

Climate Action Steering Committee

Agenda

May 23, 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	
• Attachment 1: April 25, 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.	
• Written comments: The deadline for submitting written public comments is noon (12 pm PST) the Friday preceding the meeting, May 20, 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	50 min
2a. CASC Charter and Rules Update – Allison Osterberg, TRPC	ACTION
The CASC will review and approve updates to their charter and process document.	
• Attachment 2: CASC Charter Update Memo and Draft Changes	
2b. 2022/2023 Work Program Amendment – Allison Osterberg, TRPC	1st REVIEW
The CASC will review options to amend Phase 4 ILA to include remaining funds from Phase 3.	
• Attachment 3: 2022 Work Program Budget Amendment Memo	
2c. Financing Strategy Scope – Allison Osterberg, TRPC	DISCUSSION
The CASC will discuss scope of financing strategy research identified in the 2022 Work Program.	
2d. Climate Monitoring Dashboard – Casey Mauck, TRPC	INFORMATION/ DISCUSSION
Staff will provide an overview of updates to the TCMP website and climate monitoring dashboard.	
3. PRESENTATIONS	INFORMATION 20 min

- 3a. **Legacy Forests** – Stephen Kropp, Center for Responsible Forestry
Presenter will share information about the organization’s campaign to protect legacy forests.

4.	STANDING AGENDA ITEMS	INFORMATION/ DISCUSSION	30 min
----	------------------------------	--------------------------------	--------

4a. **Jurisdictional Information Sharing** - All
Members will share progress on implementation of the Thurston Climate Mitigation Plan or other relevant topics.

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.

TRPC ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Department's Title VI Coordinator at 360.956.7575.

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 #1 Summary DRAFT April 25, 2022, 3:00-5:00 PM

Link to packet and presentations: <https://www.trpc.org/Calendar.aspx?EID=604>

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 3:00 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 Schneider, 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 March 28, 2022, meeting summary.</p> <p>Committee Member Cox, moved, seconded by Committee Member Schneider, to approve the March 28, 2022, meeting summary.</p> <ul style="list-style-type: none"> • Motion to adopt the Climate Action Steering Committee’s March 28, 2022, meeting summary is approved. <p>Chair Parshley called for comments from members of the public. There were 4 public comments. Brief summaries follow:</p> <p>Jeffrey Miller: There are several local upcoming opportunities for renewable energy, including the hydrogen hub in Lewis County. He is eager to hear more about the path forward.</p> <p>Melinda Hughes: Thurston Climate Action Team (TCAT) has a new Community Engagement and Equity Coordinator starting this week, and they are hiring a part-time Buildings Specialist. The Washington Buildings Council passed several climate-related energy regulations. TCAT has several events coming up, and they have been named the chair for the Thurston Thrives Climate and Clean Energy Work Team.</p>



	<p>TCAT received the Thurston Green Business designation and looks forward to continued work with the Steering Committee.</p> <p>Tom Crawford: With the 2030 year and climate goals coming closer, the collective jurisdictions in TCMP need to increase local investments in climate solutions. TCAT will be sharing a proposal that calls for approximately \$3 million from the collective jurisdictions in the 2023 fiscal year shortly with a detailed project list. TCAT will distribute the proposal to the Steering Committee and then present it to the City Councils and the County Commissioners.</p> <p>Karen Messmer: Karen is a member of TCAT’s Electric Vehicle (EV) Group, which works to promote the adoption of EVs locally. TCAT will be hosting an EV show at Olympia High School on Saturday April 30th from 11am-2pm. Local EV owners will talk about their experiences and show tours of their vehicles. TCAT’s website has more details on the event.</p>
<p>2a. CASC Charter and Rules Update – Allison Osterberg, TRPC</p>	<p>Osterberg gave an overview of the Steering Committee Charter and Rules update, which will come back to the May meeting for a decision. Items of discussion included what constitutes a quorum, term length and limits for the Chair and Vice-Chair, in-absentia voting policies, and consensus decision-making.</p>
<p>2b. Election of Steering Committee Officers – All members</p>	<p>The Steering Committee held elections for the Chair and Vice-Chair positions from April 2022 to April 2023.</p> <p>Chair Parshley called for nominations for Chair.</p> <p>Committee Member Menser nominated Chair Parshley, seconded by Committee Member Cox.</p> <ul style="list-style-type: none">• Motion to approve Chair Parshley as Chair is approved. <p>Chair Parshley called for nominations for Vice-Chair.</p> <p>Committee Member Cox nominated Committee Member Menser to serve as Vice-Chair.</p> <ul style="list-style-type: none">• Motion to approve Menser as Vice-Chair is approved.
<p>2c. Advisory Workgroup Recruitment Process – Casey Mauck, TRPC</p>	<p>Mauck gave an overview of the composition, application review process, terms, leadership structure, compensation, and expectations for the forthcoming Climate Advisory Workgroup (CAW).</p> <p>Committee members expressed support for a hybrid composition with three member organizations, five pre-assigned slots, and twelve slots left open for applications. Member organizations selected include Intercity Transit, Puget Sound Energy, and Thurston Conservation District.</p>



