



MEETING MINUTES

ARIZONA RECYCLING ADVISORY COMMITTEE (ARAC)

July 24, 2014, 9:00 am – 12:00 pm

Arizona Department of Environmental Quality (ADEQ)

1110 West Washington Street, CR 4001B

Phoenix, AZ 85007

FINAL MINUTES

Committee Members Present:

Elaine Birks-Mitchell
Dawn Helms
Lee Jacobs
Fran LaSala
Lucy Morales

Nicole Bisacchi
David Hertzberg
Melissa Kenchiova
John Minear

Staff Members Present:

Laura Malone
Beth Hagar
Sandy Chismark

Robin Thomas
JB Shaw

Attorney Generals Office

Monique Coady, Assistant AG

Call to Order and Roll Call

ARAC Committee Chair Lucy Morales called the meeting to order at 9:05. Everyone introduced themselves and a quorum was present.

Minutes Approval

The minutes of the May 8, 2014 committee meeting had been previously distributed via email for members review and comment. A motion was made by John and seconded by Lee to accept the minutes as distributed. The Chair asked if there was any discussion. With no discussion, the Chair called for a vote. The motion to accept the minutes of the May 8 meeting passed unanimously.

ARAC Suggested Rules of Order

Monique had committee members review the two page summary contained in their notebooks. This document is a modified overview of how to use Robert's Rules of Order to meet Arizona's Open Meeting Law. Monique highlighted some of the major points contained in the document.

1. For a committee of nine; five is always the quorum even if there are unfilled positions on the committee.
2. Once a quorum has been established, a motion carries with a majority of the members present.
3. The Chair is responsible for keeping committee members and members of the public comments professional and on topic.
4. Only topics on the agenda can be discussed; if other issues arise, the Chair can ask ADEQ staff to add that item to the next meeting agenda.
5. If there is a tie vote on a motion, (a) members can have additional discussion on the current motion until the tie is broken, (b) the original motion can be withdrawn and a different motion can be made and a vote taken, (c) the original motion can be tabled until the next meeting.
6. The Chair does not typically make or second a motion.
7. The minutes should reflect who makes and seconds a motion and the breakdown of the vote.
8. Committee members must abstain from a vote if they have a conflict of interest. Motion passes if majority of remaining members vote in the affirmative.
9. Regarding public comments: it is acceptable to put a time limit on each speaker's comments, Committee may choose not to take any public comments, and comments can only be about an item within the jurisdiction of the Committee. Public comments can be called for after each agenda item, but are more commonly done at the end of the meeting.

Monique also commented that items cannot be added to the agenda at a meeting. However, items can be deleted at a meeting or tabled until a later meeting. She also reminded members that any comments to the draft agenda should be sent to Sandy without copies going to any other Committee member. The final agenda has to be posted no later than 24 hours in advance of the meeting.

Review of ARAC Guidelines, Mission and Goals

JB had members review the Arizona Recycling Committee Guidelines provided in their notebooks and pointed out several key points.

1. Committee members represent the various entities outlined in the guidelines.
2. Meetings will be quarterly or as needed
3. ARAC members will serve a term of three calendar years
4. Members need to submit a letter of resignation if they can no longer serve on the committee

A motion was made by Lee and seconded by John to accept the terms of the ARAC members as outlined in the Guidelines. The Chair called for discussion and Fran inquired as to why the terms weren't based on a typical fiscal year (July 1 – June 30) rather than a calendar year. JB explained that the fiscal year term better coincides with the timing of the grant cycles. After a concern was expressed about passing information along to a whole new committee, it was explained that typically not all committee members leave at the same time, so continuity

shouldn't be an issue. Additionally, ARAC members may apply to serve one or more additional terms.

After this discussion, the Chair called for a vote on the terms of committee members and the motion to accept the terms as outlined in the Guidelines passed unanimously.

There was also discussion as to the terms of the Chair and Co-Chair. It was determined to put this item on the agenda for the next meeting.

Lobbying 101

Beth started her presentation by describing her role as a registered lobbyist for ADEQ. She asked if any of the committee members were registered lobbyists for their respective organizations. None were, so she went on to explain that as members try to assist in getting the Recycling Fund released to use for grants, they will be advocating on behalf of themselves, not ADEQ, ARAC or their companies.

Beth stated that the new legislative session will begin January 12, 2015. She went on to review how a bill is passed through the legislature and pointed out several key points during the process that will be particularly important to have legislators on board with us.

1. The Recycling Fund can be part of the overall budget package (preferable) or can be a separate bill. The plan is to include this request in the ADEQ budget request that goes to the Governor's Office for inclusion in the master budget bill that goes to the legislature.
2. Debating on the merits of a bill goes on during the Committee as a Whole; the voting for a bill takes place after the Third Read. All budget bills go through the Committee on Rules and Appropriations.
3. The Conference Committee will be a key area to get this legislation passed if it goes through as a separate bill.
4. The process is repeated again on the other side of the legislature.
5. Governor still has final say on bills. She also has line item veto authority on budget issues.

