

**Sustainability Advisory Board  
Summary Notes  
July 20, 2010**

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**MEMBERS PRESENT:** Chairperson Michelle Wittenbrink, Glen Friedman, Tamara Gilbert, Rich Wilhelmi

**GUESTS:** Councilor Mattis

**STAFF:** Shauna Shroyer, Admin. Assistant

Chairperson Wittenbrink opened the meeting at 6:05 pm.

**1. Introductions**

Councilor Mattis introduced himself to the members.

**2. Approval of Minutes**

Minutes from June 15, 2010 were approved with modifications.

**3. Status Updates**

a. Events –

- i. Old Time Fair – Council helped staff the booth on Saturday and Sunday. Tamara was there as well. Information was provided about the water rates and need to improve infrastructure.

b. Action Item Assignments –

- i. Natural Step Schedule (Glen) – Was presented to directors. Directors were challenged to make City Hall step up to become more sustainable over the next 90 days. Hope to bring training to other departments, groups.
- ii. Lecture Series Schedule (Glen) – Would like to schedule two talks in the fall, October (Energy Efficiency) and November (Low or No-Cost Ways of Going Green or Solarizing Cities) and three in the spring (Rainwater Collection, Edible Landscapes and Green Renovation 101) at the Adult Community Center or Library. Clackamas County will help advertise the lectures.
- iii. NW Earth Institute (Susan) – No report.
- iv. Recommendation for Council on Procurement (Susan) – Would like to have Elaine put together “best practices”, then have a work session with Council to help green procurement become standard operating procedure for West Linn.
- v. Waste Audit Schedule (Glen) – Monday, July 26th, 8 am at City Hall. Still looking for 1 or 2 others from staff to help out. Would make a great article for the Tidings.
- vi. Member to Fill Vacant Spot (all) – Still have an opening, apply online. It is difficult to access the application on the website.

- vii. Website Development (Michelle, Tamara) –Tamara and Michelle provided a draft layout for the sustainability webpage (attached). Would like to identify areas to be photographed for the site (wetland restoration, rain gardens, green roofs, fire station, bus shelters, etc.). Rich suggested making the “Contact Us” part more usable and interactive that would encourage contact.
- viii. Shred Day II Date & Details (Michelle) – Still tentative. Rich will produce a “fact sheet” to hand out – how to reduce the amount of paper that needs to be shred and a records retention schedule.
- ix. Sustainability Business Certification/Promotion (Susan, Rich & Michelle) – Planning to partner with the Chamber. Susan, Rich and Michelle will try to meet before the next meeting.
- x. Water Conservation (Tamara) – Last utility bill had information submitted by the SAB. Looking for additional ways to promote water conservation. A basic map with watersheds, pump stations, etc. would be a great visual to help residents understand our water system. Gray water update.
- xi. Final Edit of Water Cycle Flyer (Tamara) – Still out for edits.
- xii. Sustainable WL Strategic Plan Update Subcommittee (Michelle, Glen, Rich) – 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.

#### **4. Action Items**

- a. Citizens and Households Sustainability Resources Flyer – Next meeting. With so many projects, this may take a backseat to the website work that needs to be done.

#### **5. Other Items/New Business**

- a. Lake Oswego Sustainability Professionals are meeting this week. Michelle will email the details.

Meeting adjourned at 7:41 pm.

Next meeting is August 17, 2010