# MINUTES

## Oregon Sustainability Board (OSB)

**Meeting Date:** Friday, April 9, 2020  
**Time:** 9:30am – 3:30pm  
**Location:** Zoom

**Attendees:** John Miller (Chair), Rex Burkholder, Serena Dietrich, Lisa Gaines, Roje Gootee, Rory Schmick, Lori Hollingsworth, Mark Nystrom (OSB); Dave Wortman, Jeni Hall (DAS); Secretary of State (SOS) Shemia Fagan, Molly Woon (SOS)

**Guest presenters:** Amira Streeter, GNRO; Jim Rue, Carol Bovett, DLCD; Nikotris Perkins, Zechariah Heck, ODOT; Shannon Ryan, Jeremy Miller, Brian King (DAS)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call to Order – John Miller, Chair</strong></td>
<td>Meeting called to order by John Miller. OSB members were joined by SOS Fagan and Molly Woon from the SOS Office. SOS Fagan spoke as to how she is looking forward to working with the OSB. Molly Woon introduced herself. Dave introduced Steve Markham, new DAS Sustainability Analyst.</td>
</tr>
</tbody>
</table>
| **Climate Equity Blueprint, Dave Wortman, DAS** | Dave Wortman presented the Climate Equity Blueprint.  
  - It is a critical thinking tool developed as part of the Climate Adaptation Framework.  
  - It contains questions, case studies, and resources for agencies to use to assess equity in their operations.  
  - State agencies are starting to use it in their decisions, but this work is early.  
    - **John:** We may be able to use it to guide our work.  
  - What role should the OSB play in helping agencies use it? Does the OSB have any ideas on how to improve the Blueprint? |

**Questions/Comments:**

- **Rory:** Likes how it is an open ended document and how it lists the agencies that are working together. The way we can help is looking at sustainability plans and making sure the equity lens is being used.
- **Rex:** It’s a very comprehensive tool. One of the questions is how do you make sure the results are changed? Is it so limited to one issue or set of actions that other questions about equity can’t be addressed? Is this a narrowing of views or a set of tools that can be used in other areas?
- **John:** Every agency can make the connections you did.
- **Dave:** The work group realized this can be a valuable tool beyond the climate topic.
- **Lori:** It looks like a very good and comprehensive plan.
- **Lisa:** We might help out with metrics. There is a difference between objectives and metrics. We need definitions to help when looking from agency to agency. OSU Community Explorer has over 600 indicators, been working with Sy Smith, DAS.
- **John:** Agreed on the need to work on definitions. We need a lead like Rex in transportation. Any members interested?
- **Molly:** Volunteered to help. Checklists would be helpful. Critical thinking questions would work better than a checklist as checklists keep people in a box. Some agencies...
are not as connected to the climate change question as others. Everyone has a piece of the question. They need to look at how they are connected.

- **Roje**: Also volunteered to help.
- **John**: The checklist could be important in our role as we are reviewing sustainability plans. It will take some thinking on how we include this.
- **Mark**: Been attending rulemaking meetings that are trying to intentionally include equity. They invite organizations that represent underserved communities. There needs to be guidance on how we and state agencies are analyzing the information and how one can structure meetings so every voice can be heard. Attendees don’t all have the same experience level with large meetings.
- **Rex**: Do we have any information on the fund? Action item for Dave to find out.
- **John**: Suggests small group (Roje, Molly, and Dave) meet before next OSB meeting to discuss framework for moving forward. Dave will share OSB discussion with Adaptation Framework and Climate Equity interagency group.

