

ASHLAND CONSERVATION COMMISSION

Meeting Agenda

February 22, 2017 – 6:00 PM

Community Development Building, Siskiyou Room
51 Winburn Way

1. **Call to Order**
2. **Consent Agenda**
 - 2.1. Minutes January 25, 2017 Commission meeting
3. **Announcements** (15 min)
 - 3.1. Next Regular Meeting: March 22, 2017
 - 3.2. Upcoming Sub-committee meeting
 - 3.3. Other Announcements from Commissioners
4. **Public Forum** (10 min to be evenly divided by public wishing to speak)
5. **Reports / Presentations/Updates** (25 min)
 - 5.1. SOU Quarterly Update (5 min)
 - 5.2. Council Update- Councilor Rosenthal (5 min)
 - 5.3. City Conservation Programs and Operations – Hanks (5 min)
 - 5.4. Water Subcommittee Update – Weir (10 min)
6. **Old Business** (45 min)
 - 6.1. Commission Monthly Column in Sneak Preview (5 min)
 - March – CEAP Update – CEAP Committee
 - April – Water related??
 - May – Low Impact Living Classes
 - 6.2. Climate & Energy Action Plan – Project Update (10 min)
http://www.ashland.or.us/Files/AshlandRevisedCEAP_Jan2017.pdf
 - 6.3. Conservation Commission – Powers/Duties Discussion (20 min)
 - 6.4. Earth Day – Commission Participation Discussion (10 min)
7. **New Business** (20 min)
 - 7.1. Nominations for 2017 Chair/Vice Chair (terms begin in April)
 - 7.2. Update on Commissioner Terms/Vacancies - **Updated**
 - One Member Up in 2017 (Sohl)
 - Three Members Up in 2018
 - Two Members Up in 2019
 - Three Members Appointed as Representatives
 - 7.3. Conservation Classes (Low Impact Living Series) – 2017 Update (Beigel-Coryell/Buck)
 - 7.4. DEQ – Bottle Bill Upcoming Changes – Discussion/Ideas (Beigel-Coryell/Buck)
8. **Wrap Up** (5 min)
 - 8.1. Items to be added to next agenda

2.18 Conservation Commission

2.18.010 Established-Membership

The Conservation Commission is established and shall consist of nine (9) voting members including one representative of the solid waste franchisee for the city; and one representative from Southern Oregon University; and one representative from the Ashland School District and six (6) other voting members. At least five (5) of the other members shall reside within the city. The commission shall also consist of certain non-voting ex officio members, including the mayor or one council member serving as council liaison, the Department of Community Development Director and the Electric Utility Director, the Director of Public Works, the Building Official and City Administrator. The primary staff liaison shall be appointed by the City Administrator and shall serve as Secretary of the Commission. Voting members shall be appointed by the Mayor with confirmation by the City Council.

(Ord 3003, amended, 02/18/2010; Ord 2981, added, 04/06/2009; Ord 3100, 2014)

2.18.040 Powers and Duties-Generally

The powers, duties and responsibilities of the commission shall be to educate and advocate for the wise and efficient use of resources by the City of Ashland and all Ashland citizens. In doing so the commission shall recommend to the council the adoption of policies, implementation strategies and funding related to:

- A. Recycling, source reduction and solid waste/landfill issues;
- B. Electric conservation issues;
- C. Water conservation issues;
- D. Resource conservation issues;
- E. New power resource decisions, but not including decisions involving wholesale power contracts;
- F. Renewable resource decisions;
- G. Air quality issues;
- H. Education of citizens about efficiency issues; and

(Ord 2981; 2009; Ord 3003, 2010)

PRINT

CLOSE

2.10 Uniform Policies and Operating Procedures for Advisory Commissions and Boards

2.10.005 Purpose

Advisory commissions and boards (advisory bodies) require uniform rules, policies and operating procedures to assure maximum productivity and fairness for members and the public. Except where otherwise provided in this Code, the following policies and procedures govern all the City's commissions and boards, as well as ad hoc entities. Nothing herein removes the requirement for compliance with more specific regulations and guidelines set forth by state statute, administrative rule, ordinance, or resolution specific to the advisory body. These rules do not apply to the elected Parks and Recreation Commission.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.010 Created or Established

See individual Commission or Board Code Chapters codified between AMC 2.11 and AMC 2.25.

(Ord 3003;2010)

2.10.015 Appointment

See AMC 2.04.090.C.