Beth discussed strategies for the committee to use when advocating:

1. Know that we have only one message: we **don't need any new money**; we need **access to the money already sitting in the existing fund. It has no impact on the State General Fund.**
2. Find out who your legislators are, do research to see what topics they are most interested in, are they new or have experience.
3. Understand history of grant program and know the facts, background and importance of getting this money released.

4. Personalize and send the sample letter; include appropriate success stories, mention benefits to constituency in home district, demonstrate passion for recycling. Committee members should copy ADEQ on any correspondence to legislators and any responses they receive.
5. Try to build a relationship with the legislators' office; ask Admin what is the best way to stay in touch (phone or email), and become an information resource for the legislator.
6. Timing will be important; since an election is being held in November, many legislators may change and we will have a new Governor. Research by committee members should be completed after the election, but before the start of the legislative session in January. Once letters are sent by email in January, follow up with a phone call within a week or so.
7. Forming partnerships with other like-minded organizations as well as governmental lobbyists will be beneficial. Several committee members suggested names and entities that could be of assistance and Beth will work with the committee members to acquaint these people with our purpose of getting the Recycling Fund money released.
8. Once discussions have been established with legislators, committee members should track what questions are coming back on this topic. It will allow ADEQ and/or committee members to provide further information or correct misinformation.
9. Beth reminded the committee members that she and other ADEQ staff are here to provide background information and assistance to allow the members to be effective advocates with their legislators.

Recycling Fund Program Update

JB explained that until the Recycling Fund monies are released, the purpose of the committee is to assist with strategies to make that happen. Although the Recycling Program Grants Manual was provided in the committee members' notebooks, he will forego providing training on how the actual grant program works until there is money to fund the program.

To assist committee members in writing detailed, personalized letters, JB showed a graph of past projects funded by previous grant cycles and short descriptions of those projects. He will email these to all committee members in the near future. Previous grant cycle awards typically totaled in the \$700K-\$800K range.

ADEQ has previously received letters of support to release the funds during the last legislative session. The sample letter will be sent to all of those entities, asking them to update the letters and resubmit them to ADEQ. These will be used as part of the budget package ADEQ will submit to the Governor's office.

Elaine asked who else is competing for this same money. Beth replied that although the money has been designated for recycling, it has been used by the legislature for other purposes in the past and that could possibly happen again. That is why it is vital to get legislators to understand the importance of releasing this money to use for recycling grants.

David asked how the money didn't get appropriated during the last legislative cycle. Beth explained that it had been included in the ADEQ budget package that went to the Governor, but it somehow got dropped in the Governor's version that went to the legislature.

Laura confirmed that approximately \$2.5 million is in the Recycling Fund, which is carryover from 2009-2014. Approximately \$1.8 million per year goes into the Recycling Fund, generated from a disposal fee of twenty-five cents per ton of landfilled waste.

Letters of Support

A motion was made by Fran and seconded by Lee to accept the sample letter to State Senators and Representatives from ARAC members supporting the Recycling Fund Appropriation. The Chair called for a discussion and hearing none, called for a vote. The motion passed unanimously.

Lucy made a motion and John seconded to take a ten minute break. No discussion or vote was necessary.

Once the meeting resumed, Lucy, Vice President for the Arizona Recycling Coalition, made the following comments:

1. That recycling-type vehicles be brought to the Capitol on November 15 which is America Recycles Day. This might create a memorable, visual presence for legislators.
2. This advocacy subject should be put on the Arizona Recycling Coalition agenda for discussion and to invite ADEQ staff to make a presentation at their convention on October 22, 2014.

Beth also commented that ADEQ is also working with the Phoenix Chamber of Commerce.

Pinetop/Lakeside Sanitary District

Melissa presented an interesting and informative overview of Recycling Through In-Vessel Composting. She explained how the Sanitary District uses this equipment by combining bio-solids and paper products to create a Grade A compost that is sold to local communities. She also commented that the effluent from the process is discharged to enhance the Jacques Marsh and the gardens surrounding the Pinetop/Lakeside facility.

Call to the Public

There were no members of the public present. However, Fran used this opportunity to make an announcement inviting committee members and ADEQ staff to attend the October 22 Arizona Recycling Coalition conference in Gilbert. The theme for this year is "Beyond the Blue Bin" and over 200 participants and 20 vendors are expected to participate.

Next Meeting Date and Agenda Topics

Nicole made a motion and Dawn seconded that the next meeting for the ARAC committee be held on November 13, 2014. The Chair asked for discussion that included the possibility of not having a meeting and an alternate date. A vote was taken and the motion to hold the meeting on November 13 passed unanimously. It will be held at ADEQ from 9:00 am to 12:00 pm.

Agenda items for the next meeting may include:

1. Presentation by John Deuel, Managing Member of GreenQuest and National Trainer for Keep America Beautiful
2. Terms of Chair and Vice Chair
3. Updated list of districts and legislators
4. Update on what organizations we are partnering with

With no further business, a motion was made by Elaine and seconded by David to adjourn the meeting. With no discussion, the motion passed unanimously.

The meeting adjourned at 12:00 pm.