

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: *Oregon Advocacy Commissions Office*

Point of Contact: Nancy Kramer
Phone Number: [503 302-9725](tel:5033029725)
E-mail Address: nancy.kramer@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Click here to enter text.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Click here to enter text.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

- *Expected Results of Implementation:* [Click here to enter text.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Board of Massage Therapists](#)

Point of Contact: [Kate Coffey](#)

Phone Number: [\(503\) 508-2144](#)

E-mail Address: Kate.Coffey@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Will post signs on how to conserve water and will encourage water conservation at Staff Meetings.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Will provide materials in the waiting area and on the website.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [The board is very small and limited in scope.](#)

- *Expected Results of Implementation:* [We expect the building owner to be receptive to water conservation and will gladly accept suggestions.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [We had the building owner remove shrubs and bark dust the area instead of watering shrubs. This action potentially saved 20 or 30 gallons per month.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: **Board of Accountancy**

Point of Contact: Martin Pittioni, Executive Director

Phone Number: [503-378-2280](tel:503-378-2280)

E-mail Address: martin.w.pittioni@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water:

Signs will be posted in Board facilities to encourage employees to reduce non-essential use of water

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact:

The Board will post water conservation messages to the public on its web site. This aspect of the conservation and efficiency plan will be handled by Kimberly Fast at 503-378-2268 or kimberly.fast@oregon.gov

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other:

- *Potential Challenges/Concerns:* None

- *Expected Results of Implementation:*

Increased awareness by staff and public. Due to lack of control in leased facility the Board will not be able to measure or track reduction in water use specific to its employees.

- *Actions Already Implemented in 2015:*

Identify actions and, if possible, include an estimate of the amount of water saved as a result:

No actions completed at this time other than development and submission of this conservation plan

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: **Oregon State Board of Architect Examiners**

Point of Contact: Maria Brown, Administrator

Phone Number: 503-763-0662 ext. 305

E-mail Address: maria@orbae.com

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: As the Board's Administrator, I spoke with the owner of the building, Mr. Ralph Jackson, about the Executive Order regarding water conservation, and asked that he look for opportunities to conserve and to encourage conservation from his other tenants. I also informed staff members of the Executive Order during an all staff meeting and asked that they report any perceived issues with water consumption to me.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: This agency will hang the signs that promote water conservation that will be provided by WRD and DAS in an area visible to staff. This agency will also add information to its website as soon as it's provided by WRD and DAS.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

- *Expected Results of Implementation:* Implementation of posting educational information will occur when it is provided.

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: Met with the building owner and staff regarding the Executive Order.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [OREGON BOARD OF DENTISTRY](#)

Point of Contact: [STEPHEN PRISBY, EXECUTIVE DIRECTOR](#)

Phone Number: [971-673-3200](tel:971-673-3200)

E-mail Address: Stephen.prisby@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Share the information with our agency. 7 FTEs currently.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [The public will be aware as we post info. on our website. Office Manager Jessica Conroy will be our contact.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Unknown at this time. We will communicate with the owner of the building our plan and concerns.](#)

- *Expected Results of Implementation:* [Hopefully reduce water use.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result:

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Government Ethics Commission](#)

Point of Contact: [Ronald A. Bersin](#)

Phone Number: [503-378-5108](#)

E-mail Address: ron.a.bersin@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [The agency will discuss water conservation with employees and will post signs regarding conservation efforts. The agency will solicit comments and ideas to help in the effort. Posters and other outreach materials from WRD would be helpful.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [The agency will post a message on its website regarding water conservation and post a link to the Water Resources Division for additional information. Again, resource and outreach material from WRD would be helpful. Please forward information to Virginia Lutz at \[virginia.lutz@oregon.gov\]\(mailto:virginia.lutz@oregon.gov\).](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Suggest water saving devices on faucets; suggest reducing the temperature of water heaters.](#)

- *Potential Challenges/Concerns:* [The agency has very little control of the building owner's use of water](#)

- *Expected Results of Implementation:* [Enhanced awareness of water conservation.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

Oregon State Board of Geologist Examiners

State Agency Water Conservation and Efficiency Plan (2015 Edition)

Contact Information & Background:

Agency, Board or Commission Name: *Oregon State Board of Geologist Examiners (OSBGE)*

Point of Contact: Christine Valentine, Administrator (Exec. Director)

Phone Number: 503-566-2837

E-mail Address: christine.valentine@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Water Conservation Messaging

☒ Explain how you will encourage voluntary actions to conserve water:

- OSBGE will continue with actions similar to those already taken in 2015; see description below.
- OSBGE staff will also work with the building owner to encourage posting of water conservation materials when those are made available from WRD and DAS. However, outreach materials may require some modification to address building tenants in general vs. state employees since OSBGE's two part-time employees are the only state employees in this privately owned building.
- OSLAB staff and volunteer Board members will be encouraged to share drought information where opportunities arise in their professional and personal endeavors outside of standard Board-related business.

☒ Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact:

- The primary tool OSBGE has for sharing information with the public is the Board's website. Information about drought and drought resources can be located on the main page of the website.
- The OSBGE newsletter, which is generally issued quarterly, is a mechanism to reach Board registrants (i.e. professional geologists) and others with interest in the public practice of geology.
- Due to the size of the Board and nature of its business, there are not many public visitors to the physical office. However, as stated above, OSBGE staff will work with the building owner to encourage posting of water conservation materials in the building as outreach to other building tenants.

☒ Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

- OSBGE staff will monitor for future directives about the annual reporting process.
- OSBGE will plan on updating its reporting at the time and in the manner that is requested by WRD and DAS.

Provide water conservation information to private building owner if building is leased to your agency*

Encourage owner to take steps to reduce water use*

**See discussion below for these two actions.*

• **Potential Challenges/Concerns:**

- OSBGE has very limited staff (2 employees working at 1 FTE total for OSBGE) and very limited financial resources (i.e., completely fee-based semi-independent agency). These factors limit the Board's ability to engage too extensively in water conservation messaging.
- This Board leases office space from a private building owner and has limited leverage to influence building operations. The building owner has so far shown an appreciation for the Governor's initiative and has been receptive about looking for opportunities to conserve water. For example, the building owner is already taking steps to review water protocols for the green space around the building envelope.
- Even with cooperation, there is likely only so much the building owner can do to encourage water conservation at this private building. This building has very limited green space surrounding it that is actually within the building owner's control. Much of the nearby vegetation is within public highway right-of-way and not maintained by the building owner. Also, the building owner reportedly installed new plumbing fixtures within the last ten years and cannot currently budget for replacements with even more modern, water-efficient fixtures at this time.

