

**MEETING MINUTES  
RECYCLING & SOLID WASTE REDUCTION BOARD  
TUESDAY, FEBRUARY 9, 2016**

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

The Agenda for the meeting is as follows:

**1) CALL TO ORDER:**

Chairman Marlow called the meeting to order at 6:04 PM.

**2) ATTENDANCE:**

Members Present: Becker, Brown, Incavo, Jacobs, Marlow, Rankin, Rutz, Sickler

Also Present: Barrera

Member(s) Absent: Ball, Barnwell, Orzek

**3) AGENDA ORDER:**

There was no change to the Agenda order

**4) APPROVAL OF MINUTES:**

Marlow motioned to approve minutes of the January meeting and the motion was seconded by Jacobs. The Board voted unanimously to approve the January 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**

Barrera reported the latest draft of the ordinances had been forwarded to the City Attorney for review. Council will conduct first reading of the ordinance on 2/22.

**b) Door Hanger project – Rutz/Rankin/Board**

Rutz distributed copies of sample event materials and final draft of the Door Hanger. Event is set for 2/20.

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**c) WTDWI – Marlow/Board**

Marlow will send the latest revision (from January) to Barrera so updates to the flyer can be made prior to the West U LL Carnival on 3/5.

**d) Tri-Sports recycling – Marlow/City Staff**

Marlow provided an update to the Board. The City website now includes general and educational information pertaining to WULL Recycles. An email blast containing educational material was sent to WULL players and parents. Information is also being distributed at team meetings and posters have been placed in all dugouts to encourage kids to recycle. Event is set for 3/5.

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

Jacobs provided an overview of the event. The Board will have space for 3 tents – display, crafts and a game. We are expecting 10 student volunteers from Lamar NHS who will be circulating around to try to get kids to sign a recycle pledge. Jacobs also sent out a press release to the local newspapers to publicize that scouts can earn a Fun Patch at our booth. Event is set for 3/5.

**f) West U Spring Festival / Arbor Day (3/19/16) – Jacobs/Marlow**

Jacobs distributed a sign-up sheet for Board volunteers at the Arbor Day event. Event is set for 3/19.

**g) New Neighbor program – Brown**

Brown reported 13 new neighbors in January. Board members are encouraged to complete all assigned new neighbors this month for year-end reporting.

**g). Currents articles topics and assignments**

Marlow will circulate Currents articles topics to the Board and solicit volunteers to sign-up for each topic. Next Currents deadline is in April.

**h). Misc**

Marlow will send out information regarding the HGAC roundtable on textile recycling for those interested in attending.

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**7) STAFF REPORT:**

Barrera reported incomplete data for January 2016 (partial month data for solid waste). Stats indicate the City disposed of 2,163 tons of recycling and 6,785 tons of trash for 2015. Recycling rate for 2015 was 24.17%.

**8) CHAIRMAN'S REPORT:**

Nothing additional to report.

**9) BOARD MEMBER COMMENTS:**

None.

**10) ADJOURNMENT:**

At 7:03 P.M. Brown motioned to adjourn tonight's meeting and the motion was seconded by Rutz. 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**

<b>Action Item</b>	<b>Board/Staff Lead</b>	<b>Next Review Date</b>	<b>Completion or Event Date</b>	<b>Comments</b>
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			