



THURSTON CLIMATE MITIGATION PLAN

Advisory Workgroup



Climate Advisory Workgroup

The expert stakeholder committee of the Thurston Climate Mitigation Plan

Charter and Project Background

Approved June 11, 2019

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CHARTER PURPOSE

The purpose of this charter is to: 1) Provide a project overview of the Thurston Climate Mitigation Plan (TCMP); 2) Describe the plan development framework; 3) Explain the purpose and responsibilities of the Climate Advisory Workgroup; and 4) Provide guidance to Climate Advisory Workgroup members on meeting norms such as communication, decision-making, and conflict resolution.

APPROVAL

On June 11, 2019, the Climate Advisory Workgroup approved the Climate Advisory Workgroup Charter and Project Background Document.

PROJECT OVERVIEW

Thurston County, and the cities of Lacey, Olympia, and Tumwater are working with Thurston Regional Planning Council (TRPC) to develop a climate mitigation plan (www.trpc.org/climate) with actions to reduce regional greenhouse gas emissions (GHG) 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.

Greenhouse Gas Emissions Reduction Targets

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.

Key Deliverables

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

- A regional **Public Engagement Strategy** to help community members and stakeholders 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.
- **Implementation Strategies** for each participating jurisdiction. Policymakers and staff will inform the development of the jurisdictions' Implementation Strategies, 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 stakeholders.
- 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.

PLAN DEVELOPMENT FRAMEWORK

In the fall 2018, Thurston County, Lacey, Olympia and Tumwater approved a joint interlocal agreement and a companion scope of work to contract with TRPC to develop a climate mitigation plan. The scope of work outlines a regional plan development framework. This section describes the roles and responsibilities of the partners and the entities that will contribute to developing the plan.

Roles and Responsibilities

Jurisdiction Partners (Project Sponsors)

Thurston County, Lacey, Olympia, and Tumwater are working as partners and are the financial sponsors of the TCMP project. Each jurisdiction contributed \$43,750 for a total of \$175,000 to develop the plan. Each jurisdiction's governing body will review and take action on the final plan in 2020.

Thurston Regional Planning Council (Project Manager)

As the project manager, TRPC is responsible for coordinating the entire planning process, managing and coordinating the efforts of the consultant team, convening and facilitating two project committees, coordinating and participating in community engagement activities, and developing the action plan. TRPC will regularly convene the "Project Team" consisting of lead staff from both TRPC and the jurisdiction partners to establish meeting agendas and schedules for the Steering Committee and Climate Advisory Workgroup. TRPC will seek input from the jurisdictions and share and obtain information and data to support the project and the efforts of the consultant team.

Steering Committee (Policymakers)

Composed of councilmembers/commissioners and staff appointed by each partner jurisdiction, the Steering Committee directs the overall development of the TCMP. With counsel from staff, the elected representatives on the Steering Committee conduct their business through a consensus-based decision-making process. The elected representatives requested the option to convene without staff to discuss project matters in a closed-door-style executive session, if necessary. This option is identified as the "Interjurisdictional Panel" in the Steering Committee's Charter. All planning process decisions will be made during Steering Committee meetings which are open to the public.

The Steering Committee establishes the overarching policies and goals of the plan and is responsible for the selection, prioritization, implementation, and monitoring strategies for the climate mitigation actions that will be included in the final plan. Other key responsibilities performed by the Steering Committee include:

- Approving the composition of the Climate Advisory Workgroup
- Selecting the consultant team and approving their scope of work
- Shaping the major messages for community engagement
- Reporting project milestones to their respective jurisdictions

Climate Advisory Workgroup (Stakeholder Committee)

Public- and private-sector members of the community with subject matter expertise will form the core of a Climate Advisory Workgroup. This group functions as the Stakeholder Committee referred to in the Interlocal Agreement and Steering Committee Charter and serves a crucial role in the plan's public participation process. The Climate Advisory Workgroup is principally responsible for sharing ideas, evaluating draft deliverables, and providing recommendations to the Steering Committee on all major tasks on the TCMP. TRPC will facilitate the Climate Advisory Workgroup meetings. The consultant team will also frequently facilitate Climate Advisory Workgroup task-oriented activities and discussions. All Climate Advisory Workgroup meetings are open to the public.

The key responsibilities performed by the Climate Advisory Workgroup include:

- Developing and recommending to the Steering Committee a vision statement, goals, and guiding principles for the TCMP
- Providing input on the public engagement strategy
- Identifying, evaluating, and recommending a list of impactful actions and associated implementation details for achieving the shared emission reduction targets.
- Reviewing and providing input on the scenario planning process
- Reviewing and providing input on the implementation strategy and monitoring framework
- Considering input from TRPC and jurisdiction project team staff, the consultant team, general public, and other sources for all major tasks where appropriate.

