MEETING MINUTES

Date of Meeting: **April 14, 2011**

The Final Workshop in the TERC Sustainability Framework project was held on Thursday, April 14, 2011 at 8:00 am at the FHWA Headquarters Office in Lakewood, Colorado. 21 TERC sustainability subcommittee (TSSC) members representing 11 agencies attended. The following summarizes the Final Workshop. 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; Mandy Whorton – CH2MHill. The agency attendees introduced themselves and answered the question "how have these workshops helped you"?

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*, #3 *Evaluating and Planning for Sustainability in Projects and Initiative,* and #4 *Resolving Conflicts and Constructing Partnerships.* A folder was provided for each attendee that contained a printed copy of all of the tools that have been provided at previous workshops. These tools include the *Program Inventory and Planning Worksheet, Handbook to Develop Sustainability Measures, Sustainability Evaluation Tool, Tool to Determine Topics – Categories – Aspects, Sustainability Evaluation Tool, Decision Flow Chart, Mitigation Screening Tool, Identifying Key Partners, Strategy Plan.* Individual PDFs of the tools will be provided via email by Jessica to the TERC. Yates said that he would put the materials on the TERC website once the information has been shared with TERC. Yates will send an email to the group once the information is available.

Jessica explained the purpose of today's workshop. The workshop is the culmination of the work done to date and actions for the future. At the end of the workshop, the attendees will provide direction for the Centralized Resource – the tools, format, and actions required to implement.

The workshop was divided into three main topics. 1. What would the Centralized Resource provide? 2. What form is the Centralized Resource? 3. What actions are necessary to implement the Centralized Resource? The meeting attendees were divided into 4 working groups to discuss each topic and then present to the group as a whole.

1.   *What would the Centralized Resource provide?*
This discussion focused on *what* the Centralized Resource would provide to help each agency to save time and money, enhance mission, or coordinate effectively with TSSC. The discussion covered general content that the Centralized Resource would contain. The topics are covered below in bullet points. Discussion that was received from the groups is provided below with specifics in sub-bullets.

- **Tools**

  - Tools that have been developed
  - User guide/primer for how to use the tools provided at Workshops including instructions - maybe an example of end result if these tools are used
  - Combine tools and guidance into a resource group
  - Static and active tools; concern with implementation if you start with something more interactive requires too much management
  - Discussion board

- Add agency plans, resolutions, etc.
- Needs to be maintained and managed to find information you want

- **Events**
  - Change the term 'events' to 'Announcements ':
  - Include ways to get updates
  - Include conference information, grants, events, agendas, projects for comment, new items, hot topics, R&D (subsequently moved to a separate category)

- **Peer agency contacts**
  - Expand name to processes and plans:
  - Provide contact for a main line and addresses of each agency (physical information for the main line for the agency)
  - Make it easy to find information – should be a primary category
  - Maintain a central point of contact for each agency so that other agencies know who to call

- **Project Examples**
  - Case studies
  - Add Plans

- **Peer review**
  - Rename category to File Sharing Expert Forum
  - Not an official peer review but would like a parking lot for review of files (facilitate exchange of files but not a place to solicit peer review)
  - Takes too much time and rules are too different – doesn't have benefit. Yates – maybe call it an expert forum
  - May be useful to tap into experts at agencies in the implementation of programs

- **Research and Development**

  - Maintain this as a separate category; include links to other sites and research
  - Keep as statewide and not nation wide
  - Utilize for both new and old research

- **Opportunities**

  - Maintain as a separate category
  - Funding sources and collaboration

2.   What form is the CR?
Originally thought as an electronic resource but came up with some other ideas to facilitate discussion – website, meetings, list-serve (live sharing of information but not necessarily a repository of the information exchanged; repository can be provided), searchable database, brown bags, workshops, searchable forum (blog, threads of comments related to topics like re: NEPA)

Bill Haas explained that FHWA has gone toward SharePoint as an exclusive online tool; replaced the intranet for the division office.

Discussion that was received from the groups is provided below with specifics in sub-bullets.

- **Website**

- General preference by groups for a website
- Questions about the website – too many unknowns
- Would be good to have a website (even simple, small) to advertise whatever tool is recommended

- **Database**
  - General like for database but not highly recommended due to level of maintenance required
  - Firewall issues
  - Hard to manage

- **Meetings**
  - Groups likes face to face time with other agencies
  - TSSC has been well received and helpful for agencies

- **List-serve**
  - Like list serve but can become too much chatter via email
  - If controlled it can be an easy, useful way to share information

- **Social media**

  - *LinkedIn* is probably the best of the available forums (could create a group)
  - Loose structure; don't know enough to add to our recommendations

