

Climate Action Steering Committee

Agenda

April 25, 2022, 3-5 PM

In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in this meeting will be through **remote access only**.

To register to attend the meeting:

https://us02web.zoom.us/webinar/register/WN_pi0jimAMTkSERXRp2-n7KA

After registering, you will receive a confirmation email containing information about joining the meeting.

NOTE: Committee members will be pre-registered and will receive a separate link to join the meeting.

	Estimated*
1. OPENING	20 min
1a. Call to Order	
1b. Introductions	
1c. Approval of Agenda	
1d. Approval of Previous Meeting Summary	
<ul style="list-style-type: none">Attachment 1: March 28, 2022, Meeting Summary	
1e Opportunity for Public Comment	
During this portion of the meeting, members of the public may address the Committee regarding the Committee's business. Public comment for this meeting will be accepted in written and oral format.	
<ul style="list-style-type: none">Written comments: The deadline for submitting written public comments is noon (12 pm PST) the Friday preceding the meeting, April 22, 2022. For written comments, please include your name and address, your comment, and email them to climate@trpc.org. Written comments received by the deadline will be provided to the Committee prior to the meeting.Oral comments: Please indicate that you wish to provide public comment when registering for the meeting. The Chair may limit oral public comments to two (2) minutes or less, depending on the meeting agenda and number of people wishing to comment. The Chair may allow for additional public comment to be taken at the end of the agenda for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted time.	
2. COMMITTEE BUSINESS	60 min
2a. CASC Charter and Rules Update – Allison Osterberg, TRPC	DISCUSSION
The CASC will review updates to their charter and process document. Changes may be approved at this meeting by action of the CASC or brought back for approval at the May meeting, based on discussion.	
<ul style="list-style-type: none">Attachment 2: CASC Charter Update Memo	
2b. Election of Steering Committee Officers	ACTION
2c. Advisory Workgroup Recruitment Process– Casey Mauck, TRPC	ACTION
Approve options for recruiting members for the Advisory Workgroup.	
<ul style="list-style-type: none">Attachment 3: Advisory Workgroup Recruitment Process Memo	
4. STANDING AGENDA ITEMS	INFORMATION/ 40 min
	DISCUSSION
4a Legislative Agenda – Karen Parkhurst, TRPC	
Members will receive a status update on the 2022 legislative priorities, with the close of the legislative session.	

4b. **Jurisdictional Information Sharing - All**

Members will share progress on implementation of the Thurston Climate Mitigation Plan or other relevant topics.

- *Attachment 4: 2022 Q1 TCMP Progress Report*

5. **ADJOURN**

*The times listed above are estimates. Items may not take the time allotted, and the meeting may adjourn early if all business has been completed.

NOTE ON PUBLIC PARTICIPATION VIA ONLINE MEETING:

TRPC reserves the right to limit public participation to the public comment section of the agenda. A participant may be removed from the meeting if they engage in disruptive behavior which may include the following:

- Promoting or advertising commercial services, entities or products.
- Supporting or opposing political candidates or ballot propositions.
- Distributing obscene content.
- Engaging in illegal activity or encouragement of illegal activity.
- Promoting, fostering or perpetuating discrimination on the basis of creed, color, age, religion, gender, gender identification, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation information that may tend to compromise the safety or security of the public or public systems.
- Threatening or intimidating language, containing cyber bullying.
- Otherwise engaging in disruptive behavior that is unrelated to the content of the meeting.

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If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.



Climate Action Steering Committee Meeting #12 Summary DRAFT March 28, 2022, 3:00-5:00 PM

Link to packet and presentations: <https://www.trpc.org/Calendar.aspx?EID=597>

Agenda Item	Notes
<p>1. Call to Order, Introductions, & Public Comments – All members</p>	<p>Chair Parshley called the Climate Action Steering Committee (CASC) meeting to order at 3:01 pm.</p> <p>Steering Committee members, support staff from Thurston Regional Planning Council (TRPC), and staff from Thurston County and the cities of Lacey, Olympia, and Tumwater provided self-introductions.</p> <p>Chair Parshley requested approval of the agenda.</p> <p>Committee Member Cox, moved, seconded by Committee Member Menser, to approve the agenda.</p> <ul style="list-style-type: none"> • Motion to adopt the Climate Action Steering Committee agenda is approved. <p>Chair Parshley requested approval of the February 28, 2022, meeting summary.</p> <p>Committee Member Menser, moved, seconded by Committee Member Cox, to approve the February 28, 2022, meeting summary.</p> <ul style="list-style-type: none"> • Motion to adopt the Climate Action Steering Committee’s February 28, 2022, meeting summary is approved. <p>Chair Parshley called for comments from members of the public. There were 3 public comments. Brief summaries follow:</p> <p>Tom Crawford: Tom is excited to move to phase 4 of the project and see the formation of the advisory workgroup. Tom shared a reading from Earth Keeper by N. Scott Momaday.</p> <p>Timothy Leadingham: Timothy emphasized the importance of considering climate issues in all planning and comprehensive plan efforts. Every thousand acres lost in forest will add 5% to total countywide emissions, and the city of Lacey in particular has been losing some urban forest cover. Business as usual will not work and forest clearing must be considered as an emissions source.</p>



	<p>Jeff Miller: Jeff congratulated the committee on moving to the next phase and starting to look for innovative solutions. There is a significant amount of growth and excitement around this project and hopefully it will help draw businesses to the area.</p>
<p>2a. Phase 3 Closeout and Next Steps – All members</p>	<p>Allison Osterberg spoke about the closeout of phase 3 of the TCMP. The phase 4 interlocal agreement has received signatures from all parties and phase 3 is coming to an end. The contract goes until April, and items left include the white papers which should be released soon. There will probably be a little bit of funding left (approximately \$15-20k) in the phase 3 budget and CASC will need to decide what to do with this. Options include extending the contract and identifying an item to spend the funding on or refunding the money to the partners.</p> <p>Chair Parshley suggested that the money is kept in the group to be spent on future climate actions.</p> <p>Osterberg clarified that the original scope for phase 3 included four white papers rather than two, which contributed to extra funding.</p> <p>Commissioner Menser suggested that the contract is extended a year to keep the money available for phase 4 actions. Commissioners Cox and Swarthout concurred.</p> <p>Chair Parshley requested a motion to develop an amendment for extending the phase 3 contract for one year.</p> <p>Committee Member Cox, moved, seconded by Committee Member Swarthout, to develop an amendment for extending the phase 3 contract for one year.</p> <ul style="list-style-type: none">• Motion to develop an amendment for extending the phase 3 contract for one year is approved.
<p>2b. Advisory Workgroup Recruitment Process – All members</p>	<p>Casey Mauck provided an overview of the decision points CASC will have in determining the composition, recruitment process, and expectations for the Climate Advisory Workgroup. The workgroup will serve as an advisory body to the steering committee.</p> <p>Committee members expressed desire for a workgroup with a majority of pre-assigned expertise areas or organizations, and a few spots left for open applications. They elected to have staff review applications and provide a recommendation to CASC to appoint members. They discussed whether workgroup members should have term limits, with one suggestion for a limit of two three-year terms and another with members only allowed to serve two terms before reapplying. All agreed that there should be some process for</p>



	<p>members to be compensated when appropriate, depending on impact to the overall budget.</p> <p>Staff will bring back a refined set of options for the committee to decide on at the April meeting.</p>
3a. Buildings Background – Allison Osterberg, TRPC	<p>Osterberg gave an overview of greenhouse gas emissions that come from buildings and energy use. The built environment made up 62% of countywide emissions in 2019. Within the built environment, electricity made up 79% of emissions.</p> <p>Strategies and actions around buildings & energy are focused around reducing energy use in new and existing buildings, and increasing the production and use of cleaner fuel sources. Since the baseline year of 2015, electricity and natural gas use have both risen.</p>
3b. Building Decarbonization – Duane Jonlin, City of Seattle; Ray Allshouse, City of Shoreline	<p>Duane Jonlin, Energy Code Advisor for the City of Seattle, and Ray Allshouse, Building Official for the City of Shoreline, provided an overview of their experiences with the energy code. Seattle has adopted their own energy code on top of the state energy code, and Jonlin spoke about strategies to adopt a stronger code and increase efficiency in commercial buildings.</p> <p>Regulatory tools can be the most effective tool to create change, though there are other options such as training, education, and incentives that can be used. Challenges to increasing energy efficiency in new and existing buildings include the popularity of natural gas, resistance from business, and opposition from conservative groups, developers, and the fossil fuel industry. While cost can seem prohibitive to making energy efficiency improvements, the long-term cost of doing nothing is higher due to the impacts of climate change and higher energy bills.</p>
4a. Legislative Agenda – All members	<p>Chair Parshley requested a summary of the legislative session at the April meeting.</p> <p>Allison Osterberg shared that HB 1770, which would allow a residential reach code, did not pass.</p>
4b. Jurisdictional Information Sharing – All Members	<p>Eileen Swarthout (City of Tumwater) – Tumwater is working on updating their tree and landscaping ordinance. A new staff member has been hired to work on climate projects and has not started yet.</p> <p>Carolyn Cox (City of Lacey) – Lacey has been working on their tree ordinance and is currently discussing whether to relax some tree protections in their development regulations.</p> <p>Tye Menser (Thurston County) – The county is in the process of hiring a climate coordinator. Public health staff has presented data on the</p>



	<p>impact of gas-powered appliances on indoor air quality and public health. Commission member Menser attended the youth climate strike and enjoyed the event, but was concerned that youth reported only one action of the TCMP has been completed when work on many actions is underway.</p> <p>Pamela Braff (City of Olympia) – Olympia and Thurston County applied for a DNR grant to conduct an urban canopy assessment. Olympia applied for and were approved to have an AmeriCorps CivicSpark fellow help with climate work.</p>
5. Adjourn	Meeting was adjourned at 5:05 pm.



Meeting Attendance

Steering Committee Present Online:

Lisa Parshley – City of Olympia representative and Chair
Carolyn Cox – City of Lacey representative
Eileen Swarthout – City of Tumwater representative
Tye Menser – Thurston County representative

Brad Medrud – City of Tumwater staff
Grant Beck – City of Tumwater staff
Jennica Machado – Thurston County staff
Pamela Braff – City of Olympia staff

Public Present Online:

Brandon Capps
Jeff Miller
Joseph Hiss
Karen Messmer
Matt Perry

Melinda Hughes
Timothy Leadingham
Tom Crawford
Wayne Olsen

TRPC Staff Present Online:

Allison Osterberg, Senior Planner
Casey Mauck, Assistant Planner
Karen Parkhurst, Planning & Policy Director

Next Meeting: April 25, 2022

Thurston Climate Mitigation Plan Coordinator:
Allison Osterberg
osterbergA@trpc.org
(360) 956-7575 (main) or (360) 741-2513 (direct)

Link to project website: <https://www.trpc.org/Climate>
TRPC website: <https://www.trpc.org/>

Meeting summary is prepared by Casey Mauck, Assistant Planner, Thurston Regional Planning Council. This summary is not verbatim. A recording of this meeting is available at <https://www.trpc.org/Calendar.aspx?EID=597>

MEMORANDUM

TO: Climate Action Steering Committee (CASC)
 FROM: Allison Osterberg, Senior Planner, TRPC
 DATE: April 25, 2022
 SUBJECT: CASC Charter and Rules Update

Requested Action

Discuss and provide direction on updates to the Climate Action Steering Committee Charter. The charter updates will be brought back for action at the May 23 meeting.

