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**MEETING MINUTES Approved by Commission on April 25, 2019.**

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**CALL TO ORDER: Chair Nieves called the meeting to order at 6:03 PM.**

**Sustainability Commission Present:**

Amber Nieves  
Lilly Meek  
Tabitha Merten  
Robin Lindsley

Johanna Peeters Weem  
Fallon Harris  
Kenneth Cobleigh  
Jacob Rose

**Absent, Unexcused:**

**Council Liaison:** Elena Uhing

**Staff:** Paul Downey, Director of Administrative Services; Elizabeth Stover, Program Coordinator

**Guests:** Cecelia Warner, Adelante Mujeres; Ellen Hastay, Dairy Creek

- 1. COMMUNITY COMMUNICATIONS:** None.
- 2. COMMISSIONER COMMUNICATIONS:** Rose discussed events happening on Pacific University campus throughout April and followed up with an email list with dates and descriptions to the group.
- 3. CONSENT AGENDA:** Nieves moved to approve minutes of February 28, 2019, meeting as presented. With no opposition, minutes were approved as presented.
- 4. ADDITIONS/DELETIONS:** No additions or deletions.
- 5. MINI-GRANT REQUEST:** Cecelia Warner for Adelante Mujeres, 1623 Birch Street. Warner presented on washable cups for the Farmers Market. Warner purchased cups from Costco on sale and requested reimbursement. Group discussion about applying for mini-grant funds post purchase versus the official process of applying for mini-grants prior to purchase (i.e., asking the Commission for grant approval after a purchase was made) resulted in a one-time approval.
- 6. MINI-GRANT REQUEST:** Ellen Hastay for Dairy Creek Community Food Web, 1631 Juniper Street. Lindsley recused herself from voting. Hastay is seeking a grant to purchase children's food gardening books that will teach children how to grow food to eat, support food resilience, and support educators' curriculum. Harris is in support providing the organization can show a need for these books.
- 7. MINI-GRANT REQUEST:** Amber Nieves for Sustainability Commission, Earth Day Litter Clean Up event. Nieves is seeking funds to support the event through the purchase of raffle prizes, signage, and gift cards to volunteers as a thank you.

Commission voted on mini-grants:

- Cecelia Warner – Rose moved to accept for \$500, Nieves seconded, unanimous approval.
- Ellen Hastay – Lindsley recused. Harris moved to accept for \$500 with the parameters of equitable access and distribution, and that the books show a need from the teachers; Harris will work the organization to identify need. Nieves seconded, unanimous approval.
- Amber Nieves – Rose moved to accept for \$500, Harris seconded, unanimous approval.

- 8. CEP GRANT APPLICATION:** Cobleigh stated \$5,000 should be raised to \$10,000 due to providing community grants that exhausted funds by the end of March. Cobleigh feels the community response merits an increase in general funds. Harris stated that an increased amount will allow the Commission to have a greater impact, especially if the discretionary individual mini-grant award increases from \$500 to \$1,000. Councilor Uhing advised on best practices for showing need on the CEP grant application.
- 9. EARTH DAY EVENT UPDATE:** Update from Peeters Weem – Map of the city will be divided into zones and assigned to participants. Tickets, bags, equipment, and a free taco will be provided. Councilor Uhing asked if the Commission has notified the police department about the event; Program Coordinator to follow up. Reached out to sponsors and donors for food and raffle prizes. There may be a videographer with a drone to create promotional media. Councilor Uhing suggested collecting data to inform future events.
- 10. SCHOOL GARDEN REPORT:** Harris reported 10 yards of compost will be donated by S&H Compost wherever signs are placed at the school gardens, plant starts and seeds were donated from Portland Nursery, and Cornelius Elementary will present its first design plan after spring break to be followed by an end-of-month groundbreaking ceremony. Volunteer opportunities are available.
- 11. AGENDA WORK PLAN DISCUSSION:** Nieves solicited feedback from the Commissioners regarding projects to include on the work plan, specifically regarding April through July of 2019. Harris suggested having volunteers at the work parties for Cornelius Elementary school garden project; dates and times to be provided. Merten and Rose discussed Latino Summit; Rose to reach out for update. Merten suggested the following timeline: school gardens, Latino Summit, food donations, and emergency shelter. Councilor Uhing reminded Commission that the Council will have specific projects to add to the work plan. Peeters Weem would like to see equitable access to information from the city; Councilor Uhing suggested the upcoming communication plan may address these topics. Lindsley would like to see topics on the work plan to move from project-oriented to program-oriented.
- 12. HIGH EFFICIENCY TOILET REBATE PROGRAM PRESENTATION:** Councilor Uhing requests a letter of recommendation from the Commission to the Council regarding the rebate. Rebate comes from the water fund, \$75 after the toilet is purchased and installed; owner responsible for proper disposal of the old toilet.
- 13. COUNCIL LIAISON REPORT:** March 22 – April 22, Historic Landmarks Board is having a photo contest; April 5, CEP applications are due; April 11, first budget meeting; April 15 – 20, Book Sale at library, seeking volunteers and books; May 18, Small Repair Clinic at library.

In the next couple of years, Metro will be looking at an Affordable Housing, Park and Nature, and Transportation bonds. Council will be having work sessions on downtown parking study, crosswalk design, values and vision scope, and housing needs assessment. Council hired a tourism consultant, Light & Power looking at rate increases, EDC reports four new businesses coming into the downtown area. Uhing solicited feedback regarding definitions of equity and inclusion from Commissioners.

**14. STAFF REPORT:** The city's logo and brand guide is now on the website, Boards & Commission work session; getting close to decision. Still need to talk about chair positions and limits. Staff to look at Metro food waste ordinance regarding outreach to businesses; Washington County will work directly with those who are required to be in compliance first. Consultants are closer on estimates for the solar array project.

**15. FUTURE AGENDA TOPICS:**

- Low flow toilet rebate: 15 minutes
- Equity definitions: 15 minutes
- Debrief of Earth Day event: 15 minutes
- Groundbreaking at Cornelius Elementary School: 10 minutes
- Metro food waste recycling: 10 minutes
- Solar array results (Staff Report): 15 minutes

**16. ADJOURNMENT:** The meeting was adjourned by consensus at 8:01 p.m.

Respectfully Submitted,  
Elizabeth Stover, Program Coordinator  
City of Forest Grove

Approved by the Forest Grove Sustainability Commission:    Date: 4/30/19