



Agenda

Metro Sustainability Council

LA Metro HQ
William Mulholland
15th Floor
One Gateway Plaza
Los Angeles, CA

Agenda

- a. Welcome/Remarks: Chair (15 min)
 - Vice Chair Selection
 - b. Approval of Minutes: Chair (2 min)
 - c. LRTP Value Framework Presentation: Paul (10 min)
 - d. Green Procurement Update: Carolina/Craig (5 min)
 - e. Receive Comments for EV Implementation Plan: Andrew (5 min)
 - f. CAAP Adaptation and Resiliency Workshop: Andrina (75 min)
 - g. Action Items Log: Aaron (2 min)
 - h. General Public Comment (5 min)
-





Agenda

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Agenda

- a. Welcome/Remarks: Chair (10 min)
 - Update on Vice Chair Nominations
 - New Council Member Introductions
 - MSIP Workshop Reminder
 - Introduction of Interim Chief of Staff, Nadine Lee: Rick (2 min)
 - b. Approval of Minutes: Chair (5 min)
 - c. Form an Ad Hoc Stipend Committee: Chair (5 min)
 - d. Draft Candidate Climate Adaptation Strategies Presentation: Andrina (20 min)
 - e. Oral Green Procurement Policy Update: Carolina/Craig (15 min)
 - f. GHG Inventory/Forecast Presentation: Evan (10 min)
 - g. Action Items Log: Aaron (2 min)
-



MEETING MINUTES

Sustainability Council Meeting

Friday, January 11th, 2019

a. Welcome/Introductions (Chair Small)

- Council members' Self-introductions
- Community guests' Self-introductions
- New Council Member Self-introductions
- Introduction of Interim Chief of Staff, Nadine Lee

Chair Small: Announcement. The sustainability council team is a source of pride and provides excellent leadership in the field of sustainability. We are still taking nominations for Council vacancies, which can be emailed to Aaron Santos (SantosAa@metro.net).

A complete list of vacancies can be found in the agenda packet.

Christine Marez: MSIP Workshop Reminder. The MSIP workshop will take place on Monday, January 14th. There will be two sessions, morning and afternoon.

Comment (Cris Liban): These workshops are to receive feedback on the Metro Sustainability Implementation Plan (MSIP), i.e. what Metro is trying to accomplish in the next 5 years in context of Motion 57. This plan will eventually come back to the Sustainability Council for comments.

Q: (Cindy Montanez) How are contractors going to be involved?

A: (Christine M.) The main effort for MSIP is setting Metro's goals for the next 5-10 years, and one of the next steps will be to include an update on how contractors are affected by Motion 57

A: (Bryn Linbald) MSIP will be presented to the Council in March, and then taken to the Board in April.

Chair Small: Announcement. Encourages members of the Council to reach out to him with any questions or feedback.

b. Approval of Minutes (Chair Small)

Bruce Reznik: Comment. Will Wright marked as absent, but he was present and active in the last meeting.

A: (Chair Small) Request for Aaron S. and Cumming Team to make according changes.

Motion by Chair Small, 2nd Motion; Minutes approved pending necessary changes.



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c. Form an Ad Hoc Stipend Committee

Chair Small: Announcement. Those who would like to participate in this Committee should submit their names on notecard to Aaron S. Generally, Aaron is the Metro point of contact for coordination.

d. Draft Candidate Climate Adaptation Strategies Presentation (Andrina Dominguez)

Presentation can be found in the agenda packet.

Andrina Dominguez: Presents on the Metro Climate Action and Adaptation Plan (CAAP), focusing on risk Analysis and Adaptation Planning.

Introduction of preliminary climate risk analysis results, focusing on the main identified Climate Hazards

- Extreme Heat (Most pervasive risk identified)
- Electrical Outages (Note that although this is not a direct climate hazard, it is still important to take into consideration)
- Wildfire
- Heavy Precipitation
- Riverine Flooding
- Landslide/Mudslide
- Sea Level Rise/ Coastal Flooding

Data sourced mainly from Cal Adapt, but it is recognized that this is not an end-all source.

Outline of the following topics pertinent to this analysis:

- Risk Analysis Methodology
- Risk Analysis Results
- Extreme Heat Exposure Map
- Adaptation Approach for 2019 CAAP
- Adaptation Pathways

Council members to submit their choices for February CAAP workshop on provided cards.

Metro is looking for input from riders on climate related issues, please complete this short survey:
metro.net/climatesurvey

Feedback and Comments

Q: (Kristen Torres) Why does the heat map not show increased levels of heat surrounding freeways?



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A: (Andrina D.) We look at larger grids, rather than specific areas.

A: (Cris L.) This is also a Metro plan, so we are aiming to focus specifically on Metro assets.

(NEXT TOPIC)

Q: (Doug Dietrich) Have you taken into consideration that with more extreme storms, there could be higher winds?

A: (Andrina D.) We recognize that although these cannot be analyzed together, there are relationships between the two and wind is already a significant threat

Q: (Kimberly Colbert) Do you look at wind conditions vs wind speed (e.g. onshore flows vs Santa Ana winds)

A: (Andrina D.) The data available from Cal Adapt focuses on wind speed, but Santa Ana winds will be highlighted together with data deficiency

(NEXT TOPIC)

Q: (Hilda Blanco) What is the time frame?

A: (Andrina D.) It is through 2050

(NEXT TOPIC)

Q: (Bruce R.) You are looking at areas of extreme risk, but what about areas that are already at a high risk, even if it is not projected to get worse?

A (Andrina D.) This is important, we will take note.

(NEXT TOPIC)

Q: (Roy Thun) Comment. The frequency component of resiliency is under looked. We face issues with infrastructure on a larger scale when detrimental events are more frequent, and even when the events are not as damaging but more frequent. For example, we can look at the issues that arose in Texas after taking back to back 500-year floods. Even back to back 50-year events could have significant damage to infrastructure. Additionally, you can find frequency data through NOAA.

(NEXT TOPIC)

Q: (Cindy Montanez) How do you deal with the human element? It is important to acknowledge that some communities will be more adversely affected than others. There needs to be an emphasis on low income, high risk communities. Suggestion to create a map that would capture how communities interact with assets at risk.



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A: (Andrina D.) This point is certainly not lost on us. We have heard stories of operators close to suffering heat stroke on the Orange Line.

A: (Cris L.) This analysis is not done in a vacuum, we are also looking at community resilience for our resiliency policy. Thus, while this study is infrastructure-focused, we want to incorporate the human element, as it is very important to us.

A: (Bryn L.) Supports taking a people-focused approach, as well as how air quality issues arising from fire and drought can affect communities.

Q: (Kat Janowicz) Comment. It may be beneficial to compare with the CAAP of Long Beach.

(NEXT TOPIC)

Q: (Cindy M.) How do you classify drought?

A: (Cassie Bhat) Actual Metro infrastructure is not sensitive to drought, but drought increases risk of fire which could cause severe damage to infrastructure.

Q: (Cindy M.) Follow-up comment. Drought can also negatively affect green space, which could lead to a negative effect on people/communities.

(NEXT TOPIC)

Q: (Jack Sahl) Metro does a variety of contingency planning around risk, some of which overlaps with this topic. How do you manage that?

A: (Andrina D.) We have partnerships with Security and Emergency Management Team, who are currently in the process of procuring an All Hazards Risk Assessment for the agency. And we are working closely with them to ensure information is shared.

A: (Cris L.) Comment on the framework. We need to be aggressive in our mitigation strategies to conform with the Paris accord. At the same time, we need to recognize that we are one of many jurisdictions that contribute to climate, so we need to seriously consider adaptation as well.

Q: (Bruce R.) Would like to see a summary of comments, in a few bullets, pertaining to each presentation as a streamline method for reminding council members on what was said.

(NEXT TOPIC)

Q: (Jennifer Kropke) Can we make time for public comments on EV implementation?

