

Packaging EPR Advisory Board

Meeting Notes

Virtual via Microsoft Teams or in-person at the Minnesota Pollution Control Agency St. Paul Office | 3 hours

Friday, August 22, 2025 | 9 am – 12 pm CT

Recording available at: <https://www.pca.state.mn.us/events-and-meetings/packaging-extended-producer-responsibility-advisory-board-meeting-2025-08-22>.

Attendance

Board Member Attendance

Present (9 members required for quorum)			Absent
Gabbie Batzko-Conley	Sydney Harris	Maggie Schuppert	Mike Griffin
Sara Bixby	Miriam Holsinger (Vice Chair)	Mac Sellars	Bill Keegan
Townsend Brown	Kirk Koudelka	Jon Steiner	
Kris Coperine	Gregory Melkonian	Steve Vrchota	
Megan Daum	Shoshana Micon		
Kate Davenport	Victoria Reinhardt (Chair)		
Steve Vrchota joined after introductions; Maggie Schuppert joined at 9:15am			

Guest Presenters: Briget Anderson, CAA; Ben Crowell, MPCA; Peter Hargreave, CAA

Agency Staff: Molly Flynn, John Gilkeson, Tina Patton, Annika Bergen

Participants: Alejandro Torres; Alex Kim; Alicia Cafferty; Amanda Erickson; Amber Backhaus; Ana Miller; Angela Bouma; Annebelle Klein; Apurupa Gorthi; Brian Martinson, Association of MN Counties; Carol Patterson; Catherine Abel; Dan Donkers, Ramsey County; Dustin Strickland, SynergyLabs (a producer from North Carolina); Emma Forsyth; Elly Ventura, World Centric; Garth Hickie; Heidi Radke; James Lehner; Jeremy Fauskee, DNR; Joan Popowics; Joel Carlson; Josh Allen; Julie Ketchum, WM Area Director of Gov Affairs; Kristen Wahlberg, Hennepin County; Lea H; Leah Batstone-Cunningham; Lena Zodda; Lucy Mullany, Eureka Recycling; Lul Shoble; Mallory Pankretz; Maria Erickson; Marina P; Marissa Heffernan; Mark Carpenter; Matt Herman; McKenzie Pearson; Melissa Finnegan, R&E; Michelle Carter, MPCA; Molly Blessing; Peter Bierbaum; Phillip Shaffer, NWRA; Quynh Akers; Rachel Sosnowchik; Rebecca Thomas; Ryan O’Gara; Scott DeFife; Scott Moening; Susan Bush; Tim Wilkin, Minnesota Beverage Association; Todd Hill; Tony Kwilas; Tristan Steichen

Meeting notes

Call to order

Chair Victoria Reinhardt opened the meeting.

Approval of the Agenda

Megan Daum motioned, and Jon Steiner seconded. Annika Bergen conducted a roll call vote.

Aye: Batzko-Conley, Bixby, Brown, Coperine, Daum, Harris, Holsinger, Melkonian, Micon, Reinhardt, Sellars, Steiner, Vrchota

Nay: None

Absent: Davenport, Griffin, Keegan, Schuppert

Approval of July 2025 Meeting Summary

Sara Bixby motioned, and Jon Steiner seconded. Annika Bergen conducted a roll call vote.

Discussion:

- Jon Steiner asked for clarification on the summary of the Agency update (pg 3). MPCA clarified that while shared documents can't be used between board members outside of the board meetings to communicate notes and ideas, documents can be shared by board members with the communities they're representing in order to communicate updates and get feedback.
- Jon Steiner noted an incomplete final sentence in the summary of the Compostable Packaging Law presentation (pg 4). Update made.

Aye: Batzko-Conley, Bixby, Brown, Coperine, Daum, Davenport, Harris, Holsinger, Melkonian, Micon, Reinhardt, Sellars, Steiner, Vrchota

Nay: None

Absent: Griffin, Keegan, Schuppert

Agency updates

Presented by Annika Bergen, MPCA staff

The first CAA income contract payment was successfully completed, which at this time accounts for the agency staff time, advisory board costs, and the preliminary assessment. There have been further contracting delays with finalizing the contract for the consulting firm selected for completing the preliminary assessment and needs assessment. The announcement for the contractor and their work plan will be done once the contract is signed by all parties.

CAA updates

Presented by Bridget Anderson, Circular Action Alliance (CAA)

Bridget Anderson introduction as new point of contact for CAA. Continuing to build out regulatory capabilities and guidance that will support MPCA and other states, including responding to inquiries.

SCORE 101

Presented by Ben Crowell, MPCA staff

Provided an overview of the history and data collected for the annual SCORE (Select Committee on Recycling and the Environment) report. This data source is a strong baseline for understanding the materials and solid waste managed in the state of Minnesota, including packaging. This data will feed into the preliminary assessment and needs assessments.

Preliminary Assessment workplan overview

Presented by Annika Bergen, MPCA staff

The scope of the preliminary assessment is outlined in the law (<https://www.revisor.mn.gov/statutes/cite/115A.1450>). The consultant will use both primary and secondary research to meet the requirements in law for this report and finalize prior to the December 31, 2025, deadline. This process will include a public comment period and input from the advisory board.

Covered material categories

Presented by Peter Hargreave, Circular Action Alliance (CAA)

Provided CAA's perspective and expertise on the covered material categories, which are used for the reporting categories in their system with producers. Shared background on how categories were developed, with note of high-level lessons learned and overall uses for the categories.

2032 Requirement (reusable, recyclable, compostable)

Presented by Kirk Koudelka, MPCA Assistant Commissioner

Provided background on why the material categories are important. The material categories will feed into the "acceptable materials" collection lists which will then be the basis for whether a specific item is considered reusable, refillable, recyclable, or compostable.

Ad Hoc Committee: Preliminary Assessment

Presented by Chair Reinhardt

Presented the opportunity for board members to participate in an ad hoc committee intended to dive into key aspects of the Preliminary Assessment, including:

- Providing input on the development of the covered materials category list
- Providing comments on surveys intended to be used to collect data by the consulting firm
- Providing a thorough review of the Preliminary Assessment draft in order to draft initial comments for the board to review, discuss, and finalize as a group.

This is not a deciding committee, but a working group to dedicate additional time to these items outside of the monthly board meetings.

Public comment

Julie Ketchum, WM – In reference to the presentation on SCORE reporting and RETRAK, while the data fields for reporting are decided by the MPCA, the materials and what is collected at a facility is typically decided between the collector and, if it's under contract, the municipality. Otherwise, if it's open market it's between the MRF and the end market. End market availability is critical for the ad hoc committee work developing the covered material categories. Need to make sure that MRFs are covered – each MRF is different and processes different things.

Parking Lot

Comments and questions have been consolidated and paraphrased:

- None

Notes compiled by: Annika Bergen

[Minnesota's Packaging Extended Producer Responsibility Advisory Board](#)