# Thurston Climate Mitigation Collaborative

**Staff Team Meeting Summary– July 5, 2023**

**AGENDA**

1. Tumwater EECBG
* Tumwater was invited to submit a full competitive EECBG application. The Staff Team discussed the logistics of ensuring that what Tumwater proposes is in line with the Regional Initiative.
1. ILA and Regional Guidance Document Revisions
	1. Thurston County changes to ILA
* The Staff Team discussed how to account for staff time related to contracts being managed by parties. Should the staff time be wrapped up in a percentage fee or be associated with staff time hours with a cap?
* Pamela stated that the Sea Level Rise Response Collaborative is that a cap in the budget for “program administration” is approved and the partners get billed once or twice per year based on actual staff costs, at or below that cap.
	1. Volunteer to lead Guidance Document Revisions
* Rebecca has volunteered to take the first pass for the Guidance Document revisions.
* The Staff Team discussed how much detail to include in the Guidance Document about CAW recruitment, or if that should be in a separate public document. The Staff Team decided to keep the guidance document high-level.
* The Staff Team discussed alternative means to ensure that the public and EC are aware of how the CAW recruitment will be proposed and its results. The Staff Team decided to publish an annual recruitment and how-to guide for CAW recruitments and appointments.
* Pamela noted the EC might have some discomfort about signing the ILA without first having the information about how appointing members of the CAW would look like.
* Alyssa noted that the TCAT Tree Group has asked her to suggest there be a forestry/tree slot on the CAW.
1. July 24 EC Meeting Packet
	1. Review responsibilities in 6/28 meeting notes
* The Staff Team reviewed assignments related to developing the agenda packet for the July 24 EC meeting.
	1. Note: include discussion of CAW Recruitment Process/inclusion of agencies
* The Staff Team plan to bring this to the August EC meeting for discussion.
	1. Packet due to Allison on July 13th.
	2. August 28th Meeting
1. ISC Proposal and Budget
* The Staff Team is still waiting for ISC’s Budget and Proposal.
1. ICLEI/GHGI Proposal and Budget
* The Staff Team is waiting on ICLEI’s revised proposal.
1. Jurisdiction Work Programs
* This item was tabled for the next Staff Team meeting due to time.
1. TRPC Closeout Meetings
* The Staff Team opted to review this list below via email due to time.
	1. Documents – Review/revise this draft list:
		+ Energy Efficiency Whitepaper
		+ GHGI data and associated documents
		+ Draft/design files for TCMP to facilitate future updates
		+ PowerPoint template and standard presentation materials
		+ Previous outreach materials to adapt for future use
		+ Interested Parties contact list
		+ CAW member contact information
		+ CAW outreach list from last recruitment
1. Next Meeting: Wednesday, July 12, 2-3pm

Tom Crawford and Geoff Glass – TCAT updates

* Tom and Geoff from TCAT will attend the next Staff Team meeting to provide updates on TCAT.

Staff Team Contact Information

City of Lacey: Linsey Fields can be reached at LFields@ci.Lacey.wa.us

City of Olympia: Dr. Pamela Braff can be reached at PBraff@ci.Olympia.wa.us

Thurston County: Rebecca Harvey can be reached at Rebecca.Harvey@co.thurston.wa.us

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.