

MEETING AGENDA

TCMC EXECUTIVE COMMITTEE

Monday, October 27, 2025, 4-6 PM

Hybrid Meeting

Virtual Option: This meeting will be held virtually via Teams. To register to attend the meeting, please use the following link: <https://events.teams.microsoft.com/event/4dffbfbfbc-3f28-4498-b87c-2eb713b50d10@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).

1. OPENING

1.A. Call to Order

1.B. Approval of Agenda

1.C. Approval of Previous Meeting Summaries

- *Attachment: July 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, October 24, 2025. For written comments, please include your name and address, your comment, and email them to 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. Community Assemblies

BRIEFING

Faduma Fido, external presenter (People's Economy Lab)

- *Attachment: Community Assemblies Memorandum*

4.B. TCMC ILA Amendments

ACTION

Rebecca Harvey, Staff Team (Thurston County)

- *Attachment: TCMC ILA Amendments Memorandum*
- *Attachment: Amended TCMC ILA*
- *Attachment: Amended Guidance Documents*

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 Eleanor Garrett (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, July 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 (Chair), Olympia City Councilmember Robert Vanderpool, Thurston County Commissioner Emily Clouse (Vice Chair).

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

CAW Representative: Stephen Bernath

Staff Present: Alyssa Jones Wood (City of Tumwater), Linsey Fields (City of Lacey), Julia Downing (Thurston County), & 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	Executive Committee Chair Eileen Swarthout called the meeting to order at 4:05pm. Prior to approval of the agenda, CAW representative Stephen Bernath asked if the EC could provide an update on Thurston Regional Planning Council's (TRPC) vote in May about removing equity language from the Regional Transportation Plan. Chair Eileen Swarthout responded that the EC did sign and send a letter to the TRPC stating that this action is not aligned with the region's values. The TRPC did not vote to remove the language. Committee Member Robert Vanderpool motioned for approval of the agenda; the motion was seconded by Vice Chair Emily Clouse. The motion carried unanimously. Vice Chair Emily Clouse motioned for approval of the previous meeting summary for the April 28th meeting;

	the motion was seconded by Committee Member Robert Vanderpool. The motion carried unanimously.
2. Public Comment	No public comment was provided.
3. Announcements	Staff Team member Julia Downing provided an update on Energize Thurston now that the campaign has completed and staff have been able to collect final program statistics. She provided detailed information on the number of installations, the types of equipment installed, and the percentage of grant funds that benefitted low-income households. Staff Team Member Alyssa Jones Wood reminded all TCMC members that the Annual Retreat has been scheduled for Friday, September 19, 2025 from 1 –5 p.m.
4. Committee Business 4A. 2025-2026 TCMC Budget Update <i>Briefing</i> Attachments: (1) 2025-2026 Budget Update Memorandum; (2) 2025-2026 TCMC Budget Update Table	Staff Team member Alyssa Jones Wood gave a presentation on the TCMC budgeting process and status. Key points from her presentation include: • TCMC jurisdiction partners contribute an equal share to the funds of regional coordination and administration, funding that goes towards administrative support, website maintenance, GHG inventories, TCMP updates, and regional initiatives. TCMC activities are designed to distribute benefits equally across jurisdictions. • The Staff Team proposes a biennial budget to implement all regional activities. • The 2025-2026 budget has changed slightly since the execution of the interlocal agreement, the delay of the 2025 regional initiative to 2026, updates to the costs for the TCMP Administrative Update, and a delay in the launch of the Home Energy Score Model Ordinance and supporting programs to 2026. The EC members held a brief discussion on the 2025-2026 budget presentation, in which the Committee members agreed that the budget looks correct and fair.
4B. TCMC ILA Amendments <i>Briefing</i>	Staff Team Member Linsey Fields gave a presentation on the Staff Team’s work updating the existing TCMC interlocal agreement (ILA) to streamline the TCMC’s work. Key points from their presentation include: • At present, a new ILA must be executed to complete each regional initiative, separate from

