

West Linn Sustainability Advisory Board Meeting

West Linn City Hall
04/26/2018, 6-7:30pm

Attendance **Staff:** Darren Wyss
Board: Cindy Ellison, Glen Friedman, Sara Harding Mihm, John Rose, Terence Shumaker, Sara Weihmann.
Guests: OIT Students

Mission [From the Charter:](#) The Sustainability Advisory Board is committed to collaborating with government and residents to improve the quality of life in West Linn by advancing stewardship of our environmental, social, and economic resources that is equitable for all present and future generations.

1. Check-ins / Updates (5 minutes)

- **Cindy & Alex** met with Sharon Selvaggio and Val Sabo to connect on the pesticides issue.
- **John** participated in the [Earth Day event](#) in West Linn.

2. Review Action Items from February Meeting (15 minutes)

Keep SAB moving forward and members accountable for commitments made during meetings.

<u>Month</u>	<u>Action Item</u>	<u>Status</u>
January	<ul style="list-style-type: none"> • Russ will follow up with Ken from Parks regarding incorporating SAB into their project review process, as well as inviting Ken and any other key City staff to a future SAB meeting. The goal is for SAB to be naturally included or incorporated in the decision-making process on City projects that touch on sustainability. 	Move to May
January	<ul style="list-style-type: none"> • Russ to connect with his new contact at PGE and invite them to speak for 15-20 minutes about new program offerings, at our March 15 meeting. 	Move to May
January	<ul style="list-style-type: none"> • The City is planning a summer BBQ social. Other boards post meeting minutes so we can stay informed of their goings-on. 	Move to May
January	<ul style="list-style-type: none"> • Sara HM to connect with Courtney Flynn and Russ to promote our participating in Climate Mayors. 	Promoted on 4/19.
January	<ul style="list-style-type: none"> • Glen will look into the National League of Cities collaboration opportunity. 	Delayed indefinitely
March	<ul style="list-style-type: none"> • All SAB members should see if they can attend the Parks organized April 21 volunteer event 	John attended
March	<ul style="list-style-type: none"> • All SAB to email John about 7-ish Ground Rules for him to compile and share. 	Completed for review in May
March	<ul style="list-style-type: none"> • Darren to update the website to include John Rose's contact information 	Done
March	<ul style="list-style-type: none"> • Darren will ask if the OIT students can be their own agenda item at 	Done

	the May work session.	
March	<ul style="list-style-type: none"> ● Darren will talk with Ken at Parks regarding the Community Canopy Program and schedule him to spend 20-30 minutes to talk about sustainability-related projects they are a part of. 	Move to May
March	<ul style="list-style-type: none"> ● Alex and Cindy to connect w/ Sharon Selvaggio regarding meeting up with Travis Williams of Willamette Riverkeeper, Tamara Gilbert, and other community members focused on pesticides. 	Done
March	<ul style="list-style-type: none"> ● Alex to connect with John regarding City of West Linn website work. 	Done
March	<ul style="list-style-type: none"> ● Sara HM and Sara W. to begin brainstorming topics to share at the work session. 	Done
March	<ul style="list-style-type: none"> ● Sara HM to send a document that SAB members can add to regarding topics we can share at our work session. 	Shared spreadsheet on 4/8/18
March	<ul style="list-style-type: none"> ● Sara HM to send a list of links and resources that all SAB members should read to become familiar with individual Councilors, as well as the role Council plays in our City. 	Included on spreadsheet shared 4/8/18
March	<ul style="list-style-type: none"> ● Sara HM to email John and Terry with details about Marylhurst Earth Week 	Terry confirmed attendance for 4/19
March	<ul style="list-style-type: none"> ● Sara HM to create a document, and share with the group, so that the group can populate suggested goals/milestones that has been requested by City Council 	Shared spreadsheet on 4/8/18
March	<ul style="list-style-type: none"> ● Sara HM to create a document, and share with the group, to brainstorm our suggested accomplishments for the Climate Mayors compendium. 	Will glean from other documents and/or push to future agenda
March	<ul style="list-style-type: none"> ● Sara HM to send a compilation of links (meet the Councilors, Councilor goals and other related documents) to SAB to review for upcoming work session. 	Shared spreadsheet on 4/8/18
March	<ul style="list-style-type: none"> ● Sara W. to create a bio of SAB members for City Council (picture and description) at sometime before May's work session 	Incomplete
March	<ul style="list-style-type: none"> ● Sara W. to receive the accomplishments of SAB thus far in 2018 and add them to the spreadsheet. 	Completed by Sara HM
March	<ul style="list-style-type: none"> ● Sara W. to check in with each SAB member to work out a timeline for the projects where they have ownership and draft a timeline within the spreadsheet. 	Move to May

