

**Interlocal Agreement between Thurston County, City of Lacey, City of Olympia, and  
City of Tumwater to support regionally coordinated implementation of the Thurston  
Climate Mitigation Plan**

THIS AGREEMENT (“Agreement”) is made and entered into by and between: the City of Lacey, a Washington municipal corporation (“Lacey”); the City of Olympia, a Washington municipal corporation (“Olympia”); the City of Tumwater, a Washington municipal corporation (“Tumwater”); and, Thurston County, a Washington municipal corporation (“County”), collectively referred to herein as “the Parties” and individually as “Party;”.

**WHEREAS**, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner pursuant to forms of governmental organization that will accord best with geographic, economic, populations, and other factors influencing the needs and development of local communities; and

**WHEREAS**, pursuant to RCW 39.34.080, each Party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract is authorized by the governing body of each Party to the contract and sets forth its purposes, powers, rights, objectives, and responsibilities of the contracting parties; and

**WHEREAS**, the Parties understand that human activities, especially combustion of fossil fuels, are leading to increased levels of carbon dioxide and other greenhouse gases in the atmosphere that are altering the climate, resulting in such impacts as reduced snowpack, ocean acidification, sea level rise, increased flooding, summer droughts, loss of habitat, and increased forest fires; and

**WHEREAS**, these environmental impacts of climate change create economic and public health impacts, and disproportionately impact the most vulnerable and marginalized populations, and the Parties are greatly concerned over all these impacts on the Thurston County region and their respective communities; and

**WHEREAS**, the Parties have each adopted a resolution with a common emissions baseline and targets to reduce communitywide emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050; and

**WHEREAS**, the County and cities in 2021 each adopted a resolution accepting the Thurston Climate Mitigation Plan (2020) as a framework to guide future action addressing local sources of greenhouse gas emissions that contribute to global climate change; and

**WHEREAS**, the Parties believe that regionally coordinated implementation of the Thurston Climate Mitigation Plan is essential to the most efficient and effective deployment of the plan’s actions; and

**WHEREAS**, representatives from the Parties met over the course of 2022 and 2023 to develop a set of expectations for regionally coordinated implementation of the Thurston Climate Mitigation Plan.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the Parties agree as follows:

**I. Purpose**

The purpose of this Agreement is to establish a framework for ongoing, regionally coordinated implementation of the Thurston Climate Mitigation Plan (“TCMP”) and achieve the following goals:

- Maintain momentum for local climate action.
- Develop efficient regional solutions for reducing sources of greenhouse gases in ways that support all partner jurisdictions.
- Provide accountability on progress toward achieving regional climate targets.
- Build public awareness of climate mitigation activities across the region.

The Agreement defines a collaborative framework for implementing the TCMP that is led by individual jurisdictions (the Parties) and supported by an Executive Committee of elected officials, a multi-jurisdictional Staff Team, and a Community Advisory Workgroup. The Agreement also outlines processes for ongoing implementation of the TCMP, including an annual climate mitigation retreat; regular updates to the TCMP; development of a greenhouse gas inventory; and administrative support.

**II. Thurston Climate Mitigation Collaborative**

The Thurston Climate Mitigation Collaborative (Collaborative) is a consortium of local government partners working together to significantly reduce regional greenhouse gas emissions and achieve mutually adopted communitywide emissions reduction goals. The Collaborative provides a mechanism through which the Parties can learn, explore, collaborate, incubate, coordinate, and communicate policies and best practices that the Parties can decide to advance collectively or singularly. The Collaborative is made up of Jurisdiction Parties, an Executive Committee, a Staff Team, and a Community Advisory Workgroup.

**III. Roles**

- i. **Jurisdiction Parties.** Implementation of all actions included in the TCMP is led by individual Jurisdiction Parties. Each Party has the authority to act on any actions in the TCMP, and decides individually what strategies and actions to implement, including actions in the TCMP and/or other climate-related actions. The Parties allocate appropriate staff and resources according to their own priorities and on their own timelines. Jurisdictions may develop annual Jurisdiction Work Programs to communicate regionally on planned climate mitigation activities.
- ii. **Executive Committee.** Consists of an appointed policymaker representative and alternate from each of the Parties. The Executive Committee meets quarterly to share information on local climate mitigation activities, review progress toward achieving emissions targets, and build partnerships to support the regional implementation of the TCMP.

