



2009 SWMCB Budget and Work Plan Approved December 17, 2008

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. Regional Policy

A. Regional Processing

Project Summary: Develop plans for regional processing that include options to process waste in an environmentally sound and cost-effective manner.

Tasks:

1. Participate in the processing related discussions arising during the MPCA's stakeholder process to achieve greenhouse gas reductions, energy conservation and environmental protection, and participate in discussions regarding processing through the development of MPCA's Policy Plan.
2. Monitor and evaluate changes to waste processing agreements at existing facilities used by SWMCB counties.
3. Evaluate data on the quantity of waste that is generated, recycled, processed, and landfilled.
4. Develop a framework for assessing the options for processing waste. The framework should include the identification of options to be studied, research and analysis needed to fully explore the various options, and a timeline for completing plans for regional processing. The framework for developing the regional processing plans should address, at a minimum, the following topics: governance, financing, technology, regulatory, legal issues and other opportunities for managing waste that may become available.
5. Following development of the framework, and in partnership with the MPCA, AMC, and other stakeholders, begin analyzing the options identified in the framework.
6. Utilize the SWMCB Processing Committee to guide the development of the regional processing framework and plans for processing.

Deliverables/Products:

1. Participation in MPCA processing related discussions, including the stakeholder process and the Policy Plan.
2. A framework for assessing regional processing.

A. Regional Policy: Regional Processing		
Activity	Contractor/Type of Expense	Expenditure
Legal Assistance	Stoel Rives	\$15,000
Policy Advice and Project Management	RRA	\$22,500
Subtotal		\$37,500

B. Product Stewardship: Policy Development, Paint, E-Waste, and Other Products.

Project Summary: Develop policy and identify the region’s role in the area of product stewardship through a collaborative approach with the MPCA and its product stewardship initiatives. Continue to advance paint, e-waste and other product stewardship initiatives.

Tasks:

1. Work collaboratively with the MPCA to develop an overall policy approach to the product stewardship.
 - a. Provide final comment on the MPCA’s Product Stewardship Report (due January 15, 2009, to the legislature) and work to advance the recommendations contained in the Report.
 - b. Participate in discussions regarding product stewardship, if addressed through the MPCA’s stakeholder process to achieve greenhouse gas reductions, energy conservation and environmental protection, and through discussions during the development of the Policy Plan.
2. Support product stewardship among manufacturers, retailers and consumers with emphases placed on industry through an Extended Producer Responsibility Framework.
3. Participate in product stewardship initiatives, including beverage containers, compact fluorescent lights, wallboard, mattresses, pharmaceuticals, pesticides, mercury and others.
4. Evaluate the need for legislative initiatives to advance product stewardship.
5. Utilize the SWMCB product stewardship staff team to coordinate work tasks, collaborate with the MPCA and address emerging product stewardship issues.
6. Track and participate in national or regional dialogues on product stewardship, as appropriate.

E-waste

Tasks:

1. Work with MPCA to track the implementation of the 2007 legislation and quantity of e-waste recycling.
2. In cooperation with AMC, MPCA and others, evaluate the results of the first year of the e-waste legislation.
3. Identify potential e-waste legislative changes that may be needed.

4. Use paid advertising and public relations to promote the recycling or proper disposal of e-waste that will result from the transition to digital broadcasting in February 2009.
5. Update the comprehensive e-waste Tool Kit that contains materials that can be used by counties, municipalities, non-profit organizations and others, to help promote e-waste recycling and the SWMCB's website as a source of consolidated e-waste recycling information.

Minnesota Paint Product Stewardship Project

Tasks:

1. Continue to work with the Paint Product Stewardship Initiative stakeholders in the design and implementation of a replicable statewide and industry funded post consumer paint management system.
2. Continue to provide the services of a Minnesota Paint Demonstration Project Coordinator through March 31, 2009, through an existing contract with Carver County to assist in the design and implementation and evaluation of the paint management system.
3. Represent the interests of government by participating in the national Paint Product Stewardship Initiative.
4. Evaluate the success of the Paint Demonstration Project and identify next steps for the SWMCB.

