

# Climate Action Steering Committee

## Meeting #3 Agenda - DRAFT

May 24, 2021, 3-5 PM

In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24<sup>th</sup> 2020, participation in this meeting will be through **remote access only**.

To register to attend the meeting:

[https://us02web.zoom.us/webinar/register/WN\\_pi0jimAMTkSERXRp2-n7KA](https://us02web.zoom.us/webinar/register/WN_pi0jimAMTkSERXRp2-n7KA)

After registering, you will receive a confirmation email containing information about joining the meeting.

**NOTE: Committee members will be pre-registered and will receive a separate link to join the meeting.**

|   | Estimated*                            |
|---|---------------------------------------|
| <b>1. OPENING</b>   | 20 min                                |
| 1a Call to Order  |                                       |
| 1b Introductions  |                                       |
| 1c Approval of Agenda   |                                       |
| 1d Approval of Previous Meeting Summary   |                                       |
| <ul style="list-style-type: none"> <li>Attachment 1: April 26 Meeting Summary</li> </ul>  |                                       |
| 1e Opportunity for Public Comment   |                                       |
| <p>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.</p> <ul style="list-style-type: none"> <li><b>Written comments:</b> The deadline for submitting written public comments is noon (12 pm PST) the Friday preceding the meeting, <b>May 21, 2021</b>. For written comments, please include your name and address, your comment, and email them to <a href="mailto:climate@trpc.org">climate@trpc.org</a>. Written comments received by the deadline will be provided to the Committee prior to the meeting.</li> <li><b>Oral comments:</b> 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.</li> </ul> |                                       |
| <b>2. PRESENTATIONS</b>   | <b>INFORMATION</b> 20 min             |
| 2a. TCAT Energy Efficiency Program – Tom Crawford, TCAT   |                                       |
| <ul style="list-style-type: none"> <li>Attachment 2: TCAT Energy Efficiency Proposal</li> </ul>   |                                       |
| <b>3. COMMITTEE BUSINESS</b>  | <b>DISCUSSION</b> 30 min              |
| 3a. Long Term Governance Agreement– Allison Osterberg, TRPC   |                                       |
| <ul style="list-style-type: none"> <li>Attachment 3: Long Term Governance Agreement Options</li> </ul>  |                                       |
| <b>4. STANDING AGENDA ITEMS</b>   | <b>INFORMATION/ DISCUSSION</b> 50 min |
| 4a. Jurisdictional Information Sharing - All  |                                       |
| Members share progress on implementation of the Thurston Climate Mitigation Plan or other relevant topics   |                                       |
| 4b. Legislative Updates – Karen Parkhurst, TRPC   |                                       |
| Updates on state or federal legislation related to implementation of the Thurston Climate Mitigation Plan   |                                       |

4c. **Grant & Other Funding Opportunities - All**

- *Brainstorm on possible regional approach to allocate second round American Rescue Plan (ARP) funding to climate work*
  - *Process for letters of support*
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4. **ADJOURN**

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\*The times listed above are estimates. Items may not take the time allotted, and the meeting may adjourn early if all business has been completed.

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

TRPC 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.

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If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.



## Climate Action Steering Committee

### Meeting #2 Summary - DRAFT

April 26, 2021, 3:00-5:00 PM

Link to packet and presentations:

