

**MEETING MINUTES  
RECYCLING AND SOLID WASTE REDUCTION BOARD  
TUESDAY, May 11, 2021  
Online Zoom meeting**

**1) Call to Order**

Marlow called the meeting to order at 6:04 PM.

**2) Attendance**

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

Absent: Castro and Swiger

Also Present: Edward Orozco (West U Public Works) and Lindsay Gregory, West U Resident

**3) Agenda Order**

There were no changes to Agenda order, except to move the Recycling Survey discussion down a little further in the Agenda.

**4) Approval of Minutes**

Little moved to approve the May 2021 Minutes and Brown seconded. Carried unanimously.

**5) Board Member Reports—Business/Action Items**

**1) Board members and media --- Board and Staff**

General discussion regarding any Board members' interaction with the media and to make sure that the press is clear that they are acting as a member of the Board and not individually. In the event the media wants to interview a Board member they should contact Edward (with a copy of any e-mails to Marlow) to see if Bianca should be involved. Sometimes the media is at an event and will ask the Board members questions. Please make sure you emphasize that the event is a result of the Board's decisions and that they are just a member of the Board assisting at the event.

**2) Board members' communication with Public Works vendors – Board and Staff**

General discussion about Board members' interaction with the City's vendors relating to recycling and solid waste (public works areas). Board members are not to communicate directly with any of the City's vendors in these areas. If a Board member receives a direct communication from a vendor they should forward it to Edward for him to handle directly. Edward will make sure the vendor understands that all communications are to be with Edward and Gerardo and not any of the Board members.

**3) New Neighbor Program—Brown**

Brown said he would assign about 3 new neighbors for this month. Brown said to let him know if anyone needed supplies for their new neighbor packages.

**4) Social Media -Themes:**

The Board discussed the social media blasts for the 3 months that will be put out on a rotating basis during the month on Facebook, Instagram, Twitter and NextDoor Neighbor. Hairston will be soliciting ideas from Board members during each month regarding ideas of these social media postings in line with the themes.

May -- Contamination  
June – Household Hazardous Waste  
July – Contamination

**5) Shredding event – May 1, 2021 – Shreya, Board**

Sheth provided a draft report to the Board regarding the event and it will be attached to the May 2021 minutes. The official numbers from the City for the event are as follows:

245 - Vehicle count  
37- Mattresses  
17 - Skids (electronic waste pallets)  
10,380 lbs - Shredding weight

**6) Recycling Survey – results discussion – Board and Staff**

The Board generally discussed the results of the Survey. 2400 surveys were sent out to the City's residents and 408 (17%) responded. The Board will be reviewing and discussing the survey results over the next several months to see if there are changes or new directions the Board should consider as part of its education mission regarding recycling and trash. During the meeting the Board discussed the following survey points:

Recycling and contamination and additional education  
Food waste recycling  
Diversion goals

**7) Waste Management audits of City's recycling --- Board and Staff**

The Board discussed the monthly audits that Waste Management is now doing. The level of contamination during the audits is very low. In the last audit the level of contamination was 0.50%. The Board discussed the audit procedure with Edward who had witnessed the last audit. Even though the contamination numbers are low during these audits, the Board agrees that it needs to continue to educate the City's residents on what items contaminate the recycling to avoid increased contamination.

**8) Currents articles discussion (Currents articles discussion and schedule) – Board**

Hairston will send a draft of the HHW article for Currents around May 24<sup>th</sup> so that the Board can review and finalize it for submission to Edward.

**9) Upcoming events: July 4, 2021**

Marlow to check with the Parks Dept. to see if the City is going to have booths at the July 4th event at Colonial Park.

**10) Miscellaneous (such other items discussed by the Board)**

Nothing additional discussed at this time.

**11) West U Staff Report**

Edward did not have the final numbers for the April recycling and trash statistics. Once he gets them from the vendors he will draft and send the report to Marlow for distribution to the Board.

**12) Chairman's Report/Board Member Comments**

Nothing further to report at this time.

**13) Adjournment**

Brown moved to adjourn. Mifflin seconded. Motion carried unanimously. Adjournment at 7:10 pm.