

**MEETING MINUTES – March 12, 2008 1:30 p.m. – 3:30 p.m.****Handouts distributed to all members present:**

- Agenda
- Office Max Sustainable Solution

**CALL TO ORDER:**

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

**1. Governor's Office update (Dave Van't Hof) – by conference call**

- 1a. Legislative De-brief
- 1b. Governor's State of the State on March 21, 2008
- 1c. Governor's climate change agenda and opportunities for participation in workgroups – Dave  
The Governor's Climate Change Integration Group has created a 100-page report. The key message is contained in four (4) chapters:
  - 1) Preparation / Adaptation (There will be climate changes, what are the impacts?)
  - 2) Mitigation (reduction of greenhouse gases)
  - 3) Education / Outreach (the State's role in educating the public)
  - 4) Research (How to work with Universities to take action)

The report addresses where we are now and focuses on transportation and land use. The next steps and goals are in statute. The Oregon Global Warming Commission has been established and is comprised of 12 to 13 citizen appointees. The appointees are high-level corporate people from such companies as PGE, Northwest Natural, Port of Portland, and Agency Directors. The first meeting is scheduled for March 17, 2008. The report is available on-line. <http://www.oregon.gov/ENERGY/GBLWRM/docs/CCIGReport08Web.pdf>

- 1d. Governor's office update – Elin Shepard & Damon
  - Climate Savers – Elin Shepard  
The State of Oregon has signed on to join the Climate Savers initiative. This is a commitment for all IT users and purchasers in Oregon to DAS will actively promote what it is doing, with the rest of the State and educate users on energy efficiency components.
  - Governor's Climate Change Integration Group Report – Damon

**2. Discussion on Sustainable procurement – Focus on office products and equipment – Pam Johnson and Greg Hopkins, DAS State Procurement Office (SPO)**

- Pam Johnson presented a handout titled "Office Max Sustainable Solution" and advised the group that the SPO is in the process of renewing the contract for supplies and equipment, and she appreciates the opportunity to gather some input from this group. Her phone number is (503) 378-4731 and she invited input from attendees on contract #1168. She is in the process of creating solicitations to pull other suppliers in to see what they can and cannot do. Office Max is doing some sustainability things internally (see last 2 pages of handout) and they will meet with any agency to do a study on such things as the carbon footprint of an agency's purchasing. MWESB (Minority, Women, and Emerging Small Business) suppliers are an important component of the solicitation process. Western States Contracts Alliance is the group establishing an essentials list. Each state will have a catalog specific to their state. The goal is to have the solicitation done by the end of August.

Pam is gathering the following information from agencies:

- Contract Language recommendations on sustainability and recycling.
- Ideas of ways to structure the contract.
- Best practices suggestions.
- Ways to promote sustainable products.
- List of items agencies are recycling. This may be two lists.
- List of items agencies are ordering
- Essentials List - What should be on the essentials list and what should be on a main list? Is there a way to have a priority list? Should it be a training issue or a policy issue? Currently, when ordering on-line, the essentials list appears. It may be good if this was list of more sustainable items. Pam does not know if this can be done. Perhaps a recycled alternative could be a pop up.

### **Questions / Clarifications / Comments:**

- Anyone interested in what information is available from Office Max on carbon footprint studies should send an email to Elin Shepard and she will forward.
- Recycled batteries – the State of Oregon has a price agreement in place #PA4114 with Ecolights for recycled batteries. All State agencies should be using this price agreement.
- Office Max will deliver the products ordered in a blue tote. The agency will store the blue tote on-site and put any used toner cartridges and ink jet cartridges into it for recycling. On the next Office Max delivery, they will take the blue tote and replace it with the current products delivery.
- There is not good information on the DAS website for finding out sustainable contracting methods and processes in contracts. Elin Shepard is working on a revamp of the web site so it is easier to find.
- Furniture is not available under the contract with Office Max. The contract is only for "supplies" and small items such as waste baskets, side chairs, lamps, shelves and file cabinets.
- Styrofoam recycling is not currently on contract, but Office Max will take foam and other packaging materials back in the blue totes.
- The price difference between virgin and recycled paper varies between 30% and 100%. The price of paper is going up with unbelievable price fluctuation.
- Office Max has several incentive programs offering discounts for using on-line ordering and paying invoices within 10 days. Some agencies are not using the on-line ordering and are paying more because they call.
- A question was asked whether the state has the ability to leverage the Office Max contract. An example would be whether it would be possible to give another State contractor the ability to get the State price from Office Max. Pam will research this.
- Elin asked the group if it is feasible to have more than a 24-hour turn around delivery time for office supplies. It depends on whether or not the deliveries are by agency or consignee address.
- Garten Recycling process – The question was asked whether some of the paper that is sent to Garten is going overseas or if it is staying locally. Garten's recycling is taken to the mill in Halsey and turned into fiber stock that is used both locally and overseas. Shredded paper is handled separately because the shredding weakens the fiber. The process works like buying green power on the grid. You cannot control where it goes.
- Purchasing sustainable is a process of changing the way buyers think. It is a training issue, but it is also a matter of re-directing buyers and making it easy for them to think sustainable.

