

**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, 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.

II. Thurston Climate Mitigation Collaborative

The Thurston Climate Mitigation 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 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 TCMC is made up of Jurisdiction Parties, an Executive Committee, a Staff Team, and a Community Advisory Workgroup.

III. Roles

- i. **Jurisdiction Parties.** Implementation of all actions included in the TCMP is led by individual Jurisdiction Parties. Each Party has the authority to act on any actions in the TCMP, and decides individually what strategies and actions to implement, including actions in the TCMP and/or other climate-related actions. The Parties allocate appropriate staff and resources according to their own priorities and on their own timelines.
- ii. **Executive Committee.** The Executive Committee consists of an appointed elected official and alternate from each of the Parties. The Executive Committee meets to share information on local climate mitigation activities, review progress toward achieving emissions targets, and build partnerships to support the regional implementation of the TCMP.
- iii. **Staff Team.** The Staff Team consists of staff representatives from each of the Parties. The Staff Team meets 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 community members, appointed by the Staff Team, representing a variety of perspectives on climate mitigation actions. The CAW meets 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.
- ii. **Annual Climate Mitigation Retreat.** The Staff Team, CAW, and Executive Committee 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 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 hosting the Retreat will be responsible for planning and coordinating the Retreat with the third-party TCMC administrator (see Section IV.v below).
- 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. 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 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. 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.

- iv. **Administrative Support.** The Parties will cooperatively fund a third-party partner to provide annual Administrative Support services for the TCMC, which may include, but not be limited

to, the following:

- a. Coordinating and facilitating the Executive Committee and Community Advisory Workgroup.
- b. Producing TCMC Progress Reports.
- c. Hosting and maintaining a website for the TCMC.

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

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 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, TCMP Updates, Greenhouse Gas Inventories, and Administrative Support as specified in the TCMC work plan. 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.

- 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.
- d. Support from jurisdictional staff with specific expertise (i.e., planning, transportation, water resources, etc.).
- 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.
- 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.

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.

THURSTON COUNTY

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

CITY OF OLYMPIA

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

CITY OF LACEY

Attn: Community and Economic Development Director
Re: Thurston Climate Mitigation Collaborative
420 College Street SE
Lacey, WA 98503

CITY OF TUMWATER

Attn: 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	CITY OF LACEY 420 College Street SE Lacey, WA 98503
<u>Rick Walk</u> 12/03/2025 Rick Walk, City Manager Date	<u>David Schneider</u> 12/03/2025 David Schneider, City Attorney Date
CITY OF OLYMPIA 601 4th Ave East Olympia, WA 98501	CITY OF OLYMPIA 601 4th Ave East Olympia, WA 98501
<u>Steven J. Burney</u> 11/19/2025 Steven J. Burney, City Manager Date	<u>Jake Stillwell</u> 10/28/2025 Jake Stillwell, Deputy City Attorney Date
CITY OF TUMWATER 555 Israel Road SW Tumwater, WA 98501	CITY OF TUMWATER 555 Israel Road SW Tumwater, WA 98501
<u>Debbie Sullivan</u> 11/25/2025 Debbie Sullivan, Mayor Date	<u>Karen Kirkpatrick</u> 11/24/2025 Karen Kirkpatrick, City Attorney Date
THURSTON COUNTY 3000 Pacific Avenue SE Olympia, WA 98501	THURSTON COUNTY 3000 Pacific Avenue SE Olympia, WA 98501
<u>Leonard Hernandez</u> 12/01/2025 Leonard Hernandez, County Manager Date	<u>Scott Cushing</u> 11/26/2025 Scott Cushing, Deputy Prosecuting Attorney Date



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
Community Advisory Workgroup (CAW)	9
Executive Committee	10
6. Activities.....	9
Annual Climate Mitigation Retreat	9
Regional Initiatives.....	<u>11</u> ¹²
Thurston Climate Mitigation Plan Updates.....	<u>12</u> ¹³
Greenhouse Gas Inventory	<u>12</u> ¹⁴
Administrative Support Tasks	<u>13</u> ¹⁴



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. This document supplements the Interlocal Agreement (ILA) that defines a collaborative framework for implementing the TCMP. The ILA establishes the **Thurston Climate Mitigation Collaborative** (TCMC), a consortium of local government partners working together to significantly reduce regional greenhouse gas emissions and achieve mutually adopted communitywide emissions reduction goals. The 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 TCMC is made up of Jurisdiction Parties, an Executive Committee, a Staff Team, and a Community Advisory Workgroup.

