

## West Linn Sustainability Advisory Board Meeting

West Linn City Hall  
06/21/2018, 6-7:30pm

<b>Attendance</b>	<b>Board:</b> Alex Mihm, Glen Friedman, Sara Harding Mihm, John Rose. <b>Council Liaison:</b> Russ Axelrod <b>Staff Liaison:</b> Darren Wyss <b>Guests:</b> None
<b>Mission</b>	<a href="#">From the Charter (Mission)</a> : 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.

### 1. Check-ins / Updates (5 minutes)

- **Russ** suggested that public comment be moved to the front of the agenda. Those present agreed to enact this suggestion in future meetings. He also shared that he went to a water conference in Las Vegas last week and learned about water recycling technology. Sara HM suggested those technologies could inspire actions in the pending Climate Action Plan.
- **Glen** shared that
  - He will not be at the July meeting.
  - The OIT students are working on their final solar report and will be shared with the group upon completion.
- **Alex** shared that he and **Sara HM** went to the Association of Oregon Recyclers 3-day conference in Eugene, OR between 6/13-6/15/18.
- **Sara HM** shared:
  - City of Portland introduced a resolution to create a strategy to reduce the use of non-recyclable plastics and straws.
  - Free EPA webinar on Wednesday, 6/27 from 12 - 1pm, [Guidance for Setting a Renewable Energy Goal](#). One of the cities they are highlighting is Oregon's own Ashland.
  - Webinar on the [Sustainability ROI Workbook](#) on July

### 2. Review Action Items from past meeting(s) (5 minutes)

*Keep SAB moving forward and members accountable for commitments made during meetings.*

<u>Month</u>	<u>Action Item</u>	<u>Status</u>
May	● <b>Alex or Sara HM</b> to reach out to Duke Castle of Lake Oswego to discuss the development of their Climate Action Plan.	Pending
May	● <b>Sara HM</b> to send out minutes for approval	Done
May	● <b>Sara HM</b> to draft a schedule of topics to discuss at upcoming SAB meetings.	Done
May	● <b>Sara HM</b> to share the list of members interested in each milestones ad hoc group, and ask Glen and John which they'd like to be a part.	Done
May	● <b>Sara HM</b> to ask Glen if he has any energy or electricity bills from the City to be used for the emissions baseline.	Done at 6/21/18 meeting. Students have bills from their solar project, but we don't

		have the bills from the Library, City Hall, public works, police station, etc.
May	<ul style="list-style-type: none"> <li>● <b>Sara HM</b> to schedule the first ad hoc meeting of the sustainability education series to meet before the June SAB meeting, which will focus on this topic.</li> </ul>	Done
May	<ul style="list-style-type: none"> <li>● <b>Sara HM</b> to ask the group for input on workshop ideas and share a Google doc.</li> </ul>	Done
May	<ul style="list-style-type: none"> <li>● <b>Sara HM</b> to send out Lake Oswego's Climate Action Plan.</li> </ul>	Done
May	<ul style="list-style-type: none"> <li>● <b>Sara HM</b>: Get a copy of the Parks &amp; Rec Open Spaces Master Plan on Granicus (this was shared with the planning commission last night) and see if something is relevant for us. Determine if Ken Worster should come to an SAB or if we should go to their meeting.</li> </ul>	Incomplete.

### 3. Review meeting minutes from May meeting (5 minutes)

*Ensure accurate notes were taken during SAB meetings, as meeting minutes are public record.*

<b>Summary</b>	<ul style="list-style-type: none"> <li>● Meeting minutes were unanimously approved with minor suggestions.</li> </ul>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>● Russ suggested to include edit the attendance section, including adding a Council Liaison and Staff section.</li> </ul>

### 4. Review and Approve SAB Ground Rules (5 minutes)

*Review document that has been populated by SAB members and narrow down the topics and scope of the conversation with City Council on Monday, May 7.*

