



COLORADO
Department of Public
Health & Environment

Meeting Minutes

Pollution Prevention Advisory Board

Assistance Committee

Tuesday, January 13, 2015

1:30 PM – 3:30 PM

CDPHE, Building C, Room A2A

Attending: Cary Bush (phone), Shirley Garcia, Susie Gordon (phone), Marjorie Griek, Wolf Kray, Sarah Martinez, Mary Beth Miles (phone)

Absent: Rachel Nathan, Walter Wright

Staff: Eric Heyboer

November Meeting Minutes

A motion was made and seconded to approve the November meeting minutes. *The motion passed unanimously.*

Officer Elections

Marjorie was nominated to continue serving as Chair of the Assistance Committee (AC). Wolf was nominated to continue serving as Vice-Chair. A motion was made and seconded to elect Marjorie and Wolf as the AC's officers. *The motion passed unanimously.*

Strategic Plan

Discussion was held on how to incorporate organics into the strategic plan. The AC requested a mid-year review of the strategic plan to make any necessary adjustments.

Rebate Program

Eric reviewed the minor changes made to the rebate application, as suggested by the rebate subcommittee. A motion was made and seconded to approve the rebate application template. *The motion passed unanimously.* Eric confirmed that he would request approval from the Pollution Prevention Advisory Board (PPAB) when they reconvene on January 27. Pending their approval, Eric confirmed that the rebate application will be released February 2.

Solicitation Focused on Regional Waste Diversion Planning Studies

Eric summarized a discussion he had with the Southwest Colorado Council of Governments (SWCCOG), an organization that was awarded a RREO grant to develop a regional planning study. He inquired how they structured their Request for Proposals. There was general consensus from the AC that this solicitation adopt a similar approach to that of SWCCOG. It was also suggested that we focus the scope of work on waste diversion exclusively, not on solid waste. Based on this new guidance, the AC instructed Eric to create a new draft for further discussion at the next AC meeting. Wolf also suggested that Eric schedule a time with

the department's Solid Waste and Materials Management Program to review the draft and assure that it will complement any existing or planned initiatives.

Grant Project and RREO Program Updates

Eric updated the AC on the progress made on securing contracts with the end-market development projects. Eric also reminded the AC that midterm and six-month follow-up reports are due at the beginning of February, so grant monitors will be asked to review and comment. The recycling economic impact study is officially complete and a press release is currently in the department's Communications Office pending approval. Eric confirmed that the application to fill the vacant seats on the AC is scheduled to be posted soon. Eric will work separately on filling the recently vacated seat left by Stephanie Garnica with the Office of Economic Development and International Trade.

Lastly, Eric informed the AC of a PPAB initiative to create a small marketing campaign for the RREO grant program, focusing on grantee Spring Back Colorado as an example. There was a general consensus of support from the AC. Sarah offered the help of the marketing team at Eco-Products. Marjorie suggested members of the PPAB attend the annual Summit hosted by the Colorado Association for Recycling to learn more about how we can continue improving Colorado's recycling rate.

Review Hub-and-Spoke Request for Applications Timeline

Eric reminded the AC of key deadlines and meetings related to the Hub-and-Spoke Request for Applications. Representatives from the AC were selected for the bidders meeting on February 4.

Schedule and Future Agenda Items

The AC will reconvene via teleconference on Tuesday, February 10, 2015, 10:00 AM - 11:00 AM. The agenda will predominantly include a discussion on the draft regional waste diversion planning study solicitation.

Adjourn