



# **Portland Water Bureau Sustainability Action Plan**

December 2009 Update

## ***Introduction to 2009 Update***

*The Water Bureau prepared and approved a three year Sustainability Action Plan in 2007. The plan is updated annually. Highlights over the last year include the following:*

- Expanded scope of Bureau's Energy Committee to include both renewable energy projects and energy efficiency improvements. Joined an 18-month Energy Trust program focused on energy efficiency. The program involves 11 industrial energy customers in the Portland region and provides both technical assistance and peer networking.*
- Worked on increasing reuse and recycling at the bureau's Interstate facility. Sorted and documented waste in facility dumpsters and implemented a waste reduction and reuse plan for materials.*
- Published first annual carbon footprint report. Also purchased carbon offsets from the Bonneville Environmental Foundation to address CO<sub>2</sub>e emissions produced by the 660,000 employee air miles traveled during 2008.*
- Remodeled the Meter Shop and expect to achieve LEED Gold certification.*
- Launched a multi-tiered employee education campaign. Sustainability education pieces were highlighted in the employee newsletter and blog as well as through bureau-wide emails, sustainability sign boards and an internal sustainability website.*

*The City adopted a Climate Action Plan in October 2009. The plan sets out a number of actions to be accomplished citywide by 2012. The Water Bureau's sustainability action plan already contained a number of actions that will contribute toward meeting these citywide 2012 goals, and bureau staff will continue to adapt priorities as needed.*

*In addition to the Climate Action Plan, the City has adopted a variety of policies and strategies including the Sustainability Procurement Policy, Green Building Policy, Sustainable Paper Use Strategy, Idle Reduction Policy and Toxics Reduction Strategy. The Water Bureau is actively involved in implementation of all of these efforts.*

*- Kim Dinan  
Sustainability Program Coordinator*

## Water Bureau's Sustainability Vision

The Water Bureau's Management Team adopted a Sustainability Vision in January 2004. Goals endorsed in the vision include the following:

- Reduce operating costs by purchasing materials that are durable and reusable. Consider the environmental and social costs of production, use and disposal of purchased materials
- Change work processes as needed to make more efficient and cost-effective use of materials, equipment, and natural resources
- Improve health and safety for employees by reducing or eliminating use of, and exposure to, hazardous and toxic materials. Change work processes to reduce exposure to fossil fuel exhaust, noise, and other related hazards.
- Provide training, information and tools for employees to enable them to provide water services in a sustainable manner
- Provide efficient and effective means to recycle used materials and equipment, and enable use of alternative energy and efficient modes of transportation
- Support suitable habitat for fish and wildlife, and healthy ecosystems
- Encourage efficient use of water
- Encourage development of a set of sustainability goals with regional partners

The bureau's sustainability programs are guided by the vision and by a variety of citywide sustainability mandates adopted by the City Council. Citywide goals are available online: <http://www.portlandonline.com/bps/index.cfm?&c=44623&a=156800>.

The bureau is also guided by the 1994 Citywide Sustainability Principles, including the following four goals:

- Support a stable, diverse and equitable economy
- Protect the quality of the air, water, land and other natural resources
- Conserve native vegetation, fish, wildlife habitat and other ecosystems
- Minimize human impacts on ecosystems

The Water Bureau employs a full-time sustainability coordinator who works closely with staff throughout the bureau as well as with staff from the Bureau of Planning and Sustainability.

## Other Related Water Bureau Programs

Many of the programs implemented by the Water Bureau on a daily basis are in the general category of "sustainable." Some of the ongoing programs and activities not covered in the Action Plan include the following:

- **Residential Water Conservation:** The bureau's residential water conservation program uses education and outreach, complemented by rebate programs for targeted customers and pilot projects to test out new water conservation devices. Water providers in the Portland metropolitan area and Metro work together, through the Regional Water Providers Consortium, to target shared conservation messages to residential customers.

