



COLORADO

Front Range Waste Diversion Enterprise Board of Directors

Department of Public Health & Environment

Front Range Waste Diversion (FRWD) Board Meeting Minutes
Meeting Time: Wednesday, April 3, 2024, 9:00 am – 12:00 pm
Location: Virtual via Zoom

Board Members in Attendance:

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

Board Members Excused:

Rob Gill, Republic Services

Staff Participating:

Deborah Nelson, DEHS, CDPHE, Board Administrator
Jenna Lewis, AGO
Jeff Stalter, DEHS, CDPHE
Kendra Appelman-Eastvedt, DEHS, CDPHE
Megan Vinet, DEHS, CDPHE

Call to order, review for conflicts, and approval of minutes

Zan Jones, Chair, called the meeting to order at 9:03 a.m. confirmed a quorum, and reviewed the agenda. Members were asked to disclose conflicts. Request for Application (RFA) #10 disclosures will occur with that agenda item. Members had no other conflicts. The board then voted to approve the March 21, 2024 minutes without revision (11-0-1). The motion was made by Tyler Bandemer and seconded by Ben Huff. Emily Wilson abstained. The board had a quorum for the full meeting.

Public comment

No members of the public offered public comment.

Board member updates

Ben advised the board that he will be leaving the Douglas County Department of Health to join CDPHE next week and this will be his last meeting. Ben appreciates the work they've all done together. In his new role he will be a transportation planner with the department's air quality division. Emily is now officially back from maternity leave. Additionally, GreenSheen Paint has hired an events coordinator, a position for which Emily had previously backfilled. Spring and fall events are available; Kirby Boynton is the best contact for more information. Laurie shared that the CEDC will be working with the Office of Economic Development and International Trade film department to create a circular economy documentary for PBS. The intent of the documentary is to help the public better understand circularity. This project evolved from a previous business roundtable with Governor Polis on the western slope.

Board Deliberations and Staff Recommendations for Grant Awards: Request for Application (RFA) #10, #MC030824

Board members disclosed direct conflicts and the appearance of a conflict. Jason Chan recused from the Town of Estes Park and Wompost, LLC discussion and decisions. Miranda Halverson recused from the arc Thrift Store discussion and decision. Zan Jones recused from the Eco-Cycle discussion and decision. To avoid the appearance of a conflict, Anna Regan recused from the National Western Center and Compost Colorado discussion and decisions. To avoid the appearance of a conflict, John Cole similarly recused from the Colorado Springs Fire Department discussion and decision. Ben Huff disclosed his relationship with Douglas County School District and Nina Waysdorf disclosed her relationships Denver Urban Gardens, National Western Center, Diversion Designers, and Do Good Box Company. Neither have direct conflicts and both indicated they could participate in the discussion and decisions objectively. Members were comfortable with their participation.

The staff presentation began with reminding the board that RFA #10 funds grants up to \$50,000 through a streamlined application process to support grantee equipment or supply purchases. The board received a project summaries document, and staff recommendations to approve or decline awards. Board members also received the deliberation sheet and applications. Staff reminded the board that the grants utilize a reimbursement model, meaning the grantee must purchase the equipment or supplies and provide the invoice which will then be routed for payment by staff on behalf of the board. Staff then reviewed their funding recommendations and rationale for the board's consideration.

The board began with a review of staff recommendations to decline an award. Zan requested staff clarification concerning the declined applications and Kendra shared that staff found two distinct groups, one where the projects were viable but fell outside of the request for applications, and another where the projects were not a good fit with the program more generally or did not make discernable sense based on the application. The board discussed whether staff should pursue viable projects in the future. Kendra advised that any decisions to move forward would follow work being completed on the approved slate of projects. The board discussed the importance of applicants being responsible for providing complete and quality applications, the administrative burden of staff following up on declined applications, and whether it was equitable to follow up on only those projects that had minimal technical defects that could be swiftly remedied. The board gave staff discretion to follow up on those that involved minimal effort in hopes of supporting more communities. Before discussing declined projects, Anna, Miranda, John, and Zan were recused by moving into a Zoom waiting room. The board had no further questions or discussion concerning any of the declined applications. The Board approved the staff recommendation to deny 15 applications (8-0-4). Rachel made the motion and Tyler seconded the motion.

The board then moved to the discussion of the recommended projects. Tyler Bandemer noted his concern on three applications that utilized public recycling bins; he was concerned that without proper community education the bins would not be used properly and contamination would limit the effectiveness of their use. The board discussed the importance of education while recognizing that learning through the implementation of the project is also an appropriate approach. Members also discussed that the request for applications did not prohibit public bin requests or condition such requests on a companion education campaign. Members indicated they may want to consider this for future grant opportunities. Staff then provided their funding recommendations for sixteen projects. The projects were reviewed by Katie Romero, Marissa Major, and Liz Kuhn of the Waste Diversion Team in three batches. The members identified above were recused by being moved to a Zoom waiting room when the batch included an application with the entities identified above. Staff responded to board questions on individual applications as they arose such as discussion of what data will be tracked and the ability of a prospective grantee to utilize the software identified in their application. At the conclusion of the presentation for each batch, the board voted. The board first approved staff's recommendations to fund the Wompost, LLC, Castle Rock Composting, LLC, Food to Power, Compost Queen PBC, and Galvanize Recycling projects (11-0-1). Laurie made the motion; Nina seconded the motion. Jason recused. The board then approved the staff's recommendations to fund Full Circle Kitchens, LLC, the Town of Morrison, the City of

Westminster, the Town of Erie, and the Town of Estes Park projects. All projects were unanimously approved (11-0-1) with the exception of the Town of Erie which passed 10-1-1 based on the contamination concern. Nina made the motion; Rachel seconded the motion. Jason recused. The board then approved the staff's recommendation to fund the Douglas County School District, Scraps LLC, Park Hill Bike Depot, Discover Goodwill of Southern and Western Colorado, Diversion Designers, and the National Western Center projects (11-0-1). The board conditionally approved the Scraps project if staff found the grantee could utilize the software identified in its application; the remainder of the projects were approved without modification. Emily made the motion; Nina seconded the motion. Anna recused. In total, the board approved 16 projects totaling \$673,058.00. The board thanked staff for the excellent work- the write-ups were well done and very helpful.

