AGENDA

Interagency Sustainability Coordinators Network

Meeting Date:  Wednesday, May 10, 2017

Time:  2:00 to 4:00 pm

Location:  DAS West/Executive Building
155 Cottage Street NE
Salem Oregon 97301

Conference Room A
Parking: limited on street (city metered), additional free parking across street and Cherriots transit mall is 1 block west of Exec Building.

Call in Number:  1-866-377-3315  Passcode: 9604566#

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRESENTER</th>
<th>TIME</th>
<th>ACTION, NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td></td>
<td></td>
<td>Convene group</td>
</tr>
<tr>
<td>Welcome &amp; introductions</td>
<td>Elin/All</td>
<td>2:00</td>
<td></td>
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<tr>
<td>Presentation</td>
<td></td>
<td>2:05</td>
<td>Share information &amp; possible action from members</td>
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<tr>
<td></td>
<td></td>
<td>2:45</td>
<td>Share information &amp; possible action from members</td>
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<tr>
<td>Old Business</td>
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<tr>
<td>State employee survey project proposal</td>
<td>Elin/All</td>
<td>3:15</td>
<td>Solicit volunteers for sub-group</td>
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<tr>
<td>Metrics &amp; plan updates &amp; policy</td>
<td>Elin/All</td>
<td>3:30</td>
<td>Share information &amp; updates</td>
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<tr>
<td>Legislative updates</td>
<td>Elin/All</td>
<td>3:45</td>
<td>Share information &amp; inspiration</td>
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<tr>
<td>OSB Board vacancy recommendations</td>
<td>Elin/All</td>
<td></td>
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<tr>
<td>Round Table – how is it going out there? Any sustainability issues to brainstorm solutions?</td>
<td>Elin/All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjourn</td>
<td>Elin</td>
<td>4:00</td>
<td></td>
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2017 meeting schedule:
January 11, 2017 from 2-4 pm – Executive Bldg, Conf Rm B
March 8, 2017 from 2-4 pm – Executive Bldg, Conf Rm A
May 10, 2017 from 2-4 pm – Executive Bldg, Conf Rm B
July 12, 2017 from 2-4 pm – Executive Bldg, Conf Rm A
Sept 13, 2017 from 2-4 pm – Executive Bldg, Conf Rm A
Nov 8, 2017 from 2-4 pm – Executive Bldg, Conf Rm A

Notes:

For more information, contact: Keith Johnston 503-378-2414, Keith.johnston@oregon.gov
DAS Sustainability Program website and plan:  http://sustainability.oregon.gov
OSB Meeting & Agency Reporting Schedule 2016-17

- **Friday, Jan 15, 2016 in Portland**
  - Agriculture
  - Fish & Wildlife
  - Public Utilities Commission
- **Thurs & Friday, April 7-8, 2016 in Newport – now includes metric information**
  - Admin Services – update
  - Energy – update
  - Transportation – update
- **Friday, May 13, 2016 in Salem**
  - Corrections – update
  - Forestry – Part 2
  - Land Conservation & Development – update
- **Thurs & Friday, Sept 15-16 in Boardman/Condon – CANCELLED**
- **Friday, Nov 4, 2016 in Portland**
  - Consumer & Business Services
- **Friday, Jan 6, 2017 in Portland**
  - DAS – update
  - Lands – update
- **Friday, March 3, 2017 in Salem**
  - Housing & Community Services – update
  - Water Resources – update
  - Watershed Enhancement – update
- **Friday, May 5, 2017 in Salem**
  - Justice – update
  - Governor’s Office
  - Parks – update
  - Travel Oregon – update
- **Thurs & Friday, Sept 21-22, 2017 in Boardman/Condon**
  - No agency reports – presentations from the community
- **Friday, Nov 3, 2017 in Portland**
  - Business Oregon – update
  - OLCC
  - Public Utilities Commission – update
  - Secretary of State’s office – update

**Notes:**
MINUTES

Interagency Sustainability Coordinators Network

Meeting Date: May 10, 2017
Time: 2:00 p.m. – 4:00 p.m.
Location: Dept of Administrative Services
155 Cottage Street NE
Salem, Oregon 97301
Conference Room "B"

Attendees: Elin Shepard, JoAnne Munson, Chad Naugele, Eric Timmons, Katrina Kam. Elaine Schacher, DAS. (list may not be complete)

By Phone: No phone participants as the phone was unavailable
Guest Presenters: None

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
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<tbody>
<tr>
<td>Welcome and Introductions, Elin Shepard</td>
<td>Elin Shepard welcomed everyone and introductions were made of those in attendance.</td>
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Updates

DAS Position
- Elin announced that a DAS sustainability coordinator, Dave Wortman from Raleigh, North Carolina [https://www.linkedin.com/in/dave-wortman/] will start the second week of June. He has analytical skills and greenhouse gas emissions reporting skills. Elin will attend the next ISCN meeting to assist with the transition and coordination between OSB and ISCN. OSB will create a strategic plan once a permanent chair is appointed.

