

**Sustainability Advisory Board  
Summary Notes  
January 5, 2010**

---

**MEMBERS PRESENT:** Chairperson Glen Friedman, Michelle Wittenbrink, Susan Day, Tamara Gilbert, Rich Wilhelmi

**MEMBERS ABSENT:** Elaine Aye

**STAFF:** Shauna Shroyer, Eng. Admin. Assistant

Chairperson Friedman opened the meeting at 6:30 p.m.

New board members have not been appointed. With the new starting time, the group will try to wrap up in an hour.

The summary notes from the previous meeting (annual retreat) were discussed in order to prepare the annual report to Council.

**Accomplishments:**

- Communication with City Advisory Boards
  1. Held first sustainability summit with advisory board members, council, managers and city staff
  2. Started board liaisons and action council
- Education
  1. City government – held two staff trainings. a) Natural Step, b) Intro to LEED Operations
  2. External/Public – a) books purchased for West Linn Public Library; one chosen for Book Club, b) One presentation to Neighborhood Association, c) Kiosk Planning – one meeting with reps from each board
  3. Solar Highway – provided testimony to support further study
- Energy Audit Recommendations
  1. Portions completed. Met Energy Trust obligations
- Developed and Presented Sustainability Assessment Form for City Projects
  1. For review by City Council
  2. Sustainability a consideration on agenda bills
- Met with Stakeholders
  1. Met with WLWV school district about district’s sustainability efforts
  2. Toured existing solar highway project
  3. Met with planning about updating the CDC
  4. Outreach with other agencies
  5. TVF&R about new stations
  6. Prepared for Chamber presentation
  7. Member of Clackamas County municipal Natural Step group

- CO2
  1. Researched Benchmarking Options, ready to present options
  2. Completed Department of Energy Profile
    - Documented energy use of all major city facilities
  3. Lighting Retro-fit at City Hall
  4. Micro Hydro Project Moving Forward
  5. Sustainability becoming more Standard Operating Procedure

**Actions Taken (updates):**

- Lecture Series
  1. Subcommittee has several plans for the lecture series – looking at partnering with existing groups or events where there is already an audience. Chamber meetings, school district Sustainability Showcase, city events, Author Talk at the Library
- Northwest Earth Institute
  1. Susan will follow up with scheduling. May have NWEI present the options
- Kiosk
  1. First planning meeting held
- Action Council
  1. Formed from Sustainability Summit. Group has met once

Meeting adjourned at 7:39 p.m.

Next meeting is January 26, 2010