

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, JANUARY 10, 2023**

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

1) CALL TO ORDER:

The meeting was called to order at 6:00 PM.

2) ATTENDANCE:

Members Present: Chairpersons Monte Edlund and Shreya Sheth; Mary Barnwell, Corrin Davis, Julie Fehl, Lindsay Gregory, Rick Mifflin, Eric Orzeck and Ravi Pai.

Also Present: Ed Orozco (West U, Asst. Director of Public Works), and John Barnes (City Council Member)

Member(s) Absent: None

3) AGENDA ORDER:

The Agenda Order was not changed.

4) APPROVAL OF MINUTES:

A Motion was made to approve the minutes of the December meeting.

1st: Mifflin

2nd: Edlund

Action: Pass

Vote: Ayes: Chairpersons Edlund and Sheth, and all present.

A brief discussion was held regarding the minutes and action items. Barnes suggested that it might be helpful to specify a deadline (such as 30 days) for action items to be completed.

5) BOARD MEMBER REPORTS – BUSINESS/ACTION ITEMS:

(a) Tree Lighting Ceremony Report Status – Sheth

Sheth will prepare a report. Barnwell will look for a prior report and send to Sheth.

(b) New Neighbor Program- Barnwell

December and January lists have not been received. Year to date, through November, 97 deliveries were assigned. By the date of this meeting, approximately 87% of deliveries have been completed. Barnwell requested Orozco provide new address lists monthly and in time for her to assign deliveries and provide literature at each Board meeting, if possible. Orozco did this for the December meeting, and it was very helpful.

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(c) Literature Complete- West U Collects App/WTDWI-Barnwell/Sheth

Orozco anticipates a status update this week as to completion of the updates. Sheth will send out a copy of WTDWI and a copy of the RFP for food waste composting.

(d) New Board Member Process- Sheth

There has been no response from City Manager Beach regarding filling the 2 open Board positions for the remainder of the current Board's tenure. It was suggested that Board members invite potential interim members to the next Board meeting, and that the Board communicate with Bianca Cuccerre, the City's Communications Coordinator, for a strategy to announce the interim position to residents that might be interested. Barnes suggested exploring volunteers, like the Good Neighbor Team, and how they might serve as a pipeline for future Board members. Pai spoke with his daughter, and she would like to volunteer, share ideas, and help with tasks. Barnwell mentioned Scout volunteers and Edlund referenced the upcoming WULL Opening Ceremonies.

Sheth made a motion to invite potential Board members to the February 14 meeting, and if they are unable to attend on that date, they could attend the March 7 meeting so that recommendations can be somewhat immediate. Barnwell seconded the motion.

(e) Social Media Themes- Davis

The January social media theme is recycling toys. February will feature how to have an eco-friendly Valentine's Day. (Refer also to section 5. f, below.)

(f) Currents Article Discussion- Pai

Pai will work with his daughter to suggest two topics to the Board by the end of the month to confirm a topic for the next *Currents*.

(g) WUES Report-Fehl/Gregory

Toy recycling information was published in the monthly newsletter. The PTO may approve purchase of a dumpster recycling lift mechanism and 3 bins for the cafeteria. The March social media theme will discuss the positive change in recycling efforts and school-sponsored events.

(h) Upcoming Events

(i) Master Recycler Class

Yvonne Jacobs reported that 7 have registered for the 8-session class, 1 is registered for the curbside recycling class, and 3 have signed up for the backyard composting class.

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Sheth will contact the class preparers and request content revisions prior to the presentation dates.

(ii) WULL Carnival (February 25, 2023)- Edlund

In addition to chairing the event, Edlund will serve as the Board's point person with WULL and inquire about recycling, composting, and having a water monster at the event. Gregory suggested Edlund reference recycling, composting and use of the water monster at Boo-Bash and the Fathers and Flashlights events as credentials with WULL. Edlund will request the same location as last year. Gregory offered to help with composting at the event.

(iii) Easter Spring Festival (April 1, 2023)

The Easter Spring will occur on April 1, from 9AM-11AM at the Rec Center. Lindsay inquired about the possibility of including earth-friendly vendors. It was also mentioned that this could be a stepping-stone to creating a festival. Orozco said that James Browning is looking for vendors/sponsors to participate in the event.

(i) Report on Tree Light Removal Project- Barnwell/Davis/Pai

Barnwell will prepare a report that documents the event.

