

# Thurston Climate Mitigation Collaborative

## Staff Team Meeting Summary – January 31, 2024

### AGENDA

1. Regional ILA check-in
  - Each jurisdiction's legal staff has approved the drafts, and each jurisdiction has meetings scheduled to approve the Interlocal Agreement.
2. Gantt Chart Check-In
  - The Staff Team checked in with their 2024 Gantt chart to ensure they're still on task with the timelines. They are.
3. Review past action items
  - The Staff Team reviewed progress on action items from their last meeting. All actions had been completed.
4. Scope of Work for Stakeholder Engagement
  - The Staff Team reviewed the draft Scope of Work for Stakeholder Engagement for the 2024 Regional Initiatives. They made small edits and are moving the document forward to the City of Olympia to include in a full RFP when their staff has availability.
5. Annual Report Document timeline
  - The Staff Team discussed the timeline for producing the 2023 Annual Report. The timeline was satisfactory to everyone, and the work product should be accomplished on-time in line with the ILA and contract with ISC.
  - The Staff Team discussed the format for the Annual Report and the data collection needed. They will utilize a modified version of the Jurisdiction Work Plans which can be attached to the Annual Report as an appendix and also used independently by each jurisdiction.
6. Website
  - The Staff Team briefly reviewed the scope of work provided by ISC's sub-contractor who will be developing the website. The Staff Team checked to make sure the budgetary numbers were within what was allocated, and they were.
7. GHG Inventory data collection
  - The Staff Team discussed the timeline for the 2022 Greenhouse Gas Inventory. The project is slated to be completed by Mid-May.
  - Rebecca reported that she has received data so far from Puget Sound Energy, Thurston County Solid Waste, Intercity Transit, & LOTT.
  - The Staff Team discussed methodology options for calculating transportation-related emissions. They decided to continue to use federal Highway Performance Monitoring Data to be consistent with past inventories from 2015-2021.
  - The Staff Team discussed whether to include hydrofluorocarbons (HFCs) in the 2022 Inventory. Given that the data is only available at the national level, that it is not required for the protocol, and that HFCs were only included in one past GHG inventory for Thurston County, they decided to not include them. Furthermore, there are no actions or strategies in the TCMP that refer to HFCs.
  - The Staff Team discussed where to reach out to get bulk fuel heating data.
  - The Staff Team discussed having future conversations with supporting partners about getting data at the jurisdiction level.
8. EC Charter

- The Staff Team brought attention to the EC Charter which needs edits/comments before the April EC meeting.
9. Agenda Item Request from Tom Crawford
- The Staff Team continued to discuss the CAW Agenda item requested by Tom Crawford and his subsequent email response. They will reply to Tom and consider the best time to bring the item forward.
10. Other new business
- The Staff Team discussed an opportunity to host an intern from the Evergreen Center for Climate Action and Sustainability. The Staff Team may be supportive of this in the future but does not have the capacity to supervise an intern at this time.

Staff Team Contact Information

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