Attachments: (1) Thurston Climate Mitigation Collaborative Interlocal Agreement Amendments Memorandum; (2) TCMC Interlocal Agreement Draft Revisions	the existing 2023 ILA that established the TCMC and its working groups. This slows down work on regional initiatives and ties up staff hours and the legal teams of each jurisdiction. • The Staff Team is proposing amendments to the existing ILA to allow regional initiatives funded by each jurisdiction to operate under the terms of the existing ILA. • The Staff Team is also proposing amendments to the ILA to clarify how and when the TCMP will be updated and how GHG inventories will be conducted. • The amended ILA will be reviewed by each jurisdiction's legal team and once approved will begin the process of approval within each jurisdiction. Chair Eileen Swarthout asked for clarification on the scope and timeline of a full TCMP update. Linsey Fields provided context for the timeline of creating the original plan and how that would translate to a full plan update. CAW representative Stephen Bernath asked how the TCMP plan update would coordinate with the jurisdictions' comprehensive plan updates. Staff Team member Alyssa Jones Wood noted that the TCMP and Comprehensive Plan updates are intentionally staggered to be sensitive to staff capacity constraints and also build upon one another. Chair Eileen Swarthout verified that the EC would be seeing the ILA amendments in October for EC approval, which was confirmed by Linsey Fields.
5. Standing Agenda Items 5A. CAW Updates	The CAW representative Stephen Bernath and EXP facilitator Eleanor Garrett shared updates on the CAW. Recent CAW agenda items have included regional climate action funding, workforce development needs for implementing climate action, and the 2025 Washington legislative session outcomes.
5B. Jurisdiction Updates	City of Olympia Updates were provided by Committee Member Robert Vanderpool:

	• The Olympia Planning Commission will be holding a public hearing on the Climate Element of their Comprehensive Plan on August 4th at 6:30pm. ○ The most recent draft of the Climate Element is available at olympiawa.gov/climate2045 for anyone who wants to read the draft. • Staff conducted the first of several guided walking tours of Olympia's shoreline to discuss how the City is preparing for sea level rise in downtown Olympia. Registration is full for all upcoming tours. • The fire department recently installed EV charging to support operation of the Fire Marshall's office and the CARES program (Community Assistance Referral and Education Services). Thurston County Updates were provided by Committee Member Emily Clouse: • The Board of County Commissioners will be receiving an update on the Climate Element of the County's Comprehensive Plan on Wednesday September 3rd at the Board's morning work session. • Public EV chargers at the Agriculture Innovation Park in Tenino are now operational. These were installed through a grant that Thurston County received from the Department of Commerce. This project includes two fee-based DC fast chargers and two free level 2 chargers. The County is also planning to install additional chargers in downtown Tenino in September. • The Planning Commission has completed their review of the climate element and the accompanying draft implementation plan, which included review and integration of the full list of actions in the Thurston Climate Mitigation Plan. • In June, the Board of County Commissioners approved a contract for \$1.3 million in grant funding from the Department of Commerce to install a solar plus storage system on the Public Health and Social Services building.
--	--

	City of Lacey Updates were provided by Staff Team Member Linsey Fields: • The full Comprehensive Plan is available for public comment at https://openhouse.konveio.com/policy-review-tool. There will also be a public hearing on the Comprehensive Plan prior to adoption. • The City has been working with Puget Sound Energy (PSE) to restart the matching rebate program and is aiming to restart the program this September. The City will have approximately \$124,000 in funding available for matching. The City will be reaching out to residents waitlisted by Energize Thurston to see if they qualify under the matching rebate program and would like to move forward under that program instead. City of Tumwater Updates were provided by Staff Team Member Alyssa Jones Wood: • The City has completed installation of 8 new Level 2 EV chargers for fleet vehicles, including fire station vehicles, police vehicles, and general fleet vehicles. • The Climate Element is continuing to be developed. There will be an opportunity for public comment at the Planning Commission meeting on August 26th. • The City hired a full-time Urban Forester in May. • The City completed a solar plus storage feasibility assessment for both fire stations and are now seeking grant funding for construction. • The City is working with TCAT to execute an agreement to hold community assemblies or listening sessions with vulnerable community members. • The City is attempting to find a way to help the sole resident on their Energize Thurston waitlist complete their installation using existing funds.
6. Adjourn	The meeting was adjourned at 4:55.

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:
Alyssa Jones Wood, City of Tumwater

DATE: October 27, 2025

SUBJECT: Presentation - Community Assemblies

Requested Action

Listen to guest speaker Faduma Fido from the People's Economy Lab provide information on Community Assemblies.