4 Board members participated (Barnwell, Davis, Pai and Sheth), along with Councilman Barnes and volunteers Susie and Charlie Hairston, Tatiana Gvishh, Yvonne Jacobs, and Elisabeth Cosgrove (a walk-up). There were only 4 Boy Scouts from Troop 266 that participated. The fourth Boy Scout arrived for the last hour, but they were a welcome relief after most volunteers had left and a resident dropped a tree off on the curb that was full of lights. There was no Cub Scout or Girl Scout participation.

Barnwell requested that Orozco let the Board know how many 96-gallon bins of light strands are collected from the various City locations to include in the event report. Approximately 1/2 of a 96-gallon bin of broken light strands was collected for the Zoo. 83 light strands, 11 extension cords and 8 wire wreath frames were collected for the Texas Art Asylum. 14 Christmas Tree stands were donated to the River Oaks Plant House.

(j) West U Collects App Update- Barnwell/Sheth

Updates were completed and provided to Sheth, who said she had placed her comments in a Google doc. Gregory suggested the App and WTDWI be updated annually. The Board and Orozco agreed. It was asked how requests made on the App are updated. Requests go through West U Administrative staff. Ed will coordinate with Lauren each January to review and prepare updates. Ed will reach out to the App Administrator as to how updates will be managed. Next month, Ed will report on WTDWI and the App.

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6) WEST U STAFF REPORT: Recycling, Solid Waste and West U Collects App Stats/Storage and Shelving/Review Action Item List

Orozco emailed October and November statistics and will email the December stats when received. He reported that he has reached out to ITR to attend a RSWRB meeting. He is looking for shelving for the storage room. Fehl may have shelves to donate. Orozco announced that old permitting plans will be removed from the RSWRB storage area. The Board was appreciative and gave a shout -out to Ed for providing the Board with additional space. Orozco will report on the food waste composting RFQ status subsequent to the December 15 deadline.

7) CHAIRMAN'S REPORT/BOARD MEMBER COMMENTS:

It was suggested that the **electronic file system be placed on the Agenda. February or March (?) Agenda discuss the file storage system.** Barnwell, Gregory and Pai expressed interest in working with electronic file storage. Gregory suggested a Google docs training session during a Board meeting.

During discussions about existing RSWRB games for events, it was agreed that the April Agenda should include review of the Board's available games and consider whether "new" games should be developed.

8) ADJOURNMENT:

At approximately 7:53 PM, Mifflin motioned to adjourn tonight's meeting to February 14 and the motion was seconded by Pai. The Board voted unanimously to adjourn the meeting to February 14.

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**Attachment 1
Action Items –January 2023**

Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
Email December Stats to Board Members	Orozco	2/14/23		
Report on Food Waste RFQ	Orozco	2/14/23		
Report on WTDWI and the West U Collects App Status and how the Apps are managed by the Administrator	Orozco	2/14/23		
Request head of ITR attend Board Meeting.	Orozco	2/14/23		
Review process to green light volunteer participation and whether a waiver may be required.	Orozco	2/14/23		

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Tree Lighting Ceremony Report	Sheth	2/14/23		
Send Copy of WTDWI and Food Waste RFP to Board Members	Sheth	2/14/23		
New Board Member Process- Communicate with Communications Coordinator to announce interim Board position and invite potential members to Feb. 14 & March 7 meetings	Sheth	2/14/23		
Provide ideas for including student volunteers for the RSWRB	Pai	2/14/23		
Provide Revised content for Master Recycler's Course	Sheth	2/14/23		

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Communicate with WULL regarding booth location and recycling at WULL Opening Ceremonies Event	Edlund	2/14/23		
Prepare Tree Lighting Removal Event Report	Barnwell	2/14/23		
Review the City's Electronic File system for RSWRB	Board	Feb or March Agenda		
Provide Google Docs Tutorial	Gregory	2/14/23		
Review existing games and suggest possible new games	Board	4/11/23		
Train RSWRB members on recycling.	Board	1/10/23		

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Organize the RSWRB Storage Area	Davis/Barnwell	12/13/22		Orozco suggested Davis and Barnwell send him an Amazon link with storage containers we would like.
Summer 2023 <i>Currents</i> Article (June, July August)	Pai		2/21/23	
Fall 2023 <i>Currents</i> Article (September, October, November)			5/23/23	
Winter 2023 <i>Currents</i> Article (December, January, February)			8/22/23	
WUES Communications	Fehl/Gregory	Ongoing	Ongoing	
Neighborhood Welcome and Bin Delivery	Barnwell	Ongoing	Ongoing	
Closed Action Items				

