

Extended Producer Responsibility (EPR) Advisory Board

Meeting Agenda

Tuesday, July 15, 2025 | 10:30 a.m. – 1:30 p.m.

Meeting location: Conference Room 100, MPCA St. Paul Office, 520 Lafayette Rd N., St. Paul, MN 55155

[Microsoft Teams](#) | Phone conference ID: 863 988 919# | Call in (audio only): +1 651-395-7448

Agenda

1. Call to Order
2. Approve agenda
3. Approve meeting summaries
 - a. February 21, 2025 Action Page 2
 - b. May 14, 2025 Action Page 4
 - c. June 20, 2025 Action Page 7
4. Updates from MPCA
 - a. Approval of Board Charter Action
 - b. Approval of Conflict-of-Interest Action
5. Updates from CAA
6. Overview of Recycling Education Committee Information Page 9
7. Update on implementation of Compostable Product Labeling Law Information Page 9
8. Lessons learned by CAA on compostables from other state programs
9. Landscape of compostable packaging and composting in MN Information Page 9
10. Public Comment
11. Adjourn

Next meeting

Friday, August 22, 2025 | 9 a.m. – noon | MPCA St Paul Offices or [Microsoft Teams](#)

Packaging Extended Producer Responsibility (EPR) Advisory Board

Meeting Summary

Virtual via Microsoft Teams or in-person at the MPCA St. Paul Office | 2 hours
Friday, February 21, 2025 | 1:00 pm – 3:00 pm CT

Board Member Attendance

Present (9 directors required for quorum)			Absent
Gabrielle Batzko	Sara Bixby	Townsend Brown	
Kris Coperine	Megan Daum	Kate Davenport	
Mike Griffin	Sydney Harris	Maggie Schuppert	
Miriam Holsinger	Kirk Koudelka	Gregory Melkonian	
Shoshana Micon	Victoria Reinhardt	Steve Vrchota	
Mac Sellars	Jon Steiner		
Sara left at noon; Steve joined at 1pm			

Agency staff: Kim Behrens, Dave Benke, Annika Bergen, Andrew Elbert, John Gilkeson, Mara Jade, Shaina Keseley, Hugh Kirsch, Tina Patton

Members of the public were also welcome to attend in-person or virtually.

Meeting notes:

Opening: Congratulations and Welcome by Kirk Koudelka, Minnesota Pollution Control Agency

Agenda and Introductions

Presented by Kim Behrens, Minnesota Pollution Control Agency staff

Board members introduced themselves and identified what drew them to participate on the Board.

Meeting Norms

Presented by Kim Behrens, Minnesota Pollution Control Agency staff

Kim outlined meeting norms and asked for feedback if any additional norms were requested.

Overview of Packaging Waste and Cost Reduction Act

Presented by Annika Bergen and John Gilkeson

Agency program staff provided a high-level summary of the law and how the Board will be engaged. Future meetings will go into more depth on each section of the law.

Participatory Conversation on Role of Advisory Board

Facilitated by Kim Behrens, Minnesota Pollution Control Agency staff

The Board engaged in a discussion after, providing feedback on what they heard about the statute and their role. They also asked questions and made recommendations for topics to discuss at future meetings.

Chair and Vice-Chair Selection

Facilitated by Kim Behrens and Shaina Keseley, Minnesota Pollution Control Agency staff

Victoria Reinhardt self-nominated for the position of Board Chair and spoke about her interest and expertise. Kim asked for nominations twice on the call and then asked for a motion.

Miriam Holsinger motioned and Jon Steiner seconded. Shaina conducted a roll call vote.

Aye: Batzko, Bixby, Brown, Coperine, Daum, Davenport, Griffin, Harris, Herman, Holsinger, Melkonian, Micon, Reinhardt, Schuppert, Sellars, Steiner, Vrchota

Nay: None

Miriam Holsinger self-nominated for the position of Board Vice Chair and spoke about her interest and expertise. Kim asked for nominations twice on the call and then asked for a motion.

Mac Sellars motioned and Matt Herman seconded. Shaina conducted a roll call vote.

Aye: Batzko, Bixby, Brown, Coperine, Daum, Davenport, Griffin, Harris, Herman, Holsinger, Melkonian, Micon, Reinhardt, Schuppert, Sellars, Steiner, Vrchota

Nay: None

Vote requires majority vote, which was secured and unanimously passed for both.

Meeting was adjourned at 2:35pm.

