

**MEETING MINUTES  
RECYCLING & SOLID WASTE REDUCTION BOARD  
TUESDAY, JULY 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: Barnwell, Becker Brown, Incavo, Jacobs, Marlow, Orzek, Rutz, Sickler

Also Present: Barrera

Member(s) Absent: Ball, Rankin

**3) AGENDA ORDER:**

There was no change to the Agenda order

**4) APPROVAL OF MINUTES:**

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

**5) BOARD MEMBER REPORTS:**

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

Barrera reported that the City continued assessing Special Collection Fees for yard waste violations. The majority of violations were tied to first-time offenders that the City is waiving the fee for. In June Barrera reported that the most common violation was placing yard waste curbside on the incorrect day. However, this month he noted that most residents now seem to be placing curbside on the correct day, and that most violation notices were issued for non-compostable bags.

Curbside bulk waste seems to be running smoothly, with high compliance, few violations and no major issues observed. The City will explore potentially expanding the bulk waste program in 2017.

Orzek reported that Senior Services will be including a notice in their upcoming newsletter to increase awareness of the alternative bulk waste pickup arrangement. Board has offered to review the draft and provide assistance if needed.

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

Sickler provided a recap of the Board’s participation in the July 4<sup>th</sup> event. Five Board members volunteered (Becker, Marlow, Orzek, Rutz and Sickler) and assisted numerous residents who stopped by the booth to ask questions. The booth location provided maximum exposure to foot traffic. Overall the event was a success and the Board recommends participating again next year.

**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 (ultimately moving towards a “virtual” WTDWI via the ReCollect system).

Jacobs suggested including Recycling and Solid Waste under “Services” link at the bottom of the homepage (currently not listed).

Jacobs compiled a list of comments/revisions for the WTDWI flyer and will email her recommendations to the Board.

Jacobs proposed incorporating scrap metal recycling into the Shred-It event (or possibly elsewhere). Barrera will research historical scrap metal numbers from heavy trash pickup to help assess the viability of establishing a formal scrap metal recycling program.

**d) New Neighbor program – Brown**

Brown reported 66 new neighbors in June, historically one of the heaviest volume months for new residents. Brown is considering providing periodic email updates to the Board to help track progress and stay up to date on new neighbor assignments.

**e) Tri-Sports recycling – Board**

Marlow and Rutz will be setting meeting with WULL and Tri-Sports to discuss continued challenges and begin planning future recycling initiative. Board discussed the possibility of limiting the items being promoted for recycling to bottles and cans only, as a way to simplify the message and encourage better results moving forward.

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

Final draft of the Sharps (needles) article is complete and ready for publication in upcoming Currents. Composting/rain barrels article may also be ready to include in this edition. Yard waste/bulk waste article will follow in the January Currents. Barnwell suggested an article regarding how to get off of junk mail lists, which could be included with yard waste/bulk waste in January edition.

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**g) Misc (Fall events – West U Elementary School Carnival/Shred-it, etc)**

Dates confirmed for fall events, including Boo Bash (10/15) and Shred-It (11/5).  
Christmas Tree Lighting event date TBD.

Board discussed the fact that the holiday pickup signs are a source of confusion for many residents. Barrera reported that this feedback has been received and that the City will be moving towards simpler signs that direct residents to the city website ([westutx.gov/holiday](http://westutx.gov/holiday)) for specific pickup schedule details.

**6) STAFF REPORT:**

Barrera reported full month data for May and June. The City reported recycling rates of 34.89% and 35.97% in May and June, respectively, with overall YTD rate of 29.87%. City has observed a steady increase in month-to-month recycling rates since February.

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

Alida Drewes (6112 Fordham) was present and commented.

**8) CHAIRMAN'S REPORT:**

Chairman Marlow thanked the Board, and Sickler specifically, for volunteering at the July 4th Event.

**9) BOARD MEMBER COMMENTS:**

None

**10) ADJOURNMENT:**

At 7:15 P.M. Brown motioned to adjourn tonight's meeting and the motion was seconded by Becker. 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 – July 2016**

Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
Email EPA Tool List to Board	Marlow	July		
Email <i>Currents</i> articles	Marlow	August	ASAP	Sharps article
Boo Bash			10/15	
Shred-It			11/5	
Christmas Tree Lighting Ceremony	Rutz		December	
Investigate enforcement of City Ordinance regarding commercial dumpster pickup between 7PM-7AM	Barrera	January	Ongoing	
Senior Citizen outreach presentation	Marlow/Jacobs/Brown		Ongoing	
Public Outreach Coordination Relative to Green Waste	Marlow		Ongoing	

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