

## **Benton County Climate Action Plan As of September 4, 2018**

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### **Proposed Greenhouse Gas Reductions Goal:**

Benton County Government will reduce greenhouse gas emissions to 75% below 1990 levels by 2050.

### **Overview**

The Climate Action Plan is a living document that will continuously identify, implement, and institutionalize carbon mitigation policies and practices. With direction from the Board of Commissioners, the County's Climate Action Committee engaged staff, committees, and Departments to gather the following actions and best management practices to reduce greenhouse gas emissions. Benton County will continue to engage staff and Departments, research and calculate carbon reduction estimates of actions, evaluate the effectiveness of services, and revise and improve the Action Plan as needed. As of now, the Plan is organized into what staff, Departments, and Cross-Departmental / Countywide actions Benton County can take to reduce greenhouse gas emissions, though the largest section by far is Cross-Departmental / Countywide.

### **Immediate Next Steps**

Included in the Climate Action Plan are the following items that will take high priority:

- Finalize resource use tracking process, database management, and web interface with the current Facilities sources: fleet fuel, electricity, natural gas, and water. Project is scheduled for completion by September 28, 2018.
- Explore and implement a process to include other sources (Fairgrounds and Natural Areas & Parks) and other scopes (waste, transit, etc.).
- Research and establish calculations per carbon emissions reduction action.
- Research and establish carbon capture calculations for County-owned lands.

### Staff-Oriented

| Action   | Staff/Dept. Leads                                  | Logistics   | Implement. Need    | Trackable? |
|--|--|---|--------------------|------------|
| Significantly reduce paper use: mailings, meetings, etc.   | Departments;<br>IT for Tracking                    | Critically review current meeting activities &/or policies.<br>Development of meeting guide. Set defaults to double side, only print on request, & utilize electronic displays. | Practice-to-Policy | <u>Yes</u> |
| Identify & provide resources to encourage alternative transit to facilities, if at all                 | Public Works-Fleet; HR;<br>Department Leads; Staff | Disseminate information on transit availability.<br>Develop tools to identify alternative transit opportunities.  | Policy, practice   | <u>Yes</u> |
| Utilize & encourage conference calls & e-meetings (Skype, "GoToMeeting", Zoom, etc.) instead of travel | Departments; IT;<br>Sustainability Program         | Research & encourage staff to use e-meeting techniques  | Practice           | Indirectly |
| Carpool to meetings;<br>Schedule meetings to group times at facilities                                 | PW-Fleet; IT;<br>Department Leads; Staff           | Protocol/Policy for carpooling  | Policy             | Indirectly |
| Turn off lights when leaving rooms; Don't turn on lights if unnecessary                                | PIO; PW-Facilities;<br>Sustainability Program      | Signs/Plaques; Engagement Campaign  | Practice           | Indirectly |

### Departmental-Oriented

While all Departments can contribute, the following actions are designated to Departments with lead responsibilities.

#### Public Works – Fleet

| Action   | Point of Contact                   | Logistics  | Implement. Need    | Trackable?                  |
|--|------------------------------------|--|--------------------|-----------------------------|
| Purchase renewable fuel (lower carbon-intensive) where practical   | Fleet Manager                      | Research & Order; Complete carbon/energy cost accounting prior to purchase of fuel source vehicles and/or new fuel sources | Policy             | <u>Yes</u>                  |
| Purchase alternative fueled vehicles (including hybrids) as equipment comes up for replacement                       | Fleet Manager                      | Purchase planning  | Policy             | <u>Yes</u>                  |
| Purchase right-size vehicles as equipment comes up for replacement   | Fleet Manager                      | Purchase planning  | Policy             | <u>Yes</u>                  |
| Implement a no idling policy   | Fleet policy                       | Draft policy currently developed   | Policy             | <u>Yes</u> ,<br>potentially |
| Include “Car-Pooling with others?” on all car check-out & tracking sheets.   | Fleet Manager;<br>Department Staff | New reservation process & form to track how many County trips are single-passenger & multiple-staff                        | Practice           | <u>Yes</u> ,<br>potentially |
| Explore fleet-share opportunities with local organizations, governments, and partners                                | Fleet Manager;<br>Community Org.s  | Engage local organizations to explore opportunities to share fleets  | Practice-to-Policy | <u>Yes</u> ,<br>potentially |
| Explore solar panels on fleet (esp. Sheriff) to charge electronic equipment & vehicle                                | Fleet Manager;<br>Departments      | Explore viability & cost considerations  | Practice           | <u>Yes</u> ,<br>potentially |
| Create an online reservation system that users can access from their desktops to determine availability and location | Fleet Manager/ IT                  | Develop new reservation system   | New System         | Indirectly                  |
| Manage Park-N’-Rides for staff/partners  | Fleet Manager                      | Develop plan, secure vehicles  | Practice           | Indirectly                  |
| Expand upon the motor-pool vehicles creating new locations where vehicles can be stored                              | Fleet Manager                      | Develop plan, secure vehicles  | Practice           | Indirectly                  |

