

MEETING NOTES WORKSHOP #2

TERC SUSTAINABILITY SUBCOMMITTEE – SUSTAINABILITY FRAMEWORK



December 1, 2010

MEETING MINUTES

TERC Workshop #2

Date of Meeting: November 18, 2010

In attendance: See Attached Sign-In Sheet

The second workshop in the TERC Sustainability Framework project was held on Thursday, November 18, 2010 at 8:00 am at the Colorado Department of Transportation Office in Golden, Colorado. 18 people representing 13 agencies attended (see attached sign-in sheet). The following summarizes Workshop #2. Meeting handouts and results of workshops exercises are included as attachments to these notes. Any corrections or additions to the meeting notes should be directed to Jessica Myklebust at Jessica.Myklebust@fhueng.com or 303-721-1440.

Welcome and Introductions

The project team members in attendance introduced themselves and included: Jessica Myklebust –FHU; Holly Buck – FHU; and Joshua Proudfoot – Good Company. After the project team introductions TERC subcommittee members introduced themselves.

Josh reviewed the homework assignment on categories for internal/external. He provided an example using equity access: Internal - diversity hiring/recruitment; external – access for citizens. After the explanation we went around the room and each agency provided some examples of their internal attributes. Examples from agencies included:

Going Greener Plan, recycling, telecommute, flextime, high performance fleet – 60% hybrid, h₂o conservation, LEED building, energy control, mix waste, turn bus off/idling policy, video conference. Joshua provided an example of a restaurant supply chain – dairy beef.

Agencies then followed up with a round table discussion of their external unique examples which included: FTA - provide systems, planning to prioritize larger, FHWA – air quality conformity CAH health congestion management programs, CDOT - funded projects FASTER, service to get out of car, Policy 1602, energy retrofits.

A specific example of an external item was provided by Patrick Hamel, CDPHE, and referred to organic compost based revegetation. CDPHE has organic material that they would like to offer to other agencies, such as CDOT, to utilize for revegetation efforts. CDOT requested further information on the product and how to access the compost. The idea was brought up that CDOT would have to indicate in the engineering specifications that organic based compost was to be used in a particular project.

Joshua discussed the challenges for categories and areas where we see lots of overlap (example. Energy and Air). He mentioned that at some point things need to be in only one category. An example was provided with regard to diesel particulates, which was under the environmental category but was elevated to human health category. By elevating it to a different category it targeted a different, more reactive audience. Another example was provided for water quality which was under the health category. Suggestion was made to place items in categories that have the most response from public or target audience. For example – the public reacted more strongly when water quality was discussed in terms of public health vs. aquatic health.

Some categories have heavier aspect selection than others; CDOT – direct vs. indirect relation. For example subset categories land use – CDOT can influence but no direct control is available to them with regard to land use.

USFWS mentioned that it is sometimes difficult to determine appropriate sustainability efforts because they have field office vs. regional office vs. federal offices. Joshua suggested for purposes of the TERC focus on what is at the state-bound.

Joshua led the group in a review of the dot exercise from Workshop #1. Jessica passed out the dot results with the categories and aspects. The group was given 15 minutes to look through the aspects and circle the ones that pertained only to their agency. Jane Hann requested that the project team provide the exercise in an electronic form so that it could be filled out by agencies.

Jessica gave group information on where the 6 workshop process is leading. At the end of the 6 workshops there will be a proposal from the TERC for what they envision the centralized resource to look like and how the management of it will occur. Jim Schrack with GEO provided group with information about where centralized resource might fit within the existing GEO website and offered that GEO was interested in 'hosting' the resource. Additionally, the Pollution Prevention Advisory Board (PPAB) or greening government council is another option for housing the centralized resource. CDPHE is a member of this board that was created in 1992 to help advise on sustainability. This group has been looking for a project to administer and the centralized resource might be the right item. The group has some grant money opportunities and represents the community and multiple agencies. Coordination with greening government council, staff needed to support PPAB recycling focus.

