

## MEETING MINUTES –May 14, 2008 1:30 p.m. – 3:30 p.m.

### Handouts distributed to all members present:

- Agenda
- Sustainability in the State of Oregon agencies and beyond
- Draft of Sustainable Procurement and Internal Operations policy

### CALL TO ORDER:

*Chair Shepard* called the meeting to order at 1:35 p.m. welcomed attendees and everyone introduced himself or herself.

### 1. Discussion on Sustainable Procurement and Internal Operations policy.

- Background on policy. Elin Shepard was tasked by Oregon Sustainability Board to assemble a sustainability policy. The OSB wants a policy with a clear direction, easy to find all policies, and all consolidated in one place. Elin is looking for feedback from ISCN group to revise policy. Policy and Purpose Statement pulled from older version. The discussion is to focus on other sections.
- **Improvements and comments to be considered:**
  - The Statutes, Rules, and Policy section should include hotlinks and remove URLs.
  - The problematic language in the Acquisition Policy needs clarification. There was an issue with using aggressive language versus absolute language.
  - The policy needs to have a clear direction for prioritizing cost effectiveness versus sustainability.
  - Is the document to be a procedure, a guidance document, or a policy?
  - The DAS Facilities Energy Conservation Policy 125-6-378 will be superseded by Internal Building Operations and Maintenance section.
  - Clarification on emphasis of online procedures over paper forms as sustainable options. There were concerns with online access of forms in rural areas.
  - There were no policies on office locations, proximity to public transit, and access to clean energy.
  - Placement of departmental sections within the building to maximize efficiency for energy use and customer service needs consideration.
  - The application of policy in regards to smaller agencies with smaller budgets.
  - The allowance of telecommuting within agencies as a sustainable option.
  - The encouragement of alternate transportation for commuting options.
  - The availability of the policy to procurement, IT, and personnel in other sections.
  - Redefine Guidelines A, B, and C.
  - This policy may be used as guidance for policy writers to incorporate sustainability into policies.
  - Web page sustainability links.
  - Make sure the policy meet the needs of all agencies.
  - Take into account the life cycle of equipment and financial efficiency with sustainable outcomes at the end of equipment life.
  - Budgeting disposal costs.
  - How far through the life cycle does this policy extend.
  - Legislative Budget Line items for disposal costs

## **2. Sustainability Board Update:**

- Review of joint agency Power Point presentation from the Department of Agriculture, Department of Forestry, and Department of Fish and Wildlife as Natural Resources cluster, to the Oregon Sustainability Board's specific questions.
  - Gary Roth of ODA presented with Ted Lorenson of ODF and Holly Michael of ODFW, as the Natural Resource cluster to the OSB. Natural Resource cluster consulted with Elin Shepard about presentation.
  - The Board's questions were guidance for information to aid the Board in its development.
  - Economic sustainability of Natural Resources cluster and portion of the workforce information was of note to the Board.
  - Natural Resource cluster requested the OSB to set priorities that are important to the State, to let agencies know where to focus their efforts
  - OSB to review this presentation and then to possibly plan more presentations for the fall.
- The next presentation was from the Economic cluster, by Nancy Hamilton, now with Governor's Office and previously with the OACDD. Emphasized the change within economic and community development.
- Randall Edwards, the State Treasurer, presented about the Oregon Investment Council. Focus on investments and sustainable investments.

## **3. Global Warming Commission Update:**

- House Bill 3543 created the Oregon Global Warming Commission. The bill states that the commission shall consist of 25 members, including 11 voting members appointed by the Governor and provides for 14 ex-officio nonvoting members, 11 of which are specified in the bill and three are appointed by the Governor. The Governor's 14 appointments represent a diverse range of experts in the social, environmental, cultural and economic interests of the state. The Commission is responsible for recommendations to meet the greenhouse gas reduction targets. The Commission is also responsible for examining cap and trade systems, for developing an educational strategy on global warming issues, for tracking global warming impacts on Oregon and other issues. The Commission has broken down into committees: Transportation and Land Use, Public Health, Natural Resources, Utilities and Energy, and Public Outreach and Education.

## **4. WCI Update:**

- Dave Van't Hof from the Governor's Office gave an update on Western Climate Initiative. Five committees developing regional cap and trade design by the end of August. Documents posted on the website.
- Governor's Initiatives for the 2009 Legislative Session include cap and trade from WCI, new energy efficiency measures, new renewables measures, new green workforce development measures, water package, and transportation package.
- Determine the focus of topics and workload of the Global Warming commission and the Oregon Sustainability Board.
- Carbon offsets are a part of WCI.

## **5. SEED Awards:**

- The Departments of Corrections, Higher Education, and Forestry received SEED Awards from the Department of Energy. Vern Rowan, from Corrections, gave a brief summary of the Warner Creek Correctional Facility in Lakeview and its sustainable features, for which they received the Award.

There being no further business, the meeting adjourned at 3:45 p.m.

*Prepared by Jeffery Kohlleppel, DAS Facilities*