



Climate Action Steering Committee

Retreat Summary DRAFT

January 23, 2023, 1:00-5:00 PM

Link to packet and presentations: <https://www.trpc.org/Calendar.aspx?EID=687>

Agenda Item	Notes
1. Agenda Overview, Meeting Norms, Desired Outcomes – Marc Daily, TRPC	Daily went over the retreat agenda, meeting norms, and desired outcomes of the meeting. Desired outcomes included durable agreement among Steering Committee and staff members around TCMP implementation, increased awareness of people involved in implementation, and a start to continuing discussions about remaining needs such interlocal agreement (ILA) revision and communications going forward.
2. Welcome from the Chair – Chair Parshley	Chair Parshley thanked Allison Osterberg for her work on the project to date, recognized the urgency of climate mitigation action, and shared her belief that the region has the local knowledge and groups in place to make effective progress on climate action.
3. Introductions – All members	Staff and Steering Committee members introduced themselves.
4. Specifics of Staff Proposal – Alyssa Jones Wood, City of Tumwater; Rebecca Harvey, Thurston County	<p>Jones-Wood and Harvey went over the staff proposal for TCMP implementation. The updated proposal lays out new roles and responsibilities for the parties involved in implementation: the Jurisdiction Parties (JPs), Multijurisdictional Staff Team (MST), Climate Advisory Workgroup (CAW), and Elected Officials Committee (EOC) or Steering Committee. The proposal is the result of a change in conditions from the TCMP’s adoption: at the time of plan adoption, the jurisdictions did not have dedicated full-time staff working on climate mitigation; currently three out of the four jurisdictions have hired staff and the fourth has included a position in their upcoming budget. The new structure places more responsibility on staff and is less rigid and hierarchical to allow for more overlap between the different groups. Large changes include that the MST takes on a more active role in directing action, the EOC meets 1-3 times annually, the workgroup meets monthly and has a direct say in climate action taken by the jurisdictions, and there is no regional work program beyond meeting coordination, monitoring, and assessment.</p> <p>Members preferred that the EOC meets quarterly to allow the public more access to elected officials, and suggested that staff conduct purposeful outreach to educate the public on why the change in implementation is occurring.</p>



5. Seeking Agreement on Key Issues – All members

Steering Committee members discussed the key issues with the goal of getting support from all four members. The following key issues were supported by all CASC members (changes from the original wording are indicated in strikethrough and underlines):

The Elected Official Committee’s purpose ~~is to~~ includes reviewing progress toward achieving emissions targets and ~~to~~ reviewing and recommending proposed amendments to TCMP. The EOC cannot make requests of ~~staff~~ the MST outside activities specified in the ILA.

The Multijurisdictional Staff Team (MST)’s purpose is to share information on the climate mitigation activities of individual jurisdictions and actively facilitate cross-jurisdictional coordination on TCMP implementation.

The Climate Advisory Workgroup’s purpose is to review and provide feedback on climate mitigation actions led by Jurisdiction Parties, identify comments or perspectives for the group facilitator to report out to EOC and MST, request agenda items for consideration at future CAW meetings, and review the annual report.

Each jurisdiction has the authority to act on any actions in the TCMP, and decides individually what strategies and actions to implement, including actions in the TCMP and/or other climate-related actions. Jurisdiction Parties allocate appropriate staff and resources according to their own priorities and on their own timelines.

Jurisdiction Parties have ultimate decision-making authority over implementation of climate mitigation activities. Members of the public can direct comments to each of the jurisdiction’s legislative bodies (Board of County Commissioners or City Council). Public comment and input are important.

An Annual Retreat will serve as a strategic planning session that brings together jurisdiction staff, community representatives, and policymakers (members of the MST, CAW, and EOC) to have deep and meaningful discussions on climate mitigation progress and needs, with an emphasis on strategies that would most benefit from regional coordination.



	<p>The Elected Official Committee meets 1-3 times a year <u>has four scheduled meetings annually or less if there is nothing to cover. One of the four meetings each year will be a retreat.</u> The EOC may be convened more frequently to review proposed amendments to the TCMP.</p> <p>The Multijurisdictional Staff Team (MST) meets regularly and sets the meeting frequency and agendas for both the EOC and CAW, <u>develops retreat agendas and facilitation</u>, and appoints members of the CAW.</p> <p>The MST develops contracts and scopes of work to support work identified in the ILA (support for oversight and coordination committees, monitoring and assessment activities, annual report).</p> <p>The new regional ILA will only include 2 standing tasks (Oversight & Coordination Committees, and Monitoring & Assessment). Individual jurisdictions may describe annual activities to advance implementation of the TCMP in their own (optional) Jurisdiction Work Programs.</p> <p>Committee member Menser emphasized the need to use this program to advance items that benefit from regional coordination, or “regional items.” Members also emphasized the need to communicate clearly how the public can get involved, and that members want to keep hearing from community members even though the CASC meeting frequency is proposed to decrease.</p> <p>Members asked how staff and the MST will coordinate with other staff within their jurisdictions, such as City managers. This question was tabled for further discussion at a later time.</p>
6. The Big Picture – All members	<i>This item was discussed in agenda items 5 and 6.</i>
7. Next Steps Questions – All members	<p>Members discussed the annual retreat, interlocal agreement (ILA) revision, and how to communicate with the public around the new approach.</p> <p>The MST will be in charge of annual retreat planning, and the retreat will be a full day event in late April open to the full CAW, MST, and EOC. The MST will bring a short list of potential initiatives to the retreat for the EOC, CAW, and MST to review. The last portion of the meeting will be an EOC meeting where members can take action to recommend regional initiatives for the MST to work on for the next budget year. The retreat agenda will include jurisdiction and third-</p>



	<p>party partner updates from the MST, and may include presentations from outside entities on topics such as potential regional items or legislation.</p> <p>Members emphasized the need to communicate clearly with the public about why this shift in implementation is occurring. The MST will develop talking points to explain the shift and use existing channels of public outreach such as jurisdiction newsletters to spread the message. The next CASC meeting on February 27th will have a public comment portion, and CASC members discussed having a panel at an upcoming Thurston Climate Action Team summit.</p> <p>Members discussed revision of the ILA (the agreement the jurisdictions sign onto that lays out roles and responsibilities in TCMP implementation). Thurston Regional Planning Council will develop the new ILA, and the MST will draft a new scope of work to accompany it. The draft ILA will have a duration of between two and seven years, though it could be revised before that deadline is reached.</p>
8. Adjourn	Meeting was adjourned at 4:45 pm.



Meeting Attendance

Steering Committee Present:

Lisa Parshley – City of Olympia representative and Chair
Tye Menser – Thurston County representative and Vice Chair

Carolyn Cox – City of Lacey representative
Eileen Swarthout – City of Tumwater representative

Public Present:

Amy Tousley
Eliane Wilson
Henry Mooney
JJ Lindsey
Joel Hansen

Robert Marino
Tom Crawford
Wayne Olsen
*1 additional member of the public was present by phone

Staff Present:

Lacey

Grant Beck

Thurston County

Rebecca Harvey

Olympia

Pamela Braff

TRPC

Allison Osterberg
Casey Mauck
Marc Daily

Tumwater

Alyssa Jones-Wood

Next Meeting: February 27, 2023

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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.*