

# MEETING AGENDA

## TCMC EXECUTIVE COMMITTEE

**Monday, July 28, 2025, 4-6 PM**

**Hybrid Meeting**

**Virtual Option:** This meeting will be held virtually via Zoom. To register to attend the meeting, please use the following link: <https://events.teams.microsoft.com/event/7337fe8e-18be-4b14-928e-b84473286b66@4ac47f73-7479-484a-903a-7c08b6270689>

**In-Person Option:** Members of the public are invited to attend virtually using the link above or attend an in-person stream of the meeting at the City of Tumwater Water Resources & Sustainability Office, 32 Dr. Nels Hanson Way S, Olympia, WA 98512 (South Puget Sound Community College, Building 32).

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### 1. OPENING

#### 1.A. Call to Order

#### 1.B. Approval of Agenda

#### 1.C. Approval of Previous Meeting Summaries

- *Attachment: April 28, 2025, Draft Meeting Summary*

### 2. PUBLIC COMMENT

During this portion of the meeting, members of the public may address the Committee regarding the Committee's business. Public comment for this meeting will be accepted in written and oral format.

- **Written comments:** The deadline for submitting written public comments is noon (12 pm PST) the Friday preceding the meeting, July 25, 2025. For written comments, please include your name and address, your comment, and email them to [Eleanor.Garrett@exp.com](mailto:Eleanor.Garrett@exp.com). Written comments received by the deadline will be provided to the Committee prior to the meeting.
- **Oral comments:** Please indicate that you wish to provide public comment when registering for the meeting. The Chair may limit oral public comments to two (2) minutes or less, depending on the meeting agenda and number of people wishing to comment. The Chair may allow for additional public comment to be taken at the end of the agenda for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted time.

### 3. ANNOUNCEMENTS

### 4. COMMITTEE BUSINESS

#### 4.A. 2025-2026 TCMC Budget Update

##### BRIEFING

Alyssa Jones Wood, Staff Team (City of Tumwater)

- *Attachment: 2025-2026 Budget update Memorandum*

- *A2025-2026 TCMC Budget Update Table*

#### **4.B. TCMC ILA Amendments**

##### **BRIEFING**

Linsey Fields, Staff Team, City of Lacey

- *Attachment: Thurston Climate Mitigation Collaborative Interlocal Agreement Amendments Memorandum*
- *Attachment: TCMC Interlocal Agreement Draft Revisions*

### **5. STANDING AGENDA ITEMS**

#### **5.A. CAW Updates**

CAW Facilitator will provide a summary of key topics and outcomes from recent CAW meetings.

#### **5.B. Jurisdiction Updates**

Members will share progress on implementation of the Thurston Climate Mitigation Plan or other relevant topics.

### **6. ADJOURN**

#### ***NOTE ON PUBLIC PARTICIPATION VIA ONLINE MEETING:***

TCMC reserves the right to limit public participation to the public comment section of the agenda. A participant may be removed from the meeting if they engage in disruptive behavior which may include the following:

- Promoting or advertising commercial services, entities or products.
- Supporting or opposing political candidates or ballot propositions.
- Distributing obscene content.
- Engaging in illegal activity or encouragement of illegal activity.
- Promoting, fostering or perpetuating discrimination on the basis of creed, color, age, religion, gender, gender identification, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation information that may tend to compromise the safety or security of the public or public systems.
- Threatening or intimidating language, containing cyber bullying.
- Otherwise engaging in disruptive behavior that is unrelated to the content of the meeting.

#### ***ACCOMMODATIONS***

The Thurston Climate Mitigation Collaborative (TCMC) Jurisdictions are committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the Executive Committee meeting, please contact the Executive Committee Facilitator (626-831-8734) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.

# EXECUTIVE COMMITTEE (EC) MEETING SUMMARY (DRAFT)

**Monday, April 28, 2025, 4 – 6 PM**

Link to packet and presentations: [Executive Committee Meetings - Thurston Climate Mitigation Collaborative](#)

EC Members Present: Tumwater City Councilmember Eileen Swarthout (Vice Chair), Olympia City Councilmember Robert Vanderpool, Thurston County Commissioner Emily Clouse, & Lacey City Councilmember Carolyn Cox (alternate).

EC Members Absent: Lacey City Councilmember Robin Vasquez, Olympia City Councilmember Kelly Green (alternate), Tumwater City Councilmember Kelly VonHoltz (alternate) & Thurston County Commissioner Tye Menser (alternate).