	<p>Committee members approved the staff recommendation for all other workgroup decisions.</p> <p>Committee Member Menser, moved, seconded by Committee Member Schneider, to approve the staff recommendation for Climate Advisory Workgroup recruitment process using the hybrid membership model as discussed by the Committee.</p> <ul style="list-style-type: none">• Motion to approve the staff recommendation for Climate Advisory Workgroup recruitment process using the hybrid membership model as discussed by the Committee is approved.
3a. Legislative Agenda – Karen Parkhurst, TRPC	<p>Parkhurst shared a high-level overview of several climate-related bills that were included in the 2022 legislative session. Parkhurst also talked about several state budgets that were passed and could affect funding for climate projects.</p>
3b. Jurisdictional Information Sharing – All Members	<p>Carolyn Cox (City of Lacey) – Action implementation progress is shown in the quarterly implementation report.</p> <p>Charlie Schneider (City of Tumwater) – The City is working on the Urban Forestry Plan and will hopefully have an update next month.</p> <p>Tye Menser (Thurston County) – Committee member Menser has been spending time learning about the issue of legacy forests and Capitol State Forest. The County is looking into establishing a policy to protect legacy forests, and Menser suggested having a speaker at an upcoming CASC meeting.</p> <p>Lisa Parshley (City of Olympia) – Olympia passed a new set of goals through the Race to Zero hosted by ICLEI. The goals reaffirm the pledge to the next generation to reach net-zero emissions by 2040, and establish an interim science-based target of a 59% percent reduction below 2019 levels by 2030. The City has received a grant from DNR to assess tree canopy and the Parks and Recreation department recently planted over 1800 trees.</p>
4. Adjourn	<p>Meeting was adjourned at 5:04 pm.</p>



Meeting Attendance

Steering Committee Present Online:

Lisa Parshley – City of Olympia representative and Chair
Carolyn Cox – City of Lacey representative
Tye Menser – Thurston County representative
Charlie Schneider – City of Tumwater alternate

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:

Aletia Alvarez
Aya Samman
Duane Jonlin
Helen Wheatley
Jeffrey Miller
Joel Carlson
Karen Messmer

Louisa Sevier
Melinda Hughes
R. Peggy Smith
Shannon Shula
Tom Crawford
Wayne Olsen
*One individual was present by phone

TRPC Staff Present Online:

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

Next Meeting: May 23, 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=604>

MEMORANDUM

TO: Climate Action Steering Committee (CASC)
FROM: Allison Osterberg, Senior Planner, TRPC
DATE: May 23, 2022
SUBJECT: CASC Charter and Rules Update

Requested Action

Approve updates to the Climate Action Steering Committee Charter.

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 clarifications about committee process.

The CASC provided the following direction at their April 25 meeting:

- **Quorum** – To hold a meeting, 3 members must be present (Section 6). To make decisions, 3 voting members must be present, except that for decisions on the Annual Work Program, policy positions (ex., approving a legislative agenda or updates to the TCMP), or that involve financial commitments, all voting members (4) must be present.
- **Election of Officers** – Election of officers (Chair and Vice Chair) will be held annually at the April meeting. Officers have a one-year term, and may serve up to three consecutive terms in any position.
- **Voting in Absentia** – If neither the lead nor alternative representative from a member can be present for a meeting, they may designate another representative (such as staff) for that meeting only. Members may provide their decision in absentia.
- **Consensus Process Definition** – The Steering Committee uses a tiered consensus process for decision-making that allows members to register different levels of agreement, and also preserves the option for members to block actions they cannot support.