Background and Analysis

At the June 4, 2024 CAW meeting, a CAW member requested a presentation from the People's Economy Lab on the topic of community assemblies. The CAW voted to add this topic to an upcoming agenda. People's Economy Lab provided this presentation to the CAW on February 18, 2025, after which the CAW unanimously voted to request this presentation also be given to the EC.

The People's Economy Lab defines community assemblies as "a participatory democratic platform that brings people together with a clear process and strategy to articulate community needs, assess solutions, and mobilize for action."

Decision Options

N/A – Presentation Only

Attachments

Optional Reading – Pages 14-20 of [Collaborative Governance, Empowering Communities in Washington Through Community Assemblies](#)

MEMORANDUM

TO: Thurston Climate Mitigation Collaborative Executive Committee

FROM: Thurston Climate Mitigation Collaborative Staff Team:
Rebecca Harvey, Thurston County

DATE: October 27, 2025

SUBJECT: Thurston Climate Mitigation Collaborative Interlocal Agreement Amendments.

Requested Action

Review and approve an updated interlocal agreement to support regionally coordinated implementation of the Thurston Climate Mitigation Plan.

Background and Analysis

In 2023 Thurston County and the cities of Lacey, Olympia, and Tumwater executed an Interlocal Agreement (ILA) to create the Thurston Climate Mitigation Collaborative (TCMC) and work to implement the Thurston Climate Mitigation Plan (TCMP). Since then, the TCMC has evolved into an effective collaborative structure, but the Staff Team has proposed updates to the existing ILA to streamline the process of collaboration on regional initiatives.

On July 28, 2025, the TCMC Executive Committee received an initial briefing on proposed updates to the ILA. The Community Advisory Workgroup (CAW) also reviewed the proposed ILA revisions at their August 19, 2025 meeting. Prior to finalizing the ILA amendments, the Staff Team determined that the topic merited more in-depth discussion among the entire collaborative. At the September 19, 2025 Annual Retreat, the TCMC reviewed progress made towards TCMP goals and considered the costs associated with administration. Specifically, the group identified TCMC administrative tasks that are critical for implementation, and those that could be reduced or eliminated to free up staff time and funding for implementation.

Following the feedback provided at the Retreat, the Staff Team finalized the proposed amendments to the ILA and associated Regional Implementation Guidance document, which are summarized below and highlighted in Attachments 1 and 2.

- Regional Initiatives
 - Adds explicit reference to Regional Initiatives
 - Specifies conditions under which Regional Initiatives can be advanced without needing a separate ILA.

- Base Funding
 - Allows the Staff Team to provide a biennial work plan and budget, including all planned collaborative activities and costs.
 - The Parties' approval and adoption of their respective budgets serves as commitment to fund their share of the Agreement.
 - Allows flexibility for any Party to contract for services and invoice the other Parties.
- New section: Reallocation of Funds due to Budget Reduction
 - Enables flexibility in case a Party is unable to fund any activities in the TCMC work plan, or opts out of specific activities/initiatives.
- TCMP Updates
 - Eliminates the 2026 administrative update, and states that minor administrative updates may occur at any time.
 - Gives Executive Committee authority to delay or cancel a TCMP update if they determine it is not needed at that time.
- Greenhouse Gas Inventory (GHGI)
 - Adds flexibility to allow TCMC to utilize future countywide GHGIs that are conducted by another entity (e.g., WA Department of Commerce).
 - Revises the GHGI frequency to three to five years.
- Frequency of meetings and progress reports
 - Reduces Community Advisory Workgroup (CAW) meetings to quarterly (with option to add up to two more per year)
 - Allows Annual Retreats to be optional
 - Revises the TCMP Progress Report to approximately every three years

If 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

- Option 1: Recommend approval of the amended TCMC interlocal agreement.
- Option 2: Recommend approval of the amended TCMC interlocal agreement with changes.
- Option 3: Do not recommend approval of the amended TCMC interlocal agreement.

Attachments

- Interlocal Agreement (amended, 9/30/25)
- Exhibit A – Regional Implementation Guidance (amended, 9/30/25)

**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 wildfires; 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, in 2021, the Parties 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.~~

WHEREAS, this Interlocal Agreement, upon execution, replaces and terminates the previous Interlocal Agreement between Thurston County, City of Lacey, City of Olympia, City of Tumwater for the 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~~TCMC) 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~~TCMC 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~~TCMC 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.** The Executive Committee consists of an appointed elected official 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.
- Staff Team.** The 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”).** The CAW consists of up to 15 interested ~~stakeholders~~community members, 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.