Background

The Climate Action Steering Committee (CASC) approved a charter in March 2021 outlining the operating procedures of the group, including purpose, membership, schedule, communications, and decision making. The Interlocal Agreement for TCMP Implementation (Phase 4 ILA) extended and formalized the role of CASC in providing coordinated leadership to build local capacity for climate mitigation action.

Staff propose the attached updates to the existing charter. The proposed changes are intended to make the charter consistent with the goals and provisions of the Phase 4 ILA, which establishes the CASC as an ongoing committee, rather than one tied to a project of limited duration. The proposed changes also include some clarifications about committee process that have been agreed to by committee members over the past year.

Staff identified some process questions for the committee to discuss, including:

- **Quorum** – What is the minimum number of members who must be present to hold a meeting? What is the minimum number of members who must be present to take action on a decision? To date, this has not been an issue, as either a policymaker lead or alternate has been available for all meetings. Staff propose that a meeting may proceed if any number of members are present, but that all members must be present to act on a decision.
- **Election of Officers** – Staff propose an annual election of officers (Chair and Vice Chair) at the April meeting. Should officers have a limit on the number of terms they may serve in a single position?
- **Voting in Absentia** – If neither the lead nor alternative representative from a member can be present for a meeting, should they have the option to provide their decision in advance of the meeting? This allows flexibility, but does not allow absent members to be informed by discussion during the meeting.
- **Consensus Process Definition** – The Steering Committee uses a consensus process for decision-making. In past years, consensus has been defined as full agreement of all members. Going forward, members may find it helpful to have a consensus process that allows for more nuance. One option is to use a tiered definition of consensus, such as described below, which has been adapted from the Chehalis Basin Partnership. This tiered system allows members to register different levels of agreement, and also preserves the option for members to block actions they cannot support:

The following six types of agreement reflect consensus. Solutions that result in types of agreement closer to the top are preferred.

1. **Endorsement:** *“I like it.”*
2. **Endorsement with Minor Point of Clarification:** *“Basically I like it.”*
3. **Agreement with Reservations:** *“I can live with it.”*
4. **Abstain:** *“I have no opinion that prevents this from going forward.”*
5. **Stand Aside:** *“I don’t like this, but don’t want to prevent the group from agreeing.”*
6. **Formal Disagreement, but Willing to Go with Majority:** *“I want my disagreement noted, but I will support the decision.”*

The following two responses by one or more members indicate a lack of consensus.

7. **Formal Disagreement, with Request to Be Absolved of Responsibility for Implementation:** *“I don’t want to stop anyone else, but I don’t want to be involved in implementing it.”*
8. **Block:** *“I don’t support this proposal and will work to see that it won’t be implemented.”*

Decision Options

Additional or alternative options may be brought for a decision at the May 23 meeting, based on the April discussion.

Option A: Approve proposed changes to the charter, as drafted.

Option B: Suggest additional or alternative changes to the charter.

Attachments:

- *Draft CASC Charter Updates*

THURSTON
CLIMATE
MITIGATION
PLAN

Climate Action Steering Committee

Charter

Approved: ~~March-May 2322, 2022~~

Commented [A01]: Includes updates related to the Phase 4 ILA. Steering Committee will review at April meeting and approve at May meeting

~~1.0 CHARTER PURPOSE~~ Charter Purpose

The purpose of this charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Climate ~~Mitigation Plan~~ Action Steering Committee. ~~The Climate Action Steering Committee that~~ is convened as an advisory body to the four ~~Jurisdiction~~ Parties that developed and are leading implementation of the Thurston Climate Mitigation Plan (Thurston County ~~and the cities of~~ ~~City of~~ Lacey, ~~City of~~ Olympia, and ~~City of~~ Tumwater).

~~2.0 PROJECT OVERVIEW~~ Background

Thurston County, ~~and the cities of~~ Lacey, Olympia, and Tumwater (the Parties) worked with the Thurston Regional Planning Council (TRPC) to develop ~~a climate mitigation plan~~ the Thurston Climate Mitigation Plan (TCMP) with actions to reduce regional greenhouse gas emissions that contribute to global climate change. As part of the first phase of this project, the Parties adopted a mutual emissions reduction goal, which is to:

Reduce net communitywide greenhouse gas emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050 to ensure that our community does its part to keep the global average temperature from rising more than 2° Celsius (3.6° F) above historic levels.

The ~~Thurston Climate Mitigation Plan (the Plan)~~ TCMP is our regional framework to achieve those goals and describes:

- A shared vision for the alignment of climate action with community goals
- Data on greenhouse gas contributions from various sources
- Strategies and actions to reduce emissions
- Emissions reduction estimates based on the strategies and actions
- A strategy for implementing climate mitigation actions.

The four ~~p~~Parties ~~agree that regionally coordinated implementation of the TCMP is essential to the most efficient and effective deployment of the plan's actions. In 2022, they approved an Interlocal Agreement for Implementation of the Thurston Climate Mitigation Plan (Interlocal Agreement – Attachment A) that establishes the following goals for ongoing partnership:~~

- ~~To maintain momentum for local climate action.~~
- ~~To develop efficient regional solutions for reducing sources of greenhouse gases in ways that support all partner jurisdictions.~~
- ~~To provide accountability on progress toward achieving regional climate targets.~~
- ~~To build public awareness of and engagement in climate mitigation activities across the region.~~

~~chose to contract with TRPC to help coordinate implementation among the Parties and with the multitude of stakeholders that are critical to successful implementation of the Plan.~~

One of the key components of ongoing coordination is the Steering Committee. The Steering Committee builds from the successful framework of the Steering Committee used throughout development of the plan. The Steering Committee is initiated by the four Parties and TRPC staff will provide coordination and facilitation support per the Interlocal Agreement between the four Parties and TRPC.

3.0 STEERING COMMITTEE PURPOSE AND IMPLEMENTATION ORGANIZATION

The Steering Committee's purpose is to provide continued coordinated leadership to build local capacity for climate mitigation action, guide regional coordination of climate mitigation activities. The scope of work for the interlocal agreement among the Parties and TRPC (Attachment A) outlines the Steering Committee Charge for the first year of implementation. The charge of the Steering Committee is to:

Commented [AO2]: Language from ILA

- i. Review and approve an Annual Work Program that identifies regional priorities for the upcoming year.
- ii. Review progress toward achieving emissions targets.
- iii. Discuss and coordinate on opportunities for regional collaboration, including legislative priorities, funding, and public private partnerships.
- iv. Review and approve any proposed changes to TCMP strategy, based on emerging information.
- v. Where needed, convene issue-specific working groups on an ad-hoc basis to provide targeted input on implementation activities.
- vi. Provide financial oversight for activities funded through the Interlocal Agreement.
- vii. Review and approve memoranda of understanding, letters of support, and other agreements deemed necessary to achieve work items identified in the Annual Work Program.

4. Roles and Authority

Jurisdiction Parties. Jurisdiction Parties (the Parties) are signatories to the Interlocal Agreement for implementation of the TCMP, and are responsible for administration of that Interlocal Agreement and for oversight and decision-making authority over tasks under that Interlocal Agreement. As of 2022, the Jurisdiction Parties include Thurston County and the cities of Lacey, Olympia, and Tumwater. Each City Council and the Board of County Commissioners will make independent decisions on which strategies and actions to implement and how to resource and tailor implementation to work best for their jurisdiction.

Climate Action Steering Committee. The Climate Action Steering Committee (Steering Committee or CASC) is an advisory body to the Parties. The Steering Committee provides coordinated leadership to build local capacity for climate mitigation action, and in that role may make recommendations, identify priorities, and issue letters of support that are consistent with the vision, guiding principles, and goals of the TCMP. The Parties do not delegate jurisdictional decision authority to the Steering Committee.

Multijurisdictional Staff Team. The Multijurisdictional Staff Team (MST) provides staff coordination and technical support for climate mitigation implementation, and as needed, provides staff support to the Steering Committee.

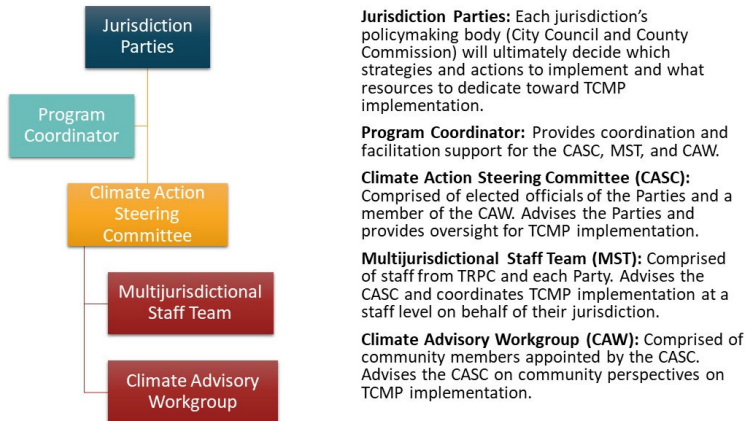
Climate Advisory Workgroup. The Climate Advisory Workgroup (CAW) is an advisory body to the Steering Committee. The CAW provides community perspectives and input on climate mitigation progress and priorities. A member of the CAW serves as a non-voting member of the Steering Committee.

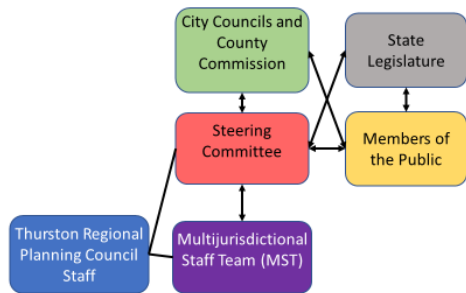
Program Coordinator. Thurston Regional Planning Council (TRPC) serves as the Program Coordinator for the Interlocal Agreement on behalf of the Parties, and provides logistical and facilitation support to the Steering Committee, Multijurisdictional Staff Team, and Climate Advisory Workgroup.

Figure 1 illustrates the organizational structure for Plan implementation. Each of the cities and the Board of County Commissioners will make independent decisions on which strategies and actions to implement and how to resource and tailor implementation to work best for their jurisdiction. The Steering Committee will coordinate and advise implementation at a regional scale, provide an opportunity for public involvement, provide an opportunity for information sharing about each jurisdiction’s climate mitigation activities, identify mutually agreed to state legislative actions, and help to educate legislators on the importance of needed action at the state level. The Multijurisdictional Staff Team (MST) is intended to provide staff support, as needed, to the Steering Committee and coordinate action implementation across jurisdictions. TRPC staff will provide logistical and facilitation support to both the MST and the Steering Committee.

Figure 1. Thurston Climate Mitigation Plan Implementation Organizational Structure

TCMP Implementation Organizational Structure





City Councils and County Commission: Each jurisdiction’s policymaking body will ultimately decide which strategies and actions to implement and what resources to dedicate to toward implementation.

Steering Committee: Comprised of the elected officials of the Parties and any specific invitees. This is the main advisory body for Plan implementation.

