

# MEMORANDUM

TO: TCMC Executive Committee  
 FROM: TCMC Staff Team  
 DATE: August 28, 2023  
 SUBJECT: Community Advisory Workgroup Composition and Recruitment

## Requested Action

Approval of the proposed recruitment and appointment process for the Community Advisory Workgroup.

## Background

The 2023 Interlocal Agreement that the TCMC Executive Committee approved on July 24, 2023, specifies that the TCMC includes a Community Advisory Workgroup (CAW). The purpose of this group is to provide community perspectives and feedback on implementation topics decided by the Staff Team and CAW. The specific responsibilities of the group are to:

- Review and provide feedback on climate mitigation actions led by Jurisdiction parties (can make recommendations to individual jurisdictions on climate implementation priorities);
- Provide a rotating representative to attend Executive Committee meetings;
- Identify comments of perspectives for the group facilitator to report out to the Executive Committee or Staff Team;
- Request agenda items for consideration at future CAW meetings;
- Review the annual report; and
- Assist with other tasks as requested by the Executive Committee or Staff Team.

The regional guidance document states: The CAW will consist of up to fifteen interested stakeholders representing a variety of community perspectives. Workgroup members will be appointed by the TCMC Staff Team. This workgroup is not a technical advisory body, and the fifteen seats are intended to be filled with individuals whose interests, life experience, or work experience bring unique and varied viewpoints to improve the implementation of the TCMP. A goal for the composition of the CAW is that there is diversity of thought and experience, including people who do not necessarily identify themselves as climate advocates.

In 2022, the Thurston Climate Mitigation Collaborative (TCMC) Executive Committee (then called the Climate Action Steering Committee; CASC) appointed fifteen members to what was then called the Climate Advisory Workgroup (CAW). The committee specified that CAW member terms would be limited to one year for the first year of the CAW, then standardized to three years. It has been approximately one year since the last appointments were made to the CAW and thus it is time for reappointments and the recruitment of new members.

## Proposed Workgroup Recruitment and Appointment Process

The Staff Team proposes the following recruitment process, with tentative dates:

1. **Reappointment inquiry to existing CAW members (August 25 - August 31).** The Thurston Regional Planning Council (TRPC) will reach out to existing CAW members to inquire if they would like to be reappointed to the CAW for a three-year term beginning in November 2023. Existing CAW members will

be asked to provide an answer back to TRPC by the end of August. The names of existing CAW members requesting reappointment will be forwarded to the Staff Team.

2. **30-day notification and application period (September 1 – September 30).** The Staff Team will post a notification of the recruitment opportunity and application online. This link may be included on one or more jurisdiction partner websites. The Staff Team will conduct outreach to organizations and community groups in the region. Community members with an interest in filling one of the open seats must submit a complete application summarizing their interest and experience. A draft version of the application is attached.
3. **Application review (October 1 – October 20).** The Staff Team will review applications and may request interviews with applicants during this timeframe.
4. **Member Notification (October 23 – October 31).** The Staff Team will contact all applicants to inform them of the status of their application.
5. **Ongoing Membership.** At least sixty days prior to the expiration of a CAW member’s term, the Staff Team will contact the CAW member to ascertain their desire to serve another term (with a maximum number of two 3-year terms). If the representative does not wish to serve another term or if the Staff Team does not elect to reappoint the CAW member to another term, the Staff Team will initiate a recruitment process. If any member decides to leave prior to their term being completed, the Staff Team may initiate a recruitment process.

To ensure a diverse range of perspectives are represented on the CAW, the Staff Team proposes asking the applicants to identify what unique perspectives and lived experiences they can share as a member of the Workgroup. The application will include examples of relevant experience and expertise and applicants will be asked to respond to three open-ended questions:

- What knowledge, expertise, or lived experience can you provide to inform discussions on climate mitigation action?
- Are you a member of any community, professional, or volunteer organizations? Please identify any organizations you are part of and describe your participation in those groups.
- Why are you interested in serving on the Community Advisory Workgroup for the Thurston Climate Mitigation Collaborative?

The Staff Team will develop and utilize a standardized rubric/scoring sheet to evaluate applicants with the overarching goal of appointing people with a diversity of perspectives to the CAW.