Notes completed by: Annika Bergen

Packaging Extended Producer Responsibility (EPR) Advisory Board

Meeting Summary

Virtual via Microsoft Teams or in-person at the MPCA St. Paul Office | 4 hours

Wednesday, May 14, 2025 | 11:00 am – 3:00 pm CT

Board Member Attendance

Present (9 directors required for quorum)			Absent
Gabrielle Batzko	Sara Bixby	Townsend Brown	
Kris Coperine	Megan Daum	Kate Davenport	
Mike Griffin	Sydney Harris	Maggie Schuppert	
Miriam Holsinger	Kirk Koudelka	Gregory Melkonian	
Shoshana Micon	Victoria Reinhardt	Steve Vrchota	
Mac Sellars	Jon Steiner		
Sara left at noon; Steve joined at 1pm			

Guest Presenters: Lyle Clarke and Geoff Inch, Circular Action Alliance

Agency staff: Dave Benke, John Gilkeson, and Tina Patton

Participants: Amber Backhaus, Peter Bierbaum, Isabelle Borkowski, Amos Briggs, Igor Cugalj, Justin Emmerich, Amanda Erickson, Adam Graham, Drew Hatzenbihler, Matt Herman, Garth Hickie, Todd Hill, Bill Keegan, Julie Ketchum, Dan Leif, Brian Martinson, Lucy Mullany, Kelsey Pigneri, Brandon Schuler, Phil Shaffer, David Thorp, Joshua Toor, Tom Wilkin

Meeting notes:

Call to Order

Chair Victoria Reinhardt opened the meeting. Megan Daum moved; Jon Steiner seconded. Motion passes.

An Introduction to CAA

Presented by Lyle Clarke and Geoff Inch, Circular Action Alliance

Circular Action Alliance (CAA) provided a presentation to provide an overview of what CAA is, the CAA experience in the US, CAA growth and development, MN support, consultation, and plan development.

CAA is a non-profit producer responsibility organization founded by producers that reflect a broad representation of industry. CAA focuses on implementation to help producers comply with EPR laws, deliver harmonized, best-in-class services and work with governments, businesses, and communities to reduce waste and recycle more.

In 2023 an initial registration was enabled, which evolved into a participant producer agreement to formalize a relationship between a producer and CAA. New producers, producers who are only obligated

in MN, will start with the participant producer agreement by July 1 of this year. They will use an interim state addendum to outline the relationship in MN to help CAA with the plan development phase.

Overview of advisory board role and implementation timeline

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

This advisory board advises both the MPCA and registered PRO(s). The advisory board is required to advise on program implementation. Overview of duties provided.

Major milestones in coming years are the preliminary assessment (due December 2025), needs assessment (due December 2026). Board must consult on scope of needs assessment (December 2025 or January 2026). Vacancies for two-year terms open in October 2026. Overview of what is included in preliminary and needs assessments.

Public comment

- **Phil Shaffer representing NWRA** – Illinois has a strong non-disclosure requirement as part of their needs assessment that MN should consider.

Conflict of Interest Policy and Disclosure

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

An overview of the proposed conflict of interest policy and associated disclosure form was provided.

Jon Steiner motioned to approve; Mac Sellars seconded. Motion passes.

Board Charter

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

An overview of the proposed board charter was provided. The board discussed the document and provided a series of revisions to the document.

- Deliverables
 - o Add consult on preliminary assessment scope.
 - o Add review of PRO's annual reports and make recommendations on program over time.
 - Discuss that the law requires the PRO to consult with the advisory board in reports.
- Board Duties
 - Discuss when the board wants access to public comments.
 - o Add that the board will review public comment on official processes.
 - o Remove alternates language (after clarifying with Office of Secretary of State).
- Terms and schedule
 - Discussion about when a chair and vice chair are chosen.
 - o Add to chair selection that they are selected at the first meeting of a term.
 - Discussion of the eight-year limit, a desire to clarify that if a member steps down a new member fills the remaining term.

- Add clarity on how terms are filled when a member resigns.
- Decision making
 - Discussion around parameters for submitting independent comments or minority report. Agreed not to include minority report(s). Agree that an individual board member or its organization may comment during public comment periods.
- External communication agreements and norms
 - Add that an individual board member can submit comments on behalf of their organization.
- Clarity needed on the requirements for hybrid meetings.

Miriam moved to adopt the charter; Kris seconded. Motion passes.

Discussion to identify and prioritize topics for 2025 Board Schedule

Facilitated by Mallory Anderson, Minnesota Pollution Control Agency staff

Summary of preferences: confirm that the board will meet monthly, agreement to trial having public comment at the beginning of meetings, discussion about subcommittees and how they might be facilitated, and recommend extending the next meeting to four hours and evaluate from there.

Meeting adjourned at 3pm.

Notes completed by: Mallory Anderson

Packaging Extended Producer Responsibility (EPR) Advisory Board

Meeting Summary

Virtual via Microsoft Teams or in-person at the MPCA St. Paul Office | 4 hours

Friday, June 20, 2025 | 9:00 am – 1:00 pm CT

Board Member Attendance

Present (9 directors required for quorum)			Absent
Miriam Holsinger	Mike Griffin	Megan Daum	Townsend Brown
Victoria Reinhardt	Sara Bixby	Gregory Melkonian	
Kate Davenport	Jon Steiner	Maggie Schuppert	
Gabrielle Batzko-Conley	Shoshana Micon	Mac Sellars	
Bill Keegan	Kirk Koudelka	Steve Vrchota	
Kris Coperine	Sydney Harris		
Steve joined at 10am			

Guest Presenters: Lyle Clarke, CAA; Peter Hargreave, CAA; Brian Martinson, Association of MN Counties