<b>Summary</b>	Review the <a href="#">SAB Meeting Guidelines document</a> that John compiled and provide final feedback. Vote to adopt.
<b>Discussion</b>	<ul style="list-style-type: none"> <li>● Those present agreed to review the Ground Rules and make final edits.</li> </ul>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>● <b>John Rose</b> will update the Ground Rules from the conversation during the meeting and send out the final version for approval. Due to quorum rules, responses will be sent solely to <b>Sara HM</b> and <b>Darren</b>.</li> </ul>

### 5. Proposal to create a sustainability education series (60 minutes)

*Discuss a 2018 milestone and develop next steps, including a draft proposal letter, to submit to Council.*

<b>Summary</b>	<ul style="list-style-type: none"> <li>● <b>Alex, Sara HM, and Terry</b> met before the SAB monthly meeting and shared their proposal with the group present for feedback.</li> </ul>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>● <b>Next steps identified by the group present include:</b> <ul style="list-style-type: none"> <li>○ <b>Sara HM, Alex, and Terry</b> to create a one page document that can be submitted to City Council via email, to include the following: <ul style="list-style-type: none"> <li>■ What is the detailed objective of the education series?</li> <li>■ What is the timeline and location of the proposed topics?</li> <li>■ Are there any associated costs?</li> </ul> </li> </ul> </li> <li>● Seasonal and Relevant Sustainability Topics</li> </ul>

- Weatherization (October) - Alex would like to be involved
- Reuse Reduce Recycle (spring cleaning) - Alex would like to be involved
- Toxics Reduction / Landscapes (spring)
  - Xeriscaping (demonstrations, tours)
  - Backyard Habitat Certification
- Get Involved (April)
  - This could be staged like a Fair (e.g., Public Safety fair) where some of the following groups and activities are showcased:
    - Schools: Contact each school to see if they have a Green Team
    - Repair Fair
    - Ivy Pull / Natural Areas
    - Robinwood Community Garden
    - West Linn Alliance for Inclusive Community
  - Consider doing this at the beginning of April to kick off Earth Month
- Climate - Glen, John would like to be involved
  - Impacts in the Northwest
  - Adaptation, Mitigation
- Future Topic Ideas
  - Food:
    - Climate impacts of what we eat
    - Food waste
    - What does this label mean? Terms to cover include organic, cage-free, natural, etc.
    - Purchasing options: CSA, Imperfect Produce, Coop, buying club, etc.
  - Transportation: Biking, mass transit, carpooling
- Communications
  - Work with the City Manager to promote events, as well as using NextDoor, Facebook (Courtney Flynn), flyers, school networks (can students be required to attend? E.g. Civics class), utility inserts, Neighborhood Associations, Tidings, Youth Council (Russ is a liaison and can help spread the word)
- Time of event
  - 6:30pm was a good time to start at past events.
  - 1.5 hours (including Q&A)
- Location possibilities include the Library, Robinwood Station, and facilities that are part of the OIT report.

**Action Items**

- **Sara HM, Alex, and Terry** to create a one page document that can be submitted to City Council via email, to include the following:
  - What is the detailed objective of the education series?
  - What is the timeline and location of the proposed topics?
  - Are there any associated costs?

**6. Review New Action Items (5 minutes)**

*Review steps that should be taken following this meeting, as well as helping to record progress on areas the group discussed.*

- **All SAB** to brainstorm speakers, content, and any other details to include in the education series.
- **John Rose** to update the Ground Rules and send out the final version. Due to quorum rules, John will ask SAB to send their final comments to Sara HM and Darren.
- **Sara HM** to
  - Move Public Comment to the beginning of the agenda for future SAB meetings.
  - Send SAB the link to Imperfect Produce to the group.
  - Add Darren as staff and Russ as Council liaison within the meeting minutes.
- **Sara HM, Alex, and Terry** to create a one page document that can be submitted to City Council via email, to include the following:

- What is the detailed objective of the education series?
- What is the timeline and location of the proposed topics?
- Are there any associated costs?
- **Glen** requested to talk about sustainability education for City staff and City Council during the next monthly meeting. Subtopics include community outreach events and NWEI discussion courses.

#### **7. Public Comment (5 minutes)**

*Members of the public are provided time on the SAB agenda to provide comment.*

- No members from the public were present.