

2006 SWMCB Budget and Work Plan Approved: October 26, 2005

SWMCB Mission:

The mission of the Solid Waste Management Coordinating Board is to increase the efficiency and environmental effectiveness of the region's solid waste management system.

I. Communications and Outreach

A. Green Guardian Campaign Evaluation and Recommendation for Three-Year Promotional Plan

Project Summary: Assess the strategy used to promote the Green Guardian campaign since the launch of GreenGuardian.com in June 2003, and develop a recommendation for a three year campaign work plan and budget.

Tasks:

1. Prepare a report summarizing the promotions used since the launch of GreenGuardian.com including the resources allocated and the results achieved.
2. Develop a recommendation for promotions and a budget for 2007 – 2009. Based on the Regional Solid Waste Master Plan and emerging issues, identify specific materials to promote and identify strategies, including partnership opportunities, for promoting GreenGuardian.com to consumers, businesses, government, and children.

Deliverables/Products:

1. Report summarizing Green Guardian promotions, resources allocated, and results achieved.
2. Three-year plan for future promotions.

A. Green Guardian Campaign Evaluation and Recommendation for Three-Year Promotional Plan		
Activity	Contractor/Type of Expense	Expenditure
Evaluation and Recommendation	Public Relations Firm	\$15,000
Evaluation Assistance and Project Management	RRA	\$7,000
Subtotal		\$22,000

B. Communications: Consumers

Project Summary: Promote waste and toxicity reduction, recycling and proper management of residential waste. Expand consumer awareness of GreenGuardian.com.

Tasks:

1. Enhance, update and maintain the GreenGuardian.com website.
 - A) Utilize e-communication to registered users of the website.
Send quarterly Green Tips electronic newsletters to subscribers.
Seek additional subscribers for the Green Tips newsletter.
 - B) Using information learned in the 2004 evaluation of GreenGuardian.com and the 2005 focus group study, add materials to GreenGuardian.com and review and update current content of GreenGuardian.com.
2. Expand the 2005 campaign materials targeting residential recycling. Develop materials that can be used by municipalities, non-profit organizations and others, to help promote GreenGuardian.com and residential recycling.
3. Use paid advertising and public relations to communicate the SWMCB's environmental messages and the availability of GreenGuardian.com.
4. Work in partnership with municipalities, environmental groups, and waste and recycling haulers on communication efforts.
5. Promote the Green Guardian and environmental messages at events (Home and Garden, Living Green Expo, State Fair, Kids Fest, community events, etc.).
6. Develop collateral materials to enhance the overall campaign including updating brochures, display materials, and other promotional materials.
7. Contract for a campaign implementation assistant to help with communication efforts, including event planning, responding to questions sent to info@GreenGuardian.com, requests for mascot appearances, writing copy for GreenGuardian.com and brochures, and responding to requests for promotional materials.
8. Track the usage of GreenGuardian.com and press coverage.
9. Issue an RFP or RFQ for graphic designer services in 2007.
10. Coordinate regional and county promotions through monthly Communications Advisory Team meetings.
11. Monitor the usage of the Green Guardian logo and name by SWMCB partners and others, and address related trademark issues.

Deliverables/Products:

1. Increased awareness of the availability of the Green Guardian's environmental messages.
2. Increased traffic to the consumer pages of GreenGuardian.com.
3. Quarterly GreenTips electronic newsletters.

B. Communications: Consumers		
Activity	Contractor/Type of Expense	Expenditure
Enhance and Update Web Pages	Web Vendor	\$12,000
Web Hosting, Search Fees	Web Fees	\$1,500
Paid Advertising and Public Relations	Public Relations Firm: Campaign Assistance	\$70,000
Event Fees, Graphic Design, Printing, Postage, Collateral Products, Newspaper Clipping Service	Graphic Designer Printing Event Fees	\$32,000
Communications Assistant	Contractor	\$25,000
Trademark Management	Lindquist & Vennue, P.L.L.P.	\$10,000
Planning, Project Management and Implementation, Vendor Management, Strategy Development	RRA	\$43,500
Subtotal		\$194,000

C. Communications: Businesses and Government

Project Summary: Promote reduction, recycling, and proper management of business and government waste.

