



Biannual Sustainability Plan – Montgomery Departments

- John Nissel, Deputy Director, 301-495-2500
- Ellen Bennett, Advancement Programs Manager, 301-962-1400
- Christine McGrew, Acting Principal Admin Specialist, 301-495-4606
- Mike Riley, Gwen Wright, Department Directors, 301-495-2500/301-495-4500

Staff Report Date: 10/02/14

Description

- Presentation of initial 2-year Montgomery Department Plan in compliance with Commission Practice 6-40.
- Planning Board approval to proceed with presented recommendations and goals for the initial 2-year Montgomery Department plan.

Summary

- Montgomery Department of Parks and the Montgomery Planning Department Biannual Sustainability Plan – July 2014 – June 2016; Coordinating Committee recommendations/goals to implement initial plan.
- This plan will be updated every two (2) years with a report on the progress and achievement of the plan recommendations and goals.

Bi-Annual Sustainability Plan

July 2014 – June 2016



Montgomery County
Department of Parks
Department of Planning

Bi-
Annual
Sustain
ability
Plan

The Maryland-National Capital Park and Planning Commission

Bi-Annual Sustainability Plan

The members of the Montgomery County Sustainability Committee have formulated the Bi-Annual Sustainability Plan for the Montgomery County Department of Parks and Department of Planning for implementation over the next two years. This plan addresses Practice No. 6-40, M-NCCPC Sustainability Standards last amended and approved November 19, 2012.

The members of the Montgomery County Sustainability Coordinating Committee formulated a work plan which commenced work in April 2013 identifying the steps required to develop the Bi-Annual Sustainability Plan for the Montgomery County Department of Parks and Department of Planning. The Work Plan is included in this report starting on page 24.

The Montgomery County Sustainability Coordinating Committee has coordinated efforts to communicate goals outlined in the plan to staff and the community. The Committee, through the efforts of a team of work groups, has assessed the status of ongoing programs that meet the practice requirements, and has prepared a number of prioritized recommendations to be implemented in order to comply with the goals outlined in the practice over the next two years.

The Montgomery County Sustainability Coordinating Committee serves as the Montgomery County liaison to the Agency-Wide Sustainability Committee and as the point of contact and clearinghouse for Montgomery County sustainability-related issues. The Coordinating Committee supports and advances environmental performance, economic prosperity, and social equality through a variety of initiatives. The staff assigned to support the Coordinating Committee facilitates the development and implementation of practices, policies, procedures, and plans.

The Sustainability Work Groups are comprised of “content experts” who have direct management and program responsibilities for the designated sustainability plan implementation requirements and tasks. The workgroups were responsible for development of the sustainability standards, policies, procedures, and implementation plans for designated areas.

Montgomery

County

Department

of Parks

Department

of Planning

July 2014 – June
2016

Each workgroup conducted an assessment of current management and operating practices. The assessment process accomplished the following:

1. Identified practices, policies, procedures, and implementation plans which met the proposed **M-NCPPC Sustainability Standards**.
2. Identified practices, policies, procedures, and implementation plans which need improvement to meet the proposed **M-NCPPC Sustainability Standards**.
3. Identified tasks and work plans to be completed during the Fiscal Years 2014-2016 to improve the practices, policies, procedures, and implementation plans to meet the proposed **MNCPPC Sustainability Standards**.
4. Developed a report on the workgroup assigned area of responsibility for inclusion in the practices, policies, procedures, and implementation plans to be submitted in the **Departmental Sustainability Work Plan Report** presentation to the Executive Committee by **September 2013** outlining initiatives for the upcoming year.
5. Determined recommendations that should be performed or investigated to meet the **MNCPPC Sustainability Standards**.

The Work Group reports were delivered to the Montgomery County Sustainability Coordinating Committee and were summarized based on the following:

- Identified overall policies and best management practices which should be implemented throughout M-NCPPC
- Identified which of the recommendations were ongoing initiatives within M-NCPPC
- Prioritized three highest rated recommendations to be implemented in the 2014-2016 timeframe
- Included the remaining recommendations for investigation and implementation in future years

The recommendations follow, and the new initiatives recommended for implementation are highlighted in the green text boxes.

Bi Annual Sustainability Plan

July 2014 to June 2016

The following are the recommended programs and projects proposed to be implemented over the next two years to meet the requirements of the Practice No. 6-40, M-NCCPC Sustainability Standards.

Recommendations Common to all Sustainability Work Groups:

Recommended New Initiatives for July 2014- June 2016:

- Create a Sustainability Coordinating Committee to implement the Bi-Annual Sustainability Plan (hereafter referred to as “Plan”).
- Create a dedicated Sustainability Coordinator position to manage the sustainability-related activities and reporting for the Montgomery County side of the Commission of the Department of Planning and Department of Parks, to report to Facilities Management.
- Create a part-time staff support position to the Sustainability Coordinator.
- Hire the Sustainability Coordinator to manage and implement the Plan
- Sustainability Coordinator to coordinate hiring the part-time staff support position.
- Establish education and training for current and new staff on the policies and practices that are developed to facilitate the implementation, tracking, and reporting of the implementation of the Plan.
- Track and report- the implementation of the Sustainability Standards. This should be included as part of the Performance Standards for the Department of Parks and Department of Planning - Operations staff.
- Develop web resources to house sustainability information for staff and for external audiences. Use this platform to publicize significant and innovative sustainability practices within various work programs and results.
- Provide training to facility managers or designee(s) on how to access utility data available on ECAP, and how to investigate, locate and repair leaks and inefficiencies.
- Collect data; review, refine, and develop an accessible Annual Report

Future implementation of the plan is dependent on the hire of a Sustainability Coordinator in FY16. Thereafter, the Coordinator will work with Commission staff on the development of specific implementation strategies, timelines, performance measures, and budgetary considerations for each of the plan’s objectives.

Employee Education, Training, and Engagement Workgroup:

Practice Item Goals:

- A. Sustainability efforts will be fostered through agency-wide promotion and education of environmental awareness and conservation.
- B. Employees should be encouraged to seek sustainability credentials appropriate to their work program.
- C. Supervisors are responsible for reviewing work program requirements as they pertain to implementation of sustainability efforts. Applicable sustainability goals are to be incorporated into employee performance expectations.

Ongoing Activities that Support the Practice Item Goals:

- Identify sustainability topics for inclusion in the Nature Matters and Green Matters Lecture Series.

Recommended New Initiatives for July 2014 - June 2016:

1. Develop an educational tool in the form of regular e-mail reminders and tips on how staff can improve their sustainability efforts at their work stations and work sites. (In Montgomery County, tentative name of the release will be "Sustainability Second". Also in Montgomery County, expand the reach of the electronic publication, *Minnow Minutes*, to include the Planning Department staff.)
2. Determine sustainability training priorities by working across all divisions to assess needs and provide staff with listing of external training opportunities. Increase the amount of sustainability programming made available in future In-Service Trainings.
3. In conjunction with supervisory-level staff, mandate that Human Resources work with the Sustainability Committee to develop sustainability goals, standards and strategies for inclusion in performance evaluations.

Recommended Initiatives for Future Investigation/Implementation:

- Require staff to attend a minimum number of events about sustainability (workshops, presentations etc.).
- Formalize sustainability check lists for the application of sustainability-specific features in each site plan; develop a menu of options with minimum requirements. All review staff must be trained in what, when and how to apply these standard requirements (for example, stormwater management (ESD), energy efficiency, electric vehicle stations, native plants, etc.).

- Formalize sustainability objectives for master and sector plan processes that apply the latest County bills and regulations in order to meet requirements and county goals. Ensure staff is informed about current and changing regulations with regard to sustainability initiatives and how these may impact specific work programs.
- Develop methods to accurately transfer knowledge between divisions and departments.
- Promote opportunities for competition or challenges among work sections or between both departments as methods to educate, engage and motivate staff on issues of sustainability. (Examples: Sustainability IQ Cup Challenge, Adopt a Hallway, monthly Sustainability Captains).
- Provide monetary incentives, compensatory time, or administrative leave for successful completion of sustainability credentials and continuing education.

Community and Patrons Education and Engagement

Workgroup:

Sustainability efforts will be fostered through agency-wide promotion and education of environmental awareness and conservation to the community and park patrons.

