

NOTICE OF MEETING  
RECYCLING AD HOC COMMITTEE  
TUESDAY - DECEMBER 8, 2020 - 1:00 P.M.  
ZOOM VIRTUAL MEETING  
CALL-IN NUMBER: 346-248-7799  
MEETING ID: 890 8490 2646 PASSWORD: 142731

AGENDA

1. Declaration Of A Quorum And Call Meeting To Order
2. Roll Call
3. Consider For Approval Minutes Of The November 10, 2020 And November 24, 2020 Meetings

Documents:

[MINUTES\\_11102020.PDF](#)  
[MINUTES\\_11242020.PDF](#)

4. Public Comments (Limited To Three Minutes Each)
5. Presentation Of The Park Board Recycling Program
6. Goals And Expectations From Citizens Of Galveston (From 3-4 Years Ago). Document Updates From Cindy.
7. Opportunity To Tour The Recycle Center- Schedule A Date During A Future Meeting.
8. The Recycle Committee Would Like The Following To Help Understand The Scale Of Waste Generated By Galveston And The Effectiveness Of The Recycling Program Over The Past Year.  
An annual total or a monthly average over a year (If Staff has other suggestions, please convey them):
  - Tonnage (or other measure) of waste through the Transfer Station from the City and the Park Board (separate values).
  - Tonnage (or other measure) of materials moved through the Recycling Center; in total and by category
  - Tonnage (or other measure) of materials actually recycled or repurposed; in total and by category
  - Revenue from recycling or repurposing activities, in total and by category
9. Requests For City Staff:
  - a) Copy of contract with BFI
  - b) Different contracts with commodity collectors
  - c) Information from city auditor on process flow diagrams or descriptions of an overall flow on how the recycle center works
  - d) List of current rates and tonnage information
  - e) Detailed budget for recycle center
10. Updates From Scott And Cindy
  - a) Define success for recycling and metrics that may be used to measure success
  - b) Value of recycling (goals)
    1. Define city's mission for recycling and vision for the future
    2. % of tonnage of our waste being diverted from landfill
    3. Value of recycling, not in dollar terms
    4. Identify trends in recycling

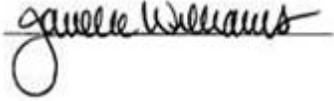
5. Constraints: limitations on using contractors and how to remove these constraints

11. Request Agenda Items For Future Meetings

12. Schedule Future Meetings

13. Adjournment

I certify that the above Notice of Meeting was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on December 3, 2020 at 1:30 P.M.

A handwritten signature in black ink, appearing to read "Geneva Williams", written over a horizontal line.

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three (3) days prior to any proceeding, contact the City Secretary's Office, Suite 201, 823 Rosenberg, Galveston, Texas 77550, (409-797-3510).

Members of the City Council may be attending and participating in this meeting

DRAFT  
RECYCLING AD HOC COMMITTEE  
MINUTES - NOVEMBER 10, 2020

11/10/2020 - Minutes

1. Declaration Of A Quorum And Call Meeting To Order

**Paul Sivon declared a quorum and called the meeting to order at 1:02 p.m.**

2. Roll Call

**Present (via videoconference): Board Members Paul Sivon, Cody Wright, Susan Syler, and Dorothy Trevino; Cindy DeWitt, Director of Administration and Sanitation; and Janelle Williams, City Secretary.**

**Absent: Board Members Joanie Steinhaus, Stephanie Vasut, and Matt Havard.**

3. Consider For Approval Minutes Of The October 27, 2020 Meeting

**Dorothy Trevino made a motion to approve Minutes of the October 27, 2020 meeting, seconded by Susan Syler. Unanimously approved by those present.**

4. Public Comments (Limited To Three Minutes Each)

**None.**

5. Report From Staff; Responses To Questions From Oct 27, Meeting

1. How much garbage is collected from the beaches? Does it all go to the landfill? the city pays? Improve the recycling bins on the beaches? Perhaps, if we could redirect those cans and bottles, we might save more on landfill costs. **The committee requested a presentation from the Park Board. City Secretary Janelle Williams will contact the Park Board on their availability.**