<table>
<thead>
<tr>
<th>Agency Presentation: Department of Land Conservation and Development (DLCD)</th>
<th>Carol Bovett kicked off presentation for DLCD. In their sustainability plan they have six short term goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Rue, Director; Carol Bovett, Administrative Services Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o IT Power Management Strategy: Made the decision to go all to laptops. Made work from home seamless and reduced energy use.</td>
</tr>
<tr>
<td></td>
<td>o Sustainability Committee Workgroup: Pandemic has been hard on this goal. Delayed until fall.</td>
</tr>
<tr>
<td></td>
<td>o Review of Telework Strategy: Has been affected by COVID. They are all 100% work from home. Showed what they can accomplish working from home.</td>
</tr>
<tr>
<td></td>
<td>o Standards for Ensuring Diversity in Advisory Committees: Done what they had to do to make sure all that need to be involved are involved in policy and rule development.</td>
</tr>
<tr>
<td></td>
<td>o Recycling Fact Sheets in Break Rooms: Will do when back in office.</td>
</tr>
<tr>
<td></td>
<td>o Work with DAS and ODOE to monitor electric consumption.</td>
</tr>
</tbody>
</table>

- **Lori**: How would you fold into the Equity Blueprint?
- **Jim**: To Mark’s comments, we are challenged but making gains. To Rex’s point, we contracting with community agencies and paying them for their time.
- **Everything they do is centered on Diversity and Inclusion.**
- **For Adaptation Framework, DLCD has worked with 25 different agencies. They have a Policy Option Package for Climate Adaptation to do a vulnerability assessment. Agencies do not have good data on the people side.**
- **Governance**: DLCD took the Framework to the Climate and Natural Resources Cabinet to make sure they are tracking all measures and implementation.
- **Sequestration**: Doing work to revitalize and protect estuaries and oceans.
- **HB 2001 prohibited single family zones in most of Oregon. DLCD put together rules for cities to guide how to integrate other housing types.**
- **HB 2488**: Not sure where it stands, such a moving target. Mainly focused on Goal 1 now, public participation and equity. When land use bill passed in 1970s there was no mention of people. Started with Governor’s recommend budget to address funding. We try to keep the whole state ready while protecting critical natural resources. Need money to give to local governments for technical resources. Allow us to use a range of electronic media to communicate with all. We hope we are able to redo how we do public communication as a whole. You can help by providing this forum.
- **Roje:** How do you deal with the fact that rural communities are affected the most by climate change but are also sometimes the most reluctant to participate?
  - **Jim:** I am here in the office and I can’t get reliable internet. The point is we live in different worlds and are limited in how we communicate and get information. The receptivity of urban underserved communities are less hostile. Talking 1:1 is the only option that has worked well, have done so successfully in the past.

- **John:** For Carol, our goal is to make the review process as simple as possible. We want your feedback on our sustainability plan guidelines. Dave has some good guidelines on Green Teams. You can get creative and work with co-tenants on utilities tracking. Feedback on how we can make our reviews more useful to you.

- **Lori:** Can Jim elaborate on what he meant by communities of 10,000 or more for housing density rules?
  - **Jim:** The rules apply to communities with a population 10,000 or greater. Goal is to have multi-family housing where it was single family homes. Intended to link transportation and housing together. We also have to be aware of when other infrastructure may be inadequate. Also, some towns smaller than 10,000 don’t even have planning staff.

- **Mark:** There is nothing in the legislation that states it has to be affordable housing.
  - **Jim:** Every city is to have a 20 year plan that includes what housing type is needed, including affordable housing. Challenge is cost to build is more than developers can get for affordable housing. Need incentives, employer participation.

**Updates from the Governor’s Office**

Amira Streeter, GNRO

Amira provided brief updates on GNRO activities and legislation. There are a number of bills they are tracking right now. More than 1,000 bills have been introduced.

- **SB286** would revamp and revitalize the Environmental Justice Task Force. Working to move it into DEQ, build up resources, and make it a council. Also solidifies the Inter-agency Workgroup on Climate Impacted Communities (ICWGCIC) and includes a cumulative analysis tool. Amira is compiling a report from participating agencies on a survey they filled out. This will be shared with the OSB as a participant.

  - **Rex:** Are outside groups involved?
    - **Amira:** Not in this this group, but in another group they are.
  - **Rex:** How do we communicate, is there a story telling piece on how this affects every day Oregonians? A communication part seems important.
    - **Amira:** We have not. It’s a great idea.
    - **John:** That is a good point. How can you use the OSB for support?