OSB meeting
- Three agency Sustainability Plans were presented at the May 5, 2016 OSB meeting: Housing and Community Services, State Parks and Travel Oregon. All three presentations were well received and they flowed well together. Agency plans are available at: [http://www.oregon.gov/das/Financial/CapFin/Pages/Agency-sustainability-efforts.aspx](http://www.oregon.gov/das/Financial/CapFin/Pages/Agency-sustainability-efforts.aspx)
- Lisa Arkin with Statewide Environment Justice presented the statewide goals of the Environmental Justice Taskforce. In collaboration with DEQ, environmental justice held a day-long training 3/15/2017. OSB was invited to will partner with them. For more information: [http://www.oregon.gov/das/Facilities/Documents/SustPres_EnvirJusticeFramework_OS820170505.pdf](http://www.oregon.gov/das/Facilities/Documents/SustPres_EnvirJusticeFramework_OS820170505.pdf)
- The next OSB meeting is October 5 - 6, 2017 at Boardman/Condon. The new DAS Sustainability Coordinator will begin planning for that meeting upon arrival.

Old Business

Survey Project
- State Employee survey project. Raje and Elin presented a framework and OSB approved it with minor changes. There will be two surveys. The first will go to high level executive staff to ensure buy-in and the second will go to employees. Elin will coordinate with the new DAS Sustainability Coordinator by email to get direction for where the network needs to focus attention. First phase Time line is to of the survey is planned for the end of July with review in August. Survey proposal: [http://www.oregon.gov/das/Facilities/Documents/Sust_OS8_SurveyPrppl_20170505.pdf](http://www.oregon.gov/das/Facilities/Documents/Sust_OS8_SurveyPrppl_20170505.pdf)
Metrics and Plan Updates

- Metrics & plan updates - Agencies are experiencing challenges in pulling together data when preparing sustainability reports. The goal is to have a single reporting source and that source would disseminate the data out to everyone. There may need to be multiple single reporting sources depending on the type of data. Example: Paper and green chemistry vendor procurement data might be collected by DAS Procurement and fleet information by DAS Fleet and Parking services. Some agencies use multiple vendors and contract renewal dates are varied, making tracking challenging. It was suggested that data be tracked by agency, by vendor with single source reporting.
- Paper tracking - agencies are measuring 30% recycled paper content in different ways. Some use number of cases and others use weight. Finding use data is challenging. Goal is to get to 100% recycled paper by 2020.
- Green chemistry - Department of Corrections is doing some good things and there is good collaboration between DoC and Parks
- A formal sustainability plan template was discussed and members were interested in having one or two to choose from. Focus areas depend on the mission and purpose of the agency. There was also interest in having an easy way for fleet information to be uploaded into the sustainability plan template. DAS-Fleet is working on improvements to the fleet report. Conversation will continue.
- Annual Statewide roll-up report will be completed by the DAS Sustainability Coordinator. Most agencies share five components: Energy, water, transportation, paper, and green chemistry.
- Metrics discussion will continue in July meeting.

Round Table

- Sustainability report schedule for the November 3, 2017 OSB meeting: Business Oregon, Justice, OLCC, PUC and Secretary of State reporting.
- Department of Corrections is expecting to report in May, 2018. 83% of their short term goals have been met. Current goals are achievable with culture change buy-in. New benchmarks being set for next plan. More meaningful work is being done with propagation of natural species in the 90 acres of wetlands near Junction City. A butterfly lab was opened at Coffee Creek to propagate a species native to the Willamette Valley. Three of four exterior lighting projects will be complete in one week, which will save 1 million kilowatts of energy when the four projects are complete. There was initial concern with use of LED lights in terms of visibility and how it looks on camera but security was enhanced and it has changed the culture.
- Military Department (OMD) does not report to OSB because they are not named in the Oregon Executive Order and are focused on federal compliance. OMD prepares a federal sustainability plan, which was shared with Elin, and they welcome feedback. LEED silver is required for all their facilities. They use renewable energy and solar, federal Department of Defense metrics and must comply with federal Executive Orders. The federal plan speaks to the State Executive Order and compliance in relation to those goals. OMD interacts and collaborates with State Lands, DLCD, Corrections and Parks. There is concern about federal Executive Order changes to the Clean Water Act and Clean Air Act and the resulting impacts to human health, which ties to quality of life. JoAnne will check with her manager about hosting an OSB tour in the OMD Umatilla facility in October.
- Parks has concerns about the increased camping activity during the eclipse in August, 2017. Natural resource impacts include: fire hazard, garbage, restroom, water, transportation gridlock, and others. Parks released 1,000 camp sites, which were reserved in the first two minutes. They are collaborating with Montana, who had one million visitors two years ago, to acquire lessons learned. They are getting the message out regarding sustainability measures, providing special sunglasses to guests, and are creating a resilience template for coordination with fire and police, which might have application in other emergencies.

Meeting Adjourned
Next Meeting:
Date: July 12, 2017
Time: 2:00 to 4:00 p.m.
Location: Department of Administrative Services
DAS West / Executive Building, 155 Cottage Street NE
Salem, Oregon, 97301
Conference Room A