

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.

**THURSTON
CLIMATE
MITIGATION
PLAN**

Regional Implementation Guidance

CLIMATE ADVISORY WORKGROUP REVIEW DRAFT: February 2023

1. Purpose

The purpose of this document is to outline expectations for regionally coordinated implementation of the Thurston Climate Mitigation Plan.

2. Background

Thurston County and the cities of Lacey, Olympia, and Tumwater (the Parties) worked with 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.

Along with the emissions targets, the TCMP includes a set of 12 regional goals that emphasize the co-benefits of climate action in supporting the strength and resilience of the broader community. The TCMP set a 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 agreed that regionally coordinated implementation of the TCMP is essential to the most efficient and effective deployment of the plan's actions. In 2022, staff from the four Parties met to outline expectations for regionally coordinated implementation of the TCMP, with greater clarification of roles and responsibilities. This document outlines the outcome of those discussions and forms the basis for an Interlocal Agreement (ILA) that defines a collaborative framework for implementing the TCMP and establishes the following goals for ongoing partnership:

- Maintain momentum for local climate action.
- Develop efficient regional solutions for reducing sources of greenhouse gases in ways that support all partner jurisdictions.
- Provide accountability on progress toward achieving regional climate targets.
- Build public awareness of climate mitigation activities across the region.

The ILA establishes the **Thurston Climate Mitigation Collaborative**, a consortium of local government partners working together to significantly reduce regional greenhouse gas emissions and achieve mutually adopted communitywide emissions reduction goals. The Collaborative provides a mechanism through which the Parties can learn, explore, collaborate, incubate, coordinate, and communicate policies and best practices that the Parties can decide to advance collectively or singularly. The Collaborative is made up of Jurisdiction Parties, an Elected Official Workgroup, a Staff Workgroup, and a Community Advisory Workgroup.

3. Acronyms and Glossary

Acronyms

- CAW – Climate Advisory Workgroup
- EOW – Elected Official Workgroup
- ILA – Interlocal Agreement among Thurston County, City of Lacey, City of Olympia, and City of Tumwater to support regionally coordinated implementation of the Thurston Climate Mitigation Plan, approved in 2023.
- SW – Staff Workgroup
- TCMP – Thurston Climate Mitigation Plan

Glossary of Frequently Used Terms

- **Annual Progress Report** – The Annual Progress Report communicates highlights of climate mitigation activities and outcomes over the past year, including regional work as well as activities conducted by Jurisdiction Parties and community entities that are not part of the Interlocal Work Program.
- **Interlocal Agreement (ILA)** – An agreement among Thurston County, City of Lacey, City of Olympia, and City of Tumwater that establishes a framework for ongoing, regionally coordinated implementation of the TCMP. The ILA also serves as a contract for two administrative tasks to support ongoing regional implementation of the TCMP:
 - Workgroup Coordination – including the SW, CAW, and EOW
 - Monitoring and Assessment

The ILA is not comprehensive of all climate mitigation activities being conducted in the region. It only identifies a limited set of activities that are coordinated among the jurisdictions on a regional level. Individual jurisdictions lead implementation of most climate mitigation actions through their own local programs, including other regional activities not included in the ILA. This agreement reflects discussion and decisions among staff and elected officials in 2022 and 2023 and replaces a previous ILA, signed 03/01/2022.

- **Jurisdiction Work Program** – An optional document describing annual activities that will be undertaken by an individual jurisdiction in that year to advance implementation of the Thurston Climate Mitigation Plan.
- **Legislative Agenda** – Some climate mitigation actions identified in the TCMP require or are best addressed by state action. The SW or EOW may make recommendations on legislative issues that would support implementation of the TCMP. Any recommendation will be provided to each jurisdiction to include in their list of legislative priorities for the session. Advocacy for these priorities is only done by individual Jurisdiction Parties if they so choose, and not by the EOW.

