Task 6: Reports on outcomes and accomplishments for: (1) K-12 public, private and charter schools; (2) long-term care, assisted living and health care facilities; (3) Ramsey/Washington County facilities; and (4) private colleges and universities and other major institutions

The CONTRACTOR will provide the following reports:

1. A report summarizing the CONTRACTOR’S impact on organic waste management in Ramsey and Washington County by January 1, 2013.
2. Quarterly reports on the outcomes and accomplishments due to outreach services provided within each targeted sector in 2012.
3. A report identifying the barriers for each targeted sector.

Task 7: Evaluate Outreach Services

In May and September 2012, the PROJECT Joint Staff and CONTRACTOR will:

- Jointly evaluate the progress made in Tasks 1 through 6 and remaining budget.
- Make adjustment in priorities of project Tasks and CONTRACTOR services provided, as necessary.

Task 8: Attend Meetings

The CONTRACTOR will attend in-person and telephone conference meetings on an as needed basis as directed by PROJECT Joint Staff.

Task 9: Project Management

The CONTRACTOR will:

- Contact PROJECT and County staff by phone and email to discuss project, as needed.
- Perform organizational and administrative duties.
- Email PROJECT and County staff brief, monthly progress reports.

EXHIBIT B

2012 Project Fee Schedule

The project fee schedule includes an hourly consulting fee and reimbursable expenses:

Project Personnel	Title	Hourly Rate
Jodi Taitt	President	\$120

Project personnel and hourly rate will be identified and tracked as a separate billing line for each task in the scope of services on invoices.

Reimbursable Expenses: include all out-of-pocket expenses incurred by project personnel in connection with the performance of the project. These expenses include, but are not limited to, duplication and printing costs, photocopies, postage expenses, messenger fees, fax charges, long distance phone charges and mileage.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement.

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

By: _____
Project Board Chair Date

Funds Available:

Audan M. Kull

By: _____ 12.6.11
Ramsey County Budgeting & Accounting Date

Approved as to Form and Insurance:

Ray D. Beck

By: _____ 12.6.11
Ramsey Assistant County Attorney Date

Approved as to Form:

Steve Kuper

By: _____ 12.6.11
Washington Assistant County Attorney Date

Recommended By:

Julie L. Hender

By: _____ 12.6.11
Lead Member, Joint Staff Committee Date

JL Taitt & Associates

By: *JL Taitt* _____ 12/6/11
President Date

Resolution 2011-RR-

WHEREAS, Ramsey and Washington (the “Counties”) desire to continue to benefit, protect and ensure the public health, safety, welfare and environment of the Counties’ residents and businesses through sound management of solid waste generated in the Counties; and

WHEREAS, The Counties have entered into a Joint Powers Agreement that creates the Ramsey/Washington County Resource Recovery Project (the Project) for the purpose of administering the Counties rights and obligations under the Processing Agreement with RRT and overseeing other joint solid waste activities; and

WHEREAS, The Joint Powers Agreement creating the Ramsey/Washington County Resource Recovery Project provides that the Project Board shall administer joint solid waste management activities proposed by the Joint Staff Committee, which includes “food waste and organic waste reduction and recycling”; and

WHEREAS, The Resource Recovery Project Board has administered food waste and organic waste outreach, communication and technical assistance for six years; and

WHEREAS, The Project Board has engaged in information gathering and policy discussion during 2011 to help the Counties define their work on organic waste management as they prepared revisions to their solid waste master plans, and has identified strategies that the Counties should jointly administer; and

WHEREAS, The Project entered into a contract with J.L. Taitt & Associates in 2003 for evaluation and implementation of opportunities to increase the separate management of organic wastes; and

WHEREAS, The Executive Committee of the Project is authorized to execute contracts approved in the Project budget in accordance with Section 1V.B of the Joint Powers Agreement for the Resource Recovery Project; and

WHEREAS, The 2012 approved Resource Recovery Project Budget has \$80,000 identified for these services for 2012. NOW, THEREFORE, BE IT

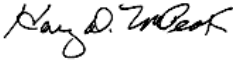
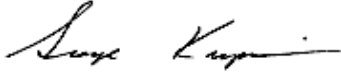

RESOLVED the Executive Committee for the Project hereby approves the amendments to the Agreement with J. L. Taitt & Associates, in an amount not to exceed \$80,000 with a term from January 1, 2012 to December 31, 2012, and authorizes the Chair of the Executive Committee to execute the amendment to the Agreement upon approval as to form by the County Attorney.