Multijurisdictional Staff Team: Staff from TRPC and each Party to support the Steering Committee and coordinate among the Parties.

Thurston Regional Planning Council Staff: Provides facilitation and coordination support for the Steering Committee and MST. Also provides research and recommendations for Plan implementation.

State Legislature: The Plan includes legislative actions that will require public support and Steering Committee engagement with legislators.

Members of the public: Members of the public are encouraged to provide input in writing or in person to the Steering Committee.

5. Membership ~~4.0 COMMITTEE COMPOSITION, SCHEDULE, AND ELECTING OFFICERS~~

Steering Committee members include a representative from each of the Parties and a representative from the Climate Advisory Workgroup (CAW). The Parties will each appoint a primary policymaker lead and alternate to fill their membership. Policymakers may invite staff to support the Steering Committee, ~~yet~~ but that is not required and staff are not considered Steering Committee members.

If neither the official primary or alternate member representative is able to attend a specific meeting, then the jurisdiction may designate, for that meeting only, an additional alternate member representative. This additional alternate must have all rights, privileges, and authorities exercised by the member representative and the alternate.

~~The Parties’ policymakers have clearly stated their commitment to actively direct and monitor implementation of the Plan with the advice of the Steering Committee. The Parties plan to convene up to twelve Steering Committee meetings in the first year. The year begins on the ILA’s execution date (the date the last party signs). TRPC staff will work with Steering Committee members to schedule 12 meetings throughout the year. The Steering Committee may choose to cancel a monthly meeting if not necessary. Each of the Parties will identify a primary policymaker lead for the jurisdiction and an alternate or co-lead. Policymakers may invite staff to support the Steering Committee, yet that is not required and staff are not considered Steering Committee members.~~

6. Meetings

The Steering Committee generally meets monthly. Meetings may be canceled by the Chair if deemed not necessary. Meetings may be held remotely or in person, by decision of the members. A quorum for

holding a meeting exists when any number of Steering Committee members attend any regularly scheduled meeting; however, no decision may be made unless a quorum for decision-making described in Section 10 is met.

Meetings are open to the public and include an opportunity for public comment. Both policymaker leads and alternates are invited to attend meetings and participate in discussions, though decisions will only allow one vote per Party, as described in Section 10.

~~At the first Steering Committee meeting, the Parties will elect a Chair and Vice Chair of the Steering Committee from among the four policymaker leads (only one vote per jurisdiction). The Chair will facilitate meetings in a manner that provides for informal discussion among the members and use of Robert's Rules of Order for formal decisions of the Committee (see Section 7, below). When the Chair is absent, the Vice Chair will facilitate the meeting.~~

~~Following that first meeting, TRPC staff will work with the Chair and Vice Chair to prepare agendas for the Steering Committee meetings.~~

~~As of the date of this Charter, the Steering Committee members include:~~

Steering Committee Members

Jurisdiction	Name	Role
Thurston County	Tye Menser	Policymaker
Thurston County	Carolina Mejia	Policymaker Alternate
Olympia	Lisa Parshley	Policymaker
Olympia	Yen Huynh	Policymaker Alternate
Lacey	Cynthia Pratt	Policymaker
Lacey	Carolyn Cox	Policymaker Alternate
Tumwater	Eileen Swarthout	Policymaker
Tumwater	Pete Kmet	Policymaker Alternate

Commented [A03]: Suggest removing, since membership will change year to year

The Steering Committee may choose to invite subject matter experts and/or stakeholders to attend one or more meetings as non-voting participants to provide specific information, expertise, and guidance to the Steering Committee.- The decision to invite non-voting participants to the Steering Committee is subject to the decision-making practices described in Section 10-7.0, below.

7. Officers and Elections

The officers of the Council are Chair and Vice Chair.

- The Chair presides at all meetings, works with the Program Coordinator and Vice Chair to prepare meeting agendas, and calls special meetings. The Chair may call for establishment of working groups or subcommittees with advice on scope and membership from the full committee. The Chair will facilitate meetings in a manner that provides for informal discussion

among the members and use of Robert’s Rules of Order for formal decisions of the Committee (see Section 10.7, below).

- The ~~When the Chair is absent, the Vice Chair will facilitate the meeting~~ serves in the Chair’s absence.
- Officers function as an executive committee in developing meeting agendas with the Program Coordinator, and may make recommendations to the full Committee on budget, work program, or other policy issues.

Officers are appointed annually by the Steering Committee to serve a one-year term. Any Steering Committee member is eligible to serve as Chair or Vice Chair (alternates and CAW representatives). The Program Coordinator will request nominations from voting members prior to the April meeting, and the Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor. The newly elected officers take office at the close of the meeting at which they were elected.

If there is a vacancy in either or both officer positions, the Program Coordinator will notify Steering Committee members of the vacancy prior to the next Committee meeting and request nominations to fill the vacancy. At that Committee meeting, the Chair will follow the same process described above for annual elections, and the elected member will complete the term of the vacant officer.

5.08. COMMITTEE FACILITATION AND COMMUNICATION Facilitation and Communication

TRPC staff members [See below]The Program Coordinator (TRPC) will coordinate with the Chair and Vice Chair to develop an agenda for each meeting. TRPC staff will strive to send out meeting agendas and meeting materials via email to participants and interested parties one week before the meeting. TRPC will support the Chair’s meeting facilitation and take summary notes of all Steering Committee meetings, which are open to the public. TRPC will post meeting materials online (www.trpc.org/climate).

In the event of media request or other opportunities to communicate on behalf of the Steering Committee, the Chair is the primary contact, followed by the Vice Chair. Media requests, presentation requests, or other communication inquiries should be directed to the ~~TRPC staff listed below~~Program Coordinator. ~~TRPC staff who~~ will bring communications requests to the Chair and Vice Chair for direction. If Steering Committee members are contacted directly by media, that member will notify the ~~TRPC staff~~Program Coordinator listed below along with a description of the contact, so that the full Steering Committee and appropriate staff are aware of the inquiry and response.

TRPC will clearly identify contact information for the Program Coordinator on the project website (www.trpc.org/climate). Email correspondence originating from or directed to TRPC or any of its project partners may be subject to public disclosure.

<u>TRPC Staff Member</u>	<u>Title</u>	<u>Contact Information</u>
<u>Allison Osterberg</u>	<u>Senior Planner, Project Manager</u>	<u>osterberga@trpc.org 360-741-2513</u>

Commented [A04]: For discussion: Should Officers have term limits to allow different members to cycle into leadership roles?

Proposed policy:
Members may serve up to three consecutive years in any officer position.

Field Code Changed

Les Tobias

Planning Technician

tobiasl@trpc.org
360-741-2528

Commented [A05]: Suggest removing, since staff contacts may change year to year

6.09. COMMITTEE NORMS

Steering Committee members are asked to adhere to the following norms for participating and communicating inside of and outside of meetings:

- All members will review pertinent project materials on a timely basis and provide timely feedback.
- Members will come to meetings prepared to discuss items on the agenda.
- Members will honor one another by communicating honestly and respectfully; everyone will have an opportunity to speak.
- Members will resolve issues within their power to solve and re-direct those issues that cannot be solved in a timely manner. If issue resolution is necessary, team members will strive to follow the conflict resolution process identified in this Charter.
- Meetings will begin and end at the scheduled times. Participants who arrive late will catch up on what was missed during breaks or as other opportunities allow.
- Once project decisions are made, members will work to honor those decisions and avoid reopening issues that have already been resolved or decided. Decision items will be noted on agendas, and final decisions will be documented by TRPC.
- Any jurisdictional members may ask for time to confer with staff or others prior to the Steering Committee making a decision.

~~7.010. COMMITTEE DECISION-MAKING & CONFLICT RESOLUTION~~

~~The Steering Committee makes decisions that are needed for committee operation or to support the Interlocal Agreement, including approving an Annual Work Program and changes to the TCMP. The committee may make recommendations, identify priorities, and issue letters of support that are consistent with the vision, guiding principles, and goals of the TCMP. The Steering Committee will use a consensus-based process to make The Steering Committee ultimately will base its decisions or recommendations on whether it is consistent with the project's vision statement, guiding principles, and goals.~~

~~**Decision authority.** The decisions and recommendations from the Steering Committee are advisory and do not bind any of the individual Jurisdiction parties to specific action – that is the purview of each Parties' Council/Commission. advisory recommendations/ decisions for consideration by the Parties.~~

~~**Decision timing.** Recommendations for action may come from any member, the Program Coordinator, the Multijurisdictional Staff Team, or the Climate Advisory Workgroup. The Steering Committee may make a decision immediately or assign the issue to a subcommittee, the MST, the CAW, or the Program~~

Coordinator for further review and recommendations. Whenever possible, the need for a specific decision or action will be identified at least one month in advance, and information necessary to make a decision should be provided to members with sufficient time for members to think about the issues under consideration and discuss them with their member organizations and other members.

For time-sensitive matters that cannot wait until a future meeting, such as submitting comment, testimony, and/or letters of support tied to a deadline, committee members may direct the Chair or Program Coordinator to develop and submit comments aligned with the TCMP on the committee's behalf.

Quorum. All voting members must be present for a decision to be made.

Voting. Members have one vote per Party. If both the lead and alternative representatives from a single Party are present for the meeting, the lead will provide the decision for that member. The CAW member may participate in discussions leading up to an action, but does not have a vote.

Consensus process. The Steering Committee will use a consensus-based process to make decisions.

Consensus decision-making is a way of reaching agreement between all members of a group. Instead of using a simple majority vote, a consensus-based group considers all viewpoints and commits to finding solutions that all members actively support — or least can live with. When consensus is reached on an agenda item requiring action, a vote will then be taken, using Robert's Rules of Order, to formalize the decision (one vote per Party of the Steering Committee).

The following six types of agreement reflect consensus. Solutions that result in types of agreement closer to the top are preferred.

1. **Endorsement:** "I like it."
2. **Endorsement with Minor Point of Clarification:** "Basically I like it."
3. **Agreement with Reservations:** "I can live with it."
4. **Abstain:** "I have no opinion that prevents this from going forward."
5. **Stand Aside:** "I don't like this, but don't want to prevent the group from agreeing."
6. **Formal Disagreement, but Willing to Go with Majority:** "I want my disagreement noted, but I will support the decision."

The following two responses by one or more members indicate a lack of consensus.

7. **Formal Disagreement, with Request to Be Absolved of Responsibility for Implementation:** "I don't want to stop anyone else, but I don't want to be involved in implementing it."
8. **Block:** "I don't support this proposal and will work to see that it won't be implemented."

Decision documentation. Steering Committee decisions should be made during regular meetings whenever feasible, and noticed as an action item on the meeting agenda.

Decisions will be documented in the meeting notes. If a disagreement/consensus over a decision emerges/cannot be reached, a vote will be taken (one vote per Party of the Steering Committee) and the conflicting points of view will be documented in the meeting notes. ~~The Steering Committee ultimately~~

Commented [A06]: Quorum – we have been operating at 100% of members must be present for a decision, but could consider three-quarters of members.

Commented [A07]: Or have provided their decision in advance of the meeting? See comment below for discussion.

Commented [A08]: Do we want to allow for voting in absentia? This allows flexibility, but does not allow absent members to be informed by discussion during the meeting.

