# Thurston Climate Mitigation Collaborative

Staff Team Meeting Summary – June 14, 2023

**AGENDA**

1. Interlocal Agreement Revisions
* The Staff Team is working to get a draft ILA ready to show at the June 26 Executive Committee Meeting. This draft ILA will not be final and will not have been reviewed by each jurisdiction’s legal staff by the meeting.
1. Regional Initiatives List
	1. Review and discuss the Regional Initiatives List
* The Staff Team (ST) reviewed the working draft of the Regional Initiatives Matrix they will be proposing and presenting at the Annual Retreat. They made minor edits for readability and usability.
	1. Assign ST member to finalize this list by 6/16 to include in Retreat Packet.
1. Regional Initiatives Summary Document
	1. Review
* The ST reviewed the narrative document that will accompany the Regional Initiatives Matrix in the Retreat agenda. This document provides background, key elements, and pros/cons for each recommended regional initiative.
	1. Assign ST member to finalize by 6/16
1. Retreat and CASC Packet
	1. Retreat Packet: Agenda, Regional Initiatives List and Summary
* Proposed Meeting packet contents:
	+ Regional Initiatives Staff Report
		- Attachment A: Matrix
		- Attachment B: Proposed Regional Initiatives
		- Attachment C: CAW Meeting notes from April 2023 meeting
	1. CASC Meeting Packet: Agenda, draft ILA, 5/11 email confirming TRPC SOW extension
* The CASC will meet the Monday following the retreat to formalize their selection of the regional initiative.
* Proposed CASC meeting packet contents:
	+ Regional Initiative Discussion Review
	+ Action on Regional Initiative(s)
	+ ILA Update
	+ Extension of TRPC Scope of Work until August 31, 2023
* The ST discussed the potentiality of what happens if the CASC selects more than one regional initiative.
	1. Process for sending packet on Monday 6/19
* Monday is a holiday.
* Allison and Casey are out of the office until Tuesday, and we cannot send this information out without them currently.
1. Retreat Logistics
	1. Finalize Agenda
	2. Facilitator Update
	3. Format for Jurisdiction Work Program presentations (10 min each)
* The presentations will focus on our jurisdiction’s accomplishments and next steps for 2023. We do not expect to scroll through the work program templates.
* We set a goal for the full jurisdiction work programs to be published by Tuesday, August 1.
	1. Format for Regional Initiatives presentation (20 min total)
		1. Assign ST member to present overview of regional initiative process
* These slides should be jurisdiction agnostic.
	+ 1. Each of us present our assigned initiatives.
	1. Any additional logistics that need to be addressed?
1. Contracting Updates
	1. ICLEI proposal for GHGI
* Rebecca received the proposal from ICLEI and will be reviewing it soon.
	1. ISC proposal
* Russell told Alyssa that she would get her an answer this week.
	1. ICLEI decided not to pursue proposal for Climate Fellow
1. Review Action Items from 6/1 ST Meeting
* All action items from the 6/1 meeting were completed.
1. Document Sharing Process
* At some point, the ST needs to develop a SharePoint or something similar to share documents and work on them collaboratively.
1. Next Meeting: Thursday, June 22, 4-5pm

Staff Team Contact Information

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City of Tumwater (note taker): Alyssa Jones Wood can be reached at AJoneswood@ci.Tumwater.wa.us

If you need additional context for any item included above, please reach out to the Staff Team’s designated note taker.