



Commissioner Chris Trubac
Barbara Andersen
Nichole Biber
Fred Cowles
Sarah Mullkoff
Andrew Nowicki
Matthew Lincoln
Brenda Gray

THE ENVIRONMENTAL AFFAIRS COMMISSION WILL MEET ON MAY 25, 2022 AT 5:30 PM IN CONFERENCE ROOM D & E OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of April 27, 2022 Draft Minutes

Additions to the Agenda

Limited Public Comment

1. Feliz Rodriguez – Diversity Equity and Inclusion Director
2. Energy Audit Update
3. Letter to Ingham County Communities Receiving ARPA Funds

Announcements

Public Comment

Adjournment

ENVIRONMENTAL AFFAIRS COMMISSION

April 27, 2022

Draft Minutes

Members Present: Trubac, Biber, Cowles, Mullkoff, Nowicki,

Members Absent: Andersen (Virtual), Lincoln (Virtual)

Others Present: Jared Cypher, Elaine Fischhoff, Tim Morgan, Nicole Wallace

The meeting was called to order by Commissioner Trubac at 5:33 p.m. in Conference Room D/E of the Human Services Building, 5303 S. Cedar Street, Lansing Michigan.

Approval of Draft Minutes

The minutes were approved.

Additions to the Agenda

Added Agenda Item #3 Environmental Priorities Letter

Limited Public Comment

None.

1. Ingham County Parks (Presentation)

Tim Morgan & Nicole Wallace, from Ingham County Parks, gave a presentation detailing several sustainability projects the parks are working on or have already completed. This includes replacing gas operated equipment with electric, building natural shorelines, and ensuring new projects are energy certified.

2. Staff Person Draft Job Description (Discussion)

The commission discussed revisions to the requested staff person job description. It was discussed approving this job description, with some revisions, so it could be ready for county meetings taking place before our next meeting.

MOVED BY COWLES, SUPPORTED BY MULLKOFF, TO DELEGATE AUTHORITY TO THE CHAIRPERSON TO WORK WITH THE CONTROLS OFFICE TO FINALIZE THE JOB DESCRIPTION BASED ON DISCUSSION FROM THIS MEETING.

THE MOTION CARRIED UNANIMOUSLY

3. Environmental Priorities Letter

Cowles proposed sending to Lansing, East Lansing, and other jurisdictions in the county, a letter discussing the commissions work and some proposed projects that have been discussed. Discussion followed.

Announcements

Mulkoff announced that EGLE's EJ Screening tool is currently open for public comment until May 16th.

Public Comment

Elaine Fischhoff expressed mentioned several proposals/observations including:

- The Lansing Mayor did not mention climate nor sustainability during his address
- The sustainability manager in Lansing relies on grant funding
- Including in the staff person job description that the job is looking to help define the position
- Lansing's top ten capital projects for the next five years, none of which mention renewables

Elaine also expressed that she would like to see more communication with the Board of Water and Light (BWL)

Adjournment

The meeting was adjourned by Chairperson Trubac at 7:34pm.

INGHAM COUNTY ENERGY SUSTAINABILITY PROJECT UPDATE

Wednesday, May 25, 2022

Executive Summary

The status of what has been accomplished so far would include but is not limited to the following:
The contract with Bureau Veritas was fully executed on March 22, 2022. On May 3rd, we had an in-person kick off meeting to introduce BV to the Ingham County team. I have attached a copy of the agenda including the topics that were discussed. Currently we are collecting the energy audit surveys, utility information, and other documents as requested by our consultants. Once the data has been collected and sent over to our consultants, site visits will be scheduled.

Look Ahead:

- Site visits to be scheduled.

Thank you,

Richard Terrill
Ingham County Facilities Director

Energy Sustainability Project Kickoff

Ingham County - MI

Date: May 3rd, 2022,

Time: 8:00 AM

Location: Hillard Bldg.

Participants:

Bureau Veritas (BV)	Ingham County
Mr. Kaustubh Chabukswar; Program Manager	Mr. Richard Terrill
Mr. Irby	Mr. Joel Harthon
Mrs. Lia Knower	Mr. Troy Willard
	Mr. Peter Perez
	Mr. Victor Charlie
	Mr. Shane Churches
	Mr. Steve Cadwell Mr. Mark Fergason Mr. Tim Morgan Mr. Jared Cypher

Agenda:

- **Team Introduction**
 - Primary point of contact for client and BV
 - Scheduling coordinator from client
- **Scope Understanding**
 - ASHRAE Level II Energy audit
 - Energy and water savings measure
 - Utility baseline
 - Sustainability and Carbon Reduction
 - ESG Checklist related to Sustainability
- **Audit Process Flow**
 - Kickoff meeting
 - Scheduling
 - Pre-Survey Questionnaire
 - Site visits – Start date
 - Energy Audit data crunching
 - Draft report submission
 - Finals Deliverables
- **Site List**
 - Verify building classification types
 - Verify address for each property
 - Verify Utilities at each site
- **Site Visits**
 - Verify property – point of contact
 - Access requirements? Background checks? Restrictions on technology /ipads?
 - Verify typical hours of operations for staff
 - Constrains in schedule, site prioritization
 - Access to drawings