CAW Representative: Stephen Bernath

Staff Present: Rebecca Harvey (Thurston County), Alyssa Jones Wood (City of Tumwater), Pamela Braff (City of Olympia), Linsey Fields (City of Lacey), Julia Downing (Thurston County), Keren Bolter (EXP), & Eleanor Garrett (EXP).

Agenda Item	Notes
1. Opening 1A. Call to Order 1B. Approval of Agenda 1C. Approval of Previous Meeting Summary  Attachment: January 27, 2025, Draft Meeting Summary	<p>Executive Committee Chair Eileen Swarthout called the meeting to order at 4:05pm.</p> <p>Committee Member Carolyn Cox motioned for approval of the agenda; the motion was seconded by Committee Members Emily Clouse and Robert Vanderpool. The motion carried unanimously.</p> <p>Committee Member Emily Clouse motioned for approval of the previous meeting summary for the January 27<sup>th</sup> meeting; the motion was seconded by Committee Member Robert Vanderpool. The motion carried unanimously.</p>
2. Public Comment	Ben Silesky and Tom Crawford provided public comment.
3. Announcements	City of Tumwater Staff Alyssa Jones Wood introduced the new facilitators for the TCMC, Eleanor Garrett and Keren Bolter from the consulting firm EXP. EXP was the firm

	<p>selected through a competitive process to perform facilitation and administrative tasks for the TCMC.</p> <p>Committee Member Carolyn Cox led a discussion on the Thurston Regional Planning Council's plan to discuss removing concepts such as DEI and climate change from the Regional Transportation Plan. Committee Member Cox asked the other members of the Executive Committee whether they would be in support of speaking on this issue ahead of the decision scheduled for Friday May 2<sup>nd</sup>. Committee Member Emily Clouse expressed strong interest in voicing disagreement with this decision, noting that the County has remained firm on not removing DEI and climate change issues from policies. She indicated that she would be willing to provide public comment or to sign a letter. Committee Member Robert Vanderpool noted that the initial measure that was voted on by the Transportation Policy Board was not presented to them in a clear way and was not vetted by staff before the vote was taken. He was told that the measure would involve switching out some language rather than removing it altogether, and that he is not in support of this measure on Friday. Executive Committee Chair Eileen Swarthout was in agreement with the other members, noting that she does not think policy should be reactive, and agreeing that the language should not be changed. Committee Member Vanderpool added that his transportation staff let him know that this measure is not a simple language change but will have serious ramifications for the completion of ongoing projects. Committee Member Cox offered to draft a letter for the other Executive Committee Members to review and sign ahead of the Friday decision, contingent on approval from the City of Lacey's representative on the Executive Committee, Robin Vasquez.</p> <p>Facilitator Eleanor Garrett shared that EXP and the Staff Team are working on scheduling the TCMC's Annual Retreat and offered three potential dates for the Executive Committee Members to consider. Executive Committee Members shared their availability. EXP will take this information and work on finalizing the date.</p>
4. Committee Business 4A. Officer Elections	City of Tumwater Staff Alyssa Jones Wood reminded the Executive Committee members that per the Executive

<p><i>Action</i></p> <p>Attachment: Officer Elections Memorandum</p>	<p>Committee Charter, there must be an election for Chair and Vice Chair every second quarter meeting of the year, resulting in the election of a Chair and a Vice Chair who will take office at the close of that meeting and hold that position for one year. With this information in mind, she opened the floor for nominations.</p> <p>Chair Eileen Swarthout nominated Committee Member Emily Clouse for Vice Chair, and Clouse accepted the nomination. With no other nominations, Chair Swarthout called for a vote; Committee Member Clouse was elected Vice Chair by unanimous vote.</p> <p>Committee Member Emily Clouse nominated Chair Eileen Swarthout for Chair, and Swarthout accepted the nomination. With no other nominations, Chair Swarthout called for a vote; Chair Swarthout was elected Chair by unanimous vote.</p>
<p>4B. Program Updates on the 2024 TCMC Regional Initiatives</p> <p><i>Briefing</i></p> <p>Attachment: 2024 Regional Initiatives Update Memorandum</p>	<p>Rebecca Harvey, the Staff Team member from Thurston County, provided a brief background reminder that the TCMC chose two regional initiatives in 2024, then presented updates on the first of these regional initiatives: the residential energy efficiency and electrification campaign. Julia Downing, Thurston County's Community Energy Fellow working on this program, joined her presentation to discuss outreach and engagement. Key points from their presentation include:</p> <ul style="list-style-type: none"> <li>• The Energize Thurston campaign is a heat pump purchase program that provides exclusive benefits for Thurston County residents including financing and incentives, education and guidance, free site assessments and installation support, and a limited number of free or reduced-cost installations for income-qualified households.</li> <li>• Funding for the program stems almost entirely from the State Home Electrification and Appliance Rebate Program. City of Olympia also has federal funding from the Energy Efficiency &amp; Conservation Block Grant (EECBG) program.</li> <li>• A variety of outreach methods have been used, including flyers, tabling, street banners, emails, and the Energize Thurston website.</li> </ul>