**Public Works – Facilities: See “Cross-Departmental / Countywide” section below**

**Information Technology**

| Action  | Point of Contact                           | Logistics  | Implement. Need     | Trackable                          |
|---|--|--|---------------------|------------------------------------|
| Complete & maintain resource use tracking platform  | IT; Departments;<br>Sustainability Program | Establish & maintain resource use tracking process that integrates web and trend data visualization                                | Procedure           | N/A                                |
| All County electronics meet Energy Star (or similar) energy reduction standards                       | IT   | Purchasing   | Policy              | <b><u>Yes</u></b>                  |
| Set default on all staff computers to print double-sided  | IT   | Set default on all current and new computers   | Procedure           | <b><u>Yes</u></b>                  |
| Reduce energy use through settings & technology updates   | IT   | Limit energy use through control of systems to lowest energy use possible; include operations and notifications of staff equipment | Procedure-to-Policy | <b><u>Yes</u></b>                  |
| Assure conference call & webinar capabilities are available in County meeting rooms & staff computers | IT; Departments                            | Purchase and installation of video conference infrastructure in Departments, facilities, and offices                               | Procedure           | <b><u>Yes</u></b> ,<br>potentially |

**Natural Areas & Parks (Also see “Cross-Departmental / Countywide” section below)**

| Action  | Point of Contact | Logistics   | Implement. Need                        | Trackable?        |
|---|------------------|---|--|-------------------|
| Assess current landscaping policies & procedures: native plants, irrigation (if ongoing), etc.                          | Superintendent   | Assess current use and evaluation options for current and future carbon and water reduction | Strategic Plan                         | <b><u>Yes</u></b> |
| Assess current energy use & sources; Include carbon reductions when updating Parks and/or Natural Area Management Plans | Superintendent   | Evaluate as part of Strategic Plan & Natural Area Management Plan updates                   | Planning; Policy                       | <b><u>Yes</u></b> |
| Consider/calculate value of natural areas as mitigation/carbon sequestration bank                                       | NAP Director     | Determine sequestration values  | Policy                                 | <b><u>Yes</u></b> |
| Reinitiate carbon markets using County sustainable forestry   | Superintendent   | Identify current carbon markets and ability to utilize within forestry program              | Policy                                 | <b><u>Yes</u></b> |
| Partner for carpooling to events at Parks   | Superintendent   | Identify all annual park events and other potential carpool opportunities                   | Strategic Plan;<br>Outdoor Rec. Policy | Indirectly        |

**Financial Services**

| Action   | Point of Contact | Logistics  | Implement. Need | Trackable? |
|--|------------------|--|-----------------|------------|
| Provide internal financial controls to grant review prior to proposal submission | Finance          | Grant review and internal control will ensure that limited waste of resources will occur that utilize energy (travel, resources, energy) | Procedure       | Indirectly |

**Human Resources**

| Action   | Point of Contact | Logistics   | Implement. Need | Trackable? |
|--|------------------|---|-----------------|------------|
| Include education of Sustainability in general and specifically resource efficient policies and practices in onboarding process for new hires & training for staff | Human Resources  | Educate staff that the County is committed to climate action and general principles of sustainability | Procedure       | Indirectly |
| Explore inclusion of sustainability tasks or responsibilities in job descriptions / scopes of work   | Human Resources  | Hired personnel and managers know that sustainability principles are active parts of their jobs       | Procedure       | Indirectly |

