



THURSTON
CLIMATE
MITIGATION
COLLABORATIVE

MEMORANDUM

TO: Thurston Climate Mitigation Collaborative Community Advisory Workgroup

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: December 3, 2024

SUBJECT: CAW Charter Approval

Requested Action

Review and approve the revised Community Advisory Workgroup Charter. Per the guidelines established in the revised draft Charter, consensus approval is required for this action.

Purpose of this Action

- The purpose of the CAW Charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Thurston Climate Mitigation Collaborative (TCMC) Community Advisory Workgroup (“CAW”).
- In response to CAW member feedback, the TCMC Staff Team has proposed revisions to the CAW Charter to provide more detail on the CAW decision-making processes. CAW members provided feedback on the proposed changes during the August 6 and September 3 CAW meetings.
- Approval of the revised CAW Charter will clarify expectations for the Staff Team and CAW members; streamline the CAW’s decision-making processes; and improve the consensus model for future CAW recommendations.

Background

The purpose of the CAW Charter is to outline the charge, composition, schedule, communications, and decision-making framework for the Thurston Climate Mitigation Collaborative (TCMC) Community Advisory Workgroup (“CAW”). Members of the CAW adopted the current TCMC Community Advisory Workgroup Charter by consensus approval during the February 6, 2024 CAW meeting.

However, over the past few months, members of the CAW and Staff Team have noted several situations where additional clarity in the CAW Charter would be helpful. To address these situations, the Staff Team has reviewed the CAW Charter and is recommending changes to several elements of the Charter.

Major changes to the Charter have been proposed in the following sections:

- CAW Meeting Agendas (new section)
- Requesting a CAW Agenda Item (minor edits to clarify process)
- Requesting an Executive Committee (EC) Agenda Item (new section)
- Decision-making/Consensus Process (modified to clarify the zero to five ranking system and consensus discussion process).

CAW members have reviewed and discussed proposed changes to the CAW Charter during the August 6 and September 3 CAW meetings. The revised draft Charter incorporates the CAW member feedback and recommendations received during these meetings.

Options

- 1. Approve the revised Community Advisory Workgroup Charter.** CAW meetings and decision-making processes will be implemented as described in the Charter. The Charter may be periodically reviewed or amended or repealed and a new charter adopted, by decision of the CAW.
- 2. Approve the revised Community Advisory Workgroup Charter with modifications.**
- 3. Do not approve the revised Community Advisory Workgroup Charter.** If the Charter is not approved, Staff will continue to work with the CAW to revise and achieve consensus on the Charter at a future meeting.

Attachments

- Attachment A. CAW Charter Draft_clean
- Attachment B. CAW Charter Draft_redline