Draft policy: If neither the primary nor the alternate representatives from a Party are able to be present for the meeting, the member may send their vote to the Program Coordinator in advance of the meeting and the Program Coordinator will read out the vote on their behalf. A quorum of members must be present to make a decision.

Commented [A09]: Consensus language adapted from the Chehalis Basin Partnership Operating Procedures Manual

~~will base its decisions or recommendations on whether it is consistent with the project's vision statement, guiding principles, and goals. The decisions and recommendations from the Steering Committee are advisory and do not bind any of the individual parties to specific action—that is the purview of each Parties' Council/Commission.~~

10. Amendments

This charter may be amended, or repealed and a new charter adopted, by decision of the Steering Committee. Proposed changes shall be presented one meeting prior to the meeting at which action by the Steering Committee will be taken.

Attachment A

Commented [AO10]: The signed Phase 4 ILA will be included as Attachment A

SCOPE OF WORK FOR THURSTON CLIMATE MITIGATION PLAN IMPLEMENTATION

OVERVIEW

This scope of work is for twelve months of coordination of efforts to implement the Thurston Climate Mitigation Plan (the Plan) for Thurston County and the cities of Lacey, Olympia, and Tumwater (the Parties). The Plan, developed with the help of the Thurston Regional Planning Council (TRPC), identifies common 2030 and 2050 emissions reduction targets, communitywide strategies and actions sufficient to meet those targets, and an implementation strategy framework for the Parties, which will be supplemented, as needed, by specific implementation strategies for each jurisdiction.

Since strategies and actions in the plan include both public and private sector responsibilities, implementation will require a region-wide effort, not solely the efforts of the Parties. The Parties acknowledge that strategies and actions in the Plan require multi-year implementation and commit to long-term regional cooperation for Plan implementation. This scope is intended to cover an interim period, building on the partnerships developed during the Plan process to develop implementation details and agreement on longer-term strategies for governance, monitoring, and outreach to support a coordinated regional approach to climate mitigation.

ROLES & RESPONSIBILITIES

For the first year, the four participating jurisdictions will commit an amount of between \$176,102 (\$44,025 per jurisdiction) and not to exceed \$188,736 (\$47,184 per jurisdiction). The range in total cost provides the Parties flexibility in determining the number of meetings required, as described under Tasks 1 and 2 and the Contract Budget section.

The Parties will seek grants and other resources to help in funding this agreement and other implementation costs. TRPC will use multiple staff to perform the tasks in this scope of work to best match the work needed with the optimal staff and appropriate billing rates.

Each jurisdiction will allocate a combination of either in-kind staff or Commission/City Council Member's time summing to approximately 0.25 FTE/year to implement this scope of work. In-kind staff support includes, but is not limited to, participation in the Multijurisdictional Staff Team (MST) and the Steering Committee. This in-kind staff report includes meeting attendance, assignments, and coordination with jurisdictional staff and elected officials at levels at least equal to Phases 1 and 2 of climate mitigation planning. The scope also assumes that jurisdictional public information officers and other communications staff will support public communication, outreach, and gathering public opinion through jurisdictional newsletters, mailing lists, social and print media, and other jurisdictional tools and contacts.

TASKS & DELIVERABLES

The following tasks and deliverables are for the first year of implementation only. This is a 12-month agreement starting on the day that all Parties' signatures are obtained.

TRPC staff anticipates that implementation coordination needs will evolve as implementation proceeds, therefore, a revised scope of work will be needed for any subsequent years.

Task 1- Project Management and Coordination

1a—Coordinate Multijurisdictional Staff Team (MST)

The MST consists of the lead staff and alternates of the Parties. The MST will focus on topics such as:

- What aspects of implementation are working well, what needs improvement, and what are future implementation risks?
- Opportunities for collaboration and opportunities for funding.
- Emerging ideas to enhance implementation toward achievement of goals.
- Items that require discussion/decisions at the Steering Committee level, and agreement on Steering Committee agendas.
- Assist in development and review of the annual implementation report.

The MST will meet seven and no more than ten times over the year depending on project needs and the time constraints of jurisdictional staff. TRPC staff will facilitate these meetings including scheduling, securing a venue/setting a virtual meeting space, preparing an agenda, facilitating, and documenting meeting decisions and outcomes. MST members will also work on implementation tasks between meetings. This task does not include convening issue-specific work groups identified by the Steering Committee.

1b—Information Sharing

As part of implementation coordination, TRPC staff will monitor funding opportunities and bring those to the MST for consideration and possible elevation to the Steering Committee. TRPC staff will track regional climate implementation activities and share relevant information and opportunities with jurisdiction staff to support coordination among the partner organizations.

1c—Invoicing and Administration

TRPC staff will submit monthly invoices and task-based updates to each jurisdiction's designated staff lead.

Task 1 Deliverables:

- MST logistics and documentation (seven to ten meetings). This task does not include convening issue-specific work groups that may be identified by the Steering Committee.
- Quarterly documentation of grant opportunity searches and tracking of any applications submitted by Steering Committee members. This does not include writing grant applications.

- Quarterly summary of regional climate implementation activity, including possible public/private/non-profit opportunities for collaboration.
- Report out on legislative bills of interest.
- Monthly invoices.

Task 2- Climate Action Steering Committee

The Plan identifies a need to provide continued coordinated leadership to build local capacity for climate mitigation action. This task will build on the successful partnership already in place to create a Steering Committee that will oversee initial implementation activities and develop a longer-term agreement for regional cooperation on climate mitigation activities. Steering Committee membership will include a designated policymaker lead and policymaker alternate from each of the Parties; members are permitted to include staff support as needed. The Steering Committee will elect a chair and vice chair to lead the Steering Committee.

The Steering Committee will be an advisory body to the four Parties. The four Parties do not delegate jurisdictional decision authority to the Steering Committee — it is solely an advisory body. The charge of the Steering Committee is to discuss and advise on:

- Steering Committee operations. Develop a charter that establishes expectations and operating norms for the committee, including membership, responsibilities, communication, decision-making, and conflict resolution.
- Longer-term climate mitigation coordination. Review options and develop agreement for longer-term governance, monitoring, and public outreach that support a coordinated regional approach to climate mitigation. Governance to include identifying role for key public and private sector partners in Plan implementation, for example, as advisory, non-voting members in an oversight committee.
- Plan implementation. As each Policy and Action Research white paper (see Task 3) is completed, the Steering Committee will review the findings and recommend changes to Plan implementation as necessary considering the new information.
- Progress toward achieving emissions targets.
- Opportunities for inter-jurisdictional implementation and public-private partnerships.
- Need for issue-specific workgroups.
- Adaptation of Plan implementation. The Steering Committee will advise Plan implementation throughout.
- Grant and other funding opportunities.
- Ongoing public outreach and involvement.
- State and federal legislative action important to achieving the Plan goals.

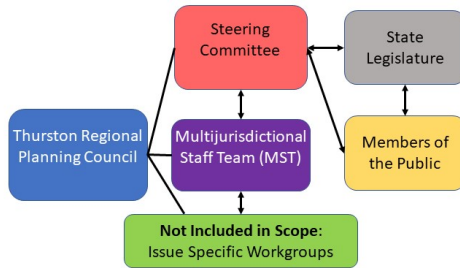
The Parties recognize that work remains to further define, hone, and prioritize the strategies and actions outlined in the Plan. Developing a more detailed strategy for implementation will be one of the first tasks of the Steering Committee, supported by the work of the MST. Through facilitation of the Steering Committee and MST, TRPC staff will support prioritization discussions, but this scope and budget does not task TRPC with developing the prioritization process or delivering a prioritized list of actions.

2a—Facilitate Steering Committee

TRPC staff, in consultation with the MST, will facilitate Steering Committee meetings including scheduling, securing a venue/setting a virtual meeting space, developing a draft agenda (for approval by the Steering Committee Chair and Vice Chair), providing public notice, preparing presentations and materials, distributing written public input to Steering Committee members, and producing meeting notes.

It is anticipated that the Steering Committee will meet between six and twelve times in the first year of implementation.

Figure 1, below, illustrates the relationships of the Steering Committee, MST, and issue-specific workgroups (detailed in Task 3).



Steering Committee: Comprised of the elected officials of the Parties and any specific invitees. This is the main advisory body for Plan implementation.

Multijurisdictional Staff Team: Staff from TRPC and each Party to support the Steering Committee and coordinate among the Parties.

Thurston Regional Planning Council: Provides facilitation and coordination support for the Steering Committee and MST. Also provides research and recommendations for Plan implementation.

State Legislature: The Plan includes legislative actions that will require public support and Steering Committee engagement with legislators.

Members of the public: Members of the public are encouraged to provide input in writing or in person to the Steering Committee.

Issue specific work groups: If deemed necessary, these groups would help refine and implement specific climate actions.

Figure 1. Climate Mitigation Plan Implementation Coordination Framework.

Task 2 Deliverables

- ~~Steering Committee charter~~
- ~~Scheduling and logistics for between six and twelve Steering Committee meetings.~~
- ~~Agendas, materials, and notes for between six and twelve Steering Committee meetings.~~
- ~~Compilation and distribution of any written public input to Steering Committee members.~~
- ~~Within six months of the first Steering Committee meeting, TRPC staff will assist the Parties in developing a draft long-term Climate Mitigation Implementation ILA for the Parties and produce a proposed scope of work for a second year, or longer if the Parties direct. A final long-term ILA would be expected by November 2021.~~

Task 2: Policy Research Support

The Plan identifies a need for additional research before some regionally coordinated strategies and actions can move ahead.

3.1— Policy and Action Research. Under this task, TRPC staff would further flesh out the details of a regional approach to the topics listed below through research and stakeholder outreach to be summarized in a white paper with recommendations to inform next implementation steps. Each white paper would include:

- Background information on topic, including information gathered through TCMP development.
- Comparison or case studies of 2-5 existing programs in other regions, states, or countries.
- Summary of up to three policy/action options for implementation, including the potential benefits and challenges and equity considerations of each option. Identified options should clearly delineate between policy/actions that could be taken by individual jurisdictions and those that could be most beneficial if addressed through regional cooperation among the Parties.
- Rough cost estimates and timelines of different policy options.
- Where appropriate, model code or policy language for use by individual jurisdictions.

White papers would be developed in consultation with the MST and would be reviewed by the Steering Committee. The Steering Committee will determine the priority topics and order for developing white papers.

White Paper Topics— The following provides examples of potential white paper topics to provide a sense of detail and scope. The Steering Committee will determine the topics for which white papers are ultimately developed.