Commissioner Dennis Hegberg, Chair

Date

AGENDA ITEM E

**RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR EXECUTIVE COMMITTEE ACTION**

COMMITTEE MEETING DATE <u>December 15, 2011</u> DATE SUBMITTED: <u>December 6, 2011</u>	
FROM: <u>Joint Staff Committee</u>	
 <u>DOCUMENT DESCRIPTION:</u> Agreement with Minnesota Waste Wise	
1) Scope of Services 2) Resolution	
<u>BACKGROUND:</u>	
<p>At its September 2011 meeting the Resource Recovery Project Board approved resolution 2011-RR-03, which included a number of authorizations related to organic waste management, including authorizations related to a contract with Minnesota Waste Wise for commercial organic waste and recycling consultation and technical assistance services. Staff have worked with Minnesota Waste Wise to develop a scope of services and contract. The scope of services has been agreed to, but some details of the Agreement remain at the time of the mailing for the Executive Committee meeting. The Executive Committee is requested to approve the agreement when approved as to form by the County Attorney based on the attached Scope. If the agreement is complete by the meeting date, it will be made available for consideration.</p>	
<u>PROJECT BOARD ACTION REQUESTED:</u>	
<p>The Executive Committee is requested to approve the agreement with Minnesota Waste Wise, in an amount not to exceed \$80,000 with a term from January 1, 2012 to December 31, 2012 and authorize the Chair of the Executive Committee to execute the amendments to the Agreement upon approval as to form by the County Attorney.</p>	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u>	
<p>The 2012 approved Resource Recovery Project Budget includes \$80,000 for this agreement.</p>	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
 _____ Ramsey County Attorney	12.6.11 Date
 _____ Washington County Attorney	12.6.11 Date
	 _____ Budgeting & Accounting
	12.6.11 Date

**EXHIBIT A
AGREEMENT BETWEEN
RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT BOARD and
MINNESOTA WASTE WISE**

2012 SCOPE OF SERVICES

This Scope of Services describes the work that Minnesota Waste Wise (Waste Wise) will perform. Waste Wise is a non-profit 501(c)(3) affiliate program of the Minnesota Chamber of Commerce, located at 400 North Robert Street, Suite 1500, St. Paul, MN 55101

Purpose: The purpose of this Agreement is to secure professional services from a qualified consultant to assist the Ramsey/Washington County Resource Recovery Project Board (RRP) in providing technical assistance, research, liaison services and active marketing and outreach services in the County concerning commercial waste management, including waste reduction, recycling, organic waste recovery, resource recovery and cost effective waste management services strategies. The target audience pursuant to this Agreement includes businesses, non-profit organizations, and business associations, initially focused on those that are high and medium generators of organic waste.

Desired outcomes include:

- Increased awareness of organics recovery opportunities by commercial and institutional generators of organic waste;
- Increased organics recovery and recycling by commercial solid waste generators;
- A greater understanding of barriers and opportunities to organics recovery and commercial recycling that can be used in RRP planning and program implementation.

Task 1: Provide consulting assistance to the Resource Recovery Project (RRP) on recycling, organics collection and other waste management issues as the RRP develops print and electronic tools for businesses.

At the request of RRP, the Contractor shall assist in developing print and electronic tools for businesses in the following ways:

- A. Identify the type of information needed by commercial organic waste generators to become aware of organic waste management opportunities and change their waste management practices;
- B. Provide RRP with previously developed background information, analytical tools and case studies as needed;
- C. Provide advice to RRP on business practices, concerns and needs when implementing recycling, organics and other waste management programs. This task may involve gathering and relaying information during the performance of other tasks in this Agreement, such as identifying which sources of information about recycling, organics collection and waste management are considered credible by businesses and financial tipping points for various types of businesses to better understand the decision making process of businesses to motivate behavior change toward reduction, recycling and organics collection.
- D. Attend meetings as directed by RRP and County staff.

Deliverable

1. Consultation as determined and directed by RRP and County staff.

Task 2: Provide outreach, technical assistance and consulting services, on-site, electronically and over the telephone, to businesses located in Ramsey and Washington counties.

The RRP staff will define targeted sectors of the business community for outreach services and develop a priority list for outreach services.

The Contractor will:

- A. Develop a work plan and timeline to provide outreach services to businesses, based on the priority list.
- B. Provide outreach services focused on engaging businesses and raising awareness of waste reduction, organics collection and recycling options.
- C. Provide technical assistance to guide businesses in their decision-making processes on cost-effective waste management service strategies, including waste reduction, organics collection and recycling using the Contractor’s protocols and information provided by the RRP.
- D. Work directly with businesses to provide direct consulting services to help them implement changes in waste management practices, including review of waste streams, cost analysis, analysis of material handling, addition of organics management and recycling services, contracting, and “right-sizing” of various services.
- E. Serve as a liaison for businesses with recyclers and waste haulers to facilitate the implementation of organics and recycling collection systems and cost effective waste management practices.
- F. Promote the work on behalf of the Ramsey/Washington Resource Recovery Project in Waste Wise publications.
- G. Troubleshoot and problem solve as needed, by supporting a team effort among all stakeholders.
- H. Coordinate, as needed, with RRP and County staff and other consultants under contract with RRP.