### **3. Oregon Sustainability Board update (Elin Shepard)**

#### **3a. Agency Sustainability plans**

The Department of Agriculture, Department of Fish and Wildlife and Department of Forestry will be reporting jointly to the Sustainability Board on the morning of April 25, 2008 as a natural resource group. Economic and Community Development and the Oregon Investment Council will be reporting in the afternoon. The Board developed directed questions to which the agencies will respond in their presentation. After the presentations, the Board hopes to have

an open dialogue with the agencies. This is a new process so they will see how it works and how they like it. In September or October, they may ask other groups of agencies to report.

**Questions / Clarifications / Comments:**

- Elin will send the questions to everyone.
- The Board is allowing two hours per presentation, including questions and answers.
- Everyone is welcome to attend the meeting on April 25, 2008 in the Archives Building in Salem.

3b. Sustainable procurement and internal operations policy  
The Policy draft is not yet complete. This group will be asked to review the policy draft at the next meeting.

**4. Legislative proposals for 2009 discussion** - what needs to happen legislatively for you to meet the sustainability goals of your agency?

- David Van't Hof gave a legislative debrief and advised that the Governor will be doing a State of the State address on March 21, 2008 at lunch time. It will be broadcast live at 7 p.m. on Friday or Saturday on OPB and on closed circuit around the Mall.
- There were two climate-related bills during the recent legislative session:
  - 1) HB 3612 was passed and put the Governor's Executive Order requiring a 20% energy savings in all state-owned and leased facilities by 2015 into statute.
  - 2) HB 3610 didn't pass this time. Pieces of the bill will be rolled into the 2009 agenda.
- Climate change will be a top focus of the next session. In addition, there will be a transportation package and water package. Legislative concepts have been turned in, with more to come. Dave will be convening several workgroups around key issues for the Governor's agenda and there is an opportunity for agencies to engage their interests. Attendees were invited to send Dave an e-mail if they have any interest in participating in any of the following workgroups:
  - Energy efficiency
  - Green buildings
  - Green workforce and economic development
  - Transportation
  - Renewable energy

Everyone is encouraged to think about ideas for sustainability-related legislation and send them to Elin. We need to be thinking about metrics and payback that we can demonstrate to the Legislature in exchange for FTE or additional resources. We could also look at streamlining or energy savings potential to justify additional resources.

**4. Round Table – what exciting, new things are happening? What can this Network or DAS be doing to help you further sustainability in your agency? -**

Water Resources Dept. – SB 1069 passed in the 2008 mini-session, which will give the department the opportunity to do two things: 1) They received \$1.75 million in seed money to do water conservation and reuse projects. The money will be used to conduct feasibility studies of new products.

Oregon University System is working on how they can better coordinate sustainability activities in academics and facilities. There are seven campuses and each has its own idea of what sustainability is. Bob asked for anyone having ideas to e-mail them to him.

Oregon Department of Transportation - Climate change will get more attention in the future and their focus will be how transportation addresses sustainability. Transportation is a measuring stick for sustainability progress within state government. Damon recently returned from Washington, DC and there were four pillars discussed: Recycling, Green Engineering, Construction, and Toxics. There are two ways to think:

- 1) Emissions – Air quality

2) Footprint – there is increased focus.

Public Utilities Commission This is her first meeting. She is a projects manager in Budget and Legislative Special Projects.

Watershed Enhancement Board – \$12 million was approved at their quarterly board meeting to technical assistance grants. \$6 million grant to flood plain connectivity. There was a climate change presentation to the Board about landscaping for watershed and future impacts.

Department of Energy – HB 3619 failed to pass. Department of Energy is leading the Governor's focus on renewables and climate change. There will be a movie showing later this month at the State Library titled Source to Sea and he encouraged everyone to attend.

Department of Consumer and Business Services – They are working to change the balance of building codes and product use. The general issue with green buildings is that building codes are hindering the ability to incorporate some sustainable attributes. They are looking at what the expectation is and the actual regulatory and code barriers.