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 (clean)*
- *Draft CASC Charter Updates (redline)*

The logo for the Thurston Climate Mitigation Plan features the words "THURSTON", "CLIMATE", "MITIGATION", and "PLAN" stacked vertically in white, bold, sans-serif capital letters. Each word is contained within a colored rectangular box: "THURSTON" is in a teal box, "CLIMATE" is in a dark red box, "MITIGATION" is in a dark blue box, and "PLAN" is in an orange box. The boxes are staggered to the right, creating a stepped effect. A vertical green bar is positioned to the right of the text, extending from the top of the "THURSTON" box to the bottom of the "PLAN" box.

**THURSTON
CLIMATE
MITIGATION
PLAN**

**Climate Action Steering Committee
Charter**

DRAFT FOR CASC APPROVAL: May 23, 2022



1. Charter Purpose

The purpose of this charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Climate Action Steering Committee. The Climate Action Steering Committee 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 Lacey, Olympia, and Tumwater).

2. Background

Thurston County and the cities of Lacey, Olympia, and Tumwater (the Parties) worked with the Thurston Regional Planning Council (TRPC) to develop 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 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 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.

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. Steering Committee Purpose

The Steering Committee's purpose is to provide continued coordinated leadership to build local capacity for climate mitigation action. The charge of the Steering Committee is to:

- 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 advisory recommendations and 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.

Figure 1. Thurston Climate Mitigation Plan Implementation Organizational Structure

TCMP Implementation Organizational Structure



Jurisdiction Parties: Each jurisdiction's policymaking body (City Council and County Commission) will ultimately decide which strategies and actions to implement and what resources to dedicate toward TCMP implementation.

Program Coordinator: Provides coordination and facilitation support for the CASC, MST, and CAW.

Climate Action Steering Committee (CASC): Comprised of elected officials of the Parties and a member of the CAW. Advises the Parties and provides oversight for TCMP implementation.

Multijurisdictional Staff Team (MST): Comprised of staff from TRPC and each Party. Advises the CASC and coordinates TCMP implementation at a staff level on behalf of their jurisdiction.

Climate Advisory Workgroup (CAW): Comprised of community members appointed by the CASC. Advises the CASC on community perspectives on TCMP implementation.

5. Membership

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, 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.

6. Meetings

Frequency. The Steering Committee generally meets monthly. Meetings may be canceled by the Chair if deemed not necessary.

Preference for Virtual Meetings. Meetings are generally held virtually, to support reduced emissions in line with the TCMP. The Steering Committee may choose to hold some meetings in person to facilitate greater opportunities for networking and relationship-building.

Quorum: A quorum for holding a meeting exists when any three Steering Committee members are present for a scheduled meeting; however, no decision may be made unless a quorum for decision-making described in Section 10 is met.



Participation and Opportunity for Public Comment: 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.

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. 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, below).
- The Vice Chair 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. Only designated policymaker leads are eligible to serve as Chair or Vice Chair (excludes 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. Members may serve up to three consecutive years in any officer position.

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, Vice Chair, or Program Coordinator will follow the same process described above for annual elections, and the elected member will complete the term of the vacant officer.

8. Committee Facilitation and Communication

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 Program Coordinator 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 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.

9. 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.

10. Decision-making

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.

Decision authority. The decisions and recommendations from the Steering Committee are advisory and do not bind any of the Jurisdiction Parties to specific action – that is the purview of each Party’s Council/Commission.

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. A majority of voting members (3) must be present for a decision to be made. For decisions on the Annual Work Program, policy positions (ex., approving a legislative agenda or updates to the TCMP), or that involve financial commitments, all voting members (4) must be present.

Voting. A quorum of members must be present to make a decision. 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. 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 who may vote on behalf of that member.

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).

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, and noticed as an action item on the meeting agenda. Decisions will be documented in the meeting notes. If consensus over a decision cannot be reached, the conflicting points of view will be documented in the meeting notes.

11. 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.

The logo for the Thurston Climate Mitigation Plan features the words "THURSTON", "CLIMATE", "MITIGATION", and "PLAN" stacked vertically in white, bold, sans-serif capital letters. Each word is contained within a colored rectangular box: "THURSTON" is in a teal box, "CLIMATE" is in a dark red box, "MITIGATION" is in a dark blue box, and "PLAN" is in an orange box. The boxes are staggered to the left, creating a stepped effect. To the right of the text is a vertical green bar.