Climate Advisory Workgroup Focus Group Meetings

Each Climate Advisory Workgroup member is associated with one of five subgroups that aligns with their subject matter expertise:

1. Buildings and Energy
2. Transportation and Land use
3. Water and Waste Management
4. Agriculture and Forestry
5. Cross-Cutting Actions

To broaden stakeholder input for the subgroup topics, at least two of the Climate Advisory Workgroup meetings will involve the members dividing into their subgroups. The subgroups will meet separately with additional subject matter experts who will be invited to participate in focus group meetings. TRPC will ask the Climate Advisory Workgroup members to consider peers and other individuals who could share their experience and insights. For example, the Buildings and Energy subgroup will consider actions that improve the energy efficiency of commercial and residential buildings and consider local strategies that enable more widespread use of solar and wind power.

Consultant Team (Technical Experts)

Seattle-based Cascadia Consulting Group (www.cascadiaconsulting.com) brings climate action planning expertise to the TCMP. The consultant team will frequently engage both the Steering Committee and the Climate Advisory Workgroup in activities and discussions to advance the plan development process. The consultant team will perform the following:

- Creating a public engagement strategy and developing outreach materials to support it
- Evaluating the Thurston GHG emissions inventory
- Supplementing the list of communitywide actions
- Performing the quantitative and qualitative analysis of potential actions
- Scenario planning to quantify emission reduction strategies
- Identifying leads, timeline, funding, and partners for communitywide actions
- Developing countywide and jurisdiction-specific implementation strategies
- Developing the plan’s monitoring and reporting framework

General Public and Stakeholders (The Community)

Combined, Thurston County and the cities encompass and serve a large area of the region that includes diverse populations, perspectives, and interests. A variety of community engagement activities will be used to share information, gather ideas, and collect feedback during key points in the process. A variety of community engagement activities such as social media, traditional media, community events, open houses, surveys, and meetings will be used to engage both the general public and target audiences.

Figure 1: Plan Development Framework



CLIMATE ADVISORY WORKGROUP COMPOSITION AND SCHEDULE

TRPC and the Project Team identified an initial list of members to participate on the Climate Advisory Workgroup. The Steering Committee reviewed the list, offered additional suggestions, and approved TRPC to form the committee. Additional subject matter experts will be invited to attend focus group meetings.

Climate Advisory Workgroup Members

	Expertise	Organization	Name
Buildings & Energy			
1	Finance	Energy Efficiency Finance Corp.	John MacLean
2	Energy Technology and Policy	Wash. House of Representatives	Joel Baxter
3	Energy	Puget Sound Energy	Kelsey Hulse
4	Green Buildings	Northwest EcoBuilding Guild	Chris van Dahlen
5	Affordable Rental Housing	Housing Authority of Thurston Co.	Craig Chance
6	Commercial Real Estate Ops.	Prime Locations	Zach Kosturos
7	Commercial Construction	Big Rock Construction	Ryan Clintworth
8	State building portfolio	Wash. Dept. of Enterprise Services	Michael Van Gelder
9	Residential Design	The Artisans Group	Owen Martin/Roussa Cassel
10	Solar Contracting	Olympia Community Solar	Mason Rolph
Transportation & Land Use			
11	Energy and Air Quality	Wash Dept. of Transportation	Karin Landsberg
12	TDM and Public Transportation	Wash Dept. of Transportation	Brian Lagerberg
13	Transit	Intercity Transit	Jessica Gould
14	School Transportation	N. Thurston Public Schools	Graeme Sackrison
15	Land Use policy	Wash. Dept. of Commerce	Gary Idleburg
16	Port	Port of Olympia	Rachael Jamison
Water & Waste			
17	Wastewater	LOTT Clean Water Alliance	Wendy Steffensen
18	Water Utility	Thurston Co. Water Resources	Tim Wilson
19	Water Quality	TC Environmental Health	Art Starry
20	Water Utility	Thurston PUD	TBA
Agriculture & Forests			
21	Agriculture	Thurston Conservation District	TBA
22	Urban Forestry	City of Olympia	Joe Roush
23	Forest carbon sequestration	TESCE	Dylan Fischer
24	Private forests or local farmer	TBA	TBA
Cross-Cutting Actions			
25	Higher Education	Evergreen	Scott Morgan
26	Higher Education	St. Martin's	Jeff Crane
27	Public Education	Olympia School District	Hilary Seidel
28	Environmental Nonprofit	Thurston Climate Action Team	Tom Crawford
29	Tribal Environmental Programs	Nisqually Tribe	George Walter
30	Youth perspective	K-12 Olympia SD	Emma Strong/Kaylee Shen
31	Community Outreach	Timberland Regional Library	Sarah Ogden
32	Economic Development	Thurston EDC	Gene Angel

Alternate Members

It is expected that Climate Advisory Workgroup Members will have schedule conflicts and may be unable to attend meetings. Members are encouraged to notify the TRPC project manager in advance if they are unable to attend meetings. For the benefit of workgroup representation, members should identify a colleague or coworker who can attend meetings on their behalf, whenever possible.