- **Business, Industry, & Government (BIG) Water Conservation:** The BIG program helps businesses and multifamily facilities reduce water use by diagnosing increases in water usage, finding inefficient or malfunctioning equipment, and helping to improve existing methods and processes.
- **Bull Run Watershed Protection:** The Bull Run watershed has been Portland's primary water supply since 1895. The more than 100 square mile area is closed to the public to protect drinking water quality. Commercial timber harvest is prohibited. No recreational uses are allowed. Maintenance projects are scheduled to avoid impacts to wildlife.
- **Bull Run Water Supply Habitat Conservation Plan:** Implementation of the Bull Run Habitat Conservation Plan, adopted by City Council in 2008 and approved by the National Marine Fisheries Service in 2009, will improve water temperatures, river flows, and habitat conditions in the Bull Run and the Sandy rivers to benefit threatened fish populations.
- **Groundwater Protection:** The Columbia South Shore Wellfield is used as an emergency backup and also provides supplemental supply during the summer demand season. The protection program includes regulations adopted by Portland, Gresham and Fairview to address use and storage of hazardous materials that pose a threat to groundwater. Educational programs are also provided.
- **Low-Income Programs:** The bureau provides financial assistance to low-income families through the Water/Sewer Low Income Assistance Program. The program consists of crisis assistance, bill discounts, fixture repairs, payment extensions, and interest/penalty write-offs.
- **HydroParks:** The HydroPark program converts suitable water system properties into neighborhood parks and greenspaces, thereby increasing livability of the surrounding neighborhoods. HydroParks are equipped with sustainable features when possible, such as recycled benches and/or picnic tables, water conservation demonstration gardens, stormwater swales, and community gardens.
- **Employee Safety and Health:** The Water Bureau is the first city bureau to be honored with Safety and Health Recognition Program (SHARP) certification by the State of Oregon. The program involves a comprehensive audit and inspection of 56 safety program components.
- **Lead Hazard Reduction Program:** The Lead Hazard Reduction Program is an innovative effort to reduce not just hazards from lead in water but all hazards posed by lead. In addition to water treatment and monitoring, the program provides education, outreach and testing in the Bull Run water supply service area. The program is implemented in coordination with state and local public health agencies.

More information about all of these programs is available on the Water Bureau website: [www.portlandonline/water](http://www.portlandonline/water).

## Sustainability Assessment

In June 2007, the Water Bureau conducted an assessment of the environmental impacts posed by water system operations. This screening level assessment targeted a set of activities based on the likelihood of impacts and the potential for making sustainability improvements in the near term. Activities assessed included:

- Building management
- Bull Run watershed maintenance
- Carpenter shop
- Conduit O&M
- Locates
- Main installation
- Meters
- Office support
- Painting/pressure washing
- Pump stations/tanks
- Fleet
- Fountains operation/maintenance
- Grounds maintenance
- Groundwater operation
- Security
- Services/hydrants/valves/regulators
- Stores operations
- System leakage
- Tool room/Carpenter shop
- Treatment operations

Water Bureau staff worked with a local non-profit, Zero Waste Alliance, to conduct interviews with key staff involved in each of the targeted activities. The interviews were used to define what the activities involved, what resources were used, and what wastes and recyclable byproducts were produced. The full range of "life cycle" impacts was considered, including those involved in manufacture and disposal.

The assessment resulted in a matrix of High-Med-Low impact ratings. This Action Plan addresses the high impact areas. Bureau staff will continue to reassess priorities as needed.

## Carbon Footprint Calculation

During the spring of 2009, the Water Bureau conducted the second annual estimation of the bureau's "carbon footprint." This calculation was for the 2008 calendar year. Bureau staff used methodologies of the Greenhouse Gas (GHG) Protocol, a widely recognized international accounting tool. The methodology converts natural gas, electricity, and fuel data into estimates of the resulting carbon emissions. This estimate is not comprehensive because it does not include various emissions attributable to the operation of the water system (e.g., employee commuting, purchased services such as solid waste collection, purchased material such as pipe and concrete, or contracted construction operations). It is, however, a helpful look at the water system's role in global climate change.

To view the 2007 report in full, visit [www.portlandonline.com/water/sustainability](http://www.portlandonline.com/water/sustainability). The 2008 report will be posted when complete; summary results are provided below.

## 2008 Carbon Footprint Results

The 2008 carbon footprint calculation indicates that approximately 84 percent of the Bureau's footprint results from electrical use. Most of the remaining 16 percent is due to fuel used for vehicles, equipment and air travel. A small portion (3%) is from natural gas, primarily used for heating. The table below provides the 2008 summary data.

WB Energy Use and Related Emissions during 2008 Calendar Year		Equivalent carbon emissions in metric tons (CO <sub>2</sub> e)
Electricity (kWh)	22,099,286	9,549
Natural Gas (therms)	68,679	365
Fleet Fuel – Ultra Low Sulfur Diesel (gallons)	52,830	549
Fleet Fuel – Biodiesel (gallons)	77,614	8
Fleet Fuel – Gasoline (gallons)*	92,404	833
Employee Air Travel (air miles)	660,000	127
<b>Total</b>		11,431

The Water Bureau experienced an 18% decrease in CO<sub>2</sub>e emissions from 2007 to 2008. The decrease is a result of lower electricity use and a 61,000 gallon drop in gasoline consumption.