3. 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.

- 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 **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 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 development of the biennial TCMP work plan.
- The Staff Team will lead a process to develop a biennial **TCMP Work Plan** and estimated budget, including **Regional Initiatives** to advance in a coordinated way in the coming years. The proposed TCMP work plan and budget will be considered by all jurisdictions for potential inclusion in their respective work plans and budgets.



- The TCMC will conduct or obtain a regular **Greenhouse Gas Inventory** to quantify emissions by sector and track progress toward meeting TCMP emission targets.
- The TCMC will engage a third-party partner for **Administrative Support Tasks** including committee and workgroup facilitation, TCMP Progress Reports, and website hosting.
- The TCMC may conduct a **comprehensive update to the TCMP** in 2028 and at six-year intervals thereafter. Minor administrative updates may occur at any time.
- The TCMC will produce and share **TCMP Progress Reports** approximately every three years to communicate highlights of climate mitigation activities and outcomes.
- 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.



5. Roles and Responsibilities

Jurisdiction Parties (Jurisdictions)

Members: Signatories to the ILA. As of 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 TCMP.

Responsibilities:

- Approves ILA and any amendments;
- Approves budgets to support work identified in the ILA and TCMC work plan;
- 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, updates to the TCMP, and legislative priorities; and
- Advocates for legislative priorities, which may include climate priorities identified through regional collaboration.

Meeting Frequency:

- Jurisdiction Parties do not meet collectively on a regular basis. Their designees may meet informally to discuss ILA updates 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 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;
- 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;
- Plans and develops agendas and materials for Annual Retreats;
- Facilitates the identification, selection, and approval of Regional Initiatives,
- Identifies and recommends amendments to TCMP, based on emerging information;
- Assists in development of TCMP 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 TCMC staff is posted on the TCMC 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 appoint an additional youth alternate, to serve in a non-voting capacity.

Role: The Community Advisory Workgroup (CAW) meets 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;
- A rotating representative attends Executive Committee meetings;
- Identifies comments or perspectives for the group facilitator to report to the Executive Committee and Staff Team;
- Requests agenda items for consideration at future CAW and Executive Committee meetings;
- Reviews TCMP Progress Reports; and
- Other tasks as requested by the Executive Committee or Staff Team.

**Meeting Frequency:**

- Quarterly
- May be convened for up to two additional meetings per year as needed.

How to Contact:

- CAW meetings are not open to the public, but meeting summaries are posted to the TCMC website.
- Written comments sent to the 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 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 regional initiatives or items for potential regional focus;
- Receives updates on regional initiatives or other items of regional interest; and
- Reviews and recommends proposed amendments to TCMP, based on emerging information.

Meeting Frequency:

- Quarterly
- 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 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 Retreat may 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.

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: A process to identify regional initiatives that would benefit from regional coordination, and propose as a focus of regional work. **Note:** The identification and selection of a regional initiative 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.

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 Annual Retreat.

Step 2

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

- Staff Team presents options for regional initiatives at an Annual Retreat.
- Staff Team, CAW, and Executive Committee discuss proposals.
- 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 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.
- 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:

- The regional initiative selection process will be documented in notes from the Annual Retreat and meetings of the CAW and Executive Committee. Meeting summaries will be posted to the 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. The Staff Team may recommend minor administrative updates at any time. 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. Plan updates will be recommended by the Staff Team and approved by the Executive Committee. Full plan updates will be adopted or accepted by the Parties. Each Party will contribute equally to the costs of updating the plan.

How to Learn More:

- The CAW and Executive Committee will all engage in TCMP updates, with meeting summaries posted to the TCMC website.
- The full plan 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 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 every three years, and to conduct a “dash inventory” each year between full inventories. A dash inventory 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, each Party will contribute equally to the costs. 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 reports will be posted on the TCMC website and presented at Executive Committee meetings, which are open to the public.

Administrative Support Tasks

Purpose: The TCMC will engage a third-party entity to provide Administrative Support services for the 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 TCMC Progress Reports
- Hosting and maintaining a website for the Thurston Climate Mitigation Collaborative

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