Board Discussion of Criteria to Assess Go-to-Them Funding Requests

The board discussed the draft criteria reviewed at the last meeting. Members were invited to provide staff feedback before the meeting; Zan provided feedback and this was reviewed, appreciated, and accepted by the board. The board voted to approve the Go-to-Them criteria with the edits reviewed by the board (12-0). The motion was made by Nina and seconded by Tyler. The criteria will be posted on the board's website.

Board Preliminary Feedback on the Draft FY24 Annual Report

Deborah Nelson reviewed the preliminary draft that she developed with Nina Waysdorf. Deborah indicated the numbers and appendices will be updated to incorporate the board's decisions at this meeting. Members reviewed and appreciated the draft. Anna appreciated the heading structure; Deborah appreciated all of Anna's work on last year's report and indicated she strove to maintain that structure to ensure accessibility. Members did not have further edits beyond proofing. The report will be updated with numbers and sent out for review and approval at the next meeting.

Standing Reports

FRWD Ambassador Updates

Tay Dunklee, RRS, provided the following update: in February, they had four office hour sessions with four entities. One eblast was sent to RFA #10 contacts; the open rate was good. The website had about 873 visitors. LinkedIn followers continue to grow; it grew by 7% in March. Website updates to provide live transition and improve accessibility were added to the website. Anna noted an alternative platform, Siteimprove, that may be preferable as there are pending lawsuits with the translation service Tay identified. Erin and Tay attended NextCycle Colorado Boot Camp on March 6-8 and Tay presented at the DU Sustainability Network's "Let's Talk Trash" event on March 12. The NextCycle Pitch Competition is scheduled for May 13 in Boulder. Tay encouraged all board members to attend. She also continued to remind members of other upcoming events this summer- the Colorado Municipal League Conference, the Colorado Counties Inc Conference, and the Recycle Colorado Conference. Members thanked Tay and staff for all of their hard work.

Circular Economy Development Center (CEDC) Updates

Eric Heyboer, CEDC, discussed that CEDC is developing the proposal discussed at the last meeting. He indicated they are working with ByFusion to find a location, working with Direct Polymers on a manufacturing facility that may involve another Go-to-Them proposal for the board's consideration in the coming months. The Asphaltica project continues; CEDC is working to test the pellets. Driven Plastics is a newer project in the CEDC portfolio. They accept hard-to-recycle plastics; the CEDC is assessing how it can assist. The CEDC continues to work with PreTred. The PBS Special previously mentioned is exciting. The Grand Junction satellite office is in need of a new coordinator; they are working with the Grand Junction Business Incubator Center to fill that position. All research on the gap analysis is nearly complete; RRS has done great work. The CEDC is compiling and finalizing the analysis, and they anticipate distributing it at the end of the month. In response to board questions, he clarified that they are identifying gaps in the manufacturing

landscape based on different materials, end market utilization, gaps within the state and national, and further opportunities for out-years. Eric then reviewed upcoming opportunities previously discussed with the board such as the NREL conference. On monthly metrics, likely report out quarterly in the future. Seven project questionnaires were completed in March which is a large uptick. In addition, the CEDC now has 97 LinkedIn followers.

Waste Diversion Team (WDT) Updates

Kendra Appelman-Eastvedt, Waste Diversion Team, indicated that the Town of Erie has decided to not move forward on the Technical Assistance Service Provider Tier 3 project at this time. She also invited members to the Compost Queen grand opening and ribbon cutting for their new headquarters and organic waste recycling facility at Back Gate Farm in Fort Collins on Sunday, April 21st at 10:30 a.m.

Zan asked about the pending legislation; Deborah noted that we are moving forward, have a bill title, and are working with a drafter. She anticipates the draft will have a couple of additional improvements that act on stakeholder feedback.

Member reflections on the meeting, next meeting preparation, and Board Administrator Updates

Zan invited members to reflect on the meeting. Laurie noted that the RFA #10 discussion felt a little choppy at first as it was a first go with this approach, and indicated that overall it went very well. Zan, John, David, and Rachel appreciated the strong RFA #10 write-ups. The staff did an excellent job reviewing the applications and developing their recommendations for the board. John appreciated the expedited process and the healthy conversation. Members asked if staff could do this for other RFAs; Jeff Stalter indicated the team is exploring this and wants to do more to assist the board. Jeff appreciated all of the team's work. Nina appreciated seeing the mini-grants and the collaboration and strategy executed. Zan thinks a hybrid for larger grants makes sense.

Deborah Nelson then thanked Nina for her service as Vice-Chair and reminded members that per their election last fall, Emily Wilson would serve as Vice-Chair until the next election. Deborah then let members know that the next meeting is on April 18th. The agenda will include the finalization of the Annual Report, a funding recommendation for the Transload Mini Transportation Hub to benefit Pueblo County and the Front Range, and the next steps for funding equipment given the RFA #10 pilot. Zan concluded the meeting thanking the staff for the excellent work on all of the materials for today.

Adjournment

The meeting adjourned at 11:21.