2. What is the city's vision on recycling, the city's sense of potential? **The City's vision and goals at the recycling center were provided in writing to the committee prior to the meeting.**

3. City is understandable focused on process and finances, but why is it important to provide this service to Galvestonians? **This information was included in the recycling center goals materials provided to the committee prior to the meeting. Cindy Dewitt provided a brief overview of the PowerPoint presentation. The committee was satisfied with this information.**

4. Communicate and discuss the impact of constraints; such as limitations on using contractors, and if beneficial, how to remove those constraints. **The committee discussed constraints in the City Charter that do not allow the use of contractors for trash collection. It is not beneficial to hire a contractor for just the recycling portion.**

5. Have more detailed discussion regarding the recycling process, including the role and issues with a transfer station and vendor capabilities. **The committee will discuss this item at a later date.**

**Cindy Dewitt explained to the committee that Keeping it Green pays a permit fee under Chapter 15 of the City Code. No additional charges are incurred for use of the recycling center.**

6. Committee Charter – Further Definition, Clarification, And Discussion

- a. Explicit Roles and Goals
- b. Implied Goals and Roles
- c. Requests of Clarifications (if any)

**Cindy Dewitt discussed with the committee Chapter 15 - Garbage and Trash of the City Code and the ordinance approved by City Council in 2015 that created the recycling fee and separated recycling from the Drainage section of the Code. No specific goals were detailed in the**

ordinance. The City Council resolution creating the committee did not include a specific charter, so the committee will work on building their own charter over the next few meetings or get some feedback from Council.

The committee discussed ideas for coming up with achievable goals, including increased participation in the recycling program, diverting from the transfer station, creating a pilot program, and working towards becoming a zero waste community. The City could implement a program similar to the Port of Galveston's new 'Going Green Marine' program. Cindy Dewitt suggested that the committee could assist staff with a public education and awareness program. The committee would like to know how much trash is handled by the City and how much trash is handled through the recycling center. The committee members will send their individual goals to Joanie and she will compile and bring to the group.

#### 7. Goals For Recycling

- a. Historical background; goals and expectations associated with the original funding
- b. Discussion of Committee members views of goals and expectation for Galveston's Recycling Program
- c. Brief discussion of the Draft National Recycling Strategy and relevance to Galveston:  
<https://www.epa.gov/americanrecycles/us-national-recycling-goals>

**Cindy Dewitt reported that goals and expectations were not included with the original funding. She advised the City Code does not address specific expectations of recycling. The Draft National Recycling Strategy would be a good reference for the committee.**

#### 8. Establishing A Reference Case Baseline

- a. Discussion of methods and metrics needed and available to define and describe the measures of success, impact, and cost of the current Recycling Program
- b. Discuss the current recycling program alignment relative to the initial funding expectations

**Paul Sivon discussed with the committee methods and metrics needed to define the measures of success, impact, and cost of the current recycling program. Paul will put together a sample for the next meeting.**

#### 9. General Discussion Of Process (Brief Straw-Man Process Is Below)

- a. Definition and Clarification of the Committee Charter
- b. Develop an understanding of the status, expectations, constraints, value and impact of the current recycling process
- c. Identify goals not captured in the Charter; seek approval for inclusion
- d. Define the Committee's view of recycling value and success; including measures
- e. Identify and discuss impacts of trends in recycling and possible responses
- f. Identify opportunities to achieve success; including estimates of cost and impact (Examples: improved education, reduced costs, integrated waste reduction, improved cost/unit waste recycled or reduced, discontinuation of low value activities, enhancement of high value activities)
- g. Develop a means of defining and communication value of changes to the Reference Case. Consider Matrix approach.
- h. Develop recommendation to Council with support information
- i. Compile and communicate a Report

**Paul Sivon discussed with the board a brief straw-man process.**

#### 10. Request Agenda Items For Future Meetings

**Agenda items for future meetings: (1) zeroing in on goals; and (2) asking the Park Board for a brief accounting of their recycling program including recycled volumes, trash volumes, and their overall recycling program.**