4. How Implementation of the TCMP Works

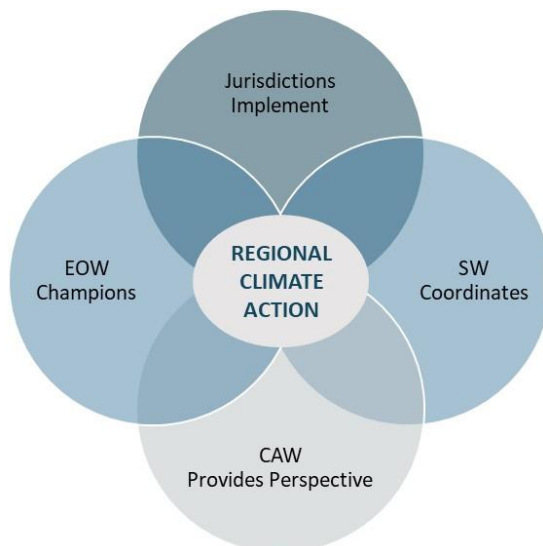
Implementation of all actions included in the TCMP is led by individual Jurisdiction Parties. Although the TCMP identifies different approaches (Legislative Agenda, Regionally Coordinated, Individual Jurisdictions, Supporting Partner), these categories do not limit whether or how individual jurisdictions choose to implement actions in the TCMP.

- 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 plans may be shared regionally through the optional Jurisdiction Work Program form.
- **Staff Workgroup (SW)** meets monthly to share information and facilitate coordination across jurisdictions.
- **Climate Advisory Workgroup (CAW)** meets regularly (up to 12 times a year) to provide community perspectives and feedback on implementation topics decided by the SW and CAW.
- **Elected Official Workgroup (EOW)** meets quarterly (public meetings) to highlight climate mitigation activities and receive updates on implementation progress. One of these meetings is the Annual Retreat, described below. The EOW may be convened for additional meetings to review proposed amendments to the TCMP.
- An **Annual Retreat** serves as a strategic planning session that brings together jurisdiction staff, community representatives, and policymakers (members of the SW, CAW, and EOW) to have deep and meaningful discussions on climate mitigation progress and needs.
- To provide accountability on progress toward achieving regional climate targets, partners maintain a **Monitoring and Assessment Program** that tracks and reports on climate mitigation activities and outcomes.
- The TCMP will be re-evaluated and updated, as needed, based on the best available science, monitoring data, and new or evolving conditions. Plan updates will be recommended by SW and CAW, approved by the EOW, and adopted by the Parties. The SW will recommend plan updates every other year, beginning in 2024, with a complete plan review and update every six years, beginning in 2028.

TCMP Implementation Structure



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

Staff Workgroup (SW): Comprised of staff from each Jurisdiction Party. Shares information at a staff level on behalf of their jurisdiction.

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

Elected Official Workgroup (EOW): Comprised of elected officials of the Jurisdiction Parties. Meets infrequently to highlight progress on TCMP implementation.

5. Roles and Responsibilities

Jurisdiction Parties (the Parties)

Members: Signatories to the ILA. As of 2023, the Jurisdiction Parties include the legislative bodies of:

- Thurston County
- Lacey
- Olympia
- Tumwater

Role: Jurisdiction Parties have ultimate decision-making authority over implementation of climate mitigation activities, including, but not limited to, work conducted under the ILA. 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. Parties may undertake climate mitigation activities beyond those strategies and actions identified in the Thurston Climate Mitigation Plan.

Responsibilities:

- Approves ILA, and any amendments
- Approves contracts to support work identified in the ILA, including support for oversight and coordination committees, monitoring and assessment activities.
- Assigns staff members to the SW
- Appoints representatives to the EOW
- Determines budgets, staffing, and work programs for implementing climate mitigation actions, including:
 - Strategies and actions identified in the TCMP
 - Other climate-related actions not identified in the TCMP
- Receives and considers recommendations from the SW and EOW, including amendments to the TCMP and legislative priorities
- Advocates for legislative priorities, which may include climate priorities identified through regional collaboration

Meeting Frequency:

- Jurisdiction parties do not meet collectively on a regular basis. Their designees may meet informally to discuss ILA updates.

How to Contact:

- Members of the public can direct comments to each of the jurisdiction’s legislative bodies (Board of County Commissioners or City Council)

Staff Workgroup (SW)

Members: Staff representatives from each of the Jurisdiction Parties

Role: The Staff Workgroup (SW) meets on a regular basis to share information on the climate mitigation activities of individual jurisdictions and actively facilitate cross-jurisdictional coordination on TCMP implementation. Staff members bring back information and recommendations from and to the decision-making bodies in their individual Jurisdiction Parties. The SW is not advisory to the EOW.