Community and Patrons Education and Engagement are not directly addressed in the M-NCPPC Sustainability Standards Practice and there are no existing policies, procedures, or implementation plans that address Community and Patrons Education and Engagement. There are however many existing programs and platforms throughout Montgomery Parks & Planning that do engage and educate the community and park patrons on the topics of environmental awareness and conservation.

Ongoing Activities that Support the Practice Item Goals:

- Identify all of the programs and ways in which Parks and Planning are currently engaging the public and patrons on sustainability concerning environmental awareness and conservation. Identify opportunities to include messages on sustainability concerning environmental awareness and conservation for the public and patrons.
- Include sustainability messages in programs designed for adults and children.

Recommended New Initiatives for July 2014- June 2016:

1. **Develop a comprehensive Communication Plan for more fully engaging the public and patrons on issues of sustainability concerning environmental awareness and conservation.**
2. **Develop an online opportunity (on Parks and Planning websites) for community to provide feedback regarding Parks and Planning sustainability efforts.**
3. **Include sustainability information in permitted customer packets.**

Recommended Initiatives for Future Investigation/Implementation:

- Add green tips to the Info Share online newsletter.
- Place sustainability messages in the Recreation Guide for consumption by the general public.
- Compile information on the internal efforts of Parks & Planning to make the organizations more sustainable and package that information for public and patron consumption.
- Create a master list of kiosks at all Parks facilities and develop standards for sustainability information that should be posted on each. Consider piloting electronic kiosks.
- Develop a Commission-wide event focused on sustainability.

Utility/Energy Conservation Workgroup:

Conserve natural and fiscal resources by eliminating waste, improving efficiency, reducing the consumption of energy, and increasing the use of renewable sources of energy. Whenever feasible, new appliances and building materials should meet Energy Star or equivalent ratings for high efficiency and energy conservation. This should be in addition to considering other environmental attributes such as recyclability and applicable federal/state safety and building code requirements.

- Utility Measurement and Monitoring
- Conservation of Electricity and Natural Gas
- Management of Heating, Ventilation, and Air Conditioning (HVAC) Systems
- Utilization of Technology Improvements
- Renewable Energy Resources

Ongoing Activities that Support the Practice Item Goals:

- Establish Training for Energy CAP so that all personnel involved in facility operations have energy usage feedback to compare to operational plan changes.
- Include induction lighting with other types of low energy equipment.
- Incorporate indoor and outdoor lighting controls (programmable; occupancy or motion sensors) to provide only the amount of light needed depending on occupancy and the amount of natural light available.
- Use natural gas standby generators, where feasible, to create cleaner exhaust. Use dual fuel units when a diesel unit is required due to engine/generator size.
- Establish equipment life cycle replacement programs for each facility to increase reliability and reduce maintenance costs
- Formalize facility maintenance inspections and repairs to insure equipment is operating at maximum efficiency.
- Install integrated energy management systems in commercial sized buildings to control all lighting, temperature, and equipment operation schedules to reduce energy use.
- Attempt (all Facility Managers) to meet Leadership in Energy and Environmental Design (LEED) Volume Program for Operations and Maintenance, or LEED for Existing Buildings Operations and Maintenance criteria, for a minimum of Silver or equivalent rating for operations and maintenance. Expand this standard to major renovations on facilities.
- Upgrade current programmable thermostats to WIFI programmable thermostats to minimize HVAC use when buildings are not in use.
- Replace HVAC equipment with modulating and/or include frequency drives to improve efficiency; highest efficiency rated equipment should be used.

Recommended New Initiatives for July 2014 - June 2016:

1. Survey building envelope conditions and develop schedules for upgrades.
2. Incorporate heat exchange technology with exhaust air into applicable new or replacement equipment delivering fresh outside air to conditioned spaces.
3. Require that renewable resources are used in new construction; formal justification for not incorporating renewable resources is required.

Recommended Initiatives for Future Investigation/Implementation:

- By 2020, the agency, through coordination with the Department of Finance, will strive to meet a target whereby 40% of its electricity is produced or supported through renewable energy sources. These sources may include, but are not limited to, the purchase of Renewable Energy Certificates, onsite generation of energy from renewable sources (such as wind, solar, geothermal, water, etc.) and/or the acquisition of renewable energy from utility companies.
- Renewable energy, such as solar, wind and geothermal, should be considered for new and replacement systems where life cycle cost savings are justified to further reduce the Commission's carbon footprint and further promote clean power alternatives wherever practical.
- Insulate exposed piping and ventilation ducts in accordance with at least LEED Silver or equivalent standard.
- Each facility will provide an annual report of its implementation plan ensuring that energy resources are used effectively. These plans should be kept in a central database for review.

Fleet Management Conservation Workgroup:

Conserve natural and fiscal resources by eliminating waste, improving efficiency, reducing the consumption of energy, and increasing the use of renewable sources of energy. Review vehicle efficiency standards, operating procedure, and best management practice. Evaluate greenhouse gas emission standards and compliance with local and state guidelines.

- Utility Measurement and Monitoring
- Conservation of Fuel
- Management of Vehicle and Maintenance Equipment
- Utilization of Technology Improvements
- Utilization of Alternative Energy Resources
- Use of Alternative Commuting Resources

Ongoing Activities that Support the Practice Item Goals:

- Expand current vanpool program to include two new vanpools: one that would travel from Prince Georges County to Parks' Shady Grove location and a new Frederick area van that would travel to a location in Central Montgomery County.
- Maintain current recycling efforts for batteries, waste oil, tires, antifreeze, scrap metal and contaminated fuel.
- In addition to current Electric Vehicle (EV) charging stations at staff facilities, add four new EV charging stations over the next two years (locations determined by need). Expand fleet of electric vehicles adding to the three currently on order.
- Continue to ensure that all vehicles receive periodic maintenance consistent with manufacturer specifications and track through the Faster Fleet Management program.
- Encourage the use of alternate work arrangements such as Telework and Compressed Workweeks to reduce, among other things, environmental impact and costs/needs associated with workspace operations, as addressed in Administrative Practice 03-01.
- Capitalize on meeting and conferencing technology by using more phone and video conference calls (including webinars for training), even locally, to cut back on use of vehicles and travel times.

Recommended New Initiatives for July 2014-June 2016:

1. Expand use of B5 bio-diesel to include the use of B20 bio-diesel during warm weather months.
2. Expand current fleet of Hybrid vehicles by 10 percent over the next two years.
3. Right-sized vehicle assignments for staff to ensure the most efficient use of the agency's fleet.

Recommended Initiatives for Future Investigation/Implementation:

- Install public pay-per-use electric vehicle charging stations within all regional and recreational parks. Units would be level 2 (full charge in 4 hours) and credit card operated.
- Reduce overall fuel consumption by 20% through route planning (telematics), idle limiters on all vehicles, just in time/place direct deliveries. Re-invest savings to replacement vehicles (all vehicles 10 years old or over 120K miles) for aging fleet.
- Investigate alternative service part selection, steel wheel weights instead of lead, synthetic oils and synthetic lubricants for example. Produce sustainable standardization guidelines.

Water Conservation and Management Workgroup:

Conserve natural and fiscal resources by eliminating waste, improving efficiency, reducing the consumption of water, and increasing the use of non-potable water resources.

- Utility Measurement and Monitoring

Practice Item Goals

1. Install and properly maintain automatic faucets, where practical.
2. Whenever feasible, utilize low flow toilets and other innovations to reduce water demands.
3. Investigate and where feasible, install an efficient infrastructure for use of rainwater or grey water at M-NCPPC facilities, including water amenities and landscape watering.
4. Upon learning of any abnormal water usage pattern, facility managers shall investigate, locate, and immediately repair any leaks and inefficiencies.
5. Strive to plant native trees and shrubs in landscaping.
6. Strive to reduce lawn areas to minimize the need for irrigation and plant areas with appropriate drought tolerant native species.

Ongoing Activities that Support the Practice Item Goals:

- Track water consumption use at each facility.
- Utilize low flow toilets and other innovations, whenever feasible, to reduce water demands.