	<ul style="list-style-type: none"> <li>• Program workshops have been well attended. The program has received enough applications that low- and moderate-income (LMI) applications are now being waitlisted as funds have been fully utilized. The program continues to promote the self-funded pathway.</li> <li>• Installations are expected to continue through the end of June, after which the program will be evaluated and a continuation plan will be developed.</li> </ul> <p>CAW Representative Stephen Bernath shared that he believes the program was well run and has been a success.</p> <p>City of Tumwater Staff Alyssa Jones Wood noted that the State’s HEAR program was only allocated \$30 million this year, a significant reduction from the prior year’s \$80 million, but staff are still looking at ways to fund the program’s continuation.</p> <p>Chair Eileen Swarthout asked for clarification on how savings work for the self-funded pathway, which is available to all Thurston County Residents. In the presentation, Rebecca Harvey had shared that participants could save up to \$5,000 through the program. Rebecca clarified how they had arrived at that number, through a combination of the negotiated discounts with the installers, Puget Sound Energy rebates, and a federal tax credit.</p> <p>Committee Member Emily Clouse asked if there was a timeline or a plan for continuing the program, specifically to ensure that the LMI applicants who have been waitlisted can be served. Rebecca Harvey confirmed that while there is not a set timeline given that the program is reliant on grant funding, they are looking for ways to keep the program going. Committee Member Clouse added that she appreciates that the program is waitlisting applicants as this highlights the demand for the program.</p> <p>Alyssa Jones Wood, the Staff Team member from the City of Tumwater, followed with a presentation about the</p>
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	<p>other regional initiative, the Home Energy Score (HES) model ordinance. Key points from her presentation include:</p> <ul style="list-style-type: none"> <li>• The HES model ordinance has undergone a robust development process that included policy research, multiple rounds of engagement, and multiple drafts.</li> <li>• Currently, the HES policy is at the stage where each jurisdiction is considering adoption. Each jurisdiction is at a different stage of considering adoption.</li> <li>• While the initial goal was linear alignment, it is likely that each jurisdiction will be on its own timeline for adoption. This also means that developing the program to support the ordinance is delayed until decisions are made about adoption.</li> </ul> <p>Committee Member Robert Vanderpool shared that the City of Olympia is moving forward. While there is not a specific timeline in place for adoption in Olympia, his jurisdiction would prefer to adopt the model ordinance at around the same time as other jurisdictions, in part because this would be the most cost effective route.</p> <p>Committee Member Emily Clouse clarified that the soonest that the City of Lacey will pass the ordinance is 2026, which was confirmed by Committee Member Carolyn Cox. Committee Member Clouse followed up by asking what that meant for the other jurisdictions' timelines. Alyssa Jones Wood suggested that there are multiple potential pathways forward, including having one jurisdiction lead development of the supporting program and potentially back-billing the other jurisdictions as they join. She acknowledged that the sooner jurisdictions solidify their timeline and their plan, the easier it will be to decide on how to move forward. She also reminded the committee that considering adoption was the last step of the agreement, and that no jurisdiction is required to adopt.</p> <p>CAW Representative Stephen Bernath asked a clarifying question on how differing rates of adoption would work, which was answered by Alyssa Jones Wood.</p>
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	<p>Alyssa Jones Wood asked that each Executive Committee member champion the ordinance on their respective governing boards.</p> <p>Chair Eileen Swarthout suggested that focusing on developing the enforcement aspect of the program could be an important next step. Committee Member Robert Vanderpool suggested that the enforcement aspect could simply be built into the forms required for listing a home through the regional multiple listing system (MLS), allowing the market to enforce itself.</p> <p>Chair Eileen Swarthout asked if it would be easier to wait for a statewide bill (HB 1015) to pass, though noted that this would cause major delays for the TCMC. Alyssa Jones Wood shared that the language developed for the Home Energy Score model ordinance has been shared with the State bill sponsor, which could mean State legislation, if passed, should match the local ordinances.</p> <p>City of Lacey Staff Linsey Fields shared that Lacey’s delayed timeline is based entirely on lack of staff time and resource allocation, especially with the Comprehensive Plan updates going on this year.</p> <p>City of Olympia Staff Pamela Braff shared that HB 1015 would have provided a consistent framework for HES disclosure requirements across all WA jurisdictions, but it would not require HES disclosure at time of listing. Local jurisdictions would still need to adopt a local ordinance and supporting program to implement an HES disclosure requirement, even if HB 1015 were passed by the legislature.</p>
<p>4C. Delay Implementation of the 2025 TCMC Regional Initiative</p> <p><i>Action</i></p> <p>Attachment: 2025 Regional Initiative Delay Memorandum</p>	<p>Pamela Braff, Staff Team member from the City of Olympia, gave a presentation with background information on the requested action before the Executive Committee to delay implementation of the 2025 TCMC Regional Initiative until 2026. Key points include:</p> <ul style="list-style-type: none"> <li>The regional initiative selected for 2025 was a gap analysis of regional and jurisdictional plans and policies that aim to reduce greenhouse gas (GHG) emissions in the Transportation Sector by reducing vehicle miles traveled (VMT).</li> </ul>