- iii. **Staff Team.** Consists of staff representatives from each of the Parties. The Staff Team meets regularly to share information on the climate mitigation activities of individual jurisdictions and actively facilitate cross-jurisdictional coordination on TCMP implementation.
- iv. **Community Advisory Workgroup (“CAW”).** Consists of up to 15 interested stakeholders, appointed by the Staff Team, representing a variety of perspectives on climate mitigation actions. The CAW meets regularly (up to 12 times a year) to provide community perspectives and feedback on implementation topics decided by the Staff Team and CAW.

Detail on roles and responsibilities are outlined in the TCMP Regional Implementation Guidance document included as Exhibit A.

#### **IV. Scope of Agreement**

- i. **Thurston Climate Mitigation Plan Implementation.** The Staff Team and Executive Committee will work together to coordinate on regional climate mitigation action to the extent that joint action is deemed possible and beneficial. Two or more Parties may work jointly on projects to implement the strategies and actions identified in the Thurston Climate Mitigation Plan. Any request for funding to implement joint projects will require approval by the respective Parties. Implementation of projects funded by two or more Parties may require a separate agreement.
- ii. **Annual Climate Mitigation Retreat.** The Staff Team, CAW, and Executive Committee will come together in an Annual Retreat that will serve as a strategic planning session to have deep and meaningful discussions on climate mitigation progress and needs, with an emphasis on strategies that would most benefit from regional coordination. The Annual Retreat will be planned by the Staff Team and hosted by individual Jurisdiction Parties, rotating on an annual basis in the following order: Lacey, Olympia, Tumwater, and Thurston County. The Jurisdiction Party hosting the retreat will be responsible for any costs associated with planning or facilitation of the Retreat.
- iii. **Thurston Climate Mitigation Plan Updates.** The TCMP will be re-evaluated and updated, as needed, based on the best available science, monitoring data, and new or evolving conditions. Plan updates will be recommended by the Staff Team and CAW, approved by the Executive Committee, and adopted by the Parties. The Staff Team will recommend minor administrative plan updates every other year, beginning in 2024, with a complete plan review and update every six years, beginning in 2028. Each Party will contribute equally to the costs of updating the plan.
- iv. **Greenhouse Gas Inventory.** The Collaborative will conduct a countywide Greenhouse Gas Inventory at least every three years to quantify emissions and track progress toward meeting TCMP emission targets. Each Party will contribute equally to the costs of the Greenhouse Gas Inventory.

Thurston County will be responsible for administrative tasks associated with the development of the Greenhouse Gas Inventory, including maintaining software subscriptions, and coordinating data collection and analysis.

Thurston County will also be responsible for procuring and managing third-party contractors to support the Greenhouse Gas Inventory, which may include developing requests for proposals and/or qualifications, developing scopes of work and contracts, managing consultant deliverables, and other related tasks.

- i. **Administrative Support.** The Parties will cooperatively fund a third-party partner to provide annual Administrative Support services for the Collaborative, which may include, but not be limited to, the following:
  - a. Coordinating and facilitating the Executive Committee and Community Advisory Workgroup.
  - b. Producing an Annual Climate Mitigation Progress Report.
  - c. Hosting and maintaining a website for the Thurston Climate Mitigation Collaborative.

Each party will contribute equally to the costs of the Administrative Support services.

The City of Lacey will be responsible for procuring and managing third-party contractors to provide Administrative Support services, which may include developing requests for proposals and/or qualifications, developing scopes of work and contracts, managing deliverables, and other related tasks.

**V. Funding and In-kind Commitment**

- i. **Base Funding.** Each Party shall contribute an equal share of funds sufficient for the execution of Greenhouse Gas Inventory, Administrative Support, and future Thurston Climate Mitigation Plan updates.

A 15-month budget for execution of the Greenhouse Gas Inventory and Administrative Support for October 2023 - December 2024 is included in Exhibit B.

In subsequent even-numbered years, the Staff Team will provide a proposed biennial budget for review by the Parties, by no later than June 1, for the subsequent two calendar years. For the purposes of this Agreement, the approval and adoption of the respective annual budgets by the Parties will serve as the commitment to fund each Party's share of the Agreement for the subsequent two years.

Based on the approved Greenhouse Gas Inventory costs, Thurston County shall issue invoices at least biannually specifying each Party's share of actual expenses. Invoices must be paid within thirty (30) days.

Based on the approved Administrative Support costs, the City of Lacey shall issue invoices annually specifying each Party's share of actual expenses. Invoices must be paid within thirty (30) days.