A: (Chair Small & Cris L.) Approved per Brown Act, we will make room for this discussion at the end of the meeting

Additional comments to be submitted on comment cards or via email to Aaron Santos
(SantosAa@metro.net)



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e. Green Procurement Policy Update: Carolina/Craig

Carolina and Craig give an update on Green Procurement Policy, touching on opportunities that have been identified. Innovation has risen unexpectedly from existing procurement practices, and we want to learn from this kind of innovation.

Craig Reiter: We want to understand how people are successful in implementing sustainability practices. For example, in the Chemical Committee, suggestions on sustainable alternatives often come from end users, and are then brought to the attention of the committee. This kind of “trickle up” effect will be important for Capital Projects, so we can incorporate sustainability right away, rather than having to go back and fix issues. We are developing tools in a variety of niches, and it is impressive that there is individual initiative to use the tools provided.

Carolina Coppolo: The social aspect is one of the central pillars of green procurement, and this is something that is demonstrated through small business programs, of which we are very proud.

Feedback and Comments

Q: (Jack Sahl) Comment. Many suppliers already have sustainable practices, and you should talk to them and other non-Metro organizations on how they approach procurement.

Q: (Kat Janowicz) Recommendation to consider waste management through re-use and byproduct synergies in this policy.

(NEXT TOPIC)

Q: (Michael Samulon) Is the procurement centralized or does it stem from divisions? Also, is it online for the purposes of saving time and paper?

A: (Carolina C.) We are transitioning to online, but we do not do our requisitions digitally.

(NEXT TOPIC)

Q: (Doug D.) What consideration is given to packaging? Sustainable packaging could play a huge part in achieving a zero-waste goal.

A: (Carolina C.) This is something that we see happening in the future

Q: (Bryn L.) Would also like to see Motion 57 elements in this policy, such as high albedo materials and recyclable packaging.

(NEXT TOPIC)

Q: (Kat Janowicz) Poses a question to the process and how information is shared with interested bidders.

A: (Carolina C.) We will have a conference and make the information public and allow the contractors and small business see who to subcontract.



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Additional comments to be submitted on comment cards or via email to Aaron Santos (SantosAa@metro.net)

f. GHG Inventory/Forecast Presentation (Evan Rosenberg)

Presentation available in agenda packet.

Evan Rosenberg: Covers the topics of updated 2017 GHG inventory, GHG Displacement and Net Emissions Calculation, Analysis of trends, and GHG Forecasts

Feedback and Comments

Q: (Bruce R.) Points out that as we go through CAAP and mitigation measures, it is important not to lose sight of opportunities such as green infrastructure, which can contribute significantly.

A: (Michael Samulon) Points out that DWP still has a coal power plant.

(NEXT TOPIC)

Q: (Kat Janowicz) In my experience working with a transportation group, I found that it was hard to source data. I understand this is a Metro internal project, but would you consider looking at particulate/criteria pollutants? Also, there is different criteria for what is considered a “GHG,” and it would be helpful to know exactly what is being measured. Also, a lot of data is only available for small vehicles.

A: (Evan Rosenberg) The mitigation measures analysis has criteria pollutants incorporated, and it highlights co-benefits with GHG reduction. We used APTA recommended practices, combined with standard GHG emissions accounting practices, which will be explained in a detailed methodology section.

(NEXT TOPIC)

Q: (Kristen Torres) Comment. A county-wide emissions inventory is currently being done.

Q: (Kat J.) Is it a one-time inventory or continuous?

A: (Kristen T.) We are starting with one, but will consider more in the future

Q: (Kat J.) The Port of LA has specialized sensors that can continuously monitor air quality.

(NEXT TOPIC)

Q: (Charles Favors) What consideration are you giving to green spaces?

A: (Evan R.) We are focusing on Metro’s actual emissions

Q: (Doug D.) A line of greenspace around the transit corridor could offset emissions.



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A: (Evan R.) Greenhouse gas capturing is a separate calculation, and the focus of the study is not on that.

A: (Cris L.) Points out that APTA does recognize land use as an important factor, they just don't have calculations for it.

(NEXT TOPIC)

Q: (Doug D.) Do you normalize the data in the net emissions calculations?

A: (Evan R.) Yes, and annual reporting is normalized by vehicle revenue mile, which works well as a normalization factor.

(NEXT TOPIC)

Q: (Doug D.) How does this relate to procurement? Could there be a strategy where as part of our procurement we ask, "how will you help us reduce," and request vendors to provide a quantitative, measurable answer to this. Could we offer an incentive as well?

A: (Evan R.) This report will be a useful tool to do exactly that.

A: (Cris L.) We have a fair idea of what sustainability is for vendors. In terms of partnerships, we try to work this council and collaborate with the county, etc. We are always seeking to address the multi-faceted nature of sustainability practices.

(NEXT TOPIC)

Q: (Barbara Marquez) Is there a way to include Metro sponsors? We would like to translate this program to roadways as well.

Additional comments to be submitted on comment cards or via email to Aaron Santos (SantosAa@metro.net)

g. Action Items Log (Aaron Santos)

- Provide bullet summary of presentation comments

Aaron Santos: Points out that any updated items in the action log are highlighted in red.

f. Public Comment on EVs

Carlos De La Cruz (Sierra Club): Emphasizes that we have an outdated view of EV implementation. EVs have the potential to be the backbone of transportation infrastructure. Poses the question of how we can incentivize transit riders to choose electric, and how to incorporate EVs into the rideshare system (Uber). We also must consider prioritization of certain locations and increase the number of charging



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stations. Finally, we need to consider the cost-saving and environmental benefits of combining EVs with solar power and battery storage.

Meeting adjourned.



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ATTENDEE LIST

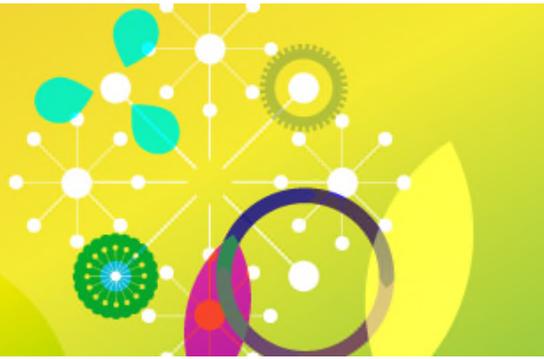
ATTENDED	COUNCIL MEMBER	NOT ATTENDED	COUNCIL MEMBER
Y	Joe Ablay	N	Anthony BROWER
Y	Cindy Montanez	N	Carolyn HULL
Y	Hilda Blanco	N	Elizabeth RHOADES
Y	Mark Kempton	N	Emily FREUND
Y	Debra Avila	N	Ghina YAMOUT
Y	Nadine Lee	N	Joel LEVIN
Y	Richard Clarke	N	Lauren FABER
Y	Thomas Small	N	Mark HUNTER
Y	Bryan Pennington	N	Michael SWORDS
Y	Doug Dietrich	N	Mike BAGHERI
Y	Berwyn Salazar	N	Patricia MENJIVAR
Y	Cat Janowicz	N	Pavitra RAMMOHAN
Y	Jack Sahl	N	Stephen CHEUNG
Y	John Harriel	N	Steven JOHNSON
Y	James Okazaki	N	Will WRIGHT
Y	Belinda Faustinos		
Y	Salem Afeworki		
Y	Roy Thun		
Y	Mehran Mazari		
Y	David Diaz		
Y	Peter Meng		
Y	Michael Samulon		
Y	Carolina Coppolo		
Y	Bryn Lindblad		
Y	Charles Favors		
Y	Kimberly Colbert		
Y	Caryn Mandelbaum		
Y	Yareli Sanchez		
Y	Cris Liban		
Y	Jennifer Kropke		
Y	Michael Kadish		
Y	Cody Rosenfield		
Y	Bruce Reznik		
Y	Aaron Santos		
Y	John Williams		
Y	Kristen Torres-Pawling		



