



## City of Lake Oswego Sustainability Advisory Board Minutes

September 15, 2008

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### CALL TO ORDER AND ROLL CALL

Chair Jean Baumann called the Sustainability Advisory Board meeting of September 15, 2008 to order at approximately 6:30 p.m. at the West End Building, 4101 Kruse Way, Lake Oswego, Oregon.

Members present: Chair Baumann, Vice Chair Dorothy Atwood, Craig Biggs, Bruce Brown (alternate), Craig Diamond, Ron Gronowski, Jacob Shimkus, Amin Wahab and Grant Watkinson. Jeff DeWitt participated via telephone, and Lisa Murphy and Patrick Rowe were not present. Council Liaison present: Frank Groznik. Staff present: Jonna Papaefthimiou, Natural Resource Planner/Staff liaison; Susan Millhauser, Sustainability Planner.

### ANNOUNCEMENTS

Chair Baumann announced that she had distributed about 60 copies of a list of recycling ideas at a recent Lake Grove Neighborhood Association recycling event. She circulated an announcement regarding an upcoming master recycler plastic roundup. Members heard that Bill Bradbury was scheduled to discuss climate change at the Whole Life Center's October 18<sup>th</sup> Earth Event. Ms. Millhauser announced that the City was to install an electric vehicle charging station at A Avenue/2<sup>nd</sup> Street the following Thursday. Ms. Papaefthimiou asked for another volunteer besides Ms. Millhauser and Patrick Rowe to help at Lake Grove Village Days the following Sunday. When asked, she agreed to email unsuccessful candidates for service on the SAB, who had indicated they still wanted to help.

### PUBLIC COMMENT (None)

### REGULAR BUSINESS

#### *Review Agenda*

Chair Baumann had drafted a work schedule for the rest of the year and anticipated the SAB would spend the next two meetings refining and finalizing the goals and work plan they would present to the City Council on November 11<sup>th</sup>. The members thanked her, Mr. Diamond and Mr. Watkinson for refining the draft documents they were to work on that evening.

#### *SAB Goals & Work Plan*

The members examined Draft 1 (September 12, 2008 version) of both "Sustainability Advisory Board 2008-09 Goals" and "Sustainability Advisory Board 2008-09 Goals & Work Plan."

- *Goals*

When SAB members discussed the seven drafted goals, they noted that Goal 1 related to educating City boards and commissions. They said it should be expanded to include neighborhood associations and other community organizations. They anticipated that they would use educational sessions to solicit feedback. They examined draft Goal 2, related to the City Sustainability Plan. Ms. Atwood and Mr. Watkinson suggested the SAB should not just provide “oversight for” the City plan, but be more actively and directly involved, and receive City operations reports. They stressed that top management should be accountable to the SAB for what they said they would do. Chair Baumann observed a consensus to modify Goal 2 to read, “Provide strategic oversight for the City Sustainability Plan.”

SAB members noted the Goals not only said the Board would review the City’s progress in accomplishing the City’s Sustainability Plan, but also called for the SAB to draft a Community Sustainability Plan. Ms. Atwood related that the City of Corvallis not only had a city operations plan, but non-governmental entities had formed a partnership to promote community sustainability. She suggested a non-governmental partnership between the Lake Corporation, Chamber of Commerce, School District, and others, could be formed in Lake Oswego.

A Board member stressed the SAB should not shy away from starting longer-term projects the first year. Another suggested the City could follow the example of other communities that had established incremental goals for an initiative to reduce greenhouse gases. For example, after they had accomplished a 1% reduction, they would work on raising that to 2%, and so on.

Chair Baumann pointed out the draft Work Plan items called for establishing a “work team” for each goal. She explained that would distribute the workload and each team would have responsibility for working on that particular goal. She advocated using the Natural Step Framework to fashion the community sustainability plan. She referred to draft Goal 4 and anticipated the SAB would examine all the City Council Goals to determine which could be related to sustainability.

SAB members then focused on drafted Goal 7. The draft called for the SAB to “identify and support a few important initiatives,” but members wanted it to call for more action, and “community-wide” initiatives that could be started now. They generally agreed to specify a number of initiatives to ensure everyone would be aware that the Board was focused on those specific initiatives.

Ms. Atwood **moved** to revise draft Goal 7 to read, “Identify and support the implementation of three important community initiatives.” Mr. Diamond **seconded** the motion and it **passed** by unanimous vote of those members present. The group generally agreed that as they refined their work plan over the next two months they could further revise the goals.