- ii. **In-kind Commitment.** Each Jurisdiction Party shall allocate in-kind staff time to implement this Agreement. In-kind staff support includes, but is not limited to:
  - a. Staff participation in the Staff Team.
  - b. Elected official participation in the Executive Committee.
  - c. Completion of annual progress reporting and review of annual report.
  - d. Support from jurisdictional staff with specific expertise (i.e., planning, transportation, water resources, etc.).
- iii. **Future Appropriations.** The Parties represent that funds for service provision under this Agreement have been appropriated and are available. To the extent that such service provision requires future appropriations beyond current appropriation authority, the obligations of each Party are contingent upon the appropriation of funds by that Party's legislative authority to complete the activities described herein. If no such appropriation is made, the Agreement shall terminate as to that Party, and the Party shall provide notice of termination per Section VIII within thirty (30) calendar days of its budget adoption.

**VI. Indemnification and Insurance**

Each Party shall defend, indemnify, and hold the other parties, their officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including reasonable attorney fees, arising out of or in connection with the indemnifying Party's performance of this Agreement, including injuries and damages caused by the negligence of the indemnifying Party's officers, officials, and employees.

Each Party shall maintain liability insurance; this may be fulfilled by a Party's membership and coverage in Washington Cities Insurance Authority (WCIA), a self-insured municipal insurance pool.

**VII. No Separate Legal Entity Created; No Real or Personal Property to be Acquired or Held**

This Agreement creates no separate legal entity. No real or personal property will be acquired or held as part of carrying out this Agreement. To the extent any Party furnishes property for purposes of carrying out this Agreement, such property must be returned to that Party upon termination of this Agreement, or upon that Party's withdrawal from this Agreement.

**VIII. Duration of Agreement**

This Agreement is effective on September 1, 2023, and terminates on December 31, 2030, unless earlier terminated as provided in Section VIII, below. The Parties may choose to renew this agreement for additional periods.

**IX. Amendment or Termination of Agreement**

This Agreement may be amended or terminated upon mutual agreement of the Parties. The Parties may amend this Agreement to allow other entities to participate in Thurston Climate Mitigation Plan implementation. As a prerequisite for joining the Agreement, new parties must adopt the Collaborative's common emissions-reduction targets and prepare a climate mitigation implementation strategy for that entity that is consistent with the Thurston Climate Mitigation Plan. Each new jurisdiction joining this Agreement

is responsible for an equal share of the costs of this Agreement, beginning from the date of that jurisdiction's joining.

A Party may withdraw from this Agreement with written notice to the remaining Parties by November 1 of any year. This Agreement automatically terminates when only one Party remains.

**X. Interpretation and Venue**

This Agreement is governed by the laws of the State of Washington as to interpretation and performance. Venue for enforcement of any provision of this Agreement, or for any lawsuit arising out of or relating to this Agreement, is the Superior Court of Thurston County.

**XI. Entire Agreement**

This Agreement sets forth all terms and conditions agreed upon by the Parties and supersedes any and all prior agreements oral or otherwise with respect to the specific subject matter addressed herein.

**XII. Recording**

Prior to its entry into force, Thurston County shall file this Agreement with the Thurston County Auditor's Office.

**XIII. Counterparts**

This Agreement may be executed in counterparts, and all such counterparts once so executed together must be deemed to constitute one final agreement, as if one document had been signed by all Parties, and each such counterpart, upon execution and delivery, must be deemed a complete original, binding on the parties. A faxed or email copy of an original signature must be deemed to have the same force and effect as the original signature.

**XIV. Rights**

This Agreement is between the signatory Parties only and does not create any third-party rights.

**XV. Notice**

Any notice required under this Agreement must be to the party at the address listed below and it becomes effective five business days following the date of deposit with the United States Postal Service.

**THURSTON COUNTY**

Attn: Rebecca Harvey, Climate Mitigation Senior Program Manager  
Re: Thurston Climate Mitigation Collaborative  
3000 Pacific Avenue SE  
Olympia, WA 98501

**CITY OF OLYMPIA**

Attn: Pamela Braff, Director of Climate Programs  
Re: Thurston Climate Mitigation Collaborative

Interlocal Agreement for Regional Coordination of the Thurston Climate Mitigation Collaborative  
2023 - 2030

P.O. Box 1967  
Olympia, WA 98507-1967

**CITY OF LACEY**

Attn: Rick Walk, Interim City Manager  
Re: Thurston Climate Mitigation Collaborative 420 College Street SE  
Lacey, WA 98503

**CITY OF TUMWATER**

Attn: Dan Smith, Water Resources & Sustainability Director  
Re: Thurston Climate Mitigation Collaborative  
555 Israel Road SW  
Tumwater, WA 98501

[Signatures are affixed to next page.]

