

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, JANUARY 12, 2016**

Community Building – Activity Room 6104 Auden, West University Place, Texas 77005

The Agenda for the meeting is as follows:

1) CALL TO ORDER:

Rutz called the meeting to order at 6:03 PM.

2) ATTENDANCE:

Members Present: Ball, Brown, Incavo, Jacobs, Orzek, Rutz, Sickler

Also Present: Barrera

Member(s) Absent: Chairman Marlow, Barnwell, Becker, Rankin,

3) AGENDA ORDER:

There was no change to the Agenda order

4) APPROVAL OF MINUTES:

Jacobs motioned to approve minutes of the December meeting and the motion was seconded by Brown. The Board voted unanimously to approve the December minutes.

5) CITIZEN COMMENTS: (Non-Agenda Items)

Alida Drewes (6112 Fordham) was present and commented.

6) BOARD MEMBER REPORTS:

a) Recycling and solid waste ordinances – yard waste/bulk waste – Board/City Staff

Board discussed the possibility of extending yard waste placement to 3 days due to the high volume of yard work that occurs over the weekend. City Staff and Board declined to change placement rules but will consider any citizen comments on this matter.

b) Door Hanger project – Rutz/Rankin/Board

Rutz proposed making minor changes to the Door Hanger and solicited Board feedback regarding the final draft.

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Jacobs presented findings from a recent inventory of residents' recycling and found a high degree of contamination due to plastic bags, newspaper sleeves, dry-cleaner bags and packing pillows. Jacobs suggested moving plastic bags to the top of the Not Accepted list or potentially adding to the back-side (Top Recycling Questions).

Rutz will add comments from the Board and send final draft to Barrera.

Barrera distributed draft content for the Curbside Bulk Waste handout. Upon review the Board voiced concern with the fact that a number of items that were previously accepted at Heavy Trash Day will not be accepted with the weekly curbside bulk trash collection. The Board discussed adding language to the handout clarifying that Heavy Trash Day is no longer being offered due to the fact that the City is losing vendors and that the new weekly program is not a complete replacement of Heavy Trash Day.

Rutz will inform Marlow of the Board's concern so that Marlow can communicate potential ramifications to the Council.

c) WTDWI – Marlow/Board

Marlow working with Barrera on the revisions Jacobs presented a few weeks ago. The goal is to have the final draft ready prior to final Door Hanger publication and posting to City website.

d) Tri-Sports recycling – Rutz/Marlow

Marlow and Rutz met with the President of Tri-Sports to address the Board's primary concerns of low quantity and high contamination of recycling at City fields. Tri-Sports is supportive of increasing the number of recycle containers and adding better signage explaining what can be recycled.

e) West U LL Carnival (3/5/16) – Jacobs

Jacobs will solicit volunteers to help staff RSWRB booth at the event. A signup sheet will be distributed at the next meeting.

f) New Neighbor program – Brown

Brown reported 34 new neighbors. Board members are encouraged to complete all assigned new neighbors this month for year-end reporting.

g). Currents articles deadlines for 2016 – City Staff

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Marlow distributed submission deadlines and suggested topics via email. Board to discuss further at next meeting.

h). Misc (Arbor Day 3/19/16)

Date confirmed for 3/19/16. Additional details forthcoming at next meeting.

7) STAFF REPORT:

Barrera reported incomplete data for December (partial month data for solid waste). Stats indicate the City is on part to dispose of approximately 2,200 tons of recycling and 6,800 tons of trash for 2015.

Barrera noted increased processing fee incurred (\$85 per ton) due to new vendor contract that went into effect in December.

8) CHAIRMAN'S REPORT:

Nothing additional to report.

9) BOARD MEMBER COMMENTS:

Jacobs observed a significant number of Christmas Trees being disposed of with lights still attached. Suggested updating future communications to specify lights must be removed prior to placing outside for collection.

10) ADJOURNMENT:

At 8:10 P.M. Brown motioned to adjourn tonight's meeting and the motion was seconded by Ball. The Board voted unanimously to adjourn the meeting.

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Recycling and Solid Waste Reduction Board Workplan

1. Work on yard waste education of residents, including composting and grass-cycling, including a survey of residents as to yard waste facts and recycling of yard waste. To also consider the City offering composting bins for sale to promote composting
2. Review current ordinances regarding solid waste and recycling and suggest changes to update such ordinances as needed. The last complete review of these ordinances was sometime in 2007.
3. Establishment of uniform recycling and trash collection containers in all of the parks and recreational areas and work with the Parks Board and Friends of the Parks and Tri-Sports regarding such collection containers.
4. Reducing waste from the City's operations, including giving residents the ability to opt-in or opt-out of paper publications from the City, as well as a review of other ways to reduce the amount of paper distributed by the City to its residents.
5. Work on ways to incentivize trash reduction and increase recycling
6. Work on a monthly e-newsletter that is posted in the Recycling Section of the City's website and also sent out each month to the residents who have signed up for the e-blasts.
7. Work on encouraging residents to sign up for the e-blasts relating to solid waste and recycling.
8. Create a program for a Recycling Citizen of the month or quarter

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**Attachment 1
Action Items –January 2016**

Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
Circulate <i>Currents</i> article list	Marlow		December 9	Marlow to email ASAP
Final Draft of Recycling & Solid Waste Ordinances	Marlow/Rankin			Marlow/Rankin to circulate draft by 12/11
Draft text for Door Hanger	Rankin/Rutz		December 18	
Meeting with Tri-Sports	Marlow		December 18	
<i>What To Do With It</i> revision	Jacobs/Marlow		December 31	
Revise textile article and produce final draft	Marlow/Barnwell		January	
Coordinate MRF tour	Marlow/Barrera		January	
Investigate enforcement of City Ordinance regarding commercial dumpster pickup between 7PM-7AM	Barrera	January		

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Establish date for Door Hanger Project			February 20	
Develop Educational message for Tri-Sports			February	
WULL Carnival			March 5	
Arbor Day			March 19	
Christmas Tree Lighting Ceremony	Rutz		Ongoing	
Senior Citizen outreach presentation	Marlow/Jacobs/Brown		Ongoing	
Public Outreach Coordination Relative to Green Waste	Marlow		Ongoing	
Website Updates			Ongoing	Include mechanism for RSWRB to promote events, communicate scouting fun patch opportunities, solicit volunteers, such as WUES Fall Carnival/Boo Bash, WULL Opening Ceremonies, etc.
Neighborhood Welcome & Bin Delivery	Brown		Ongoing	
<i>Currents</i> article	Marlow/Barrera		Ongoing	Deadlines for upcoming issues to be obtained by Barrera and assigned in advance by Marlow

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Prescription Drug Take Back Day				West U will make an announcement via email blast and webpage listing.
Scouting Fun Patch	Jacobs/Barnwell			