Recommended New Initiatives for July 2014 - June 2016:

1. Require appropriate staff to document existing water conservation standards, policies and implementation practices. Based on the data, develop a work plan to implement water conservation standards including order of magnitude costs.
2. Track interagency progress addressing the various issues and impediments to the use of grey water and assess the potential for reusing grey water at each existing and new Commission facility.
3. Assess the potential for retrofitting the capture and reuse of rainwater, including use for water amenities and landscape watering, and implement as practicable. Require the investigation of rainwater capture and reuse in the design of new facilities and explore the possibility of a grey water reuse pilot project at a Commission facility.

Recommended Initiatives for Future Investigation/Implementation:

- Utilize a standard annual water conservation progress reporting form and incorporate results into annual sustainability report.
- Increase outreach and education efforts to decrease the use of Commission-owned fire hydrants by commercial water tank trucks, and establish an MOU with the Fire Department that Commission-owned fire hydrants will not be used to test equipment, for training or drill exercises, or to fill fire trucks except in cases of emergency.
- For new Commission facilities, fire hydrants should not be metered unless they need to be. If future hydrants on Commission property do need to be metered, then they should be metered separately so the Commission does not pay for sewage treatment as well as the cost of the water.
- Track unavoidable temporary water usage increases and compare with overall water consumption trends to help identify the water usage increases that may indicate leaks or water usage inefficiencies that may be corrected.
- Create a Department of Parks-wide native species list that includes information for each species on drought-tolerance.
- Require use of soil moisture sensors, where feasible, in all existing and new automatic irrigation systems.
- Develop guidance to prioritize decisions in cases that involve competing conservation needs, where conserving one resource will result in the increased use of another resource.
- Identify new water conservation practices or technologies and develop policies and practices that govern their use.
- Establish a Bi-County Commission Work Group to evaluate the issues surrounding use of native plantings and reduction of lawn areas.
- Increase staffing and funding for additional supplies needed to establish and maintain landscaped areas.
- Provide additional resources for staff training on proper landscape planting care techniques.
- Establish policies and standards requiring the use of drought-tolerant native species in landscape plantings, where practicable, and balanced with achieving other objectives, such as increasing wildlife habitat value.

Sustainable Acquisition and Use of Agency Supplies

Workgroup:

Develop procurement specifications that encourage the use of goods and services which support the agency's commitment to sustainability in areas including, but not limited to, resources conservation, protection of the environment, and workplace health and safety.

- Office Supplies and Furniture
- Printing and Copying
- Procurement

Ongoing Activities that Support the Practice Item Goals:

- Warehouse of used furniture-reuse or recycle. Because storage facilities are limited, implement surplus shopping system. After reasonable time, recycle out to Commission sources or free-cycle or E-Bay items. We should not store; we should provide to charity or other function that will re-purpose the item. Requires update of system for listing/using surplus items as well as authority to use e-cycling opportunities authorized/available in the Commission.
- All disposal or external surplus/recycling of M-NCPPC property shall be coordinated with the Department of Finance, Purchasing Office, to ensure adherence to legal dispossession of assets, with a preference placed on repurposing outside M-NCPPC for the benefit of the community. Implement a surplus shopping system. Within the Enterprise Resource Planning (ERP) Software, the Fixed Asset Module may be tied to Enterprise Access Management Module (EAM) which is still in its early stages and not yet live.
- Continue and expand the practice of replacing plastic and Styrofoam plates, cups and cutlery used for meetings with paper (preferably recycled content) and/or bio-plastics.

Expand the use of the following Best Practices already in place - July 2014- June 2016:

- Food leftover from Commission events should go to food bank or homeless shelter
- Ask staff to bring their own mugs/cups/reusable water bottles to all internal meetings
- Capitalize on meeting and conferencing technology by using more phone and video conference calls (including webinars for training), even locally, to cut back on use of vehicles and travel times.
- Utilize two-sided printing whenever one-sided printing is not necessary.
- Recommend added implementation to stand-alone printers where configurable. 100% post-consumer recycled paper is not recommended by Xerox at this time.
- Limit use of color copying/printing to reduce costs and resources. Raise awareness of color printing via standalone printers.
- Unless specific job demands or technical specifications of a printer require otherwise, purchase and use 100% post-consumer recycled paper, preferably with chlorine-free processing. Current paper purchasing is in accordance with this practice policy. Follows best practice requirement of Xerox service/equipment needs.

Recommended New Initiatives for July 2014 - June 2016:

1. Convene a work group to consider development of a Warehouse for used electronics, equipment and furniture for reuse or recycling. Consider alternative disposal method such charity donations, free-cycle or E-Bay. Work Group must consider an update of system for listing/using surplus items as well as authority to use e-cycling opportunities authorized/available in the Commission.
2. Develop a list of “Green Preferred Products” and vendors to increase green level of purchases. Develop a tracking tag/category for sustainably preferred products as tested and evaluated according to rating level. Provide a range for price differential to allow for an acceptable green substitute over a non-recyclable. Include green cleaning products.
3. Embrace electronic documents for meetings and use technology to display information at meetings and for review by attendees. Most Departments already have base-capability in place; requires implementation/enforcement at the Department/Commission levels.
4. Create a zero/low waste events policy that could be used throughout the agency. Implement best-practice and incorporate appropriate recycling instruction/guidance to facilitate compliance. Incorporates step-levels that can lead to a high compliance of zero/low waste.

Recommended Initiatives for Future Investigation/Implementation:

- Provide standard format for documents scanned as Commission materials viewable on the web.
- Create a tag in Supply Chain Management (SCM) to identify sustainable “preferred” purchases. Perform historical analyses within one’s own account structure to search for sustainable preferred purchases. Publicize/discourage items that do not meet a Commission standard; disallow purchase when existing supply is depleted.
- Ban the sale of plastic water bottles and install water fountains/coolers with filters instead.
- Compost green waste using existing park facilities.
- Monitor legislative activities of Montgomery County to piggyback or utilize opportunities for share-resources.
- Further study is required both with Xerox and vendors of stand-alone print equipment for best practice regarding use of FSC Certified paper.

Recycling and Solid Waste Management Workgroup:

Implement projects and programs to recycle, reuse, and reduce solid wastes used by M-NCPPC employees and patrons to meet or exceed the regulatory mandates established by government regulations. Recycling and disposal of materials shall comply with relevant federal/State safety regulations.

- A. Implement recycling and reuse programs to achieve an overall rate of 90% of recyclable materials mandated by state or local law (including mixed paper, commingled materials, yard trim materials, Christmas trees, and scrap metal).
- B. Implement recycling and reuse programs to include other material to include but not be limited to oils, batteries, asphalt, tires, furniture, computers, electronics, construction debris, etc.
- C. Implement programs to recycle and reuse plant, tree, and related vegetation materials to include composting within the natural resources of the agency.
- D. Develop community-based information programs to encourage, demonstrate, and educate patrons on best practices to recycle, reuse, and reduce solid waste at M-NCPPC facilities/programs.

Ongoing Activities that Support the Practice Item Goals:

- Set up indoor collection sites to have a consistent layout with waste and recycling containers (both mixed paper (MP) and comingled (CM)) adjacent to each other. Label containers on the lids and sides of the units. Place recycle posters above containers where feasible.
- Place outdoor collection dumpsters (Trash, Recycle CM+MP, Scrap Metal, and any voluntary recyclable material that warrants a collection dumpster, e.g. tires or white wood/construction debris) adjacent to one another in one location at M-NCPPC facilities.
- Expand current metal recycling by adding separate bins for each type of metal (copper, aluminum, steel, etc.) to take advantage of values of different metals. Locate new dumpsters and improve reporting. Reduce the current number of processors of 20 separate accounts to a more manageable number.
- Record auto shop recycling material quantities in pounds and not gallons. Ensure all Regional mechanic shops be included in recycling data collection.
- Educate and train all staff on proper recycling and recording methods highlighting the importance of this program. Schedule presentations by a Recycling Specialist from Montgomery County's DSWS at no cost to the Commission.
- Analyze existing inventory of waste and recycle containers and scheduled collections on an annual basis in all Regional and Recreational Parks to determine if recycling containers exist for both Mixed Paper (MP) and Commingled materials (CM) at all collection sites. Analyze collection schedules for waste and recycling containers and what vehicles (either rear-loading compactor trucks or pick-up trucks) will be used to empty containers.