(Ord 3003;2010)

2.10.020 Terms, Term Limits and Vacancies

All successors to original members of an advisory commission or board, shall have a three (3) year term, except as otherwise provided in the appointment order and except for certain members of the Municipal Audit Commission, as provided in AMC 2.11.015.

Notwithstanding the three year limitation, Planning Commissioners shall serve for terms of four (4) years with terms expiring on April 30 of the fourth year, and Budget Committee members not on City Council shall serve for terms of four (4) years, with terms expiring on June 30 the fourth year. All other regular terms shall commence with appointment and shall expire on April 30 of the third year, unless otherwise provided in the appointment order. The appointing authority may stagger terms in the original appointment order as necessary. Members may serve two (2) terms on any single commission or board, after which time the Mayor and Council will give due consideration to other qualified candidates before making a reappointment. Any vacancy shall be filled by appointment by the Mayor, with confirmation by the City Council, for any unexpired portion of the term as provided in AMC 2.04.090C.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.025 Meetings and Attendance

A. Unless otherwise provided by law, the number of meetings related to business needs of an advisory commission, or boards may be set by the advisory body.

B. The Planning Commission and Budget Committee shall set their own meeting attendance requirements. All members of other Regular or ad hoc advisory bodies must attend at least seventy-five percent (75%) of the full advisory body's noticed meetings, study sessions and special meetings in each full year of their tenure. A person removed from the advisory body for non-compliance with attendance requirements subsequently may be appointed to fill the vacancy on the advisory body by means of the normal appointment process of that advisory body.

C. A member should provide at least 48-hour notice to both the chair of the advisory body and the staff liaison regarding any planned absence from a scheduled meeting of the advisory body. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting.

D. Generally, advisory bodies may not allow alternates to represent or stand in for a member at a meeting. Notwithstanding the foregoing preclusion of alternates, on Regular and ad hoc advisory bodies with some members who are appointed by an entity other than the Mayor and City Council and who serve as a representative of the appointing entity, an alternate may participate and vote for the named member by proxy at any meeting of the advisory body. Such participation by the alternate will be deemed to be attendance by the named member. Individuals directly appointed by the Mayor and approved by the Council may not be represented by alternates.

E. Each advisory body should review member attendance and report to the City Recorder approximately every six months. City Recorder will advise the Mayor on the need for appointments or re-appointments, if necessary.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.030 Removal

See AMC 2.04.090.F.

(Ord 3002;2010)

2.10.035 Public Meeting Law

All meetings of advisory commissions and boards are subject to strict compliance with public meeting laws of the State of Oregon. Notwithstanding notice requirements under Oregon law, advance notice of at least 36 hours shall be provided for all meetings. Notice shall be sent to a newspaper with general local circulation and posted on the city's website. In the case of emergency or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 36-hour notice shall be included in the minutes of such meeting.

(Ord 3003;2010)

2.10.040 Quorum and Effect of Lack Thereof

A meeting quorum shall consist of more than one-half of the total number of authorized members of the body, including any vacant positions. Non-voting ex officio members, staff and liaisons do not count toward the quorum. Members need not be physically present at a meeting if another means of attendance (e.g. telephonic, internet etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions require the affirmative vote of at least two-thirds of the members present. If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting.

(Ord 3050, amended, 11/18/2011; Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.045 Council Liaisons

See AMC 2.04.100.

(Ord 3003;2010)

2.10.050 Election of Officers, Secretary and Subcommittees

At its first meeting following the appointment or reappointment of members each year, the advisory commission or board shall elect a chair and a vice-chair who shall hold office at the pleasure of the advisory body. Neither the chair nor vice-chair shall serve as an officer for more than three consecutive annual terms. Without the need for an appointment, the head of the City Department staffing the commission, committee or board shall be the Secretary and shall be responsible for keeping an accurate record of all proceedings. The Department head may delegate such tasks to a staff liaison. Subcommittees may be formed for the purpose of gathering information and forming a recommendation to be brought forward to the full advisory body. Only the full body can make recommendations to the City Council. Subcommittees must comply fully with the requirements of Oregon Public Meetings law.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.055 Role of Staff

At least one staff person is assigned to work with each advisory commission or board. The staff liaison provides professional guidance, continuity, and insight into City policy and attends all regular and special meetings and workshops. The staff liaison supports the group as a whole and shall not do work at the request of individual members. Each staff liaison has a limited amount of time to devote to the group. If additional staff time is needed the request should be made to the City

Administrator or appropriate Department Head.

