

**MEETING MINUTES
RECYCLING AND SOLID WASTE REDUCTION BOARD
TUESDAY, March, 9, 2021
Online Zoom meeting**

1) Call to Order

Marlow called the meeting to order at 6:03 PM.

2) Attendance

Members Present: Brown, Hairston, Jacobs, Marlow, Little, Mifflin, Sheth, Stelzer and Swiger.

Absent: Castro, Sickler and Swiger

Also Present: Edward Orozco (West U Public Works).

3) Agenda Order

There were no changes to Agenda order.

4) Approval of Minutes

Stelzer moved to approve the Minutes and Jacobs seconded. Carried unanimously.

5) Board Member Reports—Business/Action Items

a) Food Waste drop-off Pilot Program—Board

1) Draft Report

The Board discussed finalizing the Report. Discussions regarding content on pages 6 and 15 of the Report that were worked thru by the Board and finalized so that it can be submitted by Marlow to Gerardo Barrera, Public Works Director for his handling with the City Manager.

2) Email to Participants

The Board discussed the post Food Waste Pilot Program e-mail that the City sent out to the participants and the fact that some of the participants did not receive any e-mails. Edward Orozco said that he would resend the participant e-mail. Hairston said she would resend the list to Edward to verify.

b) New Neighbor program—Annual Report—Brown

Brown presented the Annual Report of our New Neighbor program efforts. See attached Report. The main thing that came out of the report was that Board members needed to do a better job of doing their part each month to contact the new neighbors on the list given to them by Brown, on a timely basis.

c) Survey —Update—Board and Staff

Survey has been sent to the Consultant and should go out shortly with the survey results being sent to Edward sometime in April.

d) Tri-Sports—2021 Sports Schedule—Board

Edward sent an e-mail to the WULL and West U Softball representatives regarding missing bins and signs and emptying out of the containers. Marlow will walk the fields before the April Board meeting to determine what the containers look like and if there needs to be more signs put up and containers moved. Board members should let Marlow know if they see any of the bins full the day after any games are played with an emphasis on the softball fields.

e) Currents articles discussion (current drafts discussion and schedule)—Board

Edward now has firm dates for the Currents deadlines for submission of Board articles. Hairston volunteered to take the lead on working to remind Board members of articles needed and work to meet the submission deadlines and keep some draft articles in the pipeline. Marlow will send Hairston the list of proposed Currents articles and before the end of the month the Board will finalize its Contamination article with updated data from Waste Management. Hairston will follow up with the Board members.

f) Upcoming events: Shredding event-May 1, 2021

Need 2 volunteers each hour for the 3 hour event. Board will discuss at the April meeting which one or 2 page handouts will be given to the residents at the event. The Board discussed the possibility of recycling batteries at some future event or other alternatives the City could provide to its residents for battery recycling.

g) Door Hanger project – Jacob’s proposal – Board

Jacob provided the Board with some examples of a Door Hanger that she wanted the Board to consider. The Board discussed the draft Door Hanger in conjunction with other ways to get the message out that used less paper (website, e-mail blasts by the City, Facebook postings, Instagram postings, twitter postings, etc.). The Board discussed the pros and cons of sending out paper to the residents either thru a Door Hanger or Insert in the City Currents were the best way to get the message out. The pros and cons of sending residents information electronically were also discussed. No final decision was reached so that the Board will have further discussion on this at the April Board meeting.

h) Miscellaneous (such other items discussed by the Board)

Stelzer proposed the Board sending a Thank-You letter to Zero Waste for its participation in the Food Waste Pilot project. Marlow said he would draft the letter using some of the suggested language from Stelzer and send a draft out to the Board so that it could be finalized and sent out by Marlow.

6) West U Staff Report

Edward went over the monthly numbers with the Board and discussed some of the results from the Fall Audits done by Waste Management.

7) Chairman’s Report/Board Member Comments

Nothing further to report at this time.

8) Adjournment

Jacobs moved to adjourn. Hairston seconded. Motion carried unanimously. Adjournment at 7:32 pm.