

The meeting of the Environment and Climate Committee was called to order at 11:00 a.m. on Thursday, November 12, 2020, online and by phone.

- 1. Roll Call:** Bill Welch, Kavi Chokshi, Kellie Jensen, Kersey Marion, Mark Buckley, Neil Baunsgard, Peter Grube, Rory Isbell, Serena Dietrich, Tess Gardner (alternate)

## **2. Public Comment**

Russ Donley member of former Climate Action Steering Committee (CASC) said the Environment and Climate Committee (ECC) has a lot of support and said the job will not be easy. He said collaboration is important and the ECC should look at opportunities to change policies.

Mike Riley, Executive Director of the Environmental Center, thanked the committee for volunteering. He said this is important work and the Environmental Center is excited to work with the committee.

## **3. Welcome & Introductions**

Cassie Lacy, Senior Management Analyst welcomed the committee and made introductions.

## **4. Review of Law Related to Public Meetings, Public Records, and Ethics**

Ian Leitheiser, Assistant City Attorney, reviewed the laws related to public meetings, public records and ethics.

Member Mr. Welch asked if several of the committee members were invited to a meeting about other issues and someone has asked a question about what is going on with the ECC, should those committee members not be together. Mr. Leitheiser said he is more concerned about City Council than the ECC. He said the City and state law recognizes there are members of communities that have time, capacity and expertise to do more than one thing at a time or serve on more than one committee at a time.

## **5. Making Progress Stick**

Stephanie Senner, Bend Economic Development Advisory Board (BEDAB) member, presented the following slides on Making Progress Stick: Avoiding Advisory Board Burn Out:

- Quote

- A Huge Ship
- Tips
  - Calendars
  - Milestones
  - Project Plan
  - Um two years?
  - Save Taxpayer Dollars
- Foundation
- Top Three Tips to Avoid Board Burn-Out

Member Mr. Grube asked how working groups are regulated in regards to committee business and public records. Ms. Senner explained when the BEDAB creates working groups they do not have to be publicly noticed meetings. She said the working groups can meet on their own, do not need to be announced or advised, and minutes do not need to be published.

Ms. Lacy asked if there is less than a quorum at the BEDAB working group meetings. Ms. Senner explained the working groups need to be small, not just because of the less than a quorum but, because once you have more than quorum, then you are in a board meeting. She said working groups are great to gather information about questions, do a listening session, or just chase down answers that could bring recommendations back to the committee.\*

Kayla Duddy, Deputy City Recorder stated that if recommendations are being made, the meeting should be made a public meeting.

Member Mr. Buckley asked what the balance is for agenda items and priorities and how much it is coming from the staff, City Council, and committee members. Ms. Senner explained when she was chair; she met with BEDAB's staff liaison a week ahead of the meeting to discuss agenda items. She said BEDAB would often have a rule that members would call the chair to suggest agenda items and then the chair would bring them to staff. Ms. Lacy explained it is up to the committee to decide what system is wanted to have in place to decide agenda topics.

## **6. Roll of City Advisory Committees**

Ms. Lacy presented the following slides on Roll of City Advisory Committee:

- Roll of Advisory Committee
- Advisory Committees
- Engaging with City Council

Member Mr. Welch asked where the City is in the cycle. Ms. Lacy explained the committee might want to have a longer meeting in December to discuss that.

Member Mr. Isbell asked when Council would start their next goal setting. Ms. Lacy explained the new Councilors have started their Council orientation and for the rest of the year the Councilors are going to learn about how the city works and the different

initiatives that the City has going on. She said this advisory committee would be asked to participate in a listening session, which will be in the first two weeks of January. She said Council would have their goal-setting workshop on January 21, 2020.

Member Mr. Welch asked about the budget process. Ms. Lacy mentioned she would need to speak with the Budget staff to see what their recommendations are on how to budget. She said this would be discussed at the next meeting.

## **7. ECC Guidelines & Principles and Roles**

Ms. Lacy discussed the ECC guidelines, principles and roles.

Member Mr. Isbell said there needs to be more clarification between section 2 and section 8. He said the sections seem out of alignment. Ms. Lacy said she would speak with the Legal department for more clarity.

Member Mr. Buckley said he is interested in the committee's responsibility to advocate for stewardship of resources in the environment. He said he is curious if the committee's role is to be the advocate to Council versus to help consider all of the competing forces. Ms. Lacy said the City wanted to make sure that this committee is focused on protecting the natural environment. She said however, the expectation would be that the committee will take into consideration different factors and that it needs to be economically sound and supporting, the City's other goals.

The committee is supportive of working more on the ECC Charter.

Members Ms. Marion, Mr. Welch, and Mr. Isbell volunteered to work on another draft of the ECC Charter.

## **8. Next Steps**

Ms. Lacey said the committee would nominate the chair and vice-chair at the December ECC meeting. She asked that members interested in either position let her know within the next few weeks.

## **9. Adjourned at 1:05 p.m.**

Respectfully Submitted,

Kayla M. Duddy  
Deputy City Recorder

*\* When working groups are developing a recommendation for the Committee, they should convene in a public meeting. Staff should consult with the City Attorney's Office when groups are formed in order to ensure compliance with Oregon Public Meetings Law.*