Deliverables

1. A written work plan describing the outreach strategy.
2. Outreach, technical assistance, consultation and follow-up, both on-site and over the phone, to 60-100 businesses during the term of the agreement.
3. Provide a written report summarizing outreach services provided and recommendations for next steps. Include both qualitative and quantitative findings on the types of outreach services provided, reaction by businesses to outreach services and types of actions and steps taken by businesses.

Task 3: Provide evaluation of technical assistance outreach services.

The Contractor will:

- A. Track the number of businesses served.
- B. Track and document business contact information, including the name of individuals, email,

phone, address, operational location, waste service providers, and lease arrangements related to waste and recycling services.

C. Track areas of assistance in waste reduction, organics collection, recycling and other waste management practices and rate the level of interest of each business contacted.

D. Track any cost savings to businesses or a brief description of why savings are not realized or achievable.

E. Prepare 5-10 success story vignettes that identify the business and the waste management changes made to move waste further up the hierarchy.

F. Identify at least 3 businesses willing to serve as sources for detailed case studies.

G. Track barriers to implementation of waste reduction, organics collection, recycling and other waste management practices.

H. Follow-up with businesses after 6 months to track on-going changes in waste management behavior of targeted businesses.

I. Provide a monthly progress report to the RRP on evaluation measures listed above and the number of businesses contacted and next steps.

Deliverables

1. A written report outlining the data identified in A - D above.
2. A written report of case studies as described in E and F above.
3. 12 monthly reports that address G - I above for the 2012 calendar year.

Resolution 2011-RR- _____

WHEREAS, Ramsey and Washington (the “Counties”) desire to continue to benefit, protect and ensure the public health, safety, welfare and environment of the Counties’ residents and businesses through sound management of solid waste generated in the Counties; and

WHEREAS, the Counties have entered into a Joint Powers Agreement that creates the Ramsey/Washington County Resource Recovery Project (the Project) for the purpose of administering the Counties rights and obligations under the Processing Agreement with RRT and overseeing other joint solid waste activities; and

Whereas, The Joint Powers Agreement creating the Ramsey/Washington County Resource Recovery Project provides that the Project Board shall administer joint solid waste management activities proposed by the Joint Staff Committee, which includes “food waste and organic waste reduction and recycling”; and

Whereas, The Resource Recovery Project Board has administered food waste and organic waste outreach, communication and technical assistance for six years; and

Whereas, The Project Board has engaged in information gathering and policy discussion during 2011 to help the Counties define their work on organic waste management as they prepared revisions to their solid waste master plans, and has identified strategies that the Counties should jointly administer; and

Whereas, The Project Board adopted Resolution 2011-RR-03, which authorized staff to develop a contract with Minnesota Waste Wise for commercial organic waste and recycling consultation and technical assistance services, for consideration by the Executive Committee, for January 1, 2012 - December 31, 2012, in an amount not to exceed \$80,000. Be It Further

WHEREAS, the Executive Committee of the Project is authorized to execute contracts approved in the Project budget in accordance with Section IV.B of the Joint Powers Agreement for the Resource Recovery Project; and

WHEREAS, the 2012 Resource Recovery Project Budget has approved funding for Organic Waste Management for 2012.

NOW, THEREFORE, BE IT RESOLVED the Executive Committee for the Project hereby approves the Agreement with Minnesota Waste Wise in an amount not to exceed \$80,000 with a term from January 1, 2012 to December 31, 2012 and authorizes the Chair of the Executive Committee to execute the Agreement upon approval as to form by the County Attorney.

Commissioner Dennis Hegberg, Chair

December 15, 2011

AGENDA ITEM F

**RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR EXECUTIVE COMMITTEE ACTION**

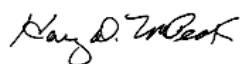
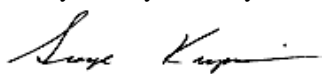