	<ul style="list-style-type: none"> <li>• Both 2024 regional initiatives involve work that has carried over into 2025, which is impacting staff capacity to begin work on an additional initiative this year.</li> <li>• Delaying the initiative would also lead to better alignment with the Comprehensive Plan updates, which would help inform the gap analysis and which will not be completed until December 2025.</li> <li>• The Executive Committee and the CAW were informed of the Staff Team’s recommendation for delay in January and February respectively, and while CAW members were frustrated by the delay, they are understanding of the rationale presented.</li> </ul> <p>CAW representative Stephen Bernath shared that he wanted it noted that staff capacity limitations have been mentioned several times as reasons for work being delayed in moving forward. He wanted to encourage each jurisdiction to consider ways to develop more resources to bolster staff capacity whenever they go through their budgeting processes.</p> <p>Committee Member Emily Clouse shared that she is in support of delaying the initiative to preserve staff capacity but has some questions about the logistics of a delay, specifically how much money and time has already been spent on the gap analysis, and how funding allocations would be handled with a delay. Pamela Braff clarified that minimal work has been completed. She also shared that it would be up to each jurisdiction to either carry over or re-allocate the funds to the TCMC for 2026.</p> <p>Committee Member Clouse also suggested a future conversation to consider biennial initiatives rather than annual, which Pamela Braff acknowledged and expressed appreciation for. Committee Member Carolyn Cox also expressed support of this idea as a way to keep momentum going on projects.</p> <p>Chair Eileen Swarthout expressed the hope that delaying the regional initiative until 2026 would allow more</p>
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	<p>current data to be used in the gap analysis, especially from the Comprehensive Plans.</p> <p>Chair Swarthout laid out the three potential paths forward on this action:</p> <ol style="list-style-type: none"> <li>1. Move to delay implementation of the 2025 Regional Initiative until 2026.</li> <li>2. Do not move to delay implementation of the 2025 Regional Initiative until 2026.</li> <li>3. Take other action.</li> </ol> <p>Committee Member Emily Clouse moved to delay implementation of the 2025 Regional Initiative until 2026. Committee Member Carolyn Cox seconded the motion. The motion passed by unanimous vote.</p> <p><b>The 2025 Regional Initiative will be delayed until 2026.</b></p>
5. Standing Agenda Items 5A. CAW Updates	<p>The CAW representative Stephen Bernath and EXP facilitator Eleanor Garrett shared updates on the CAW, including the appointment of three new CAW members and an overview of the in-person CAW meeting meant to facilitate cohesion.</p>
5B. Jurisdiction Updates	<p>Thurston County Updates were provided by Committee Member Emily Clouse:</p> <ul style="list-style-type: none"> <li>• Members of the CAW recently spoke at a board work session to address the climate team and the County Commissioners.</li> <li>• The County was awarded a Washington Department of Commerce Clean Energy Community grant for a solar plus battery storage system at the public health and social services building. The funds for this project are not to exceed \$1,389,069.</li> <li>• Two fast EV chargers and two Level 2 EV chargers have been installed at the Agricultural Business and Innovation Park, and all 4 should be online within about a week.</li> <li>• The Planning Commission held a public hearing on April 23<sup>rd</sup> and 26<sup>th</sup> for the updated County Comprehensive Plan. Public comments are still being accepted at <a href="http://Thurston2045.org">Thurston2045.org</a>.</li> </ul>