Bureau electricity use varies significantly year-to-year. This variability is driven almost exclusively by the amount of groundwater pumped, which in turn varies with the weather and associated water supply conditions. In 2007, 1.99 billion gallons of groundwater were pumped. In 2008, 0.77 billion gallons of groundwater were pumped. This decrease in groundwater use resulted in a 16% decrease in electricity use.

The sharp decrease in gasoline consumed in 2008 is very likely due to an accounting error in 2007. Over the course of 2008, a new fuel and mileage tracking system was installed in fleet vehicles. This new WARD system allowed the bureau to track fuel consumed per vehicle for the first time. Fuel consumption figures for 2007 were generated primarily through invoice review and receipt counting, a process subject to errors and double-counting. The bureau's fuel baseline has now been reset using 2008 figures obtained from the WARD system.

## Carbon Reduction Strategy Update

The WB Management Team approved a carbon reduction strategy in September 2008. The strategy includes elements bulleted below. Progress made in implementing these strategies is described in the plan.

- Plan for the future budget implications of the citywide renewable power agreement
- Address energy and carbon implications of new LT2 facilities
- Limit employee air travel as feasible (by promoting non-air alternatives)

- Purchase green tags to offset air miles traveled by employees
- Adopt purchase criteria for new passenger cars and light trucks
- Institute greater use of shared vehicle pools and vehicle scheduling
- Adopt a bureau policy to discourage unnecessary engine idling
- Update fleet emissions reduction goal

The bureau will continue to update these strategies to address the City's Climate Action Plan, the City's goal to reduce GHG emissions to 10% below 1990 levels by 2015, as well as the Water Bureau's own objectives for energy efficiency and for use of renewable fuels (e.g., biodiesel) and generation technologies (e.g., solar and microhydro).

## **Sustainability Action Plan for FY 09-10**

Based on the results of the assessment and the Bureau's experience to date with sustainability improvements, a set of Sustainability Actions were selected for the FY 09-10 plan. Actions are grouped in the following categories:

- Energy
- Transportation
- Paper
- Water
- Toxics
- Property Management

Actions in each of these areas are described in the following tables.

# Energy

## Goals:

- Contribute to achieving City's Climate Action Plan objectives for 2012
- Reduce bureau's overall electrical use by 5% (excluding variation due to weather and groundwater operation) by July 2012, compared to 2005-08 baseline
- Reduce electrical use by 5% at top 10 facilities (highest electrical use) by July 2012, as compared to 2005-2008 baseline
- Install renewable energy facilities with minimum capacity of 400 KW by July 2010
- Take energy efficiency and renewables generation opportunities into account when planning for facilities to comply with LT2 treatment requirements

## Status:

- Overall electrical use was 22,857,002 kWh for 2008 which was 14% lower than 2005-2008 baseline. Bureau staff are still working on a methodology to normalize this data to account for variation in weather and groundwater use.
- Total electrical use at top 10 facilities with highest electrical use was 15,817,589 kWh in 2008. Bureau staff have not yet established the data set for the 2005-2008 baseline.
- Installed solar generation (12 kW capacity) at new meter shop building. This is the largest solar PV system to date owned entirely by the City. Installation of solar facility at groundwater pump station is in progress.

	<b>FY09-10 Actions</b>	<b>Lead Staff</b>
<b>Energy Efficiency</b>	<ul style="list-style-type: none"> <li>• Establish baseline dataset for bureauwide electrical use</li> <li>• Establish baseline datasets for top 10 facilities with highest electrical use</li> <li>• Identify energy efficiency opportunities through ongoing maintenance programs, in asset management plans, and during planning for future CIP projects</li> <li>• Prioritize, select and implement 3-5 energy efficiency improvement projects</li> </ul>	WB Energy Committee
<b>Renewable Energy Generation</b>	<ul style="list-style-type: none"> <li>• Complete solar installation at Groundwater Pump Station</li> <li>• Complete microhydro installation at Vernon tank</li> <li>• Identify additional opportunities for installing solar, wind and microhydro facilities</li> <li>• Document power generated and associated power sales revenue</li> </ul>	WB Energy Committee
<b>Renewable Power Purchase</b>	When citywide power purchasing agreement is put in place, purchase 100% of bureau's electrical power from renewable sources	BPS – Dave Tooze
<b>Low Impact Hydropower</b>	Apply for third-party certification of City's hydropower operations at the Bull Run dams as "low impact hydropower."	ResPro/ Stewardship - Janet Senior