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

IV. **Scope of Agreement**

- i. Regional Initiatives. The Parties may work together through the Staff Team to jointly implement projects (“Regional Initiatives”) to advance implementation of TCMP strategies and/or actions. Any requests for funding to implement Regional Initiatives will require approval of the Parties’ respective governing bodies.

Implementation of Regional Initiatives funded by two or more Parties will not require a separate interlocal agreement, provided that:

- a. The project is developed and implemented through the TCMC Staff Team;
- b. The project is included in the biennial TCMC work plan and estimated budget (see Section V below); and
- c. Project funding is allocated by the Parties through the approval and adoption of their respective budgets.

- ~~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~~may 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 ~~R~~etreat will be responsible for planning and coordinating the Retreat with the third-party TCMC administrator (see Section IV.v below)~~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 forwarded to the Parties for adoption. The Staff Team will recommend minor administrative plan updates every other year, beginning in 2024, with a~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75", Tab stops: 1", Left + Not at

~~complete plan review and update every six years, beginning in 2028. Each Party will contribute equally to the costs of updating the plan. This equal contribution will be based on the approved budget.~~ The TCMC may conduct a full plan update every six years beginning in 2028. Plan updates may be delayed or canceled if the Executive Committee determines that a plan update is not needed at that time. Full plan updates will be adopted or accepted by the Parties.

Minor administrative updates may occur at any time. Administrative updates will be recommended by the Staff Team and approved by the Executive Committee.

Greenhouse Gas Inventory. The ~~Collaborative~~ TCMC will conduct ~~or obtain~~ a countywide Greenhouse Gas Inventory at least every three ~~to five~~ 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. This equal contribution will be based on the approved budget.~~ Thurston County will be responsible for administrative tasks associated with the development of the Greenhouse Gas Inventory, including maintaining software subscriptions, procuring and managing third-party contractors, 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.~~

- iv. **Administrative Support.** The Parties will cooperatively fund a third-party partner to provide annual Administrative Support services for the ~~Collaborative~~ TCMC, 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~~ TCMC Progress Reports.
- c. Hosting and maintaining a website for the ~~Thurston Climate Mitigation~~ Collaborative TCMC.

The responsibility for procuring and managing third-party contractors to provide Administrative Support services will rotate among the individual parties.

~~Each party will contribute equally to the costs of the Administrative Support services. This equal share will be based on the approved budget.~~

~~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.** In even-numbered years, the Staff Team will provide a proposed biennial work plan and estimated budget for review by the Parties, by no later than June 1, for the

Formatted: Indent: Left: 1"

Formatted: Numbered + Level: 2 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.75" + Indent at: 1"

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.

Each Party shall contribute an equal share of funds sufficient for the execution of Regional Initiatives, TCMC Updates, Greenhouse Gas Inventories, and Administrative Support as specified in the TCMC work plan, ~~and future Thurston Climate Mitigation Plan updates.~~ This equal share will be based on the approved budget.

Any Party that contracts for services under this Agreement shall issue invoices to the other Parties at least biannually, specifying each Party's share of actual expenses. Invoices must be paid within thirty (30) days.

~~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.~~

- 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. Producing TCMC Progress Reports in coordination with the third-party TCMC administrator ~~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. Coordination and implementation of Regional Initiatives.

- 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 IX within thirty (30) calendar days of its budget adoption.

- iv. Reallocation of Funds Due to Budget Reduction. Should a Party fail to secure adequate funding for any or all elements outlined in the biennial TCMC work plan, the Party shall:
- a. Provide written notice to the Parties within thirty (30) calendar days of its budget adoption. The Staff Team will meet within fourteen (14) calendar days thereafter to discuss impacts of such a budget reduction. As participation for each Party is contingent upon final budget approval and adoption, the Parties may elect to redistribute costs to eliminate specific work plan elements as needed.
- ii.b. In the event that a Party decides to opt out of one or more TCMC Regional Initiatives or other items in the biennial work plan, they must provide notice in writing including the reason why, prior to the work on that item beginning. Upon receipt of that written notice, that Party forfeits input, inclusion, attribution, and the responsibility to share in the cost of that item as described in Section V. The remaining costs of that item will be split equally among the remaining Parties, or the item will be removed from the work plan at the remaining Parties' discretion.

Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.38" + Indent at: 1.63"

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 on the date of the last authorized signature, and terminates on December 31, 2030, unless earlier terminated as provided in Section IX, below. The Parties may choose to renew this Agreement for additional periods.

This Interlocal Agreement, once fully executed, replaces and terminates the previous Interlocal Agreement between Thurston County, City of Lacey, City of Olympia, City of Tumwater, and the Thurston Regional Planning Council for the implementation of the Thurston Climate Mitigation Plan.

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 upon 60 days written notice to the remaining Parties, and there is no reimbursement to the withdrawing Party upon withdrawal. 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 (RCW 36.01.050).

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 shall be in writing and may be delivered via postal mail or email to the email addresses designated by the receiving Parties. ~~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

Formatted: Body Text, Indent: Left: 0.5", First line: 0", Right: 0.26", Space Before: 0 pt

CITY OF OLYMPIA

Attn: ~~Pamela Braff~~, Director of Climate Programs
Re: Thurston Climate Mitigation Collaborative
P.O. Box 1967
Olympia, WA 98507-1967

CITY OF LACEY

Attn: ~~Rick Walk, City Manager~~ Community and Economic Development Director
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

Remainder of this page left intentionally blank.

Signatures are affixed to next page.

This Agreement is hereby entered into between the Parties and is effective as of the date of the last authorized signature affixed hereto.

GOVERNMENT AGENCY EXECUTIVE

APPROVED AS TO FORM

CITY OF LACEY 420 College Street SE Lacey, WA 98503 _____ Rick Walk, City Manager Date CITY OF OLYMPIA 601 4th Ave East Olympia, WA 98501 _____ Steven J. Burney, City Manager Date CITY OF TUMWATER 555 Israel Road SW Tumwater, WA 98501 _____ Debbie Sullivan, Mayor Date THURSTON COUNTY 3000 Pacific Avenue SE Olympia, WA 98501 _____ Ramiro ChavezLeonard Hernandez, County Manager Date	CITY OF LACEY 420 College Street SE Lacey, WA 98503 _____ David Schneider, City Attorney Date CITY OF OLYMPIA 601 4th Ave East Olympia, WA 98501 _____ Mark BarberJake Stillwell, <u>Deputy</u> City Attorney Date CITY OF TUMWATER 555 Israel Road SW Tumwater, WA 98501 _____ Karen Kirkpatrick, City Attorney Date THURSTON COUNTY 3000 Pacific Avenue SE Olympia, WA 98501 _____ Jon TunheimScott Cushing, <u>Deputy</u> Prosecuting Attorney Date
---	--

Formatted: Font: Not Bold

Formatted: Font: Not Bold



THURSTON

CLIMATE

MITIGATION

PLAN

Thurston Climate Mitigation Collaborative

Regional Implementation Guidance

Last Updated: September 30, 2025

Contents

1. Purpose	3
2. Background	3
3. Acronyms	3
4. How Implementation of the TCMP Works.....	4
5. Roles and Responsibilities.....	6
Jurisdiction Parties (Jurisdictions).....	6
Staff Team	8 6
Community Advisory Workgroup (CAW)	9 7
Executive Committee	10 8
6. Activities.....	9
Annual Climate Mitigation Retreat	9
Regional Initiatives.....	12 9
Step 1	12 9
Step 2	12 9
STEP 3.....	12 9
STEP 4.....	13 10
STEP 5.....	13 10
Thurston Climate Mitigation Plan Updates.....	13 10
Greenhouse Gas Inventory	14 10
Administrative Support Tasks	14 11

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 supplements ~~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** (CollaborativeTCMC), a consortium of local government partners working together to significantly reduce regional greenhouse gas emissions and achieve mutually adopted communitywide emissions reduction goals. The CollaborativeTCMC 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 CollaborativeTCMC 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 and amended in 2025.
- 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. In 2025, the ILA was amended to further streamline regional coordination of the TCMP strategies and actions.~~

- 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, or as needed, to share information and facilitate coordination across jurisdictions.
- **Community Advisory Workgroup (CAW)** meets quarterly ~~with up to two additional meetings per year as needed 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. The CAW may be convened for up to two additional meetings per year, as needed.

