

**MEETING MINUTES  
RECYCLING & SOLID WASTE REDUCTION BOARD  
TUESDAY, AUGUST 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 6:01 PM.

**2) ATTENDANCE:**

Members Present: Ball, Barnwell, Becker Brown, Incavo, Marlow, Orzeck, Rankin, Rutz, Sickler

Also Present: Barrera

Member(s) Absent: Jacobs

**3) AGENDA ORDER:**

There was no change to the Agenda order

**4) APPROVAL OF MINUTES:**

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

**5) BOARD MEMBER REPORTS:**

**a) Yard waste/bulk waste – Staff Update and Board discussion**

Barrera reported positive trend in the volume of weekly yard waste violations, suggesting increased resident adoption and awareness of the new process. In March the City averaged 296 yard waste violations per week vs. 24 per week currently. The majority of violation notices are being issued for non-compostable bags.

Curbside bulk waste seems to be running smoothly, with high compliance, few violations and no major issues observed.

Orzeck noted that Senior Services requests for bulk waste pickup have been minimal, likely due to low awareness of the alternative pickup arrangement. Senior Services will be including information regarding the program in their upcoming newsletter.

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**b) West U Elementary School Carnival – October 15 – Board**

Event date is set for 10/15. Board has two 8x10 spots reserved. One Board member will need to take the lead on running point for the event, and other volunteers will be needed to help setup, staff and takedown the booth. Board will discuss further at next meeting.

**c) Shred-it Event – November 5 – Board**

Event date is set for 11/5 from 9 – 12. City will also be collecting e-waste, mattresses and possibly scrap metal during the event. Board will discuss further at next meeting.

**d) Tree Lighting ceremony – December 5 – Board**

Event date is set for 12/5 and begins at 6:30. This will be the first time the Board is participating in the event and Sickler will take the lead on coordinating. Board will discuss further at next meeting.

**e) WTDWI – updates – Board**

The finalized version of the WTDWI flyer is posted to the City website. The beta version of the Re-Collect system and app has been developed and Board members are encouraged to provide feedback. Formal release date is scheduled to coincide with an official City communication in the upcoming Currents publication.

**f) New Neighbor program – Brown**

Brown reported 47 new neighbors in July. All Board members are encouraged to get caught up on any outstanding neighbor assignments as we are in the heaviest volume months.

**g) Tri-Sports recycling – Marlow**

Marlow will be meeting with the head of Tri-Sports and representatives from WULL on 8/16 to discuss future initiatives. Will update the Board at next meeting.

**h) Currents articles topics, assignments and deadlines (Yard Waste article, etc.)**

Marlow distributed the Sharps article and Board members are encouraged to provide comments/feedback as soon as possible.

Becker will provide a draft of yard waste article, set for publication in January Currents, to the Board by next meeting.

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Barnwell volunteered to write an article regarding how to get off of junk mail lists.

**i) Misc**

Orzeck reported that after speaking with Captain Oliver (WUPD) regarding early morning (5 a.m.) dumpster pickup, the issue seems to have been resolved as Republic is now picking up around 7:30 a.m.

**6) STAFF REPORT:**

No data available for month of July.

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

None

**8) CHAIRMAN'S REPORT:**

None

**9) BOARD MEMBER COMMENTS:**

None

**10) ADJOURNMENT:**

At 6:55 P.M. Rutz motioned to adjourn tonight's meeting and the motion was seconded by Barnwell. 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             |                          |   |
| West U Elementary School Carnival/ Boo Bash          |                     |                  | 10/15                    |   |
| Shred-It   |                     |                  | 11/5                     |   |
| Christmas Tree Lighting Ceremony                     | Sickler             |                  | 12/5                     |   |
| 2017 Door Hanger Project                             |                     |                  | TBD                      |   |
| 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                  |   |

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| <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  |                  |                          |   |