Tasks:

1. Maintain the "For Business" sections of the web including: a) For Office, b) For Shipping, c) For Construction and d) For Government.
2. Update the web version of the Resourceful Waste Management Guide. Expand the 2005 promotions of the Resourceful Waste Management Guide by:
 - A) Using electronic communications to send quarterly Business Green Tips to subscribers. Expand the list of subscribers to the Business Green Tips newsletter.
 - B) Using public relations to communicate the SWMCB's environmental message and availability of the Resourceful Waste Management Guide on GreenGuardian.com.
3. Work in cooperation with the MPCA to promote environmentally responsible procurement. Coordinate county workshops on environmentally responsible procurement in Dakota, Hennepin, Ramsey and Washington Counties.
4. Identify and work with industry partners on communication efforts.

Deliverables/Products:

1. Updated Resourceful Waste Management Guide.
2. Increased traffic to GreenGuardian.com's "For Business" pages.
3. Quarterly GreenTips electronic newsletter for businesses.
4. Four Environmentally Responsible Procurement workshops.

C. Communications: Businesses and Government		
Activity	Contractor/Type of Expense	Expenditure
Enhance and Update The "For Business" Pages of Website	Web Vendor	\$17,000
Public Relations, Strategic Communications Advice	Public Relations/Advertising Firm	\$15,000
Graphic Design, Materials for Working with Industry Partners	Graphic Designer (budgeted in consumer) Printing	\$10,000
Update the Online Version of the Resourceful Waste Management Guide	Contractor	\$15,000
Communication Management, Implementation	RRA	\$8,000
Subtotal		\$65,000

D. Communications: Children

Project Summary: Promote reduction, recycling, toxicity reduction, and proper waste management to children by utilizing the Green Guardian mascot and puppet, and by expanding the website.

Tasks:

1. Manage 60 mascot appearances at community events, media appearances, fairs and school events.
2. Contract with Tricia and the Toonies for productions of the Enviro Show featuring the Green Guardian puppet at regional venues (e.g., State Fair, Minnesota Zoo, Como Zoo).
3. Expand the "For Kids" section of the website to include additional activities for kids and resources for teachers.
4. Expand 2005 kids Green Guardian coloring or environmental writing contest to a wider audience, including schools. Use paid advertising to promote the Green Guardian to kids.
5. Distribute Green Guardian promotional materials at events.

Deliverables/Products:

1. 60 mascot appearances.
2. Four to seven Enviro Show productions.
3. Increased traffic by kids and teachers to the "For Kids" section of GreenGuardian.com

D. Communications: Children		
Activity	Contractor/Type of Expense	Expenditure
Enhance and Update Children's Sections of Website	Web Vendor	\$6,000
Mascot Appearances and Management	Climb Theatre, Inc., (60 Appearances) Transportation, Mascot Cleaning, Repair and Enhancements	\$20,000
EnviroShow Regional Performances	Tricia and the Toonies	\$5,000
Promotional Materials, Printing, and Paid Advertising for Contest and General Awareness	Promotional Materials, Printing and Paid Advertising	\$16,200
Communication Planning and Management	RRA	\$10,000
Subtotal		\$57,200

E. Community POWER

Project Summary: Provide grants to non-profit organizations and K-12 schools that will assist the SWMCB with promoting waste and toxicity reduction and recycling.

Special Note: Please see Section V, Special Projects for additional Community POWER projects.

Tasks:

1. Manage the completion of the Community POWER grant programs begun in 2005. (These grant projects were fully funded in 2005.)
2. Fund Community POWER non-profit organization grants for 2006 projects (projects will extend to mid-2007).
3. Provide direct project assistance to all grantees. Conduct quarterly meetings for the non-profit organizations.
4. Evaluate the past Community POWER grant programs and develop a systematic process for evaluating the waste reduction and recycling impact of 2006 and future grants.
5. Incorporate the Green Guardian into Community POWER where appropriate.
6. Review and update the Community POWER pages on GreenGuardian.com.
7. Share the success of Community POWER at regional events such as the State Fair and at community and waste-related events.

Deliverables/Products:

1. Twelve to thirteen funded 2006 Community POWER projects.

2. Evaluation of reduction and recycling impact achieved through Community POWER grants.
3. Updated web pages on GreenGuardian.com.