- **Climate-informed Decision-making.** Options for estimating and accounting for climate impacts in development, transportation, and budget decisions.
 - G4.6— social cost of carbon [including equity in climate decision making]
- **Energy Efficiency of Residential Buildings.** Options for energy efficiency performance standards, incentives and funding tools for increasing rate of energy efficiency retrofits in existing residential building stock, to include recommendations for legislative agenda.
 - B1.1— residential energy performance ratings
 - B1.2— residential energy audits
 - B1.4— rental housing energy efficiency incentives
 - B1.5— property tax credit
 - B1.6— rental housing energy efficiency baseline
- **Electric Vehicle ready Infrastructure.** Options for supporting electric vehicle charging infrastructure, including model code amendments.
 - T3.5— EV ready building code
 - T3.7— EV integration
- **Regional Program for Carbon Sequestration.** Options for certifying, tracking, and administering a regional carbon sequestration program.
 - A2.1— regenerative agriculture
 - A5.1— reforestation & afforestation program
 - A7.1— prairie preservation

Task 3.1 Deliverables

- White paper for each topic area (four total)

3.2— Issue-specific Work Groups. The Parties recognize that a higher level of stakeholder engagement through issue-specific work groups may be helpful to refine strategies and actions for implementation. This scope of work does not include issue-specific work groups, yet this task is maintained as a placeholder should such workgroups be deemed necessary and approved by all Parties. Should the Parties decide that issue-specific workgroups are necessary, funding to support that coordination would need to be identified.

Task 4: Monitoring and Assessment Program

The Plan includes a monitoring framework to gauge accountability and track progress toward achieving the regional greenhouse gas emission targets. The Parties recognize that monitoring and assessment will be critical to the long-term success of implementation.

4.1— Recommendations for Long-term Monitoring Program. Develop recommendations for longer-term monitoring and assessment program to be included in the ILA described as a deliverable for Task 2. This task would include reviewing monitoring and performance assessment programs for 2-5 other climate programs and presenting different options to MST and Steering Committee.

The review will involve researching feasibility and developing options and recommendations for including the following components in a long-term monitoring and assessment program:

- Greenhouse Gas Emissions Inventory (Action G4.1)
- Methods and baseline data to track additional emissions sources and supplemental indicators identified as gaps in the Thurston Climate Mitigation Plan (i.e., consumption-side emissions, baseline sequestration information, equity indicators) (Action G4.3). This task would not include collecting the actual data to track these additional emissions sources and indicators, but only to assess the feasibility and costs of doing so.
- Performance Assessment, including an online dashboard reporting status and trends of key performance indicators and annual or other progress reporting on regional climate action (Action G4.2)
- Cost estimates for each component of the long-term monitoring program.

4.2— Annual Progress Report. With support of the MST, prepare a year-one report summarizing regional and jurisdictional activities that support the climate mitigation framework and progress toward targets. Assumption is that individual jurisdiction staff will provide content for activities of their own jurisdiction in format provided by TRPC.

Task 4 Deliverables

- Recommendations for long-term monitoring and assessment program, including cost estimates.
- Year 1 Climate Mitigation progress report

Task 5: Public Outreach

TRPC staff will develop and maintain a Climate Action Implementation web page to serve as the primary location for the Parties, partners, and the public to access the Plan, information on the Steering Committee, monitoring information, annual reports, and opportunities for stakeholders to provide input or assist with Plan implementation.

This scope also assumes that TRPC staff would provide up to 60 hours providing or supporting jurisdiction staff in presentations to outside groups, upon request (e.g., City Councils/Board of County Commissioners or community groups) or other activities to increase community awareness and education around climate change and the Thurston Climate Mitigation Plan. The MST, in consultation with the Parties' Steering Committee members, will decide on presentations to be made. The Parties may substitute creation of a short educational video about the Plan using a portion of the 60 public outreach hours, provided the total budget for this task is not exceeded.

TRPC staff will maintain a master contact list of the Parties, advisory Steering Committee members, other partner implementation entities, and interested parties.

Aside from developing and maintaining the Climate Action Implementation web page and presentations to outside groups, public outreach activities for this work could be highly variable in level of effort, and therefore cost, based on the specific activities that are implemented. This scope does not include additional outreach work the MST and Steering Committee may identify.

Task 5 Deliverables

- Development and maintenance of Climate Action Implementation web page.
- Up to 60 hours providing or supporting presentations to outside groups as directed by the MST.
- Maintenance of master Climate Action Implementation contact list.

CONTRACT BUDGET

TRPC Cost & Time Estimate by Task:

Base Estimate (7 MST and 6 Steering Committee Meetings)		Additional Costs (4 more MST and 6 more Steering Committee Meetings—only if directed by the Parties)	
Task 1	\$13,696	Task 1	\$1,910 ^A
Task 2	\$12,551	Task 2	\$10,724 ^B
Task 3	\$84,082	Task 3	\$0
Task 4	\$40,317	Task 4	\$0
Task 5	\$25,456	Task 5	\$0
Total	\$176,102	Total	\$12,634

A. — Up to four additional meetings at \$637 per meeting

B. — Up to six additional meetings at \$1,787 per meeting



~~This scope of work also assumes that each jurisdiction will allocate a combination of either in-kind staff or Commission/City Council Member's time summing to approximately 0.25 FTE/year to implement this scope of work.~~

MEMORANDUM

TO: Climate Action Steering Committee (CASC)
FROM: Casey Mauck, Assistant Planner, TRPC
Allison Osterberg, Senior Planner, TRPC
DATE: April 25, 2022
SUBJECT: Proposed Climate Advisory Workgroup

Requested Action

Provide direction on the proposed composition, recruitment process, and expectation for the Climate Advisory Workgroup.

Background

The Interlocal Agreement for TCMP Implementation (Phase 4 ILA) specifies that the partners will convene a Climate Advisory Workgroup (CAW). The purpose of this group is to provide community perspectives and input on regional climate mitigation activities – the group is advisory to the Climate Action Steering Committee (CASC) and staff. The specific tasks of the group are to participate in CASC meetings as an ex-officio, non-voting member; review and suggest priorities for the annual work program; review specific proposals under consideration by the CASC; review the annual report; and complete other tasks as requested by the CASC.

Composition

The Workgroup will consist of up to 15 interested stakeholders representing a variety of perspectives on climate mitigation actions. Workgroup members will be appointed by the CASC.

The expertise areas for workgroup members listed in the Phase 4 ILA include:

- local government agencies and utilities with a role in climate mitigation implementation
- climate, environmental, community design, and growth management advocates
- residential and commercial developers/builders
- residential and commercial rental property owners/managers, nonprofit housing providers
- youth
- tribal representatives

The purpose of the workgroup is to include a variety of perspectives on climate mitigation actions, and the appointment process should result in a workgroup with diverse backgrounds and affiliations. This workgroup is not a technical advisory body and the slots are intended to be filled with individuals who have interest, life experience, or more formal experience in the subject areas.

After receiving feedback at the March CASC meeting, several workgroup composition options have been developed below:

1. **Option 1: There are two membership groups: a few designated member organizations and the majority of the slots filled by application.**

The purpose of member organizations is to give a voice to key organizations involved in the implementation of climate mitigation actions. If this option is pursued, CASC should discuss which organizations have permanent member slots. Discussions from the March CASC meeting have led to a recommendation of including Puget Sound Energy, Thurston Conservation District, and Intercity Transit. Along with the Thurston Economic Development Council and LOTT Clean Water Alliance, these five organizations are listed as supporting partners in several actions listed in TCMP. To maintain a diversity of perspectives, staff recommend that no more than two members are allowed to represent each expertise area listed above. A sample composition is included below in table 1.

Table 1. Sample composition for Option 1.

Member Organizations (Application not Required)	
1.	Puget Sound Energy
2.	Intercity Transit
3.	Thurston Conservation District
Open Slots (Application Required) – Maximum of 2 Representatives in Each Expertise Area	
4 – 15	Open (12 total)

2. **Option 2: There are three membership groups: slots designated for an organization that do not require an application, slots with a pre-assigned expertise area that require an application, and a few slots left open.** This composition would result in a diverse group while still allowing some slots left open for the most qualified applicants. The pre-assigned slots could be saved for member organizations, whose representatives do not need to apply, and expertise areas, which would be filled by applicants. The open slots could be filled by any qualified applicant. A sample composition is included below in table 2.

Table 2. Sample composition for Option 2.

Member Organizations (Application not Required)	
1.	Puget Sound Energy
2.	Intercity Transit
3.	Thurston Conservation District
Designated Expertise Areas (Application Required)	
4.	Climate Mitigation Advocate
5.	Environmental Justice, Growth Management, or Community Design Advocate
6.	Youth
7.	Tribal Member (Application not Required)
8.	Residential Builder, Developer, Realtor, or Lender
9.	Commercial Builder, Developer, Realtor, or Lender
10.	Nonprofit Housing Provider or Housing Services, Utility, or Weatherization Representative
Open Slots (Application Required)	
11 - 15	Open (5 total)

3. **Option 3: All committee member slots have pre-determined organizations or expertise areas.** This structure is the most rigid of the options, as CASC would be responsible for deciding which expertise areas get a membership spot, and how many representatives of each expertise group are included in the workgroup. This structure may make the recruitment process more challenging and may limit the

opportunity for individuals with diverse backgrounds or interests to participate. A sample composition is included below in table 3.

Table 3. Sample Composition for Option 3.

Member Organizations (Application not Required)	
1.	Puget Sound Energy
2.	Intercity Transit
3.	Thurston Conservation District
Designated Expertise Areas (Application Required)	
4.	Climate Mitigation Advocate
5.	Community Design or Growth Management Advocate
6.	Environmental Justice Advocate
7.	Youth
8.	Tribal Member (Application not Required)
9.	Tribal Member (Application not Required)
10.	Residential Builder, Developer, or Lender
11.	Commercial Builder, Developer, or Lender
12.	Residential Property Owner, Manager, Nonprofit Housing Provider, or Realtor
13.	Commercial Property Owner, Manager, or Realtor
14.	Utility, Energy, or Weatherization Representative
15.	Workforce Development, School District, or Higher Education Representative

Workgroup Recruitment Process

Staff propose the following recruitment process, with tentative dates, pending approval by the Steering Committee:

- 30-day notification and application period (May 1-30).** TRPC will post a notification of the recruitment opportunity and application on the agency’s website, and conduct outreach to organizations and community groups in the region that are focused around desired expertise areas. Community members with an interest in filling one of the open spots must submit an application summarizing their interest, experience, and availability. A draft version of the application is attached.
- Application review (June 1-17).** The Multijurisdictional Staff Team will review applications and develop a membership recommendation for the Steering Committee.
- Membership Approval (June 27).** The full Steering Committee will review the recommendation and approve membership at a regularly scheduled CASC meeting. Staff will provide all applications received as part of the meeting materials, and appointment will require approval of all voting members present.
- Member Notification (late June/early July).** TRPC staff will contact all applicants to inform them of the Steering Committee’s decision and begin scheduling the group’s meetings.
- Ongoing Membership.** At least sixty days prior to the expiration of a rotating representative’s term, TRPC will contact the representative to ascertain their desire to serve another term (if CASC allows members to serve multiple terms). Staff will notify the CASC, who may reappoint the representative for a second term. If the representative does not wish to serve another term or if the CASC does not elect to reappoint the representative to another term, TRPC will initiate the recruitment process. If any member decides to leave

their position or is no longer able to serve, TRPC will initiate the recruitment process for the remainder of their term.

Terms

The CASC has several decisions to make regarding potential terms for workgroup members:

1. **Should the workgroup members have terms?**

Staff recommend that at least some of workgroup membership slots have terms. The terms would not apply to permanent member organizations. Terms allow more community members to be involved in the workgroup over time, which would result in a more diverse advisory body.