COMMITTEE MEETING DATE <u>December 15, 2011</u> DATE SUBMITTED: <u>December 6, 2011</u>	
FROM: <u>Joint Staff Committee</u>	
 <u>DOCUMENT DESCRIPTION:</u> Agreement with the Minnesota Technical Assistance Program (MnTAP) 1) Scope of Services for Agreement 2) Resolution	
<u>BACKGROUND:</u> At its September 2011 meeting the Resource Recovery Project Board approved resolution 2011-RR-03, which included a number of authorizations related to organic waste management, including authorizations related to contract with the Minnesota Technical Assistance Program (MnTAP) for commercial organic waste and recycling consultation and technical assistance services. Staff have worked with MnTAP to develop a scope of services and are developing a contract with the University of Minnesota. The scope of services has been agreed to, but some details of the Agreement remain at the time of the mailing for the Executive Committee meeting. The Executive Committee is requested to approve the agreement when approved as to form by the County Attorney based on the attached Scope. If the agreement is complete by the meeting date, it will be made available	
<u>PROJECT BOARD ACTION REQUESTED:</u> The Executive Committee is requested to approve the agreement with the Minnesota Technical Assistance Program, in an amount not to exceed \$80,000 with a term from January 1, 2012 to December 31, 2012 and authorize the Chair of the Executive Committee to execute the amendments to the Agreement upon approval as to form by the County Attorney.	
<u>FINANCIAL IMPLICATIONS OF ACTION:</u> The 2012 approved Resource Recovery Project Budget includes \$80,000 for this agreement.	
<u>ADMINISTRATIVE COMMENTS:</u>	
<u>REVIEWED BY:</u>	
	<u>12.6.11</u>
Ramsey County Attorney	Date
	<u>12.6.11</u>
Washington County Attorney	Date
	<u>12.6.11</u>
Budgeting & Accounting	Date

EXHIBIT A
AGREEMENT BETWEEN
RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT BOARD and
MINNESOTA TECHNOLOGY ASSISTANCE PROGRAM (MnTAP)

2012 SCOPE OF SERVICES

This Scope of Services describes the work that Minnesota Technical Assistance Program (MnTAP) will perform. MnTAP is an outreach and assistance program that helps Minnesota's businesses develop and implement industry-tailored solutions that prevent pollution at the source, maximize efficient use of resources, and reduce energy use and costs to improve public health and the environment. MnTAP, at the University of Minnesota, has been providing services for over 25 years including site visits, student interns, web resources, and a materials exchange program.

Purpose: The purpose of this Agreement is to secure professional services from a qualified consultant to assist the Ramsey/Washington County Resource Recovery Project Board (RRP) in providing in-depth technical assistance, research, liaison services and active marketing and outreach services in the Ramsey and Washington counties concerning commercial waste management, including waste reduction, recycling, organic waste recovery, resource recovery and cost effective waste management services strategies. The target audience pursuant to this Agreement includes businesses, non-profit organizations, and business associations, initially focused on those that are high and medium volume generators of organic waste.

Desired outcomes include:

- Targeted business(es) cluster(s) participate(s) in the development and implementation of a source separated organic waste management effort;
- In-depth assistance provided to the individual business(es) within the cluster including assessments, training, and follow-up for business participants to facilitate adoption and follow through with the food waste and organics management plan through a summer intern project; and
- Development of a food waste and organics management case study document for the Ramsey/Washington County Resource Recovery Project that is suitable for replication within other clusters in the region and can serve as the basis for online resource development.

Task 1: Review and Compile Current Information

- A. MnTAP will develop a review and compilation of the work Ramsey and Washington Counties and their consultants and partners have conducted to date to identify which resources will be most applicable to business cluster needs.
- B. MnTAP will work in collaboration with Ramsey and Washington Counties to compile the information about organics waste management in that area. This information will be used as a background for Task 2 and as a resource for the interns in Task 3.

Deliverable

1. Compilation of Ramsey and Washington County data and information relevant to the development of an organics waste management program.

Task 2: Selection of Target Business Cluster

- A. Work with RRP staff to define the desired objectives for organics waste management program and identify regions, business clusters, and companies for the onsite organic waste management implementation effort. This effort may require discussions with organics waste haulers, facilities, and local stakeholders.
- B. By mid-April, select companies and by mid-April prepare the participating companies for the intern assistance and implementation effort. Ramsey and Washington Counties, as third party sponsors, will support MnTAP in identifying companies, building support for the project, and developing project targets and details.
- C. MnTAP staff will use this effort to set the initial ground work for the intern project(s) by interviewing and assessing the businesses within the test cluster(s).
- D. Attend meetings as directed by RRP staff.

Deliverables

- 1. Stakeholder interviews performed and follow-up communications completed as needed.
- 2. Selection and integration of up to two business clusters as test sites for implementation of an organics waste management program depending on the project scope.
- 3. Track and document business contact information, including the name of individuals, email, phone, address, operational location, and level of interest in participation.