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West U Winter <i>Currents</i> -Curbside and Recycling Guidelines	Marlow	10/12/21	10/16/21	
WUES Fall Carnival (Boo Bash)	Marlow	11/9/21	10/16/21	
West U Shredding Event	Mifflin	11/9/21	11/6/21	
Social Media- November	Davis	11/9/21	11/9/21	Focused on America Recycles Day.
Spring 2022 <i>Currents</i> Article (March, April, May)	Orzeck		11/19/21	Topic is Medical Bridges. Marlow to email Board Members for review.
Master Recycler Report	Marlow	12/14/21		Yvonne Jacobs made a presentation to the Board. Susie Hairston was present.
Social Media- December	Davis	12/14/21	12/14/21	Davis prepared social media topic for greening up your holidays.
Candy Wrapper Collection	Fehl/Gregory	12/14/21	11/12/21	

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Check with West U App to update reference discontinuance of Styrofoam collection at Westpark.	Marlow	2/8/22	2/8/22	
Summer 2022 <i>Currents</i> Article (June, July, August)	Marlow	N/A	2/21/22	
Holiday Tree Lighting Removal	Barnwell/Pai	2/8/22	2/24/22	Barnwell provided a written report.
WUES Service Day	Fehl/Gregory		3/28/22	Barnwell and Davis participated.
Easter Spring Festival	Sheth		4/9/22	
WUES Earth Day	Fehl/Gregory		4/22/22	
Tour of MRF Facility	Marlow		4/30/22	
Spring Shred It Event	Davis		5/7/22	

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Fall 2022 <i>Currents</i> Article (September, October, November)	Davis		5/23/22	Yard Waste
Winter 2022 <i>Currents</i> Article (December, January, February)	Edlund	8/11/22	8/22/22	
Review Pumpkin Collection Flyer for 2022	Barnwell	8/11/22		Orozco provided a draft.
Order prizes for Boo-Bash and other events	Pai/Davis/Barnwell; Orozco	10/11/22	DONE	Adult prize for guess the number of plastic bottle tops in the jar
Review Candy Wrapper Collection Flyer	Board		DONE	Review Candy Wrapper Collection Flyer
WTDWI (What to do with it flyer)	Barnwell/Sheth		DONE	Orozco will try and have a draft ready by the next Board Meeting, but a date is to be determined.
Obtain quote for 96- gallon bin for WUES	Orozco	11/8/22	COMPLETE	The City purchases 96-gallon bins, but they are purchased in bulk on an infrequent basis at the cost of \$225/bin.

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Print Handouts for Shred-It Event	Orozco	11/8/22	11/5/22	Print Handouts for Shred-It Event
Schedule ITR Tour	Orozco	11/8/22	11/10/22	Orozco will coordinate so that Hairston and Jacobs can tour ITR ahead of the course to ensure the materials will have the proper information for residents.
Liaise with Senior Services about reviving pick-up program for Semi-Annual Shred- It event	Orzeck	11/8/22	11/5/22	Orzeck will liaise with Sr. Services to see if we can revive a program whereby volunteers pick up recyclable items (scrap metal/appliances/electronics) from Seniors and transport them to the event.
Confirm Date of Holiday Event	Edlund		DONE	Date is December 5
Determine if Master Recycling Course can be added to online activities at the Rec Center.	Orozco	11/8/22	COMPLETE	Determine if Master Recycling Course can be added to online activities at the Rec Center.

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Liaise with Senior Services about reviving pick-up program for Semi-Annual Shred- It event	Orzeck	11/8/22	11/5/22	Orzeck will liaise with Sr. Services to see if we can revive a program whereby volunteers pick up recyclable items (scrap metal/appliances/electronics) from Seniors and transport them to the event.
Placement of RSWRB info on the City's computer system	Board	12/13/22		Edlund provided a link on 11/8/22 to the read only files and the Board will discuss file management suggestions at the December Board meeting.
Spring 2023 <i>Currents</i> Article (March, April, May)	Fehl	11/8/22	11/15/22	Spring 2023 <i>Currents</i> Article (March, April, May)