This Agreement is hereby entered into between the Parties

**GOVERNMENT AGENCY EXECUTIVE**

**APPROVED AS TO FORM**

<p><b>CITY OF LACEY</b> 420 College Street SE Lacey, WA 98503</p> <hr/> <p><b>Rick Walk, Interim City Manager</b>      <b>Date</b></p>	<p><b>CITY OF LACEY</b> 420 College Street SE Lacey, WA 98503</p> <hr/> <p><b>David Schneider, City Attorney</b>      <b>Date</b></p>
<p><b>CITY OF OLYMPIA</b> 601 4th Ave East Olympia, WA 98501</p> <hr/> <p><b>Steven J. (Jay) Burney,</b> <b>City Manager</b>      <b>Date</b></p>	<p><b>CITY OF OLYMPIA</b> 601 4th Ave East Olympia, WA 98501</p> <hr/> <p><b>Michael Young, Deputy City Attorney</b>      <b>Date</b></p>
<p><b>CITY OF TUMWATER</b> 555 Israel Road SW Tumwater, WA 98501</p> <hr/> <p><b>Debbie Sullivan,</b> <b>Mayor</b>      <b>Date</b></p>	<p><b>CITY OF TUMWATER</b> 555 Israel Road SW Tumwater, WA 98501</p> <hr/> <p><b>Karen Kirkpatrick, City Attorney</b>      <b>Date</b></p>
<p><b>THURSTON COUNTY</b> 3000 Pacific Avenue SE Olympia, WA 98501</p> <hr/> <p><b>Ramiro Chavez,</b> <b>County Manager</b>      <b>Date</b></p>	<p><b>THURSTON COUNTY</b> 3000 Pacific Avenue SE Olympia, WA 98501</p> <hr/> <p><b>Jon Tunheim, Prosecuting Attorney</b>      <b>Date</b></p>





**Thurston Climate Mitigation Collaborative  
Regional Implementation Guidance**



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## 1. Purpose

The purpose of this document is to outline expectations for regionally coordinated implementation of the Thurston Climate Mitigation Plan.

## 2. Background

Thurston County and the cities of Lacey, Olympia, and Tumwater (the Parties) worked with Thurston Regional Planning Council (TRPC) to develop the Thurston Climate Mitigation Plan (TCMP) with actions to reduce regional greenhouse gas emissions that contribute to global climate change. As part of the first phase of this project, the Parties adopted a mutual emissions reduction goal, which is to:

Reduce net communitywide greenhouse gas emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050 to ensure that our community does its part to keep the global average temperature from rising more than 2° Celsius (3.6° F) above historic levels.

Along with the emissions targets, the TCMP includes a set of 12 regional goals that emphasize the co-benefits of climate action in supporting the strength and resilience of the broader community. The TCMP set a regional framework to achieve those goals and describes:

- A shared vision for the alignment of climate action with community goals
- Data on greenhouse gas contributions from various sources
- Strategies and actions to reduce emissions
- Emissions reduction estimates based on the strategies and actions
- A strategy for implementing climate mitigation actions

The four Parties agreed that regionally coordinated implementation of the TCMP is essential to the most efficient and effective deployment of the plan's actions. In 2022, staff from the four Parties met to outline expectations for regionally coordinated implementation of the TCMP, with greater clarification of roles and responsibilities. This document outlines the outcome of those discussions and forms the basis for an Interlocal Agreement (ILA) that defines a collaborative framework for implementing the TCMP and establishes the following goals for ongoing partnership:

- Maintain momentum for local climate action.
- Develop efficient regional solutions for reducing sources of greenhouse gases in ways that support all partner jurisdictions.
- Provide accountability on progress toward achieving regional climate targets.
- Build public awareness of climate mitigation activities across the region.

The ILA establishes the **Thurston Climate Mitigation Collaborative** (Collaborative), a consortium of local government partners working together to significantly reduce regional greenhouse gas emissions and achieve mutually adopted communitywide emissions reduction goals. The Collaborative provides a mechanism through which the Parties can learn, explore, collaborate, incubate, coordinate, and communicate policies and best practices that the Parties can decide to advance collectively or singularly. The Collaborative is made up of Jurisdiction Parties, an Executive Committee, a Staff Team, and a Community Advisory Workgroup.

