

# MEMORANDUM



TO: Thurston Climate Mitigation Collaborative Executive Committee

FROM: Thurston Climate Mitigation Collaborative Staff Team:

Linsey Fields, City of Lacey  
Pamela Braff, City of Olympia  
Alyssa Jones Wood, City of Tumwater  
Rebecca Harvey, Thurston County

DATE: April 22, 2024

SUBJECT: Executive Committee Charter

## Requested Action

Review and approve guidance for Executive Committee Charter.

## Background

The existing Charter for the Executive Committee was adopted by the then Climate Action Steering Committee on March 22, 2021. On December 6, 2023, a new Interlocal Agreement (ILA) between Lacey, Olympia, Tumwater, and Thurston County was executed which established a new framework for the ongoing regionally coordinated implementation of the Thurston Climate Mitigation Plan (TCMP). Part of that new framework includes revisions to the names, roles, and responsibilities to the then Climate Action Steering Committee.

This proposed Charter updates are intended to be consistent with the new ILA, guidance document, and consensus method being utilized by the Community Advisory Workgroup. Those proposed changes include:

- Updates the name and role of the Executive Committee to be consistent with the new ILA;
- Refers to the Thurston Climate Mitigation Collaborative (TCMC), established in the new ILA;
- Clarifies the TCMP implementation strategy to be consistent with the new ILA;
- Replaces mentions of the Thurston Regional Planning Council (TRPC) with "TCMC administrative consultant";
- Replaces hierarchical organizational structure of TCMP implementation previously utilized with the collaborative Venn diagram structure of the TCMC;
- Adds a Roles and Responsibilities section in the Charter which is composed of direct quotes from the ILA and Guidance Document previously approved by the Executive Committee;
- Updates the name of the Community Advisory Workgroup (previously Climate Advisory Workgroup) where mentioned;
- Updates meeting frequency to be consistent with the new ILA; and
- Updates the consensus process to be consistent with the consensus process utilized by the Community Advisory Workgroup.

## Decision Options

1. Adopt the proposed Executive Committee Charter as-is (Staff Team recommendation).
2. Recommend changes to the proposed Executive Committee Charter and adopt the Charter with those changes.

## Attachments

- A. Climate Action Steering Committee Charter (2021)
- B. Proposed Executive Committee Charter (2024)
- C. Reference Guide