(Ord 3003;2010)

2.10.060 Agendas and Minutes

The chair or staff liaison will be responsible for timely preparation and posting in advance the agendas of all meetings of advisory commissions and boards on the City's website. A member or staff liaison will be responsible for taking minutes and getting them posted on the City's website, generally within a few days after the minutes have been approved. Members are encouraged to access those documents from the web site. Staff will email or mail documents to members upon request. If the advisory body has a current Council Liaison, the Liaison should be given the opportunity to report to the commission or board periodically.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.065 Goals

Advisory commissions and boards are encouraged to establish annual goals and action items that reflect the body's charge as stated in the specific commission ordinance. Advisory bodies are expected to suggest, support and advance Council goals and are encouraged to look for ways within their own unique responsibilities to do so.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.070 Rules and Regulations

The advisory commission or board may make such rules and regulations as are necessary for its governance, including the conduct of meetings, when not inconsistent with Ashland City Charter, Ashland Municipal Code or Oregon law. These rules may be less formal than the meeting procedure rules in AMC 2.04.40. In the event of conflicts that cannot be resolved less formally, AMC 2.04.040 shall be used as the standard for meeting rules and procedures. Failure to strictly comply with the rules on meeting procedure in AMC 2.04.040 shall not be cause to void or otherwise disturb a decision or action. The body will strive to be clear in its proceedings.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.080 Code of Ethics

The City of Ashland is committed to the highest ethical standards for its public officials. To ensure public confidence, all members of advisory commissions and boards must be independent, impartial, responsible and not use their position for personal gain or to benefit or harm others. Advisory commissions and boards shall operate in the general public interest serving the community as a whole and shall serve no special interests. Advisory commission and board members shall not endorse in their official capacity any commercial product or enterprise. Members should be aware

the criminal codes, ethics and conflict of interest laws set forth in state statutes and city ordinances, including but not limited to the State of Oregon Criminal Code, ORS 244 and in AMC Chapter 3.08.

(Ord 3003;2010)

2.10.090 Council as Final Decision Maker

With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions subject to appeal but rather make recommendations to, or act in an advisory capacity to the council. The City Council is the final decision-maker on all city policies and the use of city resources. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by Resolution.

(Ord 3003,2010; ORD 3057, 2012)

2.10.095 Gifts

Subject to the acceptance of the City Council, an advisory body may receive gifts, bequests or devises of property in the name of the City to carry out any of the purposes of the advisory commission or board, which funds, if required by the terms of the gift, bequest or devise, shall be segregated from other funds for use with the approval of the City Council.

(Ord 3003;2010)

2.10.100 Budget, Compensation and Expenses

Money is set aside in department budgets for Commission and Board expenses. Should an advisory body require additional funds, requests should be submitted to the department head through the staff liaison. Regular members of the advisory commissions and boards shall receive no compensation for services rendered. Members must receive permission and instructions from the staff liaison in order to be reimbursed for training or conferences and associated travel expenses related to official business. Procedures and criteria for boards and commissions to obtain approval of expenditures are established by Resolution.

(Ord 3003,2010; Ord 3057, 2012)

2.10.105 Reports

A. Each advisory body shall submit copies of its meeting minutes to the City Recorder for presentation to the City Council.

B. The chair of each advisory body is expected to give at least one report to the City Council each year on the advisory body's accomplishments, work in progress, and planned activities. In addition, the Mayor or City Council may from time to time ask chairs for information and recommendations on matters within the scope of their advisory bodies.

Chairs' reports to the Council are to be objective and representative of the majority views of the memberships of their advisory bodies.

C. Council Liaisons may report to the entire Council on significant and important activities of any advisory body to which they have been assigned.

D. Staff Liaisons to the advisory bodies may assist in preparing such reports.

E. Unless otherwise expressly provided in the Ashland Municipal Code or State Law, all reports or recommendations of City advisory bodies committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

2.10.110 Lobbying and Representing the City

An individual advisory body member is free to express personal views on any issue in any forum as long as the individual makes clear that he or she is not speaking as a member of the advisory body and that the views expressed are personal and do not represent the position of the City or of the City advisory body.

(Ord 3003, added, 02/18/2010; Ord 3100, 2014)

[PRINT](#)

[CLOSE](#)