PBS ENGINEERING AND ENVIRONMENTAL INC.

Sustainability Program Annual Report 2023





PBS Sustainability Program Annual Report 2023

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From Your PBS Sustainability Advisory Team

The Annual Sustainability Report summarizes the PBS Sustainability Program's collective accomplishments from the previous year and sets a direction for the next. We encourage you to read the report in its entirety and provide us with any feedback you may have.

In 2023, the PBS Green Team focused on sustainability as it relates to PBS culture. We kicked off 2023 with a companywide survey focused on all Green Team initiatives with the goal of determining what sustainable topics PBS employees would like to learn more about and what sustainable initiatives they would like the PBS Green Teams to focus on. From this survey, we received great feedback and ideas of how sustainability can be further intertwined into both PBS culture and work. One common request was for the Green Team to provide updates on its accomplishments, as well as information on sustainable initiatives PBS staff could implement in the office and at home. In response to these requests, the PBS Green Team started posting weekly Green Team sustainability tips to the internal PBS website, the PBS Hub. The weekly tips ranged from seasonal gardening practices, the best ways to source sustainable products, and how to reduce energy usage in the home and office. We also started publishing a quarterly internal Sustainability Program and Green Team newsletter where we report on office initiatives, upcoming events, and ongoing community investment projects.

The PBS Green Team also spent 2023 diving into office-focused initiatives. Various PBS offices started to host recycling drives for hard-to-recycle items and implemented bulk snack containers, office compost programs, freecycle and donation tables, and more. The positive impacts of these initiatives were felt in the offices in which they were first implemented, but also companywide as they were put into practice in other PBS offices. The sustainability group also worked hard promoting the community investment initiative, ending the year with a diverse project portfolio and allocating all community investment funds available for 2023.

In the past, the PBS Sustainability Program focused on sustainability in terms of office-focused initiatives such as recycling programs, reducing single-use plastic, and giving back to our community. As we continue to develop and grow these initiatives, we also want to look at sustainability from a different perspective. PBS project work promotes sustainability every day. Our staff work on projects that remove contaminated soil from project sites to prevent downstream contamination, design fish passages to increase the salmon population, collaborate with industries on air permitting to prevent air contamination, and support the proper removal of asbestos from buildings to prevent asbestos fibers from entering the environment. In 2024, we will work to highlight how PBS project work directly relates to sustainable development.

Respectfully,

Your Sustainability Advisory Team

Elise Kittrell Tom Archer Emily Sleger



PBS & Sustainability

PBS strives to minimize our impact on the environment, both in our internal operations and in the work we do for our clients. We commit to regularly evaluating our impacts and implementing changes that help reduce the company's environmental footprint. We strive to educate our clients and encourage them to join us in creating a sustainable future.

PBS' Sustainability Program is loosely based on the principles of the Triple Bottom Line. These include measures of environmental, economic, and social indicators—**planet**, **profit**, and **people**. Our program was developed with these concepts in mind, and we continually explore new ideas to achieve our goals.



The Triple Bottom Line principle focuses on planet, profit, and people.

About the PBS Sustainability Program

PBS consulted several sustainability reporting programs and guidance documents to form a basis for the Sustainability Program. This included the Global Reporting Initiative (GRI), the Ceres Roadmap for Sustainability, the State of Oregon's Benefit Company and Certified B Corps criteria, and others. Currently, our program does not strictly adhere to any one standard, although we will continue to consult these programs for improvements. There is ongoing discussion between members of the Sustainability Program about the possibility of registering with one or more of these programs in the future.

ABOUT PBS

PBS has a staff of nearly 300 professionals in eight office locations in Oregon and Washington. We specialize in project management, building and site assessment, value engineering, project design, permitting, and construction oversight. Since 1982, we have offered quality, local staff and responsive services to public and private clients across multiple market sectors.

For more information about our services and our office locations, visit <u>pbsusa.com</u>.

The internal structure for the Sustainability Program consists of several elements that work in concert to set policy, implement policy and procedures, and track and report progress over time. This is not intended to be a top-down approach; everyone in the company is encouraged to participate at some level, and input from employees and stakeholders is encouraged.