2. **What is the length of a term?**

Staff recommend that terms last for three years. The length of member terms will affect how often the recruitment process is undertaken and the workgroup composition changes. While changes in member composition increase the diversity of perspectives, it takes time to orient members to climate mitigation activities and get everyone up to speed. Potential cons of longer terms would be that members may not be able to fulfill their full term, and there is less opportunity for new members to join the group. **One suggested exception to three-year terms is youth members, who could have the option to serve a one- or two-year term.** A suggested policy would be that youth who apply can work with staff to set a term length of one, two, or three years depending on their preference and future availability.

3. **How many terms should a workgroup member be able to serve?**

Staff recommend that members be allowed to serve two terms, with the option to serve again after two terms with a new application. Members would be allowed to serve successive terms, but every time they reach a capacity of two full terms served, they would need to reapply for the position. This means that a member who served seven terms would have reapplied prior to the beginning of term three, term five, and term seven. This would reduce staff time spent on recruitment and orientation of new members, while still allowing flexibility through the appointment process. If a member is coming to the end of their term and would like to serve again, the Steering Committee still has the option to not appoint that member for another term and instead begin the recruitment process. If members cannot serve additional terms, the workgroup is reliant on new applications to keep a full group.

Expectations

While the Phase 4 ILA outlines the core responsibilities of the workgroup, the general expectations of the group have not yet been decided. There are three key decision points related to member expectations that the CASC should discuss: 1) the ex-officio, non-voting CASC member; 2) the leadership structure within the group; and 3) whether compensation will be offered.

1. **How should ex-officio Steering Committee members be selected?**

One core duty of the workgroup is to participate in the Steering Committee meetings as an ex-officio, non-voting member. This spot will be filled by different workgroup members on a rotating basis. **Staff recommend that this member rotate quarterly.** The workgroup will be asked for a volunteer to attend approximately three Steering Committee meetings over one quarter. This would allow that member to become more familiar with the Steering Committee and develop a relationship between the Committee and the advisory workgroup.

2. **What is the leadership structure of the advisory workgroup?**

After reviewing feedback from the March CASC meeting, staff is providing two options to determine the leadership structure of the group:

1. Option 1: TRPC facilitates the group. (Recommended)

As the workgroup fills an advisory role to CASC and the Project team, the group may not need a formal system with a chair and vice-chair. Relying on TRPC to facilitate meetings may allow members to worry less about learning procedures and keep their focus on discussing climate mitigation issues.

2. Option 2: The workgroup can elect a Chair and Vice Chair and follow Robert’s Rules of Order.

This option would require the workgroup to run their own meetings with assistance from staff. This option is not recommended as it may create additional roadblocks to participation and take away from the advisory purpose of the group.

3. Should workgroup members receive compensation?

CASC expressed a desire to compensate members to increase interest in membership and encourage participation from a wide range of community members. Currently, the City of Olympia is the only jurisdiction in the Thurston Region that offers meeting stipends to advisory boards and commissions. Staff recommends adopting the following policies related to compensation in accordance with TRPC’s forthcoming compensation policies.

- Compensation will be provided in the form of a set stipend per meeting.
- Compensation is limited to members who will not be paid by their employer to attend the meeting.
- An additional meeting stipend will be given to the ex-officio member when they attend a Steering Committee meeting.
- Members can choose to opt out of receiving compensation.
- Members must attend 75% of a meeting to be counted present and receive compensation.

TRPC policy specifies that the compensation rate will be set after examining compensation structures for organizations performing similar work. Compensation from other advisory boards and committees are shown below.

Table 4. Compensation rates for three nearby advisory boards and committees.

Organization	Advisory Board or Committee	Meeting Length	Compensation Rate
Puget Sound Regional Council	Equity Advisory Committee	2 hours	\$125/meeting
City of Olympia	Social Justice and Equity Committee	At least 2 hours	\$25/meeting OR \$50/meeting low-income
City of Tacoma	Office of Arts & Cultural Vitality Panel	1-2 hours	\$50/ meeting

Based on these comparisons, and an expected meeting length of 2 hours **staff recommend a rate of \$50 per meeting**. Estimated costs for a range of scenarios are included below in table 5. The total annual cost includes an additional stipend for each CASC meeting that will be provided to the non-voting, ex-officio member.

Table 5. Estimated annual costs of various compensation scenarios.

Number of Meetings Per Year	Number of Compensated Members	Compensation Rate	Annual Cost to Project
4	11	\$25/meeting	\$1,400
6	13	\$25/meeting	\$2,250
4	11	\$50/meeting (Recommended)	\$2,800
6	13	\$50/meeting (Recommended)	\$4,500
4	11	\$100/meeting	\$5,600
6	13	\$100/meeting	\$9,000

Decision Options

TRPC and the Multijurisdictional Staff Team have identified several items to approve.

- **Decision 1: Approve a membership structure.**
 - Option 1: There are two membership groups: a few designated member organizations and the majority of the slots filled by application.
 - Option 2: There are three membership groups: slots designated for an organization, slots with a pre-assigned expertise area, and a few open slots.
 - Option 3: All slots have pre-determined organizations or expertise areas.

- **Decision 2: Approve the process for reviewing applications.**
 - The Multijurisdictional Staff Team will review applications and develop a membership recommendation for the Steering Committee. **(Recommended)**

- **Decision 3: Approve the term structure.**
 - Members serve three-year terms and must reapply after two terms.
 - Youth can serve one, two, or three-year terms. Staff will work with youth that apply to determine a suitable term length for each individual.

- **Decision 4: Approve the process for determining the CASC ex-officio, non-voting member.**
 - The member rotates quarterly on a volunteer basis.

- **Decision 5: Approve a leadership structure.**
 - Option 1: The group is facilitated by TRPC. **(Recommended)**
 - Option 2: The group elects a Chair and Vice-Chair who facilitate the meeting.

- **Decision 6: Approve compensation policies.**
 - Compensation will be provided in the form of a \$50 stipend per meeting.
 - An additional meeting stipend will be given to the ex-officio member when they attend a Steering Committee meeting.

Attachments:

- *Attachment 1: Draft Climate Advisory Workgroup Membership Application*

Climate Advisory Workgroup Membership Application



Thank you for your interest in serving on the Thurston Climate Advisory Workgroup. The Climate Advisory Workgroup (CAW) functions as the stakeholder committee for ongoing implementation of the Thurston Climate Mitigation Plan. The *Thurston Climate Mitigation Plan* was adopted by Thurston County and the cities of Lacey, Olympia, and Tumwater in 2020 as a framework to address local sources of greenhouse gas emissions that contribute to global climate change. The plan establishes greenhouse gas reduction goals of 45% below 2015 levels by 2035 and 85% below 2015 levels by 2050.

The purpose of the workgroup is to support the Climate Action Steering Committee in the long-term implementation of climate mitigation actions by convening a range of different stakeholders involved in the implementation of such actions. The workgroup has 3 permanent member organizations: Puget Sound Energy, Thurston Conservation District, and Intercity Transit. There are 14 additional slots in the workgroup that will be filled by rotating representatives. These representatives serve three-year terms with the option to reapply for additional terms. Priority will be given to individuals with the following expertise areas:

- local government agencies and utilities with a role in climate mitigation implementation
- climate, environmental, community design, and growth management advocates
- residential and commercial developers/builders
- residential and commercial rental property owners/managers, nonprofit housing providers
- youth
- tribal representatives

The workgroup will meet between 4 to 6 times annually. Meetings may be held remotely over Zoom or in person, depending on the member availability and desire. Please complete the application below to the best of your ability. Please contact Allison Osterberg, Senior Planner at Thurston Regional Planning Council, with any questions at climate@trpc.org or (360) 956-7575.

1. Name
2. Phone Number
3. Email
4. Why are you interested in serving on the Thurston Climate Advisory Workgroup?
5. Do you have a background or expertise in any of the following areas? (check all that apply)
 - Climate change and/or natural environment
 - Environmental justice
 - Community design and/or growth management
 - Residential and/or commercial property development (involved in building or construction lending)

Commented [AO1]: Pending decision on membership structure

Commented [AO2]: Pending decision on membership terms

Thurston Climate Advisory Workgroup Membership Application
March 2022

- Residential and/or commercial property real estate and management (involved in real estate, management of rental properties, or lending)
 - Nonprofit housing providers
 - Youth (are you under the age of 18?)
 - Tribal member – Application not required, please contact climate@trpc.org
6. Please describe your experience with the categories you selected.
 7. Do you have any previous experience serving on a board, committee, or commission? If so, please describe your experience.
 8. Please describe your availability to attend meetings via Zoom or at Thurston Regional Planning Council (2411 Chandler Ct SW Olympia, WA). What times are you available or unavailable Monday-Friday 8am-7pm?
 9. Do you believe you will be able to serve a full three-year term of 4-6 annual meetings? *Youth representatives are allowed to serve one or two-year terms.
 10. How did you hear about this workgroup?

Responses have been combined from forms submitted by individual jurisdictions. Questions about activities in this report can be directed to climate@trpc.org.