Recommended New Initiatives for July 2014 - June 2016:

1. Establish a unified approach to recycling tires and those tires disposed in our Parks.
2. Collaborate with the ITI (technology) Division to standardize global print settings for all Department printers with default settings that eliminate banner sheets and employ double-sided printing.
3. Redevelop a convenient, user friendly reuse store for employees to recycle and reuse office supplies, furniture, and materials before purchasing new supplies.

Recommended Initiatives for Future Investigation/Implementation:

- Develop an accurate method to record yard trim and brush recycling; consider purchasing a truck scale to weigh this material.
- Establish waste reduction and recycling program language in Division Chiefs', Assistant Division Chiefs,' and Park Managers' Performance Management Form.
- Determine at which Single Stream Material Recovery Facility single rear-loading compactor trucks should take recyclable materials. Reinforce policy to take materials collected by non-rear loading compactor trucks to existing Waste Management recycle dumpsters in the various Maintenance Yards.
- Purchase a recycling data collection module in the new ERP system.
- Establish new voluntary recycle programs, including wooden pallets, used cooking oil, internal food waste, and white wood/construction debris.

Sustainable Infrastructure and Natural Areas Workgroup:

The M-NCPPC will utilize the national and state standards for green practices in the design of facilities and in the management of affected natural resources. Natural areas will be managed to maintain healthy ecosystems and maximize biodiversity.

- Sustainable Building
- Sustainable Site Work
- Community Planning and Development

Practice Item Goals:

A. Sustainable Building – Whenever feasible:

1. All new construction of M-NCPPC buildings will be **at least** LEED Silver eligible or equivalent standard.
2. Major renovation of M-NCPPC buildings will meet **at least** LEED Silver eligibility or equivalent standard.
3. Capital improvement plans will include implementation of **at least** LEED Silver eligibility or equivalent standard.
4. When planning new office sites, consideration should be given to locations that offer access to public transportation resources such as metro rail, trains, buses, and carpools.

B. Sustainable Site Work – Where appropriate:

1. Include, in Capital improvement plans, the implementation of the Sustainable Sites Initiative (SITES) or equivalent standards (such as LEED) in all construction and renovation.
2. Plant native trees and shrubs around agency-owned buildings to provide wind and summer sun shelter.
3. Utilize appropriate site layout, landscaping and material choices to reduce heat island effect and summer cooling costs.
4. Use best practices including, but not limited to, current environmental site design standards to avoid, trap, and control erosion or surface runoff of detergents, fertilizers, pesticides, and soil into storm drains and surface waters.

C. Community Planning and Development - Where possible and practical, Community Planning and Development will:

1. Plan and locate new development according to Smart Growth principles and in conjunction with Maryland Sustainability initiatives.
2. Locate recreation facilities to afford access via public transit and trails networks.
3. Co-locate community recreation centers and major recreation facilities with other public facilities.

Recommended New Initiatives for July 2014 - June 2016:

1. Incorporate sustainability goals, practices and products (using LEED or equivalent standards and Sustainable SITES as a guides) into:
 - a. New facility plans and ongoing design projects
 - b. Standard park construction specifications & details
 - c. Park design guidelines
2. Evaluate SITES and LEED (or equivalent standard) pilot projects to document lessons learned, ideas, and recommendations for future projects. Incorporate pre-design assessments in standard scopes of work to explore opportunities for sustainability, and provide checklists for project and construction managers.
3. Develop policy to incorporate LEED (or equivalent standards) in construction and renovation for small building projects and obtain certification, including commissioning services, to verify and document that building systems perform according to standards required in LEED (or equivalent) particularly for existing facilities.

Recommended Initiatives for Future Investigation/Implementation:

- Establish methods to share information gathered for sustainable products, methods and practices related to site and building design and construction with others in the Commission.
- Revise Standard Equipment Handbook from the Facilities Management Division to incorporate sustainable equipment and practices.
- Monitor performance of sustainable practices over time and publish results.
- Create new level of effort Capital Improvements Program PDF to fund retrofits to existing facilities to incorporate sustainable practices (such as photovoltaic panels on buildings).
- Establish Department “Sustainability Specialists,” who can serve as references to other staff.
- Consider how the Parks Prescription Initiative components can be incorporated into the planning and design of parks.
- Ensure preventative maintenance work requests provide for specialty sustainable equipment and products.
- Develop planned Eco Districts to create sustainable cities and neighborhoods in Montgomery County.
- Compile reference lists of product vendors and price lists for commonly used site construction materials, site furnishings, product manufacturers and plant nurseries, which utilize sustainable operating practices.

Natural Resources and Habitat Preservation Workgroup:

The M-NCPPC will utilize the national and state standards for green practices in the management of natural resources. Natural areas will be managed to maintain healthy ecosystems and maximize biodiversity.

- Natural Resources Management
- NPDES Permit Requirements
- Stormwater Management

Practice Item Goals:

1. Develop and implement a Natural Resources Management Plan for all parklands acquired for conservation purposes after 2012. This Plan provides general guidance to park management staff for the management of natural areas in parks.
2. Maintain, and expand as appropriate, the existing program for the inventory, assessment, and control of non-native and invasive (NNI) plants.
3. Maintain, and expand as appropriate, the existing program for the control of nuisance wildlife (e.g. white-tailed deer, Canada geese, etc.)
4. Utilize integrated pest management practices, where effective.
5. Maintain, and expand, as required by State regulations, the storm sewer system, and the monitoring of water bodies and restoration of watersheds within the park system.

Ongoing Activities that Support the Practice Item Goals:

Goal 1

A Natural Resources Management Plan is in place and can be found at the following link. [Natural Resources Management Plan](#) (PDF)

Goal 2

A comprehensive program for inventorying, assessing, and controlling non-native invasive plants is in place in the Park Planning and Stewardship Division. The following plans and practices guide the work.

- [2009 Comprehensive Vegetation Management Plan for M-NCPPC Parkland](#) (pdf, 1.1MB)
- [NNI Plant Management Plan](#) (pdf, 205KB)
- [Best Management Practices for Control of Non-Native Invasive](#) (pdf, 254KB)

Goal 3

A nuisance wildlife program is in place in the Park Planning and Stewardship Division to control white tailed deer and Canada geese. The [Comprehensive Management Plan for White-tailed Deer in Montgomery County, MD \(2004 update\)](#) (PDF) guides the work. There is a Canada goose egg oiling program at several facilities to reduce nuisance goose population growth. This work is done under a special permit issued by the U.S. Fish and Wildlife Service (USF&W) through their [Resident Goose Nest and Egg Registration Website](#).

Goal 4

The Commission is committed to protecting our environment and ensuring the safety of employees and users of our parks. To this end, the Commission will act responsibly by implementing a program for safe handling, storage, and application of pesticides. The Commission's program will comply with all relevant regulations and incorporate the County's initiatives for an Integrated Pest Management Program. The Commission has an Integrated Pest Management practice which can be accessed below.

M-NCPPC Administrative Procedures No. 02-01 Pesticide Safety & Integrated Pest Management (IPM), effective date July 25, 2002

http://10.227.1.196/apps/insite_files/5.25_PesticidePestManagement.pdf

Goal 5

Under State and Federal stormwater regulations, Montgomery Parks is required to have two National Pollutant Discharge and Elimination System (NPDES) Permits. The first is an industrial permit which covers our twelve maintenance yards. The second is our Municipal Separate Storm Sewer Permit (MS4) which covers all of our parkland. For the MS4 stormwater permit we are required to create best management practices to address each of the following six minimum control measures: Personnel Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post Construction Stormwater Management, and Pollution Prevention and Good Housekeeping.

The NPDES Annual Report summarizing this work for the Maryland Department of Environment can be accessed at the following link.

[http://www.montgomeryparks.org/PPSD/Natural Resources Stewardship/stormwater/documents/NPDESAnnualReport_FY13.pdf](http://www.montgomeryparks.org/PPSD/Natural_Resources_Stewardship/stormwater/documents/NPDESAnnualReport_FY13.pdf)

Recommended New Initiatives for July 2014 - June 2016:

1. Increase funding and staffing of the Non-Native Invasive (NNI) management program, with a career position dedicated to this program.
2. Provide staff training on IPM practices, methodologies and places they can access educational materials such as the Maryland Cooperative Extension, Home and Garden Information Center-Online. Use University of Maryland as a guide for cultural practices as well. Provide information to staff about trees available at Pope Farm nursery that are disease and pest resistant.
3. Initiate use by National Pollutant Discharge Elimination System (NPDES) staff of mobile GIS to collect data and photographs on opportunities for restoration of degraded watersheds. Ensure that adequate mobile devices and ArcGIS licenses are available to allow for the collection of field data on water related natural resource issues. Create GIS layers, maps and forms for collecting field data. Train staff and deploy mobile mapping solution.

