

**SUSTAINABILITY AND ENERGY ACTION TASKFORCE**  
**Meeting Minutes – May 3, 2022, at 3:30 PM**  
**Council Chambers**

**Member Attendance:**

Robert Allen  
David Bartlett – Absent  
Josh Berger  
Tom Bradbeer, **Co-Vice Chair**  
Karen Chase – Absent  
Ethan Nelson, **Co-Vice Chair**  
Jan O’Hara, **Chair**  
Matthew Rosen  
Dorothy Swain  
Arlo Todd – Absent  
Catherine Vawter

**City Staff/Council Liaisons:**

Vanessa Ogier (Councilor Liaison) –  
Jason Canady (City Liaison) –  
Kyrrha Sevco (City Public Works) –

**Guests:**

Andrew Stevens

1. **Roll Call/Introductions:** New member Catherine Vawter introduced herself.
2. **Public Comment:** None
3. **Taskforce Member Comments/Information:**
  - a. Each member answered, “What does sustainability mean to me?” Co-Vice Chair Bradbeer handed out a couple of quotes on sustainability to the taskforce.
  - b. Member Rosen updated the taskforce on the previously discussed grant funding opportunity mentioned by Co-Vice Chair Bradbeer. There are two phases, the first is for planning up to \$100,000 and the second is for the project itself up to \$1,000,000. Member Rosen signed up for email updates and suggested another member sign up as well as he will be out of the country for a period.
  - c. Member Swain offered to be the information facilitator incorporating submitted information into a monthly slide.

4. **Approval of Minutes:**

**MOTION TO APPROVE MINUTES**

**Co-Vice Chair Bradbeer moved, and Member Swain seconded the motion to approve the April 5, 2022, meeting minutes. The vote resulted as follows: “AYES”: Chair O’Hara, Co-Vice Chairs Bradbeer and Nelson, Members Allen, Bartlett, Berger, Rosen, and Vawter. “NAYS”: None. Abstain: None. Absent: Members Chase and Todd. The motion passed.**

5. **Action Items:**

- a. Member selection for Council consideration – applications from Emily Berlant, Clair Highfield, and Shannon Holst were reviewed and discussed by members. Taskforce members requested to fill both vacant positions. The Solar vacancy with Emily Berlant and the Forestry/Horticultural vacancy with Clair Highfield.

**MOTION TO RECOMMEND EMILY BERLANT AS SOLAR MEMBER  
AND CLAIR HIGHFIELD AS FORESTRY/AGRICULTURAL MEMBER**

**Member Rosen moved, and Member Bradbeer seconded the motion to recommend Emily Berlant and Clair Highfield to City Council for the taskforce. The vote resulted as follows: “AYES”: Chair O’Hara, Co-Vice Chairs Bradbeer and Nelson, Members**

**Allen, Bartlett, Berger, Rosen, and Vawter. “NAYS”: None. Abstain: None. Absent: Members Chase and Todd. The motion passed.**

- b. Road Map Creation – a deadline-oriented or task-driven path? Which is the best direction for the taskforce was posed by Member Rosen. The mission statement, Council education, and adoption timeline feasibility in addition to the RARE applicant input were discussed. The consensus was to continue gathering resources and remain fluid until the RARE applicant joins the taskforce.
- c. RARE update provided by Kyrriha Sevco – RARE staff interviewed City staff. Our application was one of the best. We should know by Friday if we get to move forward in the process. The taskforce was asked to review the RARE Community Position Description and provide feedback. Co-Vice Chair Bradbeer suggested Human Resources review the position description and consider adding evaluation criteria. A possible lack of applicant housing was mentioned as well.
- d. Meeting date/time discussion was held on moving the meeting to the 2<sup>nd</sup> Wednesday of the month starting July 13<sup>th</sup> while keeping the June meeting on the 7<sup>th</sup>. All agreed to move the meeting to the 2<sup>nd</sup> Wednesday of the month starting in July.

**6. Matters from Committee Members and Staff -**

- a. Member Berger suggested the taskforce come up with an assessment form to record observations and opportunities when touring city facilities. Member Berger will share some examples on SharePoint.
- b. Water Filtration Plant Tour – by Jason Canady, questions were asked and answered.

**7. Future Agenda Building for Next Meeting:**

- a. Police Department Tour
- b. Energy Trust of Oregon and What They Offer

**8. Meeting adjourned**

**MOTION TO ADJOURN**

**Co-Vice Chair Bradbeer moved, and Member Rosen seconded the motion to adjourn the meeting. The vote resulted as follows: “AYES”: Chair O’Hara, Co-Vice Chairs Bradbeer and Nelson, Members Allen, Bartlett, Berger, Rosen, and Vawter. “NAYS”: None. Abstain: None. Absent: Members Chase and Todd. The motion passed.**

**Meeting adjourned at 4:36 PM** (Water Filtration tour followed the regular meeting.)

**9. Next Meeting:** June 7, 2022, at the Police Department

*Minutes prepared by Wendy Higgins, City Public Works Department.*