

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, OCTOBER 11, 2022**

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: Chairperson Monte Edlund, 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), John Barnes (City Council Member), Tommy Ramsey (West U legal staff), Susie Hairston (Resident), Yvonne Jacobs (Resident)

Member(s) Absent: Chairperson Shreya Sheth

3) AGENDA ORDER:

There was no change to the Agenda Order.

4) APPROVAL OF MINUTES:

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

1st: Orzeck

2nd: Barnwell

Action: Pass

Vote: Ayes: Chairperson Edlund and all present.

5) OVERVIEW OF OPEN MEETINGS ACT GUIDELINES:

Tommy Ramsey, West U legal staff, covered Open Meetings Act guidelines. West University Place (the “City”) voluntarily complies with the Open Meetings Act as best practice to provide transparency to the public and to precautionarily safeguard any actions the Board may recommend. The Open Meetings Act primarily requires 72-hour notice of the meeting (location, time, and agenda). Then, at the meeting, the Board simply discusses the agenda items and nothing more.

Guidelines for quorums – both physical and electronic – were discussed, particularly group emails. For emails, Board members should use caution and avoid “reply-all” when responding to a quantity of recipients greater than or equal to a quorum (currently six members). Use blind copy when sending to the entire Board so that replies will come only to the sender; it is fine to conduct email discussions with fewer than six members. Construction of the *agenda* is policy-related and can be discussed via email with all Board members.

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, OCTOBER 11, 2022**

However, *minutes* should not be discussed in email with a quorum-sized group or larger. Additionally, be careful of a walking quorum of two separate small groups working on the same issue and then getting together at the end. When in doubt, members could post 72-hour notice that a physical quorum will be somewhere (e.g., an unrelated City event), even if not with intent to discuss anything pertinent to the Board.

6) BOARD MEMBER REPORTS – BUSINESS/ACTION ITEMS:

(a) New Neighbor Program – Barnwell

Barnwell discussed the latest New Neighbor Program (“NNP”) assignments for July, August, and September 2022; a revised version of these assignments will be redistributed to members. NNP visits should be halted until we have the updated *Curbside Guidelines* and *Sorry We Missed You* handouts; Barnwell will notify members. Edlund noted that we should strive to minimize handouts if possible. **ACTION ITEM:** Members should email Edlund/Sheth with any further opinions about what should be included in the NNP handout bundle. Barnwell suggested adding a revision date to the footer of any NNP handouts and members concurred.

Councilmember Barnes mentioned that the City may be working on a ‘Welcome to West U’ packet, in which recycling information could theoretically be included – potentially eliminating the need for a separate recycling NNP.

(b) West U Elementary School (“WUES”) Update – Fehl/Gregory

During the WUES Day of Service, October 4, 2022, Fehl and Gregory coordinated reduce/reuse/recycle-themed volunteer and educational activities. There were composting lessons and recycling games for kids. Fehl/Gregory also organized volunteers to relocate a bike rack, perform garden clean-up and maintenance, and plant pollinators, amongst other service activities. Every outdoor recycle and trash bin was power washed during the event with the idea that clean and tidy facilities would encourage proper recycling/trash disposal.

For the Boo Bash, Julie & Lindsay are performing a Recycling Board Liaison role, coordinating recycling and trash for this event, which is sponsored by WUES and not the City. They are strategizing placement of recycling and trash bins to optimize proper disposal of egg cartons (regularly trashed at this event in the past, instead of recycled) and other waste. Zero Waste is donating a compost bin to be located by the food trucks for this event and it will be staffed by volunteers to show people how/what to compost, recycle, or trash. There will be a water-bottle refill station at the event to encourage use of reusable water bottles. At the event’s conclusion, volunteers will pick up trash bags at the Recycling Board table to ensure event-wide trash and recycling items are properly dispatched.

(c) Upcoming Events:

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, OCTOBER 11, 2022**

- (i) October 15, 2022 – WUES Boo Bash – Pai/Barnwell/Davis

Pai’s newly created Google Doc spreadsheet helped organize event planning and can be used for future Board events. There will be the usual games present and a new Recycling Pledge Dry Erase Board for kids to sign with dry erase markers. The revamped Guess the Bottle Caps Game will award the three closest guessers with nicer/adult-approved prizes such as stasher reusable silicone bags, reusable Swedish dishcloths for the kitchen, and potentially a rain barrel via Public Works. The new Recycling Board-themed table covers will be used and, thanks to Gregory, there will also be a Trick or Trash candy wrapper recycling bin at the booth. Public Works additionally created a new “Play a Game & Win a Prize” sign to attract attention from eventgoers. The booth will display a Public Works sign notifying of the upcoming Shredding Event as well.

- (ii) November 5, 2022 – Shredding Event – Mifflin

Mifflin will host and would like the five handouts (four pieces of paper as two will be printed front/back) to be: WTDWI (if available), Curbside Guidelines, West U Collects App, Pumpkin Collection + Candy Wrapper (front/back printed), and the Master Recycling Course Flyer. (**ACTION ITEM: Orozco**)

Orozco confirmed household appliances (old microwaves, toasters, fire pit, etc.) will be accepted but no refrigerators (unless tagged that freon has been removed). The City handles the notification signs plus social media and city alerts for the Shredding Event. **ACTION ITEM:** Orzeck will liaise with Senior Services to see if we can revive a program whereby volunteers to pick up recyclable items scrap metal / appliances / electronics from Seniors and transport them to the event.