## Transportation

### Goals:

- Contribute to achieving City’s Climate Action Plan objectives for 2012
- Define a transportation-related carbon emissions baseline by July 2010
- Improve average overall WB fleet fuel efficiency by 2 MPG by July 2015. Average overall = all vehicles for all miles driven.
  - Light duty vehicle (sedans, minivans, SUVs, ¾ ton pick-up trucks and smaller) - 2 MPG by July 2015
  - Large dump trucks (10 – 12 yard) and heavy duty vehicles (service trucks, small dump trucks under 10 yards) – 1 MPG by July 2015

### Status:

- Published first carbon footprint report; second report is in progress. Due to uncertainties about the fuel data available for 2007, the Bureau plans to track transportations-related emissions for another year before defining a reduction target.
- An anti-idling policy was adopted by City Council during 2008. The Water Bureau has taken an active role in developing a city-wide education and outreach campaign to help implement the policy.
- Established a baseline fuel efficiency for each vehicle class used by the bureau. Extended target date for MPG improvements to better recognize the rate at which vehicles are replaced.
- Expanded use of vehicle pools at Interstate; vehicles were previously assigned to individual managers.
- Conducted pilot study of hybrid sedan as replacement vehicle for meter inspectors
- Requested federal stimulus funding for purchase of electric vehicles, electric hybrid vehicles, and electric charging stations

	<b>FY09-10 Actions</b>	<b>Lead Staff</b>
<b>Fuel Efficiency</b>	<ul style="list-style-type: none"> <li>• Implement anti-idling education campaign</li> <li>• Evaluate fuel data and identify opportunities to increase efficiency</li> <li>• Purchase vehicles with improved fuel efficiency</li> <li>• Expand use of vehicle pools</li> <li>• Improve vehicle scheduling</li> <li>• Pilot an annual fuel efficiency report for managers</li> </ul>	WB Fleet – Tom Dufala  ResPro/ Stewardship – Kim Dinan
<b>Biodiesel</b>	<ul style="list-style-type: none"> <li>• Track amount of biodiesel used annually, compared to use of Ultra-low Sulfur Diesel (ULSD) and gasoline</li> </ul>	ResPro/ Stewardship – Kim Dinan

<b>Transportation-related CO2 Emissions</b>	<ul style="list-style-type: none"> <li>• Produce annual carbon footprint report</li> <li>• Purchase carbon offset credits for work-related air travel by employees</li> <li>• Purchase electric and electric-hybrid vehicles, as funding allows and as appropriate to meet vehicle needs</li> <li>• Increase use of alternative modes of transportation for work-related trips and employee commutes (bike, bus, train, carpools, walking)</li> <li>• Conduct annual employee commute survey as required by DEQ</li> <li>• Install emissions retrofits for heavy duty trucks/equipment using grant funds obtained by BPS</li> </ul>	ResPro/ Stewardship – Kim Dinan  WB Fleet- Tom Dufala
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## Recycling and Waste Reduction

### Goals:

- Recycle 85 percent of all waste generated by 2015
- Prevent future increases in Water Bureau waste stream
- Reduce copy/printer paper consumption 5% from 2008
- Ensure all white copy/printer paper contains 100% post-consumer recycled content

### Status:

- Completed an assessment of waste discarded in Interstate dumpsters. Recommended and implemented improvements in recovery of reusable and recyclable items. Current recycling rate at Interstate is approximately 65% due primarily to bulk metal and mixed fiber recovery.
- FY 08-09 per capita employee paper use was 30% less than 03-04 baseline

	FY09-10 Actions	Lead Staff
<b>Recycling</b>	<ul style="list-style-type: none"> <li>• Establish baseline data for waste discarded</li> <li>• Increase availability of yard waste collection facilities</li> <li>• Participate in city-wide effort to implement food waste composting at Portland Building</li> <li>• Participate in city-wide effort to document and improve current materials recovery practices at construction sites</li> <li>• Document current materials recovery practices for all other recyclable materials and develop standard operating procedures</li> <li>• Conduct recycling assessments at 5 WB facilities (Paint Shop, SRS, Headworks, Hazelwood, Capitol Highway)</li> <li>• Review custodial contract and update recycling requirements</li> <li>• Make bi-monthly presentations to field crews at morning muster meetings</li> <li>• Place recycling signage on all recycling bins, esp. for industrial recyclables like PVC, concrete, hard hats, etc.</li> </ul>	ResPro/Stewardship –Kim Dinan, Matt Weatherly