Task 3: Implementation Assistance through MnTAP Intern Project

- A. MnTAP will coordinate up to two intern projects focused on organics waste management. The intern project(s) will include in-depth assistance to the individual businesses within the identified business clusters to provide assessments, training, and follow-up for business participants.
- B. The intern project(s) will be executed in summer 2012 as part of the MnTAP summer intern program.
- C. The intern(s) will be responsible for working with individual businesses to optimize organic waste management practices. Interns will develop assessment procedures, tracking mechanisms, training and other materials as needed to assist the business owners in adopting recommended practices.
- D. The intern(s) will seek guidance from RRP staff on matters relating to recycling and waste management issues.
- E. Intern report(s) will be completed at the end of the project and delivered to the project sponsor and companies at the conclusion of the work. The intern(s) will present company approved results of the work at a public meeting and a fact sheet outlining the best management practices and procedures for implementing an organics program will be published. After the companies have implemented and savings have been realized the fact sheet will be revised to include the case study examples. The entire intern project from project scoping to intern report will be a primary focus through the entire year long contract.

F. Attend meetings as directed by RRP staff.

Deliverables

1. Selection and supervision of up to two summer intern(s) to conduct the detailed assessments, training, and follow-up to implement the program.
2. Final assessment procedures, tracking mechanisms, training and other materials as needed to assist the business clusters in adopting and maintaining recommended changes.

Task 4: Develop Case Study and Share the Results

A. The intern project(s) and results will be developed into a fact sheet which can serve as a replicable model that can be used by others to implement organic waste management practices. The fact sheet will present background information, methodology for engaging businesses and strategies for the implementation of waste minimization related to organics management. Success stories from the intern project will be added after implementation has occurred which may be after the conclusion of the intern project. The fact sheet can be used as information sharing or for further assessments in other regions.

B. MnTAP will share the results of this project beyond Ramsey and Washington Counties through publication of articles in the print and online *Source* newsletters and on the MnTAP website (www.mntap.umn.edu). Sharing will occur at selected event presentations with RRP staff, as needed.

C. MnTAP staff will follow up with the companies periodically over the course of two years to determine how many of the recommendations were implemented and what ultimate savings were realized. MnTAP will update the fact sheet to include savings as reported to MnTAP during the follow up.

Deliverable

1. Final report compiling the results of the data analysis, onsite assessments, and intern project fact sheet.

EXHIBIT B

Project Fee Schedule

The project fee schedule includes an hourly consulting fee and reimbursable expenses:

Project Personnel	Title	Hourly Rate
Sarah Haas	Scientist Reuse Specialist	\$100.00
Krysta Larson	Communications and Intern Coordinator	\$100.00
John Polanski	Scientist Food Processing	\$100.00
TDB	Interns	\$8.35 Plus \$2500 end of project educational stipend

Project personnel and hourly rate will be identified and tracked as a separate billing line for each task in the scope of services on invoices.

Reimbursable Expenses: include all out-of-pocket expenses incurred by project personnel in connection with the performance of the project. These expenses include, but are not limited to, duplication and printing costs, photocopies, postage expenses, messenger fees, fax charges, long distance phone charges and mileage.

Resolution 2011-RR- __

WHEREAS, Ramsey and Washington (the “Counties”) desire to continue to benefit, protect and ensure the public health, safety, welfare and environment of the Counties’ residents and businesses through sound management of solid waste generated in the Counties; and

WHEREAS, the Counties have entered into a Joint Powers Agreement that creates the Ramsey/Washington County Resource Recovery Project (the Project) for the purpose of administering the Counties rights and obligations under the Processing Agreement with RRT and overseeing other joint solid waste activities; and

Whereas, The Joint Powers Agreement creating the Ramsey/Washington County Resource Recovery Project provides that the Project Board shall administer joint solid waste management activities proposed by the Joint Staff Committee, which includes “food waste and organic waste reduction and recycling”; and

Whereas, The Resource Recovery Project Board has administered food waste and organic waste outreach, communication and technical assistance for six years; and

Whereas, The Project Board has engaged in information gathering and policy discussion during 2011 to help the Counties define their work on organic waste management as they prepared revisions to their solid waste master plans, and has identified strategies that the Counties should jointly administer; and

Whereas, The Project Board adopted Resolution 2011-RR-03, which authorized staff to develop a contract with MnTAP for commercial organic waste and recycling consultation and technical assistance services, for consideration by the Executive Committee, for January 1, 2012 - December 31, 2012, in an amount not to exceed \$80,000. Be It Further

WHEREAS, the Executive Committee of the Project is authorized to execute contracts approved in the Project budget in accordance with Section IV.B of the Joint Powers Agreement for the Resource Recovery Project; and

WHEREAS, the 2012 Resource Recovery Project Budget has approved funding for Organic Waste Management for 2012.