Jurisdiction: All					
Contact: Casey Mauck					
Reporting Period: January-March 2022					
Sector/ Strategy	Action ID	Short name	Action Description	Implementation Approach	Activities <i>Summary of any activities taken during the reporting period (reference action #, if applicable)</i>
General					
Climate mitigation activities not tied to a specific sector, strategy, or action in the Thurston Climate Mitigation Plan.					<p>Regional In January, the four regional partners approved a 3-year Interlocal Agreement to continue coordinating climate mitigation activities. The partners held regular Steering Committee and Staff Team meetings to coordinate on implementation activities. https://www.trpc.org/DocumentCenter/View/10928/TCMP-Phase-4-ILA-Signed-03012022</p> <p>Olympia Olympia has hired two Climate Program Interns (one intern is supported through a partnership with Evergreen State College, and submitted a project application to host a CivicSpark Fellow for the 2022-23 program year.</p> <p>Thurston County 1. Amending C-PACER to accommodate legislative change. 2. Drafting new Climate Program Manager job description. Expected hire by June 2022.</p> <p>Tumwater Tumwater applied for and won the municipality division of the Thurston Green Business Awards for sustainability efforts in 2021.</p>
Buildings & Energy					
B1. Reduce energy use in residential buildings.					
	B1.1	residential energy performance ratings	Require energy performance ratings and disclosures for homes at time of sale, lease, or rent so that owners, tenants, and prospective buyers are informed before making purchasing or rental decisions.	Legislative agenda	Lacey B1.2 Began developing an Energy Efficiency Audit program and gap analysis.
	B1.2	residential energy audits	Develop and adopt policies that require residential properties to undertake an energy audit at the time of sale or during a substantial remodel. Work with financial institutions to develop mortgage products that incorporate audited energy efficiency recommendations.	Legislative agenda	
	B1.4	rental housing EE incentives	Provide incentives such as property tax breaks for landlords who install energy conservation measures in rental housing.	Legislative agenda	
	B1.5	property tax credit	Create incentives such as a property tax credit for property owners who participate in energy efficiency.	Legislative agenda	
	B1.6	rental housing EE baseline	Require rental units to meet baseline levels of energy efficiency and make more stringent over time.	Legislative agenda	
B2. Reduce energy use in existing commercial/industrial buildings.					
	B2.1	commercial energy benchmarking & disclosure	Require energy performance ratings for commercial structures be disclosed so that owners, tenants, and prospective buyers are informed before making purchasing or rental decisions.	Legislative agenda	<p>Regional B2.8: Steering Committee advocated for passage of SSB 5722 as part of its legislative priorities.</p> <p>Olympia B2.3 Public Works Facilities team has completed a LED conversion for the entire 108 State Street (old Family Support Center) facility. The building is 14,700 sqft. Approximately 300 light fixtures were updated.</p> <p>Tumwater B2.3: Received a quote from PSE on the price to convert all PSE owned street lights to LED, working internally to determine funding and timing for such an endeavor.</p>
	B2.3	LED lighting	Install LED lighting in public-sector buildings and infrastructure (e.g., street lights, traffic signals).	Individual jurisdictions	
	B2.6	cool roofs	Create an incentive program for the installation of reflective roofs on commercial buildings to reduce building energy consumption and the urban heat island effect.	Individual jurisdictions	
	B2.8	performance standard	Set energy efficiency performance standards for commercial buildings with gross floor areas smaller than 50,000 square feet.	Legislative agenda	
B3. Reduce energy use across building types.					
	B3.1	energy education	Provide educational resources and technical assistance to industry professionals, building owners and managers on all aspects of energy efficient building design, retrofits, and operations for new and existing buildings.	Supporting partner (PSE)	
	B3.4	exemplary buildings	Partner with public, private, non-profit, and faith-based organizations to facilitate rapid deployment and public awareness of high-profile demonstration buildings that use innovative energy efficiency and/or technology to limit energy use.	Supporting partner (unidentified)	
	B3.5	green building tracking	Develop data methodology to monitor use and impacts of green building incentives, to inform future incentives and develop recommendations for policy or programs.	Regionally coordinated	
B4. Reduce energy use in new buildings or redevelopment.					
	B4.4	green public buildings	Require that new local government facilities and other public buildings demonstrate green building technologies and practices.	Regionally coordinated	<p>Regional B4.6, B4.11: Steering Committee advocated for passage of ESHB 1770 among its legislative priorities. The bill would have allowed local jurisdictions to adopt a residential reach code in place of the state Energy Code.</p>
	B4.5	permitting incentives	Offer streamlined permitting, lower fees, or other incentives for projects that meet green building certification standards.	Regionally coordinated	
	B4.6	EE tax exemptions	Create a local property tax reduction or credit for new buildings that meet an energy efficiency performance standard.	Legislative agenda	
	B4.7	land use incentives	Provide land use incentives (such as floor area ratio, density bonus, height bonus, or parking reductions) for zero-net carbon buildings or other applications that dramatically increase energy efficiency.	Regionally coordinated	

Jurisdiction: All		Contact: Casey Mauck		Reporting Period: January-March 2022	
Sector/Strategy	Action ID	Short name	Action Description	Implementation Approach	Activities <i>Summary of any activities taken during the reporting period (reference action #, if applicable)</i>
	B4.9	permit counter technical assistance	Hire or contract with dedicated green building specialists to provide technical assistance through the permitting and development process.	Individual jurisdictions	
	B4.11	grid-connected appliances	Require smart appliances in new construction, especially water heaters that control timing of demand.	Legislative agenda	
	B4.12	multifamily submetering	Require submetering for new multifamily buildings so residents can track energy use.	Legislative agenda	
B5. Increase the production of local renewable energy.					
	B5.3	public building solar	Install solar photovoltaics on all available and feasible municipal sites, including building rooftops, city hall, schools, police and fire stations, community centers, municipal water pump sites, and transit depots.	Individual jurisdictions	Olympia B5.5 Submitted application for sol-smart designation.
	B5.5	solSmart	Pursue SolSmart designations and adopt solar friendly practices.	Individual jurisdictions	B5.10 Shared announcement for upcoming Olympia Community Solar group purchase campaign on City social media. Will include information about the campaign in the next Climate Newsletter and Five Things utility mailer.
	B5.8	solar-ready	Evaluate and adopt elements of SolSmart program and adopt solar friendly practices.	Individual jurisdictions	B5. CDBG awarded (pending City Council approval on 4/19) \$250k to Olympia Community Solar to install solar on 7 single family and multi-family homes owned by Homes First in Olympia. The seven systems, cumulatively 95.5 kW of solar energy, will produce more than \$530,000 of energy savings over their 30 year warranted lives. The 265 megawatt hours of solar electricity will also prevent 2.3 million pounds of CO2 emissions, the equivalent of 4.2 million vehicle miles.
	B5.10	group purchasing	Develop/support a city-sponsored group solar purchasing program.	Individual jurisdictions	
B6. Convert to cleaner fuel sources.					
	B6.1	natural gas to electric conversions	Educate business owners and residents on the options for electric appliances and the benefit of pairing electrification with the installation of renewable energy. Create incentives to support fuel switching.	Supporting partner (PSE)	Regional B6.4: Steering Committee advocated for passage of HB 1766 among its legislative priorities. The bill would have set deadlines to limit new gas connections and transition toward electrification.
	B6.2	electric appliances in new construction	Update municipal code to require electric appliances in new construction.	Legislative agenda	Olympia B6. Began work with RMI and Habitat for Humanity to develop a heat pump group purchase campaign. B6. Held project kick-off meeting with ECONorthwest to conduct a regional building electrification cost assessment, and provided contacts to ECONorthwest for stakeholder interviews.
	B6.4	natural gas transition	Phase out new natural gas connections in new buildings over time.	Legislative agenda	B6. In January, Olympia City Council passed a resolution stating the intent of the City to electrify city-owned facilities and Olympia's built environment. The resolution requires the city to electrify all newly constructed city-owned buildings and major renovations of existing buildings, and inventory existing buildings to evaluate the feasibility of retrofitting existing buildings to become all-electric. In March, Olympia City Council had a work session to discussion policy pathways to building electrification, and the Land Use Committee had a briefing and discussion on commercial building electrification policies. B6. Olympia provided written and oral testimony to the State Building Code Council in support of the heat pump space and water heating proposals for the 2021 Commercial Energy Code.
Transportation & Land Use					
T1. Set land use policies that support increased urban density and efficient transportation networks and reduce urban sprawl.					
	T1.1	coordinated long term planning- future infill and urban sprawl reduction	Coordinate long-term plans with transit agencies to project where increased density would support more transit corridors. Then change zoning/density that would support new transit corridors and variety of household incomes. Promote long-term equity and healthy communities by developing incentives such as density bonuses for development where a percentage of the units will be permanently affordable for household incomes. Look for opportunities to meet the Sustainable Thurston land use vision by reducing urban sprawl.	Individual jurisdictions	Lacey T1.2 Consolidated two lower density single family zones into one higher density zone that allows all housing types and styles. The primary goal is to promote infill development and additional density in existing neighborhoods. Olympia T1.4 Neighborhood Centers Plan - The City hired a consultant and began the initial phase of the project, including field visits to each neighborhood center. Consultant delivered a draft market analysis and neighborhood center profile. T1.1 Began work to develop subarea plan for Capital Mall Triangle. Issued RFQ for consultant and hired new Senior Planner to work on this project. Thurston County T1.1 & T1.2 - Thurston County Community Planning Department bringing on new .5 FTE Associate Planner and may include items in position scope.
	T1.2	middle-density housing	Reevaluate and change zoning as needed to allow for a range of housing types to promote social economic integration of housing near the region's urban centers or moderate-density zones.	Individual jurisdictions	
	T1.3	Eco districts	Identify potential Eco districts to advance innovative district-scale urban development, sustainability, and neighborhood equity. Then make necessary code/zoning changes to support their development and set ambitious performance outcomes to ensure their long-term success.	Individual jurisdictions	
	T1.4	20-minute neighborhoods	Increase the number of 20-minute neighborhoods (walkable environment, destinations that support a range of basic living needs and a residential density). Identify key infrastructure components needed to grow the number of 20-minute neighborhoods, then change zoning and codes if needed and coordinate with other jurisdictions to make public investments where necessary.	Individual jurisdictions	
	T1.9	ADUs	Amend development codes to allow for attached and detached accessory dwelling units (ADUs) in urban residential areas.	Individual jurisdictions	
	T1.11	land use efficiency	Set integrated goals to consider network efficiency and reduce urban sprawl in land use decisions, including how density in certain areas supports transit, increases efficiency of utility service, and other support facilities. Consider vehicle miles traveled (VMT) in identifying locations for large employment facilities.	Regionally coordinated	
T2. Increase efficiency of the transportation system.					