Energy Sustainability Project Kickoff

Ingham County - MI

- **Utility Data**
 - Availability of 24-36 months of utility bills
 - List of Master metered and direct metered facilities
 - Existing EPA Benchmarking Profile?
- **Documents Requested**
 - Capital improvements completed in last 5 years since the prior assessments
 - Prior PNA or Energy Audit reports, ADA surveys, Work Order Summary
 - Utility Bills for 100% of the common area utilizes and 10% of the tenants for the same identical 12-month duration
 - Drawings for New Sites
- **Other Concerns that BV should be aware of**
 - Internal energy reduction goals, proposed upgrades, past improvements within 5 yrs

▪ **Project Process Flow**

Phase	Days	Notes
Site Visit Duration	TBD	
Draft Report	Rolling	
Draft to Final Comments		60 Days max

Additional Questions:

- Primary use of database and how BV can help the Client in making the max use of the platform for capital planning
- Energy improvements at the property
- Utility Allowance calculations and data collection
- Preventive maintenance assistance?
- Pressure vessel compliance?

Appendix:



Energy Sustainability Project Kickoff Ingham County - MI

Facility Name	Address	City, State	Zip	SF
Mason Courthouse	341 S. Jefferson St.	Mason, MI	48854	39,713
Hilliard Building	121 E. Maple St,	Mason, MI	48854	45,000
Human Services Building	5303 S. Cedar St.,	Lansing, MI	48911	195,000
Veterans Memorial Courthouse/Grady Porter Building	303/313 W. Kalamazoo St.	Lansing, MI	48933	209,140
Ingham County Family Center	1601 W. Holmes Rd.	Lansing, MI	48910	47,773
Youth Center	700 E. Jolly St.	Lansing, MI	48910	16,500
Forest Community Health Center	2316 S.Cedar St.	Lansing, MI	48910	38,000
Animal Control Shelter	600 Buhl St.,	Mason, MI	48854	21,400
Drain Commissioner Office	707 Buhl St.,	Mason, MI	48854	10,874
Hawk Island Park Outdoor Lighting	1601 E. Cavanaugh Rd.,	Lansing, MI	48910	-
Lake Lansing Park South Maintenance Building	1621 Pike St.,	Haslett, MI	48840	1,500
Lake Lansing Park South Band Shell	1621 Pike St.,	Haslett, MI	48840	2,784
Burchfield Park Winter Sports Building	881 Grovenburg Rd.,	Holt, MI	48842	2,500

Energy Sustainability Project Kickoff

Ingham County - MI

Burchfield Park Outdoor Lighting Needs	881 Grovenburg Rd.,	Holt, MI	48842	-
Fairgrounds Main Arena	700 E. Ash St.,	Mason, MI	48854	35,200

Meeting Notes:

Letter to all Ingham County communities receiving ARPA funds

Many communities in Ingham County are receiving American Rescue Plan Act (ARPA) funds and are in the process of selecting projects to utilize those funds. The Ingham County Environmental Affairs Commission does not wish to interfere with that project selection, but wishes to express the desire for including project elements that will move the County towards environmental sustainability and the reduction in Green House Gas Emissions.

This is an unusual circumstance with the influx of significant federal funding to address the impacts of the pandemic and invest in infrastructure. It is a clear opportunity to make investments that will serve the citizens of our communities for a long time. These investments should not only improve the quality of life now, but for future generations as well. It means that the investments should drive mitigation of climate change and more efficient energy use.

Possible elements that could be considered in the selected ARPA projects include:

- HVAC to include heat pumps and/or solar
- Passive solar building design
- LED lighting
- Weatherize existing buildings to use energy more efficiently
- Install “smart thermostat” technology to use energy more efficiently
- Electric Vehicle charging stations
- Replacing ICE vehicles and equipment with EVs
- Landscaping utilizing native plants and trees
- Minimize the need for mowing grass
- Drainage that encourages infiltration
- Accommodations for public transit (to reduce driving)
- Connections to hike/bike trails (to reduce driving)
- Use recycled materials as much as possible
- Provide receptacles to encourage recycling
- Minimize use of petroleum-based fabric and other materials

The Ingham County Environmental Affairs Commission respects your decision-making process and does not wish to interfere in any way. We wish to emphasize the need to address the Climate Emergency by seeking partnerships with other governments to meet our shared goals. We would like to learn more about the actions you are taking to address climate resilience and what Ingham County can do to help.

Thank you for all you do to make Ingham County a wonderful place to live.