

**Texas State Soil and Water Conservation Board**  
**Agency # 592**  
**Energy Conservation Plan**

Overview

The following plan is required by the Executive Order issued by Gov. Rick Perry. This plan is meant to be a tool for agencies to examine their resource consumption and plan conservation measures and thus reduce consumption and costs. This Energy Conservation Plan may be revised as necessary.

The Texas State Soil and Water Conservation Board (TSSWCB) headquarters is located in a private owned building in Temple, Texas. This building is owned by DMARC COMM 1999-1 Texas Properties LLC, and is managed by Woodhaven Management Corporation. The electric and water utilities are currently included in our monthly rent.

In addition to the TSSWCB headquarters, the agency has seven (7) field offices throughout the state. At this time, none of these offices are located in state owned property. The only office in which we pay for the electricity is located in Dublin, Texas.

Strategies and Goals for Reducing Utility Consumption

Agency staff has been briefed and educated on how to reduce waste of energy and fuel, and currently practices these on a daily basis, and continue in the future. The agency has implemented several initiatives to reduce electrical use at each facility. To date, the TSSWCB has:

- Eliminated the use of space heaters by staff;
- Attempted to purchase office equipment (i.e. computers, monitors, servers, etc.) that are Energy Star rated;
- Instructed staff to turn off lighting if they are away from their work areas;
- Acquired copy machines and office equipment with power saving modes;
- Place lock boxed on all office thermostats to reduce tampering by staff.

The TSSWCB goal is to ensure electrical waste is minimized.

Utility Conservation Measure Implementation Schedule

Annually:

- Survey employees occupying office space to gather data for potential conservation measures; and
- Develop training materials and/or communications for staff to educate and garner support of conservation measures.
- Send email communication reminding staff

Daily:

- Ensure all lighting fixtures are working properly;
- Ensure all office equipment is operating correctly.

#### Strategy for Financing Conservation Projects

Building improvements and modifications are the responsibility of the landlord where the TSSWCB occupies office or warehouse space. No financing of conservation projects will be needed.

#### Plan to Educate Employees in Utility Conservation

- Continue to send conservation materials to employees
- Solicit staff involvement to review their office areas annually for potential conservation measures.