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Sustainability Council
 FY19 DRAFT Meetings Arc
 As of *January 28, 2019*

Meeting	Agenda Topics	Outcomes
September 21, 2018	*New Metro Role	*Bylaws amended to reflect new Metro role
	*Motion 57 Progress Update	*All participants leave meeting with a basic understanding of Metro's current progress related to Motion 57
October 12, 2018	*Introduce Climate Action Plan (CAAP) Update topic *Oral Update on LRTP Outreach and Activities	*All participants leave meeting with a basic understanding of Metro's current practices related to CAAP, as well as best practices in this field (related to transportation projects), and challenges related to this topic. *Direction provided from the Council to Metro staff on developing initial recommendations on CAAP update; additional information needs identified *All participants leave meeting with a basic understanding of the LRTP development progress and provide feedback as part of the outreach effort.
November 9, 2018	*Introduce Resiliency Framework topic	*All participants leave meeting with a basic understanding of Metro's current practices related to Resiliency, as well as best practices in this field (related to transportation projects), and challenges related to this topic. *Direction provided from the Council to Metro staff on developing initial recommendations on a Resiliency Framework; additional information needs identified

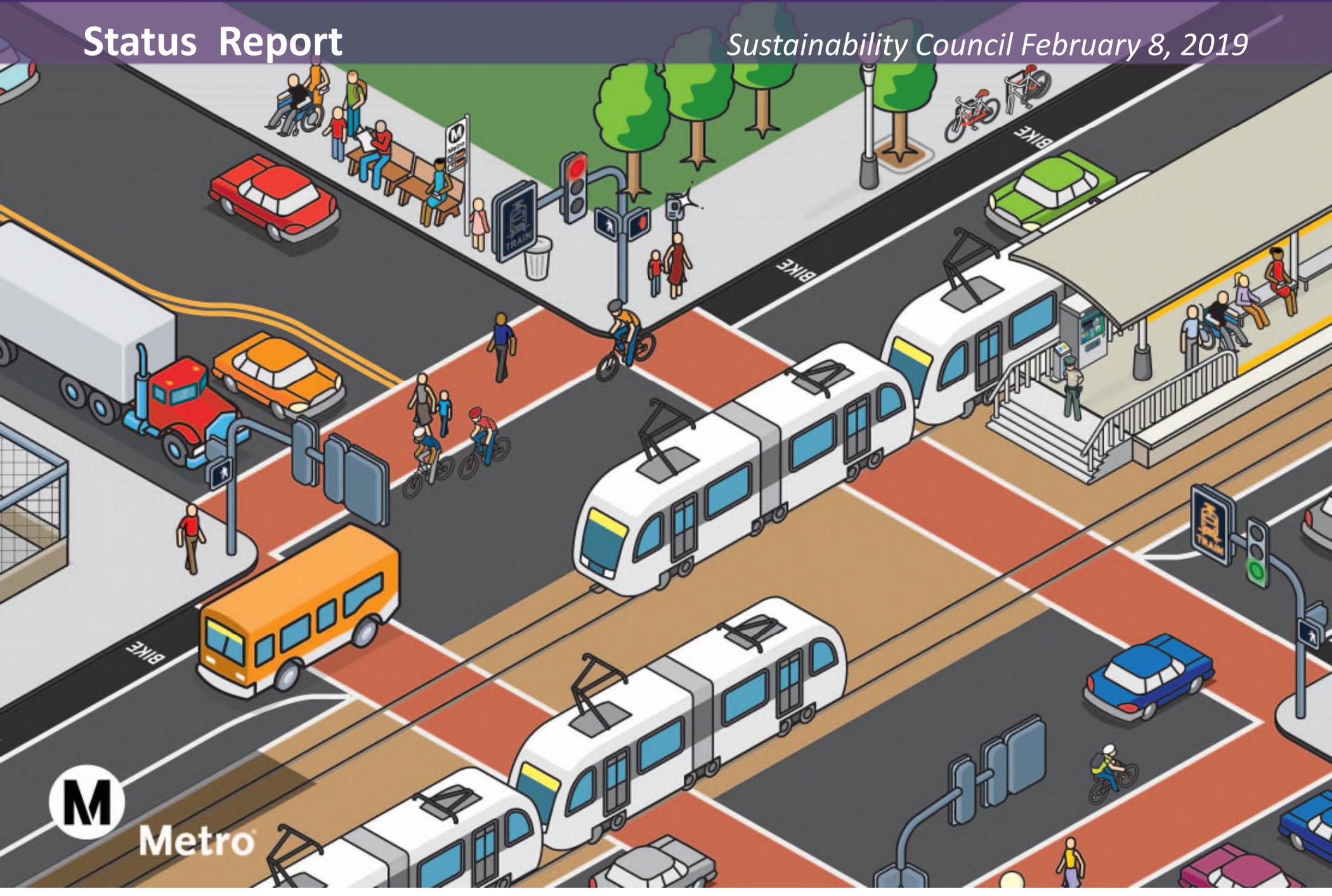
	<ul style="list-style-type: none"> *Introduce Green Procurement Policy topic *CAAP Workshop Prep 	<ul style="list-style-type: none"> *All participants leave meeting with a basic understanding of Metro's current practices related to Green Procurement, as well as best practices in this field (related to transportation projects), and challenges related to this topic. *Direction provided from the Council to Metro staff on developing initial recommendations on Green Procurement Policy; additional information needs identified * Distribute Council assignments to prepare for the December workshop discussion.
December 14, 2018	<ul style="list-style-type: none"> *CAAP Update: Introduce Candidate GHG Reduction Strategies *Draft EV Implementation Plan 	<ul style="list-style-type: none"> *Direction provided from Council to Metro Staff on GHG reduction strategies in a workshop format *All participants will leave the Council meeting with a basic understanding of Metro's current practices related to EV charging, Metro's future EV charging goals, and challenges related to this topic.
January 11, 2019	<ul style="list-style-type: none"> *Present draft Candidate Climate Adaptation Strategies; continue discussions re: CAAP Update *Present update to the Green Procurement Policy * GHG Inventory/Forecast 	<ul style="list-style-type: none"> *Feedback provided by the Council to Metro staff on draft Candidate Climate Adaptation Strategies; CAAP Update * Provide an update and receive feedback input on the methodology and results of GHG inventory
February 8, 2019	<ul style="list-style-type: none"> *Adaptation & Resiliency Workshop *Presentation on LRTP Values Framework * GHG Reduction Analysis 	<ul style="list-style-type: none"> *Feedback provided by the Council to Metro staff at the Workshop * All participants leave meeting with a basic understanding of the LRTP development progress, including the Values Framework and provide feedback as part of the outreach effort.

	<ul style="list-style-type: none"> *Draft Green Procurement Policy * County of Los Angeles Draft Sustainability Plan 	<ul style="list-style-type: none"> *Provide an update and receive feedback from Council on the GHG Reduction Strategies *Feedback provided by the Council on County Sustainability Plan
March 8, 2019	<ul style="list-style-type: none"> *Metro Sustainability Implementation Plan (MSIP) Update (Draft) - Motion 57 Progress Update *Final EV Implementation Plan 	<ul style="list-style-type: none"> *Consensus Comments received from the Council to Metro Staff on draft Chapters 1, 2, and 5 of the CAAP Update *Feedback provided by the Council to Metro staff on the draft Green Procurement Policy * All participants leave meeting with a basic understanding of Metro’s current progress related to Motion 57 as outlined in the MSIP update. *Consensus Comments received from the Council to Metro Staff on the draft EV Implementation Plan
April 12, 2019	<ul style="list-style-type: none"> *Adopt Green Procurement Policy *Receive & File Update of Motion 57 to the Metro Board 	<ul style="list-style-type: none"> *Consensus Comments received from the Council to Metro Staff on draft Chapters 3, 4, and Executive Summary of the CAAP Update *Green Procurement Policy recommendations & metrics adopted by the Council
May 10, 2019	<ul style="list-style-type: none"> *Adopt CAAP Update *Adopt Resiliency Framework 	<ul style="list-style-type: none"> *CAAP Update recommendations & metrics adopted by the Council *Resiliency Framework recommendations & metrics adopted by the Council
June 14, 2019	<ul style="list-style-type: none"> *Metro Board approval of CAAP Update & Resilience Policy *Draft FY20 Meetings ARC 	<ul style="list-style-type: none"> *All participants discuss potential policy topics for FY20 cycle