- (iii) December 5, 2022 – Holiday Event – Board/Edlund

Edlund said the date of the Tree Lighting Ceremony will be December 5. Questions about whether the West U Tree Lighting Ceremony would be combined with the Laser Light Show were discussed. It was noted that in 2021, the Board did not participate in the City tree-lighting ceremony but instead the holiday light show celebration at the Recreation Center. The date of this event is to be confirmed. **ACTION ITEM:** Edlund; Edlund will chair with the support of subgroup Pai/Barnwell/Davis.

- (d) Social Media Themes: October/November/December – Davis**

The November social media post, relating to the November 15th date dedicated to America and Texas Recycles Day, was approved at the September meeting. December and January posts will be presented at the November meeting.

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, OCTOBER 11, 2022**

(e) Currents articles discussion – Edlund/Board

Publication deadlines:

Spring 2023: Deadline 11/18/2022 – **ACTION ITEM:** Fehl will bring update to November meeting.

(f) Miscellaneous

The Board will streamline the process of emails with Ed Orozco. Group emails should be sent to Edlund/Sheth first for them to pass to Ed, although some discretion can be used when subgroups are planning Board events with Ed. Solo Board members can email Ed directly, with the caveat that this could change in the future.

7) MASTER RECYCLER COURSE:

The Master Recycler Course dates are confirmed, the room has been approved, and Hairston/Jacobs will have to set up the room themselves on class days. **ACTION ITEM:** 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.

ACTION ITEM: Orozco will ask to see if the Master Recycling Course can be added to the online activities at the Rec Center.

8) WEST U STAFF REPORT:

Orozco reviewed the Recycling and Solid Waste and West U Collects App statistics. Public Works is looking at getting another trash/recycling audit sometime soon; the City is currently at 9% recycling contamination rate. Barnwell asked if Orozco had information as to how ITR determines West U's Contamination rate and agreed to send contamination related questions to Ed. Orozco is going to ask the head of ITR to attend a Recycling Board meeting one day as well.

ACTION ITEM: Ed will confirm that the ITR Gasmer facility is up and running.

Public Works is analyzing options for the City Curbside Composting Pilot. Process includes education and reviewing how other cities have run similar composting programs.

9) CHAIRMAN'S REPORT / BOARD MEMBER COMMENTS:

Gregory suggested and members agreed that there should be a Recycling Board Liaison to any event at which the Board has a booth in the future. The Liaison would be responsible for asking the event host (the City or WUES, as the case may be) about how they are planning to make the event green and how the recycling board can help ensure proper disposal of recycling, food waste, and other solid waste. This would include encouraging composting

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, OCTOBER 11, 2022**

(and possibly coordinating with a third-party provider for the bin and providing volunteers to staff a composting station), water bottle-refill stations, and an equal number of recycling bins to trash bins, helping coordinate recycling and trash bin placement, etc. This function would be separate from (or in addition to) the planning of the Recycle Board's booth at the event.

10) ADJOURNMENT:

At 8:04 PM, Pai motioned to adjourn tonight's meeting to November 8, and the motion was seconded by Fehl. The Board voted unanimously to adjourn the meeting to November 8.

**MEETING MINUTES
 RECYCLING & SOLID WASTE REDUCTION BOARD
 TUESDAY, OCTOBER 11, 2022**

Attachment 1: Action Items – October 2022

Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
Bring Projector to November meeting	Sheth	11/8/22		
Obtain quote for 96-gallon bin for WUES	Orozco	11/8/22		
How to address bin delivery notification	Orozco			
Placement of RSWRB info on the City's computer system	Orozco	11/8//22		Orozco said a Password that allows Board members to view archived files should be available by the August 9 Board meeting.
Print Handouts for Shred-It Event	Orozco	11/8//22	11/5/22	
Determine if Master Recycling Course can be added to online activities at the Rec Center.	Orozco	11/8//22		
Schedule ITR Tour	Orozco	11/8/22		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.

**MEETING MINUTES
 RECYCLING & SOLID WASTE REDUCTION BOARD
 TUESDAY, OCTOBER 11, 2022**

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Confirm ITR Gasmer facility is up and running. Request head of ITR attend Board Meeting.	Orozco	11/8/22		
Liaise with Senior Services about reviving pick-up program for Semi-Annual Shred- It event	Orzeck	11/8//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
Spring 2023 <i>Currents</i> Article (March, April, May)	Fehl	11/8/22	11/18/22	Spring 2023 <i>Currents</i> Article (March, April, May)
New Neighbor Program	Board	11/8/22		Members should email Edlund/Sheth with any further opinions about what should be included in the NNP handout bundle.
Train RSWRB members on recycling.	Board	10/13/22		
Organize the RSWRB Storage Area	Davis/Barnwell	11/8/22		Orozco suggested Davis and Barnwell send him an Amazon link with storage containers we would like.

**MEETING MINUTES
 RECYCLING & SOLID WASTE REDUCTION BOARD
 TUESDAY, OCTOBER 11, 2022**

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October WUES Boo Bash	Pai	10/11/22	10/15/22	
Fall Shredding Event	Mifflin	11/8/22	11/5/22	
December Holiday Event	Edlund	11/8/22		
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	
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	

**MEETING MINUTES
 RECYCLING & SOLID WASTE REDUCTION BOARD
 TUESDAY, OCTOBER 11, 2022**

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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.
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	

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, OCTOBER 11, 2022**

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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	
Fall 2022 <i>Currents</i> Article (September, October, November)	Davis		5/23/22	Yard Waste

**MEETING MINUTES
 RECYCLING & SOLID WASTE REDUCTION BOARD
 TUESDAY, OCTOBER 11, 2022**

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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.