



VILLAGE OF RIVER FOREST SUSTAINABILITY COMMISSION

Tuesday, December 13, 2022 – 7:00 PM
Village Hall – 400 Park Ave., River Forest, IL

You may submit your written public comments via email in advance of the meeting to: sjansen@vrf.us
You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 816 4491 8569 or by clicking [here](#). If you would like to speak during public comment, please email sjansen@vrf.us by 4:00 PM on Tuesday, January 10, 2023.

AGENDA

1. Call to Order/Roll Call
2. Public Comment
3. Adoption of Meeting Minutes for December 13, 2022
4. Commissioner Reports
5. Communications
 - a. Draft Web Page
 - b. Monthly/Weekly E-News
6. Other Business
7. Schedule Next Meeting – February 14, 2023
8. Adjournment

**VILLAGE OF RIVER FOREST
SUSTAINABILITY COMMISSION
TUESDAY, DECEMBER 13, 2022**

A regular meeting of the Village of River Forest Sustainability Commission was held on Tuesday, December 13, 2022 at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:04 PM. Upon roll call, the following persons were:

Present: Chairperson Simon, Commissioners Charette, Cheng, Lennon, Veazie, and Student Commissioner Raidt (attending virtually until 8:00 PM)
Absent: Commissioners Roberts
Also Present: Management Analyst Seth Jansen

2. PUBLIC COMMENT

None.

3. ADOPTION OF MEETING MINUTES

Commissioner Cheng made a motion, seconded by Commissioner Veazie to approve the November 8, 2022 meeting minutes.

Roll Call:

Ayes: Chairperson Simon, Commissioners Charrette, Cheng, Lennon, Veazie
Absent: Commissioner Roberts
Nays: None
Motion Passes.

4. COMMISSIONER REPORTS

Chairperson Simon introduced Commissioner Lennon to the Commission; Commissioner Lennon introduced himself and provided information on his background to the other Commissioners. Commissioner Charette shared her experience attending the annual PlanIt Green Leaders Forum the previous week. Commissioner Veazie, Cheng, and Student Commissioner Raidt had no updates to report. Chairperson Simon shared information regarding the GreenTown event set to take place June 23rd, 2023 at Triton College.

5. STAFF UPDATES

Mr. Jansen provided a brief update on commencement of the Electric Vehicle Infrastructure Study. Mr. Jansen provided information on packet items regarding refuse collection and the Village electric vehicle charging station usage and then briefly outlined the C4 initiative.

6. COMMUNICATIONS

The Commissioners discussed the content and layout of the Sustainability webpage on the Village website. Commissioner Cheng outlined the changes she made and discussed how to highlight Village and regional sustainability goals and programs within the site. The Commissioners offered views on how to best highlight River Forest-specific items on the site. The Commissioners stated they intend to have their respective sections updated in the coming month.

Chairperson Simon outlined the newsletter process and Mr. Jansen provided an update on recent newsletter content. For the coming month, the Commissioner decided to utilize content that has already been drafted for the forthcoming weekly and monthly newsletters. The content highlights recent sustainability achievements and upcoming holiday-specific recycling programs.

7. COMMUNITY SOLAR

The Commissioners reviewed the current community solar subscription sign-up rates and discussed ways to increase participation in the program. Commissioner Charette discussed reaching out to those on the waitlist who have been sent offers but not yet enrolled. Commissioner Lennon suggested that information be provided in a way that is digestible and easy to understand for the residents. Chairperson Simon indicated he would reach out to a consultant who had previously been involved in the community solar project. The Commissioners discussed ways to engage residents and what associations can assist with increasing the participation rate, potentially provided a further push through social media or resident postcard mailings. The Commissioners discussed how River Forest compares to other communities with regards to community solar participation. The Commissioners discussed setting a goal to increase subscription rates by a specific number or percentage in 2023. Commissioner Veazie suggested having individuals at community events who can help draw attention to the program.

8. C4 INITIATIVE

Mr. Jansen provided an overview of the Cross Community Climate Collaborative (C4) and how C4 is wanting to know what goals communities are seeking to achieve. The Commissioners discussed potential goals of the Village and ways to contribute. The Commissioners discussed focusing on community solar and seeing how other communities are implementing such programs. The Commissioners discussed the equity component of the C4 Initiative and potentially working with the Diversity Equity and Inclusion Commission on the project.