- **Lori:** Do you have an update on the “chasing Arrows” bill? Group was not aware of the bill’s status.
  - **Molly:** Shared the following link:
    - [https://www.opb.org/article/2021/02/02/oregon-recycling-business-companies-products/](https://www.opb.org/article/2021/02/02/oregon-recycling-business-companies-products/)
    - House Bill 2065
  - **Molly:** Shared another link, an Oregonian story:

**LUNCH**

12:00-12:45 – Break for Lunch

**ODOT Sustainability Discussion**

Nikotris Perkins introduced the ODOT Office of Social Equity. Its core mission is to ensure social equity is embedded in all that ODOT does.
| Nikotris Perkins, Director, ODOT Equity Office; Zechariah Heck, ODOT Climate Office (available for questions) | • Making a pivot beyond civil rights compliance to agency culture. By 2030, ODOT will have prioritized social equity in all Departments. Talking about a change in mental models.  
• 2024-27 Statewide Transportation Investment Plan (STIP), looking at inserting equity into the entire plan. It’s a huge change to their process. They should see the impact by 2030. It is a system change.  
• Economic opportunities: Starting an analysis to understand the barriers that minority and women owned businesses have to participating in contracting. They want to address the barriers head on.  
• Nikotris is on a lot of climate committees. She wants to make sure they are always bringing up climate equity.  
• Also looking at staff training and performance, accountability, and management.  
• For project delivery, Office is developing a rubric to rate and score projects on social equity.  

Questions/Comments:  
• Lisa: Can we call the rubric an equity scoring? Do you have an example?  
  o Nikotris: Using a lens makes it easier to implement. An equity lens can have about five questions. Something that project delivery uses, but procurement and recruitment can use the same questions. Scoring is specific to a project. Is there a saturation area of the project? Will it affect non-drivers? Is the project going to maintain infrastructure?  
• John: One point of context for us could be that community is one of the legs of sustainability. One of our primary functions is review agency plans for their compliance. We searched around to make sure our review included equity. One of the opportunities we have with your agency, as we review ODOT’s plan, we have a set of guidelines. You could see if the guidelines could be improved.  
• Rex: Really impressed and thrilled that the Office was created. Equity has become a major component of what we do. What are the challenges and opportunities in bringing social equity into an organization like ODOT?  
  o Nikotris: Challenge is the steep incline of the slope was not expected. People had no idea of what needed to be done. There were barriers that the agency made for themselves. There are things to do to get to yes. There is opportunity in going from engineers who have been there for years toward opportunities to diversify the workforce.  
• Lori: You have expanded my perspective. Let us know how we can help you.  
• John: Dave is a good resource. DAS touches most agencies.  

| OTC Planning Session, All OSB Members | • John and Rex are scheduled to go to the OTC and present on the OSB and sustainability.  
• The idea is that we started talking to ODOT leadership to have a conversation. The OSB has been hoping to work with ODOT to address issues looking at sustainability on their program side. What Rex is hoping is that it will be a peer-to-peer discussion about how transportation investments affect the long-term sustainability of the state. To have an open conversation. Oregon Global Warming Commission will be joining the conversation as well.  
• The landscape has changed since we first tried to have this meeting. There has been a change at ODOT with the Equity and Climate offices. This gives us more a chance of success. |
We are an advisory board and not an advocacy group. We are here to help and point out where ODOT is not achieving their goals.

The advisory aspect is correct, but legislatively the OSB review of plans is to be clear in where agencies can improve in what they do.

The OTC hears a lot about how more broadly they steer the ship. One approach is to talk about specific policy or program changes the OSB would like to see.

Perhaps looking at Sustainable Transportation Strategy Implementation Plan. OSB could comment on specific strategies.

Discuss coordination with the Global Warming Commission before the meeting.

Rex and John to work on strategy for presenting at the OTC meeting.

SOS office, Molly and SOS Fagan are certainly invited to attend if they wish.

**Agency Presentation**

**DAS Sustainability Plan Progress Report**

Shannon Ryan, Administrator, EAM Asset Management

Jeremy Miller, O&M Manager

Brian King, Fleet and Parking Services Manager,

Dave Wortman, Sustainability Office

The OSB heard from DAS about their agency sustainability initiatives and progress on their sustainability plan.

