



COLORADO

Front Range Waste Diversion Enterprise Board of Directors

Department of Public Health & Environment

Meeting Minutes for: December 6, 2023

Location: Zoom

Board Members in Attendance:

Chair, Laurie Johnson, Circular Colorado
Vice chair, Tyler Bandemer, City of Loveland
John Cole, El Paso County Environmental Division
Miranda Halverson, arc Thrift Stores
Ben Huff, Douglas County Health Department
Barrett Jensen, Waste Connections
Suzanne (Zan) Jones, Eco-Cycle
Anna Regan, OEDIT
Rachel Roussel-Diamond, DEHS, CDPHE
David Snapp, HWMMD, CDPHE
Nina Waysdorf, City and County of Denver
Emily Wilson, GreenSheen Paint

Staff participating:

Deborah Nelson, DEHS, CDPHE, Board Administrator
Kendra Appelmann-Eastvedt, DEHS, CDPHE
Rebecca (Becca) Fischer, AGO
Katie Romero, DEHS, CDPHE
Jeff Stalter, DEHS, CDPHE
Megan Vinet, DEHS, CDPHE

Call to order

Board Chair Laurie Johnson called the December 6, 2023 Front Range Waste Diversion (FRWD) meeting to order at 9:01 a.m. with twelve board members in attendance.

Review for Conflicts of Interest

No conflicts of interest were presented by board members for this meeting.

Review of the November 1 minutes

The board approved the November 1 minutes. The motion was made by Zan Jones and seconded by Emily Wilson; the motion passed (11-0-1) with Tyler Bandemer recusing as he was not present at the November 1 meeting.

Public comment

No members of the public offered public comment.

Board members updates

Barrett Jensen announced that this meeting would be his last as a FRWD board member due to scheduling conflicts and other commitments. He thanked the board for their work and noted that he appreciated his time spent as a board member. Board members acknowledged his current work as a member of the Producer Responsibility Advisory Board and thanked Barrett for his years of service as a FRWD board member.

Nina Waysdorf shared that the City and County of Denver Department of Transportation and Infrastructure's Solid Waste Program has an open Request for Proposals (RFP) for their compost processing contract; the RFP closes December 8, 2023. Denver continues to expand waste services and will be delivering compost carts for the next district in the first quarter of 2024. Notifications of service changes will be sent to impacted residents soon.

David Snapp shared that the Closed Landfill Remediation Grant Program, created by the passing of House Bill 23-1194, has formed an advisory committee to support closed landfill remediation efforts. Board members are encouraged to share committee vacancies with their networks.

Anna Regan shared information concerning the Office of Economic Development and International Trade's (OEDIT) grant program, Growing Advanced Industries in Colorado, which promotes the growth and sustainability of advanced industries in Colorado. In addition, Anna reminded the board that through OEDIT's Enterprise Zone Program, businesses located in an enterprise zone are eligible for tax credits. Anna announced that she will be leaving the meeting at 10 a.m. to continue to support compliance work on House Bill 21-1110 regarding website accessibility.

Laurie Johnson shared that she attended a panel at University of Denver regarding recycled mattress supply chain issues and circularity.

Election of the Chair and Vice Chair

Laurie Johnson announced that she is not pursuing re-election for FRWD Board Chair and encouraged other board members to come forward. Laurie desires to focus on her Circular Economy Development Center (CEDC) work and would like to avoid any appearance of a potential conflict of interest. Board Administrator, Deborah Nelson, managed the election of officers. Zan Jones announced her desire to run for board chair. Nina inquired what the chair and vice chair duties entailed and Deborah explained that duties generally were to oversee and lead board meetings and review and prepare agenda discussion items. Time requirements for the board chair are approximately 10-20 hours per month, but could be more. The vice chair is expected to step in when the chair is not available. Emily offered her service as either chair or vice chair, but explained that she will be on maternity leave soon and will not formally return to work until April; however, she still plans to review and evaluate grant applications. Nina offered her service as vice chair. Deborah noted that the next two board meetings will be canceled as there is not enough agenda content for rest of December and early January. Election results: Zan elected as board chair; Nina will serve as vice chair from January 1 to April 1; Emily will take over as vice chair from April 1 to December 31. The motion passed (12-0).