<https://www.trpc.org/Calendar.aspx?EID=558&month=4&year=2021&day=26&calType=0>

| Agenda Item   | Notes   |
|---|---|
| <p>1. Call to Order, Introductions, &amp; Public Comments</p> | <p>Chair Parshley called the Climate Action Steering Committee (CASC) meeting to order at 3:02 pm.</p> <p>Steering Committee members, support staff from Thurston Regional Planning Council (TRPC), staff from Thurston County and the cities of Lacey, Olympia, and Tumwater, provided self-introductions.</p> <p>Chair Parshley requested approval of the agenda .</p> <p>Vice Chair Menser, moved, seconded by Committee Member Pratt, to approve the agenda.</p> <ul style="list-style-type: none"> <li>• <b>Motion to adopt the Climate Action Steering Committee agenda is approved.</b></li> </ul> <p>Chair Parshley called for comments from members of the public. There were 2 public comments. Brief summaries follow:</p> <p><i>Thad Curtz:</i> Mr. Curtz provided a written comment regarding current laws governing electric vehicle chargers. He feels this topic was previously covered and feels there is currently no need for a White Paper.</p> <p><i>Tom Crawford:</i> Mr. Crawford, Chair of the Thurston Climate Action Team, announced they hired a new Executive Director, Melinda Hughes. Ms. Hughes comes with a lot of experience including environmental issues, running non-profit organizations, and fund raising. Mr. Crawford advised this will be very valuable to the Committee moving forward. Ms. Hughes’ start date is May 10, 2021.</p> <p>Mr. Crawford advised starting in May a new round of the Chrysalis Project will result in a mural in downtown Olympia which includes community collaboration and participation. Mr. Crawford will update the Committee at the May 24, 2021, meeting.</p> |



|                          |  |
|--------------------------|--|
| 2. Committee Business    | <p>TRPC Senior Planner Allison Osterberg led the discussion for Task 3 – Policy Research Support Options (White Papers). The discussion focused on potential policy tops for four planned research documents (White Papers) which were identified at the March 22, 2021, meeting. Ms. Osterberg advised that staff is looking for a decision from the Steering Committee on the topics of the White Papers. The topics include:</p> <ol style="list-style-type: none"><li>1. Energy efficiency for residential buildings</li><li>2. Electric vehicle ready infrastructure</li><li>3. Equitable climate outreach and engagement</li><li>4. Regional program for carbon sequestration (already approved by CASC)</li></ol> <p>Chair Parshley called for a motion to approve the topics of the White Papers.</p> <p>Committee Member Pratt moved, seconded by Vice Chair Menser, to approve Energy Efficiency for Residential Buildings, and Regional Program for Carbon Sequestration White Papers, as well as leaving a space down the road for another White Paper.</p> <ul style="list-style-type: none"><li>• <b>Motion carried.</b></li></ul> <p>Due to time constraints, TRPC Senior Planner Allison Osterberg will follow up via email for agenda item 2b – Phase 3 Project Expectations.</p> |
| 3. Standing Agenda Items | <p>TRPC Planning &amp; Policy Director Karen Parkhurst provided an update on the 2021 Legislative Session relating to Climate Mitigation in Thurston County.</p> <p>Due to lack of content, agenda item 3b – Grant &amp; Other Funding Opportunities - was not addressed.</p> <p>Members shared progress on implementation of the Thurston Climate Mitigation Plan and other relevant topics.</p>  |
| 4. Adjourn               | Meeting was adjourned at 5:01 pm.  |



## Meeting Attendance

### Steering Committee Present Online:

Lisa Parshley – City of Olympia  
Pamela Braff – City of Olympia  
Yen Huynh – City of Olympia Councilmember  
Pete Kmet – Mayor of Tumwater  
Cynthia Pratt – City of Lacey  
Carolyn Cox – City of Lacey

Jessica Brandt – City of Lacey  
Jennica Machado – Thurston County  
Tye Menser – Thurston County Commissioner  
Eileen Swarthout – City of Tumwater  
Brad Medrud – City of Tumwater

### Public Present Online:

Thad Curtz  
Tom Crawford  
Wayne Olsen  
Reni Storm #PCO #179  
Matthew Mauer  
Jeff Miller

Paul Berendt  
Kim Merillo  
Joel Hansen  
Chris Hawkins  
Melinda Hughes  
Lisa Ceazan

### Staff Present:

Allison Osterberg, Senior Planner  
Karen Parkhurst, Planning & Policy Director  
Marc Daily, Executive Director  
Veena Tabbutt, Deputy Director  
Burlina Lucas, Administrative Assistant

**Next Meeting:** May 24th, 2021, 3-5:00 PM

Thurston Climate Mitigation Plan Coordinator:

Allison Osterberg

[osterbergA@trpc.org](mailto:osterbergA@trpc.org)

360.956.7575 (main) or (360) 741-2513 (direct)

Link to project website: <https://www.trpc.org/Climate>

TRPC website: <https://www.trpc.org/>

*Meeting summary is prepared by Burlina Lucas, Administrative Assistant, Thurston Regional Planning Council. This summary is not verbatim. A recording of this meeting is available upon request or available at*

<https://www.trpc.org/Calendar.aspx?EID=558&month=4&year=2021&day=26&calType=0>.