### 3. Acronyms

#### Acronyms

- CAW – Community Advisory Workgroup
- ILA – Interlocal Agreement among Thurston County, City of Lacey, City of Olympia, and City of Tumwater to support regionally coordinated implementation of the Thurston Climate Mitigation Plan, approved in 2023.
- TCMP – Thurston Climate Mitigation Plan
- TCMC – Thurston Climate Mitigation Collaborative

### 4. How Implementation of the TCMP Works

Implementation of all actions included in the TCMP is led by individual Jurisdiction Parties. Although the initial (2020) version of the TCMP identifies different approaches (Legislative Agenda, Regionally Coordinated, Individual Jurisdictions, Supporting Partner), these categories do not limit whether or how individual jurisdictions choose to implement actions in the TCMP.

The Parties believe that regionally coordinated implementation of the Thurston Climate Mitigation Plan is essential to the most efficient and effective deployment of the plan's actions. This document outlines expectations and mechanisms for regionally coordinated implementation.

- The **Interlocal Agreement (ILA)** among Thurston County, City of Lacey, City of Olympia, and City of Tumwater establishes a framework for ongoing, regionally coordinated implementation of the TCMP.
 

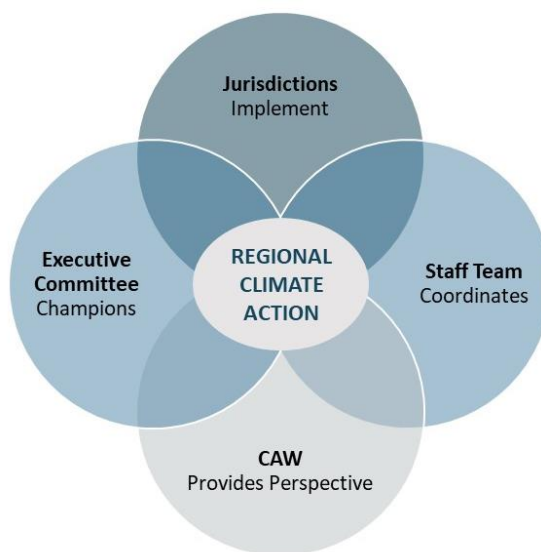
The ILA is not comprehensive of all climate mitigation activities being conducted in the region. It only identifies a limited set of activities that are coordinated among the jurisdictions on a regional level. Individual jurisdictions lead implementation of most climate mitigation actions through their own local programs, including other regional activities not included in the ILA. This agreement reflects discussion and decisions among staff and elected officials in 2022 and 2023 and replaces a previous ILA, signed 03/01/2022.
- Each jurisdiction has the authority to act on any actions in the TCMP, and decides individually what strategies and actions to implement, including actions in the TCMP and/or other climate-related actions. **Jurisdiction Parties** allocate appropriate staff and resources according to their own priorities and on their own timelines.
 

Jurisdiction plans may be shared through the optional **Jurisdiction Work Program** – an optional document describing annual activities that will be undertaken by an individual jurisdiction in that year to advance implementation of the Thurston Climate Mitigation Plan.
- **Staff Team** meets monthly to share information and facilitate coordination across jurisdictions.
- **Community Advisory Workgroup (CAW)** meets regularly (up to 12 times a year) to provide community perspectives and feedback on climate mitigation progress and priorities to the Jurisdiction Parties, Staff Team, and Executive Committee.
- **Executive Committee** champions implementation of climate mitigation actions and meets quarterly (public meetings) to review progress and build partnerships to support implementation of the TCMP. One of these meetings is the Annual Retreat, described below.

The Executive Committee may be convened for additional meetings to review proposed amendments to the TCMP.

- An **Annual Retreat** serves as a strategic planning session for the Staff Team, CAW, and Executive Committee to discuss climate mitigation progress and needs, with an emphasis on regional coordination and selection of a regional initiative.
- The Staff Team will lead an annual process to select **Regional Initiatives** to advance in a coordinated way in the coming year. Once selected, the initiatives will be considered by all jurisdictions for potential inclusion in their work plans and budgets.
- The Collaborative will conduct a regular **Greenhouse Gas Inventory** to quantify emissions by sector and track progress toward meeting TCMP emission targets.
- The Collaborative will engage a third-party partner for **Administrative Support Tasks** including committee and workgroup facilitation, annual progress reports, and website hosting.
- The Collaborative will begin a **comprehensive update to the TCMP** every six years, beginning in 2028. Minor administrative updates will be evaluated every other year, beginning in 2024.
- **Annual Progress Reports** will communicate highlights of climate mitigation activities and outcomes over the past year, including regional work as well as activities conducted by Jurisdiction Parties.
- Some climate mitigation actions identified in the TCMP require or are best addressed by state action. The Staff Team or Executive Committee may recommend **Legislative Priorities** that would support implementation of the TCMP. Any recommendation will be provided to each jurisdiction to include in their list of legislative priorities for the session. Advocacy for these priorities is only done by individual Jurisdiction Parties if they so choose, and not by the Executive Committee.

