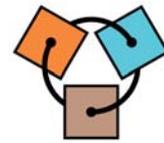


MEETING NOTES WORKSHOP #4/5

TERC SUSTAINABILITY SUBCOMMITTEE – SUSTAINABILITY FRAMEWORK



MEETING MINUTES

TERC Workshop #4/5

Date of Meeting: February 24, 2011

The combination 4/5 workshop in the TERC Sustainability Framework project was held on Thursday, February 24, 2011 at 8:00 am at the Colorado Department of Transportation Office in Golden, Colorado. 11 TERC sustainability subcommittee (TSSC) members representing 7 agencies attended (see attached sign-in sheet). The following summarizes Workshop #4/5. 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 – Felsburg Holt & Ullevig (FHU), Holly Buck – FHU; Joshua Proudfoot – Good Company. Jessica explained that workshop 4 and 5 have been combined into one workshop *Resolving Conflicts and Constructing Partnerships*. The team determined that it was useful to combine the workshop because the topics of conflict and partnerships fit hand-in-hand. The next workshop held will be to discuss the Centralized Resource and, if necessary, a final workshop can be held to wrap up any discussion items. Jessica reviewed in detail the progress that has been made through Workshops #1 *Moving from Principles to Guiding Framework*, #2 *Developing Performance Measures for Sustainability*, and #3 *Evaluating and Planning for Sustainability in Projects and Initiatives*. With regard to Workshop #3 Joshua explained a new self-rating system STARS (Sustainability Tracking Assessment & Rating System) developed by AASHE for colleges and universities that was released a few weeks ago. Joshua made a few key points on STARS that might be of interest to the group.

After reviewing previous workshops, Jessica went through the tools that have been developed and sent to the TSSC members electronically. These tools include the *Handbook to Develop Sustainability Measures* and the *Tool to Determine Topics – Categories – Aspects, Sustainability Evaluation Tool*. The GEO and FTA indicated that they have already utilized one or more of the tools. RTD noted that the tools will be helpful in developing measures for their internal sustainability group. It was noted that these tools are items that could be placed on the centralized resource. The team encouraged the agencies to take some time to look at the resources and to share them with their agencies internally.

The ultimate goal of the workshop series with the TSSC is to develop a recommendation for implementation of the centralized resource. This recommendation will include topics such as development, management, dissemination, and funding of the resource.

Jessica reviewed the survey results that were sent to the TSSC. In general there was a low survey response; however, those that responded indicated that they were learning and enjoying the workshops. Results showed that no substantive new program activity was occurring within individual agencies. However, agencies are enthusiastic to share a common language. GEO indicated that they are a small government department that is trying to meet the greening government goals. Their office is going through lots of change and it can be challenging to get people to use tools due to lack of time, even though the tools provide a more efficient methodology. CDOT felt that the TSSC effort is helping to provide a foundational starting place for agencies that are feeling overwhelmed by starting a sustainability program from scratch. RTD noted that the exercises can be used to assist with measuring performance which has been a hurdle for them in the past. FHWA mentioned that the President released a draft transportation

budget that some federal budgets into larger categories – one of which is livability. The State Smart Transportation Initiative (SSTI) was briefly discussed. The discussion was closed noting that now is a good time for agencies to focus on the economic vitality topic given fiscal constraints and uncertainties.

The discussion of conflicts began with 4 examples of conflict: within an agency, between agencies, agency and external stakeholders, and short-term vs. long-term. The team gave examples of each type of conflict in a real world situation and the group supplemented with additional examples. FHWA mentioned that within an agency they have struggled with getting people to change their behavior with regard to sustainability practices (i.e. duplex printing, recycling). A recommendation was made to make changes convenient and make past habits inconvenient. EPA mentioned that when they meet milestones they have a celebration to mark and measure success.

FHWA provided an example of conflict between agencies with the TIGER II grant with DOLA and FHWA. Both agencies have a common goal but are being held to different requirements to achieve that goal. FHWA has been working to support DOLA to help make the process successful. FTA noted that they have recently experienced pressure from another agency to address climate change in their NEPA documents. FHWA is leaning on CDOT requirements for inclusion of climate change in their NEPA documents.

After presenting the four types of conflicts, Joshua introduced the *Evaluating Conflict in Project/Program Decision Flowchart*. This flowchart is a tool that agencies can utilize to step through when making decisions. Joshua provided a scenario to explain the tool. The scenario was from Oregon where a city was trying to determine whether or not to replace grass with artificial turf in a heavily utilized recreational park.

The group was then split into pairs to work on a different scenario. This scenario dealt with an office setting where more natural light was desired but as a result there was an increased load on the HVAC system. Two strategies were provided (louvered metal window awnings vs. happy lights for seasonal affective disorder) for mitigation that the group was to evaluate and discuss using the *Mitigation Screening Tool*. The group pairs had time to discuss the scenarios and presented information on their discussions and results.

A break was provided for 15 minutes.

After the break the presentation centered around constructing partnerships. Jessica opened the discussion with examples of various types of relationships agencies could engage in such as: partnership, memorandum of understanding (MOU), memorandum of agreement (MOA), and inter-governmental agreement. FHWA mentioned that the TERC had a partnering agreement for PEL work. In order to establish the agreement there was a signing ceremony where 16 members of the TERC signed the agreement. It was recommended to have such celebrations for agreements. RTD and CDOT mentioned an IGA that they have established. Someone mentioned that sometimes an IGA can have a one-sided rub to it. To avoid this it was mentioned to have boiler plate language that both agencies can pull text from and then merge together.

Jessica initiated a discussion centered around the opportunities and risks of partnerships. Some risks that were mentioned included: tight schedule constraints, different interests, turnover in staff management, lack of continuity, less funds if agencies are more efficient, desire to keep success within agency, or self preservation.

In order to practice identifying conflicts and partners, Jessica reintroduced the I-25/136th Avenue Interchange project that the TSSC worked on at Workshop #3. At Workshop #3 the group had

identified sustainability opportunities. The group was directed to now take those opportunities to the next level and identify partners and potential conflicts using the *Identifying Key Partners and Strategy Plan* worksheets that the team provided. The TSSC broke out into 3 different groups: community well-being, economic vitality and quality, and environmental stewardship. Joshua, Jessica, and Holly each facilitated a group. Each group shared their results and thoughts that their groups developed.

Jessica wrapped up the workshop by discussing the centralized resource workshop. She gave the group several action items to complete before the next workshop:

- Ask agency leadership about continued interest in the TSSC
- Determine how agency would like to contribute to the centralized resource
- Determine what agency would need from the resource to:
 - Save time and money
 - Enhance agency's mission
 - Coordinate more effectively with TERC agencies

It was suggested that Jessica send out the questions and action items to the TSSC again prior to the next workshop.

Agenda Workshop #4 Sign-in Sheet

TERC Sustainability Subcommittee

February 24, 2011



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Agenda Workshop #4 Sign-in Sheet

TERC Sustainability Subcommittee

February 24, 2011



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send all material