E. Community POWER		
Activity	Contractor/Type of Expense	Expenditure
Non-Profit Organization and K-12 Project Grants	Project Funding	\$125,000
Direct Project Assistance for 2006 Funded Projects, Website Review, Coordination, Program Evaluation, and Coordination with Other SWMCB Communication Activities.	Contractor	\$57,500
Grant Management and Communication Planning, Project Management	RRA	\$14,000
Subtotal		\$196,500

F. Residential Composting Program

Project Summary: Promote backyard composting of food waste and begin to implement recommendations from bin program evaluation in preparation for 2007 program activities.

Tasks:

1. Promote, in cooperation with other Green Guardian communications initiatives, backyard composting of food waste to past purchasers of SWMCB bins and to others.
2. Begin implementation of recommendations from the fall 2005 bin program evaluation for full implementation in 2007.

Deliverables/Products:

1. Promotion of backyard composting of food waste
2. Increased food waste composting in the region.

F. Residential Composting Program		
Activity	Contractor/Type of Expense	Expenditure
Promotions	Advertising, E-Communication, Print Materials	\$10,000
Project Management and Promotions	RRA	\$6,000
Subtotal		\$16,000

G. Reduction and Recycling: Communication and Coordination

Project Summary: Enhance communication and information sharing among SWMCB staff.

Tasks:

1. Convene meetings of the reduction and recycling staff and lead Commissioners to coordinate project activities.
2. Share information on reduction and recycling in counties and at the regional level.
3. Coordinate reduction and recycling issues with the MPCA, including its tentatively planned reduction and/or recycling campaign.

Deliverables/Products:

1. Enhanced communication and transfer of learning between counties and the MPCA.

G. Reduction and Recycling: Communication and Coordination		
Activity	Contractor/Type of Expense	Expenditure
Facilitation and Coordination	RRA	\$6,500
Subtotal		\$6,500

II. Regional Policy

A. Regional Processing

Project Summary: Maximize the use and capacity of waste-to-energy facilities to process waste in an environmentally sound and cost-effective manner.

Tasks:

1. Address issues arising out of the expiration of the service agreements and develop recommendations to the SWMCB.
2. Continue development of regional processing options.
3. Identify options to preserve existing capacity.
4. Prepare a summary showing how waste will be managed in the region if existing processing capacity is not preserved.
5. Prepare regional processing recommendations to SWMCB and member counties in accordance with the Regional Solid Waste Master Plan.

Deliverables/Products:

1. Development of regional processing options.
2. Regional processing recommendations.

A. Regional Processing		
Activity	Contractor/Type of Expense	Expenditure
Legal Assistance	Lindquist & Vennum	\$35,000
Policy Advice	RRA	\$35,000
Subtotal		\$70,000

B. Product Stewardship: Electronic Waste and Latex Paint

Project Summary: Lead product stewardship initiatives that further develop a shared responsibility model for the management of electronic waste and latex paint.

Tasks: Electronic Waste

1. Continue to lead and participate in efforts to develop legislation that will ensure that residents have accessible and affordable options for recycling e-waste through a shared responsibility model.
2. Participate as a stakeholder in the Legislative Waste Management Task Force addressing electronic waste.
3. Outreach and Communications:
 - A) Continue to engage public policy leaders to gain their support.
 - B) Coordinate with the MPCA effort to inform the public about the July 1, 2006 prohibition. Prepare and distribute materials, as appropriate.

- C) Continue to promote proper disposal of e-waste through GreenGuardian.com.

Tasks: Latex Paint

- 1. Continue participation in the National Paint Product Stewardship Initiative (PPSI), including the Life Cycle Analysis Work Group that is working on identifying and quantifying the relative lifecycle costs and benefits of leftover paint management.
- 2. Report to the SWMCB at intervals on the national initiative, and determine the need for policy and other support for this effort.

Deliverables/Products:

- 1. Successful legislative strategy for electronic waste.
- 2. Public education.

B. Product Stewardship: Electronic Waste and Latex Paint		
Activity	Contractor/Type of Expense	Expenditure
Latex Paint Participate in National Paint Discussions, Project Membership	Travel/Membership	\$7,000
Project Management and Legislative Assistance: E-waste. Project Facilitation for Latex Paint.	RRA	\$38,000
Subtotal		\$45,000

C. Regional Policy Development

Project Summary: Identify and address legislative issues and coordinate intergovernmental initiatives. Implement recommendations from the Industrial Waste Policy Committee.