	<p>City of Olympia Updates were provided by Committee Member Robert Vanderpool:</p> <ul style="list-style-type: none"> <li>• In 2024, the Olympia Fire Department received a solar grant from the Department of Commerce to install 320 solar panels at Fire Station 1. Once complete, this project will produce a total of 122,268 kWh of clean energy per year for the facility. The project is on track to begin installation by June 2025 and complete all work by July 31, 2025.</li> <li>• Earlier this year, the City started working to develop a Priority Based Budget. Priority based budgeting reorganizes budgets by focusing on service areas and outcomes rather than individual line items and expenditure categories. This approach to budgeting will make it easier to tell the story of how the City's investments advance the work of the community's vision. As a part of this work, staff will be scoring the climate alignment of all city programs and services. This will help the City better understand and communicate how our investments support climate action.</li> <li>• Work is continuing to update the Climate Element for the Olympia's Comprehensive Plan update. Staff published the final draft of the Climate Risk and Vulnerability Assessment in February and expect to publish the first full draft of the Climate Chapter for public comment in early June. For more information on the climate chapter, visit <a href="http://olympiawa.gov/climate2045">olympiawa.gov/climate2045</a>.</li> <li>• </li> <li>• City of Lacey Updates were provided by Committee Member Carolyn Cox and Staff Team Linsey Fields:</li> <li>• The City of Lacey is currently developing its updated Comprehensive Plan. The Climate Element was the first section to be reviewed and was the subject of a recent work session. A public draft should be ready by July.</li> <li>• EV Charging station access is being expanded. There is a new fast charger at City Hall and new</li> </ul>
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	<p>chargers at the regional athletic complex and the Lacey Community Center.</p> <ul style="list-style-type: none"> <li>• The City recently broke ground on the new Greg Cuoio Park which should be opening in the early Fall.</li> <li>• The City will be putting forth a ballot initiative in the August primary that would create a Metropolitan Park District that would allow up to a \$0.45 per \$1000 assessed value property tax.</li> <li>• The City is holding an Earth Day event on May 3<sup>rd</sup> at Woodland Creek Community Park, conducting a park cleanup.</li> </ul> <p>City of Tumwater Updates were provided by Staff Team Alyssa Jones Wood:</p> <ul style="list-style-type: none"> <li>• The City is continuing to develop its Climate Element and the City's first bike and pedestrian plan that will be incorporated into the Transportation Element. The Climate Element will go before City Council on July 22<sup>nd</sup>.</li> <li>• The solar plus storage feasibility study for both of the City's fire stations is near complete and the City will be actively seeking grant funding for construction at the Library, City Hall, and main fire stations at a minimum. The North End Fire station will require a new roof before solar panels can be added.</li> <li>• The City is making progress towards fleet electrification, with installation of 8 level 2 chargers almost complete. These will be adequate to support the next 2 years of electric vehicle purchases but additional chargers will be needed in the future.</li> <li>• The City has hired its first urban forester.</li> <li>• The City worked with the TCAT's EV Action Group to organize an EV car show at the Thurston County Chamber of Commerce Screen Business Awards earlier this month.</li> <li>• The City Council approved a resolution to pursue maintenance and monitoring of the Davis Meeker Gary Oak Tree rather than removal as had been previously suggested.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work is underway to develop a food system plan for Tumwater, which is expected to be completed by the end of the year.</li> </ul>
6. Adjourn	The meeting was adjourned at 5:57.

Meeting summary was prepared by the consultant (EXP) and TCMC Staff Team. This summary is not verbatim.