### **Thurston Energy Efficiency Program Design Project**

Limited-Scope Project Approach and Budget

February 2021

On August 4, 2020 the Board of County Commissioners approved \$37,500 for a project with TCAT to design and launch a community-wide energy efficiency program, with a proviso that other jurisdictions commit an additional \$75,000 toward the program. The County Commissioners have since approved moving forward without additional financial commitment by the cities on a limited scope contract, to build a community partnership and develop a program design, as long as there is staff participation by the cities of Lacey, Olympia and Tumwater. This would achieve the following objectives:

1. Gather input from local jurisdictions on the final goals and deliverables of this project
2. Get buy-in from existing housing and energy agencies and services through a collaborative program design process
3. Produce a program design and multi-agency partnership to position our community to rapidly deploy the program as soon as Federal and State economic recovery funds become available.

The limited scope of work for this project (subject to revision based on input from supporting jurisdictions), to be conducted from March 2021 - June 2021, would include :

- A. Initial consultation with local jurisdictions to determine the final scope of work for the project
- B. Stakeholder Survey and follow-up interviews with potential partners including housing and energy agencies and service providers, to get input on goals, existing capabilities, service gaps and funding needs.
- C. Present a webinar with technical education on existing housing stock conditions, home energy upgrades and equipment, successful service delivery models, and an invitation to partner on the project
- D. Collaborative program design meetings with jurisdiction staff, housing agencies, and service providers
- E. Iterative review of draft program design with partners
- F. Deliver a Final Report, including:
  - o Recommended program design, goals and strategies
  - o Estimate of deliverable services and workplan for the first 3 years of program operation
  - o List of participating partners
  - o Scalable funding scenarios with potential sources of funding
  - o Measurable anticipated outcomes of program implementation (i.e. # homes retrofitted, reduced energy use and GHG emissions, and low-income home energy costs savings)

**Total budget: \$37,500.**

Anticipated outcomes and benefits of this limited scope project:

- “Shovel-ready” capability to launch a community-wide energy efficiency program by the 3rd quarter of 2021
- Education to raise awareness and agencies commitment to expanding home energy efficiency improvements
- Multi-agency Partnership prepared to seek and deploy state and/or federal economic recovery funding
- Economic development strategy for a *clean energy recovery*, with equitable benefits to low-income and people-of-color community members.

While the program will be designed to serve all Thurston County residents, it will focus special attention on services for low-income residents, including those living in rental properties. Services to those residents will require a more intense level of direct investment than those for higher income households. Services to moderate- to high-income households, on the other hand, will rely more on modest incentives and technical assistance to spur individuals’ investments in needed improvements.

To that end, both the program design and implementation would involve significant collaboration among existing housing and energy agencies, service providers and financial institutions. This project would engage them to understand their experience, expertise and capacity and how these can be leveraged to expand energy efficiency services most economically and effectively. The project will identify important gaps in service capability, and how to work with community partners to fill them. The project would also help identify these organizations’ funding needs, and identify how state or federal stimulus funds could be deployed, when such funds become available.

Some of the agencies who will be invited as collaborators on the project are:

- Homes First!
- Puget Sound Energy
- Housing Authority of Thurston County
- Community Action Council of Lewis Mason and Thurston Counties
- Thurston Thrives Housing Action Team, and its member organizations
- Habitat for Humanity
- Olympia Master Builders
- Rebuilding Together
- Thurston County Healthy Homes Program
- Thurston Economic Development Council
- Local financial institutions with energy-efficient lending products
- City and county community development and economic development staff

The participation of community groups representing low income people and people of color will also be critical to the success of this project. Examples include CIELO, the Black Alliance of Thurston County, and area tribal governments (Squaxin Island, Nisqually, and Chehalis).

