

West Linn Sustainability Advisory Board Meeting

West Linn City Hall

2/15/18, 6-7:30pm

Attendance

Staff: Russ Axelrod, Darren Wyss

Board: Alex Mihm, Glen Friedman, Sara Harding Mihm, Terence Shumaker, Sara Weihmann

Guests: OIT Students Mariah, Chris, Zee, Austin

Mission / Mission of the Group

[From the Charter:](#) The Sustainability Advisory Board promotes sustainability policies, programs, and projects within the City of West Linn and its community. The Sustainability Advisory Board is committed to collaborating with government and residents to improve the quality of life in West Linn by advancing stewardship of our environmental, social, and economic resources that is equitable for all present and future generations. We as a city can and should make decisions that simultaneously enhance our natural environment, our community, and our economy. The Sustainability Advisory Board serves to reinforce this understanding.

Agenda

Check Ins / Updates (10 minutes)

- **Alex:**

- There is a sustainability intern opportunity available through OASE to work on pollution prevention.
- Hooray! Robinwood Station has re-certified with the Leaders in Sustainability program through Clackamas County.
- Spoke with Lisa Clifton and she'll be following up with Russ regarding Leaders in Sustainability. Council is working on the bond renewal (will be on the ballot this May), and included in this is the library, which needs a new roof. The group wonders: Would this be appropriate for solar?
- With Sara HM, attended an LOSN event where the Climate Action Plan was announced.
- Regarding making compost bins available to West Linn residents at a convenient location, we'd have to purchase them at Swan Island, sell what we can, and then return the rest.

- **Terry:**

- Shared there will be a Wine and Solar tour - check your email for details.

- **Sara HM:**

- We'll continue our "ground rules" discussion when the entire board is present so as not to make decisions without others.
- Our new timekeeper is our old timekeeper -- Father Time (Alex!)
- Update on last month's decided items:
 - "Actual start times": Due to logistics, we won't use specific times but instead, amount of time an agenda item will take.
 - "Updates & Roundtable" section will be moved to beginning of the meeting, instead of the end, to serve as an ice breaker.
- Offered an ice breaker: If you had to choose one (or two), would you live by a forest, mountain, lake, ocean, desert, or...?

- **Russ**

- There's an Arbor Day canopy tree program for facilitating tree planting and an upcoming webinar that we're all invited to attend.
- National League of the Cities: As members, we can take advantage of this program. Would be worth someone connecting to see if there's a benefit.

Review Action Items from January Meeting (10 minutes)

Goal of this agenda item: Keep SAB moving forward and members accountable for commitments made during meetings.

- **Darren** will find out about having us at a Council work session.
- **Darren** to follow up with **Sara HM** and **Sara W** regarding the upcoming agenda
- **Russ** will follow up with Ken (Parks) regarding incorporating SAB into their parks review process, as well as inviting them to a future SAB meeting or incorporating us into the decision-making and project processes.
- **Russ** to bring the following idea to Council: Have a networking event for all of the advisory boards. Planning a summer BBQ social.
- **Alex M** will continue to work with Courtney regarding the Sustainability website
- **Alex M** to email Lisa and Russ regarding Leaders in Sustainability and incorporating sustainability information into the State of the City.
- **Alex M** to send Cindy contact info for Val Sabo and Sharon Selvaggio.
- **Alex M**
- **Sara HM** to reach out to [Climate Mayors](#) to find out if Russ already signed this pledge. If not, sign this pledge.
- **Sara W** and **Sara HM** to put together a standing meeting agenda
- **Sara HM** and **Glen** to connect on carbon inventory tool from Good Company.
- **Sara HM**, **Alex M**, and **Sara W** to connect about a Shred Event, West Linn events in place of Earth Month.

Summary - Continue these actions items to March's meeting:

- **Russ** will follow up with Ken (Parks) regarding incorporating SAB into their parks review process, as well as inviting them to a future SAB meeting or incorporating us into the decision-making and project processes.
- The City is planning a summer BBQ social. Other boards post meeting minutes so we can stay informed of their goings-on.

OIT Students Net Zero Energy Parks Update (20 minutes)

Goal of this agenda item: Learn about the progress update for the Net Zero Energy parks update.

Summary:

Goal: For our parks and community centers (Sunset, ACC, Robinwood, McLean House, and parks with Power) to be net zero. Facilities will be evaluated and action will be taken on energy efficiency before solar is installed.

Deliverable: OIT students will present an action plan at the end of their term, or following term (March or June) that will include low-cost energy saving opportunities specific to those sites.

Progress: Students are currently performing energy audits and looking at bills to see the facilities cost and energy use - and how we can save.

Students presented a slideshow that reviewed four locations and made recommendations for improving the energy efficiency of each location. Monetary figures are not yet available.