• **Expected Results of Implementation:**

- Increased public understanding of drought conditions
- Increased public awareness of drought resources available, including how individuals can conserve water

• **Actions Already Implemented in 2015:**

- Summer 2015 newsletter issued in July 2015 included an article about Oregon's drought and drought resources available through State of Oregon
- Website updated in September 2015 to provide information about and links to drought resources
- In September 2015, the building owner was provided with copy of Executive Order 15-09 and asked to consider possible water conservation measures,

- OSBGE was briefed at its September 10, 2015 quarterly meeting about the Executive Order and this planning process, and
- This 2015 initial water conservation and efficiency plan was prepared.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon State Board of Nursing](#)

Point of Contact: [Ruby R. Jason](#)

Phone Number: [971-673-0639](tel:971-673-0639)

E-mail Address: ruby.jason@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Discuss with landlord the daily watering of our landscape could be cut to 3x per week. Discuss water conservation efforts with staff during October 2015 staff meetings scheduled for Oct 15th. Post signs in our public bathrooms to make sure faucets are not left dripping.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [We have quite a bit of traffic in our lobby and we would need to have assistance for occial water conservation posters we can place in the lobby. We also have a website where we can place drought information.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Landlord has many other tenants that may not buy into these efforts.](#)

- *Expected Results of Implementation:* [Staff of agency and public agency deals with will have the information.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [None yet](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Board of Optometry](#)

Point of Contact: [Shelley Sneed, Executive Director](#)

Phone Number: [503-399-0662 ext 3](#)

E-mail Address: shelley.g.sneed@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Oregon Board of Optometry will work with the other state agency tenant, Oregon Travel Experience, to design signage to coach state agency employees on ways to reduce water usage while at work.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [The agency will post a statement on our website about water conservation within the agency office—there are very few members of the public or licensees who come to the agency office, so this will be a low level activity.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* [Click here to enter text.](#)

• *Expected Results of Implementation:* [Click here to enter text.](#)

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Board of Parole & Post-Prison Supervision](#)

Point of Contact: [Brenda Carney](#)

Phone Number: [503-945-0919](#)

E-mail Address: Brenda.k.carney@doc.state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [The Board will post messages within its areas encouraging a reduction in non-essential water use by its employees.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Contact: Brenda Carney. The Board will post water conservation messages on our website as instructed, as well as employee message boards, once templates are received.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use

- Other: [The Board is currently located at the Dome Building. The Department of Corrections is the named lessee and has been responsible for maintenance and upkeep of the building and grounds. The Board follows DOC protocol for reporting the abovementioned issues to maintenance personnel by filling out work orders or contacting the building manager.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)
- *Expected Results of Implementation:* [Click here to enter text.](#)
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

Return to Lorri Cooper (lorri.l.cooper@state.or.us) at OWRD by 10/1/15

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Oregon Board of Pharmacy***

Point of Contact: Marcus Watt, Executive Director

Phone Number: [971-673-0001](tel:971-673-0001)

E-mail Address: marcus.watt@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- X Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: The Oregon Board of Pharmacy will utilize DAS/WRD provided outreach materials within the office and to share with staff and Board members alike for their own personal usage. We will also add a link to these materials on our website as they become available to share with the public and our licensees.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. As noted above, our agency will utilize DAS/WRD provided outreach information on our website as it becomes available. Include the name of your agency's outreach contact: Marcus Watt, Executive Director.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use

Other: Our office is in a DAS owned building, we will utilize the resources they provide to share a common message in our office and with our staff and Board Members. The staff already know who to notify in the event of a facility issue. This would be no different.

• *Potential Challenges/Concerns:* none

• *Expected Results of Implementation:* Increased awareness.

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: We've shared the Executive Order with our staff. It is unknown what the estimate of water savings is due to our circumstances.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: *Oregon Board of Psychologist Examiners*

Point of Contact: Charles Hill

Phone Number: [503-373-1155](tel:503-373-1155)

E-mail Address: charles.j.hill@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: The Board of Psychologist Examiners is a small, 4.5 FTE agency whose employees embrace conservation. Among other efforts, the agency recently began executing a transition plan for a paperless office. Management will continue to encourage general conservation of resources, but will now take additional steps to actively encourage water conservation among employees. The following actions will be taken to encourage voluntary actions to conserve water. An email will be sent to all staff outlining Executive Order 15-09 to increase awareness of the climate issues we are facing, and outlining the ways staff members can reduce their impact both in the office and at home. Signs will be posted in the general office area and the shared employee breakroom to encourage the reduction of non-essential water use. Management will continue to promote a workplace culture that embraces conservation, encourages discussion during staff meetings and at other opportunities - including brainstorming water conservation strategies- and praising positive action.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: The Board will convey public water conservation information on its website. This will encourage Oregonians to conserve water and communicate how the Board is conserving water. We look forward to receiving template outreach materials to help convey a unified message. The Board's outreach contact is LaRee Felton, laree.felton@state.or.us.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* The Board is unsure about the level of impact it will have to change the behavior of the private building owner.
- *Expected Results of Implementation:* Even though this is a very small agency, we believe that every effort counts. It is expected that awareness of the need for water conservation will increase such that employees consciously change their behavior both at work and at home.
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: As mentioned above, the Board has taken steps towards achieving a paperless office. By sending electronic rather than paper letters when possible, the agency conserves paper and therefore the water resources required to produce paper. So far in 2015, the Board has sent 283 pages worth of approval letters electronically, saving approximately 736 gallons of water. In addition, staff reuses scratch paper when possible.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: **Oregon Board of Tax Practitioners**

Point of Contact: Howard Moyes

Phone Number: [503-378-4733](tel:503-378-4733)

E-mail Address: Howard.Moyes@Oregon.Gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water:
 - Signs in facilities to encourage state employees to reduce their non-essential water use
 - Staff meetings to discuss ways to reduce water use
 - Share best practices

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.
 - Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Click here to enter text.](#)
 - Posting water conservation information on our website

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.
 - Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.
 - Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
 - Provide water conservation information to private building owner if building is leased to your agency
 - Encourage owner to take steps to reduce water use
 - Other: [Click here to enter text.](#)
- *Potential Challenges/Concerns:* 1. We don't know how much water we currently use. 2. We are a small (four-person) state agency in a privately owned building that is occupied predominately by employees of the landlord's private company. 3. It may be difficult to determine how much water the state uses in this building and how much is used by the private land owner.
 - *Expected Results of Implementation:* Reduce water use year over year
 - *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: Discussed need to reduce water usage with staff.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Bureau of Labor and Industries***

Point of Contact: Charlie Burr
Phone Number: [971-673-0788](tel:971-673-0788)
E-mail Address: Charlie.burr@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water:

Our agency will primarily focus on employee engagement and internal agency communication. We intend to make it easy for staff to report leaks and implement other measures in our various offices.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact:

We will engage with the public and use outreach materials when visitors come to our offices. We would like to have brochures or any other collateral that's available to agencies. Charlie Burr will serve as the agency contact (see point of contact information on the first page of the document).

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* Our central challenge – and this is also a positive, in a way – is that we're not a major water user. Our agency sips, rather than guzzles, its share of water.

• *Expected Results of Implementation:* We anticipate that the primary result will be to reinforce existing water conservation approaches among staff. That said, staff may identify other water saving actions that we can share with the larger BOLI workforce.

