

West Linn Sustainability Advisory Board Meeting

9/15/16

Attendance	Board / Staff: Alex Mihm, Sara Harding Mihm, Tamara Gilbert, Clare Bean, Cecil Denney, Darren Wyss
Action Items	<ul style="list-style-type: none">● Clare to get available energy use information from PGE for past years.● Alex to connect with Eileen Stein to invite her to an upcoming meeting (update: attending October 20 meeting).● Alex and Sara to connect with Russ Axelrod to determine next steps for organizing the Community Swap and Drop.● Alex will follow up with Lance and Ken, City staff, to obtain more information on the City's chemical inventory.● Darren will ask West Linn's legal team about having more than SAB members organizing the Swap and Drop, and whether this would be considered an official meeting that requires public notice.● Darren will make sure Alex and Sara W. are added to the SAB email list.
Decisions Made	<ul style="list-style-type: none">● The Board decide on the name 'Community Swap and Drop' for 2017's drop-off day and to hold the event in conjunction with Earth Day (Saturday, April 22, 2017).
City Staff Outreach	<p>Proposed Workplan:</p> <ul style="list-style-type: none">● September: Reach out to Eileen Stein to join a Board meeting (update: October 20).● October: Glen and Alex to go through Plan and identify which parts relate to the following West Linn departments: Parks and Recreation, Public Works, Engineering, and Library.● January - February: Connect with staff and boards of Parks and Recreation, Public Works, Engineering, and Library to identify potential opportunities for collaboration.● To be determined:<ul style="list-style-type: none">○ Date for Eileen Stein to join a Board meeting (update: October 20).○ Possibility of this group to attend a Department head meeting.
Sustainability Audit	<p>Progress Reported to the group</p> <ul style="list-style-type: none">● Have collected or will collect electricity and water data. <p>Proposed Workplan:</p> <ul style="list-style-type: none">● Interpret the energy use data provided by PGE.● Request energy use data from past years.
Green Purchasing Policy	<p>Progress Reported to the group</p> <ul style="list-style-type: none">● Collected purchasing policy documents via Google Drive that include Multnomah County, guidance from Oregon Environmental Council, Sustainable Procurement Leadership Council, and the state● Discussed and agreed to move forward on a sustainable purchasing policy relating to construction materials, office supplies, and toxics.

	<p>Proposed Workplan:</p> <ul style="list-style-type: none"> ● Fall 2016 <ul style="list-style-type: none"> ○ Establish West Linn staff who regularly purchase and which departments they cover. Ask them what their top 3-4 items or areas for purchasing are. ○ Establish building blocks to policies on the areas we're covering. Potential to meet with MultCo and Metro staff persons. ○ Obtain Sustainability Checklist from MultCo for large purchases, like construction; research additional checklists that exist. ● Winter 2016 <ul style="list-style-type: none"> ○ Research impact on emissions and any other relevant factors, such as location of manufacturing, that relate to establishing a policy for our areas of focus. Use this information to shape the policy and for identifying where to put emphasis. ○ Initiate conversation with relevant stakeholders, such as leadership and current procurement staff to obtain guidance on next steps. Do they want us to write the policy? Are there any considerations we should be aware of? ○ Depending on the conversation had with relevant stakeholders, move forward on writing an actual policy, or working with procurement staff to assist them in creating a proposal policy. <p>Feedback from group: Consider adding fleet purchases to this policy.</p>
<p>Community Connection & Education</p>	<p>Proposed Workplan:</p> <ul style="list-style-type: none"> ● Create a calendar of key outreach dates. <ul style="list-style-type: none"> ○ Spring example: Community Swap and Drop ○ December example: Submit a work plan for the upcoming year. ● Develop a communications plan and then connect with Courtney Flynn to determine the best tactics for sharing the plan.
<p>Fruit Gleaning Project</p>	<p>Progress Reported to the group:</p> <ul style="list-style-type: none"> ● Clare posted fallen fruit (apples, berries, plums, boysenberries, pears, basil) on the Buy Nothing West Linn Facebook group and multiple families were able to connect and share food. ● Dena Hastings from Clackamas County might be a good resource for Alex to connect with regarding preventing food waste.
<p>Fleet Inventory</p>	<p>Proposed Workplan:</p> <ul style="list-style-type: none"> ● Speak with Eileen Stein and department heads. ● October - November <ul style="list-style-type: none"> ○ Review the new vehicle models and identify more efficient alternatives to what would typically be purchased. ● January <ul style="list-style-type: none"> ○ Send vehicle recommendations to Eileen and Citizen Budget Committee. ○ Reach out to Committee members who have an interest in

	<p>sustainability and/or energy.</p> <ul style="list-style-type: none"> ● March <ul style="list-style-type: none"> ○ Follow up on recommendations ● April - May <ul style="list-style-type: none"> ○ Attend meetings and express that citizens in the community would like the city to use more efficient vehicles. ○ Follow up on EV charging station.
Pesticides Education	<ul style="list-style-type: none"> ● Tamara and Alex provided a recap of the meeting that took place at the Library this past week. ● Alex will follow up with Lance and Ken, City staff, to obtain more information on the City's chemical inventory.
Curbside Composting	<ul style="list-style-type: none"> ● From the Council work session, it was recommended that the Board work with Courtney Flynn to create a poll to obtain the public's feedback on the curbside composting proposal.
Community Drop-off Day / Shred Day	<ul style="list-style-type: none"> ● The group decided to call the event 'Community Swap and Drop' and time it for Earth Day, Saturday, 4/22/17. ● Potential volunteers including Master Recyclers, Buy Nothing, youth. ● For future consideration: <ul style="list-style-type: none"> ○ Include Metro, Clackamas County, and/or Energy Trust of Oregon and hold a big sustainability fair
PGE Wind Power Program	<ul style="list-style-type: none"> ● This past week, City Council voted to participate in the Bronze level certification, which includes 10% renewable energy purchase. ● In July 2017, Council will reassess the Bronze level and consider increasing to a higher certification level. ● To better understand the Council's hesitation to move forward on a higher level of participation in the program, it was suggested that the Board look back at meeting recording to find out questions posed by the Council.
EcoChallenge Team	<ul style="list-style-type: none"> ● Courtney Flynn will be updating West Linn's team page next week. ● Captains of the West Linn team will include Mayor Axelrod, Alex, and Courtney.

LIS Buildings
Tool Library