

**Sustainability Advisory Board  
Summary Notes  
March 15, 2011**

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**MEMBERS PRESENT:** Chairperson Michelle Wittenbrink, Tamara Gilbert, Rich Wilhelmi, Elaine Aye

**GUESTS PRESENT:** Lisa Clifton

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

Chairperson Wittenbrink opened the meeting at 6:08 pm. Attendees introduced themselves.

**1. Approval of Minutes**

February minutes were approved as presented. January minutes are pending a quorum for approval.

**2. PUD Recommendations**

Michael Babbitt is involved with a subcommittee rewriting the PUD chapter and would like input from the SAB. Elaine offered to take the document to her office and have it looked at by staff and come back with some recommendations.

The Sustainable Sites initiative should be looked at as well. This goes further than just the LEED standards and takes a holistic look at the entire project.

**3. Status Updates**

- a. Events – Lecture Series – Rainwater Harvesting – About 50 in attendance.  
Awards – Elaine received a BetterBrix award.
- b. Action Item Assignments –
  - i. Lecture Series (Glen/Michelle) – Next lecture is April 14. Valerie Garnet will be speaking about Green Building Renovation 101. Shauna to create two final posters for the last lectures. Elaine suggested a survey for feedback.
  - ii. Procurement Plan (Elaine/TW) – Michelle will follow up with finance and the Green Team.
  - iii. Northwest Earth Institute (Glen) – No report.
  - iv. Website Development Outline and Photos (Tamara/Rich) – Outline is developed. Michelle would like to include the SAB's goals and accomplishments.
  - v. Sustainability Business Promotion – Chamber/Economic Development Task Force Contact (T.W./Rich) – Rich provided the outline of what the "2011 West Linn Sustainability Awards" program would look like (attached). The application could be available on the city website. Shauna to check with the city regarding any possible conflicts.
  - vi. Sustainable WL Strategic Plan Update Subcommittee (Michelle, Glen, T.W./Rich) – Will be looking at format changes for compatibility with

- the comp plan. Tamara suggested putting together a template before jumping in.
- vii. Shred Day for Possible April 16<sup>th</sup> Date (TBD) – Need to firm up date and get advertising out.

#### **4. Other Business**

- 1. Tracking Software –

Elaine showed the group new software that is available for tracking sustainability in all aspects of facilities maintenance. This is a comprehensive program that stores all facility information in one place. Version 2.0 is fully integrated with LEED online.

Additional details can be found at <https://buildinginsights.com>

Meeting adjourned at 7:39 pm.

Next meeting is Tuesday, April 19, 2011