Jessica initiated a brain dump on what elements the TERC envisions the centralized resource containing items included: a statewide perspective, critical that there is local government representation, state and local consistency, locals make decisions and we support them. The brain dump discussion will continue in depth at Workshop #6 and is summarized below:

- Andy Hill with DOLA mentioned that she envisioned the centralized resource being a place where you can find information such as post grant information projects, how to leverage money, local governments can participate.
- Jane Hann with CDOT questioned whether the resource would depend on active management of resource static active vs. place. She also mentioned it was a place for agencies to post sustainable plans on site. It was mentioned that contact information "matchmaking" is a key function such as the compost grant available. Additionally, she noted that it should find consistent, flexible at the high level, mandates with agency vs. alignment flexibility at high autonomy.
- The group noted that they see the centralized resource as a website or database. The resource can have case studies and lessons learned. It should be an information resource and not a dictation resource.
- DRCOG mentioned that they have a sustainability webpage that could be referenced for ideas. A discussion occurred with regard to what regulatory barriers the centralized resource would incur.
- RTD Stan Szabelak mentioned that the central resource is supposed to funnel down into an integrated tool that all agencies can use.

Joshua began the discussion of performance measures and defined them as indicators and systems that people are using. Larry Squires with FTA asked if there was a more efficient way to perform this process? Joshua responded that in order to get buy-in from the agencies it needed to be a group process. RTD Stan Szabelak mentioned that implementing sustainability initiatives on

projects is challenging – budget, efforts are lost when Federal representatives push up sustainability requirements in grant requirement measures.

Joshua opened the discussion to get input on what internal stakeholders would be interested in knowing about a particular agencies' performance measures. Those wanting to see measures include: money handlers, sustainability coordination, executive management measure of success – GSA control, DPA in Colorado purchasing, upper program managers, public information officers, facility managers.

Common external stakeholders interested would include: taxpayers, state legislature (political bodies), customers, developers, non-profits. Joshua encouraged the subcommittee to resist the urge to measure everything, focus on areas of overlap.

Joshua led the group in an exercise – key stakeholders and what they want. The exercise was Identifying Agency Stakeholders. The exercise centered around discussions on what stakeholder needs exist at the decision-maker level. What external pressures or opportunities exist, and what coordination opportunities exist and what silos (groups) need to be speaking with each other. The group had a discussion on the results of the individual exercise responses.

Joshua continued the discussion on performance measures. He provided an example of the University recycling and winning numerous awards when they were only recycling 13% and the national average was 30%. It's an example of why measuring is important. Measuring without scale and inventory first to avoid the cost. Joshua provided items to consider with regard to measures:

- Does your agency need this program?
- Long vs. short term be realistic
- No measuring to infinity
- We saved xx tons x emissions, give scale.
- Big picture too expensive – capital maintenance.
- Qualitative vs. quantitative – quantitative is always historic.
- Favorite - percent of environmental documents quantitative reviewed on time – productivity. Qualitative – engage public? Yes or No
- Complementary measures – materials waste – see exercise sheet
- Use existing data – example: ODOT energy inventory for 1600 buildings around kwh took 1.5 years with 2 Full Time Employees consume total amount 45 MW.

HUD had a comment about measuring and provided an example of workforce reduce VMT in Denver where RTD has a presence vs. in LaJunta where RTD does not have a presence.

The following action items were requested from the group:

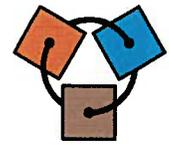
- Email out powerpoint from Workshop #2 to group
- Email minutes to group and include comment about compost revegetation
- Email handbook for utilizing measures
- Email an electronic editable version of the Aspects worksheet from the exercise
- Email out calendar placeholders for all future workshops.

Jessica discussed the schedule for the next workshop. It was indicated that the next Workshop would be January 6, 2011 from 8 – 12. Jessica will send out an invite to the group.