Recommended Initiatives for Future Investigation/Implementation:

- Utilize new NPDES staff monitoring Stormwater Management (SWM) facilities to identify new locations where Canada geese are nesting and incorporate egg oiling into their regular monitoring and maintenance efforts. Create or add to any existing SWM facility monitoring data sheet space to gather information on goose nesting and loafing activity in and around the facility. Use this information to identify future egg oiling locations.
- Allocate additional staff to accelerate the time-table for writing and implementing Natural Resource Management Plans for the most important natural area parks.
- Assign a wildlife staff member to develop a volunteer-based, park-focused natural resource monitoring program which makes use of internet and other technologies similar to and including established Citizen Science programs, such as Frog Watch, Audubon Christmas Bird Counts, and many others.
- Establish a crew dedicated to natural resource management work similar to the Horticulture Crew in the Horticulture, Forestry & Environmental Education (HFEE) Division, which focuses on horticulture related work. Work program would be shared with NNI management efforts. One area of focus for this crew would be planting native shrubs and herbaceous plants into areas of NNI removal.
- Implement an aggressive education program directed at promoting the importance and immediacy of the NNI problems to political leaders including the Planning Board, County Council, County Executive, and County residents.

Health and Wellness Workgroup:

Promote safety, health, and wellness through our workplace, programs, and services.

Practice Item Goals:

- Support healthy communities by integrating sustainability concepts and green practices with relevant program offerings, to further enhance patron and employee well-being.
- Raise awareness of workplace health, safety, and wellness issues through comprehensive training and education programs targeting illness and injury prevention.
- Mitigate workplace hazards through timely identification, investigation, and remedial action.
- Whenever reasonable, complete collaborative reviews of accidents and design new programs to encourage greater understanding of risks and actions to implementation.

Ongoing Activities that Support the Practice Item Goals:

- Conduct field compliance inspections to ensure safety practices and work conditions are being met similar to that being done to ensure NPDES compliance.
- Conduct routine trainings on specialized subject matter, such as energy conservation and the use of fleet vehicles, correct use of Personal Protective Equipment (PPE), how to recycle common materials, etc.
- Conduct field inspections (risk managers) of safety practices and work conditions, similar to what is being done for National Pollutant Discharge Elimination System (NPDES) compliance.

Recommended New Initiatives for July 2014 - June 2016:

1. Develop an MOU with the Montgomery County Recreation Department for health and wellness programs for employees, including reduced fees at Parks and County Recreation Department facilities.
2. Schedule trainings related to health/wellness and sustainability concepts such as toxic substance exposure in consumer products, stress management, diet and exercise, etc.
3. Provide routine trainings on specialized subject matter, such as the safe use of fleet vehicles, correct use of Personal Protective Equipment (PPE).

Recommended Initiatives for Future Investigation/Implementation:

- Develop an employee program to address tobacco use and cessation.

NOTE: Training session instruction and videos should reflect the work being done by employees.

Sustainability Work Plan

Formulated for July 2013 to June 2014

The members of the Montgomery County Sustainability Committee formulated a work plan which identified the steps required to develop the Bi-Annual Sustainability Plan for the Montgomery County Department of Parks and Department of Planning.

The work plan was used to develop the Bi-Annual Sustainability Plan.

Work Plan

Montgomery County Sustainability Coordinating Committee: The Coordinating Committee will meet to serve as the liaison to the Agency-Wide Sustainability Committee and as the point of contact and clearinghouse for Montgomery County sustainability-related tasks.

Initial Deliverables:

- Coordinating Committee Program Organization & Planning Process: Completed July August 2013
- Workgroup Assignment and Organization Meeting Meetings: Completed September 2013
- Employee Education, Training And Engagement: Completed October 2013

Staff Training and User Involvement: Implement an agency-wide Employee Education and Training session on the Sustainability Goals to foster, promote, and education on environmental awareness and conservation.

Deliverable: Conducted two training program for staff on the M-NCPPC Sustainability Standards and Plan

Deliverable Date: Employee Education, Training, and Engagement - Completed in the dates listed below.

- o October 24, 2013 – 8:00 AM Saddlebrook
- o October 28, 2013 – 10:00 AM Montgomery County Regional Office
- o October 31, 2013 – 7:30 AM and 2:00 PM Central Maintenance Facility Shady Grove
- o November 1, 2013 – 10:00 AM Montgomery County Regional Office

Montgomery County Sustainability Workgroups: The workgroups will be comprised of “content experts” who have direct management and program responsibilities for the designated Sustainability Plan implementation requirements and tasks. The

workgroups will be responsible for development of the sustainability standards, policies, procedures, and implementation plans for the designated areas.

Deliverables: Compiled the results of the assessment based in the input from M-NCPPC Sustainability Committee and designated Department of Parks and the Department of Planning staff.

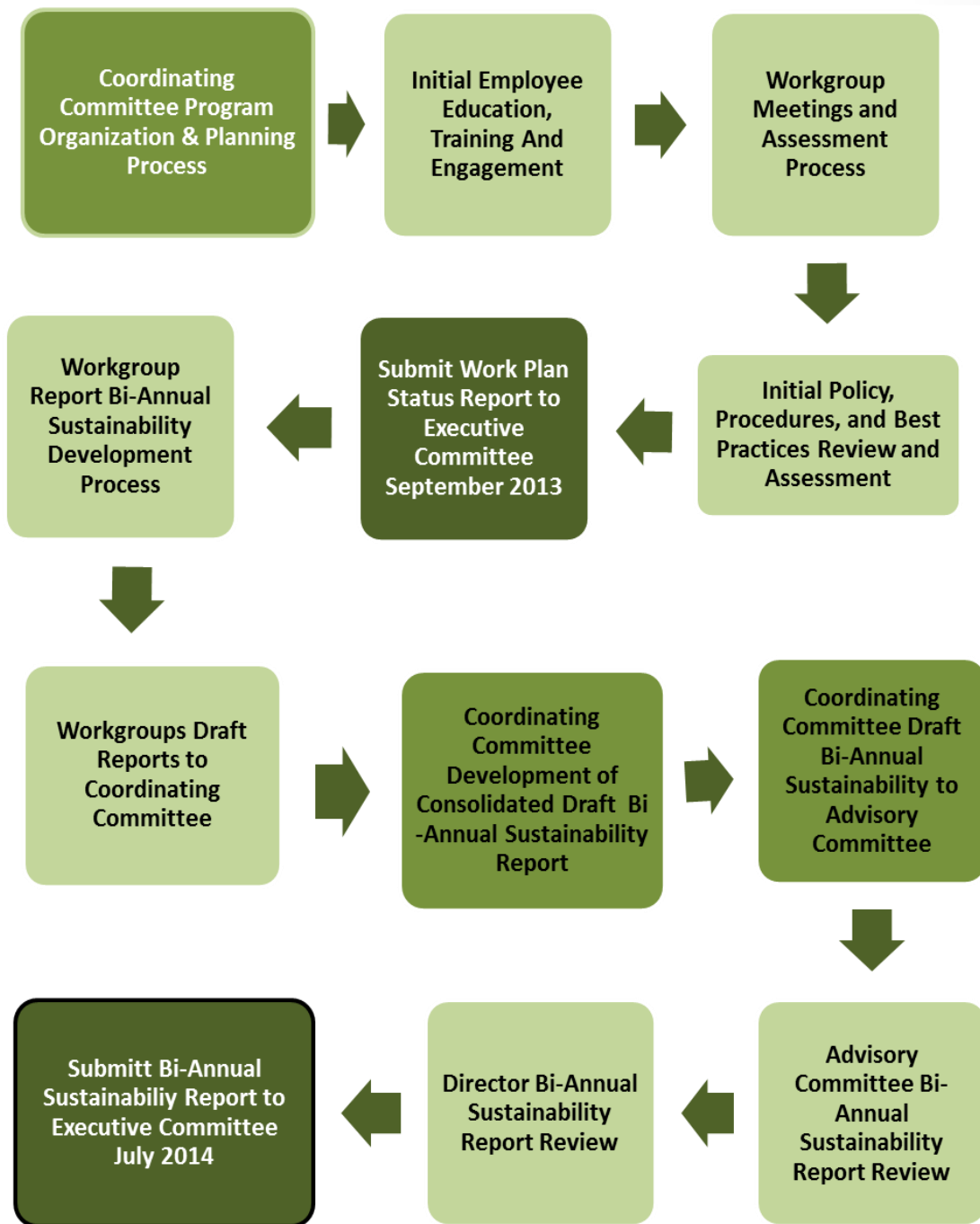
Department Directors and Division Managers: Will meet to review the status of the sustainability, energy management, water conservation, recycling, and solid water management programs.

