

West Linn Sustainability Advisory Board Meeting

West Linn City Hall
07/19/2018, 6-7:30pm

Attendance	Board: Sara Harding Mihm, Alex Mihm, John Rose, Sara Weihmann Council Liaison: Russ Axelrod Staff Liaison: Darren Wyss Guests: None
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. Public Comment (5 minutes)

- None.

2. Check-ins / Updates (5 minutes)

- **Sara HM** shared that John compiled the [meeting guidelines](#), which will be approved at a future meeting when we have quorum.
- **Alex Mihm** shared:
 - A Clackamas County colleague, Lisa Clifton, former SAB member, will soon leave Clackamas County's team to care for family. Alex will be serving as a sustainability business advisor in West Linn to take over Lisa's territory.
 - He attended a meeting at City of Lake Oswego with City Councilor Joe Buck, the Deputy City Manager, and Sustainability Coordinator, to discuss a plastics reduction ban and reduction plan.
 - He suggested that the West Linn Sustainability website, which provides information on solid waste and recycling to residents, be updated to forward to and/or reflect the new information on the Clackamas County waste and recycling website.
- **Darren** shared that the group can consider changing the start time of the monthly meetings to ensure group members have enough time to arrive.

3. 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>
May	<ul style="list-style-type: none"> • Alex or Sara HM to reach out to Duke Castle of Lake Oswego to discuss the development of their Climate Action Plan. 	Pending, Duke is coming to Clackamas County to discuss their Plan next week.
June	<ul style="list-style-type: none"> • All SAB to brainstorm speakers, content, and any other details to include in the education series. 	Pending
June	<ul style="list-style-type: none"> • Sara HM to <ul style="list-style-type: none"> ○ Move Public Comment to the beginning of the agenda for future SAB meetings. ○ Send SAB the link to Imperfect Produce to the group. 	Done

	<ul style="list-style-type: none"> ○ Add Darren as staff and Russ as Council liaison within the meeting minutes. 	
June	<ul style="list-style-type: none"> ● John Rose to update the Ground Rules and send out the final version. 	Done
June	<ul style="list-style-type: none"> ● Sara HM, Alex, and Terry to create a one page document that can be submitted to City Council via email, to include the following: <ul style="list-style-type: none"> ○ What is the detailed objective of the education series? ○ What is the timeline and location of the proposed topics? ○ Are there any associated costs? 	Done, but the document needs to be reviewed by SAB.

4. Review meeting minutes from June meeting (5 minutes)
Ensure accurate notes were taken during SAB meetings, as meeting minutes are public record.

Summary	<ul style="list-style-type: none"> ● This item will be moved to the August meeting since we did not have a quorum present.
Discussion	<ul style="list-style-type: none"> ● None.

5. Discussion: Exploring a Plastics Ban (30 minutes)

Summary	SAB members in attendance agreed to shift this topic up in the agenda due to Russ needing to leave early. Members presented agreed that plastics should be a topic to present to City Council in late 2018, with the goal of receiving their approval to work on exploring a ban, beginning in 2019.
Discussion	<p>Russ shared his interest in pursuing a plastics reduction ban. The focus of the conversation was on plastic bags and styrofoam, but broadened out to include straws. It also included him offering to reach out to mayors within Clackamas County to understand their interest in pursuing something similar.</p> <p>From this conversation, items to look into include:</p> <ul style="list-style-type: none"> ● Identifying where plastic bags, straws, and general plastic waste are coming from. This information may be found through reviewing the City’s business directory, as well as connecting with the Clackamas County Solid Waste & Recycling team. ● Identifying an ideal time, from Eileen Stein’s office, for SAB to present to City Council to express the Board’s interest in pursuing this topic.

6. Proposal to create a sustainability education series, continued from June (15 minutes)
Discuss a 2018 milestone and develop next steps, including a draft proposal letter, to submit to Council.

Summary	SAB members present discussed ideas for the sustainability education series that would focus on City staff, as well as Council.
Discussion	<p>Russ Axelrod suggested that, once the one-page proposal is finalized, we should share it with Eileen Stein’s office to get their feedback.</p> <ul style="list-style-type: none"> ● Community Education Series <ul style="list-style-type: none"> ○ Sara HM to resend the document to SAB that asks for ideas on speakers, topics, etc., on the community education series. ● Staff Education Series <ul style="list-style-type: none"> ○ NWEI updated their Choices for Sustainable Living coursebook, as well as Voluntary Simplicity -- consider including this in the education series and tie it

	<p>to the upcoming EcoChallenge campaign in October.</p> <ul style="list-style-type: none"> ○ Reach out to the HR contact who led the EcoChallenge team to propose NWEI discussion courses for staff. Consider asking the City Manager's office to fund the purchase of the books. ● Council Education Series <ul style="list-style-type: none"> ○ John recalled that Councilor Cummings had expressed interest in a tour of the GroveLink, which serves a greater part of the city, helping to link residents with downtown locales as well as the Trimet bus line 57. ● Miscellaneous <ul style="list-style-type: none"> ○ When the group has a presence at tables during future City events, consider the purchase of a table runner (not an entire cloth) to help advertise sustainability and/or SAB to the public.
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Action Items	<ul style="list-style-type: none"> ● Sara HM to resend the document to SAB that asks for ideas on speakers, topics, etc., on the community education series. ● Sara HM and Alex to meet about the Council and Staff education series and put together a proposal to move forward on topics or tours to include.
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6. Proposal to create a Climate Action Plan (50 minutes)
Discuss a 2018 milestone and develop next steps, including a draft proposal letter, to submit to Council.

Summary	<ul style="list-style-type: none"> ● This topic was not discussed due to other agenda items taking priority, and including the plastics discussion earlier in the meeting.
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Action Items	<ul style="list-style-type: none"> ● None.
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7. 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.

	<ul style="list-style-type: none"> ● Alex and Darren Wyss will coordinate on updating the City's website that shares information on recycling and garbage, to align it with the Clackamas County's website. ● Russ will connect with the C4 (Clackamas County Coordinating Committee) to understand where other cities within Clackamas County stand on a plastic ban. ● Sara HM send some information on plastics bans to Russ in preparation for talking with the other Mayors. ● Sara HM to ask Eileen Stein when a good time to get in front of Council would be on plastics, pending their 2019 goal setting. ● Sara HM to share the finalized one-page Sustainability Education Series document with Eileen Stein's office to get their feedback. ● Sara HM to resend the document to SAB that asks for ideas on speakers, topics, etc., on the community education series. ● Sara HM and Alex to meet about the Council and Staff education series and put together a proposal to move forward on topics or tours to include. ● John to send Darren the Ground Rules so that they can be sent out before the August meeting, where the group will approve them.
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