



**COLORADO**  
Department of Public  
Health & Environment

# Meeting Minutes

Pollution Prevention Advisory Board

Assistance Committee

Tuesday, September 9, 2014

1:30 PM – 3:30 PM

CDPHE, Building C, Room C1B

**Attending:** Cary Bush (phone), Shirley Garcia (phone), Stephanie Garnica (phone), Susie Gordon (phone), Marjorie Griek, Rachel Nathan

**Absent:** Wolf Kray, Sarah Martinez, Mary Beth Miles, Walter Wright

**Staff:** Patrick Hamel, Eric Heyboer

## May/June/July Meeting Minutes

The Assistance Committee (AC) tabled approval of the May, June, and July meeting minutes. A quorum was not present.

## Officer Elections

The AC tabled officer elections. A quorum was not present.

## Rebate Program

Eric presented the recycling drop-off site rebate applications. A total of \$150,000 will be distributed to the 30 entities that applied. The AC agreed with staff's recommendation to approve the rebate applications, pending further investigation on the applications submitted by Pitkin County and Waste Management. Because a quorum was not present, Eric will arrange an email vote at a later date.

## Request for Applications (RFA) Focused on End-Market Development

Eric presented the draft RFA to the AC. The RFA subcommittee convened on August 28 to finalize the draft. The AC agreed with staff's recommendation to approve the RFA template. Because a quorum was not present, Eric will arrange an email vote at a later date.

## Strategic Planning

Eric presented a draft strategic plan that captured all the ideas discussed during the last several meetings. The AC agreed to follow the plan and requested that staff bring it before the AC every six months to make any necessary updates.

## Recycling Economic Impact Study Update

Eric confirmed that all responses to the survey have been compiled and were presented to the department on August 14. The survey was scheduled to close July 18, but was extended to August 6 in an effort to collect more responses. The next step will be acquiring data through

the IMPLAN software to finalize the economic impact analysis. The draft final report is due September 26.

The AC requested that staff ask ENVIRON if they would be willing to attend the annual meeting hosted by the Colorado Association for Recycling on October 21 to share preliminary results with those in the industry.

## Grant Project Updates

Eric updated the AC on recent developments with EDS Waste Solutions and their approaching deadline to vacate the site on which they operate a waste transfer station and materials recovery facility. Eric happily reported that all FY2015 grant projects have fully executed contracts or purchase orders with the department.

## Schedule and Future Agenda Items

The AC will not meet in October and reconvene at the department on Tuesday, November 11, 2014, 1:30 PM - 3:30 PM. The agenda will include officer elections and discussions on the Hub-and-Spoke draft RFA and regional planning RFA.

All AC members are welcome to join the Pollution Prevention Advisory Board (PPAB) on October 28 during their regularly scheduled meeting to hear from several FY2014 grantees who will present on their project's success.

Staff reminded the AC that the grant selection committee will convene at the department on November 19 at 10:30 AM to review end-market grant proposals and select finalists.

## Adjourn

## Post Meeting Notes

On September 9, staff requested a motion via email that the AC recommend the PPAB approve the release of the finalized request for applications document in an effort to spend down the \$1.5 million allocated to the RREO grant program this fiscal year and incentivize end-market development for recycled materials. The motion was made and seconded. *The motion passed unanimously on September 18.*

On September 18, staff requested a motion via email to approve the most recent rebate applications. The motion was made and seconded. *The motion passed unanimously on September 25.*