

# MEMORANDUM

TO: Climate Action Steering Committee (CASC)  
FROM: Allison Osterberg, Senior Planner, TRPC  
DATE: 2/27/2023  
SUBJECT: Interlocal Agreement (ILA) Next Steps

## Requested Action

Review and provide direction on proposed schedule for next steps.

Approve an extension of the existing work program through June 30, 2023, or until such time as a new ILA is approved by all four jurisdictions.

## Background

The Climate Action Steering Committee (CASC) held a retreat January 23, 2023, which focused on the staff proposal for regional implementation of Thurston Climate Mitigation Plan. This discussion led to agreement among the CASC and Multijurisdictional Staff Team (MST) on key issues of structure, roles, and process/logistics as well as guidance on next steps.

One of the next steps identified at the retreat was the need for a new ILA that better reflects this new structure and a new scope of work for TRPC's administrative support under the new agreement. Staff have made very good progress on developing these documents, but need additional time to resolve a few remaining questions and develop a budget.

Staff also would like to ensure the Climate Advisory Workgroup (CAW) has a chance to learn about and discuss the proposed changes to the structure of the agreement, especially as the changes affect the CAW.

## Next Steps

### Existing Work Program and TRPC Scope

The current ILA lasts for three years (through February 2025) however, under the ILA's terms the Steering Committee is expected to approve an Annual Work Program and Budget. Over the past months, rather than develop a new annual work program, the MST and CASC have engaged in a productive review of the entire ILA structure. The result of this work will be a governance structure that is more efficient for all parties, but it will take time to approve the new ILA and this work was not part of the original work program approved for this year. In order to account for this shift, staff request that the CASC extend the current work program and agreement with TRPC until the new ILA is in place.

### Funding and In-kind Commitment (Section IV)

i. **Annual Work Plan Budget.** The Steering Committee shall establish and maintain an annual budget related to carrying out this Agreement as part of the Annual Work Program.

ii. **Annual Base Funding.** Each Party shall contribute an equal share of funds sufficient for the estimated costs of the Annual Work Program Budget. The Annual Work Plan and Budget for the first year of the Agreement is included as Exhibit A. Subsequent annual work plans and budgets will be developed and approved on or before the anniversary of the adoption of the first year’s work plan.

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vi. **Excess Funds.** Any funds not used in any given year may be considered for use in the execution of the following year’s Annual Work Program. Any funds not used before the expiration or termination of the Agreement will be refunded to the Parties, on a proportional basis based on initial contributions.

As of the end of January, the current work program has \$70,000 in remaining funds. Some of these funds will be used to complete existing tasks, including additional planned meetings of the CASC, MST, and CAW. Staff are requesting that remaining funds be used to complete the new ILA and regional guidance document, and conduct some preparatory work for a retreat under the new agreement.

### Proposed Timing of Next Steps

Staff propose the following schedule for next steps, based on the retreat discussion, but that also provides time to involve the CAW:

Date	Event	Content
<b>February 27</b>	Monthly CASC meeting	<ul style="list-style-type: none"> <li>- Review next steps schedule</li> <li>- Approve extension to annual work program/TRPC scope</li> </ul>
<b>March 7</b>	CAW meeting #3	<ul style="list-style-type: none"> <li>- Introduce the implementation proposal and discuss in detail</li> <li>- Get CAW input on proposal</li> </ul>
<b>March 13</b>	Monthly MST meeting	<ul style="list-style-type: none"> <li>- Review CAW comments on implementation proposal</li> <li>- Planning for Spring retreat</li> </ul>
<b>March 27</b>	Monthly CASC meeting	<ul style="list-style-type: none"> <li>- Review CAW discussion</li> <li>- Take action on revised guidance/ILA</li> </ul>
<b>April 4</b>	CAW meeting #4	<ul style="list-style-type: none"> <li>- Report back on ILA</li> <li>- Review/discuss annual progress report</li> <li>- Regional items discussion</li> </ul>
<b>April/May</b>	City Council/BoCC	<ul style="list-style-type: none"> <li>- Approve new ILA</li> </ul>
<b>May/June</b>	Climate Retreat	<ul style="list-style-type: none"> <li>- Jurisdiction updates</li> <li>- Outside presentations</li> <li>- Regional items</li> </ul>

### Decision Options

- A. Approve an extension of the existing work program through June 30, 2023, or until such time as a new ILA is approved by all four jurisdictions.
  - a. Allows TRPC to continue supporting partners until new ILA is in place

- b. Allows time for CAW to review and discuss proposal before new ILA is finalized, review annual report and discuss regional items in preparation for a spring retreat
- B. Do not approve an extension of the existing work program.
  - a. TRPC support will end in March, under existing work program
  - b. Does not allow as much time for CAW to be involved in new structure

**Attachments:**

- *2022 Climate Mitigation Work Program-Update through January 2023*

					Total Budget	Total Remaining, 1/2023	
<b>TOTAL 2022 Climate Mitigation Work Program</b>					<b>\$242,648</b>	<b>\$70,007</b>	
<b>Per Partner - 2022 Climate Mitigation Work Program</b>					<b>\$60,662</b>	<b>\$17,501</b>	
#	Task Title	Description	TCMP Actions Addressed	Lead	2022 Budget Request	Remaining Budget as of Jan 31, 2023	Status and Proposed Use of Remaining Funds
1	Oversight & Coordination Committees	Convene the Climate Action Steering Committee and Multijurisdictional Staff Team	G5 Strategy G5.5 – legislative agenda	TRPC	\$58,773	\$20,801	CASC: 7 meetings held, one of which was an in-person half-day retreat MST: 14 meetings held Remaining funds can be used for additional meetings to finalize new ILA structure.
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	\$68,788	\$25,317	Ongoing program support Remaining funds can be used to finalize ILA and regional guidance document and preparatory work for spring retreat.
2D	Financing Strategy	Research options for creating a dedicated, shared regional fund for climate mitigation work.	various	TRPC	\$22,340	\$11,170	Work paused. Deliverable no longer useful given new structure. Remaining funds can be reallocated to support transition to new ILA.
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	\$49,961	\$883	All tasks complete: Climate Dashboard Annual Report and Quarterly Reports Greenhouse Gas Inventory
4	Public Outreach	Coordinate public outreach activities, including by convening a Climate Advisory Workgroup.	G1 Strategy	TRPC	\$42,786	\$11,834	CAW: Recruitment complete and 2 meetings held. Remaining funds can be used for 2 more CAW meetings and ongoing updates to website.
<b>Subtotal - Standing Tasks</b>					<b>\$242,648</b>	<b>\$70,005</b>	
<b>Per Partner - Standing Tasks</b>					<b>\$60,662</b>	<b>\$17,501</b>	