# MEMORANDUM

TO: Thurston Climate Mitigation Collaborative Executive Committee

FROM: Thurston Climate Mitigation Collaborative Staff Team:  
Pamela Braff, City of Olympia

DATE: July 28, 2025

SUBJECT: 2025-2026 TCMC Budget Update

## Requested Action

2025 – 2026 TCMC Budget Update Briefing

## Background and Analysis

### TCMC ILA Cost-Share Requirements

In 2023, Thurston County and the cities of Lacey, Olympia, and Tumwater executed a new [Interlocal Agreement](#) (ILA) for Regional Coordination of the Thurston Climate Mitigation Collaborative. The ILA established the Thurston Climate Mitigation Collaborative (TCMC) as a consortium of local government partners working together to significantly reduce regional greenhouse gas emissions; and provides a framework for regionally coordinated implementation of the Thurston Climate Mitigation Plan (TCMP).

The ILA states that each jurisdiction partner shall contribute an equal share of funds sufficient for regional coordination and administration of the TCMC, which includes tasks such as administrative support, regular greenhouse gas inventories, and future TCMP updates. The Staff Team has the primary responsibility for proposing a biennial budget to implement all activities outlined in the [TCMC Regional Implementation Guidance](#) and other regional initiatives recommended by the TCMC Executive Committee.

### Budget Approval Process

In even-numbered years, the Staff Team will provide a proposed biennial budget for review by the jurisdiction partners, for the subsequent two calendar years. The jurisdictions' approval and adoption of the respective organizational annual budgets will serve as the commitment to fund each partner's share of the agreement for the subsequent two years.

### Current 2025-2026 TCMC Budget

In July 2024, the Executive Committee received a briefing on the proposed 2025 – 2026 TCMC budget. The proposed budget included anticipated costs for:

- Administrative Support

- 2025-2026 Regional Initiative
- Administrative TCMP Update
- Home Energy Score (HES) Model Ordinance Supporting Program
- Energy Efficiency and Electrification (EEE) Campaign Phase 2: Implementation
- Program Management Support for Regional Initiatives

At the time, the estimated total biennium cost for all 2025-2026 TCMC activities was \$700,000 (approximately \$350,000 per year); the total cost to each jurisdiction was \$175,000 (approximately \$87,500 per year). All TCMC jurisdictions included the requested funding for 2025 as a part of their annual (or biannual) budget adoption<sup>1</sup>.

### Proposed Updates to 2025-2026 TCMC Budget

Proposed updates to the 2025-2026 TCMC budget reflect several changes in the TCMC work plan, including:

- Delay of the 2025 regional initiative to 2026.
- Increased costs for TCMP administrative updates.
- Updated cost estimates for implementation of the Home Energy Score and Energize Thurston regional initiatives.
- Delayed launch of the Home Energy Score model ordinance and supporting program.

With the proposed budget changes, the total cost to each jurisdiction for the 2025-2026 biennium is \$150,000 (\$15,000 less than previously proposed for 2025-2026). However, some program costs have shifted from 2025 to 2026, increasing the 2026 per partner contribution to \$106,250 (\$18,750 more than previously proposed for 2026).

### Decision Options

Information only - no action requested. Funding allocations are approved and adopted by each Jurisdiction's governing body.

### Attachments

- TCMC 2025-2026 Budget Update Table

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<sup>1</sup> The TCMC budget only includes costs that will be shared across all TCMC partners. Jurisdictions provide additional funding for jurisdiction-specific activities necessary to implement the TCMC regional initiatives and other activities.

TCMC 2025 - 2026 Proposed Budget (updated 6/5/2025)				
Task Title	Description	2025	2026	TOTAL
Administrative Support	Administer the TCMC in close coordination with the Staff Team. Facilitate the Community Advisory Workgroup Meetings, Executive Committee Meetings and Annual Retreat. Produce the TCMC Annual Progress Report.	\$100,000	\$110,000	\$210,000
Website Maintenance	Host and maintain a website for the Thurston Climate Mitigation Collaborative.	\$5,000	\$5,000	\$10,000
TCMP Administrative Update	Prepare an administrative update to the Thurston Climate Mitigation Plan. This administrative update will include minor updates to actions and strategies and set priority actions for next two-year cycle. A comprehensive plan update is planned for 2028.	\$50,000	\$0	\$50,000
2025 - 2026 Regional Initiative	2025: Paused until 2026. 2026: Gap Analysis of regional and jurisdictional plans and policies that aim to reduce greenhouse gas (GHG) emissions in the Transportation Sector by reducing vehicle miles traveled (VMT).	\$0	\$65,000	\$65,000
Home Energy Score (HES) Supporting Program	Develop a supporting program to implement the regional Home Energy Score (HES) Disclosure policy. Jurisdictions to fund compliance staffing costs and subsidies independently. --- Note: These costs only apply if the Ordinance is adopted by all jurisdiction partners.	\$0	\$100,000	\$100,000
Energize Thurston	Program marketing and technical support services. Jurisdictions to fund program incentives and subsidies independently.	\$20,000	\$20,000	\$40,000
Program Management Support for Regional Initiatives	Coordinate and administer Energize Thurston. --- Note: Energize Thurston is supported by a Department of Energy Fellow in 2025. Implementation costs increase in 2026 after the Fellow's service year is completed.	\$0	\$125,000	\$125,000
<b>Subtotal</b>		<b>\$175,000</b>	<b>\$425,000</b>	<b>\$600,000</b>
<b>Per Partner</b>		<b>\$43,750</b>	<b>\$106,250</b>	<b>\$150,000</b>