### TCMP Collaborative Structure



**Jurisdictions:** Each jurisdiction's policymaking body decides which strategies and actions to implement and what resources to dedicate toward TCMP implementation.

**Staff Team:** Comprised of staff from each Jurisdiction Party. Coordinates at a staff level on behalf of their jurisdiction.

**Community Advisory Workgroup (CAW):** Comprised of community members appointed by the Staff Team. Provides community perspectives to the Jurisdiction Parties, Staff Team, and Executive Committee.

**Executive Committee:** Comprised of elected officials of the Jurisdiction Parties. Identifies regional initiatives for consideration by jurisdictions and champions implementation by staff and partners.

## 5. Roles and Responsibilities

### Jurisdiction Parties (Jurisdictions)

**Members:** Signatories to the ILA. As of 2023, the Jurisdiction Parties include the legislative bodies of:

- Thurston County
- Lacey
- Olympia
- Tumwater

**Role:** Jurisdictions have ultimate decision-making authority over the implementation of climate mitigation activities, including, but not limited to, work conducted under the ILA. Each City Council and the Board of County Commissioners will make independent decisions on which strategies and actions to implement and how to resource and tailor implementation to work best for their jurisdiction. Parties may undertake climate mitigation activities beyond those strategies and actions identified in the Thurston Climate Mitigation Plan.

### Responsibilities:

- Approves ILA, and any amendments;
- Approves budgets to support work identified in the ILA, including Thurston Climate Mitigation Plan Updates, Greenhouse Gas Inventories, and Administrative Support services;
- Assigns staff members to the Staff Team;
- Appoints representatives to the Executive Committee;
- Determines budgets, staffing, and work programs for implementing climate mitigation actions, including:
  - Strategies and actions identified in the TCMP;
  - Other climate-related actions not identified in the TCMP;
- Receives and considers recommendations from the Staff Team and Executive Committee, including amendments to the TCMP and legislative priorities; and
- Advocates for legislative priorities, which may include climate priorities identified through regional collaboration.

### Meeting Frequency:

- Jurisdiction parties do not meet collectively on a regular basis. Their designees may meet informally to discuss ILA updates.

### How to Contact:

- Members of the public can direct comments to each of the jurisdiction's legislative bodies (Board of County Commissioners or City Council)

### Staff Team

**Members:** Staff representatives from each of the Jurisdiction Parties

**Role:** The Staff Team meets on a regular basis to share information on the climate mitigation activities of individual jurisdictions and actively facilitate cross-jurisdictional coordination on TCMP implementation. Staff members bring back information and recommendations from and to the decision-making bodies in their individual Jurisdiction Parties.

**Responsibilities:****Executive Committee and CAW Meetings**

- Approves meeting frequency and agendas, in collaboration with the Executive Committee and CAW;
- Identifies items that require discussion or review by the Executive Committee and CAW, including items for discussion at the Annual Retreat;
- Prepares presentation and discussion materials and coordinates external presenters, as needed, for Executive Committee and CAW meetings; and
- Appoints members of the CAW.

**Collaborative Activities**

- Develops contracts and scopes of work to support work identified in the ILA (Thurston Climate; Mitigation Plan Updates, Greenhouse Gas Inventories, and Administrative Support Services);
- Plans and develops agendas and materials for the Annual Retreat;
- Facilitates the selection of an annual regional initiative, following the regional initiatives process;
- Identifies and recommends amendments to TCMP, based on emerging information;
- Assists in development of the Annual Progress Report;
- Shares information on jurisdiction-led climate mitigation implementation activities;
- Coordinates on opportunities for regional collaboration, including funding; and
- Identifies and recommends legislative priorities.

**Meeting Frequency:**

- Monthly

**How to Contact:**

- Contact information for individual staff is posted on the Collaborative website.
- Staff Team meetings are not open to the public, but meeting summaries will be posted to the Collaborative website.

**Community Advisory Workgroup (CAW)**

**Members:** Up to 15 interested community members representing a variety of perspectives on climate mitigation actions. Members are appointed by the Staff Team for three-year terms or on a rolling basis to fill vacancies. The Staff Team will develop a document detailing the process for recruiting and appointing members of the CAW. This guidance document will be posted on the Collaborative website and reviewed annually for potential updates by the Staff Team and Executive Committee.

