

**MEETING MINUTES  
RECYCLING & SOLID WASTE REDUCTION BOARD  
TUESDAY, APRIL 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:**

Chairman Marlow called the meeting to order at 6:00 PM.

**2) ATTENDANCE:**

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

Also Present: Barrera

Member(s) Absent: Ball, Barnwell

**3) AGENDA ORDER:**

There was no change to the Agenda order

**4) APPROVAL OF MINUTES:**

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

**5) BOARD MEMBER REPORTS:**

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

Barrera provided an update on yard waste collection. The City began handing out notices at the end of February for violations (yard waste mixed with trash, utilizing non-compostable bags, placing curbside on incorrect day), to educate residents on the new processes. As of March 31, the City updated the notices to include language alerting violators that the City would begin assessing a “special collection fee” for repeat violations.

Marlow suggested promoting yard waste during New Neighbor contacts.

Barrera distributed a copy of the most recent Solid Waste, Recycling and Yard Waste, and Street Sweeping Service Guide.

Orzek commented on the Senior Solid Waste Pickup program. He noted that the program seems to be working well as an acceptable alternative to Heavy Trash collection.

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**b) Drug Take Back event handled by West U Police Dept. (Apr. 30)**

The Prescription Drug Take Back event will be handled by the City Police Department. No Board involvement in the event.

**c) Shredding Event (May 7<sup>th</sup>) – City Staff/Board**

The Shredding Event will be held from 9 – 12 on May 7<sup>th</sup>. The event will also include mattress and e-cycle Recycling. Board members are encouraged to attend and Marlow will circulate a sign-up sheet via email for volunteers.

Board members will distribute the WTDWI flyer and answer questions about the yard waste/bulk waste programs. Volunteers will also have samples of the paper Kraft bags and plastic compostable bags to show residents if they ask.

**d) WTDWI – Marlow/Board**

The finalized version of the WTDWI flyer is posted to the City website. Board Members will distribute the WTDWI flyer during the Shredding Event.

**e) New Neighbor program – Brown/Marlow**

Brown reported 15 new neighbors in March.

Brown submitted the 2015 New Neighbor Summary Report to the Board. Of 386 total households assigned, the Board contacted 227 (59%) with 93 (24%) face-to-face contacts, and 53 (23%) bins distributed.

**f) Tri-Sports recycling – Marlow**

It appears as though Tri-Sports is doing a better job promoting recycling at the fields, but we will know for sure at the end of the season. Marlow and Jacobs have followed up with the parents who volunteered to help with recycling efforts but have not received responses to date.

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

Jacobs distributed a report of the event to the Board. While the weather presented logistical challenges and forced the event inside the Rec Center, overall it was a positive experience. During the event about 150-200 reusable bags were given away and Board volunteers answered residents' questions about the yard waste program.

During the event Rutz checked the recycling bins around the Rec Center and found them to be heavily contaminated. The Rec Center staff said they would discuss better signage at their next staff meeting as well as pairing the recycle and trash bins in the building.

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

Jacobs circulated a copy of her plastic film article to Board members for review.

Becker distributed preliminary draft of her yard waste article and asked for feedback from Board.

**i). Misc**

Becker informed the Board that West U Elementary assigned an Earth Day homework assignment to the 1<sup>st</sup> Grade class, which included talking to their principal about the importance of having a recycle bin in every classroom as well as other recycling topics.

**6) STAFF REPORT:**

Barrera reported data for March 2016, which included the first full month of statistics for yard waste. The City reported 106.89 tons of yard waste for the month and a recycling rate of 24.96% (compared to a recycling rate of 21.56% reported in February). Solid waste declined from 589.73 tons in February to 476.18 tons in March, likely attributable to yard waste collection.

**7) CITIZEN COMMENTS: (Non-Agenda Items)**

None

**8) CHAIRMAN'S REPORT:**

Chairman Marlow thanked all Board members for their volunteer efforts at the various events over the past few months.

**9) BOARD MEMBER COMMENTS:**

None

**10) ADJOURNMENT:**

At 7:18 P.M. Rankin motioned to adjourn tonight's meeting and the motion was seconded by Brown. 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 – April 2016**

| Action Item                                                                                    | Board/Staff Lead    | Next Review Date | Completion or Event Date | Comments                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------|---------------------|------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Circulate Shredding Event signup                                                               | Marlow              |                  | May 7                    |                                                                                                                                                                                     |
| Circulate <i>Currents</i> article list                                                         | Marlow              |                  | March 8                  | Marlow to email ASAP                                                                                                                                                                |
| Investigate enforcement of City Ordinance regarding commercial dumpster pickup between 7PM-7AM | Barrera             | January          |                          |                                                                                                                                                                                     |
| 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. |

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|-------------------------------------|------------------|------------------|--------------------------|-------------------------------------------------------------------------------------------|
| 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 |
| Scouting Fun Patch                  | Jacobs/Barnwell  |                  |                          |                                                                                           |