- **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 an optional 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, and development of the biennial TCMC work plan.~~
- The Staff Team will lead ~~an typically bi-annual~~ a process to develop a biennial TCMC Wwork Plan and estimated budget, including and joint projects, select a Regional Initiatives to advance in a coordinated way in the coming years. ~~Once selected, t~~The initiatives proposed TCMC work plan and budget will be considered by all jurisdictions for potential inclusion in their respective work plans and budgets.
- The ~~Collaborative~~TCMC will conduct or obtain a regular **Greenhouse Gas Inventory** to quantify emissions by sector and track progress toward meeting TCMP emission targets.
- The ~~Collaborative~~TCMC will engage a third-party partner for **Administrative Support Tasks** including committee and workgroup facilitation, TCMP Pannual progress Rreports, and website hosting.
- The ~~Collaborative~~TCMC may conduct~~will begin~~ a **comprehensive update to the TCMP** ~~every six years, beginning~~ in 2028 and at six-year intervals thereafter. Minor administrative updates may will occur at any time. be evaluated every other three years, beginning in 20254.
- The TCMC will produce and share **TCMP Annual Progress Reports** approximately every three years to ~~will~~ communicate highlights of climate mitigation activities and outcomes. ~~over the past three years and be aligned with the full Greenhouse Gas Inventory schedule, 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.

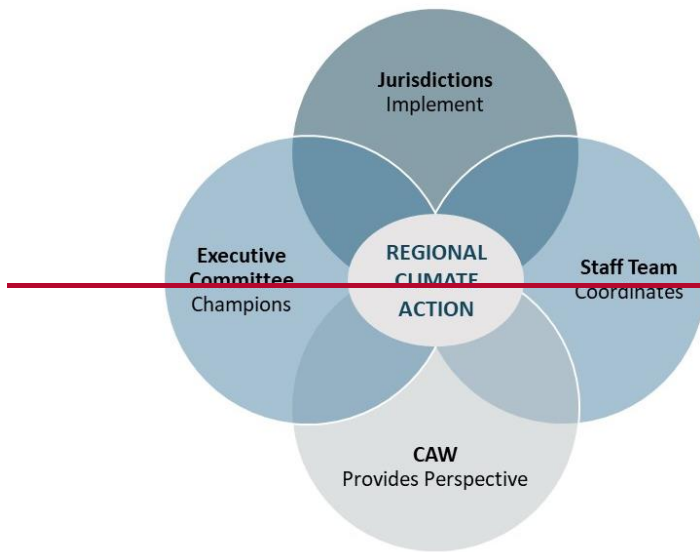


Jurisdictions: Each jurisdiction's policymaking body decides which strategies and actions to implement and what resources to dedicate toward TCMP implementation.

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

Community Advisory Workgroup: Comprised of community members appointed by the Staff Team. Provides community perspectives to the Jurisdictions 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.



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~~2025, 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~~TCMP.

Responsibilities:

- Approves ILA, and any amendments;
- Approves budgets to support work identified in the ILA and TCMC work plan, ~~including Thurston Climate Mitigation Plan Updates, Greenhouse Gas Inventories, and Administrative Support services, and Regional Initiatives~~;
- Assigns staff members to the Staff Team;
- Appoints primary and alternate 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, but not limited to, priority implementation actions, amendments ~~updates~~ to the TCMP, and legislative priorities; and
- Advocates for legislative priorities, which may include climate priorities identified through regional collaboration.

Meeting Frequency:

- Jurisdiction ~~p~~Parties do not meet collectively on a regular basis. Their designees may meet informally to discuss ILA updates and other TCMP actions.

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. The Staff Team does not make any independent policy decisions, as those decisions are made by the Jurisdiction Parties and subject to public process.