- **SharePoint**

  - Needs a host and manager
  - Links to other sites on the Sharepoint
  - Size limitations – accommodate the amount of information housed
  - Firewall issues – especially with federal agencies
  - *Quickr* – another IBM type SharePoint

- **Professional organization**
  - Dues for membership
  - Sponsorship
  - Could be a funding mechanism
  - Could be part of a national organization or our own non-profit organization

- **Funding opportunities**

  - Private sector partnership
  - University partnerships (incorporate into graduate programs/projects)
  - Agency-sponsored labor (dedicate portion of an FTE to this effort to implement)
  - Non-profit/philanthropic organization funding/grant
  - Ads or other funding mechanisms
  - Membership fees
  - Sponsored by the Governor's office (Sustainability office or Energy office)

3.   What actions are necessary to implement the Centralized Resource?
The group discussed in general what actions would be necessary to make the Centralized Resource happen. General discussion also occurred which is recorded below.

- Centralized resource is probably not just one thing but a combination of things (i.e. workshops with website etc.)

- Whatever form it takes, needs to be accessible to rural communities/members

- Need to have an electronic system

- Could be looked at by the public but maybe not contributed to by them

- Need to have something that continues since this group will not be together after this effort is complete (today); need a Colorado Sustainability Working Group

- Should things/documents be modifiable? What are the risks associated with a modifiable structure?

- Need a disclaimer on whatever we do similar to the one on the database example

- This is a larger concept; the TERC was the mechanism that we used. TERC has a transportation focus so probably isn't the long-term right organization for continuing this work; need to be higher level than transportation (FHWA, CDOT). At the state level, the only places to go are the Governor's office or the legislature. At the federal level, there is the Colorado Executive Board

- Cannot mandate that the Governor's office be involved; they have to see the benefit. Needs to be outreach at the local level

- Need to develop a proposal and implementation plan for others to react to. What do we need, how do we get there?

- Concern that group may not be representative of state agencies; most members felt this group was representative. We are an organ of the TERC. TERC needs to make the recommendation. Probably needs to come from the state agencies (DOLA, CDPHE, DOW, CDOT)

- Should this be a GEO initiative? Greening government council has an energy focus more than a sustainability focus. So far, the council hasn't been interested (as presented by Jim) but it might have more traction if more people expressed an interest.

- If under the Governor's office, the group would be subject to change in administration and political interest; dependent on who's in office

- Pollution prevention board/council might be another avenue for sponsorship (CDPHE purview)

- If all agencies will fill out spreadsheets tools provided from previous workshops, that will help provide information to direct resources and create efficiency

- Okay to present a range of options for the Centralized Resource from low-cost to higher cost. Need to provide to decision makers what the balance of costs and benefits. Need to Call Governor's office to gauge interest

- Research national organizations similar to ours and see what they have done.

Action Items

The following are the action items that the subcommittee members agreed to. They are generally sequential. The responsible individual is noted in parentheses.

1. Maintenance of the email list of members (Jessica)

2. Write final proposal and distribute for review (second week of May) – one week review and consolidate notes to provide recommendation for TERC; Yates will figure out a way for sub-committee members to review and comment on the recommendations. Add to the proposal a short briefing that members can provide to their agencies with a common message.

    –   What does that proposal look like? Summary of activities and recommendation for next steps. Need short talking points – where we've been and where we are going.
    –   Need to describe the benefits to build the case for moving forward.
    –   Materials developed will be appended as reference. Yates will request that the materials will be housed on the TERC website.

3. Prepare broader TERC agenda and discuss with new TERC members (including Don Hunt) (mid-May or October as determined appropriate since TERC members are new) (Jane and Bill)

4. Presentation to the TERC (Yates).

    –   Brief TERC members and describe benefit of this effort to agency goals and initiatives (sustainability subcommittee members)
    –   Describe a tangible benefit; answer the question and email Yates: "If we had this tool before, it would have helped me do X." (sustainability subcommittee members)
    –   Encourage highest level person at individual agencies to attend next TERC meeting (sustainability subcommittee members)

5. Continue TERC subcommittee with goal to continue to develop sustainability information in agencies based on information exchanged in this first effort.

6. Form a steering committee to present information to the Governor's office. (Concurrent with subcommittee activities.)

7. Investigate funding mechanisms

Other ideas of future actions were not discussed in depth but include the following:

–   Staff education
–   Complete the spreadsheets
–   Gauge management support
–   O&M
–   Labor/Resource needs
–   Oversight
–   Promotion of the tool
–   Implementation of this program
–   Continue the sub-committee to implement the proposal
–   Presentation to TERC should provide context of the benefits of the work and dialogue as part of this effort; group would like to continue work. Need to continue with a facilitator.

Agenda Final Workshop Sign-in Sheet
TERC Sustainability Subcommittee
April 14, 2011

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