Product Stewardship Deliverables/Products (Policy Development, Paint, E-Waste and Other Products)

1. Coordinated approach to the development of policy and legislation regarding product stewardship.
2. Statewide and fully funded paint demonstration project.
3. Final report on the Minnesota Paint Demonstration Pilot project results and recommendations for next steps.
4. Advancement and evaluation of the implementation of the 2007 e-waste legislation requirements.
5. Implementation of the communications plan for e-waste disposal and an updated tool kit of resources to encourage consumers to recycle.

B. Product Stewardship		
Activity	Contractor/Type of Expense	Expenditure
E-waste Paid Advertising and Public Relations		Budgeted in Communications
Travel Related to Product Stewardship Activities		\$4,000
Update Tool Kit on SWMCB.org	Gorton Studios	Budgeted in Communications
Paint Product Stewardship Coordinator (Through March 31, 2009)	Carver County	Budgeted in 2008
Policy Assistance, Facilitation and Coordination	RRA	\$35,050
Subtotal		\$39, 050

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C. Regional Policy Development

Project Summary: Identify and address legislative and policy issues, coordinate intergovernmental initiatives, and participate in MPCA, AMC and other stakeholder and planning processes.

Legislative

Tasks:

1. Address 2009 legislative issues and develop 2010 legislative package.
2. Hold a legislative forum at a SWMCB meeting, so that environmental organizations can share information on legislative initiatives.
3. Provide testimony on the legislative and technical information in support of the SWMCB's legislative package.

Intergovernmental Coordination

Tasks:

1. Participate and in support MPCA's Stakeholder Process to achieve greenhouse gas reductions, energy conservation and environmental protection.
2. Participate in AMC's Solid Waste Task Force addressing solid waste issues.
3. Address emerging intergovernmental policy initiatives, including joint initiatives with the MPCA, AMC, and others.

Deliverables/Products:

1. Address 2009 legislative issues.
2. Develop 2010 legislative package.
3. Coordination of legislative and intergovernmental issues.

C. Regional Policy: Regional Policy Development		
Activity	Contractor/Type of Expense	Expenditure
Lobbying	Capitol Hill Consultants, Inc.	\$50,000
Policy Assistance	RRA	\$22,400
Subtotal		\$72,400

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D. MPCA Policy Plan

Project Summary: Collaborate with the MPCA on the development of the MPCA’s Policy Plan which serves as the guiding policy document used by metropolitan counties to develop the County and Regional Solid Waste Master Plans. The Policy Plan is due December 1, 2009.

Tasks:

1. Jointly develop the Policy Plan through the coordinated effort of policy discussions including evaluating recommendations from the MPCA stakeholder process and working with the MPCA and others to explore a centroid approach to waste management.
2. Assist the MPCA in the analysis of data to inform policy development and the generation of new waste generation forecasts for the metropolitan area.

Deliverables/Products:

1. Collaborative approach to the development of the MPCA Policy Plan.

D. Regional Policy: MPCA Policy Plan		
Activity	Contractor/Type of Expense	Expenditure
Policy Assistance and Facilitation	RRA	\$16,040
Subtotal		\$16,040

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E. Source Separated Organics Management

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

Tasks:

1. Identify the region’s role in source separated organics management policy.
2. In consultation with the MPCA, identify the financial, regulatory and policy barriers impeding the expansion of source separated organics management in the region. Develop recommendations for addressing barriers.
3. Monitor regional facility operations and changes.
4. Develop, respond and track legislative initiatives, as needed.

5. Encourage government agencies to use compost in public construction, maintenance and landscaping projects, specifically targeting the county transportation divisions.
6. Assist MPCA in gathering and evaluating environmental data on SSOM, including mixed food and yard waste, regarding air emissions, leachate generation, and lifecycle effects relating to GHG emissions, materials conservation, and energy consumption. This data will be analyzed by the MPCA to determine the need for future rule-making.
7. Gather secondary research on anaerobic digester technology and its feasibility for management of source separated organics.

Deliverables/Products:

Identify the region’s role.

1. Evaluation of financial, regulatory and policy barriers.
2. Develop recommendations.
3. Legislative initiatives, as needed.
4. Outreach to transportation divisions.