While accountability for this program rests with PBS' senior leadership team, our employees play a critical role in its implementation and ultimate success. We endeavor to engage our employees to solicit ideas, assist with the day-to-day execution, and help integrate the paradigm of sustainability into the company ethos.

The PBS Sustainability Program focuses on several elements that are reflections of the planet, profit, and people principles. To protect our planet and limit our carbon dioxide emissions, each PBS office takes steps to **reduce our operational footprint** every day. To ensure employees are benefiting from working at PBS, the Sustainability Program offers multiple **employee engagement** opportunities throughout the year and has multiple **PBS Networks** to promote diversity at all levels. Through the **Community Investment Initiative**, **Community Service Initiative**, and **Charitable Giving Program**, PBS provides an avenue for employees to give back and to ensure PBS has a positive impact on the communities in which we work. PBS' profitability is intertwined with all the Sustainability Program's elements as we want to ensure we have a positive economic impact by providing a place for employees to continue to learn and grow while being committed to sustainable environmental practices and policies.

PBS Sustainability Program Structure

Board of Directors

To ensure the continual improvement and success of our Sustainability Program, the PBS Board of Directors (Board) provides oversight and accountability for corporate sustainability strategy and performance. The Board will also review information or make recommendations provided by the Sustainability Advisory Team (SAT) and act as necessary.

Sustainability Advisory Team

The SAT consists of three PBS employees. Positions are voluntary and the term of service varies. The SAT meets monthly to review current policies for effectiveness, evaluate opportunities for improvement, and make recommendations to the Board. The SAT also serves as a sounding board for employee concerns and proposals, and in some instances outside stakeholders. The SAT works with the Green Team to implement office sustainability measures.

Green Team

The 2023 Green Team consists of 19 individuals, 1 to 3 from each office location at a time, who oversee and implement sustainability initiatives at the office level. These various programs include but are not limited to recycling, energy and water usage, purchasing programs, paper usage, and social elements such as food drives, Lunch & Learns, and litter cleanups. The Green Team meets monthly to report on goal progress, hear SAT updates, and host open discussions to cultivate new ideas.

Reporting

The SAT reports regularly at companywide meetings to share updates and any new resources available to employees. Annually, a sustainability report is released to internal and external stakeholders.

Tri-Cities Green Team Sustainability Advisory Team Justin Ware Elise Kittrell Luissa Johnston Tom Archer Jesse Maxwell Walla Walla Green Team **Emily Sleger** Renea Parker Bend Green Team Abb<mark>ey Achziger</mark> Holly Burnett Maggie Lena<u>rt</u> Seattle Green Team Issaquah Green Team Sena Woodson Kim Clabaugh Katie Breyman Vancouver Green Team Raychel O'Hare Kameron DeMonnin Eugene Green Team Julianna Heppler Brian Wehner Janessa Sandoval Portland Green Team

2023 Sustainability Advisory Team and Green Team members.

Mason Kazer

Jillian Pihulak

Reducing Our Operational Footprint

All Offices

Below is a list of what our offices worked on throughout 2023.

- Decreased vehicle emissions with work-from-home flexibility
- Reduced paper usage by using PDFs to review documents
- Utilized low-energy lighting and movement sensors at some offices so lights automatically turn on and off
- Sourced paper products containing recycled content and from sustainable sources
- Set printers to automatically print double-sided, reducing waste
- Supplied reusable kitchenware, decreasing single-use products
- Reused packing materials
- Offered refillable pen options
- Used green-certified cleaning products
- Promoted the use of public transportation and commuting via bicycles
- Used virtual meeting platforms to reduce the need for transportation
- Used dishwasher to decrease water usage
- Used water/beverage dispensers in place of bottled water and canned beverages
- Used bulk snack dispensers to reduce waste from single-serving options
- Recycled batteries, plastic film, cardboard, paper, Styrofoam, glass, bulk plastic, etc., whenever possible
- In Oregon offices: provided can/bottle redemption collection boxes to donate to local nonprofits/charities
- Purchased items in bulk from locally owned and/or green and sustainable businesses when possible to reduce trips to the store and packaging waste
- Supported small, local businesses by bringing them in for events (juice bar, hot chocolate bar, coffee bar)
- Hosted community sharing of homegrown fruits, vegetables, and eggs
- Donated and recycled electronic equipment whenever possible

Additional office-specific achievements are listed below.