9. OTHER BUSINESS

Chairperson Simon elaborated further on the GreenTown event as a call to action for all things sustainability and a way to engage local businesses and community members. Chairperson Simon has discussed filling the final vacant commission seat and seeking potential applicants. Chairperson Simon asked the Commissioners to identify potential applicants, particularly those whose skill sets and expertise would be beneficial to the Sustainability Commission.

10. SCHEDULE NEXT MEETING – JANUARY 10, 2023

The Commission reached a consensus to hold its next meeting Tuesday, January 10, 2023.

11. ADJOURNMENT

Commissioner Charette made a motion, seconded by Commissioner Veazie, to adjourn the meeting at 8:27 PM.

Roll Call:

Ayes: Chairperson Simon, Commissioners Charrette, Cheng, Lennon, and Veazie

Absent: Commissioners Roberts

Nays: None

Motion Passes.

Seth Jansen, Secretary

VILLAGE OF RIVER FOREST

Monthly Reporting



SERVICES

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	
# COMPOST SUBSCRIBERS					418	418	470	475	478	482	479		
# OF STICKERS SOLD				1,000	0	1000	2000	3500	2500	0	2500		

COLLECTION STATS

	Jan-22*	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD totals
Waste Tons				162.7	158.1	233.36	149.9	169.81	168.62	173.7	231.1		1447.29
Recycling Tons				85.61	110.61	105.96	90.58	115.85	88.01	99.61	106.22		802.45
YW and Compost Tons				35.48	40.3	63.27	33.50	37.31	18.44	39.28	29.83		297.41
E-waste Event Tons					1.91	NA	NA	NA	NA	1.91	NA		
HHW Event Tons					NA	2.57	1.56	NA	NA	2.62	0.71		
Total Tons	0	0	0	283.79	309.01	402.59	274	322.97	275.07	312.6	367.15	0	2547.15

*The yard waste in January was Christmas Trees

Processing Facilities	Name & Location
Yard Waste Facility	LRS MAYWOOD TRANSFER STATION (1201 Greenwood Ave, Maywood, IL 60153)
Recycling Facility	LRS MAYWOOD TRANSFER STATION (1201 Greenwood Ave, Maywood, IL 60153),
RECYCLING PURCHASED BY	RESOURCED TO VARIOUS DOMESTIC BUYERS
Trash Facility	LRS MAYWOOD TRANSFER STATION (1201 Greenwood Ave, Maywood, IL 60153)