3. OIT Students Update (30 minutes)

Summary	Review the OIT students' slides on The Green Zero Project, a presentation that is anticipated to be shared with City Council on May 7.
Discussion	SAB members provided feedback on the presentation run through, presented by OIT students.
Action Items	OIT students will make minor adjustments based on feedback of group.

4. Worksession w/City Council (45 minutes)

Review document that has been populated by SAB members and narrow down the topics and scope of the conversation with City Council on Monday, May 7.

Summary	SAB members reviewed the proposed milestones from the shared brainstorming document . Darren assisted in streamlining multiple items into four bullet points that will be shared with Council at the work session. A brief presentation will be prepared to share in person.
Discussion	<p>Milestones shared with Council should be worded in a way that Council can read them quickly and understand what we're asking</p> <p>General Flow Brainstorm</p> <ul style="list-style-type: none"> ● Who we are ● What we'd like you to know (illustrate with context) ● What we are asking (four bullet points, streamlined by Darren) ● Detail of each bullet point ● What we are asking, recap ● Ask: From these bullet points, what do you think our next step should be? <p>Brainstorming questions to ask Council</p> <ul style="list-style-type: none"> ● Here are our proposed milestones... <ul style="list-style-type: none"> ○ How would you like us to prioritize these? ○ What do you think is missing? ○ What would you like us to move forward on? ○ How would you like us to communicate our progress? And, how often? <p>Thoughts:</p> <ul style="list-style-type: none"> ● Give context why we're recommending these items ● Education Series <ul style="list-style-type: none"> ○ Tangible, non-threatening ○ Historical context ○ If we do an education series, the website must be updated. ● Sustainability Lens <ul style="list-style-type: none"> ○ Where can we add value with our expertise to your process, or items that are already taking place? ○ "This is the first half (Glen's point) and this is the second half (Sara's point)" ○ "Our goal is to be a part of all projects, but we'd like to start here." ● Website <ul style="list-style-type: none"> ○ Darren thinks a valid milestone is to update the website. ○ Until some areas are sorted out, it doesn't make sense to make updates to the site. ○ Could tie the website updates into our education goals. ○ There is no dedicated staff member to work on the website, which is housed in Public Works. Darren does not have permission to edit some sections.

	<ul style="list-style-type: none"> ● Template for staff reports <ul style="list-style-type: none"> ○ As it was listed by Council in their 2018 milestones list, it wasn't defined. We will need to ask for clarification. Specifically, do they want us to define what this means? ○ Ask Council for permission to work with staff to review and evaluate, prototype this template. ○ We should review the purchasing policy again. ● Climate Action Plan <ul style="list-style-type: none"> ○ Sara HM to research the "why" of why we need this for the work session. As a follow up, we can research it and tell you what it would take to do this. ● PGE Renewable Ramp Up <ul style="list-style-type: none"> ○ We don't have the information of what they are spending now on their electricity (before the PGE cost for renewables) ○ Could we use the money avoided from the solar project?
Action Items	<ul style="list-style-type: none"> ● Sara HM to create a proposed flow for the work session, and an accompanying PowerPoint. Once completed, it should be sent to Darren. ● Sara HM to make a hand out of all of our dream projects, including a list of long-term goals (e.g., net zero feasibility, solar, etc.). This will also be used to inquire about their areas of interest.

5. Review New Action Items (5 minutes)

Goal of this agenda item: Review steps that should be taken following this meeting, as well as helping to record progress on areas the group discussed.

- **OIT students** will make minor adjustments based on feedback of group
- **Sara HM** to create a proposed flow for the work session, and an accompanying PowerPoint. Once completed, it should be sent to Darren.
- **Sara HM** to make a hand out of all of our dream projects, including a list of long-term goals (e.g., net zero feasibility, solar, etc.). This will also be used to inquire about their areas of interest.
- Tentative: **Sara HM** to share Sustainability Checklist from MultCo with Glen