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: N.A.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Chief Education Office](#)

Point of Contact: [Sandy Braden, Operations Director](#)

Phone Number: [503.373.0206](tel:503.373.0206)

E-mail Address: sandy.braden@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [The CEEdO will place signs in our building to encourage reduction. Additionally, requests have been made to the building owner to reduce the landscape watering as well as provide aerators for all inside faucets.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: —[Seth Allen, 503.378.8213 is this agencies contact for outreach. The CEEdO will be posting a message on our new website which has just been launched in the near future.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other:

• *Potential Challenges/Concerns:* —[While we have made requests to the property owner to reduce the landscape watering and provide aerators for all the inside faucets, we have no direct control over whether or not they do as we requested.](#)

• *Expected Results of Implementation:*

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result:

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Board of Chiropractic Examiners](#)

Point of Contact: [Cass Skinner](#)

Phone Number: [503-373-1620](#)

E-mail Address: cass.skinner@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Talk with our building owner about decreasing sprinkler use for surrounding landscape and replacing grass for native ivy or other drought tolerant foliage; discontinue providing bottled water for in-office meetings, use pitcher with tap water instead; use left-over pitcher water to water agency plants.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Will provide information on our website.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

- *Expected Results of Implementation:* [Click here to enter text.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: *Commission for the Blind*

Point of Contact: Gail AB Stevens
Phone Number: [971-673-1600](tel:971-673-1600)
E-mail Address: gail.ab.stevens@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: Post signage with all state office for the Commission for the Blind. Convert information to Braille for our clients and staff with low or no vision. Communicate need for conservation efforts within our facilities and encourage conservation at residences.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: Post water conservation information on our website. Convert outreach material provided by WRD and DAS to braille for communication within our specific community and client base.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: Review remaining water faucets and showers for leaks. Provide signage for water conservation within each office. Reduce washing of state vehicles and only wash vehicles at facilities that recycle water.

- *Potential Challenges/Concerns:* Signs are a visual tool however the majority of our clients and a large portion of our staff are blind or low vision. We will need to adapt our communication to accommodate.

- *Expected Results of Implementation:* We expect our staff to embrace this request to conserve water. We have already not watered landscaping during the hot summer months.

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: Faucets in all four teaching kitchen have been replaced. Maintenance for leaks in the four kitchen sinks has been completed.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Commission of Judicial Fitness and Disability](#)

Point of Contact: [Susan D. Isaacs, Executive Director](#)

Phone Number: [503.626.6776](tel:503.626.6776)

E-mail Address: judfit@worldstar.com

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: The Commission has one part-time employee. I have plants that don't require much water and there is no sink in the office. Water usage is limited to the public water fountain and restroom

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: I will mention the need to conserve water to the 9 volunteer Commission members so that they will be informed of the critical nature of this issue and are able to also do their part.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* [Click here to enter text.](#)

• *Expected Results of Implementation:* [Click here to enter text.](#)

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

Return to Lorri Cooper (lorri.l.cooper@state.or.us) at OWRD by 10/1/15

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Construction Contractors Board***

Point of Contact: Kimberlee Ayers
Phone Number: 503-934-2237
E-mail Address: kimberlee.ayers@ccb.state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: CCB will post the signs provided by DAS encouraging state employees to reduce their non-essential water use.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: CBB's outreach contact is Cheryl Martinis. We will post the water conservation information provided by DAS on our website.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* None noted at this time.

- *Expected Results of Implementation:* Increased public awareness.

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: None noted at this time.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Criminal Justice Commission](#)

Point of Contact: [Julie Vaughn](#)

Phone Number: [503-378-4830](#)

E-mail Address: Julie.vaughn@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or ~~Commission~~ [Commission](#) – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [The CJC will discuss with staff ways to reduce water consumption at work \(i.e. turn off water while washing hands and dishes and while brushing teeth\). The CJC will post signs to encourage employees to reduce their non-essential water use.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [The CJC will convey water conservation messages through our website and Twitter feed.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

- *Expected Results of Implementation:* [Click here to enter text.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Employment Relations Board](#)

Point of Contact: [Juril Stover](#)

Phone Number: [503-378-8610](tel:503-378-8610)

E-mail Address: juril.v.stover@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Place signs in designated areas within the agency and discuss topic in staff meetings to encourage employees to reduce their non-essential water use](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Post water conservation information given by WRD and DAS to agency website \(Contact – Juril Stover\)](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices **These issues are reported directly to me.**

- Provide water conservation information to private building owner if building is leased to your agency **This will be done when we receive materials**

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* **We are a small agency of 13 people. Most are not in the office regularly. It will be hard to determine what our savings are if any. We are already conscious of our water usage.**

- *Expected Results of Implementation:* [Click here to enter text.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: **We have had a constantly running toilet fixed recently. Unsure of the amount of water saved. The toilet ran just a little, but it was constant.**

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: **Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS)**

Point of Contact: Mari Lopez, Administrator

Phone Number: 503.934.2108

E-mail Address: LopezM@osbeels.org

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: Disseminate outreach material and place signs in facilities to encourage employees to reduce their non-essential water use.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: Posting water conservation information in the upcoming *Oregon Examiner*, a news bulletin published by OSBEELS. Other outreach tools include the Board's Website and Facebook page. Please contact Jennifer O'Neill, Social and Communications Media Specialist either by phone at 503.934.2117 or by email at OneillJ@osbeels.org.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other:

- *Potential Challenges/Concerns*: Private owner leasing and relying on voluntary conservation.
- *Expected Results of Implementation*: State employees who reduce non-essential water use at the office and at home, working with private building owners to improve existing water conservation measures, and conveying water conservation messages to the public will contribute to every community's water security.
- *Actions Already Implemented in 2015*: Identify actions and, if possible, include an estimate of the amount of water saved as a result: OSBEELS leases facilities from a private building owner; Creekside Corporate Center. The water conservation efforts at the Creekside Corporate Center, includes but not limited to the following: • use of low flow toilets • installation of faucet aerators • reduced irrigation frequency (adjusted daily to compensate for wind, rain and temperatures) • landscaped with native plants requiring minimal watering (replaced approximately 25% of the lawn with native plants).

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Columbia River Gorge Commission***

Point of Contact: Krystyna U. Wolniakowski

Phone Number: [509-493-3323](tel:509-493-3323) x 224

E-mail Address: Krystyna.wolniakowski@gorgecommission.org

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: The Columbia River Gorge Commission has 6 employees and we lease a small space for our office in White Salmon, WA. Although we occasionally have visitors, probably 5-6 per month, most of the water use is for essential actions such as washing our hands, flushing a toilet or drinking water during the day. We do not have a shower. To conserve even more water, we will post signs to make sure that employees do not let unused water be wasted by running the faucet and to use it only to fill a glass, or to thoroughly wash our hands. We will include hand sanitizer to reduce water use as well. We will only run a dishwasher when full, and will ask the building owner to install low water use toilets if he is willing to support that expense as part of tenant improvements. We would welcome outreach materials we can post in the office. Since our water use is linked with the neighboring offices, we can ask the neighbors to also join in on the water conservation strategies.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: The Columbia River Gorge Commission will post signs on our office wall at the entrance which can be read when visitors arrive. We will also post information on our website and we will do outreach to the neighboring offices that share the same water supply with our office since we are all part of a contiguous building. We would welcome outreach material. Please send them to Krystyna Wolniakowski, Executive Director, Krystyna.wolniakowski@gorgecommission.org

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use

- Other: Encourage neighbors who share the same water supply to also implement water savings strategies, and also do a public survey before and after to see if our awareness raising and outreach has raised the awareness of visitors to our office.

• *Potential Challenges/Concerns:* We do not have a specific water meter for our small office since we share it with other tenants. We will make every effort to find a way to measure how effective our water conservation strategies are.