<b>Waste Prevention/Reduction</b>	<ul style="list-style-type: none"> <li>Establish baseline data for waste recycled and reused</li> <li>Conduct year-long pilot program to inventory and track one item of PPE/tools (i.e. gloves, hard hat, safety vest, shovels)</li> <li>Develop standard operating procedure for reusables deposited in the lost and found bins at Interstate</li> <li>Obtain reusable dishware for Portland Building and Interstate</li> </ul>	ResPro/Stewardship - Kim Dinan  Storeroom - Craig Sautter
<b>Paper use reduction</b>	<ul style="list-style-type: none"> <li>Continue to educate employees about the tools available to reduce paper use</li> <li>Designate one or more printers for use with draft paper only</li> <li>Phase out all remaining (15) single-sided printers with duplex capable printers</li> <li>Hold at least one paper reduction contest (i.e. "Biggest Paper Loser")</li> </ul>	ResPro/Stewardship - Kim Dinan, Matt Weatherly

## Water

### Goals:

- Incorporate best management practices and proven water-saving technologies to increase water efficiency. Use no more water at bureau facilities in 2015 than was used in 2007.
- Increase reuse of water from hydrant and main flushing, as well as reservoir cleaning, to the extent feasible
- Maintain systemwide water loss due to infrastructure leaks at less than 10% (industry standard)

### Status:

- Water use at most bureau facilities is not metered. Investigating ability to measure/estimate water use.
- Water use at new meter shop was reduced by approximately 50%. Water for meter testing is stored and recirculated.
- System water loss was approximately 6% in 2007-08 (this is measured as water produced vs. water sold, so includes unbilled uses such as firefighting from hydrants).

	<b>FY09-10 Actions</b>	<b>Lead Staff</b>
<b>Water efficiency at existing bureau facilities</b>	<ul style="list-style-type: none"> <li>Survey facilities with highest water use to identify water use types, estimate baseline use, and identify opportunities to reduce</li> <li>Increase employee awareness of water conservation opportunities and techniques at bureau facilities they design or maintain, in the office setting, and at home</li> </ul>	ResPro/ Conservation – Jeff Sandberg, Sarah Santner
<b>Water efficiency at new bureau facilities</b>	<ul style="list-style-type: none"> <li>Comply with water conservation components of Citywide green building policy in project designs for new buildings</li> <li>Assess potential to reduce water use as part of asset management plans and CIP project planning.</li> </ul>	Engineering – Luanne Zoller, Teri Liberator and Alice Brawley- Chesworth

<b>Water reuse</b>	<ul style="list-style-type: none"> <li>Coordinate with city bureaus and other potential partners to evaluate the feasibility of reuse options (i.e., from flushing and cleaning operations)</li> </ul>	ResPro/ Conservation – Judi Ranton
<b>Infrastructure Leak Reduction</b>	<ul style="list-style-type: none"> <li>Document leak improvement opportunities in appropriate asset management plans</li> <li>Conduct pilot testing of acoustic echogram technology for large diameter pipes at suspected leak locations</li> </ul>	Engineering – Teri Liberator

Note: Bureau also incorporates sustainable stormwater practices at Bureau facilities as required by Green Building Policy and Stormwater Manual.

## Toxics

### Goals:

- Replace toxic substances with viable least-toxic alternatives
- Reduce quantity of batteries purchased
- Implement integrated pest management approach for grounds maintenance to minimize use of pesticides and herbicides

### Status:

- Replaced seven remaining mercury-containing seals on groundwater pumps with mercury-free double mechanical seals.