**Role:** The Community Advisory Workgroup (CAW) meets regularly to provide community perspectives and input on climate mitigation progress and priorities to the Jurisdiction Parties, Staff Team, and Executive Committee.

**Responsibilities:**

- Reviews and provides feedback on climate mitigation actions led by Jurisdiction Parties (can make recommendations to individual jurisdictions on climate implementation priorities)
- A rotating representative attends Executive Committee meetings
- Identifies comments or perspectives for the group facilitator to report out to the Executive Committee and Staff Team

- Requests agenda items for consideration at future CAW meetings
- Reviews the annual report
- Other tasks as requested by the Executive Committee or Staff Team

**Meeting Frequency:**

- 10-12 times per year

**How to Contact:**

- CAW meetings are not open to the public, but meeting summaries are posted to the Collaborative website.
- Written comments sent to the committee facilitator will be circulated to the full workgroup.

**Executive Committee**

**Members:** Appointed policymaker representative and alternate from each of the Jurisdiction Parties

**Role:** The Executive Committee champions implementation of climate mitigation actions by the Staff Team, Jurisdiction Parties, and other community partners. The Executive Committee meets quarterly to share information on local climate mitigation activity, review progress toward achieving emissions targets, and build partnerships to support implementation of the TCMP. The Executive Committee identifies regional initiatives for consideration by the Jurisdictions and makes recommendations to the Jurisdictions on amendments to the TCMP. The Executive Committee cannot make requests of the Staff Team outside activities specified in the ILA. The Jurisdictions do not delegate jurisdictional decision authority to the Executive Committee.

**Responsibilities:**

- Reviews progress toward achieving emissions targets;
- Approves any items for potential regional focus, identified by consensus at the Annual Retreat;
- Receives updates on any regional items identified at the Annual Retreat; and
- Reviews and recommends proposed amendments to TCMP, based on emerging information.

**Meeting Frequency:**

- Quarterly. One meeting is timed to align with the Annual Retreat
- May be convened more frequently to review proposed amendments to the TCMP.
- May be convened less frequently than four times a year, if the Staff Team determines there is not sufficient content for a regional discussion.

**How to Contact:**

- Executive Committee meetings are open to the public, and meeting summaries are posted to the Collaborative website.
- An opportunity for public comment is provided at each Executive Committee meeting. Written comments sent to the committee facilitator will be circulated to the full committee.



## 6. Activities

### Annual Climate Mitigation Retreat

**Purpose:** An annual retreat will serve as a strategic planning session that brings together members of the Staff Team, CAW, and Executive Committee to have deep and meaningful discussions on climate mitigation progress and needs, with an emphasis on strategies that would most benefit from regional coordination. The Annual Retreat will be planned by the Staff Team and hosted by individual Jurisdiction Parties, rotating on an annual basis.

**Content:** The agenda for the annual retreat may include, but is not limited to, the following:

- Jurisdiction updates on past and planned climate mitigation activities
- A discussion of potential regional initiatives for focus over the following year
- Discussion on trends and findings from the most recent GHG Inventory and Annual Report

**How to Learn More:**

- The Annual Retreat is open to public attendance, but does not include an opportunity for public comment or active participation. Members of the public may provide written comments to retreat attendees through the means noted for each group.

### Regional Initiatives

**Purpose:** An annual process to identify priority strategies and/or actions that would benefit from regional coordination, and propose as a focus of regional work. **Note:** The identification and selection of a regional initiative through this process does not guarantee that it will be implemented by the Staff Team. Jurisdictions must approve the necessary staff, resources, and budget for this work to occur.

**Content:**

#### Step 1

**The Staff Team prepares options for regional initiatives.**

- The Staff Team, CAW, and Executive Committee submit proposals for regionally coordinated initiatives.
- The Staff Team evaluates proposals and identifies a short list for discussion at the Annual Retreat.

#### Step 2

**The Staff Team, CAW, and Executive Committee discuss options.**

- Staff Team presents options for regional initiatives at annual retreat.
- Staff Team, CAW, and Executive Committee discuss proposals.
- Executive Committee selects regional initiative at post-retreat meeting.

#### STEP 3

**The Staff Team develops a project plan.**

- Staff Team develops budget, plan, and timeline for regional initiative.
- Jurisdictions propose regional initiative for inclusion in respective workplans and budgets.