NOW, THEREFORE, BE IT RESOLVED the Executive Committee for the Project hereby approves the Agreement with the Minnesota Technical Assistance Program (MnTAP) in an amount not to exceed \$80,000 with a term from January 1, 2012 to December 31, 2012 and authorizes the Chair of the Executive Committee to execute the Agreement upon approval as to form by the County Attorney.

Commissioner Dennis Hegberg, Chair

December 15, 2011

AGENDA ITEM G

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR EXECUTIVE COMMITTEE ACTION

COMMITTEE MEETING DATE: December 15, 2011 DATE SUBMITTED: December 6, 2011
FROM: Joint Staff Committee

DOCUMENT DESCRIPTION: **Agreements with Web Design and Social Media Consultants**
1) Memo
2) Resolution

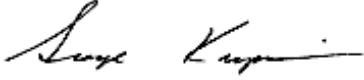
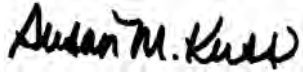
BACKGROUND:
At its September 2011 meeting the Resource Recovery Project Board approved resolution 2011-RR-03, which included a number of authorizations related to organic waste management, including authorizations related to contracting with consultants for web design and social media work. Staff are in the process of procuring a vendor for each service, but do not yet have consultants finally selected, nor contracts negotiated. Staff are requesting that the Executive Committee act to authorize the Chair of the Project Board to execute agreements when vendors have been selected, contracts prepared, and the County Attorney's offices have approved the agreements as to form.

PROJECT BOARD ACTION REQUESTED:
The Executive Committee is requested to authorize the Chair of the Project Board to execute an agreement with a web design consultant selected by staff, upon approval as to form by the County Attorney, with a term of January 1, 2012, through December 31, 2012, at a cost not to exceed \$45,000.
The Executive Committee is also requested to authorize the Chair of the Project Board to execute an agreement with a social media consultant selected by staff, upon approval as to form by the County Attorney, with a term of January 1, 2012, through December 31, 2012, at a cost not to exceed \$15,000.

FINANCIAL IMPLICATIONS OF ACTION:
The 2012 approved Resource Recovery Project Budget has \$60,000 available for these two agreements.

ADMINISTRATIVE COMMENTS:

REVIEWED BY:

Ramsey County Attorney	Date		
	12.6.11		12.6.11
Washington County Attorney	Date	Budgeting & Accounting	Date



December 9, 2011

To: Resource Recovery Executive Committee

From: Joint Staff Committee

RE: Agreements with Web Design and Social Media Consultants

Background

At its September, 2011 meeting the Resource Recovery Project Board approved resolution 2011-RR-03, which included a number of authorizations related to organic waste management, including these two resolved clauses:

Resolved, The Ramsey/Washington County Resource Recovery Project Board hereby authorizes staff to procure the services of a web developer to assist in the creation and implementation of an East-Metro commercial organic waste and recycling web page, and to prepare a contract for those services for consideration by the Executive Committee, with a term from the date of execution to December 31, 2012, in an amount not to exceed \$40,000. Be It Further

Resolved, The Project Board authorizes staff to develop a contract with a social media expert to design a moderated forum for businesses on recycling and organic waste management, for consideration by the Executive Committee, for January 1, 2012 – December 31, 2012, in an amount not to exceed \$20,000.

Staff are in the process of procuring a vendor for each service, but do not yet have consultants finally selected, nor contracts negotiated. Staff are requesting that the Executive Committee act to authorize the Chair of the Project Board to execute agreements when vendors have been selected, contracts prepared, and the County Attorney's offices have approved the agreements as to form. Information about the selection process and scope follows:

Web Design Services Procurement

At the September Project Board meeting, staff outlined proposed work on organics management. A key element of the work is development of an East-Metro Commercial Organics and Recycling Website. This site is considered an essential element to move forward with a technical assistance and consultation program for businesses. A website targeted to local businesses and institutions in Ramsey and Washington Counties, with resources tailored to meet their needs, will be a portal for commercial generators to make decisions for recycling and organics management.

Once completed the website will

- a. Raise awareness,
- b. Provide local relevant Tool Kits for businesses,
- c. Provide access to Project and County resources that are available, and
- d. Provide connections to other waste management resources.

This site will be developed using a contracted web design firm, in cooperation with the Ramsey County Information Services Department, and assistance from Ramsey and Washington County Environmental Health staff, as well as the Project technical consultants. The website will be designed and built so that it can be maintained on an ongoing basis without significant investment. Staff estimate that a site can be developed and implemented within 6-9 months from the time a designer is on board.