Tasks:

- 1. Address 2006 legislative issues.
- 2. Develop 2007 legislative package.
- 3. Implement recommendations from the Industrial Waste Policy Committee.
- 4. Participate in the Legislative Waste Management Task Force.
- 5. Address intergovernmental policy initiatives, including joint initiations with the MPCA on mercury reduction.

Deliverables/Products:

- 1. 2007 Legislative Package.
- 2. Coordinated approach to addressing industrial waste policy issues.

C. Regional Policy Development		
Activity	Contractor/Type of Expense	Expenditure
Lobbying	Capitol Hill Consultants	\$50,000
Policy Assistance	RRA	\$15,500
Subtotal		\$65,500

D. Source Separated Organics Management

Project Summary: Encourage the expansion of source separated organics management in the region through assessment of public and private processing options, technical assistance and promotions.

Tasks:

1. Research challenges and opportunities to expanding organics processing capacity available in the region.
2. Work with MPCA to evaluate solid waste organics policy related to the decision on the Spruce Ridge Bioreactor proposal, Solid Waste Policy Report, and the Legislative Waste Management Task Force.
3. Identify policy implications associated with source separated organics management.
4. Begin gathering information on the management of food waste and other organics in preparation for the development of the 2007 report recommending specific implementation strategies that lead to increased collection and management of organics.
5. Promote organics management to schools through an educational campaign, technical assistance, or sharing of information.
6. Share information about county and municipal initiatives to reduce, reuse, recycle, and compost food waste through quarterly staff meetings.

Deliverables/Products:

1. Promotion of source-separated organics management.
2. Report outline for strategies recommending specific source-separated organics management implementation strategies (report to be completed in 2004).

D. Source Separated Organics Management		
Activity	Contractor/Type of Expense	Expenditure
Promotion, Technical Assistance and Research	Contractor	\$10,000
Project Management and Research	RRA	\$20,000
Subtotal		\$30,000

E. Regional Data Management and Annual Results Report

Project Summary: Improve the collection of regional data through the use of an electronic database for residential recycling, HHW, and commercial recycling. Gather data on commercial recycling in the region and waste disposed at facilities. Prepare 2005 Annual Results Report.

Tasks:

1. Facilitate county staff's use of ReTRAC, an electronic database for regional data. Manage the ReTRAC system, including a) guiding the use and expansion of software, b) ensuring consistency of data, c) recommending modifications to software, and d) running reports on recycling and HHW to be used in 2005 Annual Results Report and as needed for program management and policy development.
2. Obtain on-going training and support from software vendor and coordinate data entry with other counties, cities, haulers, end markets, and others.
3. Research commercial recycling rates and identify improved methods for reporting commercial recycling utilizing the ReTRAC system. Consolidate commercial recycling data obtained through research and assess gaps in the data. Prepare a report on the amount of commercial recycling occurring in the region.
4. Gather and analyze regional HHW, MSW, recycling, hazardous waste, nonMSW, and regional hauler licensing data. Prepare 2005 Annual Results Report including regional policy implications.
5. Prepare and consolidate SCORE, Certification, and LRDG reports, including the financial elements, for submittal to the MPCA.
6. Provide staff assistance to the MPCA during its tentatively planned Statewide Waste Composition Study.

Deliverables/Products:

1. 2005 Annual Results Report.
2. Expanded ReTRAC data management system.

E. Regional Data Management and Annual Results Report		
Activity	Contractor/Type of Expense	Expenditure
Data System: ReTRAC	eMerge	\$20,000
Commercial Recycling Research	Contractor	\$10,000
Project Management and Annual Results Report	RRA	\$32,000
Subtotal		\$62,000

F. Regional Policy: Communication and Coordination

Project Summary: Enhance communication and information sharing among SWMCB staff.

Tasks:

1. Convene monthly meetings of the Policy Staff to address policy issues.
2. Convene meetings of the Policy Committee (Commissioners) to address policy issues.

Deliverables/Products:

1. Policy direction on key SWMCB initiatives.

F. Regional Policy: Communication and Coordination		
Activity	Contractor/Type of Expense	Expenditure
Facilitation and Policy Development	RRA	\$20,000
Subtotal		\$20,000

III. Collaborative Activities

A. Hazwoper Training

Project Summary: Hazwoper training session for hazardous waste regulatory staff.