Agency staff: Dave Benke, John Gilkeson, and Molly Flynn

Participants: Josh Allen, WM; Julie Ketchum, WM; Annaebelle Klien, American Coatings Association; Apurupa Gorthi, RRS; Dan Leif, The Recycling Partnership; Gretchen Spear, International Paper; Garth Hickie, Signalfire Group; Harrison Nix, Green Group Consulting; Tony Kwilas; Lucy Mullany, Eureka Recycling; Michelle Horan, Good to Go Cups; Peter Bierbaum, One World Resource; Brian Pontious, Ingevity; Sherrie MacWilliams, Amrize / Holcim Building Envelope; Taylor Loeber, General Mills; TS (unknown); Melissa Finnegan, Ramsey/Washington Recycling & Energy, Brian Olson; Amanda Erickson; Luke Norquist

Meeting notes:

Call to Order

Chair Victoria Reinhardt called the meeting to order at 11:00am. Introductions of attendees were made.

Public comment

- **Julie Ketchum representing WM** – Both the preliminary assessment and Resource Management Report look at material recovery facility processing capacity. WM made a significant investment to update its Twin Cities MRF and has increased capacity by 4-6,000 tons per month. These studies must consider potential capacity and not existing capacity at facilities.

Agency updates

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

Mallory provided an update on agency activities including the contract for assessments, which is moving

to contracting soon, service provider registration, and efforts to sync outreach with other efforts, including the Resource Management Report. Fall 2025 meetings will be set up for the advisory board.

CAA updates

Presented by Lyle Clarke and Peter Hargreave, Circular Action Alliance

Working on signing on MN companies as members. Have 1,300 registrants so far, deadline of July 1 for registration will likely increase this.

Review Preliminary Assessment and Needs Assessment scopes

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

Mallory provided an overview of what will be completed in the Preliminary Assessment and further discussed timeline, how to handle overlap between the Preliminary Assessment and the Resource Management Report. There was also discussion of how the Waste Characterization Study will inform the needs assessment and the status of that work.

MN - Waste Management Act (WMA) overview, as it relates to the Packaging Act

Presented by Kirk Koudelka, Minnesota Pollution Control Agency and non-voting board member

Kirk provided an overview of the WMA highlighting the different policy requirements for the metropolitan area and greater Minnesota. The WMA establishes a waste management hierarchy, sets goals, and sets requirements for counties and others to meet. In addition, there is funding for solid waste management through the solid waste management tax in Minnesota, some of these revenues go to counties through SCORE grants to fund activities (\$18.45M each year plus 3% of revenue).

Overview of county role in solid waste management

Presented by Brian Martinson, Association of MN Counties & Solid Waste Administrators Association

Brian provided an overview of state law that establishes county responsibilities in solid waste management including Chapters 400 and 473, the WMA, and Rules 9125. Counties are mandated to provide access to waste services. Counties build programs, partnerships, and their own facilities. Each county has a plan that outlines the strategy to meet requirements of the waste management act and county duties around solid waste and must fund and resource these programs.

Overview and contrast of five laws and status of program implementation in five states

Presented by Kate Davenport, The Recycling Partnership & board member

There is a lot of activity around packaging EPR across the country. One in five Americans live in a state that has passed packaging EPR. Washington and Maryland passed laws these years. Massachusetts and Hawaii are doing needs assessment studies. Reference the comparison chart.

True Cost of Recycling

Presented by Miriam Holsinger, Eureka and board member

Eureka is a non-profit, mission-based recycler. Recycling is an essential service and provides material to manufacturing – it's a key service. Getting the price right is key to sustaining our infrastructure, workforce, and building public trust. Recycling infrastructure isn't cheap and is getting stretched as more materials are introduced on the market and MRFs are forced to adapt their systems. Effective and smart implementation of this law including the foundational aspect of the Needs Assessment is key.

Chair Victoria Reinhardt declared the meeting adjourned at 1:05pm.

Notes completed by: Mallory Anderson

Recycling Education Committee:

- About REC: <https://www.recycleminnesota.org/about-rec.html>
- REC's Charter: <https://www.recycleminnesota.org/uploads/1/5/1/5/151529420/rec-charter-final-pdf.pdf>
- REC's Recycling Outreach Guide:
https://www.recycleminnesota.org/uploads/1/5/1/5/151529420/rec_outreach_guide_4_final.pdf
- REC's education toolbox: <https://www.recycleminnesota.org/rec-toolbox.html>

Compostable product labeling law:

- MPCA's page: <https://www.pca.state.mn.us/business-with-us/compostable-product-labeling>
- MNCC's page: <http://www.mncompostingcouncil.org/compostable-products.html>

Minnesota Composting Council:

- Organics collection & drop-off resources and map:
<http://www.mncompostingcouncil.org/residential-collection--drop-off-programs.html>
- Compost sites in MN: <http://www.mncompostingcouncil.org/find-a-compost-site.html>
- Standardizing compost white paper: <http://www.mncompostingcouncil.org/mncc-white-paper-standardizing-compost.html>
- Economic impact study of compost industry in MN:
<http://www.mncompostingcouncil.org/2021-economic-impact-studies.html>