E. Source Separated Organics Management		
Activity	Contractor/Type of Expense	Expenditure
Policy Advice and Facilitation	RRA	\$17,200
Subtotal		\$17,200

F. Waste Streams Policy Development

Project Summary: In collaboration with MPCA, SWA, AMC, and stakeholders, implement the recommendations in the 2007 Minnesota Construction, Demolition and Industrial Waste Statewide Study with the goal of increasing the amount of construction, demolition, and industrial wastes (CD&I) that can potentially be recovered for reuse, recycling, or creation of energy or compost.

Tasks:

1. Work with MPCA to advance the adoption of a Mn/DOT specification for the use of tear-off shingles in hot mix asphalt.
2. In collaboration with the MPCA, analyze the results of the RTI life-cycle modeling of biomass, wallboard and other non-MSW to assess greenhouse gas emission data.
3. Participate in the tentatively planned industry forum on wallboard which supports the evaluation of a product stewardship approach to wallboard.
4. Address recommendations resulting from the MPCA Demolition Debris Recycling Study that was submitted to the Legislature December 1, 2008.
5. Support MPCA’s work on developing markets for glass.
6. Provide data and policy support on construction, demolition and industrial waste issues that will be addressed in the Policy Plan.
7. Utilize the Waste Streams Policy Committee to guide the continued implementation of the 2007 Study recommendations.
8. Use the Waste Streams Staff Committee, comprised of MPCA and SWA representatives, to implement project tasks and advance the policies of the Waste Stream Committee.

Deliverables/Products:

1. Promotion of the adoption of a Mn/DOT specification for the use of tear-off shingles in hot mix asphalt.

F. Collaborative Activities: Waste Streams Policy		
Activity	Contractor/Type of Expense	Expenditure
Project Management and Policy Assistance	RRA	\$14,200
Subtotal		\$14,200

G. 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 and HHW.

Tasks:

1. Facilitate county staff's use of ReTRAC, an electronic database for collection and analysis of regional data. Manage the ReTRAC system including: a) guiding the use of software, b) ensuring consistency of data, and c) running reports on recycling, HHW, and Environmental Benefits to be used in 2008 Annual Results Report and as needed for program management and policy development. Provide minimal updates/enhancements that address regional needs.
2. Obtain on-going training and support from ReTRAC software vendor and coordinate data entry with other counties, cities, haulers, end markets and others.
3. Gather and analyze regional HHW, processing, landfilling, recycling, hazardous waste, NonMSW, and regional hauler licensing data. Prepare 2008 Annual Results Report including regional policy implications.
4. Prepare and consolidate SCORE, Certification, and LRDG reports, including financial elements, for submittal to MPCA.
5. Provide data reports on mixed paper, container and electronics recycling levels to help the Communication and Outreach Committee assess the impact of the communications campaign.
6. Serve as a data resource for the MPCA's organized collection study.

Deliverables/Products:

1. 2008 Annual Results Report.
2. Continue use of ReTRAC data management system.
3. Evaluation of and recommendations for data management practices.

G. Regional Policy: Regional Data Management and Annual Results Report		
Activity	Contractor/Type of Expense	Expenditure
Data System: ReTRAC	eMerge Knowledge Design, Inc.	\$25,500
Project Management and Annual Results Report Development	RRA	\$25,600
Subtotal		\$51,100

H. Regional Policy: Communication and Coordination

Project Summary: Enhanced communication and information sharing among SWMCB staff. Offer policy updates and recommendations to the SWMCB for consideration.

Tasks:

1. Convene the Policy Staff to address policy issues and guide the work of the SWMCB committees.
2. Identify emerging policy issues and develop board agendas.

Deliverables/Products:

1. Policy and implementation direction on SWMCB projects, given to staff committees.
2. Identification of policy issues for Board discussion.

H. Regional Policy: Communication and Coordination		
Activity	Contractor/Type of Expense	Expenditure
Facilitation and Policy Assistance	RRA	\$43,460
Subtotal		\$43,460

II. Communications and Outreach

A. Communications: Consumer Focused Campaign

Project Summary: Promote waste and toxicity reduction, recycling and proper management of residential waste. Promote rebranded SWMCB communications campaign identity and RethinkRecycling.com website.

