

# 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: July 24, 2022  
SUBJECT: Interlocal Agreement (ILA) Review and Approval

## Requested Action

Review and approve a new Interlocal Agreement for regionally coordinated implementation of the Thurston Climate Mitigation Plan.

## Background

The Executive Committee (previously named the Climate Action Steering Committee; CASC) held a retreat on January 23, 2023, which focused on a staff proposal for improved regional implementation of Thurston Climate Mitigation Plan. This discussion led to agreement among the Executive Committee and Staff Team on key issues of structure, roles, and process/logistics as well as guidance on next steps.

Based on this discussion, staff developed a new Interlocal Agreement (ILA) that better reflects this new structure, a Regional Implementation Guidance document that outlines expectations, roles, responsibilities, and activities under the new agreement, and a new scope of work for administrative support by the Thurston Regional Planning Council (TRPC) under the new agreement. The Executive Committee received a briefing on the revised ILA at the CASC meeting on March 27, 2023, with the intent to take action on the ILA at the following meeting.

In May 2023, TRPC informed the Staff Team and Executive Committee that TRPC had decided not to sign on to the upcoming ILA for regional coordination of the Thurston Climate Mitigation Plan. Given this pending change in structure and administrative support, the Staff Team requested additional time to reassess the new structure of the Thurston Climate Mitigation Collaborative, identify how to fill the administrative and technical support role previously held by TRPC, and to revise the proposed ILA and Regional Implementation Guidance.

Over the next several months, the Staff Team worked to revise the draft ILA and Regional Implementation Guidance to accommodate this change in administrative and technical support. The Executive Committee received a briefing on the Staff Team's proposed changes to the ILA and approach to regional coordination at the June 26, 2023, Executive Committee meeting.

## Revised ILA and Regional Guidance Document

The proposed approach clarifies the roles and relationships among the different groups involved in implementation, recognizes the increased staff capacity now present to lead implementation within each jurisdiction, and provides increased opportunities for the Community Advisory Workgroup to provide feedback on the climate mitigation actions of individual jurisdictions, in addition to regional items. The new structure establishes the Thurston Climate

Mitigation Collaborative (TCMC) as an umbrella term for the partnership, and renames the groups involved in implementation to better reflect their clarified roles: Jurisdiction Parties, an Executive Committee (replaces the Climate Action Steering Committee), a Staff Team (replaces the Multijurisdictional Staff Team), and a Community Advisory Workgroup (replaces the Climate Advisory Workgroup).

The package for review includes three draft documents:

- **Interlocal Agreement.** The agreement lays out the terms of the collaboration, including its purpose, scope, funding commitment, and process for amendment. The ILA is proposed to run through December 2030, to coincide with the interim goal for emissions reductions.
- **Regional Implementation Guidance.** This document outlines expectations for regionally coordinated implementation of the Thurston Climate Mitigation Plan under the structure proposed in the ILA. It includes more detailed information on the process of implementation; roles and responsibilities of the groups involved; and activities including the annual retreat, process for identifying regional initiatives, facilitation of the Executive Committee and CAW, and regular greenhouse gas inventories.
- **TCMC Budget (October 2023 – December 2024).** This document provides a 15-month budget for regional coordination of the Thurston Climate Mitigation Collaborative, as described in the Interlocal Agreement and Regional Implementation Guidance. The proposed budget includes administrative support for facilitating meetings, producing an annual progress report, developing and maintaining a new website for the Thurston Climate Mitigation Collaborative, and regular greenhouse gas inventories. The proposed budget does not include costs for strategy implementation or development of the selected regional initiative.

## Decision Options

- Option 1: Approve the new Interlocal Agreement and Regional Implementation Guidance for coordinated implementation of the Thurston Climate Mitigation Collaborative (2023 – 2030).
- Option 2: Approve the Agreement and Regional Guidance with modifications.
- Option 3: Do not approve the Agreement and Regional Guidance.

## Attachments

- *Interlocal Agreement for Regional TCMP Implementation*
- *Regional Implementation Guidance Document*
- *TCMC Budget (October 2023 – December 2024)*