Schedule

The Climate Advisory Workgroup will convene for meetings at TRPC (Conference Room A, 2424 Heritage Court SW, Olympia 98502) for the duration of the project. It is anticipated that the committee will attend approximately seven committee meetings plus one to two focus group meetings over the course of one year. TRPC staff will keep Climate Advisory Workgroup members informed about the project schedule and any changes. A draft schedule is presented (subject to change) in Figure 2.

Figure 2. Draft Climate Advisory Workgroup Schedule

2019						
June 11	July	August	September	October	November	December
Meeting 1 Project Overview; Vision, Goals, Guiding Principles(1)	Meeting 2 Vision, Goals, Guiding Principles (2); and Climate Action Ideation (1) <i>Summer Events</i>	Focus Sub- Group Meetings <i>Summer Events</i>	No Meeting <i>Attend Public Workshops; Take Online Survey</i>	Meeting 3 Climate Action Ideation (2); Multi-Criteria Analysis (1); Response to Public Workshops	Meeting 4 Multi-Criteria Analysis (2); Action Sorting	Focus Sub- Group Meetings Evaluate Multi- Criteria Analysis
2020						
January	February	March	April	May	June	July
Meeting 5 Scenario Planning and Wedge Analysis	Meeting 6 Scenario Planning Results; Implementation Strategy (1)	Meeting 7 Final Recommendations; Implementation Strategy (2)	<i>Public Open House Meetings</i> <i>Second Online Survey</i>	<i>TRPC – Plan Development</i>		

COMMITTEE FACILITATION AND COMMUNICATION

TRPC staff members will facilitate and take summary notes of all Climate Advisory Workgroup meetings, which are open to the public. TRPC will schedule meetings and send project agendas and meeting materials via email. TRPC also will print copies of these materials for committee meetings, as well as post all project materials on the project’s website (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, specifically to the project manager.

TRPC Staff Member	Title	Contact Information
Allison Osterberg	Senior Planner, Project Manager	osterberga@trpc.org 360-741-2513
Marc Daily	Executive Director	dailym@trpc.org 360-741-2525
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

Meeting Norms

Climate Advisory Workgroup 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 are encouraged to attend and participate in the project's open house meetings and other related community events, when possible.

Committee Decision-Making and Conflict Resolution

While the bulk of the committee's work will involve providing input from a variety of perspectives, there may be some occasions where the group will need or want to decide as a body on a recommendation or path forward. At such points, the Climate Advisory Workgroup will use a consensus-based decision-making process. Workgroup members are encouraged to observe the following guidance adapted from *Seeds for Change Consensus Decision Making: A Short Guide* (<https://www.seedsforchange.org.uk/shortconsensus>).

Decision-Making

At the decision stage, members have several options to express their support or objection to a proposal or action:

- **Agreement** with the proposal.
- **Reservations:** A member is willing to let the proposal go ahead but wants to make the group aware that they aren't happy with it. A member may even put energy into implementing it once their concerns have been acknowledged.
- **Standing aside:** A member may object, but not block the proposal. This means a member won't help to implement the decision, but accepts the group proceeding with it.
- **A block** expresses a fundamental objection. A block means that a member cannot live with the proposal. The group can either start work on a new proposal or identify options to overcome the objection. This issue is resolved when one of the other decision points can be achieved. If a block cannot be resolved, the conflicting points of view will be documented in the meeting notes and presented to the Steering Committee for their review.

Conditions that Support Consensus

- **Active participation:** In consensus, all members need to actively participate. Members need to listen to what others have to say, voice their thoughts and feelings about the matter and proactively look for solutions that include everyone. Informed-consent 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.
- **Common Goal:** Everyone in the group needs to share a clear common goal and be willing to work together towards it.
- **Commitment to reaching consensus:** Everyone needs to be willing to really give it a go. This means being deeply honest about what it is that members want or don't want, and properly listening to what others have to say.
- **Trust and openness:** Members need to be able to trust that others share the same commitment to consensus and that everyone respects opinions and equal voices. Members should openly express both desires (what they'd like to see happening), and their needs (what must happen in order to be able to support a decision).
- **Provide Sufficient time:** Taking time to make a good decision now can save wasting time revisiting a bad one later.

Conflict Resolution

If an issue cannot be resolved, the conflicting points of view will be documented in the meeting notes and presented to the Steering Committee for their review. The Steering Committee ultimately will base its decision on whether the decision or concern is consistent with the project's vision statement, guiding principles, and goals.