



City of Lake Oswego Sustainability Advisory Board Minutes

July 23, 2008

CALL TO ORDER AND ROLL CALL

Chair Jean Baumann called the Sustainability Advisory Board meeting to order on July 23, 2008 at 6:30 p.m. in the Council Chambers of City Hall, 380 A Avenue, Lake Oswego, Oregon.

Members present were Chair Jean Baumann, Vice Chair Dorothy Atwood, Bruce Brown (alternate), Jeff DeWitt, Craig Diamond, Ron Gronowski, Lisa Murphy, Patrick Rowe and Grant Watkinson. Craig “Matt” Briggs, Jacob Shimkus and Amin Wahab were excused.

Guests present were Ginny Haines, Rosemary Forester, and Cliff Newell, from the *Lake Oswego Review*. Staff present were Stephan Lashbrook, Community Development Director; Jonna Papaefthimiou, Natural Resource Planner and staff liaison; and Susan Millhauser, Sustainability Planner.

PUBLIC COMMENT (None)

REGULAR BUSINESS

Welcoming Remarks

Chair Baumann welcomed the newly appointed board members to the first meeting of the Sustainability Advisory Board. She asked them to put aside personal agendas and “pet” projects and serve the will of the community and the City Council. She related that each unsuccessful candidate for service on the board had assured her they would continue to support the Board’s efforts.

Agenda Review

Chair Baumann discussed the agenda and stressed that it was important to clearly understand the “ground rules,” mission, duties and responsibilities. She explained that would help the group stay on track and be effective the first year. She pointed out there were many materials to share and use to prepare for the August meeting.

Self-Introductions

Each board member described what they wanted “success” to look like in ten years and their sphere of influence. Chair Baumann envisioned a sustainable city that had exceeded all measures of success; was recognized as a model of success; and was where sustainability was a community “mindset.” She anticipated the City would be involved in many alliances and

partnerships. She related that she was part of a community of consultants, the World Healing Center, and volunteered in the community. Vice Chair Atwood anticipated that the City would have met all Natural Step system conditions, such as zero waste, zero toxins, and 100% renewable energy. She saw the City as a national and international model of sustainability in which all citizens embraced sustainability. She related that she participated in a Portland group that focused on reducing waste and she worked with Lake Oswego schools.

Ron Gronowski hoped that by ten years from now a Sustainability Advisory Board would no longer be necessary and the City would have addressed more than just its infrastructure. Sustainable practices would influence everything from building codes to residents' day-to-day actions. He said he was a Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ accredited, architect who could report what other localities were doing and serve as an information resource. Jeff Dewitt envisioned that in ten years sustainable practices would be a voluntary citizen effort that was not dependent on City regulations. He said he was a college student and could offer the youth perspective.

Grant Watkinson envisioned a community with such good mass transit that cars were not as necessary. He wanted to see less waste and more concentrated products. He wanted sustainability to be part of the curriculum in secondary schools. He said his sphere of influence was in the chemical arena and his church. Patrick Rowe said he wanted the City to be at least half way toward accomplishing its longer-term Sustainability goals in ten years, with residents who were supportive and involved in making that happen. He said Lake Oswego would be considered a national leader for mid-sized cities. He said he wanted to make this the best community for his family to live in. He was an attorney and a member of Rotary International. He said he specialized in business litigation and environmental law and was experienced with water quality issues. He related that he had worked with the company that built the first biomass power plant in Arizona, and he had experience negotiating renewable energy credits.

Bruce Brown (alternate) envisioned a city where sustainable practices were the normal state of affairs. The city would not just be a “green” city, but part of a “green” metropolitan area. He anticipated that Lake Oswego and other towns in the region would have their own mass transit systems. He said he was an architect, and his firm had designed LEED-certified projects and helped the City of Los Angeles fashion its sustainability guidelines. He said he volunteered in schools and tried to ensure that sustainability was part of the curriculum. Lisa Murphy, an interior designer, saw a future in which sustainable practices were a way of life and the market demand for green products made them more affordable. She said she could help guide her clients.

Craig Diamond envisioned a City that was recognized as a model of sustainability for mid-sized cities. He anticipated that would attract residents and businesses to Lake Oswego. He said he worked with a Portland organization called Climate Trust that dealt with carbon offsets, and he had previously worked with a California organization focused on climate change and carbon emissions. He said he talked about sustainability in lectures at the PSU School of Business. He related that he had chaired the Natural Resources Advisory Board (NRAB), which had urged the City Council to create the Sustainability Advisory Board.

Jonna Papaefthimiou, Natural Resource Planner, wanted to be able to commute to Lake Oswego from her Sellwood home fossil free and to be able to purchase locally grown food. She wanted the City to be seen as a leader in sustainability. She was active in her neighborhood association and had helped her church start a “green parish” initiative. She served as liaison to the SAB and the NRAB. Susan Millhauser, Sustainability Planner, hoped that in ten years, the City would have met and exceeded its sustainability goals and the entire community would have embraced those ideals. She hoped to someday be able to take mass transit from her northeast Portland home to Lake Oswego. She explained that she coordinated the efforts of multiple departments. She said she practiced natural gardening and had helped start a local cooperative.

