

The logo for the Thurston Climate Mitigation Plan is composed of four stacked, overlapping rectangular boxes. The top box is teal and contains the word 'THURSTON' in white, uppercase letters. The second box is dark red and contains the word 'CLIMATE' in white, uppercase letters. The third box is dark blue and contains the word 'MITIGATION' in white, uppercase letters. The bottom box is orange and contains the word 'PLAN' in white, uppercase letters. To the right of these boxes is a vertical green bar.

**THURSTON**  
**CLIMATE**  
**MITIGATION**  
**PLAN**

**Steering Committee**

***DRAFT* Charter**

February 2019



## CHARTER PURPOSE

The purpose of this charter is to: provide an overview of the Thurston Climate Mitigation Plan; describe the project Steering Committee's composition, schedule, and responsibilities; and, to set norms for the committee's communication, decision-making, and conflict resolution.

## PROJECT OVERVIEW

Thurston County, Olympia, Lacey, and Tumwater, Wash. are working with the Thurston Regional Planning Council (TRPC) to develop a climate mitigation plan with actions to reduce regional greenhouse gas emissions that contribute to global climate change. The mitigation plan is a companion piece to the Thurston Climate Adaptation Plan that TRPC adopted in January 2018. Together, the mitigation and adaptation plans will constitute a comprehensive climate action strategy for our fast-growing region on the southern shores of Puget Sound.

Phase 1 of the mitigation plan, completed during 2018, assessed the implementation status of local climate policies and actions to reduce communitywide (public-sector and private-sector) emissions. Phase 1 also recommended that the jurisdictions adopt a shared emissions baseline and science-based targets to guide Phase 2: Reduce communitywide emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050. Each jurisdiction adopted the shared baseline and targets in 2018.

Phase 2 — which begins in early 2019 and will take up to 18 months to complete — focuses on mitigation action analysis, implementation, and accountability to ensure that participating jurisdictions hit the shared emissions targets. Key Phase 2 deliverables include:

- A regional **Public Engagement Strategy** to help residents understand climate change impacts, elicit input on potential action ideas, and promote implementation efforts;
- A **list of communitywide actions** to reduce public- and private-sector emissions. A Consultant Team will qualitatively and quantitatively assess such actions and help identify funding sources, leads, partners, and implementation timeframes.
- An **Implementation Strategy** for each participating jurisdiction. Policymakers and staff [See *“Steering Committee,” below*] will inform development of their jurisdiction's Implementation Strategy, which will include a mix of actions that all four jurisdictions will take, actions that a single or subset of jurisdictions will take, and actions that need to be taken by other public and private interests.
- A **Carbon Wedge Analysis**, or other analytical tool, that measures the cumulative impact of the recommended actions to ensure they're sufficient to hit the shared emissions targets.
- **Metrics** to gauge accountability and periodically track progress implementing actions.

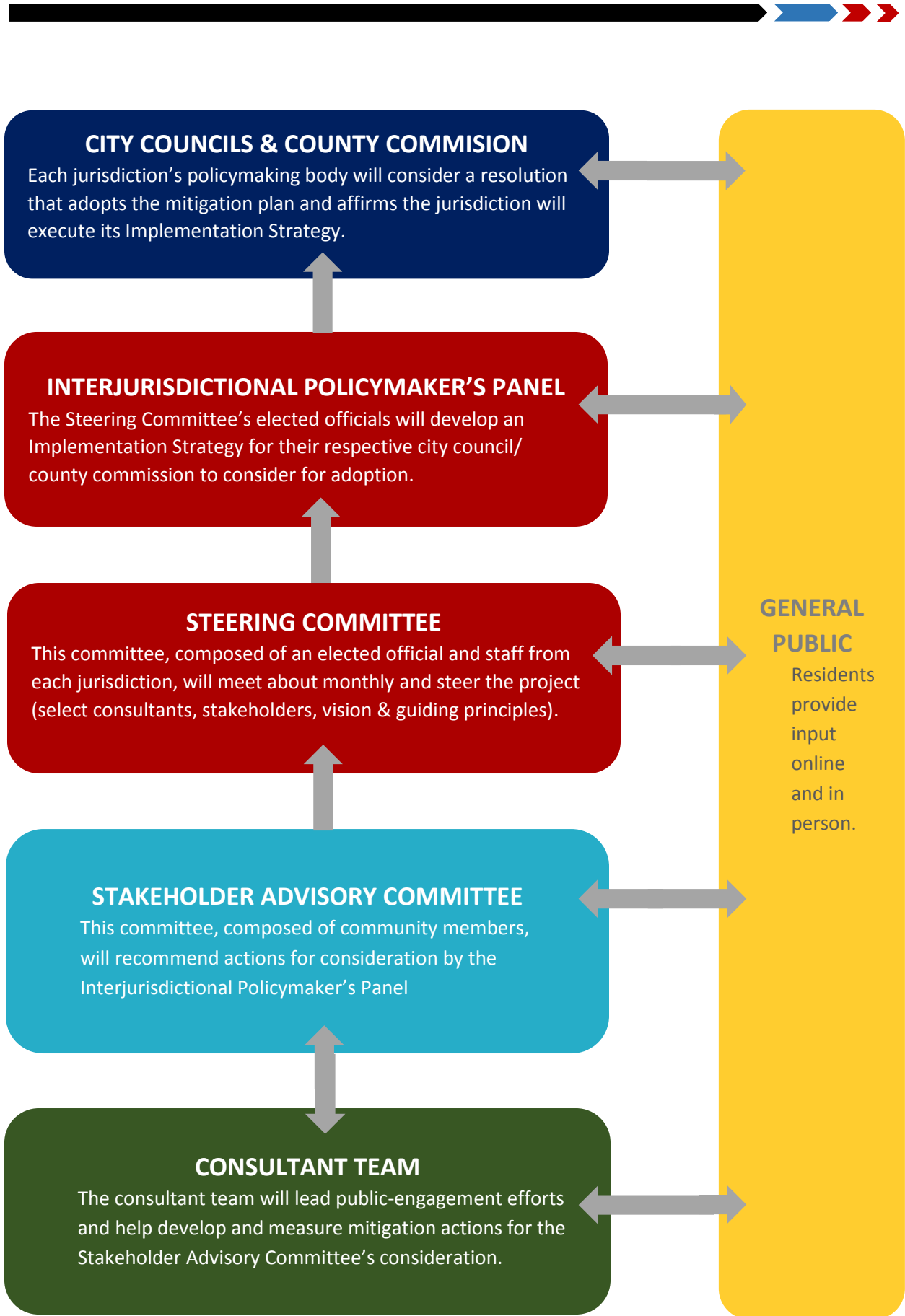
Please visit [www.trpc.org/climate](http://www.trpc.org/climate) to view project materials.