Assure Station Metrics Monthly Reporting

Village of River Forest IL - Monthly Report - November 2022

Company Id
153681

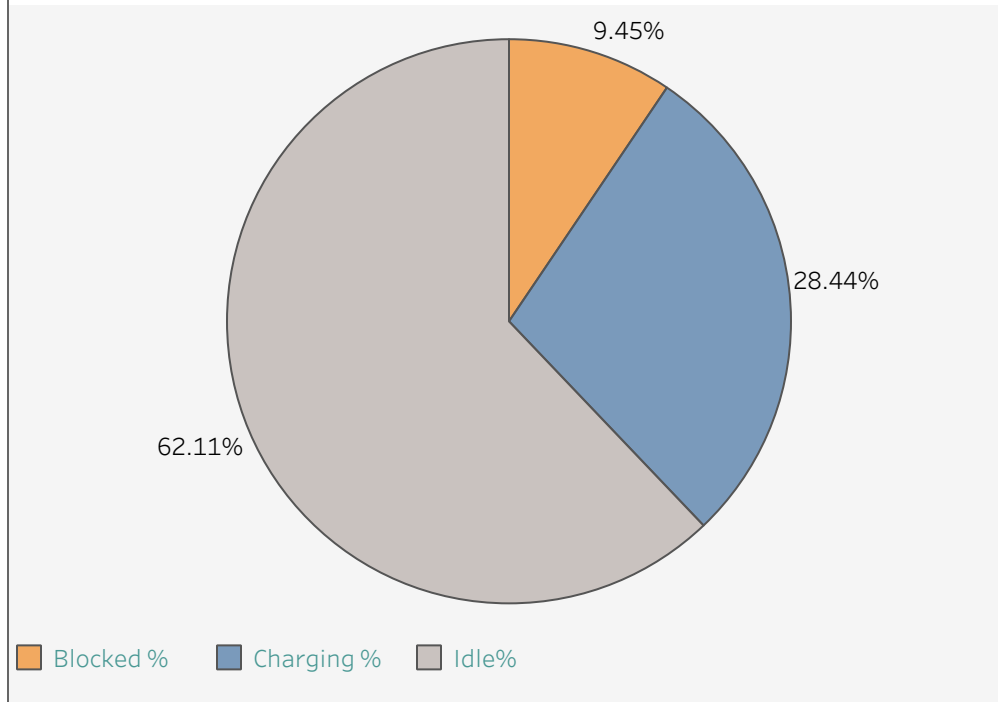
Port Level
All

Organization Name
All

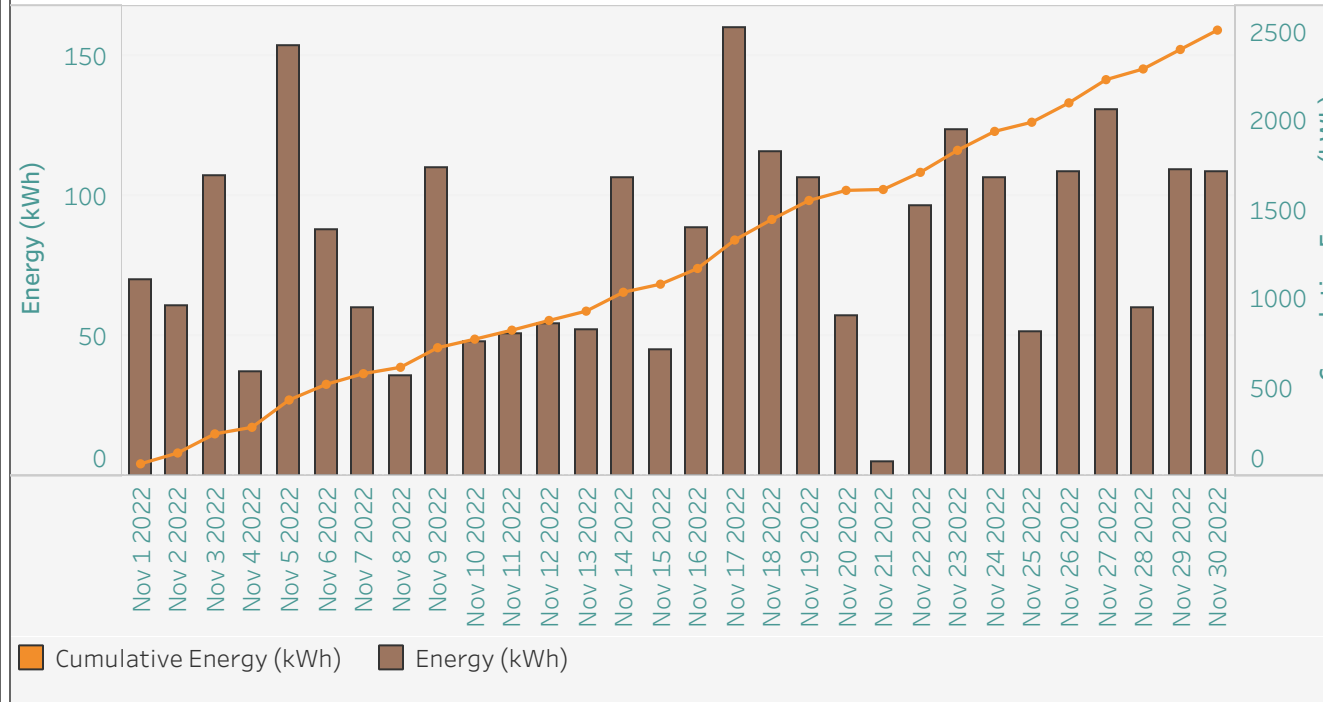
Month End Date
11/30/2022

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	0	2,510	1,054	315	36	0.00%	114