• *Expected Results of Implementation:* If we could find a way to measure our water savings, we would like to set a target of reducing the 2015-2016 fiscal year water by 25% from 2014-2015. We will also poll the public to determine if we have been effective in raising awareness of the drought and water conservation strategies.

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: Staff have already reduced their use of water, but we have no way to measure the savings. We will try to work with the owner to find a ways to meter our water separately,

Return to Lorri Cooper (lorri.l.cooper@state.or.us) at OWRD by 10/1/15

or some other process that will allow us to track how much water we have saved through best conservation practices.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Health Licensing Office](#)

Point of Contact: [Anne Thompson](#)

Phone Number: [503-373-1904](#)

E-mail Address: anne.p.thompson@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Our space doesn't have a kitchen or sink. Employees have a "water club" and pay for a cooler. The only water we use is toilet flushing and hand washing in the building restrooms.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Anne Thompson](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use

- Other: [The building is owned by the Department of Veteran's Affairs. Their plan should cover this.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)
- *Expected Results of Implementation:* [Click here to enter text.](#)
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Higher Education Coordinating Commission***

Point of Contact: *Cheryl Myers, Chief of Staff*

Phone Number: *(503) 877-4303*

E-mail Address: *cheryl.L.myers@state.or.us*

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: *We have shared the Executive Order with all staff and building owners and are in conversation with landlords to address these issues. We will utilize WRD/DAS outreach materials when they become available and post materials as appropriate in cooperation with landlords.*

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: *Our agency has regular communication with approximately 1,400 external stakeholders via an e-Newsletter. The recent edition included the following: **Governor Issues Executive Order to Plan for Droughts** On July 27, Governor Brown issued [Executive Order 15-09](#) directing State agencies to plan for drought resiliency measures, to meet the challenges that a changing climate brings. The HECC encourages all of our higher education partners to consider the need for reducing non-essential water use. For more information, please see the [Oregon Water Resource Department's Drought Watch web page](#) which has public resources on what we can do to use water wisely. HECC Communications Specialist: Endi Hartigan (503) 378-6769*

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns: Two of four locations are leased/subleased from private building owners; efforts may be limited by their building policies.*

- *Expected Results of Implementation: Increased awareness and subsequent water conservation.*

- *Actions Already Implemented in 2015: Identify actions and, if possible, include an estimate of the amount of water saved as a result: Actions noted above; water savings estimate unknown.*

Oregon State Landscape Architect Board

State Agency Water Conservation and Efficiency Plan (2015 Edition)

Contact Information & Background:

Agency, Board or Commission Name: *Oregon State Landscape Architect Board (OSLAB)*

Point of Contact: Christine Valentine, Administrator (Exec. Director)

Phone Number: 503-589-0093

E-mail Address: christine.valentine@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Water Conservation Messaging

☒ Explain how you will encourage voluntary actions to conserve water:

- OSLAB will continue with actions similar to those already taken in 2015; see description below.
- OSLAB staff will also work with the building owner to encourage posting of water conservation materials when those are made available from WRD and DAS. However, outreach materials may require some modification to address building tenants in general vs. state employees since OSLAB's two part-time contract staffers are the only state employees in this privately owned building.
- OSLAB staff and volunteer Board members will be encouraged to share drought information where opportunities arise in their professional and personal endeavors outside of standard Board-related business.

☒ Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact:

- The primary tool OSLAB has for sharing information with the public is the Board's website. Information about drought and drought resources can be located on the main page of the website.
- The OSLAB newsletter, which is generally issued quarterly, is a mechanism to reach Board registrants (i.e. landscape architects) and others with interest in the practice of this profession.
- Due to the size of the Board and nature of its business, there are not many public visitors to the physical office. However, as stated above, OSLAB contract staff will work with the building owner to encourage posting of water conservation materials in the building as outreach to other building tenants.

☒ Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

- OSLAB contract staff will monitor for future directives about the annual reporting process.
- OSLAB will plan on updating its reporting at the time and in the manner that is requested by WRD and DAS.

Provide water conservation information to private building owner if building is leased to your agency*

Encourage owner to take steps to reduce water use*

**See discussion below for these last two actions.*

• **Potential Challenges/Concerns:**

- OSLAB has very limited staff (2 contract staff working at 1 FTE total for OSLAB) and very limited financial resources (i.e., completely fee-based semi-independent agency). These factors limit the Board's ability to engage too extensively in water conservation messaging.
- This Board leases office space from a private building owner and has limited leverage to influence building operations. The building owner has so far shown an appreciation for the Governor's initiative and has been receptive about looking for opportunities to conserve water. For example, the building owner is already taking steps to review water protocols for the green space around the building envelope.
- Even with cooperation, there is likely only so much the building owner can do to encourage water conservation at this private building. This building has very limited green space surrounding it that is actually within the building owner's control. Much of the nearby vegetation is within public highway right-of-way and not maintained by the building owner. Also, the building owner reportedly installed new plumbing fixtures within the last ten years and cannot currently budget for replacements with even more modern, water efficient fixtures at this time.

• **Expected Results of Implementation:**

- Increased public understanding of drought conditions
- Increased public awareness of drought resources available, including how individuals can conserve water

• **Actions Already Implemented in 2015:**

- Fall 2015 newsletter article planned about Oregon's drought and drought resources available through State of Oregon
- Website updated in September 2015 to provide information about and links to drought resources
- In September 2015, the building owner was provided with copy of Executive Order 15-09 and asked to consider possible water conservation measures,

- Plans in place for OSLAB briefing about the Executive Order and this planning process at the Board's next quarterly meeting in November 2015, and
- This 2015 initial water conservation and efficiency plan was prepared.

Return to Lorri Cooper (lorri.l.cooper@state.or.us) at OWRD by 10/1/15

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Landscape Contractors Board](#).

Point of Contact: [Elizabeth Boxall, Administrator](#)

Phone Number: [503-967-6291 ext. 224](#)

E-mail Address: elizabeth.boxall@lcb.state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: Discuss with staff and post communications in our office regarding non-essential water use for both staff and public.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: Jerri Jones can be contacted at 503-967-6291 x221. Messaging will be posted on our agency website and Facebook page. Outreach materials and pre-drafted communications would be helpful.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other:

- Potential Challenges/Concerns: None

- Expected Results of Implementation: Awareness and reduction in use of non-essential water.

- Actions Already Implemented in 2015: Identify actions and, if possible, include an estimate of the amount of water saved as a result: No new actions as we continue to be mindful of non-essential water use. Very little water is consumed in our office (1 sink and 1 facility). Unable to verify water usage as it's shared between multiple tenants in a large building complex. Because we lease from a private building owner, we do not see the water bill to note how our use and/or others' use in the facility may have changed.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Oregon Board of Licensed Professional Counselors and Therapists***

Point of Contact: Charles Hill

Phone Number: [503-373-1155](tel:503-373-1155)

E-mail Address: charles.j.hill@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: The Board of Licensed Professional Counselors and Therapists is a small, 4.5 FTE agency whose employees embrace conservation. Among other efforts, in October of 2012 the agency began to transition to a paperless office. Management will continue to encourage general conservation of resources, but will now take additional steps to actively encourage water conservation among employees. The following actions will be taken to encourage voluntary actions to conserve water. An email will be sent to all staff outlining Executive Order 15-09 to increase awareness of the climate issues we are facing, and outlining the ways staff members can reduce their impact both in the office and at home. Signs will be posted in the general office area and the shared employee breakroom to encourage the reduction of non-essential water use. Management will continue to promote a workplace culture that embraces conservation, encourages discussion during staff meetings and at other opportunities - including brainstorming water conservation strategies- and praising positive action.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: The Board will convey public water conservation information on its website. This will encourage Oregonians to conserve water and communicate how the Board is conserving water. We look forward to receiving template outreach materials to help convey a unified message. The Board's outreach contact is LaRee Felton, laree.felton@state.or.us.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* The Board is unsure about the level of impact it will have to change the behavior of the private building owner.