Long Range Transportation Plan Update

Status Report

Sustainability Council February 8, 2019



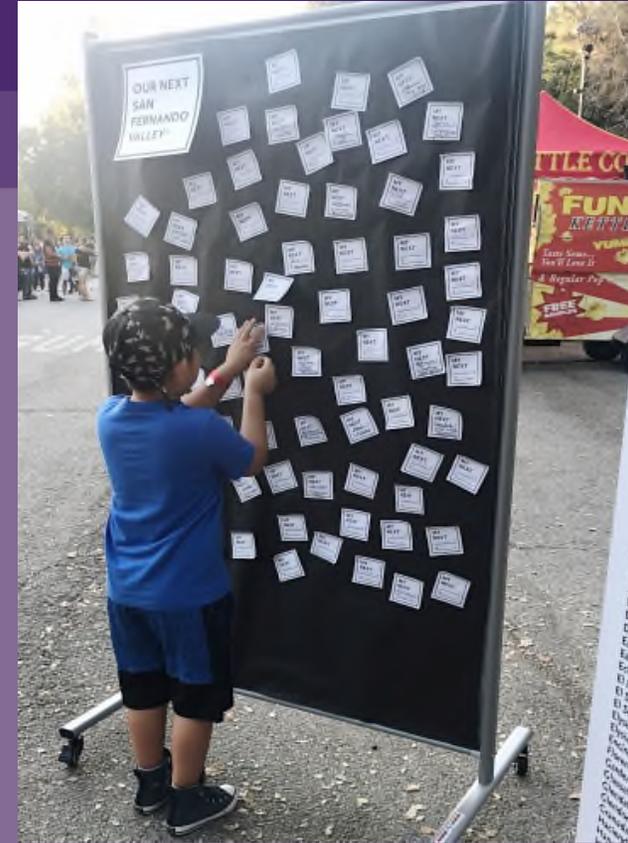
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Outreach Summary (Phase 1)

- 35 Public Events
- 29,991 Calls (Telephone Town Hall)
- 50 CBO Connections
- Policy Advisory Council (PAC) Networks
- Social Media
- Major Employer Outreach

*County of LA, City of LA, LAX (LAWA), Various Cities, JPL
UCLA, USC, Cal State Long Beach, NBC/Universal, Etc.*

- 21,472 Total Surveys
- 3,857 Total Post-its



Phase 1: Open-Ended Listening

Top Things We Heard

- *Better Transit*
- *Less Congestion*
- *More Affordable*
- *Innovative Choices*
- *Safer/Complete Streets*

**OUR
NEXT
LA* is**
better transit.

By *better transit*, we mean faster, more frequent, secure and reliable public transportation, with more options and better customer experience.

**OUR
NEXT
LA* is**
less congested.

By *less congested*, we mean options to bypass traffic, better traffic flow and improved travel times for you.

**OUR
NEXT
LA* is**
for everyone.

By *for everyone*, we mean more affordable and inclusive, with access to housing, jobs, and more.

**OUR
NEXT
LA* is**
innovative.

By *innovative*, we mean innovative solutions like apps and mobility services to provide more choices for getting around.

**OUR
NEXT
LA* is**
complete streets.

By *complete streets*, we mean corridors for all travelers with fewer potholes, more greenery, bike lanes, better sidewalks and safer crossings.

**OUR
NEXT
LA***
is .

If you don't see your top five priority categories above, tell us what matters most to you.

Phase 2 – Stakeholders Vote Their Top Priorities

Online tool at OurNext.LA

We heard you. And now we need your help in refining future choices.

Details on the top five areas of focus, based on your feedback, are below. Please drag & drop to rank your own priorities for Our Next LA*.

☰	<input type="text"/>	Better transit
☰	<input type="text"/>	Less congested
☰	<input type="text"/>	Affordable and inclusive for everyone
☰	<input type="text"/>	Innovative mobility choices
☰	<input type="text"/>	Safer and complete streets

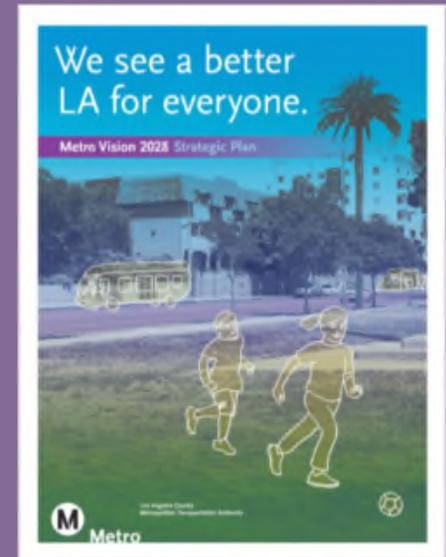
Submit



A Mobility Plan to Access Opportunity Module

Framework Provides the Following:

- Overview of what Metro will achieve through LRTP
- Explains the relationship between LRTP and Metro Vision 2028 Strategic Plan
- Both Plans are aligned to achieve Metro goals
- LRTP has significant distinctions:
 - Financially constrained
 - Longer time frame to support Measure M delivery
 - Application of federal and state air quality requirements



Next Steps

- **Phase 2 of Public Engagement**
 - Focused on establishing priorities to build a values framework (*Early 2019*)
- **Draft Values Module Framework**
 - Provide a framework for performance based decision making (*Spring 2019*)
- **Draft LRTP Baseline Understanding**
 - Present baseline conditions and travel patterns (*Spring 2019*)
- **Scenario Testing and Results**
 - Test future alternatives such as congestion pricing (*Summer 2019*)



Los Angeles County Metropolitan Transportation Authority (Metro) Sustainable Acquisition Program: Summary Framework

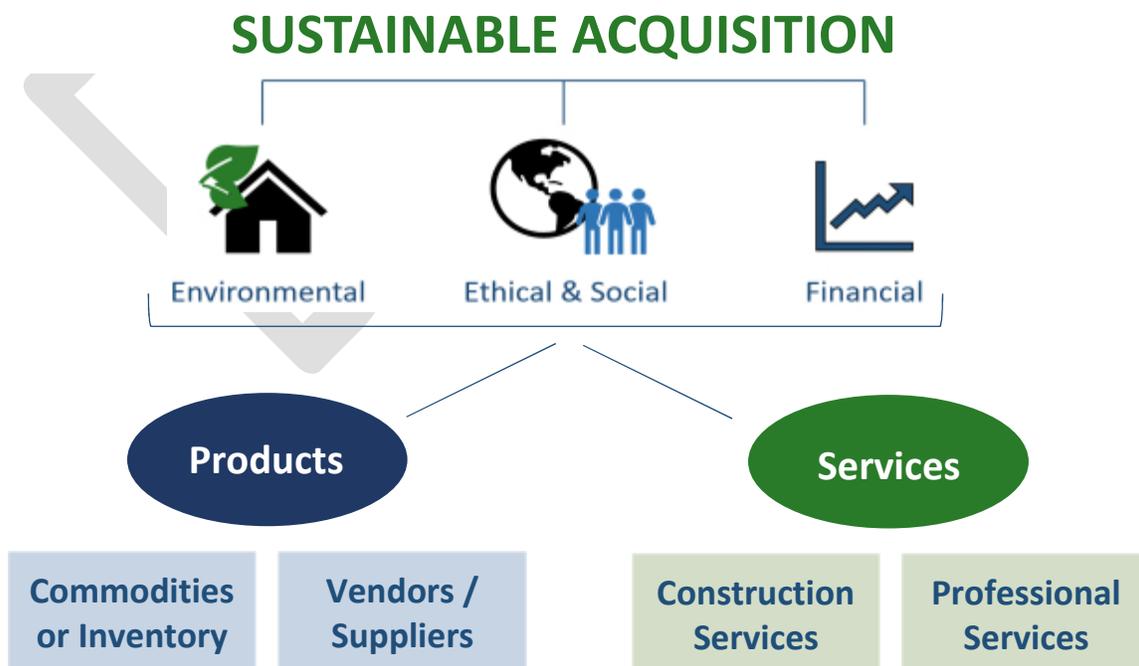
I. Purpose

The purpose of this document is to summarize the key concepts and elements of a Sustainable Acquisition Framework for Metro, so that stakeholder input can help inform the creation of a Sustainable Acquisition Program that will be recommended to the Metro Board of Directors in June 2019.