- The DAS Chief Cultural Change Office (Serena Stoudemire Wesley) was developed in response to racial injustice. She has a draft plan will be rolling out a final equity, diversity, and inclusion plan that will be shared with the OSB.
- The agency added a more inclusive Key Performance Measure (KPM) that looks at GHGs in agency Fleet and Buildings.
- Bought a new building, North Valley Complex (NVC) in Wilsonville, for consolidation of Labs. DAS is approaching redevelopment through a lens of adaptive reuse. Currently trending toward LEED Gold equivalent.
- Talking about re-opening state government. Sustainability is one of the leading principles driving this effort.
- Master planning of DAS portfolio will take into consideration equity, diversity, and inclusion as well as climate, energy, and other resource issues.
- Right on the precipice of making large strides in energy goals. Already exceeding plan goals. We will be installing a PV array at Fleet and one at North Valley Campus. Did a large scale energy efficiency project at the State Data Center. Next 6 years close to 100% LED lighting.
- Have cut water usage over 25% in landscape and facilities.
- Looking at zero waste in the future. Piloted composting and now offer to all tenants in portfolio.
- Developed energy, water, and waste report cards to engage tenants.
- Capitol Mall Underground Parking Structure: Did LED lights and occupancy sensors.
- Incentivizing carpooling. Carbon intensity per mile in state fleet has been lowered since 2015. R99 (renewable diesel) at the Salem Motor Pool.
- Were able to help get 32 buildings across state agencies Earthwise certified.
- Now have a sustainability budget and have been able to pull in over $440,000 in grant dollars for PV array and state policy development.

**Questions/Comments**

- **Roje:** How receptive have tenants been to report cards?
  - **Dave:** We rolled out last year. The reaction was that they loved it. With TRIRIGA it will automate the reports.
- **Mark:** Can we see the Fleet Policy? Dave will send the link.
- **Roje:** Is the R99 available elsewhere is just in the metro areas? How do you deal with it in rural areas?
  - **Brian:** It is slowly moving out from the Portland area. Some of the pricing to retailer is higher. DEQ is pushing out availability.
Next Meeting:  June 11, 2021  
9:00am – 3:30pm  
Zoom

Summary of Board/DAS Action Items

**DAVE:**
- Send Fleet Policy to Mark
- Send draft minutes to Board.
- Dave to find out the status of the participation fund mentioned in the Equity Blueprint and send to OSB.
- Help draft letters for DLCD and DAS.

**DAVE, MOLLY, ROJE**
- Discuss a framework for using the Climate Blueprint.

**REX, JOHN, DAVE**
- Prepare for and present at OTC.

**John:** A few years ago DAS sustainability efforts had fallen off the tracks. This is an incredible list of accomplishments. DAS is leading by example. Your audits are impressive. We have had resistance from other agencies in the past. Curious if you are active in helping tenants in shared buildings track energy?  
  - **Dave:** We put in sub-meters to help with that at PSOB.  
  - **Jeremy:** One of the exciting things about NVC. We found a software that can track energy use. We can check lighting and plug loads by agency. Hope is to test here and include sub-metering in all DAS buildings as they are renovated moving forward.

**Lori:** I think that DAS throughout the years has been unfocused and now sustainability is part of its lens moving forward.
  - **Shannon:** We have a good team and are forward looking. We will be presenting to our agency leadership team.

**Rory:** There is a multiplier effect from DAS to share a well thought out plan that has impressive results. Anything the OSB can do to get the word out? Who is the audience and who they want to reach? Beyond the other state agencies?

**Roje:** Just wanted to echo the compliments. Your team has been impressive. It’s obvious that it is systemic. I am impressed by the agency’s ability to reinvent its philosophy about sustainability.

**Recap of actions, next steps, and adjourn**
- Board Minutes from December were moved for approval by Rory, seconded by Lori. Motion passed.
- The group will discuss responses for the DLCD and DAS plans.
- Sub-group will meet to discuss how to use the Blueprint.
- Rex and John will lead preparations for the OTC meeting.
- Jeni to get notes to Dave who will send out to the Board early next week.