• *Expected Results of Implementation:* Even though this is a very small agency, we believe that every effort counts. It is expected that awareness of the need for water conservation will increase such that employees consciously change their behavior both at work and at home.

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: As mentioned above, the Board has been transitioning to a paperless office. The agency conserves paper, and therefore the water resources required to produce paper, by storing electronically rather than printing and filing items such as emails, address changes, transcripts, monthly renewals, and various other correspondence related to applications and licensees. In addition, Board meeting materials are now sent electronically, and staff reuses scratch paper when possible. It is

difficult to estimate the amount of water saved, but staff are continuously identifying and implementing additional conservation methods.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Board of Licensed Social Workers](#)

Point of Contact: [Randy Harnisch](#)

Phone Number: [\(503\) 373-1163](#)

E-mail Address: randy.harnisch@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [BLSW will post notices/signs in the common areas of the Morrow Building to promote and encourage water conservation.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [BLSW has posted on its website information encouraging water conservation and included a link to the Drought Watch website and to the Governor's Executive Order.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [As tenants of a leased facility that is shared with the owner/lessor, there is limited ability to effect change in water use outside of the board's staff.](#)

- *Expected Results of Implementation:* [An expected result would be to increase awareness of staff and constituents on the importance of conserving water in the time of drought as well as in more normal years and to model conservation behavior.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Website notices posted.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: **Office of the Long-Term Care Ombudsman**

Point of Contact: Mary Ann Lebold, Office Manager

Phone Number: 503-378-6533

E-mail Address: mary.ann.lebold@ltco.state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water:

We will post brief, to-the-point signs at every location where running water is available in our offices. The signs will be changed at least once every six months.

We will announce at staff meetings our dedication to this plan and ask staff to conserve water in any reasonable way. We will discuss our plan and objectives regarding water conservation at least once every 90 days in staff meetings.

A copy of our plan will be posted on the bulletin board in our copy room which all staff visits at least once a week.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact:

We will post our policy and plan on the agency website and post information about our plan near the main entrance to our offices. The website posting and signage will encourage others in our community to follow our lead in these efforts.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: n/a

• ***Potential Challenges/Concerns:*** Although our offices have recently been expanded and remodeled, the building is relatively old. The age of our water delivery system may have inherent problems that will limit the success of our efforts. We share the premises with at least two other tenants. The water usage is not separately metered – it will be difficult to measure the success of our efforts.

• ***Expected Results of Implementation:*** Reduced water usage. Increased awareness of the need to conserve water and an opportunity to practice water conservation techniques not only at the LTCO office but also while away from the office.

• ***Actions Already Implemented in 2015:*** Identify actions and, if possible, include an estimate of the amount of water saved as a result: None

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Land Use Board of Appeals](#)

Point of Contact: [Tod Bassham](#)

Phone Number: [503-373-1265](tel:503-373-1265)

E-mail Address: tod.bassham@dsl.state.or.us

Check All that Apply

Agency leases facilities from a private building owner – Complete Section A

Agency leases state facilities – Complete first three boxes in Section A

Agency owns facilities and/or lands – Complete Sections A and B

Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [LUBA will place a sign in our office encouraging our six employees to reduce non-essential water use.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [LUBA will post water conservation information on our agency website, using materials provided by WRD and DAS. Please contact Tod Bassham at \[tod.bassham@dsl.state.or.us\]\(mailto:tod.bassham@dsl.state.or.us\)](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

- *Expected Results of Implementation:* [Click here to enter text.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Medical Board](#)

Point of Contact: [Carol Brandt](#)

Phone Number: [\(971\) 673-2679](#)

E-mail Address: Carol.A.Brandt@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [The agency will encourage voluntary actions to conserve water through e-mail messaging and signs within the agency.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [The agency will convey water conservation messages to the public through the agency website. Please provide assistance with outreach materials. Agency contact is Carol Brandt, Carol.A.Brandt@state.or.us.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Water conservation may lead to a less professional building appearance.](#)

- *Expected Results of Implementation:* [Increased awareness and reduced water usage.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Mortuary & Cemetery Board](#)

Point of Contact: [Michelle Sigmund-Gaines](#)

Phone Number: [971.673.1502](#)

E-mail Address: michelle.sigmund-gaines@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [We will discuss at staff meetings; we will post reminders near potable water sources within our control. We will encourage employees to take conservation practices home via consistent messaging and reminders in discussions at meetings.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [We will post periodic articles in our licensee newsletter with links to educational materials. We will post a reference on our website. We will add a "please conserve water" message to our printed materials. We will seek to work with vendors that document water conservation practices where possible.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

- *Expected Results of Implementation:* [Click here to enter text.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Occupational Therapy Licensing Board](#)

Point of Contact: [Felicia Holgate](#)

Phone Number: [971-673-0198](#)

E-mail Address: Felicia.M.Holgate@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Click here to enter text.](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Click here to enter text.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices
- Provide water conservation information to private building owner if building is leased to your agency
- Encourage owner to take steps to reduce water use
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

- *Expected Results of Implementation:* [Click here to enter text.](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: *The Oregon Liquor Control Commission*

Point of Contact: Sharon Domaschofsky

Phone Number: 503-872-5178

E-mail Address: sharon.domaschofsky@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: OLCC will place signs around the buildings, near sinks for example; reminding about conservation and providing tips. This information will be refreshed throughout the year to maintain interest. We will create a bulletin board in a high traffic area and post information about conservation, the executive order, Oregon and national drought information and information about how OLCC is doing.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: Posting conservation information on the OLCC public web site. Posting will include links to the Oregon Drought Watch web site.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* Conservation will require behavioral changes in addition to physical/mechanical changes. Changing behavior will take some time and consistency in our outreach.

- *Expected Results of Implementation:* The expected results will be a reduction in our water consumption. The hopeful result will extend beyond the OLCC buildings to the homes of our employees and others as they practice the conservation methods in their own homes.

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: None

Section B: To Be Completed By Agencies that Own Facilities and/or Land

1. Water Conservation Measures

Describe actions, improvements and/or programs the agency plans to implement (*or has implemented in 2015*) to reduce non-essential use of water, improve the efficiency of water use and promote water conservation. See *EO 15-09 Guidance Document #1* for assistance.

***Required by the Executive Order:**

- Curtail or end non-essential use of water for landscaping and other exterior actions.
- Moratorium on installing new non-essential landscaping that requires irrigation.
- Signage to encourage state employees to reduce non-essential water use in state-owned buildings (see Section A.)
- Leak assessment
- Consider any social and disproportionate effects of actions on underserved communities.