Climate Action Steering Committee

Charter



Approved: May 23, 2022



1. Charter Purpose

The purpose of this charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Climate Action Steering Committee. The Climate Action Steering Committee 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 Lacey, Olympia, and Tumwater).

2. Background

Thurston County and the cities of Lacey, Olympia, and Tumwater (the Parties) worked with the Thurston Regional Planning Council (TRPC) to develop 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 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 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.

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. Steering Committee Purpose

The Steering Committee’s purpose is to provide continued coordinated leadership to build local capacity for climate mitigation action. The charge of the Steering Committee is to:

- 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.

Figure 1. Thurston Climate Mitigation Plan Implementation Organizational Structure

TCMP Implementation Organizational Structure



Jurisdiction Parties: Each jurisdiction’s policymaking body (City Council and County Commission) will ultimately decide which strategies and actions to implement and what resources to dedicate toward TCMP implementation.

Program Coordinator: Provides coordination and facilitation support for the CASC, MST, and CAW.

Climate Action Steering Committee (CASC): Comprised of elected officials of the Parties and a member of the CAW. Advises the Parties and provides oversight for TCMP implementation.

Multijurisdictional Staff Team (MST): Comprised of staff from TRPC and each Party. Advises the CASC and coordinates TCMP implementation at a staff level on behalf of their jurisdiction.

Climate Advisory Workgroup (CAW): Comprised of community members appointed by the CASC. Advises the CASC on community perspectives on TCMP implementation.

5. Membership

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, 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.

6. Meetings

Frequency. The Steering Committee generally meets monthly. Meetings may be canceled by the Chair if deemed not necessary.

Preference for Virtual Meetings. Meetings are generally held virtually, to support reduced emissions in line with the TCMP. The Steering Committee may choose to hold some meetings in person to facilitate greater opportunities for networking and relationship-building.

Quorum: A quorum for holding a meeting exists when any three 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.



Participation and Opportunity for Public Comment: 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.

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. 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, below).
- The Vice Chair 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. Only designated policymaker leads are eligible to serve as Chair or Vice Chair (excludes 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. Members may serve up to three consecutive years in any officer position.

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, Vice Chair, or Program Coordinator will follow the same process described above for annual elections, and the elected member will complete the term of the vacant officer.

8. Committee Facilitation and Communication

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 Program Coordinator 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 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.

9. 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.

10. DECISION-MAKING

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.

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

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. A majority of voting members (3) must be present for a decision to be made. For decisions on the Annual Work Program, policy positions (ex., approving a legislative agenda or updates to the TCMP), or that involve financial commitments, all voting members (4) must be present.

Voting. A quorum of members must be present to make a decision. 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. If neither the primary nor the alternate representative from a Party can be present for the meeting, the member may designate a staff member to serve as the Party’s representative for that meeting and vote on their behalf.

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).

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 consensus over a decision cannot be reached, the conflicting points of view will be documented in the meeting notes.

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.



MEMORANDUM

TO: Climate Action Steering Committee
 FROM: Allison Osterberg
 DATE: May 23, 2022
 SUBJECT: 2022 Work Program Budget Amendment; Remaining Phase 3 Funds

Requested Action

Review and discuss proposal. Based on the CASC discussion, the amendment will be brought for approval at a future meeting.

Background

The Phase 3 Interlocal Agreement ended in April 2022, with a balance of \$23,301. The Steering Committee indicated that they are interested in having this funding folded into this year’s work program under the Phase 4 ILA. Amendments to the Phase 4 ILA must be approved by all four Parties.

Decision Options

TRPC staff propose the following amendment for allocating the remaining Phase 3 funds to the 2022/2023 Work Program. This proposal was reviewed by the Multijurisdictional Staff Team at their May meeting.

Work Program Task	Proposed Amount	Description of Expense
Task 2 – Regional Priorities	\$14,101	Additional policy research determined by the Steering Committee or work on existing regional priorities (2a-Energy Efficiency Program Design; 2c-Carbon Sequestration). Specific task can be determined by the CASC at a future date.
Task 3 – Monitoring & Assessment	\$5,000	Subcontract to Thurston Climate Action Team for cross-training and other technical expertise to support the transition of the greenhouse gas inventory. This technical support is already planned under the existing Work Program task, but the allocation would free up additional funds for digging into monitoring-related questions and tools.
Task 4 – Public Outreach	\$4,200	Compensation for Climate Advisory Workgroup - \$50/meeting for 6 CAW meetings up to 12 members (\$3,600); plus \$50/meeting for 1 rotating CAW member to attend 12 Steering Committee meetings (\$600)
TOTAL	\$23,301	

Alternatively, the \$5,000 proposed for monitoring support could be dedicated to the Regional Priorities task, for a total of \$19,101.