Tasks:

1. Plan and host the annual Hazwoper training session for hazardous waste regulatory staff. Contract with trainers and speakers, and make logistical arrangements.
2. Collect registration fees to offset cost of the training.

Deliverables/Products:

1. Trained hazardous waste regulatory staff.

A. Hazwoper Training		
Activity	Contractor/Type of Expense	Expenditure
Trainer, Registration and Logistics	Contractor	\$1,000
Facilitation	RRA	\$500
Subtotal		\$1,500

B. Hospital / Healthcare Providers Hazardous Waste Management

Project Summary: Continue to provide a consistent approach to regulation of hospital/healthcare providers, and provide training materials for inspectors and health care providers. Expand initiative to focus on dental waste.

Tasks:

1. Continue to build and maintain consensus among metro counties and other regulatory agencies on how hazardous waste regulations apply to hospitals, health care facilities and dental offices. Work with the MPCA, MCES, MnTAP, Minnesota Hospital Association, and healthcare providers.
2. Continue to develop and offer training courses and materials for hazardous waste inspectors and healthcare providers. This includes coordinating subcommittees of staff working on training and education, coordinating with healthcare providers, finding and contracting with trainers, organizing and convening training sessions, and providing follow up to attendees.
3. Develop strategies to achieve full regulatory compliance of hospitals, health care facilities, and dental clinics.
4. Work with the MPCA to identify, prioritize, and deliver efforts to reduce the release of mercury from solid and hazardous waste related products.

5. Make materials and strategies available to other organizations that wish to adopt the model developed by the SWMCB counties.

Deliverables/Products:

1. Consistent application of regulations.
2. Training materials for hazardous waste inspectors.
3. Trained health care facility staff.

B. Hospital / Healthcare Providers Hazardous Waste Management		
Activity	Contractor/Type of Expense	Expenditure
Project Facilitation	RRA	\$3,000
Subtotal		\$3,000

C. Hazardous and Solid Waste Regulatory Coordination and Monitoring of Trends in Product Use

Project Summary: Coordinate hazardous and solid waste regulations among counties and the MPCA and monitor trends in product use that may affect the level/hazardous materials in the waste stream.

Tasks:

1. Convene meetings of the toxicity reduction and hazardous and solid waste regulatory staff to a) share information on regulatory approaches and b) to monitor trends in product use that may affect the hazardous materials found in the waste stream.
2. Address MPCA rule changes regarding hazardous and solid waste issues.
3. Continue to work in partnership with the MPCA to achieve efficiency in regulatory responsibilities.
4. Comment on anticipated request for a certificate of need for the expansion of the Elk River Landfill.
5. Work with the MPCA to coordinate the Hazardous Waste Fee Collection system. Evaluate the system after one year of operation.
6. Coordinate the implementation of the Hazardous Waste Joint Powers Agreement between counties, MPCA and the EPA on hazardous waste enforcement.
7. Address changes to the Hazardous Waste Universal Waste Rules.

Deliverables/Products:

1. Enhanced communication among counties and agencies and identification of emerging issues that will affect the waste stream.

C. Hazardous and Solid Waste Regulatory Coordination and Monitoring of Trends in Product Use		
Activity	Contractor/Type of Expense	Expenditure
Facilitation and Coordination	RRA	\$8,000
Subtotal		\$8,000

D. Regional Hauler Licensing Program

Project Summary: Issue base and operating licenses to MSW haulers.

Tasks:

1. Continue the Regional Hauler Licensing Program by issuing base and operating licenses.
2. Track data on number of licensed haulers and trucks in the region.

Deliverables/Products:

1. Operating and base licenses issued.

D. Regional Hauler Licensing Program		
Activity	Contractor/Type of Expense	Expenditure
Truck Decals	Printer	\$1,000
Project Facilitation	RRA	\$600
Subtotal		\$1,600

E. All Staff Workshop

Project Summary: Hold a workshop to enhance communication and transfer of knowledge among SWMCB staff and partner organizations.

Tasks:

1. Hold a workshop for the 80-plus county and agency staff. The workshop will highlight key SWMCB and county activities and will provide a forum to enhance communication and transfer of knowledge among SWMCB staff.