Tasks:

1. Rebranding:
 - a. Promote rebranded SWMCB communications campaign identity and RethinkRecycling.com website.
 - b. Promote project partners use of rebranded campaign, website and materials.
2. Update paper, cans and bottles, and electronic "tool kits" with Rethink Recycling campaign materials.
3. Utilize paid media and public relations to promote the communications campaign.
4. Seek sponsorship for supplemental funding.
5. Work in partnership with municipalities, environmental groups, and waste and recycling haulers on communications efforts.
6. Digital conversion/relaunch:
 - a. Implement the public relations and advertising plan developed in 2008 to address the digital conversion to relaunch the SWMCB communications campaign.
 - b. Update website and tool kit, as needed.
 - c. Use earned media and advertising to promote e-waste disposal options and RethinkRecycling.com.
 - d. Utilize the Rethink Recycling Advisory Team, the Terminology and Benchmarking Team, and counties to assist in the promotion of the e-waste tool kit and rebranding launch.
7. Support the product stewardship efforts through Communications work.
8. Media:
 - a. Write by-lined articles and pitch feature stories quarterly.
 - b. Enhance media relations.
9. Coordination:
 - a. Coordinate regional and county promotions through communications Advisory Team Meetings.
 - b. Contract for a campaign implementation assistant to help with communications efforts, including rebranding changes to website, tool kit, and promotional materials; event coordination; responding to email questions; writing copy; and responding to requests for promotional materials.
 - c. Coordinate promotions with other SWMCB activities, such as Community POWER.
 - d. Track publicity for the SWMCB communications campaign.
 - e. Measure the effectiveness of the relaunched campaign.

Deliverables/Products:

1. RethinkRecycling.com established as the "go-to" resource for the Twin Cities on solid waste issues.
2. Quarterly and campaign-focused media outreach.
3. Rebrand communications campaign.

A. Communications: Consumer Focused Campaign		
Activity	Contractor/Type of Expense	Expenditure
Communications Assistants		\$23,500
Paid Advertising/Public Relations	Risdall Advertising	\$130,000
Graphic Designer, Printing, Postage, Collateral Products, Newspaper Clippings, Research	Graphic Designer, Printing, Event Fees, Research	\$35,000
Planning, Project Management, Strategic Development	RRA	\$36,980
Subtotal		\$225,480

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B. Communications: Website

Project Summary: Promote waste and toxicity reduction, recycling and proper management of residential and business waste. Expand consumer awareness of SWMCB communications campaign website and the brand.

Tasks:

1. Consumer section of the website:
 - a. Rebrand, enhance and maintain the "For Residents" section and add new pages on priority materials.
 - b. Redesign Green Tips to coordinate with RethinkRecycling.com. Send bi-monthly consumer Green Tips electronic newsletters to subscribers. Seek additional subscribers and maintain database.
 - c. Track the website usage.
 - d. Manage the website domain registrations, manage database and web hosting services.
2. Business section of the website:
 - a. Maintain the "For Business" section and add new pages on priority materials.
 - b. Update web version of the Resourceful Waste Management Guide (RWMG).
 - c. Through county and partner promotions, communicate the SWMCB's environmental message and availability of the RWMG.

Deliverables/Products:

1. Increase traffic to the consumer and business pages of the website.
2. Launch of rebranded campaign.
3. Bi-monthly Green Tips electronic newsletter.

B. Communications: Web Page		
Activity	Contractor/Type of Expense	Expenditure
Enhance and Update Consumer and Business Pages	Gorton Studios	\$50,000
Communications Assistant		Budgeted in Consumers
Communications Assistant for RWMG	Kari Page	\$8,000
Web Hosting, Search Fees, Database Management, Web Tracking	Web Fees	\$7,000
Project Management and Implementation	RRA	\$4,950
Subtotal		\$69,950

C. Communications: Brand Management

Project Summary: Protect and enhance SWMCB communications campaign and brand.

Tasks:

1. Track the usage of SWMCB communications campaign by SWMCB, county, city and partner organizations.
2. Identify and implement legal and other options to protect the SWMCB communications brand.