Staff have prepared and posted a request for quotes from qualified web design, marketing, public relations or similar firms to develop the website. Proposals are due on December 30, and a vendor selection and contract should soon follow. Staff are proposing that the agreement for web services not exceed \$45,000, which is \$5,000 more than the project board authorized. The proposed agreement for social media services (which will work very closely with the web developer) is, however, \$15,000, which is \$5,000 less than authorized. In no event would both agreements exceed the approved \$60,000.

Social Media Consulting Procurement

Also at the September Project Board meeting staff proposed hiring a consultant to assist in using social media outlets to engage businesses on organic waste management. The consultant would develop social media tools for businesses to inquire and share information. Business-to-business communication has exploded with the availability of social media. Based on input from businesses, staff recommended that the Project develop and maintain a moderated electronic forum (bulletin board), and other appropriate social media tools, for businesses to exchange information about organic waste and recycling, anchored by the newly developed web page.

Action Requested

The Executive Committee is requested to authorize the Chair of the Project Board to execute an agreement with a web design consultant selected by staff, upon approval as to form by the County Attorney, with a term of January 1, 2012, through December 31, 2012, at a cost not to exceed \$45,000.

The Executive Committee is also requested to authorize the Chair of the Project Board to execute an agreement with a social media consultant selected by staff, upon approval as to form by the County Attorney, with a term of January 1, 2012, through December 31, 2012, at a cost not to exceed \$15,000.

Resolution 2011- RR - _____

Whereas, The Joint Powers Agreement creating the Ramsey/Washington County Resource Recovery Project provides that the Project Board shall administer joint solid waste management activities proposed by the Joint Staff Committee, which includes “food waste and organic waste reduction and recycling”; and

Whereas, The Resource Recovery Project Board has administered food waste and organic waste outreach, communication and technical assistance for six years; and

Whereas, The Project Board has engaged in information gathering and policy discussion during 2011 to help the Counties define their work on organic waste management as they prepared revisions to their solid waste master plans, and has identified strategies that the Counties should jointly administer; and

Whereas, the Project Board approved Resolution 2011-RR-03 on September 22, 2011, which authorized staff to procure the services of a web developer to assist in the creation and implementation of an East-Metro commercial organic waste and recycling web page, and to prepare a contract for those services for consideration by the Executive Committee; and

Whereas, the Project Board, in Resolution 2011-RR-03 also authorized staff to develop a contract with a social media expert to design a moderated forum for businesses on recycling and organic waste management, for consideration by the Executive Committee; and

Whereas, Staff are in the process of procuring vendors to provide web design and social media consulting services but have not yet prepared a final contract; and

Whereas, Resolution 2011-RR-03 allocates \$40,000 for a web design contract, and \$20,000 for a Social Media consultant, but staff recommend that \$5,000 be shifted from the social media contract to the web design contract. Now Therefore, Be It

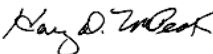
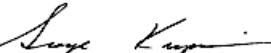
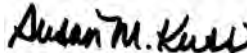
Resolved, The Resource Recovery Project Board Executive Committee hereby reallocates contract amounts found in Resolution 2011-RR-03 to allow for \$45,000 for a web design contract and \$15,000 for a social media consultant. Be It Further

Resolved, The Executive Committee authorizes the Chair of the Project Board to execute an agreement with a web design consultant selected by staff, upon approval as to form by the County Attorney, with a term of January 1, 2012, through December 31, 2012, at a cost not to exceed \$45,000.

Resolved, The Executive Committee authorizes the Chair of the Project Board to execute an agreement with a social media consultant selected by staff, upon approval as to form by the County Attorney, with a term of January 1, 2012, through December 31, 2012, at a cost not to exceed \$15,000.

AGENDA ITEM H

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT
REQUEST FOR PROJECT BOARD ACTION

BOARD MEETING DATE: December 15, 2011		DATE SUBMITTED: December 6, 2011	
FROM: Joint Staff Committee			
<u>DOCUMENT DESCRIPTION:</u>		Second Harvest Heartland and Food Rescue	
		1) Amendment #1 2) Resolution	
<u>BACKGROUND:</u>			
<p>Second Harvest Heartland (SHH) has a goal to end hunger in its service area. In 2007 SHH approached the Resource Recovery Project and noted that Ramsey and Washington Counties and SHH have converging, long-range strategic missions in diverting excess food from the waste stream and to human consumption. The Project and SHH entered into a two year pilot service agreement for 2008 and 2009 to rescue perishable food that would become waste, and safely provide that food to hungry people. The pilot was successful, and the Project continued to contract with SHH for this service in 2010 - 2011. The 2012 budget includes funding to continue this program. The attached amendment continues funding at the same funding levels as 2011. The per pound rate is unchanged from 2011.</p>			
<u>PROJECT BOARD ACTION REQUESTED:</u>			
<p>Approve an agreement with Second Harvest Heartland for food rescue services, with a term of January 1, 2012 through December 31, 2012, at a cost not to exceed \$40,000, and authorize the Chair to execute the agreement upon approval as to form by the County Attorney.</p>			
<u>FINANCIAL IMPLICATIONS OF ACTION:</u>			
<p>The approved 2012 Project budget includes \$40,000 for this agreement in 2012.</p>			
<u>ADMINISTRATIVE COMMENTS:</u>			
<u>REVIEWED BY:</u>			
		12.6.11	
Ramsey County Attorney		Date	
		12.6.11	
Washington County Attorney		Date	
			