**STEP 4****Jurisdictions allocate resources.**

- Executive Committee members advocate for allocation of staff and budget resources.
- If jurisdiction partners allocate necessary staff and resources, Staff Team proceeds with work on regional initiative.
- Work may proceed immediately or be delayed to accommodate staff and budget resources.

**STEP 5****The Staff Team develops work product.**

- Staff Team begins work on regional initiative.
- Staff Team provides updates on project progress at regular Executive Committee meetings.
- Executive Committee champions completed work product.

**How to Learn More:**

- All steps in the Regional Initiative selection process will be documented in notes from the Retreat and meetings of the Staff Team, CAW, and Executive Committee. Meeting summaries will be posted to the Collaborative website.

**Thurston Climate Mitigation Plan Updates**

**Purpose:** Periodic evaluations and updates to the Thurston Climate Mitigation Plan.

**Content:** The TCMP will be re-evaluated and updated, as needed, based on the best available science, monitoring data, and new or evolving conditions. Plan updates will be recommended by the Staff Team and CAW, approved by the Executive Committee, and adopted by the Parties. The Staff Team may recommend minor administrative updates every other year, beginning in 2024, with a comprehensive plan review and update every six years, beginning in 2028. Each Party will contribute equally to the costs of updating the plan.

**How to Learn More:**

- The Staff Team, CAW, and Executive Committee will all engage in TCMP updates with meeting summaries posted to the Collaborative website.
- The TCMP update process will include opportunities for public comment.

**Greenhouse Gas Inventory**

**Purpose:** An inventory of greenhouse gas emissions in Thurston County over the course of a year, used to quantify emissions by sector and track progress toward meeting TCMP emission targets.

**Content:** A countywide Greenhouse Gas Inventory will be conducted for the calendar year 2022 along with a review of prior inventories for accuracy, completeness, and methodological consistency. After the 2022 inventory, future inventories will be conducted at least every three years. Each Party will contribute equally to the costs of each Greenhouse Gas Inventory. Thurston County will be responsible for administrative tasks including maintaining software subscriptions, coordinating data collection and analysis, and procuring and managing third-party contractors to support the completion of the inventory.

**How to Learn More:**

- Greenhouse Gas Inventory Reports will be posted on the Collaborative website and presented at Executive Committee meetings, which are open to the public.

### Administrative Support Tasks

**Purpose:** The Collaborative will engage a third-party entity to provide annual Administrative Support services for the Collaborative.

**Content:** Administrative Support Tasks may include, but are not limited to, the following:

- Coordinating and facilitating the Executive Committee and Community Advisory Workgroup
- Producing an Annual Progress Report
- Hosting and maintaining a website for the Thurston Climate Mitigation Collaborative

Each party will contribute equally to the costs of the Administrative Support services. The City of Lacey will be responsible for procuring and managing third-party contractors to provide Administrative Support services.

**How to Learn More:**

- The agreement with the Administrative Support contractor will be posted to the Collaborative website.

## Exhibit B

### Proposed Budget for October 2023 – December 2024\*

Budget shows estimates for execution of administrative support tasks, development of a new website and branding for the Thurston Climate Mitigation Collaborative, and regular greenhouse gas inventories.

#	Task Title	Description	Year 1 2023 (Oct - Dec)	Year 2 2024 (Jan - Dec)	TOTAL
1	Administrative Support	Coordinating and facilitating the Executive Committee and Community Advisory Workgroup; Producing an Annual Climate Mitigation Progress Report; Hosting and maintaining a website for the Thurston Climate Mitigation Collaborative.	\$25,000	\$85,000	\$110,000
2	New Website and Branding	Development of a new website for the Thurston Climate Mitigation Collaborative; creation of a logo for the Collective; development of branded template documents. This process is estimated to take 6-8 months.	\$35,000	\$25,000	\$60,000
3	Greenhouse Gas Inventory	Countywide Greenhouse Gas Inventory and/or Contribution Analysis.	\$10,000	\$10,000	\$20,000
	<b>Subtotal</b>		<b>\$70,000</b>	<b>\$120,000</b>	<b>\$190,000</b>
	<b>Per Partner</b>		<b>\$17,500</b>	<b>\$30,000</b>	<b>\$47,500</b>

\* Proposed 15-month budget is provided as an estimate of anticipated costs for ongoing support of the Thurston Climate Mitigation Collaborative, as described in the Interlocal Agreement and Regional Guidance Document. The proposed budget does not include costs for future updates to the Thurston Climate Mitigation Plan, facilitation of the Annual Retreat, or implementation of climate mitigation strategies.