Deliverables/Products: Enhanced communication.

E. All Staff Workshop		
Activity	Contractor/Type of Expense	Expenditure
Workshop Expense	Facility Expenses	\$1,200
Project Management	RRA	\$7,000
Subtotal		\$8,200

F. Shingles Recycling

Project Summary: Develop a sustainable infrastructure for the collection, processing and utilization of tear-off shingle scrap in hot-mix asphalt.

Tasks:

1. Continue to participate as a project partner in the U.S. EPA grant awarded to Construction Materials Management Association (CMMA) in November, 2005, which utilizes tear-off shingle scrap in hot-mix asphalt in Minnesota and Ohio. Serve as a liaison between CMMA and county engineers to encourage the implementation of pilot projects in counties.
2. Initiate and facilitate discussions with hot-mix asphalt producers, pavers, waste industry stakeholders, city and county engineers, purchasing staff and regulatory agencies to identify synergies that would result in establishing sustainable industry-led collection and processing of tear-off shingle scrap to supply the local hot-mix asphalt industry. This effort would include identifying incentives and barriers to the collection, processing and use of tear-off shingle scrap, and sharing findings through outreach to cities and other governmental organizations that purchase hot-mix asphalt.
3. Attend, exhibit and present at the Minnesota Asphalt Producers Association conferences.

Deliverables/Products:

1. Implementation of pilot projects.
2. Expanded market for hot-mix asphalt.

F. Shingles Recycling		
Activity	Contractor/Type of Expense	Expenditure
Identify and Overcome Barriers to Shingles Recycling	Contractor	\$15,000
Project Management	RRA	\$2,500
Subtotal		\$17,500

G. Sustainable Building Design and Construction

Project Summary: Promote the design and construction of sustainable buildings in commercial, public, and residential sectors of the SWMCB region.

Tasks:

1. Participate in a process led by the State to develop a regional residential green building program.
2. Monitor the activities of the United States Green Building Council-Mississippi Headwaters Chapter and share information with member counties.

3. Monitor the development and implementation of State Sustainable Building Design Guidelines as part of the benchmark, buildings and beyond process (B3 Guidelines).
4. Facilitate quarterly meetings of county sustainable building staff to coordinate county activities and share information.

Deliverables/Products:

1. Participate in activities and support the facilitation of projects that may impact the advancement of sustainable building design and construction in the SWMCB region.
2. Quarterly meetings.

G. Sustainable Design		
Activity	Contractor/Type of Expense	Expenditure
Information Sharing	Communication Expenses	\$1,000
Facilitation and Coordination	RRA	\$4,000
Subtotal		\$5,000

H. NonMSW Management: Coordination and Communication

Project Summary: Enhance communication and information sharing among SWMCB staff.

Tasks:

1. Convene quarterly meetings of county nonMSW staff to share information on progress made on SWMCB and county nonMSW projects.

Deliverables/Products:

1. Enhanced coordination and communication.

H. Collaborative Activities: Coordination and Communication		
Activity	Contractor/Type of Expense	Expenditure
Communication and Coordination	RRA	\$6,500
Subtotal		\$6,500

IV. Administration

A. Financial and Contract Management

Project Summary: Manage the finances of the SWMCB and procure services and products following SWMCB procurement policies.

Tasks:

1. Manage SWMCB's accounting system (review invoices and forward invoices for approval and processing, coordinate receipt of payments, prepare purchase orders).
2. Manage financial reporting requirements; assist in preparing the annual financial report to the SWMCB.
3. Manage procurement issues, including bids, price quotes and RFPs and RFQs. Issue RFPs/RFQs for on-going services of the SWMCB (legal, policy and management, lobbying).
4. Address potentially diminishing revenues from the MLAA fund and identify potential other SWMCB revenue sources.
5. Prepare for the January 1, 2007 potential transfer of financial management responsibilities from Dakota County to another county.
6. Close out 2005 contracts.
7. Manage printing, postage and per diem payments.
8. Prepare mid-year and end-of-year budget amendments.
9. Draft and coordinate the execution of 2006 contracts. (Estimate: 40 contracts)
10. Manage SWMCB database of staff groups.
11. Manage MPCA/SWMCB Funding Agreement.