Deliverables/Products:

1. Protect and track SWMCB communications campaign brand and usage.

C. Communications: Brand Management and Coordination		
Activity	Contractor/Type of Expense	Expenditure
Trademark Management (legal)	Stoel Rives	\$10,000
Project Management and Documentation	RRA	\$7,320
Subtotal		\$17,320

D. Communications: Events

Project Summary: Promote waste and toxicity reduction, recycling, proper management, and raise awareness of the SWMCB’s rebranded communications campaign through events.

Tasks:

1. Display the “Trash Mountain” exhibit at the Minnesota State Fair in the Eco-Experience building.

- a. Rebrand, repair and maintain exhibit materials.
- b. Rebrand promotional materials (print and other) for distribution.
- c. Staff the 144-hour event.
- d. Secure earned media for the event and the SWMCB communications campaign.
- 2. Participate in the Living Green Expo:
 - a. Rebrand and display at the Expo.
 - b. Sponsor the Living Green Expo.
- 3. Other Events and Collateral Promotional Materials:
 - a. Identify regional events to exhibit SWMCB communications campaign, for example the Target Environmental Fair or the Twin Cities Marathon.
 - b. Rebrand collateral materials to enhance the overall campaign including brochures, display materials and other promotional materials that can be used at events and by the counties, Community POWER grantees, and project partners.

Deliverables/Products:

- 1. Rebrand promotional materials.
- 2. Increase visibility of the SWMCB communications campaign.

D. Communications: Events		
Activity	Contractor/Type of Expense	Expenditure
State Fair and Other Exhibit Materials	Display Update, Promotional Brochures and Items, Exhibit Transportation, Set Up and Admission	\$20,000
Communications Assistant		\$5,500
Planning and Project Management	RRA	\$9,400
Subtotal		\$34,900

E. Communications: Children (and their Families and Teachers)

Project Summary: Plan for the 2010 relaunch of the SWMCB kids outreach campaign to promote reduction, recycling, toxicity reduction, and proper waste management.

Tasks:

- 1. Plan for the 2010 relaunch of the "For Kids" section of the website. Identify the necessary updates to web pages to be consistent with the new Rethink Recycling brand.
- 2. Produce the remaining Radio Disney kids ads procured in 2008.
- 3. Rename mascot and plan for the update of the costume and relaunch in 2010.

Deliverables/Products

- 1. 2010 Relaunch Plan.
- 2. Radio Disney Ads (procured in 2008)

E. Communications: Children (and their Parents and Teachers)		
Activity	Contractor/Type of Expense	Expenditure
RRA	Planning and Ad Management	\$900
Subtotal		\$900

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F. Community POWER (also see Special Projects)

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, County-Funded Special Projects for additional Community POWER projects.

Tasks:

1. Manage the completion of the Community POWER grant programs begun in 2008 (these grant projects were fully funded in 2008).
2. Fund Community POWER non-profit organization grants for 2009 projects (project term will extend to mid-2010).
3. Provide direct project assistance to all grantees. Conduct meetings for the non-profit organizations.
4. Evaluate the past Community POWER grant programs and develop and implement a systematic evaluation of the waste reduction and recycling impacts of the grants.
5. Update Community POWER Resource Guides and other materials to incorporate the new SWMCB communication campaign. Assist current and past grantees with the transition away from the Green Guardian campaign.
6. Review and update the Community POWER pages on SWMCB communications website. Maintain searchable project descriptions and tools/products databases for website.
7. Share the successes of Community POWER at regional events such as the State Fair and at community and waste-related events.

Deliverables/Products:

1. Seven funded 2009 Community POWER projects.
2. Evaluation of reduction and recycling impact achieved through Community POWER grants.
3. Update web pages and searchable databases for the Community POWER program on RethinkRecycling.com.

F. Community POWER		
Activity	Contractor/Type of Expense	Expenditure
Non-Profit Organization and K-12 Project Grants	Project Funding	\$84,000
Room Rental for Meetings, Supplies and Miscellaneous Expenses	Rental/Meeting Expense	\$4,000
Direct Project Assistance for Funded Projects, Website Review, Database Creation, Program Evaluation, Assessment, and Coordination with Other SWMCB Communication Activities	Contractors Ami Voeltz (2009) \$28,800 Contractor (2010) \$19,200	\$48,000
Contract Management, Project Management and Strategic Guidance	RRA	\$16,710
Subtotal		\$152,710

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G. Reduction and Recycling: Communications and Coordination

Project Summary: Enhance communication and information sharing among SWMCB and partner organizations.