Agenda Workshop #2 Sign-in Sheet

TERC Sustainability Subcommittee – Statewide Framework

November 18, 2010



LAST	FIRST	AFFILIATION	E-Mails	Initial Present
Anderson	Carol	EPA	anderson.carol@epa.gov	
Anderson	Wes	BLM	Wes.anderson@blm.gov	
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McCannon	Steve	RAQC	smccannon@raqc.org	

Agenda Workshop #2 Sign-in Sheet

TERC Sustainability Subcommittee – Statewide Framework

November 18, 2010



LAST	FIRST	AFFILIATION	E-Mails	Initial Present
Michael	Alison	USFWS	Alison_michael@fws.gov	AM
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WORKSHOP #2 -
Picking your agency's categories & aspects from Workshop #1 Results
COMMUNITY WELL-BEING (SOCIAL)

CATEGORY	ASPECT	
	Aspects used most frequently in national and global frameworks	<i>Additional aspects considered for inclusion by TSSC</i>
Cultural & Community Development	Culture & Quality of Life	<i>Access to Information Conserve Local Ecosystems Consumption of Undeveloped Land Productivity of Developed Land</i>
Equity & Access	Access to Information Diversity & Equal Opportunity Access to Services Workforce Development	<i>Culture & Quality of Life Productivity of Developed Land Public Health & Safety Water Efficiency & Management Waste Management</i>
Human Health & Safety <small>NOTE: Most often included under Environmental Stewardship</small>	Public Health & Safety Occupational Health & Safety Reduce Toxics	<i>Culture & Quality of Life Greenhouse Gas Emissions Local Air Emissions Water Efficiency & Management Waste Management</i>
Land Use <small>NOTE: Most often included under Environmental Stewardship</small>		<i>Culture & Quality of Life Greenhouse Gas Emissions Local Air Emissions Public Health & Safety Water Efficiency & Management Waste Management</i>
Energy Emissions <small>NOTE: Not typical category of example of National & Global frameworks</small>		<i>Energy & Fuel Efficiency Greenhouse Gas Emissions Productivity of Developed Land Waste Management</i>
Climate Change <small>NOTE: Not typical category of example of National & Global frameworks</small>		
Affordable Housing <small>NOTE: Not typical category of example of National & Global frameworks</small>		



WORKSHOP #2 -
Picking your agency's categories & aspects from Workshop #1 Results

ENVIRONMENTAL STEWARDSHIP

CATEGORY	ASPECT	
	Aspects used most frequently in national and global frameworks	<i>Additional aspects considered for inclusion by TSSC</i>
Habitat & Biodiversity	Conserve Local Ecosystems Mitigation & Restoration	<i>Access to Information Consumption of Undeveloped Land Conserve Local Ecosystems Culture & Quality of Life</i>
Materials & Resources	Prevention (Management & Purchasing) Total Solid Waste Reuse & Recovery Regulated/Hazardous Solid Waste	<i>Access to Information Environmentally Preferred Purchasing Life Cycle Costing & Accounting Local Contracting Total Energy Usage Total Water Usage Water Efficiency & Management</i>
Water	Total Water Usage Water Efficiency & Management Water Discharge Quality	<i>Access to Information Conserve Local Ecosystems</i>
Land Use	Consumption of Undeveloped Land Productivity of Developed Land	<i>Access to Information Conserve Local Ecosystems Culture & Quality of Life Energy & Fuel Efficiency Total Water Usage Affordable Housing/Housing Diversity</i>
Energy Emissions	Energy & Fuel Efficiency Greenhouse Gas Emissions Local Air Emissions Renewable Energy & Alternative Fuels Use Total Energy Usage	<i>Access to Information Public Health & Safety Regulated / Hazardous Solid Waste Total Solid Waste</i>