## PLAN DEVELOPMENT FRAMEWORK

Per the Phase 2 scope of work approved by each jurisdiction in late 2018, TRPC will convene and facilitate one panel and two committees:

- The **Steering Committee**, composed of an elected official and staff representative of each jurisdiction, will meet about monthly and coordinate the project.
  - The Steering Committee's other key tasks include selecting the Consultant Team and guiding its work, as well as selecting the Stakeholder Committee [*See below*].
- The Steering Committee's four elected representatives also will meet separately, as needed, as an **Interjurisdictional Policymakers Panel**.
  - The panel members' core task is to consider Stakeholder Committee recommendations, decide where implementation collaboration is necessary, and recommend an Implementation Strategy with mitigation actions that their respective city council/county commission should adopt to hit the shared emissions targets.
  - Each jurisdiction's policymaking body will ultimately consider a resolution that adopts the Thurston Climate Mitigation Plan and affirms the jurisdiction will execute its Implementation Strategy.
- The **Stakeholder Committee**, composed of public- and private-sector members of the community with subject-area expertise, has several key tasks. These include:
  - Develop and recommend to the Steering Committee a vision statement, guiding principles, and goals for the Thurston Climate Mitigation Plan; and,
  - Evaluate and recommend to the Steering Committee's Interjurisdictional Policymaker's Panel communitywide mitigation actions that should be implemented by all or some participating jurisdictions, considering input from the Consultant Team, general public, and other sources [*See Scope of Work Task 3.3*].



## COMMITTEE SCHEDULE AND COMPOSITION

The Steering Committee (jurisdictional policymakers and staff members) will hold its regular meetings at TRPC during the duration of the project. It is anticipated that the Committee will meet up to 16 times.

The committee's Interjurisdictional Policymakers Panel may also choose to meet separately, as needed, such as when considering which actions to integrate into the jurisdictional Implementation Strategies. If a member is unable to attend a meeting, the jurisdiction's designated alternate [*See Below*] shall attend the meeting.

### Steering Committee Members

Jurisdiction	Name	Role
Thurston County	Chris Hawkins	Staff
Thurston County	Gary Edwards	Policymaker
Thurston County	Tye Menser	Policymaker Alternate
Olympia	Rich Hoey	Staff
Olympia	Susan Clark	Staff Alternate
Olympia	Nathaniel Jones	TBD
Olympia	Lisa Parshley	TBD
Lacey	Jessica Brandt	Staff
Lacey	Rick Walk	Staff Alternate
Lacey	Cynthia Pratt	Policymaker
Lacey	Carolyn Cox	Policymaker Alternate
Tumwater	Brad Medrud	Staff
Tumwater	David Ginther	Staff Alternate
Tumwater	Tom Oliva	Policymaker
Tumwater	Pete Kmet	Policymaker Alternate

## COMMITTEE FACILITATION AND COMMUNICATION

TRPC staff members [*See below*] will facilitate and take summary notes of all Steering Committee and Interjurisdictional Policymaker’s Panel meetings, which are open to the public. TRPC will schedule such meetings and send project agendas and other materials via e-mail. TRPC also will print copies of these materials for committee meetings, as well as post such materials online ([www.trpc.org/climate](http://www.trpc.org/climate)).

Email correspondence originating from or directed to TRPC or any of its project partners may be subject to public disclosure. General inquiries for information about the project outside of scheduled meetings should be directed to TRPC.

TRPC Staff Member	Title	Contact Information
Michael Burnham	Senior Planner and Project Manager	burnhamm@trpc.org 360-741-2519
Karen Parkhurst	Programs & Policy Director	parkhuk@trpc.org 360-741-2522
Sara Porter	Associate Planner	porters@trpc.org 360-741-2518
Burlina Montgomery	Administrative Assistant	montgomeryb@trpc.org 360-956-7823



## 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.
- Members will attend and participate in the project's regional open houses, whenever possible.
- Any jurisdictional members may use caucus time to confer away from the full committee.

## COMMITTEE DECISION-MAKING & CONFLICT RESOLUTION

The Steering Committee and the Interjurisdictional Policymakers Panel within will use a consensus-based process to make decisions and regarding developing the plan and recommending actions for inclusion across Implementation Strategies [*See Scope of Work Task 1.3*]. However, a consensus decision will not be required for actions that a single jurisdiction recommends for inclusion in its Implementation Strategy.

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.

If a disagreement over a decision emerges, the conflicting points of view will be documented in the meeting notes. The Steering Committee ultimately will base its decision on whether it is consistent with the project's vision statement, guiding principles, and goals.