### **Changes from 2022 Recruitment and Appointment Process**

During the 2022 recruitment and appointment of CAW members, the CASC (now the Executive Committee) designated certain seats to be held by people with specific perspectives, with the aim of ensuring diversity on the CAW. Those seats included the following perspectives:

- Climate Mitigation Advocate, Environment, Growth Management Act, or Community Design (2 seats);
- Builder, Developer, Realtor (1 seat);
- Nonprofit Housing (1 seat);
- Youth (2 seats with 1 alternate);
- Government Agencies (1 seat);
- Education (1 seat);
- Workforce Development, Agriculture, or Rural Resident (1 seat); and
- Frontline Community Member (2 seats).

While this approach was intended to ensure a diverse range of perspectives were represented on the CAW, staff found that this approach was unintentionally limiting and difficult to implement. Many community members hold multiple perspectives, or perspectives that are not well represented by this list. Staff believe that allowing community members to describe their own areas of expertise will allow for a more robust recruitment process that will support the inclusion of a diverse range of perspectives on the CAW.

The proposed 2023 CAW application includes a list of diverse examples of professional expertise and lived experiences that the TCMC considers relevant to serving on the CAW. The designated perspectives from the 2022 application are included in the list.

## Supporting Partners

In 2022, three CAW seats were held for representatives of three specific organizations— Puget Sound Energy (PSE), Intercity Transit (IT), and Thurston Conservation District (TCD)—which had no term limit and did not require an application. These organizations are among the list of five “Supporting Partners”<sup>1</sup> identified in the Thurston Climate Mitigation Plan (TCMP). Given the recently updated TCMP implementation guidance and clarified the role of the CAW as a *Community Advisory Workgroup*, the Staff Team proposes eliminating the organizational seats and holding all fifteen seats for community members.

At this time, if members of the Staff Team need input from the two Supporting Partners without designated seats on the CAW (i.e., LOTT Clean Water Alliance and Thurston Economic Development Council), or other relevant agencies, they would reach out directly to those organizations with requests specific to their expertise. The Staff Team proposes to standardize this method of communication and coordination with all external Supporting Partners to the TCMP. The Staff Team has identified TCMP actions that would need input from one or more of the Supporting Partners in Appendix A. By reaching out to the Supporting Partners directly for specific engagement, the Staff Team may more efficiently engage with the subject matter experts at each organization. Additionally, the Staff Team proposes that Supporting Partners be invited to attend one Executive Committee meeting per year to provide progress updates on their implementation of the TCMP.

## CAW Member Expectations

The Community Advisory Workgroup (CAW) meets up to 12 times per year to provide community perspectives and input on climate mitigation progress and priorities to the Jurisdiction Parties, Staff Team, and Executive Committee. Appointed CAW members will collaboratively develop expectations for participation and meeting attendance, which will be adopted as part of the CAW Charter.

## Compensation

The Staff Team proposes to maintain the previously approved compensation of \$50 per meeting. Compensation is limited to members who are not paid by their employer while attending meetings. Members must attend 75% of a meeting to be counted as present and receive compensation. In the first term of the CAW from 2022-2023 only three CAW members requested compensation for attending meetings. If all fifteen members requested compensation for every meeting, the maximum annual cost to the TCMC would be \$9,200 or \$2,300 per partner.

## Appointment Terms

Appointments will be for a three-year term. Youth members will retain the option to serve for a shorter term of one or two years.

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<sup>1</sup> See Page 108 of the [TCMP \(2020\)](#).

## Decision Options

- **Decision 1: Approve a recruitment and appointment process.**
  - Option 1: Approve the CAW recruitment and appointment process as proposed by the staff team. All 15 seats are open to community members including a flexible number of seats reserved for tribal members/representatives. ***(Staff Team Recommendation)***
  - Option 2: Approve the recruitment and appointment process with modifications.
  - Option 3: Retain the structure approved in 2022 by the Climate Action Steering Committee.
  
- **Decision 2: Approve the Application.**
  - Option 1: Approve the CAW Application as proposed by the Staff Team. ***(Staff Team Recommendation)***
  - Option 2: Approve the CAW Application with modifications.
  - Option 3: Do not approve the CAW Application and request the Staff Team provide a new draft at a future meeting. Recruitment of CAW members will be delayed until after the next Executive Committee meeting in October 2023.
  