Bend

Reduced paper usage through the replacement of paper project logs with electronic versions

Eugene

- Participated in Styrofoam collection and recycling with St. Vincent de Paul recycling program
- Implemented an office compost collection program

Issaguah

Implemented an office compost collection program



Portland

 Hosted a quarterly hard-to-recycle material drive for Styrofoam, clam shells, batteries, plastic film and more

Richland

Established a freecycle table to rehome unwanted items

Seattle

Established a freecycle table to rehome unwanted items

Vancouver

- Hosted a quarterly hard-to-recycle material drive for Styrofoam, clam shells, batteries, plastic film and more
- Reduced paper usage through the replacement of paper vehicle mileage logs with electronic versions



PBS Portland recycling drive for hard-to-recycle items.

Community Investment Initiative

PBS' Community Investment Initiative program leverages our expertise and design capabilities on projects with a community focus. Every year, the company allocates dollars and asks our employees to nominate projects for consideration. Below are brief descriptions of pro bono contributions as well as newly approved projects in 2023.

Total Community Investment

In 2023, PBS contributed 252 pro bono hours—\$37,400 in billable work, which is the most in program history—toward 9 different Community Investment Initiative projects. This represents a combination of projects approved in 2022 and 2023. Several projects will continue into 2024.

Gateway Green Park Bike Skills Area (2022– 2023)

Gateway Green is Portland's first park dedicated primarily to off-road cycling and is located in East Portland, an area historically underserved by public parks. The Northwest Trail Alliance recently received a grant to renovate the existing bike skills area at Gateway Green. PBS continued its on-going involvement with this project; working with Northwest Trail Alliance and the City of Portland Parks & Recreation to generate renderings used to promote awareness and publicity for the project.



Rendering of the planned Gateway Green Park Bike Skills Area, a 2023 PBS Community Investment Project. The project was completed in 2023.

Providence Academy Improvements with Historic Trust (2022–2023)

The Historic Trust and PBS are working together to help preserve the Providence Academy, a former orphanage and school built in 1873 and located in Vancouver, Washington. PBS worked through a landscape redesign that is set to create a space that enhances and respects the history and architecture of Providence Academy, provides a welcoming and beautiful environment for the local and visiting public, and better

connects downtown Vancouver and Officers Row. This new plan will incorporate existing historic design elements with new ones, sustainably reuse vintage building materials, and create a park-like setting for multigenerational use—all in a space that will be open to the public long into the future. PBS also provided tree assessment work to analyze the condition and species of existing trees and incorporated preservation values to assist the designer with retention opportunities, including general tree protection specifications for construction activities.



Click above for a video about the planned Pioneer Park improvements, a 2023 PBS Community Investment Project

Pioneer Park Play Area Improvements (2023)

The City of Walla Walla is redesigning Pioneer Park Play Area to be an engaging, open, and accessible space for children and adults of all abilities to gather and build community through creative play, natural spaces, and learning. PBS worked with the City of Walla Walla to create a video simulation and final image renderings of the future park improvements to be used for promotional and funding purposes. PBS provided survey, unmanned aircraft system (UAS), and landscape architecture services for this project.

Walla Walla BMX Shade Structure (2023)

Walla Walla BMX is a nonprofit based in Walla Walla, Washington, that hosts BMX races at their USA BMX–sanctioned BMX track. The start of the BMX track does not have a shade structure, causing racers to get hot and sometimes overheat when waiting for their race to start. PBS provided structural engineering services to design a shade structure that is to be built at the start of the track to protect racers from heat and rain.

Estacada Trail Rendering Graphics (2023)

The City of Estacada is developing a lakeshore trail and water access facility along the Clackamas River. The trail is close to downtown Estacada, Oregon, and will provide water access for the community to swim, kayak, paddleboard, and more. To support promotional and funding opportunities of the trail and water access facility, PBS provided landscape architecture services to create final image renderings and a video fly-through simulation of the trail and water access facility.



Rendering of the planned Estacada Trail located along the Clackamas River, a 2023 PBS Community Investment Project.

