

**GUNNISON COUNTY GREEN TEAM
MINUTES
December 16, 2009**

The December 16, 2009 Green Team meeting was held in the Sheriff's Conference Room in the Courthouse. Present were:

Rich Corbett, Facilities Supervisor
Ben Cowan, Assistant Finance Director
Mike Lee, IT Director
Debbie Moore, Personnel Director
Mike Pelletier, GIS Manager

CALL TO ORDER: The meeting was called to order at 2:10 pm.

PURCHASING POLICIES: Although Katherine Haase, who requested this agenda item, was unavailable for the meeting, those present discussed paper purchasing since Mike Lee had done some research regarding paper purchases. Currently, Resolution 94-29, endorsing the use and procurement of recycled paper and products, is the only Environmentally Preferable Purchasing policy that Gunnison County has in effect. It requires the use of recycled materials and display of the chasing arrow symbol provided the virgin alternative is no more than 5% less expensive.

Lee presented an alternative to use of post consumer waste in paper is now available. The Sustainable Forestry Initiative® (SFI®) label is a sign you are buying wood and paper products from well-managed, sustainable forests, backed by a rigorous, third-party certification audit. Although the fiber source is not recycled paper, the source of the fiber must be from a known, legal, certified and sustainable forest growth.

Additionally, it was discussed that higher brightness levels on the ISO scale generally increase the cost of paper purchased by the County. Lee brought samples of paper on the brightness scale from 92 to 113. Currently, the County is purchasing ISO 113 paper, which to the Green Team's naked eye, showed no noticeable difference from the ISO 92 paper. The current bulk paper purchased at the County is not recycled because recycled alternatives do not currently come within 5% of the \$4.195 per ream price. The Green Team will research paper prices from various vendors and determine whether an environmentally preferable product can be purchased within 5% of its alternative, keeping in mind that Policy 89-1 requires local purchasing provided the purchase can be made within 5% of its competition.

Ben Cowan reported that he wants to push that any purchasing policy should include language that environmental preferability does not just involve substituting a "green" product for another. It also involves whether a function needs to be performed (i.e. whether paper needs to be used or whether the printing can be altogether avoided) and how it can best be performed to minimize negative environmental and cost impacts.

This discussion will be continued on the next agenda when Administrative Services Manager Katherine Haase is present for discussion.

PAPER USE: The discussion then focused on the use of paper and how its use might be reduced. It was estimated that the County spends at least \$14,000 per year (based on the knowledge that photocopy paper purchases are approximately \$7,000 per year and it was estimated that paper purchases for departmental

computer printers was likely similar) on paper purchases, although the exact figure was not known at the meeting.

Three duplexing printers have been installed at the County, but one elected department has already demanded that their old one-sided printer be returned because they didn't want autoduplexing. Finance has just installed a duplexing printer and has found it is a great addition. Although there are some reports (i.e. large multi-page spreadsheets) that need to be one-sided, the user just needs to think a little prior to printing in order to manually select one-sided printing.

It was discussed that a possibly a policy should be created that mandates the use of duplexing printers unless it can be proved that the office MUST print one-sided due to legal requirements or because two-sided printing severely hampers the operations of the department.

Those present then discussed ways to motivate the reduction of paper use. Stickers placed on printer that say "Please think before printing" or something similar were considered, but the best motivator might be to make a game out of it, possibly starting a program that causes actual savings that are realized over the prior year to be distributed to the employees as a year-end bonus. This first year period would not generate any savings for the county organization, but would develop the most advantageous habits that should sustain themselves in following years. Just asking employees to reduce usage would not be as cost cutting in the long run. Savings could be realized by duplexing, not printing emails, scanning and emailing documents when available, using dual monitors when effective, avoiding printing pamphlets and documents that could be made available on the website, and utilizing the new electronic Document Management System which is slated for purchase during 2010. Debbie Moore will gauge Administration/BOCC support of this potential program before it is considered in more length. Other hurdles that will need to be discussed are whether employees that don't print or are part-time are eligible for the bonus as well as whether the increased, immediate demand for dual monitors, duplexing printers, scanners, etc. can be addressed.

RECYCLING EDUCATION: Ben Cowan reported that he believes it is a great time to educate the employees (and possibly the public) about recycling and/or composting since "pay-as-you-throw" programs are in use in the unincorporated county and the City of Gunnison is preparing to enact its new automated refuse system over the next month. Folks are primed to look for ways to reduce their trash bill and Cowan has found it difficult to find information about what can and can not be recycled and what form it needs to be in when it is dropped off at the Recycle Center or picked up curbside. He will determine what the best way is to educate county employees, whether by ORE's recycling guide, pamphlets from the Recycle Center or possibly workshops delivered by Recycle Center personnel.

He reported that he found during a recent visit to Boulder County, that they use very small trash cans and have huge recycling and composting receptacles available in the restrooms and hallways. They are doing a Zero-waste campaign within Boulder County that allows them to compost hand towels and lunch items in an attempt to reduce waste to 50% by 2010 and 0% (or "darn near") by 2025. They have very effective signs that list what can be placed in each receptacle.

NEXT MEETING'S AGENDA:

- 1) Conserve Energy Signage
- 2) Performance Contracting Update
- 3) Qualified Energy Conservation Bond Update inc. Biomass Boilers and Clean Energy Financing District
- 4) Purchasing Policies (continued)

- 5) Paper Savings Bonus
- 6) Commercial Hand Dryers

ADJOURN: The meeting adjourned at 3:00 pm.