# 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

DATE: July 28, 2025

SUBJECT: Thurston Climate Mitigation Collaborative Interlocal Agreement Amendments.

## Requested Action

Receive a briefing on proposed amendments to the Thurston Climate Mitigation Collaborative's Interlocal Agreement.

## Background and Analysis

In 2023 Thurston County and the cities of Lacey, Olympia, and Tumwater executed an Interlocal Agreement to create the Thurston Climate Mitigation Collaborative (TCMC) and work to implement the Thurston Climate Mitigation Plan (TCMP).

Following contract execution, the TCMC has completed major milestones in our collaborative work including implementation of regional programs to target our largest GHG emissions: buildings and energy use. The TCMC staff team has worked to stand up the structure of the TCMC including the Climate Advisory Workgroup and Staff Team meetings/workplan. The TCMC structure has proven to work well to implement regional initiatives and collaborate climate mitigation activities across the four partner jurisdictions.

These contract amendments are aimed at streamlining the process of collaboration on regional initiatives, cleaning up roles and responsibilities, and introducing flexibility to evolve the TCMC as we work through ongoing implementation.

The proposed revisions to the interlocal agreement address Sections IV and V. In Section IV, Scope of Agreement:

- Language was added to incorporate regional initiative coordination and implementation to help streamline the process of collaborating in future years.
- Clarifying language was added to sections about plan updates and GHG emissions inventories.
- A new section was added to describe the Regional Implementation Guidance document, which provides more detail on how the jurisdictions work together to implement the TCMP.

Staff have proposed minor amendments to Section V, Funding and In-Kind Commitment to account for consistency with proposed amendments to Section IV. Per direction from jurisdictions executive management teams and the Executive Committee the staff will consider cost sharing language to the appropriate agreement sections.

Staff have also updated the regional guidance document to reflect proposed changes to the ILA and address spelling and grammar corrections.

### **Next Steps**

Staff will brief the Community Advisory Workgroup on the proposed amendments during the August CAW meeting. Staff will then finalize the proposed amendments for the Executive Committee's review and approval in October. After the proposed amendments to the ILA are approved by the Committee, the agreement will be brought forward to the jurisdiction partners for approval.

### **Decision Options**

Information only – no action requested.

### **Attachments**

Attachment 1: TCMC Interlocal Agreement Draft Revisions

**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 three workgroups consisting (respectively) of staff, elected officials, and community members. The Agreement also outlines processes for ongoing implementation of the TCMP, including an annual climate mitigation retreat; monitoring and assessment of climate mitigation activities and outcomes; regular updates to the TCMP; and workgroup coordination 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**

- 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.
- 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 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~~The Parties may work jointly on ~~projects~~Regional Initiatives 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 joint projects (i.e., Regional Initiatives) funded by all Parties will not require a separate agreement provided that:

- a. The project will be implemented through the TCMC;
- b. The project was included in the bi-annual TCMC budget; and
- c. Project funding was allocated by each Party through the approval and adoption of their respective annual budgets. ~~Implementation of projects funded by two or more Parties may require a separate agreement.~~