Gold Beach Veterans Housing (2023)

Brookings CORE Response is working to convert a former motel located in Gold Beach, Oregon, into affordable veterans housing. The housing will include 18 living units complete with a kitchenette and full bathroom, as well as a dedicated community center that offers laundry facilities and a space for socializing and relaxation. PBS completed a Phase I Environmental Site Assessment in support of the veterans housing project.

Benton County Crisis Center Vapor Mitigation System (2023–2024)

Benton County Behavioral Health is working to create a voluntary walk-in treatment-centered facility that will provide stabilization for individuals experiencing mental health crises as well as referrals and support for ongoing behavioral health services. The Crisis Center will be open 24 hours a day, 7 days a week, 365 days a year and serve all ages regardless of ability to pay, with no appointment needed. The property where the Crisis Center is proposed was formerly an automotive fueling and service station. The subsurface soil is

contaminated with petroleum products, requiring vapor mitigation to be implemented below the Crisis Center building foundation. PBS is providing environmental engineering services by designing the vapor mitigation system, coordinating with appropriate regulatory agencies, and conducting post-construction air monitoring.

Hudson Bay High Trades Building (2023–2024)

The Vancouver Public Schools Foundation is working with the Hudson Bay High School campus to expand trades-focused education within Vancouver Public Schools. This expansion includes the construction of a building focused on trades education. PBS will conduct a geotechnical analysis for the future building at Hudson Bay High School.

78th Street Heritage Farm CultivateU Youth Garden and Outdoor Education Space (2023–2024)

Every year, hundreds of youths and adults participate in educational opportunities at Heritage Farm, yet the site lacks a covered space where participants can get out of the elements, including rain and intense sun. Heritage Farm is in the process of developing the CultivateU Youth Garden and Outdoor Education space, which will provide an outdoor space with raised beds for a hands-on learning experience for children participating in various educational groups. The outdoor learning structure will serve as a gathering location for education, tutoring, workshops, and community gathering for historically underserved communities. The proposed improvements include an Americans with Disabilities Act (ADA) accessible shelter, ADA-accessible youth garden beds, and convertible benches and tables. PBS is providing survey and site planning services for the proposed improvements.

Employee Engagement

Sustainability Survey

As sustainable goals and standards are ever developing, the PBS Sustainability Team is also working on ways to improve both our internal and external sustainability efforts. In 2023, the PBS SAT and Green Teams developed an internal PBS survey to determine what sustainable initiatives are most important to staff. The survey included topics such as volunteer events and community outreach, PBS and its clients, the PBS Community Investment Initiative, Green Team learning, Green Team-hosted events, sustainability in PBS offices, and what else staff wanted to see from their Green Team. We received 130 responses and conducted follow-up meetings to further the discussion. The results of the survey have guided our sustainability efforts for 2023 and into the future.

Green Team Tips

One recurring request from the sustainability survey was to provide information on different sustainable initiatives for both the office and home. In response to this request, the Green Team started posting weekly Green Team Tips to the PBS Hub. The tips included information on how to incorporate sustainable initiatives in the office, home, and daily life as well as sustainability topics related to the environment and the work PBS does. Each tip also provides details on where employees could find additional information. The tips are a great way to engage with employees and provide them with solid action items to help make more sustainable decisions on a day-to-day basis. Following are some of the 2023 Green Team Tips.



2023 Green Team Tips



Environmental Benefits of Buying Food Locally



Protecting our Rainforests



How To Purchase Seafood Sustainably



Bees and Insecticide Use



How To Promote Nature Conservation



Celebrating Halloween Sustainably



Impacts of Microplastics



Celebrating Holidays Sustainably



Eliminating Food Waste



Tire Pressure and Vehicle Fuel Utilization



HVAC Maintenance and Energy Savings



Celebrating New Years Sustainably

Green Team Pulse

Another request from the sustainability survey was more frequent updates on the work conducted by the SAT and office Green Teams. To inform PBS staff about Green Team office initiatives, ongoing community investment projects, sustainability tips, Green Team-hosted events, and more, the Green Team began to publish a quarterly Sustainability and Green Team newsletter. The newsletter keeps PBS staff knowledgeable on the work the Green Teams are doing and acts as a reminder of the sustainable initiatives that are integrated into PBS work and culture.