Stephan Lashbrook, Community Development Director, said he wanted to be able to look back and be proud of the City’s progress by the time he retired. He said he saw many opportunities for the 150-employee Community Development Department to operate in a more sustainable manner. He said sustainability was important to his family. He related that he had been a college instructor and taught natural resource planning; he was LEED-accredited, Certified Sustainable Building Advisor, and a member of the American Institute of Certified Planners. Chair Baumann observed that the SAB would benefit from a large amount of work that had already been done by other organizations and individuals and the enthusiastic support of the City Council. She suggested the members endeavor to “work themselves out of a job.”

Meeting Management & Ground Rules

Chair Baumann distributed copies of a manual for boards and commissions that the staff had provided and asked SAB members to become familiar with it. She pointed out that a quorum was six voting members and all meetings were to be public, except executive sessions. She stressed the SAB was an arm of the City Council. She pointed out their Council-authorized Vision, and Mission & Duties were printed on the back of each agenda. The members examined a set of Ground Rules Chair Baumann had distributed. They added one more rule to “Have fun.”

Ms. Murphy moved to adopt the Ground Rules. Mr. Watkinson seconded the motion and it was **passed by unanimous vote.** Chair Baumann announced that the Ground Rules would also be printed on the back of each agenda.

SAB Mission & Duties

Chair Baumann distributed copies of 2008 City Council Goals. She stressed that the Board’s activities had to be in line with those Goals as well as the SAB Mission & Duties, which had been adopted by City ordinance. She asked members to become familiar with them. Mr. Lashbrook advised the SAB would have an opportunity to influence a newly elected City Council when they began work the following January by recommending goals for the City to adopt. The staff related the SAB was scheduled to present their work plan to the City Council on November 11, 2008, but they might have an opportunity to present it earlier than that if a slot opened up on the Council agenda. Chair Baumann suggested the Board might consider presenting a two-year work plan to coincide with the City’s two-year budget cycle. She anticipated that the SAB would fashion its work plan over the next two months. She asked

members to examine each City Goal before the August meeting and consider how to weave sustainability concepts into it. As an example, she suggested the City solicit comments and concerns related to sustainability issues during the City's visioning process. A participant urged the group to think about sustainability in a broader context than just the City of Lake Oswego, and think about how the City could influence regional and state legislation.

Chair Baumann distributed copies the City's 2007 Sustainability Plan and asked members to examine it and highlight the parts of it they questioned, or wanted to discuss, before the next meeting. She explained that the SAB was responsible for advising the City Council regarding the Plan, and they were going to discuss exactly how to do that. Mr. Diamond observed the Plan focused on City operations, but he thought a broader plan for the entire City should be developed. Chair Baumann confirmed SAB work was not restricted to City operations, but that was a "starting point." Ms. Millhauser confirmed a multi-departmental steering committee had drafted the Plan to guide City operations, but during the process, they had recognized ways the entire community could be involved. She confirmed they anticipated the document would be updated. The staff noted that Ms. Atwood had served as the steering committee's consultant, and Ginny Haines, the intern who had helped the steering committee prepare the plan, was in the audience.

All the members present indicated they were familiar with the Natural Step System, which was the approach the City had used. Mr. Gronowski suggested there might also be other frameworks and models to consider. Chair Baumann anticipated the group would also look at them after they had examined the approach the City had used. Chair Baumann handed out copies of the City's sustainability brochure for members to read before next meeting. She also distributed copies of a list of City efforts, initiatives, partners and resources that Ms. Millhauser had compiled. Ms. Millhauser confirmed the City was a member of the U.S. Green Building Council. She reported that the City had hired a water conservation specialist who was conducting water use audits and recommending ways to conserve water. She said the City fleet was powered by 5% biodiesel fuel and the staff was testing higher levels of bio-content (with "mixed reviews"), hoping to be able to increase it to 20% biodiesel in the future. She said the City sponsors an employee commute vanpool, and they had purchased the right kind of photocopying equipment so they could use 100% post-consumer copy paper in the print shop. She reported she was discussing a pilot program that would offer electric vehicle charging stations in the Downtown area with PGE and the Lake Oswego Redevelopment Agency. She reported there were over 800 electric vehicle owners and about 27,000 hybrid vehicle owners in Oregon. She anticipated that Toyota and other auto manufacturers would introduce plug-in hybrid models in the near future. Mr. Lashbrook explained the City planned to purchase four new vehicles in the next year and he asked members to suggest types of vehicles the City could purchase that could travel at least 40 mph.