In addition to building a partnership with housing agencies and service providers, TCAT will continue to collaborate with the Thurston Climate Mitigation Plan (TCMP) Steering Committee, to align the program with

strategies, actions and implementation methods defined in the TCMP, and to leverage available resources to attract outside sources of funding.

# MEMORANDUM

TO: Climate Action Steering Committee (CASC)  
 FROM: Allison Osterberg, Senior Planner, Thurston Regional Planning Council  
 DATE: May 17, 2021  
 SUBJECT: Long Term Governance Agreement Options

## Requested Action

Discuss and provide guidance on options to include in a longer term governance agreement.

## Background

Under Task 2 of the Phase 3 Interlocal Agreement, the CASC is charged with reviewing options to develop an agreement for longer-term governance to support a coordinated regional approach to climate mitigation.

Components of that agreement are to include:

- Oversight committee
- Role for key public and private sector partners in plan implementation and oversight committee
- Monitoring
- Public Outreach

In order to facilitate this discussion, staff have begun reviewing governance examples from other multijurisdictional climate collaboratives. Two key resources include [Lessons in Regional Resilience](#), a 2017 report by the Georgetown Climate Center based on six case studies, and [Regional Collaboratives for Climate Change](#), a 2019 report by the Institute for Sustainable Communities.

Below are some key questions for discussion to guide development of governance options.

## Purpose/Goals

- What are the purpose and goals of the long-term governance agreement?

Currently, the purpose of the CASC is to “guide regional coordination of climate mitigation activities.” Identifying the overarching purpose and goals of the agreement will help define other pieces of the agreement.

*Example #1* – The King County-Cities Climate Collaborative (K4C) agreement is founded on the following goals:

- **Outreach** – to develop, refine, and utilize messaging and tools for climate change outreach to engage decision makers, other cities, and the general public
- **Coordination** – to adopt consistent standards, benchmarks, strategies, and overall goals related to responding to climate change
- **Solutions** – to share local success stories, challenges, data and products that support and enhance climate mitigation efforts by all partners
- **Funding and resources** – to secure grant funding and other shared resource opportunities to support climate related projects and programs

Example #2 – The [San Diego Regional Climate Collaborative](#) has the following goals:

- Support regional efforts and advance comprehensive solutions to reduce greenhouse gas emissions and prepare for local climate change impacts.
- Communicate about the leadership of the Climate Collaborative and the San Diego region to local, state, and national leaders, peers, and funding institutions.
- Build capacity within San Diego regional public agencies through networking, training and partnerships with academic institutions, businesses, and non-profits.

## Membership

- What entities can be members of the agreement?

Currently, membership of the CASC is limited to the four jurisdictional partners of the *Thurston Climate Mitigation Plan*. The CASC could maintain this structure, or invite additional local governments, tribes, public agencies, nonprofits, or private partners to become members. Membership could be limited to ensure representation by certain interest groups (ie, business interests, environmental interests), have a cap on total number of members, or open.

There can be tiers to membership: one option used by some collaborative groups is to limit decisionmaking to a Steering Committee of local government representatives (who pay dues), but open membership to non-voting or ex-officio members. Figure 1 shows some of the range of approaches taken by other climate collaboratives.

