

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, JULY 12, 2022**

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

1) CALL TO ORDER:

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

2) ATTENDANCE:

Members Present: Chairman Orval Marlow, Mary Barnwell, Corrin Davis, Julie Fehl,
Lindsay Gregory, Rick Mifflin, Ravi Pai and Shreya Sheth

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

Member(s) Absent: Jason Ball, Eric Orzeck

3) AGENDA ORDER:

There was no change to the Agenda Order.

4) APPROVAL OF MINUTES:

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

1st: Mifflin

2nd: Sheth

Action: Pass

Vote: Ayes: Chairman Marlow and all present.

5) BOARD MEMBER REPORTS-BUSINESS ACTION/ACTION ITEMS

(a) New Neighbor Program- Sheth

Sheth said that March thru May assignments had been assigned and was distributed via
Googledocs. She will add totals. Discussions were held about what literature to include in the
New Neighbor deliveries. Suggestions were to include the City services brochure, curbside
recycling guidelines, West U Collects app, and WTDWI when it is updated. Marlow
suggested that everyone catch up on their assignments by the next Board meeting.

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(b) West U Elementary School (WUES) Update- Fehl/Gregory/Board

Gregory will pursue an HGAC grant in the fall. She advised that she was able to ascertain a quote to clean 18 outdoor bins at WUES for \$200. Marlow advised that he had passed along the information to Tri-Sports.

(c) What To Do With It (WTDWI) -rework/update—Barnwell/Sheth/Board

Sheth provided a copy of the 2016 WTDWI flyer and suggested we use its color/shape-coded format for designated drop-off locations rather than the most recent version that was number-coded. The Board agreed, and Sheth will revise the draft update accordingly. Sheth and/or Orozco may meet with the graphic designer to discuss the best format to communicate the information most effectively.

(d) Pumpkin Flyer- Board

Edits were discussed and agreed upon. Orozco will follow up to ascertain dates for this year in time to distribute the flyer at the Boo-Bash and Shred-It events. It was also discussed that the candy wrapper flyer should be updated for distribution at the same events.

(e) July 4th Event Report- Barnwell/Marlow

Barnwell and Marlow provided a report for the event. It was agreed to add a request that the announcer ask that emptied free plastic bottles be placed in the park's recycling bin. Because children's prizes were running low, Orozco suggested bracelets made from recycled plastic materials. Also discussed were adult and children raffles for signing a pledge to recycle and playing a game (such as how many plastic bottle tops are in a large jug).

(f) Upcoming Events:

- (i) October 2022- West U Elementary School- Boo Bash- Board
Need Chair
- (ii) November 5, 2022-Shredding Event-Board
Need Chair
- (iii) December, 2022- Holiday Event- Board
Need Chair

Gregory provided a calendar of events such that Board members can be aware of upcoming events, sign up and have time to prepare for their event as needed.

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(g) Social Media Themes: August/September- Davis/Board

Davis reported that August social media theme as been completed. She said that Sheth had sent her several ideas with Back-To-School themes. Re-useable plastics and vouchers for Household Hazard Waste (HHW) were discussed.

(h) Other Currents articles discussion-Board

Publication deadlines:

Winter 2022 Curbside Recycling Guidelines update
(December, January, February)- **DUE 8/22/22**

Edlund offer to prepare the update to curbside recycling guidelines for review at the August Board meeting.

(i) Miscellaneous (Food Waste Update)

The Board was told that the City's budget workshop, to be held in August, will include a food waste pilot in the discussion that Staff will review. To increase the Board's effectiveness in pursuing a pilot food waste program, the Board discussed sharing attendance at the City's Council's meetings that are scheduled on the 2nd and 4th Mondays. A 4-hour meeting on Friday morning, September 2, is scheduled. Sheth offered to send a Sign-Up Genius scheduler.

Marlow discussed the newly set up ability by the City to archive the Board's files. A password should be available by the August Board meeting. Marlow will provide information to Orozco and advised that we may send information directly to Orozco.

(6) WEST U STAFF REPORT- Staff Report- Recycling and Solid Waste and West U Collects App Stats

Orozco provided stats prior to and during the Board meeting. At this time, the City is \$50K in the black. Recycling is 34.26% for 5 months, and trash and yard waste numbers are down. Recent history shows that the recycling, trash and yard waste numbers may vary during the year, but the numbers seem to remain constant overall. The City has no plans to obtain funds/grants from HGAC.

7) CHAIRMAN'S REPORT:/BOARD MEMBER COMMENTS

Chairman Marlow announced that he will resign from the Board effective after the August meeting. The Board thanked him from his numerous years of dedicated service.

8) ADJOURNMENT:

At 7:32 PM, Fehl motioned to adjourn tonight's meeting to August 9, and the motion was seconded by Davis. The Board voted unanimously to adjourn the meeting to August 9.

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**Attachment 1
Action Items –July, 2022**

Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
Holiday Festival and Laser Light Show	Marlow	4/12/22	12/17/21	
Train RSWRB members on recycling.	Marlow	DISUSS		
Review Pumpkin Collection Flyer for 2022	Board	8/9/22	12/14/21	Orozco will incorporate comments received during the July 11 Board meeting.
Review Candy Wrapper Collection Flyer		8/9/22		
Food Waste Discussion	Board	8/9/22		Board members will share attendance at City Council meetings as listed on Sign-Up Genius.
WTDWI (What to do with it flyer)	Barnwell/Sheth	8/9/22		Sheth and Orozco will coordinate on information to provide to the Graphic Designer for the update.
Organize the RSWRB Storage Area	Davis/Barnwell	8/9/22		Orozco offered to purchase containers for organized items that require containers.
Placement of RSWRB info on the City's computer system	Marlow	8/9/22		Orozco said a Password that allows Board members to view archived files should be available by the August 9 Board meeting.

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Winter 2022 <i>Currents</i> Article (December, January, February)	Edlund	8/9/22	8/22/22	Edlund will prepare a draft update to Curbside Recycling Guidelines for review at the August 9 Board meeting.
October WUES Boo Bash	NEED CHAIR	8/9/22		
Fall Shredding Event	NEED CHAIR	8/9/22	11/5/22	
Spring 2023 <i>Currents</i> Article (March, April, May)			11/18/22	
December Holiday Event	NEED CHAIR			
Binders for (new) members, both manual and online.				
Summer 2023 <i>Currents</i> Article (June, July August)			2/21/23	
Fall 2023 <i>Currents</i> Article (September, October, November)			5/23/23	

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Winter 2023 <i>Currents</i> Article (December, January, February)			8/22/23	
Curbside Recycling Guidelines	Ball	11/9/21		Ball offered to review the latest on plastics for curbside recycling. This will not be in time for the Winter Currents issue but will help for future reference.
WUES Communications	Fehl/Gregory	Ongoing	Ongoing	
Neighborhood Welcome and Bin Delivery	Sheth	Ongoing	Ongoing	
Closed Action Items				
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.

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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	
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.

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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	
Fall 2022 <i>Currents</i> Article (September, October, November)	Davis		5/23/22	Yard Waste
				<ul style="list-style-type: none"> • Spring 2023 (March, April, May) – DUE 11/18 • Summer 2023 (June, July, August) – DUE 02/21 • Fall 2023 (September, October, November) – DUE 05/23 • Winter 2023 (December, January, February) – DUE 08/22