Standing Reports

FRWD Ambassador updates

Tay Dunklee, FRWD Ambassador, shared that she held ten office hour meetings in November to speak with potential grant applicants. Website restructuring is planned for January. A proposal for the Colorado Municipal League (CML) summer conference has been submitted and is pending. The final round of Request for Applications (RFA) #9 Questions and Answers has been posted on the website and e-blast reminders of the upcoming January 12, 2024 deadline have been sent to the program's email list. The FRWD LinkedIn webpage currently has 309 followers, an increase of nine since last month. The number of unique visitors to the FRWD website was 1,423 in November. Laurie thanked Tay for providing the marketing update.

Circular Economic Development Center (CEDC) updates

Eric Heyboer, CEDC Assistant Director, shared that there has been significant progress made in development of the center's satellite offices. In Colorado Springs, CEDC is pursuing a hoteling agreement with Sustain-a-Center. Alicia Archibald, CEDC Project Manager for the Colorado Springs satellite office, will work from this location. The CEDC is also finalizing a satellite office in Grand Junction through partnership with a business incubator. The CEDC is continuing end market engagement with ByFusion and has met with the Colorado Springs Public Works Department to discuss shingle to asphalt circularity test projects. The Front Range stakeholder meeting which was scheduled for December 5 was canceled and the CEDC is revising their Front Range engagement strategy. A Southern Front Range stakeholder meeting is tentatively planned for February, and a Northern Front Range stakeholder meeting is slated for late March. A stakeholder engagement meeting is planned for Durango in April or May. Eric reviewed the recent Ameripen study titled "*Economic Impact of State Recycling Market Development Programs: 1990-2023*," which is a first of its kind research study revealing the economic impact of the state recycling market development over time and provides insight to encourage conversation with state market development centers. Zan inquired as to why the Front Range stakeholder meeting was canceled and Eric explained that the CEDC was unable to bring the desired stakeholders to the table.

Waste Diversion Program updates

Jeff Stalter, Fiscal Manager, shared that the Division of Environmental Health and Sustainability (DEHS), of which the FRWD program is a part, recently underwent an organizational change. As the result of this change, Jeff now manages the Waste Diversion Team (WDT) and will be implementing changes to move desired board outcomes forward. Kendra Appelman-Eastvedt's role as WDT Supervisor has been elevated to WDT Program Manager and she will focus on and be the primary contact for implementing board business and manage program relationships. Megan Vinet's primary focus will be grant and contract oversight; she will supervise the team of monitors. Erin Girard will provide waste diversion outreach and technical support to grant applicants, local governments and catalytic projects. Jeff shared that staff will attend board meetings as audience to better understand board work and strategies. All board member questions will continue to go through Kendra or Megan unless agenda topics are formally prepared for discussion.

Jeff announced an effort to streamline the grant application review process to a process akin to the Joint Budget Committee process. Staff will review, score create a narrative, and make recommendations to the board. Many other boards follow this process and the intention is to create more efficiencies in board deliberation and to align with board best practices across the state. This process will be used for RFA #10 in which the board previously determined that staff would complete the review and develop recommendations for the board. In response to board questions, Jeff confirmed that Deborah's role is not changing and Jeff and the WDT team will continue to work closely with Deborah moving forward, board members will have access to application material, and while the board will not be scoring each application, staff review will be based on the criteria established by the board, and the board will deliberate and make the final determination. Along with managing board member workload, the hope is to enable the board to focus on the big picture and the more subjective, qualitative application analysis.

Kendra shared that the first Technical Assistance Service Provider (TASP) annual report has been received and finalized after providing board members an opportunity to review and provide feedback. No board member comments were received. No grant modifications were presented at this meeting.

Administrator updates

Deborah Nelson announced that she suggests canceling the second meeting in December and first meeting in January and noted the RFA #9 deliberation meeting is planned for March. Nina recognized that the February meetings were scheduled two weeks in a row. Deborah plans to shift meetings for February if that works for the presenters and board members. Zan asked for a board workflow update and Deborah shared that there is roughly one month planned between the closing of RFA #9 and the posting of RFA #10. Board members will review and score applications for RFA #9, and WDT staff will review and score applications for RFA #10. Staff deliberation for RFA #10 will be in March and application recommendations to board members are planned for April 3. RFA #10 was designed for staff review followed by recommendations to the board for member approval and while this is not a change for RFA #10, the goal is to develop a process that can become standard operating procedure for future RFAs. In closing, Jeff assured the board that WDT staff are well-studied, knowledgeable, and have learned a lot in their tenure with the program. Jeff is confident in the ability of WDT staff to do this work and believes that board members will develop this confidence in staff as well.

Deborah noted that she plans to schedule time with Zan for onboarding as board chair.

Meeting Adjourned

The meeting adjourned at 10:03 a.m.