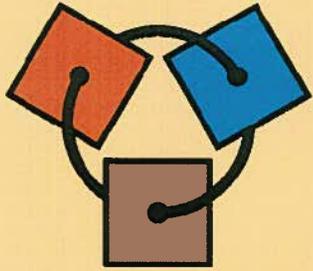


WORKSHOP #2 -

Picking your agency's categories & aspects from Workshop #1 Results

ECONOMIC VITALITY and QUALITY

CATEGORY	ASPECT	
	Aspects used most frequently in national and global frameworks	<i>Additional aspects considered for inclusion by TSSC</i>
Fiscal Health/ Financial	Life Cycle Lost Efficiency Efficient Use of Financial Resources	<i>Environmentally Preferred Purchasing</i> <i>Greenhouse Gas Emissions</i> <i>Life Cycle Costing & Accounting</i> <i>Local Contracting</i> <i>Productivity of Developed Land</i> <i>Small & Diverse Business Contracting</i> <i>Total Water Usage</i> <i>Workforce Development</i>
Energy & Emissions <small>NOTE: Most often included under Environmental Stewardship</small>		<i>Energy & Fuel Efficiency</i> <i>Environmentally Preferred Purchasing</i> <i>Greenhouse Gas Emissions</i> <i>Life Cycle Costing & Accounting</i> <i>Local Air Emissions</i> <i>Local Contracting</i> <i>Productivity of Developed Land</i> <i>Total Energy Usage</i> <i>Total Water Usage</i>
Equity & Access <small>NOTE: Most often included under Community Well-Being</small>		<i>Access to Information</i> <i>Diversity & Equal Opportunity</i> <i>Energy & Fuel Efficiency</i> <i>Environmentally Preferred Purchasing</i> <i>Local Air Emissions</i> <i>Small & Diverse Business Contracting</i> <i>Workforce Development</i>
Land Use <small>NOTE: Most often included under Environmental Stewardship</small>		<i>Access to Information</i> <i>Culture & Quality of Life</i> <i>Conserve Local Ecosystems</i> <i>Consumption of Undeveloped Land</i> <i>Energy & Fuel Efficiency</i> <i>Environmentally Preferred Purchasing</i> <i>Greenhouse Gas Emissions</i> <i>Local Air Emissions</i> <i>Productivity of Developed Land</i> <i>Total Water Usage</i> <i>Workforce Development</i>
Local Economic Development	Diversity & Equal Opportunity Mitigation & Restoration	<i>Access to Information</i> <i>Consumption of Undeveloped Land</i> <i>Culture & Quality of Life</i> <i>Diversity & Equal Opportunity</i> <i>Efficient Use of Financial Resources</i> <i>Local Air Emissions</i> <i>Mitigation & Restoration</i> <i>Productivity of Developed Land</i> <i>Total Water Usage</i> <i>Workforce Development</i>
Best Business Practices <small>NOTE: Not typical category of example of National & Global frameworks</small>	Environmentally Preferred Purchasing Local Contracting Small & Diverse Business Contracting	
Affordable Housing <small>NOTE: Not typical category of example of National & Global frameworks</small>		



TERC Sustainability Framework

Activity Workshop #2: Identifying Agency Stakeholders

Stakeholders	Notes for your entity
Needs at the decision-maker level?	
External pressures or opportunities?	
Coordination opportunities? silos that need to speak to each other?	



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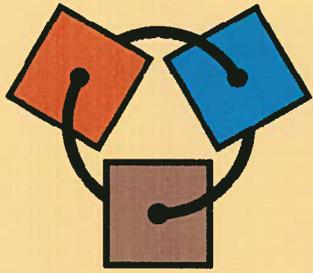


CH2MHILL



GOOD COMPANY





TERC Sustainability Framework

Activity Workshop #2: Creating Complementary Measures

Aspect	List multiple measures
Paper use	
Landscape water	

■ FELSBERG HOLT & ULLEVIG

■ CH2MHILL

■ GOOD COMPANY