The purpose of a Sustainable Acquisition program is to leverage the procurement process as a means to drive environmental, social, and ethical outcomes when obtaining products and services at Metro, and to promote sustainability leadership in the transportation marketplace.

II. Background: Sustainable Acquisition at Metro

Sustainable Acquisitions may consider the triple bottom line factors of fiscal responsibility, social equity/business ethics and environmental stewardship in Metro acquisitions (see graphic below). Sustainable Acquisition considers the potential social or environmental impacts of products and services, as well as the management and operational practices of vendors along key points in the program.





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Sustainable Acquisition means Metro wants to obtain products and services that offer competitive prices, are of good quality and that are fit for functionality, as well as any practical sustainable features and benefits, while Metro maintains its commitment to fiscal responsibility. Additionally, it means that Metro wants to encourage vendors to adopt sustainability leadership practices in their operations.

Metro is familiar with social and ethical programming through operation of its Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), and Medium Size Business programs through requirements that vendors and subcontractors must meet minimum standards for fair labor practices and environmental compliance. The environmental pillar of Sustainable Acquisition, often called 'green procurement' is much less mature and will be the focus of early program development and implementation.

Sustainable Acquisition is a facilitating process that directly supports Metro's Environmental Policy, the principles in Metro's Acquisition Policy, and an array of corporate strategic community, social, and environmental initiatives.

III. Sustainable Acquisition Priorities

Sustainability encompasses a broad range of issues including environmental preservation, social responsibility, and maintaining economic vitality. While Metro will consider a broad range of potential sustainability issues when and where relevant, the organization will give focus on:

1. Reducing energy use and associated greenhouse gases (GHG) emissions;
2. Limiting air pollution and conserve water;
3. Promoting zero waste, and the use of safer materials and chemicals;
4. Promoting small and medium size business participation;
5. Meeting accepted standards for safe working conditions, fair labor practices and ethical corporate behavior.

When practical, acquisitions will be considered from a triple bottom line perspective, considering efficiencies and savings gained through the use of more sustainable goods and services over the life cycle of the project or product, in addition to other factors identified in the evaluation criteria. The depth and complexity of any triple bottom line evaluations will be in alignment with the value, potential risk, and impact of the acquisition.

IV. Framework and Program Elements

This Sustainable Acquisition Program Framework (“Framework”) sets forth the expectations for Metro staff, suppliers, and other stakeholders with respect to social, environmental, and economic considerations throughout the acquisition process. The Metro Sustainable Acquisition Program will outline how Metro will endeavor to leverage internal procedures to achieve the sustainability objectives of the organization and support marketplace innovation and leadership while providing for continuous improvement.

The Program would include all or most of the elements illustrated in the graphic below.



V. Sustainable Acquisition Scope

Sustainable Acquisitions will follow a top-down, enterprise-wide approach, designed to enable Metro to make more sustainable choices in their acquisition efforts. The concepts are not limited to only certain categories and could be considered when acquiring products, services, and construction projects being contemplated by any of Metro’s departments.

VI. General Approach to Sustainable Acquisition

1. Any sustainability considerations must comply with Metro’s approved Acquisition Policy and all applicable laws, rules, regulations, and codes;



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2. Establish a cross-functional Sustainable Acquisition team to develop tools, resources and training requirements to help staff across the organization, and consultants that help define Metro requirements, to integrate appropriate environmental and social considerations, specification or requirements;
3. Where appropriate, reasonably consider the life cycle costs as well as the environmental and social impacts of the products and services it buys, and the projects it builds, as early as possible in the planning stages, and to meaningfully integrate appropriate social and environmental criteria and standards into the products and services specifications;
4. Meaningfully consider the sustainability practices of vendors within the acquisition process, in addition to the specific characteristics of their products or services;
5. Prioritize a set of products, services, and project categories that have high sustainability risk or opportunity associated with their lifecycle and then develop specific guidelines or standards that will drive sustainability performance improvements in these categories;
6. Develop approaches to Life Cycle Costing and Total Cost of Ownership based on best practices and as part of the development of broader sustainable acquisition tools, resources, and training;
7. Provide information to disadvantaged, small, and medium sized business enterprises regarding best practices, resources, and initiatives in the area of sustainability;
8. Play a leadership role in the region by collaborating with other local agencies as well as other sector and industry leaders to advance the practice of a sustainable acquisition program and stimulate sustainability innovation and transformation in the marketplace;
9. Communicate with vendors regarding best practices, resources, and initiatives in the area of sustainability;
10. Review and update guidelines and/or specifications related to sustainability on a periodic basis in order to meet best practices in green construction. This includes reviewing specifications to include measures identified in certification systems such as Cal Green Tier voluntary code, LEED, Envision, WELL, BOMA, Living Building Challenge, and INVEST;
11. Consider and apply construction contract requirements and performance structures to ensure that sustainability requirements are met or exceeded;
12. After establishing an Agency-wide baseline, set specific goals, measures, and targets that are annually reported to the Board and then monitor the performance and impact of the Sustainable Acquisition Program; efforts will be taken to measure both the processes used to incorporate sustainability into acquisitions and also a



reasonable measurement of improved environmental or social impacts or outcomes as a result of enhanced acquisition criteria.

VII. General Roles and Responsibilities

Sustainable Acquisitions is a partnership between all of Metro's departments such as, V/CM, ECSD, Operations, Planning, and Program Management. While initial development and management may rest with departments like V/CM and ECSD, its success and impact ultimately depend on internal client departments; the ones who make the critical decisions around product, service and project requirements. The program will ultimately be delivered in collaboration with all internal client departments, the vendor community, and other stakeholders. Specific roles and responsibilities are as follows:

Board, the CEO, and Senior Executive Leadership

- Incorporate sustainability life cycle costing approaches into the budget process;
- Develop long-range strategic plans for sustainability and sustainable acquisition;
- Approve annual goals and targets that flow down through the organization and work to meet the short, mid and long-range plans for sustainability.

Chief Vendor/Contract Management Officer

- Serves as partner organization for sustainable acquisitions within Metro to enable continuous improvement and periodic benchmarking;
- Help align sustainable acquisition with other Metro programs and initiatives;
- Support the sustainable procurement community through professional associations.

Vendor Contract Management Staff

- Ensure that solicitations and contracts meet established processes and requirements;
- Communicate with client staff reminding them to incorporate relevant sustainability considerations into solicitations and contracts;
- Help coordinate education of Metro staff and vendors on sustainable acquisition practices and assisting with data collection, compliance, and monitoring;
- Seek opportunities to recommend training for sustainable acquisition.

Departmental Chiefs

- Support utilization of the sustainable acquisition guiding principles during project planning, contract/purchase decisions, and standards/specifications development;
- Ensure project, program, and operations budgets are based on life cycle costing;



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- Support and participate in sustainable acquisition targeted data collection and reporting;
- Support and participate internal collaboration that facilitates procurement and process efficiencies;
- Ensure sustainable acquisition and related employee trainings;
- Support staff time for contributing to sustainable acquisition pilot projects.