## Cross-Department / Countywide

| Action  | Point of Contact                                       | Logistics   | Implement. Need | Trackable?               |
|---|--|---|-----------------|--------------------------|
| Require consideration & evaluation of all new or renovated facilities to meet LEED Silver standard  | BOC; PW-Facilities; Parks; Fairgrounds; Sheriff (Jail) | Conduct LEED Checklist prior to bid; develop new process to include energy saving requirements early in project/bid development; consider long-term resource savings in budgetary decisions | Policy          | <u>Yes</u>               |
| Require all new or renovated facilities to significantly exceed energy code   | BOC; PW-Facilities; Parks; Fairgrounds; Sheriff (Jail) | Develop new process to include energy saving requirements early in project/bid development; consider long-term resource savings in budgetary decisions                                      | Policy          | <u>Yes</u>               |
| Require all County-funded construction projects to enforce a deconstruction / material waste policy   | BOC; PW-Facilities; Parks; Fairgrounds; Sheriff (Jail) | Construction/material waste is a major contributor to our landfills, and waste is a scope in the GHG inventory  | Policy          | <u>Yes</u>               |
| Install & maintain renewable energy sources (e.g. solar & wind) on all applicable facilities and grounds                                    | BOC; PW-Facilities; Parks; Fairgrounds; Sheriff (Jail) | Conduct analyses of current opportunities to install renewable energy sources & advance renewable energy sources on future projects   | Policy          | <u>Yes</u>               |
| Conduct resource audits (energy, water, etc.) at current facilities to identify efficiency upgrades & improvements                          | PW-Facilities; Fairgrounds; NA & P                     | Develop an action plan (perhaps per facility) to improve resource efficiency when upgrades are needed or required   | Procedure       | <u>Yes</u>               |
| Adopt purchase of Blue Sky renewable energy   | PW-Facilities; BOC; Financial Services                 | Authorize purchase of Blue Sky energy to reduce carbon emissions from more carbon-intensive energy sources (coal).  | Policy          | <u>Yes</u>               |
| Explore establishing specific energy reduction goals (electricity, gas, etc.)   | PW-Facilities; Fairgrounds; Parks                      | Research opportunities on specific goals with assistance from the Resource Efficiency Committee and Sustainability Program  | Policy          | <u>Yes</u>               |
| Explore establishing specific water reduction goals (interior, irrigation, etc.)  | PW-Facilities; Fairgrounds; Parks                      | Research opportunities on specific goals with assistance from the Resource Efficiency Committee and Sustainability Program  | Policy          | <u>Yes</u>               |
| Consider policies to incentivize & support car-pooling, mass-transit, bike/walk, &/or telecommuting to meetings & other work-related events | BOC/POC  | Establish clear policy & engage staff   | Policy          | <u>Yes</u> , potentially |

|   |   |  |                              |                                    |
|---|---|--|------------------------------|------------------------------------|
| Consider alternative or flexible work opportunities: “4-10s”, remote work solutions, etc.   | IT; Departments                           | Evaluate suitability to reduce travel needs & facility operations  | Policy                       | <b><u>Yes</u></b> ,<br>potentially |
| Reduce all air and car travel to essential functions and essential training   | BOC/POC                                   | Develop procedure or policy  | Procedure/Policy             | <b><u>Yes</u></b> ,<br>potentially |
| Implement waste diversion opportunities in all facilities (specifically in eating areas) & public events  | BOC; PW-Facilities;<br>Fairgrounds; Parks | Opportunities will include recycling, composting, etc.   | Procedure/Policy             | <b><u>Yes</u></b> ,<br>potentially |
| Assess and actively encourage passive solar and similar techniques to reduce energy load and support environmental and human health benefits                  | PW-Facilities;<br>Fairgrounds; Parks      | Techniques could include tree shading, passive solar on windows, reduction of impervious surfaces, high-albedo roofing, etc. | Procedure/Policy             | <b><u>Yes</u></b> ,<br>potentially |
| Develop guides for Sustainable Events, Internal & Public Meetings, and Purchasing to educate staff on how to reduce materials & be more environmentally sound | Sustainability Program;<br>Departments    | Guides will provide specific actions to take to be more sustainable in internal meetings, outreach events, purchasing, etc.  | Procedure/Policy             | <b><u>Yes</u></b> ,<br>potentially |
| Prepare campaign/messaging plan to engage staff and educate public on activities  | PIO; REC;<br>Sustainability Program       | Press releases, articles in the Buzz, etc.   | Procedure                    | Indirectly                         |
| Prohibit, or strongly discourage, purchase of single-use drink containers (plastic water bottles) & other disposable items with County funds                  | BOC/POC                                   | Potential exceptions could include search-and-rescue, emergency/disaster response & other exceptional circumstances.         | Policy                       | Indirectly                         |
| Engage & educate staff on Recycling Guidelines  | Sustainability Program;<br>PIO            | County wide email or The Buzz & The Bee, ensure enough bins & signage  | Practice                     | Indirectly                         |
| Install info kiosks at facilities to reduce use of flyers   | PW-Facilities; NA&P;<br>PIO; IT           | Equipment installation and software purchase   | Strategic Plan,<br>Procedure | Indirectly                         |
| Webcast public meetings   | PIO; IT                                   | Equipment installation and software purchase   | Policy                       | Indirectly                         |