- *Work Plan*

The Board members then examined the draft Goals & Work Plan document. When asked, Ms. Papaefthimiou advised that the City Council had a special interest in the SAB work plan and

would not mind getting more detail than other boards might offer them. She also advised that the SAB had to get authorization from the City Council to appoint subcommittees, because the Council would consider staffing and other resources that would be necessary. Chair Baumann explained she saw the “work teams” the draft work plan referred to as short-lived, tactical planning teams that would outline strategies and then dissolve. An example of that would be a work team that researched how to take advantage of the PGE renewable energy challenge. However, Ms. Atwood anticipated the goal of drafting a community sustainability plan would require more than the effort of a small work team, and Mr. Diamond observed that some goals might take years to accomplish.

The group examined Goal 1 work plan ideas for educating City boards and commissions. When they heard the City hosted an annual boards and commission members’ dinner each spring, they agreed to make a presentation at that meeting instead of hosting their own outreach event for board and commission members. A work team was to fashion the presentation, and board members were to follow up at individual board and commission meetings. They agreed to appoint two SAB “liaisons” to each City board and commission. The liaisons were to attend the meetings and answer questions. They agreed to specify that the SAB would also work to educate the new City Council, as well as board and commission members.

SAB members examined Goal 2 work plan ideas regarding how to provide strategic oversight of the City Sustainability Plan. They discussed whether a work team, a subcommittee or the entire Board should accomplish Item 2(iv) to research what other entities have implemented and make recommendations for the City to pursue. They observed the SAB had received and compiled a long list of ideas to be considered (see “Compilation of Additional Input” attached to 2008-09 SAB Goals and Work Plan Draft 1 dated September 12, 2008). Chair Baumann explained she thought an ongoing subcommittee could filter that list, but oversight would be by the entire SAB. She said she thought a work team could be assigned to Item 2(ii) to review the City’s progress toward Sustainability Plan goals and then report to the entire board regarding specific areas where the City needed help accomplishing them. Some members indicated they thought the entire Board should do that. Some suggested using a work team to accomplish an initial review and sort the compiled ideas before the entire board discussed them. Ms. Papaefthimiou advised the members that she had previously asked the City Council if the new board could appoint a subcommittee without Council approval, but the Council had not agreed to that. She advised the members that if they thought they might want to form a subcommittee they should ask to have that item placed on the Council agenda as soon as possible, because the City Council would need to schedule and vote on the request. Councilor Groznik recalled that the Councilors had anticipated the SAB would serve as a citizen input body – with members interacting and discussing ideas among themselves – and then let the Council know whether the Sustainability Plan was a good one and if and how the City was making good progress. He said he had not envisioned a process that would create a lot more work for the staff. Ms. Atwood saw a need to have a work team to focus and work on every work plan item, to help the SAB accomplish its work.

SAB members examined Goal 3 work plan items, which were to support 2008 City Council Goals with sustainability implications. The group agreed that items such as community visioning, water conservation and the outdoor lighting ordinance were relevant to their work. There was general agreement that SAB members would need to “adopt” individual items to

keep the larger group engaged in a variety of initiatives. Ms. Papaefthimiou noted that the Council membership would likely change in January, and that the Council would revise their goals and priorities at that time. Ms. Papaefthimiou further noted that Periodic Review of the City's Comprehensive Plan was just beginning underway, and that this also presented an opportunity to advance sustainability objectives. She stated that the staff person in charge of this effort would attend the next meeting to give more information on the project.

Chair Baumann noted that the group was beyond their time limit and the group agreed to move on to the next item on the agenda and continue to discussion of goals and objectives at the next meeting.

*Review procedures to handle requests*

The members examined the draft Procedure to Respond to Requests from the Public. There was general consensus that the Procedure, as revised, was appropriate. A typo was correct in the first headline, which should read, "If a request comes from a Public source of a City source through City staff." With this minor amendment, Mr. Wilkinson moved to adopt it and Ms. Atwood seconded. The motion passed unanimously.

**ADJOURNMENT**

The next meeting was scheduled for October 20, 2008. There being no further business Chair Baumann adjourned the meeting at 8:31 p.m.

Respectfully submitted,

Jonna Papaefthimiou  
Associate Planner

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