		Budgeting & Accounting	
		Date	

**Amendment #1 to Agreement for Food Rescue Services with
Second Harvest Heartland**

This is an amendment to the Agreement for Food Rescue Services between the Ramsey/Washington Resource Recovery Project Board Contract and Second Harvest Heartland dated September 17, 2009, entered into by and between the parties as follows:

1. SECTION 2. Term

The Term of this Agreement is extended to December 31, 2012.

2. SECTION 3. Payment and Reporting

Subpart 3.A. is amended to read “The total cost of services during the term of this Agreement will not exceed \$40,000 during 2012.”

Subpart 3.E. is amended to read: “Contractor shall provide a quarterly report to the Project due one month following the end of the previous quarter according to the following schedule:

Invoice and Reporting Period:	Due Date
January, February, March 2012	May 1, 2012
April, May, June 2012	August 1, 2012
July, August, September 2012	November 1, 2012
October, November, December 2012	February 1, 2013

All other terms and conditions of the Contract with Second Harvest Heartland, unless specifically amended herein, remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement.

RAMSEY/WASHINGTON COUNTY RESOURCE RECOVERY PROJECT

By: _____ Date _____
Dennis Hegberg
Project Board Chair

Funds Available:

Audan M. Kull
By: _____ Date 12.5.11
Ramsey County Budgeting & Accounting Date

Approved as to Form and Insurance:

Kary D. Beck
By: _____ Date 12.5.11
Ramsey Assistant County Attorney Date

Approved as to Form:

Serge Kuyumjian
By: _____ Date 12.5.11
Washington Assistant County Attorney Date

Recommended By:

Joel H. Hender
By: _____ Date 12.5.11
Lead Member, Joint Staff Committee Date

Second Harvest Heartland

By: _____ Date _____
Robert G. Chatmas
Chief Operating Officer Date

RESOLUTION-2011-RR-___

WHEREAS, Ramsey and Washington (the “Counties”) desire to continue to benefit, protect and ensure the public health, safety, welfare and environment of the Counties’ residents and businesses through sound management of solid waste generated in the Counties; and

WHEREAS, The Joint Powers Agreement creating the Ramsey/Washington County Resource Recovery Project provides that the Project Board shall administer joint solid waste management activities proposed by the Joint Staff Committee, which includes “food waste and organic waste reduction and recycling”; and

WHEREAS, The Project Board has administered food waste and organic waste outreach, communication and technical assistance for six years; and

WHEREAS, The Project Board has engaged in information gathering and policy discussion during 2011 to help the Counties define their work on organic waste management as they prepared revisions to their solid waste master plans, and has identified strategies that the Counties should jointly administer; and

WHEREAS, Second Harvest Heartland (SHH) is the Upper Midwest's largest hunger-relief organization with a mission to end hunger through community partnerships, and provides food to hungry people through a food bank network and through food rescue; and

WHEREAS, The Counties and SHH have converging, long-range strategic missions in diverting excess food from the waste stream and to human consumption; and

WHEREAS, The Project Board entered into service agreements during 2008-2011 with SHH for the purpose of conducting food rescue; and

WHEREAS, The approved 2012 Resource Recovery Project Budget includes \$40,000 for a service agreement for food rescue services with SHH for 2012; and

WHEREAS, the Executive Committee of the Project Board is authorized to execute contracts approved in the Project budget in accordance with Section 1V.B of the Joint Powers Agreement for the Resource Recovery Project. Now, Therefore, Be It and

RESOLVED, The Ramsey/Washington County Resource Recovery Project Board Executive Committee hereby approves the Service Agreement with Second Harvest Heartland for food rescue services, with a term of January 1, 2012 through December 31, 2012, at a cost not to exceed \$40,000, and authorize the Chair to execute the agreement upon approval as to form by the County Attorney.

Commissioner Dennis Hegberg, Chair

December 15, 2011