Deliverables: Expanded the scope of the advisory meetings to include the review comments, and approval of the MNCPPC Montgomery County **Departmental Sustainability Plan Assessment** that will be presented to the Executive Committee for the upcoming year.

Meet with the Executive Committee: Members of the Sustainability Committee will meet and report on the Draft **Sustainability Work Plan Report** and plans for the program accomplishments and recommendations to the Commission Executive Committee by complete September 2013 and plans for the balance of the year to prepare a **Sustainability Plan** to be ready to be presented by July 2014.

Deliverable: Submit MNCPPC Montgomery County **Departmental Sustainability Plan Assessment** that will be presented to the Executive Committee to outline initiatives for the upcoming year. The assessment will include recommendations for development of the **Bi-annual Sustainability Plan**.

Work Plan Flow Chart



Sustainability Plan Goal:

Established agency-wide sustainability standards and develop practices, policies, procedures, and implementation plans which benefit the environment, workplace, and the communities served.

Sustainability Plan Objectives:

- Conserve utilities sources, such as electricity, natural gas, fuel oil, motor fuel, and water;
- Establish management strategies which meet nationally accepted sustainability certifications for energy conservation and use of renewable resources;
- Procure goods and services aimed at high efficiency products and other sustainable practices;
- Implement green development strategies in community planning, landscape design and site planning;
- Manage natural resources and habitats to maintain healthy ecosystems and maximize biodiversity;
- Foster ongoing awareness and training programs among employees and patrons on sustainability objectives and programs;
- Comply with County and State sustainability mandates;
- Promote safety, health, and wellness through the workplace, programs, and services;
- Foster the expansion of new programs and projects through a broader understanding of sustainability.

Current Policies, Procedures, and Best Practices

As part of the development of the work plan, the members of the Montgomery County Sustainability Committee have begun the compilation of current policies, procedures, and best practices which meet the policy goals of the MNCPPC Sustainability Standards which went into effect November 19, 2012.

The initial results of the ongoing assessment to-date have identified the following which contribute to meeting the sustainability standard goals and objectives.

As current programs and practices are identified they will be added to this section of the work plan.

- Implementation of a Comprehensive Energy Management program since 2003 as reported to the Montgomery County Council annually in the Resource Conservation Plan. The Energy Management program has

continued to reduce consumption based on the implementation of projects in Fiscal Year 2013. The major change this past year has been in the cost of energy resources with an overall reduction of 18%. The Department of Energy grant projects were completed early in the year. The resulting consumption reductions from this and other projects have kept overall consumption at the same level as the previous year. Projects underway this year include additional lighting retrofit and heating and air conditioning equipment replacements.

- Implementation of a Recycling and Solid Waste management program since 2003 as reported to the Montgomery Department of Environmental Protection annually. The Recycling and Solid Waste Management program reported for calendar year 2012, a recycling rate of 54.5%. The required rate is 50%. The report confirmed an additional 17.4% for voluntary recycling programs bringing the total for required and voluntary to 71.9% for the year. The results were confirmed in a report from the Montgomery County Division of Solid Waste Services as of April 2013. The efforts of the recycling committee have proven beneficial in promoting recycling with the staff through training and awareness programs. A pilot test program is underway in the Wheaton Regional Park to improve recycling rates of park patrons especially at picnic pavilions.
- Implementation of a Montgomery County Department of Parks, Phase II NPDES Permit for discharges from State and Federal Small Municipal Separate Storm Sewer Systems (MS4) since 2009 as reported on an annual bases to the State of Maryland.
- Implementation of U.S. Green Building Council Leadership in Environmental and Energy Design for buildings and sustainable parks based on meeting Silver LEED certification criteria.
- Implementation of 2010 assessment study recommendation for fleet management and the reduction of greenhouse gas emissions to meet proposed Montgomery County Guidelines.
- Water consumption reduction programs in Fiscal Year 2013 were focused on irrigation water consumption and service location consolidations. Water and sewage costs were reduced by 9%. The staff is focused on reducing water use through a series of awareness programs, conservation indicatives, leak identification programs, and projects to reduce irrigation water consumption.

Sustainability Practices Matrix

The following is a matrix chart of the Practice requirements to assist in the initial assessment of the current practices.

As current programs and practices are identified they will be added to this section of the work plan.

Category	Divisions	Measurable Goal	Status	Performance Measures	Regulatory Requirement
Utility Measurement and Monitoring	Facilities Management, Energy Committee and Consultant	Annual Resource Conservation Plan	In process	Use ECAP program to track utility use.	County requirement
Conservation of Electricity and Natural Gas	Facilities Management, Energy Committee and Consultant	Annual Resource Conservation Plan	In process	Reduce electricity and gas use by 2% by 2015.	County requirement
Conservation of Water	Facilities Management, Advisory Committee and Consultant	Annual Resource Conservation Plan	In process	Reduce water use by 2% by 2015.	Voluntary
HVAC Systems	Facilities Management, Energy Committee and Consultant	Annual Resource Conservation Plan	In process	Reduce electricity and gas use by 2% by 2015.	Voluntary
Renewable Energy	Facilities Management, Energy Committee and Consultant	Annual Resource Conservation Plan	Pilot Testing	Reduce electricity by 2015.	Voluntary
Fleet Management and Use of Alternative Commuting Resources	Facilities Management, Management Services	2011 Plan Developed	Implemented	Measure fleet official mpg. Create procedure to balance mpg, space, utility needs for vehicles. Purchase higher mpg vehicles.	Voluntary
Office Supplies and Furniture	Management Service	TBD	TBD	Excess office furniture stored at Woodside Gym and Burnt Mills.	Required to Meet Practice

Printing and Copying	Management Service	TBD	Parkside paper now meets requirements.	Buy paper which meets the sustainability practice requirements.	Required to Meet Practice
Green Procurement	Management Service	TBD	TBD	Develop green procurement policy and ensure it is being utilized.	Required to Meet Practice
Achieve 90% recycle rate of mandated materials	Facilities Management, Recycling Committee and Consultant	Annual County Department of Environmental Planning Report	53% current to meet County Goal 50%	Achieve 70 % mandated recycling by 2015. Achieve 90% mandated recycling by 2020.	County requirement
Implement recycling for oil, batteries, asphalt, tires, furniture, computers, electronics, construction debris	Facilities Management, Recycling Committee and Consultant	Annual County Department of Environmental Planning Report	In process	Implement tracking system for non-mandated recyclables.	County requirement
Composting	HFEE, Facilities Management and Recycling Committee	Annual County Department of Environmental Planning Report	In process	Percent of yard/tree waste composted.	County requirement
Community based education to promote recycling	Facilities Management, Recycling Committee and Consultant	Part of Recycling Program	Pilot Testing	Develop signage and recycling outreach in parks	Required to Meet Practice
Sustainable Building (Leadership in Energy and Environmental Design-LEED)	PDD	TBD	Underway	All buildings are required to be certified to be LEED Silver.	County requirement
Sustainable Site Work (SITES)	PDD, HFEE, Regions	TBD	TBD	Set goal for % of park development projects certified through Sustainable Sites Initiative.	Voluntary