	<b>FY09-10 Actions</b>	<b>Lead Staff</b>
<b>Chemical Product Analysis</b>	Evaluate new products through the Chemical Assessment and Ranking System Analysis. If products are deemed toxic, do not approve their use or, where necessary, substitute less toxic alternatives and/or identify safety protocols.	Safety – Jeff Guard
<b>Rechargeable Batteries</b>	Reduce use of non-rechargeable batteries by water utility locating crews	Locators – Dave Johnson ResPro/ Stewardship - Matt Weatherly
<b>Green Cleaning Products</b>	Audit janitorial contract at Interstate to ensure use of green cleaning products and materials	ResPro/ Stewardship – Kim Dinan
<b>Integrated Pest Management</b>	Document compliance with IPM program at Bureau facilities	Grounds – Rich Rice

## Property Management

### Goals:

- Enhance neighborhood livability and improve neighborhood security by establishing and maintaining HydroParks
- Control spread of invasive plants on city-owned lands in the Bull Run Watershed and on riparian easements acquired as part of implementing the Bull Run Water Supply Habitat Conservation Plan
- Minimize potential for introducing aquatic nuisance species in the Bull Run watershed
- Preserve existing trees at bureau facilities and plant new trees for shade and habitat

### Status:

- Seven hydroparks currently in place
- Invasive species specialist hired to help implement Habitat Conservation Plan
- Conducted a roadside weed survey on city-owned lands in the Bull Run watershed. Survey data will be used to design a management plan.
- Adopted standard operating procedures for aquatic nuisance species in the Bull Run watershed
- 115 trees planted on bureau properties in 2008-09

Actions	FY09-10 Actions	Lead Staff
<b>HydroParks</b>	<ul style="list-style-type: none"> <li>• Maintain existing Hydroparks to provide park/open space in Portland neighborhoods</li> </ul>	Property – Darcy Cronin
<b>Invasive Plants</b>	<ul style="list-style-type: none"> <li>• Develop an invasive species control plan for lands managed by the Water Bureau in the Bull Run Watershed</li> <li>• Coordinate invasive species management with weed groups in the Metro region such as the Cooperative Weed Management Area and the Sandy River Basin Partners</li> </ul>	ResPro/ Env. Compliance – Angie Kimpo
<b>Trees</b>	<ul style="list-style-type: none"> <li>• Work with neighborhood volunteers to plant trees at 3-5 bureau properties, including Hydroparks</li> </ul>	Property – Darcy Cronin

## Institutionalizing Sustainability

### Goals:

- Educate employees about sustainability objectives and methods
- Encourage employee involvement in sustainability projects
- Incorporate sustainability criteria into bureau decision-making processes

### Status:

- Presentation given to Engineering staff on LEED and City's updated green building policy
- Ongoing effort to improve sustainability aspects of Basis of Design Report guidance
- Three NWEI discussion courses sponsored
- September 2009 designated as Sustainability Month with multiple employee education events
- Three LEED accredited WB staff

	<b>Ongoing Actions</b>	<b>Lead Staff</b>
<b>Green Team</b>	This cross-functional team will identify and help implement actions to incorporate sustainable practices into daily office and work practices.	ResPro/Stewardship – Kim Dinan
<b>Energy Team</b>	Energy team works on both renewable energy projects and energy efficiency improvements. Effort also includes energy education for employees.	Engineering – Peter Nierengarten
<b>Asset Management</b>	Incorporate sustainability principles into the following processes: <ul style="list-style-type: none"> <li>• Basis of Design Reports</li> <li>• Reliability Centered Maintenance</li> <li>• Updating standards and specifications</li> </ul>	ResPro/Stewardship - Janet Senior
<b>General Education</b>	<ul style="list-style-type: none"> <li>• Install and maintain info kiosks at Portland Building and Interstate</li> <li>• Create and distribute educational materials – articles in Dispatch, e-mail information, employee sustainability handbook, signage, fact sheets, etc. (20 sustainability-related education pieces per FY)</li> <li>• Provide general sustainability training – voluntary brown bags and workgroup presentations on WB-related sustainability actions (5 presentations each FY)</li> <li>• Host annual sustainability fair at the Portland Building. Co-host annual safety/sustainability fair at Interstate.</li> <li>• Sponsor voluntary NWEI discussion courses as appropriate</li> </ul>	ResPro/Stewardship – Matt Weatherly
<b>Sustainability Credentials for WB Staff</b>	<ul style="list-style-type: none"> <li>• U of O Sustainability Certificate for Sustainability Coordinator by July 2011</li> <li>• 1 additional LEED accredited engineer by July 2010</li> </ul>	ResPro/Stewardship – Janet Senior

## **Progress Reporting and Measuring Success**

The Water Bureau will produce an annual sustainability results report. The report will be made available to the Bureau of Planning and Sustainability and the Portland City Council. This report will describe progress on actions identified in this plan.

## **Communication Strategy**

This updated plan will be posted on the Water Bureau's website. Periodic highlights of implementing the plan will be posted on the blog and included in the employee newsletter. A multi-faceted employee education program was initiated in 2009, including rotating information boards and sustainability fairs.