

**Sustainability Advisory Board  
Summary Notes  
October 27, 2009**

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

**MEMBERS ABSENT:** Elaine Aye, Robin Rabirossoff, Rich Wilhelmi

**STAFF:** Gene Green, Public Works Director, Shauna Shroyer, Eng. Admin. Assistant

Chairperson Friedman opened the meeting at 6:04 p.m. The minutes from the previous meeting were approved as presented.

**Assessment Tool:**

Glen has been asked to present the Assessment Tool to the directors at their meeting on November 24<sup>th</sup>, 12 pm, City Hall. Glen and Susan to meet to discuss the details and possibly present the information together. The document, with specific examples will be given to the directors prior to the meeting.

**Updates:**

--Energy Audit – Mike Gabriel, Facilities Maintenance, provided an update as to what has been done with the audit recommendations (attached). The group is going to look over the list and bring any questions to the next meeting. How was the work that has been completed funded?

--Micro-Hydro Project – The project is moving forward but has been on hold for a time while the ETO determines if there is enough water pressure at the site. The consultant is still working on the project and will be submitting a contract. The City will be performing some of the work. An update on the website would be helpful as the project progresses.

**Advisory Board Summit:**

Laura Mansfield will facilitate the summit on November 17, from 5:30-9:00 pm in the Council Chambers. Laura will be contacting chairs of the invited advisory boards. Glen gave an overview of the agenda. The agenda and related documents will be available prior to the summit. Groups identified from the strategic plan were invited, along with Council, management staff, and staff liaisons to the boards and commissions. The hope is that the summit will provide information to update the strategic plan, will create cross-communication between the various boards and staff, and provide an opportunity to document of what is being done in West Linn in the way of sustainability. Changes to the strategic plan should be as appendices.

**Sustainability Advisory Board Fall Retreat:**

Scheduled for December 1<sup>st</sup> at 6 p.m., location to be determined. This will provide a chance to review information from the summit and discuss goals and objectives for next year.

**Training Institute:**

Glen will contact the NW Institute about information the City Manager can review for a series of self-directed classes for staff. Still on track to disseminate information to staff in December and start up in January.

**New Business:**

--Solar World Tour – Shauna to schedule for a weekday in January. Determine minimum and maximum number, and if possible invite summit attendees.

--West Linn Paper Company – Will be awarded the Recycling BRAG award. SAB has been invited to tour the plant.

Will try to coordinate both tours on the same day – preferably a Thursday.

--Solar City – Shauna to contact Solar City and invite a representative to an SAB meeting.

**Solar Highway:**

There are questions about ODOT's presentation of the draft NEPA report to the SAB and it being *the* public meeting where information is presented to the community. The concern is still that the group remains neutral and even by hosting a public meeting could be perceived as biased. The group is open to the opportunity to give input and guidance but not an "endorsement". The preference would be that ODOT hold Town Hall meetings for the community.

Meeting adjourned at 7:29 p.m.

Next meeting is the Sustainability Summit on November 17, 2009, 5:30 – 9:00 p.m.