Internal Departments and End Users

- Apply sustainable acquisition best practices when setting or reviewing mandatory or desirable specifications for products, services, or materials;
- Utilize sustainable acquisition best practices during project planning to deliver on Environmental Management System (EMS) requirements under ISO 14001, Sustainable Acquisition requirements under ISO 26000, as well as other sustainability criteria;
- Plan and advocate for budgets that support life cycle costing;
- Contribute to sustainable acquisition data collection as requested;
- Seek opportunities for profession-specific sustainability training.

Project Managers, Planning Staff and Design Professionals (e.g. Architects, Engineers, Consultants and Landscape Architects)

Within their scope of work, and when applicable:

- Incorporate sustainable acquisition best practices and prioritization strategies into project design, vendor selection, and material/product specifications;
- Utilize sustainable acquisition best practices during project planning and when revising standard drawings, details, and specifications;
- Plan and advocate for project budgets that support life cycle costing;
- Monitor project contractors, consultants, vendors, and suppliers on sustainable acquisition requirements and compliance;
- Contribute to sustainable acquisition targeted data collection as requested;
- Seek opportunities for profession-specific sustainability training.

All Metro Employees

Within their scope of work, and when applicable:

- Select goods and services which align with sustainable acquisition best practices;
- Contribute to sustainable acquisition targeted data collection as requested;
- Seek opportunities for sustainable procurement training.



VIII. Program Review and Reporting

A review of the Sustainable Acquisition program led by ECSD, V/CM, internal audit or other Departments, as appropriate, will occur every three years to ensure that it remains current with best practices and aligns with emerging Metro acquisition policies, procedures, and related programs. It will be benchmarked against international standards (e.g. ISO 20400) or equivalent best practices (e.g. SPLC Leadership Guidance in Sustainable Procurement).

Staff will report annually to the Board on progress towards a defined set of Sustainable Acquisition goals and targets, with support and data from Sustainable Acquisition program partners, internal clients, and ECSD. V/CM and program partners will use performance results, data from any internal audit functions, and stakeholder input to facilitate improvement of the program and implement process efficiencies. Key Performance Indicators (KPIs) will be reported annually as part of Metro's **Energy and Resource Report**. To enable effective reporting, Metro will invest in sustainable acquisition spend and impact data, optimize life cycle costing processes, and implement supplier evaluation tracking and other reporting tools in alignment with best practices management practices and recognized reporting frameworks (e.g. ISO 20400, GRI, APTA).

IX. Guiding Principles to Enable Successful Sustainable Acquisition

Finite Limits – Metro will adopt the practice of buying only what is needed and exploring sustainable alternatives to acquisition.

Assessed Value – Metro seeks the optimal balance of cost, quality and sustainability to meet Metro's requirements when making acquisition decisions.

Integration – Sustainable acquisition is an enhancement to current policies and procedures and should integrate appropriately with the Acquisitions Policy as well as other related laws, rules, policies, and procedures.

Full and Fair Opportunity – Ensure requirements are clear and issued in such a manner as to not restrict competition and promote transparency in decision-making.

Leadership – Implementing a robust Sustainable Acquisition Program takes time, commitment and resources. The efforts must be focused to:

- Ensure an open, transparent, and compliant process;
- Achieve value and continuous improvement on all categories of expenditure through a transparent and fair process;



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- Promote equity of opportunity;
- Promote innovation.

Innovation – The vast majority of environmental and social impacts occur in the supply chain therefore it is imperative to use sustainable acquisitions to drive innovation that will lead to an inclusive, low carbon future, based on principles of circularity.

X. Definitions

Acquisition – The acquiring by contract of goods (including but not limited to supplies, equipment and material) and services (including, but not limited to, construction public works, communication and planning projects) by and for the use of Metro through purchase or lease, whether the goods or services are already in existence or must be created, developed, demonstrated and evaluated. Acquisition begins at that point when Metro’s needs are established and includes the analysis and description of requirements, solicitation, and selection of sources, award of contracts, contract financing, contract performance and administration, and those technical and management functions directly related to the process of fulfilling Metro’s needs by contract. (Source: Metro Acquisition Policy).

Environmental Justice – Is the meaningful involvement of all people in decisions that can significantly affect their community. It also means that certain communities, regardless of race, ethnicity, income, national origin, or education should not bear a disproportionate burden from pollution from increased development or changing policies. (Source: Metro 2018 Energy and Resource Report)

Ethical behavior - Behavior that involves demonstrating respect for key moral principles including honesty, fairness, equity, diversity and human rights (Source: City of Portland policy).

Indicator – Measurable representation of the condition or status of operations, management or conditions. (Source – City of Portland Policy, which references ISO 20400:2017).

Life-Cycle - Consecutive and interlinked stages of a goods or service system, from “cradle to grave”, e.g., from resource generation and raw material acquisition through production, use, and final disposal. (Source – City of Portland Policy, which references ISO 20400:2017).

Life Cycle Cost – Means asking vendors to provide all costs associated with acquiring, operating, maintaining and disposing of a product, building or building materials.



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Life-Cycle Cost Analysis - Is a method for assessing the total cost of ownership of an asset or equipment considering all costs of acquiring, owning, maintaining, and disposing. LCCA assesses project alternatives that fulfill the same performance requirements but differ with respect to initial costs and operating costs, and are compared to select one that maximizes net savings.

Key Performance Indicator (KPI) – Demonstrates how effectively an organization is achieving success according to objectives; helps evaluate various functions and processes important to achieving goals (Source – City of Portland Policy).

Sustainability – Sustainability is achieved when we meet the needs of the present without compromising the ability of future generations to meet their own needs. When it comes to transportation, sustainability is focused on the continuous integration of decisions, infrastructure and services that optimize the transportation system to maximize efficiency, access, safety and performance while protecting worker rights and health and safety throughout the supply chain and minimizing natural resource use and negative environmental impacts. (Adapted from 2008 Metro Sustainability Implementation Plan).

Supplier Diversity – Aligns with Metro’s Small Business and Medium Size Business Programs.

Triple Bottom Line – An accounting framework which in addition to traditional measures of profits, return on investment, and shareholder value includes environmental and social dimensions. By focusing on comprehensive investment results—that is, with respect to performance along the interrelated dimensions of profits, people and the planet—triple bottom line reporting can be an important tool to support sustainability goals. (Source – adapted from: <http://www.ibrc.indiana.edu/ibr/2011/spring/article2.html> - originally defined by John Elkington – in Cannibals w Forks.)

Total Cost of Ownership (TCO) - is a financial estimate intended to help buyers and owners determine the direct and indirect costs of a product or system over the lifetime of its use and disposal (source: SPLC Model Policy and Handbook, 2018).



Metro Climate Action and Adaptation Plan (CAAP)

Adaptation Planning Workshop – Sustainability Council

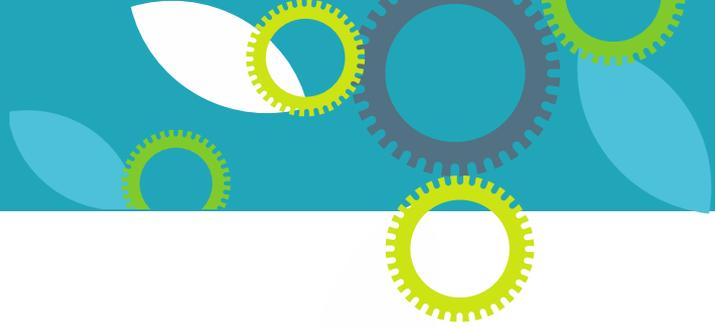


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February 8, 2019

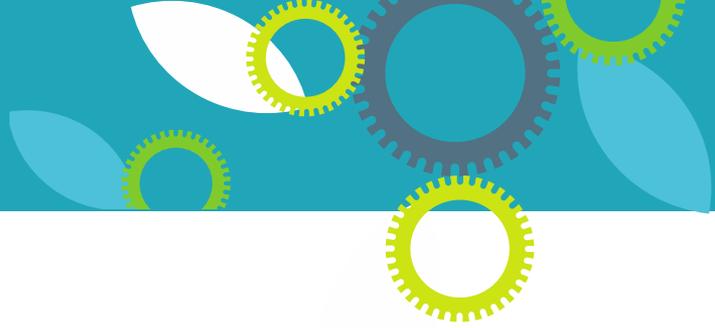
Project Overview

Month	GHG Inventory & Forecast	GHG Reduction Measures	Adaptation	Final CAAP
Dec	(-) Completed <i>final</i> inventory and forecast estimates	(-) Held Sustainability Council Workshop (-) Completed <i>final candidate measures list</i>	(-) Completed <i>draft</i> vulnerability and criticality assessment	
Jan		(-) Complete <i>draft</i> measure analysis	(-) Present <i>preliminary results</i> to Sustainability Council	
Feb		(-) Complete <i>final</i> measure analysis/ report writing	(-) Hold Sustainability Council workshop	(-) Complete <i>draft</i> CAAP
Mar				(-) Present <i>draft</i> to Sustainability Council
Apr				(-) Present revised version to Sustainability Council for approval
May				(-) Report production (-) Sent to Board