- **Decision 3: Invite Supporting Partners to present annually.**
  - Option 1: Invite representatives from all Supporting Partners listed in the TCMP to present their progress implementing the TCMP annually at an Executive Committee meeting. ***(Staff Team Recommendation)***
  - Option 2: Do not invite representatives from all Supporting Partners listed in the TCMP to present their progress implementing the TCMP annually at an Executive Committee meeting.

## Attachments

- *Attachment 1: Draft Community Advisory Workgroup Membership Application*

## Appendix A

This list is a first draft of the TCMP actions that different Supporting Partners may have a stake in or might be able to provide insight or assistance. This list is subject to change.

### **Puget Sound Energy**

- B2.1 Commercial Energy benchmarking and disclosure
- B2.3 LED lighting
- B3.1 Energy Education
- B3.4 Exemplary buildings
- B4.12 Multifamily submetering
- B5.3 Public building solar
- B6.1 Natural gas to electric conversions
- B6.4 Natural gas transition
- T3.1 EV Parking New Construction
- T3.2 Free EV Parking
- T3.5 EV-Ready Building Code
- T3.7 EV Integration
- T3.10 Zero Emission Fleets
- T3.11 EV Education

### **Intercity Transit**

- T1.1 Land use efficiency
- T3.1 EV Parking New Construction
- T3.2 Free EV Parking
- T3.5 EV-Ready Building Code
- T3.7 EV Integration
- T3.10 Zero Emission Fleets
- T3.11 EV Education
- T4.1. Increase Transit
- T4.3 Transit connections
- T4.4 Fareless system
- T4.10 Rider education/benefits
- T4.15 Promote transit benefits
- T5.2 Barriers to active transportation
- T5.11 Mode-shift targets and car-free areas

### **Thurston Conservation District**

- A1.5 Nutrient management
- A2.1 Regenerative agriculture
- A5.1 Reforestation & afforestation program

### **Thurston Economic Development Council**

- B1.1 Residential Energy Performance Ratings
- B1.2 Residential Energy Audits
- B2.1 Commercial Energy Benchmarking & Disclosure
- B4.7 Land Use Incentives
- T1.1 Coordinated Long Term Planning – Future Infill and Urban Sprawl
- T2.17 Teleworking/Flex Work
- T5.13 Telecommuting Infrastructure
- T3.1 EV Parking New Construction
- T3.11 EV Education
- T3.14 EV Mass Purchase Discounts
- T4.14 Promote Transit Benefits
- W4.4 Waste Audits
- W6.6 Supply Chain

#### LOTT Clean Water Alliance

- W1.1 Municipal Energy Efficiency
- W3.1 Nitrous Oxide Capture

# Thurston Climate Mitigation Collaborative: Community Advisory Workgroup Application

Thank you for your interest in serving on the Community Advisory Workgroup (CAW) for the Thurston Climate Mitigation Collaborative (TCMC).

The TCMC is a partnership among Thurston County and the cities of Lacey, Olympia, and Tumwater to work together to reduce regional greenhouse gas emissions. The CAW is a group of community volunteers who meet regularly to support the TCMC, as the Jurisdiction Partners implement strategies and actions in the Thurston Climate Mitigation Plan (TCMP). For more information on the TCMP, please visit: [www.ThurstonClimatePlan.com](http://www.ThurstonClimatePlan.com).

**Role:** The CAW meets 10-12 times per year to provide community perspectives and feedback on climate mitigation progress and priorities to the Jurisdiction Parties, Staff Team (jurisdictional staff), and Executive Committee (elected officials) of the TCMC.

**Responsibilities:**

- Review and provide feedback on climate mitigation actions led by Jurisdiction Parties.
- Assign a rotating representative to attend Executive Committee meetings.
- Identify comments or perspectives for the group facilitator to report out to the Executive Committee and Staff Team.
- May request agenda items for consideration at future CAW meetings.
- Review and provide feedback on the TCMC's annual report.
- Other tasks as requested by the Executive Committee or Staff Team.

**Members:** Up to 15 interested community members representing a variety of perspectives on climate mitigation actions.

Please note that CAW members represent personal perspectives on climate actions. While members may share insights from groups they are a part of, they may not represent an organization in their capacity as a CAW member.

**Terms:** Three (3) years with the option to reapply (youth can serve shorter terms).

**Compensation:** Option to request \$50/meeting unless you are being paid by your employer while attending meetings.

Please fill out the application below to the best of your ability and contact [pbraff@ci.olympia.wa.us](mailto:pbraff@ci.olympia.wa.us) or (360) 753-8249 for translations, paper copies, and questions.