Tasks:

1. Coordinate project activities with Communications Commissioners and all SWMCB staff.
2. Share information on reduction and recycling in counties and at the regional level.
3. Participate in the planning for the MPCA's state wide Recycle More Minnesota campaign. Share materials developed for the SWMCB communications campaign and identify opportunities for collaboration.
4. Present information about SWMCB projects at local conferences or meetings such as SWAA, RAM, MPCA, or ARM meetings.

Deliverables/Products:

1. Enhanced communication and transfer of learning between counties, the MPCA, and other project partners.
2. Leveraged resources through shared information and joint planning of the recycling campaigns.

G. Reduction and Recycling: Communications and Coordination		
Activity	Contractor/Type of Expense	Expenditure
Facilitation and Coordination	RRA	\$15,480
Subtotal		\$15,480

III. Collaborative Activities

A. Hospital/Healthcare Providers Hazardous Waste Management

Project Summary: Provide a consistent approach to regulation of hospital, dental and other healthcare providers. Provide training materials for inspectors and healthcare providers.

Tasks:

1. Build and maintain consensus among metro counties and other regulatory agencies on how hazardous waste regulations apply to hospitals, dental offices and other health care facilities. Work with the MPCA, MCES, MnTAP, Minnesota Hospital Association, Minnesota Dental Association and healthcare providers.
2. Develop and offer training courses and materials for hazardous waste inspectors and healthcare providers.
3. Develop strategies to achieve full regulatory compliance of hospitals, dental clinics and other health care facilities.
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.
6. In consultation with MPCA, develop outreach tools and regulatory strategies that will serve to raise awareness of properly identifying and managing hazardous waste from government healthcare function including state agencies and county health departments.
7. Subscribe to the Pharmacology database.
8. Work with the MPCA to develop a program for the safe and environmentally protective collection, transportation and disposal of controlled substance hazardous waste. Disposal of controlled substance hazardous waste must occur at a permitted municipal solid waste incinerator in accordance with the MPCA's November 2008 Program Management Decision.

Deliverables/Products:

1. Consistent application of regulations.
2. Trained health care facility staff.

A. Collaborative Activities: Hospital/Healthcare Providers Hazardous Waste Management		
Activity	Contractor/Type of Expense	Expenditure
Pharmacology Subscription		\$3,000
Facilitation and Coordination	RRA	\$2,460
Subtotal		\$5,640

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B. Hazardous Waste Regulatory Coordination

Project Summary: Coordinate hazardous waste regulations among counties and the MPCA and monitor new technologies and new applications for materials that may affect the regulatory status of materials in the waste stream.

Tasks:

1. Through the hazardous waste regulatory staff, share information on regulatory approaches and monitor trends in product use that may affect the hazardous materials found in the waste stream.
2. Address MPCA rule changes regarding hazardous waste issues.
3. Work in partnership with the MPCA to achieve efficiency in regulatory responsibilities.
4. Evaluate the implementation of the Hazardous Waste Joint Powers Agreement (JPA) between Hennepin County, MPCA and the EPA on hazardous waste enforcement. Assess the benefits of implementing the JPA in other counties.
5. Coordinate ordinance language development in the region.
6. Provide input to the MPCA Land Media Forum regarding the possible adoption of new rules reflecting EPA’s redefinition of solid waste and implications on reduced regulation of hazardous materials recycling and related fees.

Deliverables/Products:

1. Enhanced communication among counties and agencies.
2. Identify emerging issues that will affect hazardous waste regulation and the solid waste stream.

B. Collaborative Activities: Hazardous Waste Regulatory Coordination		
Activity	Contractor/Type of Expense	Expenditure
Facilitation and Coordination	RRA	\$6,050
Subtotal		\$6,050

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C. Toxicity Reduction, Household Hazardous Waste, and Monitoring of Trends in Product Use

Project Summary: Coordinate regional approach to toxicity reduction, HHW collection and monitoring trends in product use that may affect the hazardous materials in the waste stream.