Jurisdiction: All					
Contact: Casey Mauck					
Reporting Period: January-March 2022					
Sector/Strategy	Action ID	Short name	Action Description	Implementation Approach	Activities <i>Summary of any activities taken during the reporting period (reference action #, if applicable)</i>
	T2.2	transportation efficiency	Fund programs and projects to increase transportation efficiency, reduce delay, and reduce emissions such as signalization coordination improvements along with application of speed harmonization techniques (ex. reevaluate speed limits, roundabouts vs signalized intersection, street connectivity). Added benefits are decreased idling time (pollution) and improve fuel efficiency (cost savings to driver).	Regionally coordinated	Regional T2.17: CTR Program, TRPC completed a survey of Commute Trip Reduction work sites, with results showing proportion of different commute modes, including teleworking. Results available at: https://www.trpc.org/1096/2021-Survey-Results Olympia T2.2 Design and right-of-way acquisition continued for Fones Road. Fone Road project will mitigation some congestion and add safer, active transportation facilities. T2.8 Hired project planner to review parking standards on Urban Corridors.
	T2.4	vehicle efficiency outreach	Develop educational campaigns about benefits (reduced greenhouse gas emission, increase fuel efficiency, safety) of properly inflated tires, including signage at gas stations and local businesses and partnering with schools.	Supporting Partner (unidentified)	Thurston County T2.2 Thurston County working with a consultant to conduct a study evaluating the amount of congestion on rural intersections. Next step will be evaluating emission levels and identifying appropriate actions for reduction. Public Works hired an Associate Civil Engineer, this position will become the project manager for work on transportation efficiency. T2.17 Thurston County implements updated teleworking policy.
	T2.17	teleworking/flex work	Increase opportunities for employee teleworking options and staggering workdays or schedules to reduce employees driving during peak traffic times.	Individual jurisdictions	
	T5.13	telecommuting infrastructure	Develop grants and provide financial resources for installation of infrastructure necessary to support telecommuting.	Regionally coordinated	
T3. Increase adoption of electric vehicles.					
	T3.1	EV parking new construction	Require large commercial and residential buildings to dedicate a percentage of parking spots for electric vehicle charging.	Regionally coordinated	Lacey T3.1 and T3.7 Adopted regulations that require EV charging stations and infrastructure for future expansion of EV charging for all multi-family and long term care facilities.
	T3.2	free EV parking	Allow free parking for all electric vehicles at local government buildings and in city centers to encourage the adoption of all electric vehicles. Increase cost of parking for Non-EV vehicles.	Individual jurisdictions	Olympia T3.10 Public Works Fleet has ordered 6 Ford Lightning EV's through Department Of Enterprise Services (ETA is 9 months).
	T3.5	EV ready building code	Require all new residential construction be built EV ready. Create a simple and consistent residential charging station permitting process to reduce costs and time to development.	Regionally coordinated	Thurston County T3.7 Thurston County Community Planning Department bringing on new .5 FTE Associate Planner and may include items in position scope. T3.10 Thurston County has two fully electric vehicles. \$150,000 was allocated for electric vehicle charging stations, project in progress.
	T3.7	EV integration	Reevaluate regulations and make necessary changes to ensure charging stations are able to be permitted in locations where they are needed.	Individual jurisdictions	Tumwater T3.2: Installed six more EV chargers behind City Hall (now a total of eight) to be used by City vehicles as we move towards an electric fleet. T3.10: Purchased four electric trucks to be used by our operations division, expect to receive those vehicles by the end of the year. In addition we ordered two plug-in hybrid small SUVs.
	T3.10	zero emission fleets	Investigate options then set appropriate timetables and policies for municipal and other governmental entities to replace public fleets with cleaner, energy-efficient vehicles to reduce long term fuel costs, improve air quality, and reduce greenhouse gas emissions.	Individual jurisdictions	
	T3.11	EV education	Partner with environmental and other agencies to increase consumer awareness about EV options and incentives for use and purchase.	Supporting Partner (unidentified)	
	T3.14	EV mass purchase discounts	Create a group purchase program for residents to get deep discounts on EVs, other fuel efficient and alternative fuel vehicles.	Supporting Partner (unidentified)	
	T3.15	EV purchase incentives	Partner with car sale and lease dealerships to provide incentives for purchase of electric vehicles by Thurston County residents. Pilot with those neighborhoods, individuals with greatest VMT potential.	Supporting Partner (unidentified)	
T4. Increase the use of public transit.					
	T4.1	increase transit	Increase local public transit routes/frequency with a focus on ensuring the greatest number of riders have access to a low-carbon transportation option. Any expansion of service should include an analysis of climate impacts to ensure the program does not result in an increase in greenhouse gas emissions.	Supporting partner (IT)	Regional T4.10: TRPC kicked off project work to update the Here-To-There website.
	T4.3	transit connections	Identify and implement first/last mile, low carbon solutions to connect neighborhoods without the population to support fixed routes to transit options. Engage homeowners associations for representation and feedback. Any expansion of service should include an analysis of climate impacts to ensure the program does not result in an increase in greenhouse gas emissions.	Regionally coordinated	
	T4.4	fareless system	Maintain a fareless system for public transit.	Supporting partner (IT)	
	T4.10	rider education/benefits	Maintain and expand a regional online page that lists all the mode shift education efforts and employer benefits opportunities (Thurston Here-To-There). Include a comments section for suggestions to further transit education and ridership.	Regionally coordinated	
	T4.15	promote transit benefits	Work with employers and transit agencies to develop ways to incentivize employee ridership (ex. rebates for employees who give up use of employer parking facilities).	Regionally coordinated	
T5. Increase use of active forms of travel and more efficient commute modes.					
	T5.1	walk/bike infrastructure	Coordinate bicycle and pedestrian plans of the cities and Thurston County into a large regional plan to expand walking and bicycling infrastructure, including separated and protected opportunities. Coordinate efforts to maximize funding mechanisms and opportunities.	Regionally coordinated	Regional T5.2 and T5.4: School Walk Route Mapping. TRPC completed draft school walking route maps for the Tumwater School District. Olympia T5. Completed Street Safety Plan update. T5. Applied for SDOT City Safety grant for 4th and Plum project to make it easier and safer to walk and bike. T5. Finalized design for State and Bay Project to make it easier and safer to walk and bike.

Jurisdiction: All		Contact: Casey Mauck		Reporting Period: January-March 2022	
Sector/ Strategy	Action ID	Short name	Action Description	Implementation Approach	Activities <i>Summary of any activities taken during the reporting period (reference action #, if applicable)</i>
	T5.2	barriers to transportation alternatives	Develop a regional inventory to identify gaps in connectivity for safe cycling and walking. Then develop a strategy to prioritize projects and a plan for funding.	Regionally coordinated	<p>T5.1 TRPC hosted one stakeholder meeting to discuss maintenance of shared use trails. PW Transportation provided information to TRPC for its trails plan update.</p> <p>Thurston County T5.11- Thurston County Community Planning Department bringing on new .5 FTE Associate Planner and may include items in position scope.</p> <p>Tumwater T5.1: Incorporated adding side walks and bike lanes on either side of Sapp Road, which currently lacks either, as it crosses Percival Creek as part of the design phase of the Percival Creek Fish Passage Barrier Removal project.</p>
	T5.4	school drop-off alternative modes	Maintain and expand a walking/biking incentive program with safety education for families.	Supporting partner (IT)	
	T5.11	mode shift targets and car-free areas	Reevaluate long term plans and update to prioritize pedestrians and people riding bikes. Set goals for mode shift and plans on how to achieve those goals like developing car-free corridors in commercial and mixed use areas to encourage mode shift.	Individual jurisdictions	
Water & Waste					
W1. Increase the efficiency of water and wastewater infrastructure.					
W2. Reduce water consumption.					
	W1.1	municipal energy efficiency	Conduct efficiency improvements to municipal water and sewage treatment systems. Prioritize components that consume the most energy and have high GHG emissions.	Individual jurisdictions	
	W2.2	water audits	Conduct water audits of city and county facilities to determine prioritization of capital improvements.	Individual jurisdictions	
W3. Reduce emissions from wastewater treatment operations.					
	W3.1	nitrous oxide capture	Research and implement nitrous oxide mitigation strategies and strategies to avoid or reduce nitrous oxide emissions. Present findings and cost vs benefits analysis to policy makers to determine what changes should be made.	Supporting partner (LOTT)	
W4. Divert more solid waste from landfills.					
	W4.4	waste audits	Provide waste audits for business owners and education on practices that decrease waste (ex. Compost, recycling, reuse).	Supporting partner (EDC)	<p>Olympia W4.4 Completed 7 waste assessments for city businesses so far this year.</p>
	W4.10	waste less food program	Expand Thurston County's "Waste Less Food" program.	Regionally coordinated	
W6. Reduce consumption of carbon-intensive goods and services.					
	W6.6	supply chain	Provide free technical assistance to local businesses in reducing the carbon intensity of their supply chains.	Supporting partner (EDC)	
Agriculture & Forests					
A1. Reduce emissions from agricultural practices.					
A2. Support agricultural practices that sequester carbon.					
	A1.2	nutrient management	Provide education and incentives (e.g., grants, loans, technical assistance) reduce nitrous oxide emissions when managing fertilizer.	Supporting partner (TCD)	
	A2.1	regenerative agriculture	Expand regenerative agricultural practices among farmers that aim for a "whole farm" approach. Provide education on how to increase organic matter content and water retention in soils within urban and agricultural settings.	Supporting partner (TCD)	
A5. Manage forests and other ecosystems to sequester carbon.					
	A5.1	reforestation & afforestation program	Develop a coordinated reforestation/afforestation program. Begin by identifying priority areas where reforestation and afforestation may have carbon reduction benefits.	Regionally coordinated	<p>Olympia A5.1 Partnered with Thurston County to develop scope of work for a Tree Canopy Assessment and applied for Washington DNR Urban and Community Forestry Grant. A5.1 Habitat Stewardship GIS systems updated to improve prioritization, planning and tracking of restoration/tree planting projects. A5. Urban Forestry Policy Team began early discussion to plan for the development of an Urban Forest Management Plan.</p>
	A7.3	prairie preservation	Support aggressive implementation of habitat conservation plans that provide for preservation and restoration of prairie habitat for endangered and threatened prairie species.	Regionally coordinated	
A6. Reduce emissions from the urban landscape.					
	A6.5	municipal canopy	Maximize tree canopy on jurisdiction owned or managed land, where appropriate in balance with other jurisdictional goals.	Individual jurisdictions	<p>Olympia Olympia Parks and Public Works/Habitat Restoration planted more than 1800 trees during the 2021/2022 planting season.</p> <p>Thurston County A6.5 - Thurston County will include work on municipal canopy as a part of the Healthy Forest project and will occur with the joint code update. A6.9 - Thurston County secured grant funds in partnership with City of Olympia to complete Healthy Forest project by July 2023.</p>
	A6.9	tree canopy preservation	Develop a tree canopy ordinance that establishes a baseline for current urban canopy and sets goals for future canopy to increase resilience. Combine direct cooling value (urban heat island mitigation) with carbon sequestration value when evaluating urban tree management.	Individual jurisdictions	
Cross-cutting					
G1. Conduct education and outreach across climate mitigation areas.					
	G1.7	social research and behavior change campaigns	Work with higher education institutions to research effective behavior change through marketing and education. Use this information in developing campaigns to reduce high emissions greenhouse gases.	Regionally coordinated	
G4. Enhance monitoring and evaluation of climate mitigation measures and outcomes.					
	G4.1	emissions inventory	Prepare and publish an annual emissions inventory that tracks greenhouse gas emissions by jurisdiction and source category. Review and update emissions inventory methodology as necessary to address improvements to data or methodologies, improve consistency, incorporate changes to state or federal policies, or report on issues of local interest.	Regionally coordinated	<p>Tumwater G4.4: With the help of the Action Mapping Project out of the University of Washington Tacoma, the cities of Olympia, Tumwater, and Thurston County are finishing the Thurston County Equity Index, a geospatial tool to help identify areas of increased burden throughout the canopy. Final deliverables for this project are expected this month. Tumwater will be working over the next six months to create Storymaps aimed at presenting this information in a usable and understandable format for our residents and internal staff.</p>

Jurisdiction: All					
Contact: Casey Mauck					
Reporting Period: January-March 2022					
Sector/ Strategy	Action ID	Short name	Action Description	Implementation Approach	Activities <i>Summary of any activities taken during the reporting period (reference action #, if applicable)</i>
	G4.2	performance measures	Develop performance measures to determine progress toward greenhouse gas reduction targets and other regional goals. Regularly update and publicize for community to track their progress.	Regionally coordinated	
	G4.3	other emission sources and sinks	Expand sources and sectors in future emissions inventories to inform future regulatory policy to reduce greenhouse gas emissions. Connected to actions T1.5 and W6.1, and sequestration actions.	Regionally coordinated	
	G4.4	vulnerable populations	Develop a data and monitoring mechanism that is specific to marginalized groups and their needs related to climate change and climate reality (e.g., access to transportation, access to A/C, proximity to cooling centers) and develop a plan to address these vulnerabilities with solutions that help reduce GHG emissions.	Regionally coordinated	
	G4.6	social cost of carbon	Develop and adopt policies that require the use of a "social cost of carbon measure" in zoning, development, construction, and transportation decisions.	Regionally coordinated	
G5. Advocate for climate-mitigating state and federal policy.					
	G5.5	legislative agenda	Prioritize climate mitigation policy in the municipalities' legislative agenda each year. Instruct municipal lobbyists to track and report on climate bills, and advocate for those bills that will help reduce local emissions. Work with other jurisdictions across the state to add this to the priorities for the Association of Washington Cities and Washington State Association of Counties.	Legislative agenda	Regional G5.5: Steering Committee approved a set of legislative priorities and advocated for them during the 2022 legislative session. https://www.trpc.org/DocumentCenter/View/10926/TCMP-2022-Legislative-Priorities