

**MEETING MINUTES  
RECYCLING & SOLID WASTE REDUCTION BOARD  
TUESDAY, JUNE 14, 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 6:02 PM.

**2) ATTENDANCE:**

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

Also Present: Barrera

Member(s) Absent: Barnwell, Becker

**3) AGENDA ORDER:**

There was no change to the Agenda order

**4) APPROVAL OF MINUTES:**

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

**5) BOARD MEMBER REPORTS:**

**a) Yard waste/bulk waste – Update -- Board/City Staff**

Barrera reported that the City began assessing Special Collection Fees on 6/7 for yard waste violations. Of the estimated 60 fees that were assessed, the majority were tied to first-time violations that the City is waiving the fee for. The most common violation was placing yard waste curbside on the incorrect day. Barrera noted a decline in violations for non-compostable bags, which suggests increased resident adoption and awareness of the new processes.

Curbside bulk waste seems to be running smoothly, with no issues observed.

**b) July 4<sup>th</sup> City event – Recycling Booth at Colonial Park – Board**

Board participation in the July 4<sup>th</sup> City event will include a Recycling Booth with literature, hanging display and samples of compostable bags. The event will run about 2 hours and Board member volunteers will be present to talk about yard waste and bulk

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waste programs and answer questions. Rutz and Sickler will run point and coordinate logistics and volunteers for assistance during the event, as well as for setup and takedown of the booth.

**c) WTDWI – Board**

The finalized version of the WTDWI flyer is posted to the City website. City is assessing the accessibility of the document to ensure residents can easily locate the flyer online, with the goal of ultimately moving towards a “virtual” WTDWI via the ReCollect system (go-live date target of August).

**d) New Neighbor program – Brown**

Brown reported 40 new neighbors in May. He encouraged all Board members to get caught up on outstanding neighbor assignments as we enter the heaviest volume months.

**e) Tri-Sports recycling – Board**

Barrera will research how impactful the initiative has been this year in terms of increasing recycling efforts and report back to Board. Marlow will share findings with Tri-Sports and WULL.

**f) Currents articles topics, assignments and deadlines – Board**

Becker will circulate final draft of yard waste article for Board review.

**g) Misc**

Jacobs informed the Board of a “tool list” published by the EPA which outlines 100 items that a city can do to help increase recycling efforts. Jacobs found that 13 of the items are things we already do and counted approximately 42 listed items that are possibilities (things are not doing today but could do relatively easily). Jacobs suggested spending time during a future meeting to explore possible enhancements from this list.

Orzek commented on Senior Services and bulk waste. The current process of helping seniors by picking up bulk waste on an “as needed” basis seems to be going well. Orzek will let the Board know if additional resources or assistance is needed.

Marlow will prepare a summary report/read-out on the progress of the yard waste/bulk waste new programs to present to City Council. Marlow will connect with City Council to coordinate scheduling during an upcoming meeting.

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**6) STAFF REPORT:**

Barrera reported data for May 2016, which included full-month statistics for recycling but incomplete data for solid waste. The City reported recycling rates of 34.04% and 32.22% in March and April, respectively. Year-over-year declines in solid waste (656 tons in March 2015 vs. 476 tons in March 2016, and 708 tons in April 2015 vs. 440 tons in April 2016) are likely attributable to new yard waste collection.

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

Alida Drewes (6112 Fordham) was present and commented.

**8) CHAIRMAN'S REPORT:**

Nothing additional to report.

**9) BOARD MEMBER COMMENTS:**

Orzek spoke with Captain Oliver (WUPD) regarding early morning (5 a.m.) dumpster pickup.

**10) ADJOURNMENT:**

At 6:48 P.M. Sickler 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 –June 2016**

Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
Email EPA Tool List to Board	Marlow	July		
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
Prescription Drug Take Back Day				West U will make an announcement via email blast and webpage listing.
Scouting Fun Patch	Jacobs/Barnwell			