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 and TCMC work plan ~~(Thurston Climate; Mitigation Plan Updates, Greenhouse Gas Inventories, and Administrative Support Services, and Regional Initiatives);~~
- Plans and develops agendas and materials for ~~the~~ Annual Retreats;
- Facilitates the identification, selection, and approval of ~~the an annual R~~ regional initiatives,
- Identifies and recommends amendments to TCMP, based on emerging information;
- Assists in development of ~~the TCMP~~ Annual Progress Reports;
- 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 or as needed

How to Contact:

- Contact information for ~~for individual~~ TCMC staff is posted on the Collaborative TCMC 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. When there is sufficient interest from youth applicants, the Staff Team may also appoint an additional youth alternate, to serve in a non-voting capacity. ~~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~~ quarterly 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 and Executive Committee meetings;
- Reviews ~~the TCMPC Progress~~ annual R ~~reports; and~~
- Other tasks as requested by the Executive Committee or Staff Team.

Meeting Frequency:

- Quarterly ~~4-6-10-12 times per year~~
- May be convened for up to two additional meetings per year as needed.
- ~~One of these meetings typically includes the an Annual Retreat.~~

How to Contact:

- CAW meetings are not open to the public, but meeting summaries are posted to the Collaborative TCMC website.
- Written comments sent to the ~~committee-group~~ 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 joint projects 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 of activities specified in the ILA or TCMC work plan. The Jurisdictions do not delegate jurisdictional decision authority to the Executive Committee.

Responsibilities:

- Reviews progress toward implementing TCMP strategies/actions and achieving emissions targets;
- Approves proposed TCMC work plan and budget, for consideration by the Jurisdictions, including any items for any regional initiatives or items for potential regional focus; ~~identified by consensus at the Annual Retreat;~~

- 
- Receives updates on ~~any~~ regional initiatives or other ~~regional~~ items of regional interest ~~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 or take other action, as needed.
- 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~~ TCMC 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 ~~optional~~ Annual ~~R~~etreat ~~may~~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/or Annual TCMC Progress 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 ~~joint projects~~regional initiatives ~~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: Recommended Process:

Step 1

The Staff Team prepares options for regional initiatives.

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

Step 2

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

- Staff Team presents options for regional initiatives at an~~A~~ Annual ~~R~~etreat.
- Staff Team, CAW, and Executive Committee discuss proposals.
- ~~Executive Committee selects regional initiative at post-retreat meeting.~~ Based on the discussion outcomes, Staff Team identifies regional initiatives for inclusion in the biennial TCMC work plan and budget.

STEP 3

The Staff Team develops ~~a project plan~~ biennial TCMC work plan and budget.

- Staff Team prepares biennial TCMC work plan and budget, including any regional initiatives.
- Executive Committee approves proposed work plan and budget, for consideration by the Jurisdictions.
- ~~Staff Team develops budget, plan, and timeline for regional initiative.~~
- Jurisdictions propose regional initiative for inclusion in respective work plans 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 Annual Retreat and meetings of the ~~Staff Team~~, CAW, and Executive Committee. Meeting summaries will be posted to the ~~Collaborative~~TCMC 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 at any time. The TCMC may conduct a full plan update every other three years, beginning in 2025, with a comprehensive plan review and update every six years, beginning in 2028. Plan updates may be delayed or canceled if the Executive Committee determines that a plan update is not needed at that time. Plan updates will be recommended by the Staff Team and approved by the Executive Committee. ~~Full plan updates will be and adopted or accepted by the Parties.~~ 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~~TCMC website.
- The full planTCMP 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~~ was conducted for the calendar year 2022 along with a review of prior inventories for accuracy, completeness, and methodological consistency. After the 2022 inventory, the TCMC decided to conduct future inventories ~~will be conducted at least~~ every three years, and to conduct a “dash inventory” each year between full inventories. A dash inventory, which only includes emissions from the two largest sectors of local emissions: energy use in buildings and on-road transportation.

If future greenhouse gas inventories for Thurston County are conducted by another entity (e.g., the Washington Department of Commerce), the TCMC may decide to utilize that entity’s existing data rather than conducting its own inventory. Any such determination, which may alter the cadence and/or methods of the greenhouse gas inventory, will be recommended by the Staff Team and approved by the Executive Committee.

When costs are incurred for a greenhouse gas inventory, ~~e~~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 when needed.

How to Learn More:

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

Administrative Support Tasks

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

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

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

Each ~~p~~party will contribute equally to the costs of the Administrative Support services. The ~~City of Lacey~~ ~~will be~~responsibility ~~le~~ for procuring and managing third-party contractors to provide Administrative Support services will rotate among the individual Jurisdiction Parties.