FIGURE 1. SOURCE: GEORGETOWN CLIMATE CENTER

Figure 2: Comparison of Organizations Characteristics of Collaboratives Studied

| Collaborative  | Membership <sup>†</sup> |                              |                     |                  | Administrative or Fiscal Host  | Funding Source(s) <sup>‡</sup> |                      |                         |       |                  |
|--|-------------------------|------------------------------|---------------------|------------------|--|--------------------------------|----------------------|-------------------------|-------|------------------|
|  | Local government        | Public agencies & utilities* | Nonprofit, Academia | Business/Private |  | Member dues/ Cost-share        | Philanthropic grants | State or federal grants | Other | In-kind services |
| <i>King County-Cities Climate Collaboration (K4C)</i>                                  | ✓                       | ✗                            | ✗                   | ✗                | County   | ✓                              |                      |                         |       | ✓                |
| <i>Capital Region Climate Readiness Collaborative (CRC)</i>                            | ✓                       | ✓                            | ✓                   | ✓                | Nonprofit – Local Government Commission                                      | ✓                              |                      |                         | ✓     | ✓                |
| <i>Sierra Climate Adaptation &amp; Mitigation Partnership (Sierra CAMP)</i>            | ✓                       | ✓                            | ✓                   | ✓                | Nonprofit – Sierra Business Council  | ~                              | ✓                    |                         | ✓     | ✓                |
| <i>Los Angeles Regional Collaborative for Climate Action and Sustainability (LARC)</i> | ✓                       | ✓                            | ✓                   | ✓                | University – UCLA  | ✓                              |                      | ✓                       |       | ✓                |
| <i>San Diego Regional Climate Collaborative (SDRCC)</i>                                | ✓                       | ✓                            | ✓                   |                  | University – USD   | ~                              | ✓                    | ✓                       | ✓     | ✓                |
| <i>Southeast Florida Regional Climate Change Compact (Compact)</i>                     | ✓                       | ✗                            | ✗                   | ✗                | Nonprofit – Institute for Sustainable Communities; County – Broward (fiscal) | ✓                              | ✓                    | ✓                       |       | ✓                |

†Note on Membership: “✗” indicates entities/organization types that are not eligible at all for membership in the collaborative, while blank spaces indicate member types that are eligible but so far the collaborative does not have any from that category.  
 ‡Note on Funding Sources: blank spaces indicate funding sources not used to date, while tildes (“~”) indicate mixed or optional dues structures (i.e., SDRCC, which does not charge dues to public agency members, and Sierra CAMP, which has a voluntary/suggested contribution structure).  
 \*Other public agencies include regional authorities like water and air districts, councils of government, port authorities, etc. Utilities (e.g., electric) are included in this category regardless of ownership.

## Funding

- How should long-term coordination be funded?

Currently, each of the four founding partners pay an equal share of the total amount identified to complete an annual work plan.

Many climate collaboratives use annual dues to fund their work, either as equal shares or with a dues structure tied to population or other factors. Some require dues only of members with decision authority (if decisionmaking is limited to certain members), make dues voluntary, or allow for in-kind contributions (such as staff time) in lieu of dues.

Figure 1 (above) shows the range of approaches to funding taken by some existing groups.

## Convening

- What type of regular meetings will be held?

Currently, the Climate Action Steering Committee meets 6-12 times in a year, a Multijurisdictional Staff Team meets 7-10 times a year, and the Phase 3 agreement allows the partners to create issue-specific work groups (not currently funded). The long term governance agreement should specify the type and frequency of meetings, including the potential for formal or ad-hoc subcommittees, and involvement of staff.

*Example #1* – The [Capital Region Climate Readiness Collaborative](#) (Sacramento, CA area) hosts quarterly workshops for its full membership list on a topics of interest (like transportation or flood risk) and has a smaller Steering Committee that meets more regularly to guide work.

*Example #2* – The [King County-Cities Climate Collaborative](#) (K4C) holds monthly meetings for staff from the partner jurisdictions (60-90 minutes), and an elected official work session two times per year, typically in spring and fall.

*Example #3* – The [Los Angeles Regional Collaborative for Climate Action and Sustainability](#) (LARC) holds membership meetings every other month, and has a Governing Body limited to seven members, elected from among the full members, that meets quarterly.

## Decision Options

No decision needed at this time. Staff will use committee feedback on the questions noted above to develop a draft agreement or additional options that will be brought back for the CASC's review.