Name \*

First Name

Last Name

Phone Number \*

Please enter a valid phone number.

Email \*

example@example.com

What is your connection to the Thurston Region? For example, describe where/how long you have lived in Thurston County, how your work connects to the region, local recreational activities you engage in, etc. \*

The Climate Advisory Workgroup meets once a month (on the first Tuesday of each month) from 4:00pm - 6:00pm. Are you typically available to join meetings during this time? \*

- Yes
- No
- Maybe

How did you hear about this opportunity? Check all that apply. \*

- Email
- Social Media
- Newsletter
- Poster/Flyer
- Word of Mouth
- Other



**The purpose of the CAW is to provide a range of community perspectives on climate mitigation action. The TCMC intends to appoint CAW members whose interest, life experience, or work experience provides unique and varied viewpoints to improve the implementation of the TCMP. The CAW should represent diversity of thought and experience, including people who do not necessarily identify themselves as climate advocates.**

*Areas of relevant expertise may include, but are not limited to:*

**Professional Experience**

- Artists/Musicians
- Builders/Developers
- Climate Science/Policy
- Community Leaders/Organizers
- Educators
- Engineering
- Finance
- Industry Executives
- Industrial Workers
- Farmers
- Foresters/Arborists
- Faith-Based Leaders
- Healthcare Workers
- Local Business Owners
- Natural Resources
- Outdoor Workers
- Realtors
- Service Workers
- Social Service Providers
- Transit Worker
- Urban Planners
- Other

**Lived Experience**

- Bicyclists/Pedestrians
- Clean energy enthusiasts
- Disabled or Neurodivergent
- Impacted by climate change
- Experienced homelessness
- Experienced high energy costs
- Homeowners
- Immigrants
- Indigenous People
- Landlords
- Non-English speakers/English as a second language
- People of Color
- Poor and Working-Class
- Renters
- Seniors
- Transit Users
- Youth
- Other

**What knowledge, expertise, or lived experience can you provide to inform discussions on climate mitigation action? Examples of relevant experience are listed above. \***

Please provide a response that is 3-5 sentences.

**Are you a member of any community, professional, or volunteer organizations? Please identify any organizations you are part of and describe your participation in those groups. \***

Please only include community organizations in which you are an active participant.

**Why are you interested in serving on the Community Advisory Workgroup for the Thurston Climate Mitigation Collaborative? \***

Please provide a response that is 3-5 sentences.

**Submit**

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# Thurston Climate Mitigation Collaborative: Climate Advisory Workgroup Demographics

Please only submit once.

What is your race/ethnicity?

- Black/African American
- Hispanic/Latinx
- Native Hawaiian/Pacific Islander
- Asian/Southeast Asian
- Native American/American Indian/Alaskan Native
- Middle Eastern/North African
- White/Caucasian
- Prefer Not to Answer
- Other

What gender do you identify as? (Note: Cisgender is a term for people who are not transgender.)

- Cisgender Man
- Cisgender Woman
- Transgender Man
- Transgender Woman
- Non-Binary
- Prefer Not to Answer

Do you have a disability, chronic illness, neurodivergence, or mental illness?

- Yes
- No
- Unsure
- Prefer Not to Answer

Do you identify as LGBTQ+?

- Yes
- No
- Questioning or Unsure
- Prefer Not to Answer

**What is your age?**

- Under 18
- 18 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 or over
- Prefer Not to Answer

**What is your household's annual income before taxes?**

- Less than \$14,999
- \$15,000 - \$24,999
- \$25,000 - \$34,999
- \$35,000 - \$49,999
- \$50,000 - \$74,999
- \$75,000 - \$89,999
- \$90,000 - \$104,999
- \$105,000 or more
- Prefer Not to Answer
- Unsure

**What is the main language that people use in your home?**

- English
- Spanish
- Korean
- German
- Vietnamese
- Tagalog (Including Filipino)
- Prefer Not to Answer
- Other

Where do you live in Thurston County?

- Lacey
- Olympia
- Rainier
- Tenino
- Tumwater
- Yelm
- Bucoda
- Unincorporated Thurston County
- Prefer Not to Answer
- Other

Submit

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