Natural Resources Management	PPS	Establish Natural Resource Management Plan	Completed	Natural Resource Management Plan in place.	Voluntary
Natural Resources Management (Non-Native Invasive Plant Management Program)	PPS	TBD	In process	TBD	TBD
Natural Resources Management (Deer Management Program)	PPS	Hold managed hunts and sharpshooting to reduce deer populations, manure runoff to waterways and to increase forest vegetation and improve stream buffers.	Montgomery Park deer management program harvested 1,042 deer from 23 park units.	TBD	TBD
Natural Resources Management (NPDES)	PPS	Underway	Underway	Meet regulatory requirements to work for improved water quality in park watersheds.	State and Federal requirement
Community Planning and Development	PPS, Planning Dept.	Underway	Underway	TBD	State and Federal requirement
Health and Wellness	Health and Wellness Committee, Management Services	TBD	TBD	TBD	Required to Meet Practice
Employee Education and Training on Sustainability Goals (Sustainability Rollout)	Sustainability Coordinating Committee	Underway	Scheduled	Hold three sustainability rollout meetings in August 2013	Required to Meet Practice
Employee Education and Training on Sustainability Goals	PPS/ HFEE	Spring 2014	Underway	Provide sustainability training to all employees each year.	Required to Meet Practice

Use sustainable trail standards	Natural Surface Trails	TBD	In use in 2005.	Montgomery Parks has established sustainable trail standards modeled after International Mountain Bike Association and National Park Service guidelines.	Voluntary
---------------------------------	------------------------	-----	-----------------	--	-----------

Committees & Workgroups Roles:

M-NCPPC Agency-Wide Sustainability Committee: The Committee will meet to serve as Agency-wide point of contact and clearinghouse for all sustainability-related issues for the M-NCPPC. The Department Directors and Division Managers will designate one or more employees to act as the departmental Sustainability Coordinator(s) and serve as the representative(s) to the agency-wide Sustainability Committee. The committee tasks are:

- Share ideas for implementation of sustainability goals throughout the agency and on a departmental level.
- Promote sustainability awareness within M-NCPPC and the region.
- Assist in preparing the departmental Sustainability Plan that meets, at a minimum, the sustainability goals and objectives set forth in this Practice.
- Communicate goals outlined in the departmental Sustainability Plan to all operations/facilities and provide support for implementation of the Plan.

Montgomery County Committee Members:

- Ellen Bennett, Advancement Programs Manager, Brookside Gardens, HFEE Division, Montgomery County Parks
- Geoffrey Mason, Principal Natural Resources Specialist, Park Planning and Stewardship Division, Montgomery County Parks
- Christine McGrew, Acting Principal Administrative Specialist, Management, and Technology Services, Montgomery County Planning

Montgomery County Sustainability Coordinating Committee:

The Coordinating Committee will meet to serve as the Montgomery County liaison to the Agency-Wide Sustainability Committee and as the point of contact and clearinghouse for Montgomery County sustainability-related issues. The Coordinating Committee will support and advance environmental performance, economic prosperity, and social equality through a variety of initiatives. The staff assigned to support the Coordinating Committee will facilitate the development and implementation of practices, policies, procedures, and plans.

The Coordinating Committee tasks include:

- Educating and motivating the workplace and the communities served about sustainability.
- Coordinate the compilation of the MNCPPC Montgomery County **Departmental Sustainability Plan Assessment Report** for management review, comment, and approval of the documents to be presented to the Commission Executive Committee to outline initiatives for the upcoming year.
- Coordinate the compilation of the M-NCPPC Montgomery County **Bi-Annual Sustainability Plan** and plans for the program accomplishments and recommendations to the Commission Executive Committee to outline initiatives for the upcoming two-year period. (The **Bi-Annual Sustainability Plan** will be reviewed and presented every two years).
- Oversee the development of sustainability practices, policies, procedures, and plans.
- Development of or use of existing metrics to evaluate sustainability efforts.
- Measuring and reporting on sustainability efforts.
- Fostering collaboration between M-NCPPC Montgomery County and external resources.
- Coordinating efforts to meet the policy goals of the **M-NCPPC Sustainability Standards** which went into effect November 19, 2012.

Coordinating Committee Members:

- Ellen Bennett, Advancement Programs Manager, Brookside Gardens, HFEE Division, Montgomery County Parks
- Geoffrey Mason, Principal Natural Resources Specialist, Park Planning and Stewardship Division, Montgomery County Parks
- Christine McGrew, Acting Principal Administrative Specialist, Management, and Technology Services, Montgomery County Planning
- John Nissel, Deputy Director of Operations, Montgomery County Parks
- Jim Poore, Chief, Facilities Management Division, Montgomery County Parks

- Arnold Ramsammy, Assistant Chief- Utilities, Facilities Management Division, Montgomery County Parks
- Richard Anderson, Principal, CQI Associates

Montgomery County Sustainability Workgroups: The workgroups will be comprised of staff “content experts” who have direct management and program responsibilities for the designated sustainability plan implementation requirements and tasks. The workgroups will be responsible for development of the sustainability standards policies, procedures, and implementation plans for the designated areas.

Each workgroup will conduct an assessment of current management and operating practices. The assessment will:

1. Identify practices, policies, procedures, and implementation plans which meet the proposed **M-NCPPC Sustainability Standards**.
2. Identify practices, policies, procedures, and implementation plans which **need improvement** to meet the proposed **M-NCPPC Sustainability Standards**.
3. Identify tasks and work plans to be completed to improve the practices, policies, procedures, and implementation plans to meet the proposed **M-NCPPC Sustainability Standards**.
4. Develop a report on the workgroup assigned area of responsibility for inclusion in the practices, policies, procedures, and implementation plans to be submitted in the **Departmental Sustainability Work Plan Report** to be presented to the Executive Committee to outline initiatives for the upcoming year.

“Content Expert” Workgroups:

Employee Education, Training, and Engagement Workgroup: Sustainability efforts will be fostered through agency-wide promotion and education of environmental awareness and conservation.

Members:

- Ellen Bennett, HFEE, Parks
- Amanda Matheny, PP&S, Parks
- Grace Tan, HFEE, Parks
- Darlene Douglas, MS, Parks
- Pamela Zorich, Research, Planning
- Tina Schneider, Area 1, Planning
- Lori Shirley, Area 2, Planning

NEW: Community and Patrons Education and Engagement Workgroup:

Sustainability efforts will be fostered through agency-wide promotion and education of environmental awareness and conservation with the community and park patrons.

Members:

- Ellen Bennett, HFEE, Parks
- Henry Coppola, PACP, Parks
- Ernie Newman, Park Police, Parks
- Bridget Schwiesow, MS – Communications, Planning

Utility/Energy Conservation Workgroup: Conserve natural and fiscal resources by eliminating waste, improving efficiency, reducing the consumption of energy, and increasing the use of renewable sources of energy. Whenever feasible, new appliances and building materials shall meet Energy Star or equivalent rating for high efficiency and energy conservation. This should be in addition to also considering other environmental attributes such as recyclability and applicable federal/state safety and building code requirements.

- Utility Measurement and Monitoring
- Conservation of Electricity and Natural Gas

- Management of Heating, Ventilation, and Air Conditioning (HVAC) Systems
- Utilization of Technology Improvements
- Renewable Energy Resources

Members:

-Wayne Crump, FM, Parks

-Arnold Ramsammy, FM, Parks

-Ron Turner, MS, Planning

NEW: Fleet Management Conservation Workgroup: Conserve natural and fiscal resources by eliminating waste, improving efficiency, reducing the consumption of energy, and increasing the use of renewable sources of energy. Review vehicle efficiency standards, operating procedure, and best management practice. Evaluate greenhouse gas emission standards and compliance with local and state guidelines.

- Utility Measurement and Monitoring
- Conservation of Fuel
- Management of Vehicle and Maintenance Equipment
- Utilization of Technology Improvements
- Utilization of Alternative Energy Resources
- Use of Alternative Commuting Resources

Members:

-Wayne Sonnenberg, FM, Parks

-Jeff Patterson, HFEE, Parks

-Russell Arlington, Southern Region, Parks

-Arnold Ramsammy, FM, Parks

-Renee Kamen, Area 2, Planning

-Matt Folden, Area 1, Planning

NEW: Water Conservation and Management Workgroup: Conserve natural and fiscal resources by eliminating waste, improving efficiency, reducing the consumption of water, and increasing the use of non-potable water resources.

