

West Linn Sustainability Advisory Board Meeting

West Linn City Hall
05/17/2018, 6-7:30pm

Attendance **Board:** Alex Mihm, Cindy Ellison, Sara Harding Mihm, Terence Shumaker, Sara Weihmann
Council Liaison: Russ Axelrod
Staff Liaison: Darren Wyss
Guests: Haley from West Linn High School

Mission [From the Charter \(Mission\):](#) 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)

- **Sara HM** thanked everyone for a great joint session with City Council! And, a new [Grant Information spreadsheet](#) has been shared on Drive to collect grant info related to SAB work.
- **Darren** shared that NW Natural has expressed interest in meeting with SAB in regards to our upcoming low-carbon and renewable projects.
- **Terry** shared an update about his project with SAGE, where he is looking for college students who can help identify jobs for kids with special needs.
- **Russ** shared that banning plastics is something that he'd like to learn more about.
- **Alex** shared that the OIT students were featured in the Tidings for their presentation on solar at the joint City Council meeting.

2. Review Action Items from past meeting(s) (5 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. 	Darren spoke with Ken and he's willing to come to a meeting.
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. 	His contact was more of a public affairs. Put a pin in it.
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. 	Put a pin in it due to 2018 milestones.
April	<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. 	Done.
April	<ul style="list-style-type: none"> ● 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. 	Put a pin in it.
April	<ul style="list-style-type: none"> ● Tentative: Sara HM to share Sustainability Checklist from MultCo 	Put a pin in it.

with Glen

3. City Council Work Session Recap and Next Steps (70 minutes)

Recap the City Council work session (May 7) and discuss next steps.

Summary

The group discussed the overall takeaways from the joint session with City Council, and reviewed each of the four milestones presented at the meeting. A general framework was established for each milestone. It was determined that each topic will be discussed at a future SAB meeting, and that specifics for a proposal letter for Council will be drafted from that conversation. 3-person ad hoc committees may be established to talk further in depth on each topic.

Discussion

Proposal to create a Sustainability Education Series

- Members expressing interest in being a part of an ad hoc group on this topic include: **Alex, Sara HM, and Terry** (Glen and John were not present).
- The group agreed to create an education series based on the sections within the Sustainability Plan. Not every section needs to be covered, and some sections can be combined.
- Workshops should be scheduled for the season that they are most appropriate.
- **Russ** is now the liaison to the Youth Advisory Council, so we can submit an ideas for this summer and next year.
- Advertising
 - **Terry** suggested to contact Patrick Malee of the Tidings to keep a running list of things going on related to sustainability. This information can be shared on Next Door.
 - **Russ** said that we can send an energy-related flyer with our utility bills.
 - **Sara W.** suggested that we can connect with West Linn High School students to capture video of things going on.
- General ideas related to the Plan include:
 - Built Environment
 - Transportation
 - Energy
 - Weatherize your home
 - Natural Areas
 - Pesticides reduction
 - Water
 - Materials Management
 - Waste-Free / Zero Waste Home
 - Plastics reduction
 - Health & Food
 - Community Inclusion
 - Gather sustainability-related West Linn groups and networks and invite residents to learn more.

Proposal to create a Climate Action Plan

- Members expressing interest in being a part of an ad hoc group on this topic include: **Alex, Cindy, Sara HM, Sara W, and Terry** (Glen and John were not present).
- The group discussed the first steps in creating a proposal to look into a Climate Action Plan, and determined that it includes:
 - Reading plans from other cities
 - Establishing an inventory of the City's operations emissions, including baseline information that may have been collected in years past
 - Identifying the elements that we may look at, and the general steps that we'll take to get there.
 - Identifying how our current milestones will feed into the Climate Action Plan.
- Through the Appendix of the Sustainable Strategic Plan, we have an opportunity to

update this yearly, and can include our Climate Action Plan into this section.

- An idea that came up through this conversation includes looking at codes to be updated. For example, solar on rooftops and responsible deconstruction.

Proposal to identify and measure sustainability impacts on City projects and programs

- Members expressing interest in being a part of an ad hoc group on this topic include: **Alex, Sara HM, and Cindy** (Glen and John were not present).
- The intention of this milestone is to help City staff identify sustainability impacts and determine if the project is aligned the adopted plan and City-stated goals.
- SAB could provide a checklist for planning, as well as projects in various departments. For example, the checklists could include the top ten things that should be assessed in Public Works projects.

Proposal to ramp up our purchases in the PGE Clean Wind Program

- Members expressing interest in being a part of an ad hoc group on this topic include: **Alex, Sara HM, and Terry** (Glen and John were not present).
- SAB can consider submitting a resolution or ordinance to adopt the ramp up plan.
- To move forward on this ramp up plan, SAB should consider doing a cost benefit analysis to look at the proposed efficiency projects, identify the cost avoidance, and determine how those funds can be put toward increasing our purchase of renewables.

Russ said it would be appropriate for SAB to develop a short-term plan to give to Council to provide a general idea of our focus in the coming years.

Action Items

- **Alex or Sara HM** to reach out to Duke Castle of Lake Oswego to discuss the development of their Climate Action Plan.
- **Sara HM** to ask Glen if he has any energy or electricity bills from the City to be used for the emissions baseline.
- **Sara HM** to share the list of members interested in each ad hoc group, and ask Glen and John which they'd like to be a part.
- **Sara HM** to schedule the first ad hoc meeting of the sustainability education series to meet before the June SAB meeting, which will focus on this topic.

4. Review New Action Items (5 minutes)

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

- **Terry** will send SAB an informational sheet on the program that he is hoping to create with his work as part of SAGE.
- **Alex or Sara HM** to reach out to Duke Castle of Lake Oswego to discuss the development of their Climate Action Plan.
- **Sara HM** to send out minutes for approval
- **Sara HM** to draft a schedule of topics to discuss at upcoming SAB meetings.
- **Sara HM** to share the list of members interested in each milestones ad hoc group, and ask Glen and John which they'd like to be a part.
- **Sara HM** to ask Glen if he has any energy or electricity bills from the City to be used for the emissions baseline.
- **Sara HM** to schedule the first ad hoc meeting of the sustainability education series to meet before the June SAB meeting, which will focus on this topic.
- **Sara HM** to ask the group for input on workshop ideas and share a Google doc.
- **Sara HM** to send out Lake Oswego's Climate Action Plan.
- **Sara HM:** Get a copy of the Parks & Rec Open Spaces Master Plan on Granicus (this was shared with the planning commission last night) and see if something is relevant for us. Determine if Ken Worster should come to an SAB or if we should go to their meeting.

5. Public Comment (5 minutes)

Members of the public are provided time on the SAB agenda to provide comment.

- None.