11. Schedule Future Meetings

**The next meeting will be held on November 24, 2020.**

12. Adjournment

**The meeting was adjourned at 2:30 p.m.**

DRAFT

DRAFT  
RECYCLING AD HOC COMMITTEE  
MINUTES - NOVEMBER 24, 2020

11/24/2020 - Minutes

1. Declaration Of A Quorum And Call Meeting To Order  
**Chair Joanie Steinhaus declared a quorum and called the meeting to order at 1:02 p.m.**

2. Roll Call

**Present (video videoconference): Board Members Joanie Steinhaus, Cody Wright, Matt Havard, Susan Syler, Dorothy Trevino, and Paul Sivon; Cindy Dewitt, Director of Administration and Sanitation; Scott Van Slyke, Recycling Department; Janelle Williams, City Secretary; and Dr. Jackie Cole.**

**Absent: Board Member Stephanie Vasut.**

3. Public Comments (Limited To Three Minutes Each)  
**None.**
4. Report From Staff; Responses To Questions And Action Items From November 10 Meeting  
**None.**
5. Park Board Recycling Program (Contingent On Park Board Representative Availability)  
**A Park Board representative will provide the committee with information on their recycling program at the December 8th meeting.**
6. Goals For Recycling Committee (RC)
  - a. Definition/discussion RC goals and expectation for Galveston's Recycling Program; Integration with Staff's suggestion for RC goals
  - b. Discussion of objectives' value; initial prioritization, and follow-up actions
  - c. Consideration of an internal "Charter" definition

**Cindy Dewitt provided the committee with written documentation on long and short term goals prior to the meeting. The committee discussed potential goals including assisting staff with setting up some sort of public education campaign and the different ways the City could communicate with the public, the recycling center's goals already defined by City staff in prior handouts, any additional goals the committee may want to add, a reference case and how success from recycling should be defined, and the lack of clarity of the committee's purpose. The committee requested background information and specific numbers for the recycling center from City staff so they can continue to move forward.**

**Dr. Cole provided some background information on Council's discussion when the committee was created, including: one of the main things the committee should be doing is to make sure items are actually being recycled; the committee needs a baseline and disposition of items coming into the recycling center; and what processes can be tweaked to ensure items are actually recycled. Cindy Dewitt advised the new contracts for commodities will include requirements that the City receives reports on the disposition of items. Historically, that has not been required from the vendors. Scott Van Slyke reported that City staff is creating new processes, separating items such as tin and aluminum, seeking out new vendors to start new processes, and getting reporting information.**

**The committee would like information on the contamination rate, how much is being taken to the**

landfill vs. being recycled, and baseline information using January 1st as a reference. The committee suggested that public education should include what items are recyclable and why certain products are not accepted. Education should come in pieces rather than in a huge campaign. Dr. Cole suggested that perhaps the City's Public Information Officer could put some videos together. The committee expressed an interest in taking a field trip to the recycling center.

7. Member And Staff Concerns, Edits, Comments With The Strawman Process (Below)

- a. Definition and Clarification of the Committee Charter
- b. Develop an understanding of the status, expectations, constraints, value and impact of the current recycling process
- c. Identify goals not captured in the Charter; seek approval for inclusion
- d. Define the Committee's view of recycling value and success; including measures
- e. Identify and discuss impacts of trends in recycling and possible responses
- f. Identify opportunities to achieve success; including estimates of cost and impact (Examples: improved education, reduced costs, integrated waste reduction, improved cost/unit waste recycled or reduced, discontinuation of low value activities, enhancement of high value activities)
- g. Develop a means of defining and communication value of changes to the Reference Case. Consider Matrix approach.
- h. Develop recommendation to Council with support information
- i. Compile and communicate a Report

**Paul Sivon provided information on an example decision matrix that could assist the committee in reaching their final recommendations and a report to Council.**

8. Request Agenda Items For Future Meetings

**Committee members will send any additional questions they may have to staff. Suggestions for filling out the matrix should be sent to Joanie.**

9. Schedule Future Meetings

**The next meeting will be held on December 8, 2020.**

10. Adjournment

**The meeting was adjourned at 2:25 p.m.**