Workshop Introduction

- **Purpose of workshop:**
 - **Introduce draft flexible adaptation pathways**
 - **Seek Sustainability Council input on draft pathways**

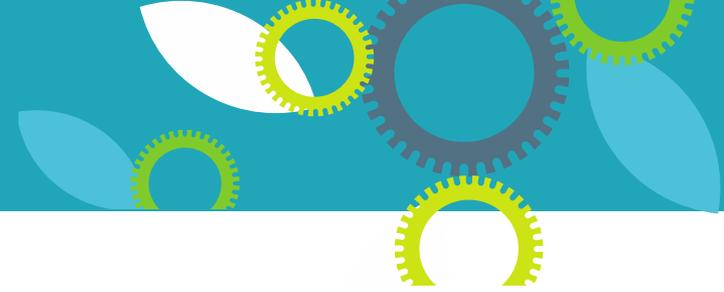


Workshop Introduction

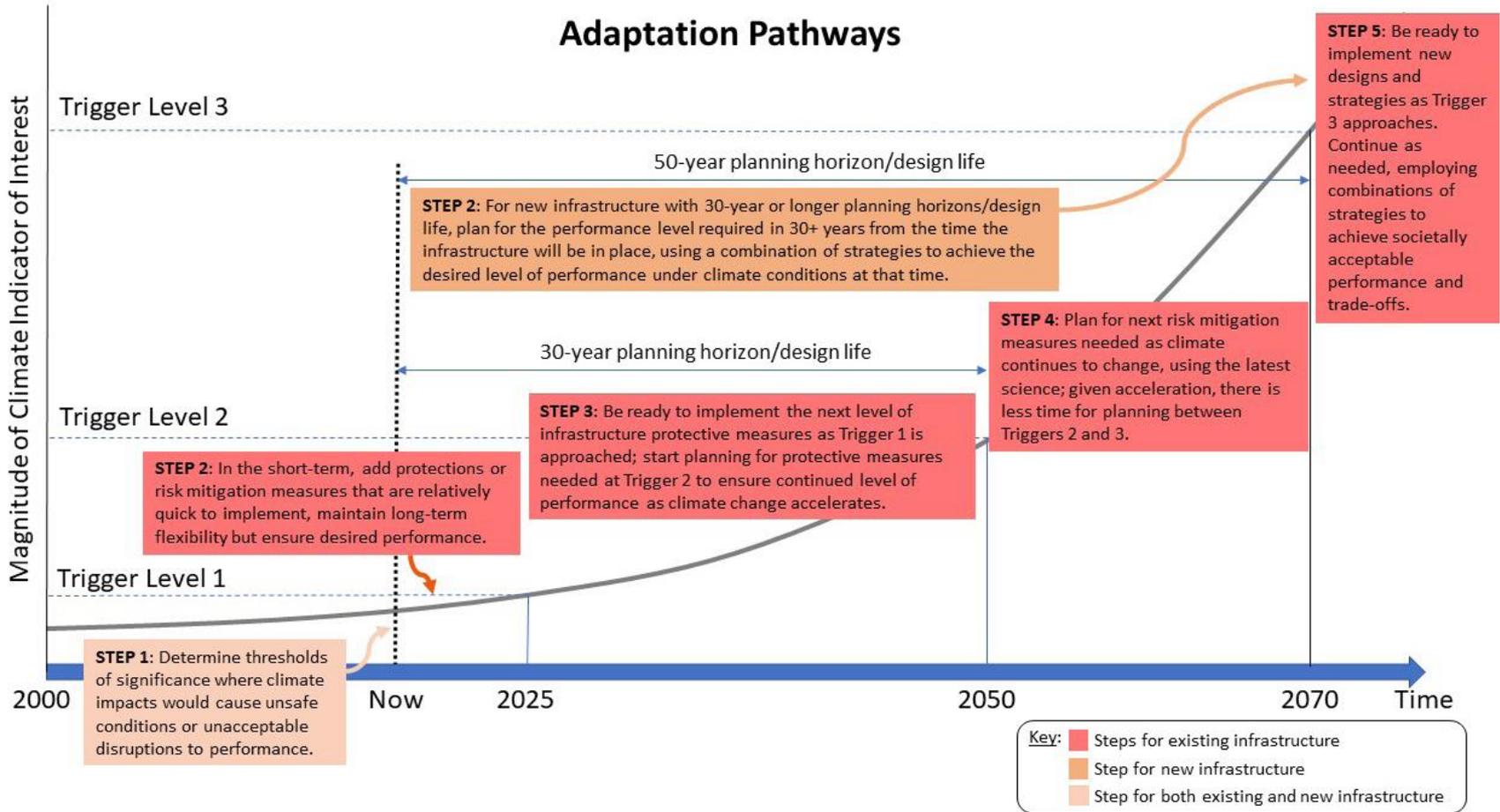
Time	Activity
9:35	Introduction, Aims, and Objectives
9:45	Split into small groups
9:50	Small Group Discussions
10:35	Move from small groups to plenary
10:40	Small Group Reporting & Plenary Discussion
10:55	Next Steps and Close

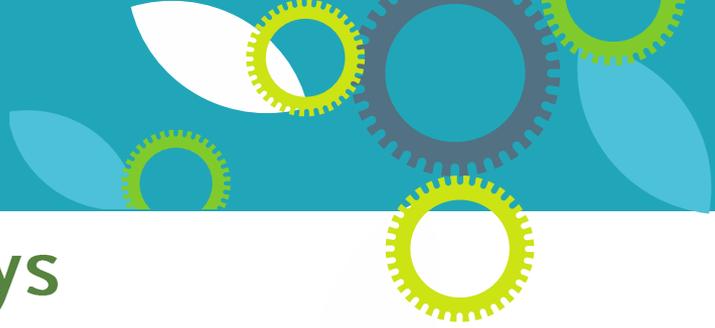
Recap of Adaptation Approach for 2019 CAAP

- Metro is developing *flexible adaptation pathways*
- Rather than committing to a rigid set of adaptation measures today to deal with an uncertain future, the adaptation pathways will:
 - Outline foundational steps to take to monitor changes in impacts and identify key thresholds
 - Show adaptation measures to consider when thresholds are exceeded, triggering action
 - Take into account how different adaptation measures may be appropriate under different conditions—e.g. when different thresholds are met



