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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, MAY 23, 2019 – 6:00 P.M.**

MEETING MINUTES Approved by Commission on July 25, 2019.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:01 PM.

Sustainability Commission Present:

Amber Nieves	Johanna Peeters Weem
Fallon Harris	Tabitha Merten
Kenneth Cobleigh	Robin Lindsley

Absent, Excused: Lilly Meek, Jacob Rose

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator; Paul Downey, Finance Director

Guests: Teva Needleman, Pacific University

- 1. COMMUNITY COMMUNICATIONS:** Needleman updated the Commission on the Bees and Trees event at Pacific University. Councilor Uhing inquired if Needleman's liaison position will be filled; no grant money available to retain position. Free Food Resources project will continue to be developed. Michelle Larkin will continue to be the main contact at Pacific University in relation to the Sustainability Commission.
- 2. COMMISSIONER COMMUNICATIONS:** Cobleigh announced the CEP award for the Sustainability Commission is \$4,250. Merten raised awareness with the Commission about Adelante Mujeres's Community Supported Agriculture program. Harris will be traveling over the summer and will miss meetings in June and July. Nieves will not be available for June's meeting. Councilor Uhing and Downey provided information that some commissions do not have summer meetings. Lindsley announced that June 1, Dairy Creek will award Harvest Team Leaders.
- 3. CONSENT AGENDA:** Harris requested change to agenda that Pacific University was looking for a certified bee and tree campus designation. Harris moved to approve the minutes, Merten second; unanimous.
- 4. ADDITIONS/DELETIONS:** None.
- 5. LITTER PICK UP EVENT:** Discussion regarding Commissioner communications; staff to send out general reminder letters to all Boards & Commissions to clarify conduct, possibly training sessions for new Commissioners. Councilor Uhing stated the Earth Day Litter Pick Up event was a success, and the City is interested in coordinating with the Commission, Clean Water Services, and Waste Management for future clean up events. Need clarity on what all parties' goals are for these events. The subcommittee will meet to discuss needs before the July Sustainability Commission meeting.

6. **SCHOOL GARDENS:** Harris update: Eden Acres Environmental Education has signed a contract with the Forest Grove School District to fund a School Garden Coordinator position. They will pilot with Cornelius and Harvey Clarke for first grade, then all first graders, then all first, third, and fifth grade students. Two books that will be utilized for the curriculum will be requested via the grant awarded to the Dairy Creek Food Web for Children's Gardening Books. Opportunities for engagement as a volunteer to water, weed, and harvest the gardens during the summer.
7. **ANTI-POVERTY WORKGROUP:** No updates; no Commissioners in attendance. Harris and Merten volunteered to be liaisons to the workgroup.
8. **WORK PLAN:** Nieves outlined projects for the summer and fall including writing articles for the News Times, the City website, and Facebook. PlanetCon volunteer opportunities are also available for June 1. Articles will be:
 - Toilet Rebate in June – Nieves
 - Neighborhood Food Gardens in July – Lindsley
 - Solar Energy in August – Peeters Weem
 - Harvest Season and Food Preservation in September – Harris
 - Litter Pick Up in October – Merten
9. **COUNCIL LIAISON REPORT:**
 - May 28, 2:00pm-3:30pm downtown parking study conversation, seeking stakeholder feedback.
 - May 29 at 5:30pm is the final round for Health Care in Forest Grove Forums.
 - June 15, Adelante Mujeres Fiesta of Hope between Main and 21st Streets.

Councilor Uhing thanked Peeters Weem for bringing the Aquatics Center dress code policy to the Council's attention. Staff will bring the solid waste discussion. Downtown Street Trees Assessment is complete. Uhing discussed opportunities for the Commission to update bylaws, e.g., specifics regarding meeting frequency, student reports, number of members. Commission will need to focus on tracking and reporting information on mini-grants related to equity, as well as define the criteria when awarding any amount over \$500. The third Latino Forum is the responsibility of the CCI; Uhing suggests the Sustainability Commission could volunteer to help CCI in the organization of the next event. Uhing also discussed the Sustainability Commission's role in supporting the Council's Goals & Objectives: solar arrays; homelessness; advising on the interests of Forest Grove in local, state, and national affairs; and the City's sesquicentennial. The Commission will need to clearly define the role and relationship with the Pacific University liaison. Nieves moved to cancel June's Commission meeting, Harris second; unanimous.

10. **STAFF REPORT:** Update regarding the process of supporting/advocating: the Commission can support legislation if they are not supporting on behalf of the City. Discussion regarding how the Council has historically handled advocating and endorsing. Light & Power representative can give an abbreviated presentation regarding the solar array study to the Commission. A draft ordinance will be brought to Council regarding commercial food waste in June or July.

11. FUTURE AGENDA TOPICS: Staff to begin discussion regarding Metro's food waste ordinance in May, the solar panel study results are not in yet but getting close.

- Commission bylaws
- Assignments and projects from Council
- Solar Array presentation from Light & Power
- Pacific University liaison
- Toilet Rebate article – Nieves
- PlanetCon summary
- Latino Summit update – Uhing
- DEI definitions – Uhing

12. ADJOURNMENT: Nieves adjourned the meeting at 7:49pm.

Respectfully Submitted,

Elizabeth Stover, Program Coordinator

City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: 7/25/19