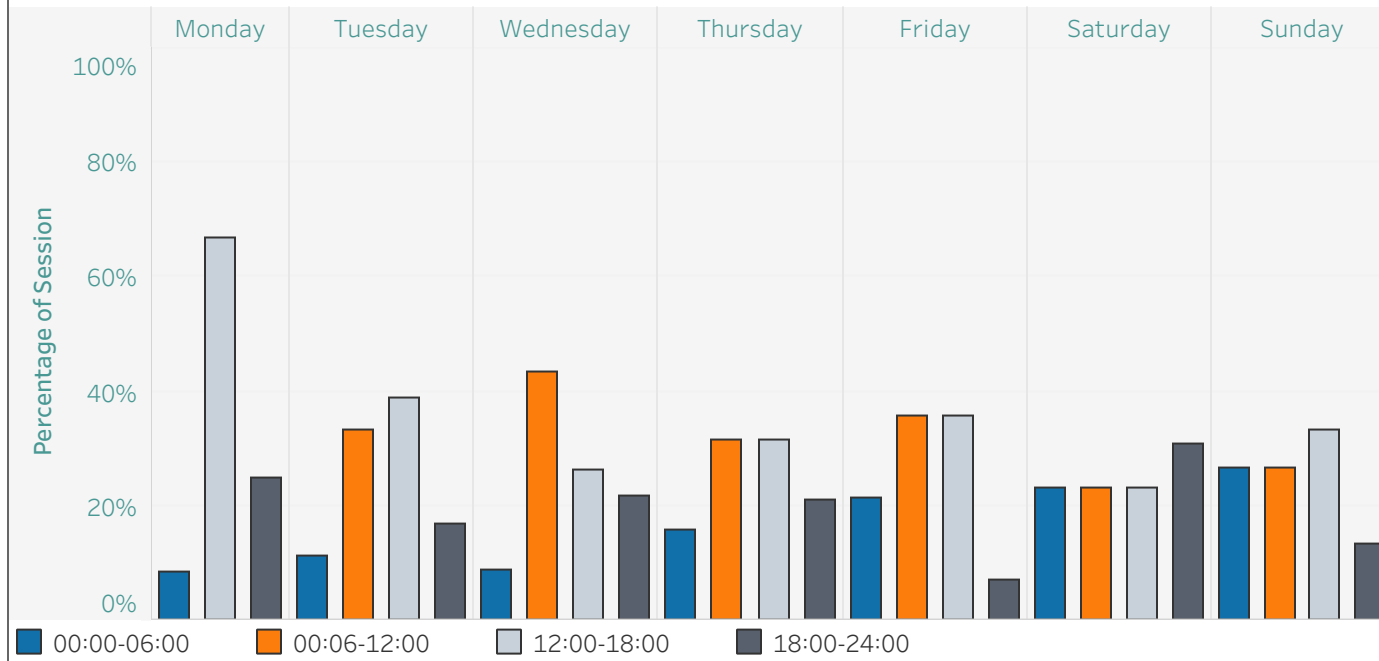
Port Utilization: 24 Hours



Energy Dispersed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	4.79
Average Session Charge Time (Hours)	3.59
Average Session Energy (kWh)	22.02
Average Session Revenue (\$)	0.00
Occupied Hours	545.6
Charging Hours	409.6
Service Tickets	0.0



Assure Station Metrics Reporting Appendix

Port Utilization Chart: This is a view of station utilization during common business hours.

You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

Session Start Distribution Chart: This is a view (by day) of what times drivers start sessions.

You can use this information to fine tune time of day pricing policy rules.

Station / Port Count: In order to be counted, a station must have the "Assure" entitlement applied.

This is the number of stations / ports that currently have the "Assure" entitlement.

Total Revenue: This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).

This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

Energy (kWh): All energy dispensed through your "Assure" stations.

This data point can be useful in reconciling station energy against energy bills.

GHG Savings (kg): All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

Unique Drivers: The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).

An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

Gasoline (Gal) Saved: All the gasoline that would have been burned had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

ChargePoint Response SL: Percentage of tickets to which ChargePoint responded within Service Level (1 business day).

ChargePoint holds itself accountable to our Service Level commitment.

Uptime: Percentage of time that your ports were capable of dispensing power.

ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

Sessions: Total session count.

An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

Average Session Duration: Average amount of time drivers occupy your stations.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Charging Time: Average amount of time per session energy is flowing.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Session Energy: Average amount of energy dispensed.

This data point can be useful in fine tuning price per kW pricing policy rules.

Average Session Revenue: Average session fee - 10%.

This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

Total Hours Occupied: Sum of all session durations.

This is used in part to determine utilization.

Total Hours Charging: Sum of all session charging durations.

This is used in part to determine utilization.

New Service Tickets: Count of trouble tickets tracking issues with a "Assure" station created this month.

This will help in keeping track of station fault issues raised with ChargePoint Support.