- Utility Measurement and Monitoring

Members:

- Geoffrey Mason, PP&S, Parks
- Joe Loveless, FM, Parks
- Thomas Berry, HFEE, Parks
- Mark Symborski, FFP, Planning

Sustainable Acquisition and Use of Agency Supplies Workgroup: Develop procurement specifications that encourage the use of goods and services which support the agency's commitment to sustainability in areas including, but not limited to, resources conservation, protection of the environment, and workplace health and safety.

- Office Supplies and Furniture
- Printing and Copying
- Procurement

Members:

- Ann Baker, HFEE, Parks
- Christine McGrew, MS, Planning
- Maritza Barbot, MS, Planning

Recycling and Solid Waste Management Workgroup: Implement projects and programs to recycle, reuse, and reduce solid wastes used by M-NCPPC employees and patrons to meet or exceed the regulatory mandates established by government regulations. Recycling and disposal of materials shall comply with relevant federal/State safety regulations.

Members:

- Arnold Ramsammy, FM, Parks
- Brian Souders, FM, Parks
- Jim Corcoran, PACP, Parks
- Steve Findley, Area 2, Planning
- Leslie Saville, Area 3, Planning

Sustainable Infrastructure and Natural Areas Workgroup: The M-NCPPC will utilize the national and state standards for green practices in the design of facilities and in the management of affected natural resources. Natural areas will be managed to maintain healthy ecosystems and maximize biodiversity.

- Sustainable Building
- Sustainable Site Work
- Community Planning and Development

Members:

- Rachel Newhouse, PDD, Parks
- Tricia McManus, PDD, Parks
- Gerry Barrick, FM, Parks

NEW: Natural Resources and Habitat Preservation Workgroup: The M-NCPPC will utilize the national and state standards for green practices in the management of natural resources. Natural areas will be managed to maintain healthy ecosystems and maximize biodiversity.

- Natural Resources Management
- NPDS Permit Requirements
- Stormwater Management

Members:

- Geoffrey Mason, PP&S, Parks
- Carole Bergmann, PP&S, Parks
- Holly Thomas, HFEE, Parks
- Katherine Nelson, Area 3, Planning

Health and Wellness Workgroup: Promote safety, health, and wellness through our workplace, programs, and services.

Members:

- Kathy Stevens, HFEE, Parks
- Chuck Kines, PP&S, Parks
- Michelle Grace, FM, Parks
- Mike Jones, Northern Region, Parks
- John Nissel, Deputy Director, Parks
- Robbin Brittingham, MS, Planning

Department Directors and Division Managers: Shall meet quarterly as part of the ongoing **Quarterly Energy and Recycling Advisory Meeting** to review the status of the sustainability, energy management, water conservation, recycling, and solid waste management programs.

Expand the scope of the advisory meetings to include the implementation of the **MNCPPC Sustainability Standards** to include:

- Ensure compliance with this policy. Review, comment, and approve of the MNCPPC Montgomery County **Departmental Sustainability Plan Assessment** that shall be presented to the Executive Committee to outline initiatives for the upcoming year.
- Following the first year of implementation of the Plan, Department Directors shall seek reports from the Coordinating Committee, Workgroups, employees and patrons on the status of achieving sustainability goals and objectives outlined in this Practice and in the Departmental Sustainability Plan.
- Review, comment, and approve of the **Departmental Bi-annual Sustainability Plan** that shall be presented to the Executive Committee to outline initiatives for the upcoming two-year period. The Sustainability Plan shall be reviewed and presented every two years.

First Meeting Date: Held on September 26, 2013

Celebrating Sustainability

Staff and User Involvement Training

October 24, 2013 to November 1, 2013

The first formal effort to implementing the Work Plan was to conduct a series Staff and User Involvement Training Sessions. The training focused on the Sustainability Goals to foster through agency-wide promotion and education of environmental awareness and conservation.

The goal was to inspire and motivate staff by celebrating what they have done to meet the practice and participate in expanding the goals in 2014/2015.

The training sessions were held on:

October 24, 2013 – 8:00 am Saddlebrook Center

October 28, 2013 – 10:00 am Montgomery County Regional Office

October 31, 2013 – 7:30 am and 2:00 pm Central Maintenance Facility Shady grove

November 1, 2013 – 10:00 am Montgomery County Regional Office

The Director of Department of Parks, Mary Bradford, and the Director of Department of Planning, Gwen Wright gave full support to the training making staff attendance mandatory

506 members of the M-NCPPC Department of Parks and Department of Planning attended.

The consolidated PowerPoint presentation was used in the training

The training agenda follows:

Training Agenda
Department of Parks
Department of Planning
Celebrating Sustainability

Director Introduction & Commitment Statement

Department of Parks - Mary Bradford

Department of Planning - Gwen Wright

Power Point Presentation

Best Practice Presentations:

MRO Presentations:

October 28 – Katherine Nelson – Tree Canopy

November 1 – Tina Schneider – Shades of Green (Urban Trees)

Shady Grove Presentations:

Solar initiatives and efficient boilers at Fritz Greenhouse, Wayne Crump

Saddlebrook Presentation:

Zero Waste Event Policy at Brookside Gardens, Ellen Bennett

Summary – John Nissel

Question and Answer Session

Sustainability Central

Staff and User Involvement Communications

<http://www.montgomeryplanningboard.org/sustainability/>

Based on input from the participants at the training session a website portal was developed to foster communication with the staff

The site is in development with the key data available as a resource for the staff

- [Sustainability Practice 6-40](#)
- [Celebrating Sustainability PowerPoint](#)
- Montgomery Departments Sustainability Coordinating Committee
 - [Committee Contacts](#)
 - [Content Workgroup Teams](#)
 - [Work Group Descriptions](#)

Sustainability Resources

- [My Green Montgomery](#) (Montgomery County)
- [Your Guide to Green Living](#) (Montgomery County)
- [Policies for Shareable Cities](#)
- [World watch State of the World: Transforming Cultures](#)
- [World watch State of the World: Is Sustainability Still Possible?](#)
- [Guide to Going Local](#)
- [Guide to Sharing](#)

Contact us

Send us your ideas and questions via [email](#).

Sustainability Practice Work Groups

Kick Off Presentation and Meeting: **November 19, 2013**

Content Experts as well as the Executive Committee met on November 19, 2013 for a kick-off meeting and information exchange at the Montgomery County Regional Office.

Introduction: John Nissel

Speaker: Doug Weisburger of the Maryland Department of Environmental Protection discussed culture change and implementing environmental sustainability to these changes.

Sustainability Review: Richard Anderson followed by Q&A with content experts.

Work Group Tasks:

- Identify current sustainable practices/policies
- Collect data on current sustainable practices/policies to include performance metrics
- Identify areas of enhancement current sustainable practices/policies
- Identify new areas for expansion of sustainable practices/policies
- Identify barriers to broader implementation
- Identify steps for implementation
- Determine benefits of new initiatives as they pertain to the three pillars of sustainability

Break-out to groups: There was a quick introduction to each content expert then each group met together to set up a meeting time for early January 2014 and had discussion within each work group.

Goal was set to complete this process by March 2014.

Sustainability Content Work Group Meeting Schedule

<u>Work Group</u>	<u>Group Lead</u>	<u>Date</u>	<u>Location</u>
Employee Education, Training & Engagement	Amanda Matheny	Friday, January 3, 1:30-2:30	MRO 1 st Floor Conference Room 118
Community Patrons Education & Engagement	Henry Coppola	Wednesday, January 8, 10:00am	Parkside Library Conference Room
Utility/Energy Conservation	Ron Turner	Tuesday, January 14, 7:30am	Shady Grove
Fleet Management Conservation	Wayne Sonnenberg	Wednesday, January 8, 10:00am	Shady Grove Bldg. A Conf. Room
Water Conservation and Management	Mark Symborski		
Sustainable Acquisition and Use of Agency Supplies	Ann Baker	Thursday, December 5, 10:00am	Parkside Executive Conference Room
Recycling and Solid Waste Management	Jim Corcoran	Monday, January 6, 10:00am	Shady Grove Bldg. A Conf. Room
Natural Resources and Habitat Preservation	Holly Thomas	Wednesday, January 13, 11:00am	Shady Grove
Sustainable Infrastructure & Natural Areas	Gerry Barrick	Tuesday, January 7, AM	Parkside
Health & Wellness	Kathy Stevens	Week of January 27	Shady Grove or Saddlebrook