[Check all that apply]

a. Source and Conveyance / Distribution System

- Perform an audit of indoor and outdoor uses on a monthly or quarterly basis
- Locate leaks and repair in a timely manner*
- Meter water sources (*if not already metered*)
- Institute a meter installation, testing and maintenance/replacement program
- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* Challenges will be budget related.

• *Expected Results of Implementation:* Reduction in water consumption.

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result:

None

b. Irrigation and Other Landscaping Elements

- Turn off decorative fountains (*except for those that use recycled water*). At fountains using recycled water, provide explanatory signage (if possible)*
- Prohibit installation of new non-essential landscaping projects that would require irrigation*
- Reduce water used for irrigation* (*i.e., landscaping, pasture, crops, etc.*), as follows:
 - Install automatic shut-off valves, weather-based irrigation controllers, soil moisture sensors to prevent overwatering
 - Reduce the area to be irrigated and/or replace some of the lawn with xeriscaping
 - Adjust watering schedule throughout the season to match weather conditions
 - Capture rain water from roof or other impervious surfaces to irrigate landscape
 - Other: [Click here to enter text.](#)

Use reclaimed/recycled water for irrigation in place of primary water source(s)

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* Budget (for replacement of any equipment) and impact to mature landscaping.

Return to Lorri Cooper (lorri.l.cooper@state.or.us) at OWRD by 10/1/15

- *Expected Results of Implementation:* Water use reduction.
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: OLCC began replacing sprinkler heads at the beginning of the summer (2015). We are in the process of gathering and analyzing data and intend to track in the future so we can monitor our progress.

c. Restroom / Shower Facilities

- Inspect restroom/shower facilities for leaks and, if any are found, fix immediately*
- Retrofit/replace older, inefficient toilets with low-flow or dual-flush models
- Install faucet aerators
- Install low-flow showerheads
- Maintain and properly calibrate automatic faucets and flush mechanisms to ensure they are functioning efficiently
- Reduce frequency of mopping with water, except as needed for public health and safety
- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* Budget. Replacing fixtures was not a budgeted item for 15/17. However, we intend to access and replace the older-least efficient fixtures and track our progress so we can continue the efforts into future biennia.

• *Expected Results of Implementation:* Reduction of water use.

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: None

d. Breakroom / Kitchen Facilities

- Inspect breakroom/kitchen facilities for leaks and, if any are found, fix immediately*
- Retrofit/replacement of inefficient water using fixtures/appliances (*i.e.*, dishwashers, pre-rinse spray valves, ice machines, etc.) with more efficient, low-water use models
- Install faucet aerators
- Install an instant hot water dispenser to reduce time water is runs while heating up
- Run only full loads in dishwashers
- Reduce frequency of mopping with water, except as needed for public health and safety
- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* Budget. Replacing fixtures was not a budgeted item for 15/17. However, we intend to access and replace the older-least efficient fixtures and track our progress so we can continue the efforts into future biennia.

• *Expected Results of Implementation:* Reduction of water use

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: None

e. Laundry Facilities OLCC has no laundry facility

- Retrofit/replacement of inefficient clothes-washing machines with more efficient, low-water use models
- Reduce the frequency of washing (*except as necessary for health and safety purposes*)
- Run only full loads in washing machines
- Other: [Click here to enter text.](#)
- *Potential Challenges/Concerns:* [Click here to enter text.](#)
- *Expected Results of Implementation:* [Click here to enter text.](#)
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

f. Building Maintenance

- Reduce the frequency of window washing with water
- Eliminate window washing with water (*investigate the feasibility of only using cleaning agents*)
- Reduce the frequency of mopping with water, except as needed for public health and safety
- Reduce or eliminate the frequency of pressure washing
- Other: [Click here to enter text.](#)
- *Potential Challenges/Concerns:* Building condition and appearance could deteriorate. Not washing windows or cleaning sidewalks for example. The HQ location has a high population of geese which require removal of their feces from the sidewalks on a 5-day per week basis with hand tools and blowers. Other challenges include the issue of moss removal. We can do this chemically but will need to seek safe alternatives to protect the geese and the environment. We power wash only when necessary and generally twice per year to remove the stains and to clean the areas. Cleaning is for safety, health and for appearance.
- *Expected Results of Implementation:* Minimal reduction in water reduction.
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: None

g. Equipment Maintenance

- Reduce vehicle washing by 50% (or eliminate), **except** for:
 - vehicles washed in a facility using recycled water
 - vehicles that must be washed to maintain public health and safety
 - vehicles that must be washed to prevent the spread of invasive species
 - vehicles that must be washed to prevent rusting or other maintenance issues
 - vehicles washed only with cleaning agents (i.e., no water)
- Other: [Click here to enter text.](#)
- *Potential Challenges/Concerns:* We currently use water to clean our lawn mower and tractor equipment. Not cleaning it could result in premature deterioration and equipment malfunctions. We will however, explore other methods of cleaning and maintenance.
- *Expected Results of Implementation:* Reduction of water use
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: We do not wash vehicles at the facilities but do utilize commercial car wash locations that utilize recycled water.

h. Additional Educational Programs that Promote Water Conservation and Reduction of Non-Essential Uses

- Provide training events for building maintenance staff to learn about specific indoor water saving equipment or actions
- Provide training events for grounds maintenance staff to learn about specific outdoor water saving equipment or actions
- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* Locating training options. Currently reaching out to the City of Portland and other agencies to identify options.

- *Expected Results of Implementation:* Reduction of water use

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: None

i. Underserved Communities

EO 15-09 requires agencies to consider social and disproportionate effects of actions to conserve water on underserved communities in making decisions to reduce water use. See EO 15-09 Guidance Document #1 for more information.

If water-saving measures reduce services to the public, describe what your agency will do to consider whether reducing water use will have social or disproportionate effects on underserved communities, and if those impacts could be mitigated.* **We do not expect any disproportionate effects on our communities.**

Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Click here to enter text.](#)

2. Share Your Achievements - Conservation and Curtailment Actions in 2015

This information may be used in outreach materials, websites, and reports to share what state agencies are doing. If your agency has already implemented conservation actions, improved water use efficiency, and/or enacted water use curtailment actions, please provide a narrative on those achievements here. [Click here to enter text.](#)

3. Prepare for Next Steps

Generate a list of facilities/properties owned by the agency that result in water use. *More information will be forthcoming.*

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Public Employees Retirement System***

Point of Contact: Robert Jones – Contracts and Facilities Manager

Phone Number: 503-603-7618

E-mail Address: robert.p.jones@pers.state.or.us

Alternate PERS Point of Contact: Michael Moylan – Facilities Manager

503-603-7615

Michael.moylan@pers.state.or.us

Note to OWRD: PERS' responses / comments appear in bold type and yellow highlight.