Two or more Parties may work jointly on a regional initiative if funding it is not unanimously approved by all Parties. Implementation of such 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 and hosted by individual Jurisdiction Parties, rotating on an annual basis. The jurisdiction hosting the retreat will be responsible for planning and coordinating the retreat with the third-party TCMC administrator. ~~The Jurisdiction Party hosting the retreat will be responsible for any costs associated with planning or facilitation of the retreat. Each Party will contribute equally to the costs of hosting the Annual Retreat.~~

ii. **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. The TCMC may conduct administrative updates every three years, with a full plan update every 6 years beginning in 2028. Plan updates may be delayed if the Executive Committee determines that a plan update is not needed at that time. Administrative pPlan updates will be recommended by the Staff Team and CAW and, approved by the Executive Committee. ~~Full plan updates will be and adopted or accepted by the Parties. The Staff Team will recommend plan updates every other year, beginning in 2024, with a complete plan review and update every six years, beginning in 2028. The TCMC may conduct administrative updates every three years, with a full plan update every 6 years beginning in 2028. Each Party will contribute equally to the costs of updating the plan.~~

iii.

iv. **Monitoring and Assessment.** The Thurston Climate Mitigation Collaborative will conduct ~~an annual~~ countywide Greenhouse Gas Inventory every three years. ~~and a dash inventory in the years between full inventories~~ to measure and monitor trends in regional greenhouse gas emissions. ~~In the years between full inventories, the TCMC will conduct a dash inventory, which only includes emissions from the two largest sectors of local emissions, energy use in buildings and on-road transportation. Each Party will contribute equally to the costs for Monitoring and Assessment.~~

~~v.~~iv.

Thurston County will be responsible for administrative tasks associated with the development of the annual Greenhouse Gas Inventory (e.g., maintaining software subscriptions, coordinating data collection and analysis, and ensuring consistency with best practices and previous inventories).

The Parties may choose to contract with a third party for any or all components of the annual greenhouse gas inventory. Thurston County will be responsible for recruitment and management of the third-party partner 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.

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

vi. **Workgroup Coordination and Administrative Support.** The Parties will cooperatively fund a third-party partner to coordinate and facilitate the Executive Committee and Community Advisory Workgroup meetings, produce an Annual Progress Report, and maintain a website for the Thurston Climate Mitigation Collaborative. ~~Each party will contribute equally to the costs for Workgroup Coordination and Administrative Support.~~

v. **Regional Implementation Guidance.** The Collaborative will follow the Regional Implementation Guidance in Appendix A to govern operating procedures. The Regional Implementation Guidance may be amended by approval of the Executive Committee at any meeting, provided all Committee Members have been notified of this purpose.

~~vii. The City of Lacey will be responsible for recruitment and management of the third-party partner for administrative support, which may include developing requests for proposals and/or qualifications, developing scopes of work and contracts, managing deliverables, and other related tasks.~~

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

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

~~Base Funding.~~ Costs outlined in Section IV shall be allocated as follows: TBD

~~Base Funding.~~ Each Party shall contribute an equal share of funds sufficient for the execution of Monitoring and Assessment, Workgroup Coordination and Administrative Support, and future Thurston Climate Mitigation Plan Updates and Regional Initiative Coordination and Implementation.

~~The prorated budget for execution of Workgroup Coordination, Monitoring and Assessment for October 2023–December 2024 is included in Exhibit B.~~

i. In ~~subsequent~~ even-numbered years, the Staff Team will provide a proposed biennial budget for review by the Parties, by no later than July 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.

~~i.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.)

~~d.e.~~ Regional Initiative cCoordination and implementation.

~~ii.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, and Washington Counties Risk Pool (WCRP), a self-insured county 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 upon full execution ~~on May 1, 2023~~, and terminates on December 31, 2030, unless earlier terminated as provided in Section ~~VIII~~ IX, 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 a proportional ~~an equal~~ share of the costs of this Agreement, beginning from the date of that jurisdiction's joining.

A Party ~~or TRPC~~ 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 or, if brought by or against the County, the superior court of either of the two nearest judicial districts.

**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: ~~Climate Plan~~ TCMC Implementation  
3000 Pacific Avenue SE  
Olympia, WA 98501

**CITY OF OLYMPIA**

Attn: ~~Pamela Braff~~, Director of Climate Programs  
Re: ~~Climate Plan~~ TCMC Implementation  
P.O. Box 1967  
Olympia, WA 98507-1967

**CITY OF LACEY**

Attn: ~~Rick Walk, Interim City Manager~~ Community and Economic Development Director  
Re: ~~Climate Plan~~ TCMC Implementation  
420 College Street SE  
Lacey, WA 98503

**CITY OF TUMWATER**

Attn: ~~Dan Smith~~, Water Resources & Sustainability Director

Re: ~~TCMC~~ ~~Climate Plan~~ Implementation

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**

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