Tasks:

1. Share information on toxicity reduction efforts and HHW program approaches including operations, promotion and State contracts.
2. Work with county attorneys and MPCA to re-negotiate the Reciprocal Use Agreement.
3. Monitor and work with county attorneys to extend the contract with the Department of Agriculture for collection of pesticide waste.
4. Monitor trends in product use that may affect the hazardous materials found in the waste stream.
5. Monitor and promote product stewardship approach for the proper management of pharmaceuticals, paint, electronics, compact fluorescent light bulbs, and sharps.
6. Monitor and recommend improvements to maintaining the current driver’s license database.

Deliverables/Products:

1. Enhanced communication among counties and the MPCA and identification of emerging issues that will affect the waste stream.
2. Promote product stewardship approach for household waste.

C. Collaborative Activities: Toxicity Reduction, Household Hazardous Waste, and Monitoring of Trends in Product Use		
Activity	Contractor/Type of Expense	Expenditure
Facilitation and Coordination	RRA	\$6,050
Subtotal		\$6,050

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D. Solid Waste Regulatory Coordination and Regional Hauler Licensing

Project Summary: Coordinate solid waste regulations among counties and the MPCA and issue base and operating licenses to MSW haulers. Evaluate the operational, legal, technical, insurance, and financial aspects of the Regional Hauler Licensing Program.

Tasks:

1. Address MPCA rule changes regarding solid and infectious waste issues.
2. Work in partnership with the MPCA to achieve efficiency in regulatory responsibilities.
3. Issue base and operating licenses per the Regional Hauler Licensing Program in 2009. Track data on number of licensed haulers and trucks in the region.
 - a. Evaluate the Regional Hauler Licensing Program and prepare recommendations for changes to the JPA, license application requirements, and fee and ordinances, as appropriate.
 - b. Work in partnership with the MPCA to incorporate information for haulers on alternative contracts (e.g., resource management contracting) through the hauler licensing program.

Deliverables/Products:

1. Enhanced communication among counties and agencies and identification of emerging issues that will affect the waste stream.
2. Operating and base hauler licenses issued.
3. Recommendations for improvements to the Regional Hauler Licensing Program.

D. Collaborative Activities: Solid Waste Regulatory Coordination and Regional Hauler Licensing Program Evaluation		
Activity	Contractor/Type of Expense	Expenditure
Printing of Truck Decals	Printer	\$1,000
Facilitation and Coordination	RRA	\$10,900
Subtotal		\$11,900

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E. SWMCB Newsletter

Project Summary: Promote regional communications and knowledge of SWMCB, county and MPCA projects and programs through an electronic newsletter. (Six total newsletters).

Tasks:

1. Develop and send bi-monthly SWMCB electronic newsletters to SWMCB staff and commissioners which highlights SWMCB, county, and MPCA projects and programs and includes a calendar of meetings. Maintain the subscriber database.

Deliverables/Products:

1. Enhanced communications and coordination that promotes the transfer of knowledge among SWMCB, counties, and MPCA.

E. SWMCB Newsletter		
Activity	Contractor/Type of Expense	Expenditure
Newsletter Writing, Production, and Distribution	RRA	\$6,680
Subtotal		\$6,680

IV. Administration

A. Financial and Contract Management

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

Tasks:

1. Financial Management:
 - a. Manage SWMCB's accounting system (review invoices, forward invoices for approval and processing, coordinate receipt of payments, and prepare purchase orders).
 - b. Manage financial reporting requirements, and prepare the monthly and annual financial reports to the SWMCB.
 - c. Prepare multiple mid-year and end-of-year budget amendments.
 - d. Review and update, as needed, the SWMCB's Financial Management Procedures.
2. Contract Management:
 - a. Manage procurement issues, including purchase orders, bids, price quotes, and RFPs/RFQs.
 - b. Close out approximately 65 2008 contracts.
 - c. Draft and execute 2009 contracts (estimate: 60 contracts).
3. RRA will provide overall financial management and reporting services for the SWMCB. Dakota County will retain and disburse all funds on behalf of the SWMCB.
4. Utilize Policy Staff subgroup to review the SWMCB's financial status and to address ongoing financial and contract management issues.
5. Manage MPCA/SWMCB Funding Agreement. Begin process to amend agreement which expires June 2010.