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: **Posted signage, email directives, and staff meeting inservice**

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: **PERS Facilities Manager, Mike Moylan, will post signs in the agency's restrooms and "kitchen" area encouraging staff to be aware of & to minimize their water usage. Additionally, we are requesting that the PERS management in charge of external communications to PERS members, consider posting water conservation messages on PERS' website, and perhaps (if appropriate) include messaging in some publication sent to PERS members.**

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices **PERS will add a reporting tool to Facilities' section of the agency's Compass Service Request & Reporting program, so that staff may easily notify Facilities of any leaks, wasteful use or inefficiencies in water handling.**

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use - **PERS will also contact the leasing company for PERS' Tualatin building, provide a copy of EO 15-09, and ask that they promote water conservation through signage in that building.**

- Other: [Click here to enter text.](#)

- **Potential Challenges/Concerns: PERS' headquarters building has old water shutoff controls which need to be replaced without disrupting agency operations**

- **Expected Results of Implementation: PERS expects to successfully reduce overall water consumption by 15% - 20% of the 2014-2015 amount for the Headquarters property, and will track usage on a quarterly basis.**

- **Actions Already Implemented in 2015:** Identify actions and, if possible, include an estimate of the amount of water saved as a result: **PERS has already requested that our landscape contractor perform a preliminary reduction in the frequency / volume of landscape watering at the Headquarters campus. The turf watering has been cut by 1/3, from 6 days to 4 days over the summer, and watering of plant beds in the parking lot islands was cut early in the summer. Also new, more efficient watering clocks will be researched as technology in this area has vastly improved.**

Section B: To Be Completed By Agencies that Own Facilities and/or Land

1. Water Conservation Measures

Describe actions, improvements and/or programs the agency plans to implement (*or has implemented in 2015*) to reduce non-essential use of water, improve the efficiency of water use and promote water conservation. See *EO 15-09 Guidance Document #1* for assistance.

***Required by the Executive Order:**

- Curtail or end non-essential use of water for landscaping and other exterior actions.
- Moratorium on installing new non-essential landscaping that requires irrigation.
- Signage to encourage state employees to reduce non-essential water use in state-owned buildings (see Section A.)
- Leak assessment
- Consider any social and disproportionate effects of actions on underserved communities.

[Check all that apply]

a. Source and Conveyance / Distribution System

- Perform an audit of indoor and outdoor uses on a monthly or quarterly basis
- Locate leaks and repair in a timely manner*
- Meter water sources (*if not already metered*)
- Institute a meter installation, testing and maintenance/replacement program
- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* **PERS will maintain a file record of water usage reviews. / Potential water cost increase if the City of Tigard decides to increase water charges to businesses. / PERS will incur additional cost to replace outdated shutoff valves with a more efficient system (which is the plan now).**

• *Expected Results of Implementation:* **Upgraded shutoff valve system, less risk of leaks, more active monitoring of water usage**

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result:

PERS has water usage figures for 2013 through 2015 to-date for the purpose of establishing a benchmark against which water use reduction efforts can be measured.

Also, a preliminary plan to replace the agency's shutoff valve system has been developed (now subject to management approval)

b. Irrigation and Other Landscaping Elements

- Turn off decorative fountains (*except for those that use recycled water*). At fountains using recycled water, provide explanatory signage (if possible)*
- Prohibit installation of new non-essential landscaping projects that would require irrigation*
- Reduce water used for irrigation* (*i.e., landscaping, pasture, crops, etc.*), as follows:
 - Install automatic shut-off valves, weather-based irrigation controllers, soil moisture sensors to prevent overwatering
 - Reduce the area to be irrigated and/or replace some of the lawn with xeriscaping
 - Adjust watering schedule throughout the season to match weather conditions
 - Capture rain water from roof or other impervious surfaces to irrigate landscape - **Not practical at PERS – roof water drains directly into the city’s system**
 - Other: [Click here to enter text.](#)
- Use reclaimed/recycled water for irrigation in place of primary water source(s)
- Other: [Click here to enter text.](#)
- *Potential Challenges/Concerns:* [Click here to enter text.](#)
- *Expected Results of Implementation:* **See Section A responses**
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: **PERS has already requested that our landscape contractor perform a preliminary reduction in the frequency / volume of landscape watering at the Headquarters campus. The turf watering has been cut by 1/3, from 6 days to 4 days over the summer, and watering of plant beds in the parking lot islands was cut early in the summer**

c. Restroom / Shower Facilities

- Inspect restroom/shower facilities for leaks and, if any are found, fix immediately*
- Retrofit/replace older, inefficient toilets with low-flow or dual-flush models
- Install faucet aerators - **PERS will examine the possibility**
- Install low-flow showerheads - **PERS will examine the possibility**
- Maintain and properly calibrate automatic faucets and flush mechanisms to ensure they are functioning efficiently NA
- Reduce frequency of mopping with water, except as needed for public health and safety
- Other: [Click here to enter text.](#)
- *Potential Challenges/Concerns:* **Performed opportunity and cost analysis of replacing current toilets with low-flow models in 2015 – management decision pending. Survey of entities that did replace revealed that many incurred increased maintenance burden caused by low-flow systems, with attendant cost in addition to initial purchase / installation costs.**
- *Expected Results of Implementation:* to be determined
- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: **See comment in “potential challenges / concerns”**

d. Breakroom / Kitchen Facilities

- Inspect breakroom/kitchen facilities for leaks and, if any are found, fix immediately*
- Retrofit/replacement of inefficient water using fixtures/appliances (*i.e., dishwashers, pre-rinse spray valves, ice machines, etc.*) with more efficient, low-water use models - **Will assess**

Return to Lorri Cooper (lorri.l.cooper@state.or.us) at OWRD by 10/1/15

- Install faucet aerators - **Will assess**
- Install an instant hot water dispenser to reduce time water is runs while heating up - **Done**
- Run only full loads in dishwashers - **NA**
- Reduce frequency of mopping with water, except as needed for public health and safety
- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* **None**

• *Expected Results of Implementation:* **None to minimal**

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

e. Laundry Facilities

- Retrofit/replacement of inefficient clothes-washing machines with more efficient, low-water use models
- Reduce the frequency of washing (*except as necessary for health and safety purposes*)
- Run only full loads in washing machines
- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* [Click here to enter text.](#)

• *Expected Results of Implementation:* **PERS has no Laundry Facilities**

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

f. Building Maintenance

- Reduce the frequency of window washing with water – **PERS only does this once per year now.**
- Eliminate window washing with water (*investigate the feasibility of only using cleaning agents*)
- Reduce the frequency of mopping with water, except as needed for public health and safety
- Reduce or eliminate the frequency of pressure washing – **PERS only does this once per year now, only on the sidewalks and entrances to the Headquarters building**
- Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:*

• *Expected Results of Implementation:* **No further reductions anticipated – Agency already has a very “water-responsible” plan in effect**

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: see comment above

g. Equipment Maintenance

- Reduce vehicle washing by 50% (or eliminate), **except** for:
 - vehicles washed in a facility using recycled water
 - vehicles that must be washed to maintain public health and safety
 - vehicles that must be washed to prevent the spread of invasive species
 - vehicles that must be washed to prevent rusting or other maintenance issues
 - vehicles washed only with cleaning agents (i.e., no water)

Return to Lorri Cooper (lorri.l.cooper@state.or.us) at OWRD by 10/1/15

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* [Click here to enter text.](#)

• *Expected Results of Implementation:* **PERS does not wash vehicles**

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

h. *Additional Educational Programs that Promote Water Conservation and Reduction of Non-Essential Uses*

Provide training events for building maintenance staff to learn about specific *indoor* water saving equipment or actions

Provide training events for grounds maintenance staff to learn about specific *outdoor* water saving equipment or actions

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* **None**

• *Expected Results of Implementation:* **PERS only has 2 maintenance staff, who are already well informed re water use / conservation options**

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

i. *Underserved Communities*

EO 15-09 requires agencies to consider social and disproportionate effects of actions to conserve water on underserved communities in making decisions to reduce water use. See EO 15-09 Guidance Document #1 for more information.