Bike More Challenge

In May, the Green Team held a month-long Bike More Challenge, which challenged PBS staff to spend more time outside and decrease their environmental impact by using their bicycles. Participants logged the miles they biked, whether for recreation or commuting to work. PBS offices also provided bike tune-ups for participants. A total of 750 miles were ridden and approximately 218 kilograms of carbon dioxide (CO₂) were saved by PBS employees who chose to bike more.

Walking Challenge

During all of June, PBS People and Culture hosted a Walking Challenge, encouraging PBS offices to form teams and see who could walk or run the most miles. The challenge resulted in people spending more time outdoors and reduced vehicle usage. A total of 7,300 miles were logged by 120 participants across the eight PBS offices.

Community Service Initiative (Volunteering)

As part of our Community Service Initiative, PBS allows each employee to use four hours each fiscal year to volunteer for their communities. To promote the use of volunteer hours, each PBS office organized various volunteer events and donation campaigns in celebration of Earth Day. In 2023, over 100 PBS employees logged 313 hours of community service.



PBS Vancouver spreading mulch at Fisher Basin Community Park.

Bend

• Participated in a local cave cleanup with Wanderlust Tours.

Portland

- Organized and participated in two cleanup events for the Green Street Steward program with the City of Portland Bureau of Environmental Services.
- Participated in the Friends of Gateway Green Earth Day cleanup at Gateway Green.



- Parks & Recreation to remove ivy and blackberry vines from Powers Marine Park.
- Organized and participated in a volunteer event with Grow Portland and PBS Portland/Vancouver Young Professionals Network. Volunteers planted native plants and provided garden maintenance at Vestal Elementary School.
- Made sack lunches for Blanchet House, a Portland nonprofit that provides food, clothing, and supportive housing programs.7
- Participated in the SOLVE cleanup at High Rocks Park located along the Clackamas River.

Vancouver

- Hosted American Red Cross Blood Drive 30 units of blood were collected, 34 donors participating.
- Hosted three park cleanup and maintenance events at Fisher Basin Community Park as part of the adopta-park program.



PBS Earth Day Volunteer Events (Photos L to R): Vancouver office post-spreading mulch at Fisher Basin Community Park; Portland office removing ivy at Powers Marine Park with Portland Parks and Recreation; Bend office participating in a cave cleanup; Portland and Vancouver office participating in Gateway Green park cleanup.

Awards & Recognition

Clark County Green Business Association



In 2023, the PBS Vancouver office received its Clark County Green Business Certification, which demonstrates PBS' commitment to the environment and community. The certification process included an assessment of PBS' environmental practices and a verification site visit. The assessment was composed of questions related to community engagement, employee engagement and wellness, waste and recycling practices, energy usage, hazardous materials management, stormwater pollution prevention, water usage, and future environmental goals. By participating in the Clark County Green Business Association, PBS has access to Clark County

resources and on-site assistance to support our business goals to operate efficiently, reduce our environmental impact, and offer employees a healthy workplace.

Charitable Giving

PBS has many avenues for supporting and making a difference in our communities. Three of those avenues are through **matching donations**, **company donations**, and **sponsorships**. The total contribution PBS made in 2023 to these worthy causes was more than \$95,000.

Some of the PBS donation recipients included the American Red Cross, Oregon Health & Science University (OHSU) Knight Cancer Institute, Giving Plate, Northwest Harvest, Walla Walla Housing Authority, Oregon Food Bank, Alzheimer's Association, and American Foundation for Suicide Prevention.

PBS Corporate Matching Gifts (based on employee giving)	\$24,869
Donations by PBS	\$39,456
Sponsorships	\$31,095
Total 2023 PBS Charitable Giving	\$95,420

In addition to monetary donations, PBS offices held the following food, clothing, and school supply donation drives.

Eugene

Participated in a clothing and canned food drive with St. Vincent de Paul.

Portland

- Participated in Earth Day Oregon, acting as a business partner for the nonprofit Friends of Gateway
 Green. PBS provided a monetary donation and participated in the Earth Day cleanup at Gateway
 Green. PBS also attended the Earth Day Oregon Earth Month kickoff event where we met other likeminded business partners and nonprofits participating in Earth Day Oregon.
- Participated in a school supply drive with Schoolhouse Supplies and KGW news station.

