

**Sustainability Advisory Board
Summary Notes
May 18, 2010**

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

MEMBERS ABSENT: Elaine Aye, Glen Friedman

STAFF: Shauna Shroyer, Admin. Asst.

Chairperson Wittenbrink opened the meeting at 6:10 pm.

1. Introductions

With no guests present, introductions were not needed.

2. Approval of Minutes

Minutes from April 27, 2010 were approved as presented.

3. EV Stations Report

Zach Pelz of the Planning Department attended the meeting and has submitted a report.

4. Status Updates

a. Events –

- Glen met with the Sustainability Action Council (Advisory Board Coordination Committee). The group will work as a liaison to the advisory boards. The plan is to meet on a quarterly basis (Feb., May, Aug., Nov.) and rotate members. A report outlining what is being done with each board will be compiled prior to each meeting.
- Shred Day – A great success. Already preparing for another shred day to coincide with a city event. Need to pinpoint the date. Next time, need additional advance publicity, signage, details of traffic flow.
- Lock Fest – West Linn Paper Company received the county BRAG Award for recycling

b. Action Item Assignments –

- i. City of West Linn Business Sustainability Resources – Complete.
- ii. Sustainability Action Council Plan – Glen will provide a report at the next meeting.
- iii. Lecture Series Schedule – Glen to update. Will be looking at partnering with the Lake Oswego Solar Tour.
- iv. Website Development – Still looking to place WLHS student information on the City's sustainability page. Also want to include who the SAB is, what has been accomplished, goals, etc. Michelle to follow up with Kirsten and Ken Warner.

- v. NW Earth Institute Green Team Staff Contact – Susan will follow up with Ken Warner for a date to start.
- c. Planning/CDC – White Paper –
The paper reflects a great deal of work that has been done. It will serve as a good resource as the City looks at the Comp Plan, CDC update, and greening the code.
- d. Procurement –
Would like to have this be a Council Goal. Elaine, Glen, Susan and Michelle plan to meet prior to the next meeting.
- e. Waste Audit –
A waste audit is planned for June with assistance from Clackamas County.
- f. CDC Strategic Plan Update Process/Joint Meeting with Staff –
It was proposed by Michael Babbitt to have a joint meeting between the Planning Commission, Planning Director and SAB. Also as the Sustainability Strategic Plan is updated, work with a format similar to the other documents so that it is more easily integrated.
- g. Sustainability Showcase –
Final details worked out. Michelle, Rich and Susan have volunteered to attend and represent the SAB and the City.

4. Action Items

- a. Research Options for Sustainability Business Certification – What should be the next step to promote green businesses in West Linn. Partner with the Chamber? Look at templates of existing programs like BRAG and the BEST awards,

5. Other Items/New Business

- Change in meeting schedule. With the summer months, it was decided to start meeting monthly rather than every three weeks.
- Stafford Area – A request was made by a resident that the SAB voice an opinion of “no development” in the Stafford area. The SAB felt it was not their place to do that, but want to be educated on the subject.

Meeting adjourned at 7:31 p.m.

Next meeting is **June 15, 2010**