If water-saving measures reduce services to the public, describe what your agency will do to consider whether reducing water use will have social or disproportionate effects on underserved communities, and if those impacts could be mitigated.* [Click here to enter text.](#)

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* **Not Applicable**

2. *Share Your Achievements - Conservation and Curtailment Actions in 2015*

This information may be used in outreach materials, websites, and reports to share what state agencies are doing. If your agency has already implemented conservation actions, improved water use efficiency, and/or enacted water use curtailment actions, please provide a narrative on those achievements here. [Click here to enter text.](#)

3. *Prepare for Next Steps*

Generate a list of facilities/properties owned by the agency that result in water use. *More information will be forthcoming.*

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: Psychiatric Security Review Board

Point of Contact: Sid Moore, Program Manager

Phone Number: 503-229-5032

E-mail Address: Sid.Moore@psrb.org

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water:* PSRB leases its building from a private owner, but within that context will encourage employees to minimize their use of the sink for washing dishes and re-filling personal water bottles. Upon receipt from DAS and/or WRD, PSRB will place a sign near the break-area sink.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact:* PSRB will communicate its water conservation message through its website. The board's outreach contact is Sid Moore, program manager.

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09. PSRB is committed to reporting on progress and barriers associated with water conservation, in compliance with Executive Order 15-09, by the close of business September 30 of each year.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: None

- *Potential Challenges/Concerns:* As a small (11 FTE) board that leases space, PSRB is ill-equipped to effect major change in this area, though the board is committed to making what changes it can.

- *Expected Results of Implementation:* Due to the relatively small impact it has due to its number of employees and the limited availability of/need for water, PSRB expects minimal results from its own implementation of this plan alone though the impact will be more significant when combined with other agencies' efforts.

- *Actions Already Implemented in 2015: Identify actions and, if possible, include an estimate of the amount of water saved as a result:* PSRB employees contribute to a filtered water pool, which may have a small effect on the burden placed on the building's water supply.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Racing Commission](#)

Point of Contact: [Karen Parkman](#)

Phone Number: [971-673-0208](tel:971-673-0208)

E-mail Address: Karen.parkman@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Agency will participate in DAS tenant meetings in order to help collect, distribute and implement water reduction policies and procedures for the building. \(Note: WRD and DAS will provide outreach materials at a later date\)](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [Agency will post information as it is available on our website and keep it updated as changes are provided.](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* [Click here to enter text.](#)

• *Expected Results of Implementation:* [Click here to enter text.](#)

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Click here to enter text.](#)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon State Library](#)

Point of Contact: [Shawn Range](#)

Phone Number: [\(503\) 378-3870](#)

E-mail Address: shawn.range@state.or.us

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Place DAS provided signs in the building to encourage reduction of non-essential water use.](#)
- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [The State Library will post WRD/DAS water conservation materials on our website. We will need assistance with the outreach materials and our agencies outreach contact is Shawn Range \(503\) 378-3870.](#)
- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09. [We assume this process will be coordinated by WRD or DAS with a reporting database similarly to KPM's and vacancy reporting.](#)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: ***Oregon Teacher Standards and Practices Commission***

Point of Contact: Victoria Chamberlain or Elizabeth Keller

Phone Number: (503) 378-6813 or (503) 373-1260

E-mail Address: Victoria.chamberlain@oregon.gov; or Elizabeth.keller@oregon.gov

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: Contact landlord; we already have drought resistant foliage around the building; watering is kept to a minimum. Only run agency dishwasher once a week. Small office, no showers or other extraneous water sources.

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: We will add text to our home web page encouraging water conservation (consistent with other state agency messages.)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

Provide water conservation information to private building owner if building is leased to your agency

Encourage owner to take steps to reduce water use

Other: [Click here to enter text.](#)

• *Potential Challenges/Concerns:* No concerns, we have a little office, anything water related is taken care of immediately. We already have modern low-water consumption toilets.

• *Expected Results of Implementation:* Awareness

• *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: Reduce dishwasher use (only water use other than bathrooms in our control)

State Agency Water Conservation and Efficiency Plan

Agency, Board or Commission Name: [Oregon Tourism Commission](#)

Point of Contact: [Cheryl Stryker-Whyte](#)
Phone Number: [971-717-6220](tel:971-717-6220)
E-mail Address: cheryl@traveloregon.com

Check All that Apply

- Agency leases facilities from a private building owner – Complete Section A
- Agency leases state facilities – Complete first three boxes in Section A
- Agency owns facilities and/or lands – Complete Sections A and B
- Board or Commission – Complete first three boxes in Section A

Purpose:

Governor Kate Brown signed [Executive Order 15-09](#) in July 2015. The Executive Order calls for agencies to reduce non-essential water use by 15 percent or more at state-owned buildings, and to work with private building owners who lease facilities to state agencies to reduce non-essential water use. It also calls for all state agencies to implement water conservation messaging. This Water Conservation and Efficiency Plan is submitted to comply with the directive.

Please review *EO 15-09 Guidance Document #1* before completing.

Section A: To Be Completed By All Agencies, Boards and Commissions

1. Water Conservation Messaging

- Explain how you will encourage voluntary actions to conserve water: [Agency will post signage in office](#)

Examples include:

- Signs in facilities to encourage state employees to reduce their non-essential water use (Note: WRD and DAS will provide outreach materials at a later date).

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Explain how your agency will convey water conservation messages to the public, and if you need assistance with outreach materials. Include the name of your agency's outreach contact: [We've reached out to our partners at the Oregon Restaurant and Lodging Association to see how they speak to their members about water conservation. They currently publish articles on conservancy and have a sustainability section on their website. We will create additional information on our tourism industry website Industry.TravelOregon.com and will include tips on water conservation through our newsletter communications. We would be interested in receiving outreach materials. They can be emailed to MichelleW@TravelOregon.com or mailed to Michelle Woodard 250 Church St., Suite 100 SE Salem, OR 97301](#)

Examples include:

- Posting water conservation information on your website. (Note: WRD and DAS will provide template outreach materials at a later date.)

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Report to Oregon Water Resources Department annually on progress and barriers in implementing Executive Order 15-09.

REQUIRED OF ALL AGENCIES, BOARDS AND COMMISSIONS.

- Develop a protocol for staff to easily report leaks, inefficiencies and other wasteful water use practices

- Provide water conservation information to private building owner if building is leased to your agency

- Encourage owner to take steps to reduce water use

- Other: [Click here to enter text.](#)

- *Potential Challenges/Concerns:* [Our external communications with partners regarding the sharing of tips and information on our website may be difficult to measure a reduction in water usage, but we will be able to measure the success of delivering the message.](#)

- *Expected Results of Implementation:* [Employees mindful of their water usage = reduction in use](#)

- *Actions Already Implemented in 2015:* Identify actions and, if possible, include an estimate of the amount of water saved as a result: [Portland office is equipped with low flow toilets and urinals; low flow aerators to be installed on faucets. High efficiency water cooling tower recently installed on building roof.](#)