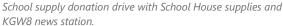
Seattle

Participated in a clothing drive with the Assistance League of Seattle.

Vancouver

• Participated in a school supplies drive with Fruit Valley Elementary.







PBS Eugene clothing donation drive with St. Vincent de Paul.

PBS Community & Networks

Our employees are integral to PBS' continued success as a company. Fostering continued professional development and well-being is a fundamental element of our company culture. At the time of this report, PBS has nearly 300 employees across our 8 offices. The company's core mission is to create and deliver programs, design solutions, and field services to diverse clients. We do this by combining quality people with quality work that yields quality results. Our adaptable, multidiscipline teams serve our clients with best practices and sustainable- and technological-based solutions.

The following are select initiatives and programs that demonstrate how we continue to live up to our aspirations.

Employee Ownership

Since its founding in 1982, PBS has been 100% employee owned, and we continue to expand ownership opportunities to a larger group. This fosters a culture of independence and integrity, knowing our primary priorities are our clients, employees, and community.

Young Professionals Network

The Young Professionals Network (YPN) group has maintained strong participation throughout 2023, currently supporting 124 members. YPN remains led by ambassadors (at least one in each region) who meet monthly. The 2023 YPN ambassadors include Owen Porkka from Issaquah, Cary Midwood from Eugene, Abbey Achziger from Walla



Walla, Kyle Johnson from Bend, Peter Stensland from Seattle, Alex Warschauer from Vancouver, Hailey Gilliland from Portland, and Cienna Landon from the Tri-Cities. Former YPN ambassador Nathan Carlson currently maintains the YPN leadership role.

Based on responses provided through one-on-one meetings and surveys, YPN ambassadors planned multiple learning seminars, branded as "Fireside Chats," to support interest surrounding mentorship, project management, and supervisor skill development. YPN ambassadors also planned several in-person social hours and community service events. Continue to look for more Fireside Chats, social hours, and community service events throughout 2024.

Diversity, Equity, and Inclusion

Belonging is an integral element of our strategy for sustained success. We believe diversity, equity, and inclusion (DEI) broadens personal and professional growth; cultivates conscientious, capable leaders; amplifies essential, underrepresented voices; and fosters an open, accepting environment for our people, partners, clients, and communities.

PBS is committed to providing a dynamic, effective, and inclusive workplace and supporting the ongoing efforts needed to maintain these values. Our employees at all levels are committed to helping create a culture where everyone's voice is valued and our processes are fair.

PBS provides the investment to create programs and initiatives needed to focus on employee experiences and workplace outcomes that fulfill and respect this mission and its values. Our Employee Resource Groups (ERGs), Ally Group, community groups, and the Council for Community Diversity, Equity, & Inclusion (CCDEI) will consistently elevate this work internally and externally through actionable and measurable goals. We are passionate about maintaining an inclusive workplace and supporting the practices at PBS that achieve our vision of belonging.

Employee Resource Groups

ERGs at PBS are ways for coworkers to connect around common interests or experiences. These groups help employees learn, grow, and better care for and understand one another and our communities. The active ERGs include BIPOC, Prism (LGBTQIA2S+), PBS Parents, PBS Ally Group, and Women at PBS.

2024 Goals

Enhance Employee Engagement

Most of our employee engagement in 2023 has been through the Green Team quarterly newsletter and sustainability Hub tips. Our goal is to engage our employees in more ways in the future, including office-focused newsletters. These newsletters will highlight local volunteer events and sustainable initiatives such as farmers markets and sustainability fairs.

Increase Volunteer Time

In 2024, one of our goals is to further promote the use of PBS volunteer hours by supporting PBS department and network volunteer events. The volunteer events will provide team-building opportunities that further promote PBS' focus on community.

Sustainable Project Work

PBS projects naturally have sustainable initiatives, ranging from wetland restoration, fish passage design, contaminant removal, and more. To share how PBS works on sustainable initiatives every day, the Green Team will take time in 2024 to highlight these projects, linking the project work to the sustainably initiatives they promote.



Got ideas? Reach out!

If you have ideas for what PBS could do next on our journey, please email our Sustainability Coordinator, Elise Kittrell, at elise.kittrell@pbsusa.com.