Attachments:

- *Attachment 1: 2022 Work Program with proposed amendments*

					Original	Phase 3 Balance	Amended (DRAFT)		
TOTAL 2022 Climate Mitigation Work Program					\$242,648	\$23,301	\$265,949		
Per Partner - 2022 Climate Mitigation Work Program					\$60,662	\$5,825	\$66,487		
#	Task Title	Description	TCMP Actions Addressed	Lead	Outside Funding	2022 Budget Request	2022 Amendment Request	2022 Amended Total	Amendment Notes
Standing Tasks									
1	Oversight & Coordination Committees	Convene the Climate Action Steering Committee and Multijurisdictional Staff Team	G5 Strategy G5.5 – legislative agenda	TRPC	\$0	\$58,773	\$0	\$58,773	No change to this task.
2	Regional Priorities Process	Develop an annual list of regional initiatives to be included in the 2023 work program and oversee completion of those initiatives.	various	TRPC	\$0	\$68,788	\$14,101	\$82,889	Additional funding can be allocated to one of the regional priorities listed below (A-D) or another priority identified by the CASC at a future date.
3	Monitoring & Assessment	Develop and maintain a monitoring and assessment program that tracks and reports on climate mitigation activities and outcomes.	G4.1 – emission inventory G4.2 – performance measures	TRPC	\$0	\$49,961	\$5,000	\$54,961	Additional funds used to subcontract to Thurston Climate Action Team for cross-training and other technical expertise to support the transition of the greenhouse gas inventory.
4	Public Outreach	Coordinate public outreach activities, including by convening a Climate Advisory Workgroup.	G1 Strategy	TRPC	\$0	\$42,786	\$4,200	\$46,986	Additional funds used as compensation for Climate Advisory Workgroup members (\$50/meeting).
Subtotal - Standing Tasks					\$0	\$220,308	\$23,301	\$243,609	
Per Partner - Standing Tasks					\$0	\$55,077	\$5,825	\$60,902	

#	Task Title	Description	TCMP Actions Addressed	Lead	Outside Funding	2022 Budget Request	2022 Amendment Request	2022 Amended Total	Amendment Notes
2022 Regional Priorities									
A	Energy Efficiency Program Design	Design and launch Phase 1 of a community-wide residential energy efficiency program, based on recommendations from policy white papers.	B1 strategies, B3.1 – energy education	TRPC	\$37,500	\$0	\$0	\$0	CASC could choose to allocate additional funding to this task. *Note: Outside funding is from Thurston County.
B	Building Electrification Cost Assessment	Develop a regional assessment of costs to build and operate all-electric housing, commercial development, and mixed-use development.	B6.1 – natural gas to electric conversions, B6.2 – electric appliances in new construction, B6.4 – natural gas transition	Olympia	\$30,475	\$0	\$0	\$0	No change to this task. *Note: Outside funding is separate ILA with city of Olympia.
C	Carbon Sequestration Program Design	Design and launch Phase 1 of a regional carbon sequestration program, based on recommendations from policy white paper.	A2.1 – regenerative agriculture, A5.1 – reforestation & afforestation program, A7.3 – prairie preservation	TRPC	\$0	\$0	\$0	\$0	CASC could choose to allocate additional funding to this task.
D	Financing Strategy	Research options for creating a dedicated, shared regional fund for climate mitigation work.	various	TRPC	\$0	\$22,340	\$0	\$22,340	No change to this task.
Subtotal - Regional Priorities						\$22,340	\$0	\$22,340	
Per Partner - Regional Priorities						\$5,585	\$0	\$5,585	
						ORIGINAL	Phase 3 Balance	AMENDED (Proposed)	
TOTAL 2022 Climate Mitigation Work Program						\$242,648	\$23,301	\$265,949	
Per Partner - 2022 Climate Mitigation Work Program						\$60,662	\$5,825	\$66,487	