



COLORADO
Department of Public
Health & Environment

Meeting Minutes

Pollution Prevention Advisory Board

Assistance Committee

Tuesday, November 11, 2014

1:30 PM – 3:30 PM

CDPHE, Building C, Room C1E

Attending: Cary Bush (phone), Shirley Garcia (phone), Marjorie Griek, Wolf Kray, Rachel Nathan, Walter Wright (phone)

Absent: Stephanie Garnica, Susie Gordon, Sarah Martinez, Mary Beth Miles

Staff: Eric Heyboer

May/June/July/September Meeting Minutes

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

Officer Elections

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

Request for Applications (RFA): Hub-and-Spoke Development

Eric reviewed changes made to the RFA document by the RFA Subcommittee during their last scheduled meeting on October 30. The AC agreed with the revisions made by the subcommittee. Eric confirmed that the RFA will be shared with the Pollution Prevention Advisory Board at their next scheduled meeting on December 2 and a vote of approval will be requested. Pending final approval, the RFA will be posted to the department's website on January 2. Because a quorum was not present, Eric will arrange an email vote immediately following this meeting to request the AC's official support of this RFA.

Solicitation Focused on Regional Waste Diversion Planning Studies

Eric summarized a discussion he had with the department's procurement and contracts unit to determine whether this solicitation should be a request for proposals or a request for applications, though this determination would depend on the scope of the solicitation. The AC voiced several preferences as the draft solicitation is further refined:

- 1) The primary objective of these studies would be identify existing waste management infrastructure, map the flow of materials within the region, and identify the gaps that are preventing greater degrees of waste diversion.
- 2) The AC does not wish to define the regions and instead rely on Counties or regional authorities to make that determination.
- 3) Cap the funding allotted for each study at \$50,000.
- 4) Ideally, preliminary results will be shared with the department by close of CY2015.
- 5) Waste tires may be included in the scope.

- 6) Reuse may be included in the scope with the caveat that the focus is on waste management.

The AC decided that more research was needed to further define the parameters of this solicitation. Marjorie agreed to reach out to key contacts in her industry network to gauge interest in this type of project. Cary agreed to locate a grant application released by the Environmental Protection Agency that was similar in scope. Eric agreed to contact the South West Colorado Council of Governments to learn how they solicited a contractor to complete a similar regional planning study.

Recycling Economic Impact Study Update

Eric confirmed that the brief presentation on the preliminary results of the study given to the Colorado Association for Recycling at their annual meeting in October was enthusiastically well-received. Eric also had a lengthy discussion with ENVIRON to clarify the revisions suggested by the AC on the draft report. The final version of the final report is due November 14. Once the final report is received, the final deliverable is for ENVIRON to give an oral presentation that discusses the findings in detail the week of December 15. Eric suggested that ENVIRON give a webinar on the results of the economic impact study as opposed to an in-person presentation. The AC agreed to a webinar presentation.

Grant Project Updates

Eric updated the AC on the official termination of the EDS Waste Solutions contract and some positive developments from the FY2015 Clear Intentions project. Eric also informed the AC of recent developments regarding a past grantee and reviewing records to determine ownership of equipment purchased with grant funds. Eric informed the AC of an upcoming site visit to Trinidad to inspect the Terra Firma project on November 21.

Review End-Market Development RFA Timeline

Eric reminded the AC that grant application score sheets are due November 17. He also briefly reviewed the timeline and any remaining AC responsibilities. Eric reminded the AC to return completed Conflict of Interest questionnaires by November 19.

Schedule and Future Agenda Items

The AC will not meet in December and reconvene at the department on Tuesday, January 13, 2014, 1:30 PM - 3:30 PM. The agenda will include officer elections, continued discussion on the regional planning study solicitation, and review of the rebate application.

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 November 11, staff requested a motion via email to recommend the PPAB approve the Hub-and-Spoke Request for Applications document, to be released in January 2015. The motion was made and seconded. *The motion passed unanimously on November 18.*

On November 19, during a closed-door committee meeting where grant proposals were discussed, a motion was made and seconded to approve the May, June, July, and September meeting minutes. *The motion passed unanimously.*