

**MEETING MINUTES  
RECYCLING & SOLID WASTE REDUCTION BOARD  
TUESDAY, FEBRUARY 8, 2022**

Community Building – John Neighbor’s Activity Room 6104 Auden, West University Place,  
Texas 77005

**1) CALL TO ORDER:**

Chairman Marlow called the meeting to order at 6:02PM.

**2) ATTENDANCE:**

Members Present: Chairman Orval Marlow, Mary Barnwell, Corrin Davis, Monte Edlund,  
Julie Fehl, Lindsay Gregory, Rick Mifflin, Eric Orzeck, and Shreya Sheth

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

Member(s) Absent: Jason Ball and Ravi Pai

**3) AGENDA ORDER:**

There was no change to the Agenda Order.

**4) APPROVAL OF MINUTES:**

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

1<sup>st</sup>: Edlund

2<sup>nd</sup>: Orzeck

Action: Pass

Vote: Ayes: Chairman Marlow and all present.

**5) BOARD MEMBER REPORTS-BUSINESS ACTION/ACTION ITEMS**

**(a) New Neighbor Program- Sheth**

Shreya plans to have the information put up digitally and consolidate the literature.  
She asked if anyone had trouble accessing the website with the neighbor delivery  
postings. Next month, she will provide a report on the status.

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

Fehl and Gregory plan to use sign up genius for the trash audit. All volunteers must  
be VIP certified to enter the school to participate. Some of the Master Recyclers  
have offered to assist. Education will be planned prior to the auditing approximately  
5 areas at the school.

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**(c) Tree Lighting Removal at Colonial Park-Barnwell/Pai-Board**

A press release was prepared by former RSWRB member, Susie Hairston, that she submitted to Mayor Sample. Former RSWRB member and current Seniors Board member, Mardi Turner, prepared a procedure for the event. 105 strands of lights were donated to the Texas Art Asylum (Houston Center for Creative Reuse). Ten Christmas tree stands were donated to River Oaks Plant House for reuse. One 96 gallon container was collected for delivery to the Houston Zoo for their metal reclamation program. Ed Orozco estimates that approximately 5-96 gallon containers were collected through out the City's 3 lighting drop off locations, City Hall, the Recreation Center and Public Works.

**(d) Upcoming Events:**

**(1) West U Little League Carnival (WULL) -Board (2/26/22)**

Monte Edlund will chair the event. Orval will guide him with orientation regarding the event and send him a schedule.

**(2) Easter Spring Festival -(4/9/22)**

Shreya will chair the event and plans to use seed pots as a craft.

**(3) WUES Earth Day- (4/22/22) Fehl/Gregory-Board**

The audit will be performed first, and then they will plan for Earth Day. They have already reached out to staff.

**(4) Spring Shredding Event- (5/7/22) Board**

A chair will be discussed during the March 8 Board meeting.

**(e) Social Media Themes: March/April 2022- Davis/Board**

Corrinn finalized March and April social media posts. Depending on tour date of the MRF facility, she would like to provide education on recycling size limits in the event the 3" X 3" rule has changed.

**(f) Curbside Food Waste Discussion- Board**

The proposal prepared by Davis, Fehl and Gregory was presented and discussed. Discussions were held about having vendors come and talk to the Board. Marlow suggested it may be important to bring more than one option to Council for optimal consideration. The Staff would need to study the proposal and make

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recommendations to Council. Edits were finalized and will be provided to Ed to provide to the Director of Public Works and then move up to the City Manager who will provide it to Council. A Powerpoint presentation of about 15 slides was suggested. A request to get on the Agenda for a workshop will be made.

**(g) Other Currents articles Discussion-Board**

**Publication Deadlines:**

**Fall 2022 (September, October, November) -DUE 5/23/22**

**Winter 2022 (December, January, February) -DUE 8/22/22**

Davis will prepare the Fall 2022 article and Barnwell will prepare the Winter 2022 article.

**(h) Miscellaneous**

A tour of the MRF recycling facility will be scheduled for April.

**6) WEST U STAFF REPORT- Recycling, Solid Waste and West U Collects App Stats:**

Orozco hasn't received waste and recycling numbers for the previous month from the new vendor. He expects to be provided with two months of data by the next meeting.

**7) CHAIRMAN'S REPORT:**

None.

**8) BOARD MEMBER COMMENTS:**

Barnwell motioned that the Action Item list be reviewed at each Board meeting. The motion was seconded by Sheth. Review of the Action List was completed.

**9) ADJOURNMENT:**

At 7:16 PM, Sheth motioned to adjourn tonight's meeting to March 8, and the motion was seconded by Orzeck. The Board voted unanimously to adjourn the meeting to March 8.

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

<b>Action Item</b>	<b>Board/Staff Lead</b>	<b>Next Review Date</b>	<b>Completion or Event Date</b>	<b>Comments</b>
Holiday Festival and Laser Light Show	Marlow	3/8/22	12/17/21	Marlow said at the January meeting that a report has been prepared and he will provide the report by email.
Train RSWRB members on recycling.	Marlow	3/8/22		
Review Pumpkin Collection Flyer for 2022	Board	3/8/22	12/14/21	Comments available for review. Barnwell to send out comments.
Food Waste Discussion	Board	3/8/22		
Organize the RSWRB Storage Area	Board	3/8/22		Orval provided a tour of the storage area before the 12/14/21/ Board Meeting.
Placement of RSWRB info on the City's computer system	Marlow	4/12/22		
Tour of MRF Facility	Marlow	3/8/22		Added as an action item based on previous emails.
Summer 2022 <i>Currents</i> Article (June, July, August)	Marlow		2/21/22	

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Fall 2022 <i>Currents</i> Article (September, October, November)	Davis		5/23/22	
Winter 2022 <i>Currents</i> Article (December, January, February)	Barnwell		8/22/22	Topic is update to Curbside Recycling Guidelines
Spring 2023 <i>Currents</i> Article (March, April, May)				
Binders for (new) members, both manual and online.				
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	
<b>Closed Action Items</b>				

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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	
Summer 2022 <i>Currents</i> Article (June, July, August)	Marlow	N/A	2/21/22	

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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	
Holiday Tree Lighting Removal	Barnwell/Pai	2/8/22	2/24/22	Barnwell to provide a written report.