

MEMORANDUM

TO: Thurston Climate Mitigation Plan Steering Committee
FROM: Thurston Regional Planning Council (TRPC) staff
DATE: Feb. 6, 2019
SUBJECT: Staff report for Steering Committee, Meeting #1



OVERVIEW:

This staff report memorandum provides a brief overview of discussion items TRPC and jurisdictional staff prepared for Meeting #1 of the Thurston Climate Mitigation Plan's Steering Committee:

- Steering Committee Charter
- Project Schedule
- Consultant Team Request for Qualifications/Proposals (RFQ/P)
- Stakeholder Committee list

Each item is described in greater detail below.

CHARTER: Discussion and Action

Today: Staff will present policymakers a draft Steering Committee charter. The charter — which was drafted by TRPC and jurisdictional staff and incorporates policymaker input from the Phase 2 interlocal agreement and scoping process — will serve as the guiding framework for the Steering Committee's discussions and actions. Specifically, the charter:

- provides an overview of the Thurston Climate Mitigation Plan;
- describes the project Steering Committee's composition, schedule, and responsibilities;
- sets norms for communication, decision-making, and conflict resolution.

Next Step: Immediately following today's discussion, staff will ask policymakers to approve the draft charter, so it can be used to guide subsequent discussions and decision-making.

SCHEDULE: Discussion and Feedback

Today: Staff will present policymakers a draft schedule that lays out a timeline for each task listed in the Phase 2 scope of work. Staff used the schedule to determine the time necessary to:

- recruit and hire a Consultant Team;
- engage the public;
- help the Stakeholder Committee and Consultant Team develop, assess, and recommend draft actions; and,
- help the Steering Committee select actions for implementation strategies.

Next Step: The schedule lays out a process for completing Phase 2 over 18 months — as noted in the Phase 2 scope of work — but the schedule could be amended later to account for challenges or opportunities that arise. TRPC will post the schedule on its website.

RFQ/P: Discussion and Feedback

Today: Staff will present policymakers a copy of the Request for Qualifications/Proposals to recruit a Consultant Team. Per the Phase 2 scope of work, the Consultant Team will:

- develop and lead the project's Phase 2 Public Engagement Strategy;
- evaluate and supplement an existing emissions inventory, as needed;
- evaluate and supplement an initial list of communitywide actions; and,
- evaluate the Stakeholder Committee's revised list of communitywide actions for effectiveness.

The Consultant Team will then assist with the development of:

- a finalized list of communitywide actions;
- an Implementation Strategy for each participant jurisdiction; and,
- a monitoring framework and metrics for each participant jurisdiction.

Next Steps: Upon getting policymakers' feedback today, TRPC intends to issue the RFQ/P on February 8 and collect Statements of Qualifications/Proposals through March 1. An interview panel, composed of Steering Committee members, would interview firms in mid-March and begin negotiations with its chosen consultant team in late March. The consultant team would begin work in April 2019 and complete work by the end of May 2019, per the RFQ/P.

STAKEHOLDER COMMITTEE: Discussion and Feedback

Today: Staff will present policymakers a draft list of people who could potentially serve on the project's Stakeholder Committee. The draft list identifies 31 public- and private-sector representatives who are knowledgeable about the plan's core action areas:

- Transportation & Land Use
- Buildings & Energy
- Water & Waste
- Agriculture & Forests

Next Steps: Upon getting policymakers' feedback today, staff proposes contacting the prospective Stakeholder Committee members and inviting them to an initial meeting in April.

- Stakeholder Committee members would meet as a full group several times over the next 18 months.
- A subset of the full group (e.g., a Transportation & Land Use subcommittee) would meet separately, as needed, to develop and assess actions related to their area of expertise.
- Additional community representatives could also attend such meetings, as needed.
- The full Stakeholder Committee would reconvene to review the subcommittees' work and then recommend actions for inclusion jurisdictional implementation strategies.