Adaptation Pathways





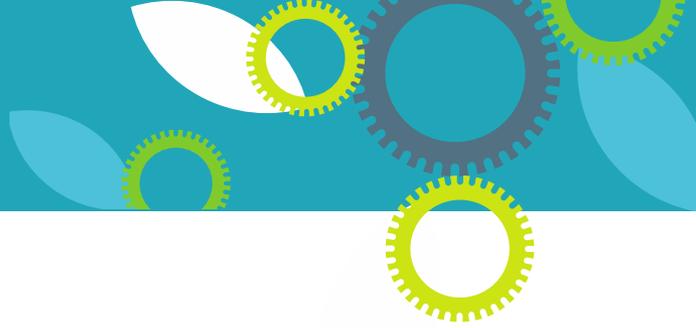
Development of Draft Pathways

- **Metro developed example pathways relevant to different disciplines in Metro:**
 - **Asset management, O&M, & procurement**
 - **Planning, design, & engineering**
 - **Emergency planning & disaster response**

Development of Draft Pathways

- Example pathways used as starting point to develop new/improved pathways at Jan. 22nd Metro workshop





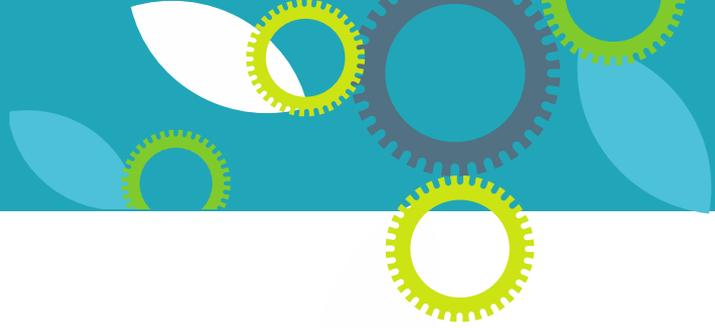
Breakout Sessions

- **Asset management, O&M, & procurement**
25th Floor, East LA Conference Room
- **Planning, design, & engineering**
15th Floor, Mulholland Conference Room
- **Emergency planning & disaster response**
25th Floor, Highland Park Conference Room

Please return to this room by 10:40am!

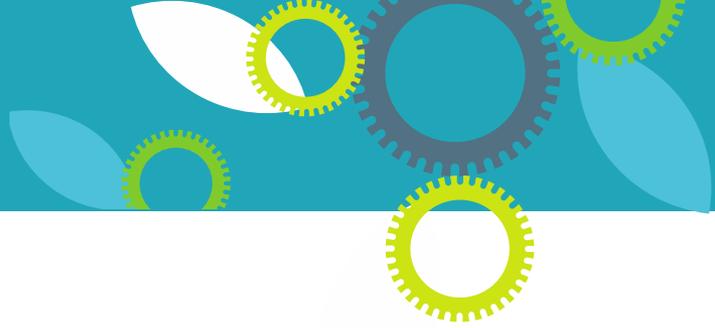
Small Group Discussion Questions

- **Initial reactions?**
- **What are the key partnerships within/beyond Metro needed to implement the adaptation pathway?**
- **What are potential barriers to the pathway? Are there also potential opportunities that the pathways may open up?**
- **What are the other key barriers/opportunities for implementation?**



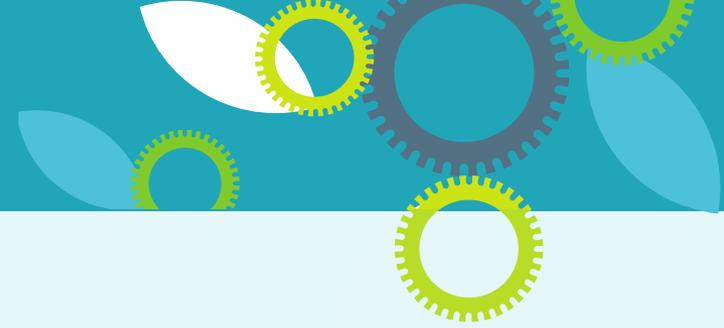
Plenary Discussion

- **Breakout group reports:**
 - **Asset management, O&M, & procurement**
 - **Planning, design, & engineering**
 - **Emergency planning & disaster response**



Next Steps

- ***February:* CAAP Drafted**
- ***March:* Draft will be sent to Sustainability Council for feedback**
- ***April:* Sustainability Council will be asked to approve revised version**
- ***May:* Report production**
- ***June:* Final CAAP will be presented to Board for approval**



Thank you!

CAAP Adaptation and Resiliency Workshop

Highland Park Conference Room	East LA Conference Room	William Mulholland Conference Room
25th Floor	25th Floor	15th Floor

Emergency Planning & Disaster Response	Asset Management, O&M, & Procurement	Planning, Design, & Engineering
Andrea Baker	Hilda Blanco	Bruce Reznik
Cody Rosenfield	Joel Levin	Anthony Brower
Doug Dietrich	Peter Meng	Belinda Faustinos
James Okazaki	Preeti Verma	Berwyn Salazar
Kat Janowicz	Salem Afeworki	Bryn Lindblad
Lynda Bybee	Charles Favors	Joe Ablay
Roy Thun	David Diaz	John Harriel
	Jack Sahl	Kimberly Colbert
	Mark Kempton	Kristen Torres-Pawling
	Patty Menjivar	Mehran Mazari
	Will Wright	Michael Kadish
		Michael Samulon
		Pavitra Rammohan
		Yareli Sanchez

*Filtered by 1st Choice

Action Items Log

Meeting Date:	Status	Council Member	Comment	Metro Response
11-Jan-19	Closed	Bruce Reznik	Request to include main comments discussed for all presentations to the meeting minutes.	DONE: Moving forward, staff will provide feedback on previous main points discussed prior to all future presentations.
14-Dec-18	Closed	Belinda Faustinos	Request to look further into partnering with other organizations to see if its feasible to provide stipends to NGO's.	DONE: Metro does not provide compensation to Council members, but would be glad to provide information.
14-Dec-18	Closed	Bruce Reznik	Request to move the Receive and File Update of Motion 57 to the Metro Board to provide sufficient time for discussion on Motion 57 Progress Update.	DONE: Receive and File Update of Motion 57 to the Metro Board has been moved to the 4/12/19 SC meeting as reflected on the ARC.
14-Dec-18	Closed	Bruce Reznik	Request to provide a list of vacant seats that did not receive nominations.	DONE: The Council's membership list provided on 1/3/19 was updated to reflect current vacant seats.
12-Oct-18	Closed	Caryn Mandelbaum/Bruce Reznik/Belinda Faustinos	The EJ seats remain vacant. To receive better participation from the EJ group, can we explore possibility on participation stipends.	DONE: Metro does not provide stipends to Council members but now that we have received two applications for the EJ vacancies, we have full primary participation in all categories from NGO's.
12-Oct-18	Open	Belinda Faustinos	Update on the RAMP/RCIS plan	IN PROGRESS: Working to schedule a meeting with Caltrans to discuss a collaborative effort on the RAMP.
12-Oct-18	Open	Michael Samulon	Encourages Metro to include an annual benchmarking against the updated path to reach numbers on the CAAP	DONE: GHG benchmarking and climate action updates are included in annual Energy & Resource Report
12-Oct-18	Closed	Joel Levin	Incorporation of LA Metro EV Implementation Plan on Meetings ARC	DONE: Has been added to the ARC for the 12/14/18 meeting.
12-Oct-18	Closed	Hilda Blanco	Thoughts on publishing the CAAP	DONE: Once CAAP is approved, it will be posted on Metro's website.

Meeting Date:	Status	Council Member	Comment	Metro Response
12-Oct-18	Closed	Caryn Mandelbaum	Request of a timeframe on Motion 57 updates	DONE: Motion 57 Progress Update is scheduled for the 3/8/19 meeting. We will provide monthly informal updates.
12-Oct-18	Closed	Michael Samulon	Request to provide an LRTP Toolkit	DONE: Was sent to council members on 10/24/18.
12-Oct-18	Closed	Bruce Reznik	Request to provide Paul Backstrom's notes on LRTP Update	DONE: Notes attached to the Meeting Minutes for 10/12/18.
21-Sep-18	Closed	Bryn Lindblad	Request of a Meetings ARC	DONE: Provided Meetings Arc at the 10/12/18 meeting.