Deliverables/Products:

1. Execution of contracts.
2. Management of financial issues.

A. Financial and Contract Management		
Activity	Contractor/Type of Expense	Expenditure
Per Diems	Board Expense	\$6,000
Management and Administration	RRA	\$26,500
Subtotal		\$32,500

B. Board and Committee Administration

Project Summary: Hold Board and Committee meetings to develop policy and to perform the functions of the SWMCB. Communicate SWMCB activities to members, staff, and interested parties.

Tasks:

1. Ten Board meetings
2. Four Executive Committee meetings.
3. Enhance communication through e-mailed SWMCB newsletters to all SWMCB staff and contractors to inform staff about Board actions, Policy Staff decisions and communications efforts, and to provide project updates.
4. Maintain swmcb.org as the SWMCB’s administrative website.
5. Provide legal services (county staff or other) for SWMCB projects (e.g. manage the MPCA funding agreement).
6. Purchase letterhead, envelopes and SWMCB supplies.

Deliverables/Products:

1. Policy direction.
2. Updated SWMCB.org website.

B. Board and Committee Administration		
Activity	Contractor/Type of Expense	Expenditure
Printing, Postage, Supplies, Room Rental	Direct Costs	\$30,000
SWMCB.org Hosting and Updating Fees	Web Vendor	\$8,000
Legal Services	Lindquist & Vennum, P.L.L.P	\$20,000
Project Administration	RRA	\$70,000
Subtotal		\$128,000

C. 2007 Work Plan and Budget

Project Summary: Prepare 2007 Work Plan and Budget.

Tasks:

1. Work with the Board and staff to coordinate the development of the 2007 work plan and budget.
2. Prepare budget documents including status reports, revenue projections, work plans, and line item budgets.

Deliverables/Products:

1. Adopted 2007 Work Plan and Budget.

C. 2007 Work Plan and Budget		
Activity	Contractor/Type of Expense	Expenditure
Budget Development	RRA	\$7,000
Subtotal		\$7,000

V. Special Project

A. County-Funded Special Project: VSQG Database Management

Project Summary: Manage the VSQG database, which is a regional tool used to enhance member counties' ability to track manifests of very small quantity generators.

Tasks:

1. Continue on-going entry of hazardous waste manifest information into the VSQG database.
2. Maintain VSQG database system as needed and generate reports and other management data.
3. Monitor changes to the Uniform Manifest Rules to determine its impact on VSQGs and any changes in responsibilities or requirements for the tracking of VSQG manifests.
4. Issue RFP for services in 2007.

Deliverables/Products:

1. Updated and easy-to-access database of VSQG manifests.

A. County-Funded Special Project: VSQG Database Management		
Activity	Contractor/Type of Expense	Expenditure
Database Manifest Entry	Hennepin County	\$15,000
Database Software Maintenance and Hosting	eMerge	\$8,000
Project Management	RRA	\$2,200
Subtotal		\$25,200

Note: This VSQG expense will be offset by \$14,000 due to special project carry-forward funds.

B. County-Funded Special Project: Community POWER

Project Summary: Coordinate the award of county-funded Community POWER grants. Dakota, Ramsey and Washington Counties will contribute Special Project funds to expand the Community POWER project in their county. (Note that Hennepin County is also expanding the Community POWER program through a separate, but coordinated, program.)

Tasks:

1. Coordinate the implementation of the county-funded Community POWER grants with the SWMCB-funded grants.
2. Provide technical assistance, project management and contract administration to eight grant projects.

Deliverables/Products:

1. Eight county-funded Community POWER projects.

B. County-Funded Special Project: Community POWER		
Activity	Contractor/Type of Expense	Expenditure
Grant Funding Dakota County (2 Grants) Ramsey County (4 Grants) Washington County (2 Grants)	Dakota County (\$19,500) Ramsey County (\$39,000) Washington County (\$19,500)	\$78,000
Technical Assistance and Evaluation	Cairn & Associates (\$2,000 per Grant)	\$16,000
Contract Management and Administration	RRA (\$750 per Grant)	\$6,000
Subtotal		\$100,000

VI. Project Reserve

A. Project Reserve		
Activity	Contractor/Type of Expense	Expenditure
Project Reserve	Reserve Funding	\$50,000
Subtotal		\$50,000