DAS State Procurement Office – Greg's job is to provide resources to solicitations and ITB's and to give guidance and facilitate conversations. There is a National Association of State Procurement Officers that has a goal of providing direction and guidance and they offer ways to facilitate conversations with other states. Greg suggested that states leverage their efforts and join this group in order to cut through the sea of bureaucracy. He teaches a four-hour purchasing sustainable module and 250 people have now gone through the class. It is nuts and bolts education to purchasing professionals to teach them what their jobs have to do with sustainability, why suppliers are getting on board, and why they care.

Department of State Lands produces revenue for the Common School Fund. They are promoting sustainable buildings, they have some wind energy leases, and they are leasing some lands for solar energy production. They have a Master Plan to develop 640 acres in Bend to bring a mixed-use development into the City where people can live, work and play in the same community, thus reducing the carbon footprint. They are also working with the City of Redmond on a rail system to serve an industrial development of 100 to 200 acres. They are looking for developers and are working on alternative energy sources (passive and active).

Department of Human Services – He spends time with the private sector and the Oregon University System and he shared the following observations:

- He has not heard anything that is value based. Unless this is included, you will not see results.
- Purchasing program is commodity focused. You need a road map and a strategy. Go after 2 or 3 items at a time.
- He sees no specific goals. When goals are set, they need to be measurable.
- Accountability is needed.

Linda has been the Sustainability Coordinator for four years now and DHS is working to integrate sustainability with the agency mission, both internally and externally. Their sustainability efforts are currently aligned with the Governor's Executive Orders. They are looking at where they are going and trying to achieve better alignment with the new direction. Sustainability is a team effort. Their effort is on energy efficiency, green buildings, and procurement. The more voices at the table, the more difficult is consensus. He does not believe in an authoritarian structure.

Housing and Community Services' original plan focused on department efficiency and pilot projects. Now they have changed their emphasis to sustainability and they are trying to preserve rather than rebuild. They have some contracts expiring and they are currently on a rescue mission to preserve the housing already in place. They diverted money to preservation efforts in 2007 and 1,600 units were preserved. In February, they secured credits to preserve 1,800 additional units in 2008. They are on a mission to do as much as possible to preserve units. They have lobbied in Washington, DC

to make sure Federal subsidies come to Oregon. Sustainable building practices are also a focus for his agency. Oregon must be careful of energy efficiency or smart buildings with use of State funds so that it does not impact affordable housing. The two goals should be integrated. They are also developing exactly what green building requirements would be for affordable housing. There is a proven cost effective element. They hope to complete this project this year and integrate it into their process of awarding contracts, funds, etc.

Department of Corrections shifted to hybrid fuel in vehicles at two institutions. They are repairing and reusing vehicles from the DAS rental fleet. They did an RFI for green power and received two responses. They are also looking at wind and solar generation at their newest institution in Madras. They are minimizing the use of gas-powered vehicles to reduce emissions and will be receiving three electric-only vehicles soon. They have done a pre-proposal for and Energy Savings Performance Contract in Salem. This is an evaluation to come up with energy saving measures so they have a shopping list they can choose from, as funding is available.

Oregon Parks and Recreation – The biggest value of this group is the support system so he is not wondering by himself. He appreciates the comments from Gary and he is curious whether sustainability is built into agency mission statements. Parks has a Strategic Vision for their 100<sup>th</sup> anniversary in 2022:

1) Internal – Institutional Sustainable Best Practices.

2) External – Outreach to educate their 40 million annual visitors of their impact on the environment.

In May 2008, there will be an Oregon Heritage Foundation event in Eugene focused on historic buildings restoration.

On March 24, 2008 from 2 p.m. to 4 p.m. OPRD is hosting Bill Bradbury who will be doing an Inconvenient Truth (global warming) presentation at the North Mall Office Building. Contact David if you wish to attend, as it is not a huge space. Elin offered to give a tour of the building and advised interested parties to send her an e-mail.

The State Fair planning is under way and they are getting good information from the public. The fair is a good opportunity for outreach as it attracts 500,000 people annually. Department of Energy has had a big presence in the past and OPRD is looking to expand this feature.

#### **4. Agenda for May 14 meeting**

Discussion about a Sustainability Committee – Discuss the number of people needed, expertise needed, and how to do it effectively.

Betty Merrill offered to assist with the agency workshop in early summer.

Functional Web site – Where does the money come from?

Budget set around energy savings.

**Reminder:** Inconvenient Truth presentation by Bill Bradbury March 24, 2008 from 2 p.m. to 4 p.m. in the North Mall Office Building.

Photo on agenda is Agate Dessert near Medford. John Lilly won a flashlight and radio.

There being no further business, the meeting adjourned at 3:40 p.m.

*Prepared by Elaine G. Schacher, DAS Facilities*