FOREST GROVE OREGON
A place where families and businesses thrive.

CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, OCTOBER 25, 2018 – 6:00 P.M.

MEETING MINUTES Approved by Commission on November 15, 2018

CALL TO ORDER: Chair Nieves called the meeting to order at 6:00 PM.

Sustainability Commission Present:

Robin Lindsley	Johanna Peeters Weem
Brian Schimmel	Ken Cobleigh
Tabitha Merten	Tammy Banek-Rydman
Amber Nieves	Jacob Rose

Absent: Kate Grandusky, excused; Fallon Harris, excused; Hope Kramer, unexcused
Council Liaison: Elena Uhing, excused.
Staff: Paul Downey, Director of Administrative Services, Bev Maughan, Recording Secretary
Guests: Teva Needleman, Liaison for Pacific University Center for a Sustainable Society; Jennifer Spiering, Pacific University Civic Engagement student.

1. COMMUNITY COMMUNICATIONS:

Teva Needleman was introduced as the Liaison for the University's Center for a Sustainable Society. She noted upcoming events: Food Drive, November 10, at Dutch Bros; and Holiday Night Market at the Milky Way. She is interested in developing a Google Calendar from the City website so students can see City B&C meetings and maybe generate more interest.

2. CONSENT AGENDA:

Corrections to the September 27 minutes: Change "committee" to "commission" and "action plan" to "work plan" for clarity and consistency; include that there was discussion and consensus to request Council to vacate the position held by Hope Kramer due to absences. Motion to approve minutes as corrected passed unanimously.

3. ADDITIONS/DELETIONS:

No additions or deletions.

4. COUNCIL LIAISON: None.

5. STAFF REPORT:

Mr. Downey noted that Metro is getting closer to finalizing the regional solid waste plan which will impact the Forest Grove Transfer Station with a 40% reduction in waste which will, in turn, reduce the CEP Grant funds available for distribution. In response to Tabitha's inquiry regarding changes in rates, Downey replied any changes in the rate structure are unknown. Commission members gave a brief overview of the CEP program for the new member.

Downey also noted that Metro is reviewing the administrative rules for commercial food waste and suggested the Commission include assistance with the education effort in the 2019 Work Plan. In response to an inquiry, Downey will get a list of the Forest Grove businesses impacted by the commercial food waste requirements to the Commission.

6. CONTINUED DISCUSSION FOR COUNCIL AGENDA/WORK SESSION FOR PROJECT PROCESSES

Downey gave an overview of the status and changes Council is considering making to the Advisory Boards & Commissions structure noting there will be an informational meeting on Monday, November 19, from 5:30 to 7 pm in the Community Auditorium. This will be an opportunity for B/C members to learn and ask questions about the potential B/C reforms. Amber noted that further discussion and review of the bylaws will be delayed until the proposed template by Council is approved.

Downey also distributed the commission roster and asked members to review their information and send any updates to Anna Ruggles, City Recorder. Brian noted at this time that he will not be reapplying at the end of his term in December 2018 and that his responsibilities and coordination of the mini-grant process should be turned over to another member who he will gladly help train.

7. REVIEW WORK PLAN

Downey distributed the current Council Goals and Objectives noting the Commission's work plan should incorporate the objectives established by Council. Amber reviewed the current Work Plan emphasizing the Commission should focus on a fewer number of projects that could be completed during 2019 and confirming that other projects could be labeled as "long-term" to be kept on the list. There was consensus to update the work plan for 2019 as follows:

Materials Management:

- Commercial food recycling/donation – Educate community on Metro's program
- Hard to Recycle Event (PlanetCon) – Assist outreach and promotion of event
- Energy Conservation: Move to Long-Term
- Solar Opportunities – Move to Media/Public Relations under Topical article ideas

Food:

- Food Stream – Partner with Pacific University capstone students to create website of food sources for Forest Grove

Social Equity:

- Homelessness/affordable housing – promote and engage in local efforts
- Latino Summit – assist with planning/staging event

Natural Resources:

- Backyard Burn Ban – propose a year round ban in FG (based on candidate forum)
- Watershed Education – Move to Media/Public Relations under Topical article ideas
- Roadside Litter/Recycle Day – Partner with local business for food and prizes to promote community efforts to reduce, reuse and recycle
- Remove Fernhill Land Use and Industrial Development

Transportation:

- Remove Bike Share

- Safe Routes to School moved to Long-Term

Sustainable Schools/Education:

- Remove Cafeteria food recycling (included in Materials Management area)
- School Recycling Bins – increase recycling opportunities in FGSD
- School Gardens Grants – Expand and maintain school gardens in FGSD
- Sustainability Knowledge Pub – move to Media/Public Relations area of emphasis

Discussion will continue to prioritize the top three or four projects to accomplish in 2019 collaborating with the Council goals and objectives.

8. **FUTURE AGENDA TOPICS:**
   Next meeting agenda would include letter of support for School Garden Coordinator position (10 minutes) review of bylaws and begin a review of the Sustainability Commission's Work Plan.

9. **ADJOURNMENT:** The meeting was adjourned by consensus at 8:02 p.m.

Respectfully Submitted,
Paul Downey, Director of Administrative Services
City of Forest Grove
Approved by the Forest Grove Sustainability Commission: Date: November 15, 2018