Responsibilities:

- Develops contracts and scopes of work to support work identified in the ILA (support for oversight and coordination committees, monitoring and assessment activities).
- Approves meeting frequency and agendas for the EOW
- Appoints members of the CAW
- Approves meeting frequency and agendas for the CAW, in collaboration with the CAW
- Develops an agenda for the Annual Retreat and determines the need for facilitation of that event
- Assists in development of annual progress report
- Shares information on jurisdiction-led climate mitigation implementation activities
- Coordinates on opportunities for regional collaboration, including funding
- Identifies and recommends amendments to TCMP, based on emerging information
- Identifies and recommends legislative priorities
- Identifies items that require discussion by the EOW and CAW, including a list of potential regional items for discussion at the Annual Retreat
- Brings items forward for CAW review and feedback
- Reports out to the EOW on any regional items identified at the Annual Retreat

Meeting Frequency:

- Monthly

How to Contact:

- SW meetings are not open to the public.
- Contact information for individual staff is posted on the project website.

Climate Advisory Workgroup (CAW)

Members: Up to 15 interested community members representing a variety of perspectives on climate mitigation actions. Members are appointed by the SW for three-year terms or on a rolling basis to fill vacancies.

Role: The Climate Advisory Workgroup (CAW) meets regularly to provide community perspectives and input on climate mitigation progress and priorities to the Jurisdiction Parties and SW.

Responsibilities:

- Reviews and provides feedback on climate mitigation actions led by Jurisdiction Parties (can make recommendations to individual jurisdictions on climate implementation priorities)
- Identifies comments or perspectives for the group facilitator to report out to EOW and SW
- Requests agenda items for consideration at future CAW meetings
- Reviews the annual report
- Other tasks as requested by the EOW or SW

Meeting Frequency:

- 10-12 times per year

How to Contact:

- CAW meetings are not open to the public, but meeting summaries are posted to the project website.

- Written comments sent to the committee facilitator will be circulated to the full workgroup.

Elected Official Workgroup (EOW)

Members: Appointed policymaker representative and alternate from each of the Jurisdiction Parties

Role: The Elected Official Workgroup (EOW) meets infrequently to share information on local climate mitigation activity, review progress toward achieving emissions targets, and build partnerships to support implementation of the TCMP. The EOW only makes recommendations to the Jurisdiction Parties on amendments to the TCMP. The EOW cannot make requests of the SW outside activities specified in the ILA. The Jurisdiction Parties do not delegate jurisdictional decision authority to the EOW.

Responsibilities:

- Reviews progress toward achieving emissions targets
- Approves any items for regional focus by consensus at the Annual Retreat
- Hears updates on any regional items identified at the Annual Retreat
- Reviews and recommends proposed amendments to TCMP, based on emerging information

Meeting Frequency:

- Quarterly. One meeting is timed to align with the Annual Retreat SW
- May be convened more frequently to review proposed amendments to the TCMP.
- May be convened less frequently than four times a year, if the SW determines there is not sufficient content for a regional discussion.

How to Contact:

- EOW meetings are open to the public, and meeting summaries are posted to the project website.
- An opportunity for public comment is provided at each EOW meeting. Written comments sent to the committee facilitator will be circulated to the full committee.

Annual Climate Mitigation Retreat

Purpose: An annual retreat will serve as a strategic planning session that brings together members of the SW, CAW, and EOW to have deep and meaningful discussions on climate mitigation progress and needs, with an emphasis on strategies that would most benefit from regional coordination.

Content: The agenda for the annual retreat will include the following:

- Jurisdiction updates on past and planned climate mitigation activities
- A discussion of potential regional items for focus over the following year

How to Learn More:

- The Annual Retreat is open to public attendance, but does not include an opportunity for public comment or active participation. Members of the public may provide written comments to retreat attendees through the means noted for each group.

Monitoring and Assessment Program

Purpose: Provide accountability on progress toward achieving regional climate targets.



Content: The monitoring and assessment program includes the following:

- Annual countywide greenhouse gas inventory
- Climate mitigation dashboard
- Climate action progress reporting

How to Learn More:

- Monitoring data and information is posted to a central website (www.thurstonclimateplan.com).

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