Solar feasibility for each location will be forthcoming. They can use a solar eye to do a 360* view of the site to calculate the solar potential. They will visit various locations

and find the best places for solar.

Also, students will perform an emissions inventory at the facilities, as well as the parks. They would like to get in touch with City Transportation staff to perform a rough tailpipe emissions test.

Students to present to City Council during a work session in May, likely on the first Monday. Or, a second Monday of the month is possible.

Climate Action Plan Discussion (10 minutes)

Goal of this agenda item: Summarize Lake Oswego's new Climate Action Plan (LOCAP), learn of other local jurisdictions with a Climate Action Plan, and discuss why it is important for West Linn to have its own Climate Action Plan. Begin to identify steps this group would need to take to make this happen.

Summary:

Alex presented information on the LOCAP, and said that LO contacts, like Duke Castle et al, are open to meeting with us.

Darren's suggested next step: Include the Climate Action Plan idea with council, to get their approval so that it can be included in the budgeting process. Consider scoping it out this year so that we can present something for next year.

Annual Goals Calendar (10 minutes)

Goal of this agenda item: Review 2018 goals and discuss priority projects and estimate target dates for project achievement.

Summary:

Worked on the [2018 Goals Tracking Spreadsheet](#). Terry offered to review the Comprehensive Plan to see where our goals align. Consider including this as a regular standing agenda item, but it also could be included with check-ins.

Discuss May 2018 Worksession w/City Council (10 minutes)

Goal of this agenda item: Review logistics and learn protocol for the Monday, May 7 work session with City Council. Begin discussion about what SAB may share during the work session.

Summary:

Questions the group would like to have answered include:

- How much time will SAB have during the work session? About 1 hour along with OIT students.
 - Come with topics we want to discuss
 - Climate Action Plan
 - Goals are looking for milestones from SAB
- Who is typically present during a work session -- just Council, or other staff?
- Which other Advisory Boards have attended a work session with the Council?
- What is the protocol for addressing Councilors by name and/or title?
- What information, metrics, or data should we have prepared to share with them?
- How many topic(s) should we come prepared to introduce or share with them?
- Should we assume that they've read our most recent annual letter? Or, is

	<p>this a time to reiterate our goals and accomplishments?</p> <ul style="list-style-type: none"> • Does Council appreciate hard copy information to review during the meeting, like a Strategic Plan summary, our annual letter, etc.? • Should we come with a specific ask(s) for the meeting, or assume this is an introduction to our work that is laying groundwork for future talks? • Is Council familiar with what happened regarding the attempt to create the West Linn Earth Fair?
	<p>Review New Action Items (5 minutes) <i>Goal of this agenda item:</i> Review steps that should be taken following this meeting, as well as helping to record progress on areas the group discussed.</p> <ul style="list-style-type: none"> • All SAB members and OIT students are encouraged to attend the State of the City on Monday, February 26, at 5:30pm at the Library. • All SAB members should plan to attend the City Council work session with SAB on Monday, May 7 (date to be confirmed by Darren). • All SAB members should brainstorm which upcoming 2018 milestones we'd like to submit to Council to include on their goals/milestones list. • All SAB members to brainstorm list of accomplishments and goals to include in the Climate Mayors compendium. • Russ will follow up with Ken from Parks regarding incorporating SAB into their project review process, as well as inviting Ken and any other key City staff to a future SAB meeting. The goal is for SAB to be naturally included or incorporated in the decision-making process on City projects that touch on sustainability. • Russ to connect with his new contact at PGE and invite them to speak for 15-20 minutes about new program offerings, at our March 15 meeting. • OIT Students to send an email to Russ, by this Saturday, of a brief description of what they are working on, for consideration to be included in the State of the City event. • Darren will confirm getting on the work session agenda for May 7, along with the OIT students. • Glen will share Arbor Day Foundation tree planting information with Cindy. • Glen will look into the National League of Cities collaboration opportunity. • Sara HM to connect with Courtney Flynn and Russ to promote our participating in Climate Mayors. • Sara HM, Sara W., and Alex to move forward on reaching out to the City to ask if we can host a Shred Event in the parking lot on Saturday, April 21.
Bike Rack Ideas	<ul style="list-style-type: none"> • Policy: When roofs are being replaced or will have significant repair, solar should be considered to add to that roof. • Policy: Energy Star appliances to be required when purchasing new appliances at City facilities.
Future Agenda / Action Items	<ul style="list-style-type: none"> • March <ul style="list-style-type: none"> ○ Action Item: Russ will follow up with Ken (Parks) regarding incorporating SAB into their parks review process, as well as inviting them to a future SAB meeting or incorporating us into the decision-making and project processes. ○ Cindy to share information about the Arbor Day Foundation Community Canopy program. • April <ul style="list-style-type: none"> ○ OIT students and PGE will likely be at SAB's April meeting.