Deliverables/Products:

1. Execution of approximately 60 contracts.
2. Management of invoices and other financial issues.
3. Preparation of multiple budget amendments.
4. Renegotiated Funding Agreement with MPCA.

A. Administration: Financial and Contract Management		
Activity	Contractor/Type of Expense	Expenditure
Re-negotiate Funding Agreement/Specialized Legal Counsel	Stoel Rives	\$15,000
Financial Management	RRA	\$55,450
Subtotal		\$70,450

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. Hold Board meetings.
2. Hold Executive Committee meetings.
3. Utilize SWMCB.org to communicate agendas, reports, and other printed materials to SWMCB staff and project partners.
4. Purchase letterhead, envelopes, and SWMCB supplies. Manage procurement and payment.
5. Implement technology options for facilitating meetings and reducing mailing and scheduling expenses.
6. Maintain telephone hotline.
7. Procure and maintain a SWMCB FTP site.
8. Provide SWMCB briefing for new Commissioners.

Deliverables/Products:

1. Policy direction from the Board.
2. Board and Executive Committee Administration.

B. Administration: Board and Committee Administration		
Activity	Contractor/Type of Expense	Expenditure
Printing, Postage, Supplies, Room Rental, Storage	Direct Costs	\$28,000
Per Diems	Direct Costs	\$6,000
SWMCB.org	Gortons Studios (web vendor)	\$10,000
Project Administration	RRA	\$72,110
Subtotal		\$116,110

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C. 2010 Work Plan and Budget

Project Summary: Prepare 2010 Work Plan and Budget.

Tasks:

1. Develop the 2010 work plan and budget.
2. Prepare budget documents including status reports, revenue projections, work plans, and line item budgets.

Deliverables/Products:

1. Adopted 2010 Work Plan and Budget.

C. Administration: 2010 Work Plan and Budget		
Activity	Contractor/Type of Expense	Expenditure
Budget and Work Plan Development	RRA	\$6,650
Subtotal		\$6,650

V. County-Funded Special Projects

A. VSQG Program

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. Provide entry of hazardous waste manifest information into the VSQG database through a contract with Hennepin County.
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.

Deliverables/Products:

1. Provide on-going updates to the VSQG database.

A. Special Projects: VSQG Program		
Activity	Contractor/Type of Expense	Expenditure
Database Manifest Entry	Hennepin County	\$17,395
Database Software Maintenance, and Hosting	emerge Knowledge Design, Inc.	\$1,200
Project Management	RRA	\$1,000
Subtotal		\$19,595

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B. 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 counties. (Note: Hennepin County is also contributing county funds to 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.
2. Coordination of program with SWMCB and Hennepin County Community POWER programs.

B. Special Projects: County-Funded Special Project/Community POWER		
Activity	Contractor/Type of Expense	Expenditure
Grant Funding and Technical Assistance and Administration Dakota County Ramsey County Washington County	Dakota County Ramsey County Washington County Contractor Ami Voeltz: 2009 \$14,400 Contractor 2010: \$9,600	Grants - \$76,630 Technical Assistance - \$24,000
Contract Management and Administration	RRA	\$9,370
Subtotal		\$110,000

Notes:

1. County special project contributions are as follows: Dakota County - \$40,000; Ramsey County - \$50,000; and Washington County - \$20,000.
2. Hennepin has dedicated \$50,000 to 2008 Community POWER Grants through a coordinated, but separate project.

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C. Hazwoper Training

Project Summary: Coordinate a 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.

Deliverables/Products:

1. Trained hazardous waste regulatory staff.

C. Special Projects: Hazwoper Training		
Activity	Contractor/Type of Expense	Expenditure
Trainer, Registration and Logistics	Contractor and Direct Expenses	\$5,000
Contract Management and Logistics Assistance	RRA	\$1,080
Subtotal		\$6,080