Chair Baumann related that she had asked City Councilor, Frank Groznik, to suggest ideas and discussion items. She distributed copies of the list (dated July 14, 2008) and clarified that he had offered it as an individual, and it was not an official directive from the City Council. She asked the members to read it and email their comments and questions to Councilor Groznik, and send a copy to her. Chair Baumann agreed with Ms. Atwood that it would be a challenge to fashion a work plan in the next two months, because the SAB needed to first fashion criteria to apply to all the ideas to help them filter and prioritize them. Mr. Diamond agreed that would

be a challenge, so he suggested the group present a list of all their ideas and suggest a broader framework and an 18-month process to the City Council when they met in November. Ms. Atwood added that the members could organize the ideas into broad categories.

Chair Baumann distributed other materials from many sources for the members to read. She said she wanted the Board to begin work by ensuring they were all clear about the SAB mission and goals at the next meeting in August and how they intended to accomplish them. Then they would begin screening and organizing ideas and items, they wanted to work on. She asked them to remain flexible and open to City Council suggestions. She suggested they think about a work plan that described how they would support current activities already underway, and then suggested mid- and longer-range activities. The staff confirmed that the City Council typically asked all boards and commissions to submit a list of goals each year and describe how they planned to achieve them.

Sustainability Budget

The staff advised that the current fiscal year had just begun and there was currently no budgeted funding for the Sustainability Advisory Board. However, Mr. Lashbrook said he hoped that by next fiscal year there would be a separate Sustainability budget. He told the Board not to hesitate to ask him for funds for a project or an open house they wanted, because he anticipated that he and the City Manager could find some funds in the Community Development Department budget to pay for it. He confirmed that they were already budgeting funds for the City's visioning program outreach effort, which might incorporate an SAB outreach effort. Chair Baumann observed the work plan would determine if and how much funding the SAB would need.

Roles

Chair Baumann clarified that Bruce Brown was an alternate member and not a voting member. However, he could participate in Board discussions and immediately take the place of any member who left the SAB.

Mr. Lashbrook related that the City Manager and Council Liaison, Frank Groznik, planned to attend future SAB meetings. He clarified that Councilor Groznik would be present to offer the Council's perspective, but he was not a voting member of the Board. He advised the City Charter did not allow the City Council to direct the day-to-day activities of the staff, who worked for the City Manager, but advisory board members had a little more leeway to direct their chairperson to ask the board's staff liaison for information and help. He cautioned the staff might not always have enough time to work on any given project. Mr. Lashbrook explained that he was a senior advisor to the City Manager, and the City Manager was the chief executive officer of the City. Mr. Lashbrook said the SAB could utilize him and Ms. Papaefthimiou as their liaisons to the City Manager. When asked, he clarified that the SAB charge was not just to advise the City Council, but also to advise the staff and the community. Ms. Papaefthimiou explained that she was the City's Natural Resources Planner and the SAB staff liaison. She said she would work with Chair Baumann to arrange meetings, and provide materials, information and minutes. She said she and Ms. Millhauser would lend their support to SAB projects. Ms. Millhauser explained that she was the City's Sustainability Planner and

worked half time. She said she tracked the City's sustainability efforts and kept up with other sustainability-related efforts and initiatives. She said she would provide staff support for SAB projects and help Ms. Papaefthimiou draft the SAB work plan. Chair Baumann pointed out the manual listed her responsibilities. She said Vice Chair Atwood would step in as chair in her absence and was her "sounding board."

Success One Year from Now

Chair Baumann anticipated the group would fashion their one-year vision at the August meeting.

Regular Meeting Schedule

At least one member could not attend a regular Wednesday meeting. Chair Baumann asked Ms. Papaefthimiou to put together a list of other available meeting dates and email them to the members so they could indicate their preferences. She suggested they schedule their next meeting in City Hall at 6:30 p.m. on August 27th. When asked, Mr. Lashbrook advised legal notice was required 24 hours prior to each meeting, and he cautioned that if the Board held a meeting via conference call, some means had to be found to allow the public and press to hear it too.

Meeting Review

Members said they preferred to receive meeting materials before each meeting, and some preferred them to be three-hole-punched. Ms. Papaefthimiou planned to arrange for the doors to be unlocked by meeting time and provide three-ring binders to those members who wanted them. Some members preferred to be sent materials in electronic form, and they assured one member who brought her laptop that they did not object to that. Chair Baumann observed the group had plenty of "homework" to do before the next meeting. She asked them to try to read all the materials she had handed out and bring their ideas to the August meeting. She anticipated they would agree on an interpretation of the SAB mission and primary goals and begin to develop their work plan. When members anticipated, they would have emailed conversations with each other about that the staff advised them to email their comments, questions and suggestions to Ms. Papaefthimiou, who would ensure that they were properly distributed and became part of the public record. The staff also advised them they could discuss things via email, but they should not make a decision outside the public meeting.

ADJOURNMENT

There being no further business Chair Baumann adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Jonna Papaefthimiou
Natural Resource Planner

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