

**Sustainability Advisory Board
Summary Notes
June 15, 2010**

MEMBERS PRESENT: Chairperson Michelle Wittenbrink, Elaine Aye, Susan Day, Glen Friedman, Tamara Gilbert, Rich Wilhelmi

STAFF: Shaun Rohret, Assoc. Environmental Engineer

Chairperson Wittenbrink opened the meeting.

1. Introductions

Shaun Rohret introduced himself. Shaun will also serve as a staff liaison for the SAB.

2. Approval of Minutes

Minutes from May 18, 2010 were approved with changes.

3. Status Updates

a. Events –

- i. Sustainability Showcase – A great event with a booth manned by Rich, Susan and Michelle. Maps were provided by the GIS department for display.

b. Action Item Assignments –

- i. Natural Step Schedule (Glen) – Will be presented to department managers at a retreat on June 26. Glen will follow up.
- ii. Lecture Series Schedule (Glen) – Looking to partner with the Lake Oswego Solar Tour in the fall if they have it. Would like to have one lecture regarding water conservation, preferably before the September special election. If a presentation were to take place, could it be recorded and shown on the cable access channel?
- iii. NW Earth Institute (Susan) – Offer to employees with a limit of 10. Once it gets going there will likely be more wanting to attend. Would like to provide lunch to the participants at the initial meeting. Looking to start within a few weeks.
- iv. Recommendation for Council on Procurement (Susan) – There has not been a time to meet yet. Will be meeting after this SAB meeting.
- v. Waste Audit Schedule (Glen) – Monday, July 26th, 8 am at City Hall. Looking for 1 or 2 others from staff to help out.
- vi. Member to Fill Vacant Spot (all) – Still have an opening, apply online.
- vii. Website Development (Michelle, Tamara) – Are meeting with Kirsten Wyatt the next day at 1 pm at City Hall.
- viii. Shred Day II Date & Details (Michelle) – Will be at the skate park on August 21 (tentative). Rich suggested a “fact sheet” about ways to reduce the amount of paper needing to be disposed of, including a records retention schedule.

- ix. Research Options for Sustainability Business Certification (Susan, Rich & Michelle) – There are many programs out there. Best option is to partner with the Chamber and give them a vehicle to green up from the inside. May want to contact the economic development task force.
 - x. Final Edit of Water Cycle Flyer (Tamara) – Would like to send it out for review before the final edit.
- c. Energy Audit (Glen) – Done, obligation has been met.

4. Action Items

- a. Subcommittee for Update of Sustainable West Linn Strategic Plan – Have not formed a subcommittee yet, but are looking to format the strategic plan to align with other city documents. Eventually the goal would be to have sustainability integrated into other documents rather than be a stand alone piece. Glen, Rich, Michelle and Elaine will work on this.
- b. Research Water Conservation “Program” for City – See 5 (a).
- c. Citizens and Households Sustainability Resources Flyer – Next meeting.

5. Other Items/New Business

- a. Water Conservation – What is the City doing for water conservation? How can the SAB help with water conservation education. Tamara would be willing to draft information for the utility billing or newsletter.
- b. EV Stations – The city has put in a reservation for a Nissan Leaf. A decision will be made in 6 – 10 weeks. Four locations have been identified for charging stations: Central Village Shopping Center; the Willamette Historic District; City Hall and the Emmanuel Presbyterian Church Park and Ride

Meeting adjourned.

Next meeting is July 20, 2010