

MEMORANDUM

TO: Climate Action Steering Committee (CASC)
FROM: Casey Mauck, Assistant Planner, TRPC
Allison Osterberg, Senior Planner, TRPC
DATE: April 25, 2022
SUBJECT: Proposed Climate Advisory Workgroup

Requested Action

Provide direction on the proposed composition, recruitment process, and expectation for the Climate Advisory Workgroup.

Background

The Interlocal Agreement for TCMP Implementation (Phase 4 ILA) specifies that the partners will convene a Climate Advisory Workgroup (CAW). The purpose of this group is to provide community perspectives and input on regional climate mitigation activities – the group is advisory to the Climate Action Steering Committee (CASC) and staff. The specific tasks of the group are to participate in CASC meetings as an ex-officio, non-voting member; review and suggest priorities for the annual work program; review specific proposals under consideration by the CASC; review the annual report; and complete other tasks as requested by the CASC.

Composition

The Workgroup will consist of up to 15 interested stakeholders representing a variety of perspectives on climate mitigation actions. Workgroup members will be appointed by the CASC.

The expertise areas for workgroup members listed in the Phase 4 ILA include:

- local government agencies and utilities with a role in climate mitigation implementation
- climate, environmental, community design, and growth management advocates
- residential and commercial developers/builders
- residential and commercial rental property owners/managers, nonprofit housing providers
- youth
- tribal representatives

The purpose of the workgroup is to include a variety of perspectives on climate mitigation actions, and the appointment process should result in a workgroup with diverse backgrounds and affiliations. This workgroup is not a technical advisory body and the slots are intended to be filled with individuals who have interest, life experience, or more formal experience in the subject areas.

After receiving feedback at the March CASC meeting, several workgroup composition options have been developed below:

1. **Option 1: There are two membership groups: a few designated member organizations and the majority of the slots filled by application.**

The purpose of member organizations is to give a voice to key organizations involved in the implementation of climate mitigation actions. If this option is pursued, CASC should discuss which organizations have permanent member slots. Discussions from the March CASC meeting have led to a recommendation of including Puget Sound Energy, Thurston Conservation District, and Intercity Transit. Along with the Thurston Economic Development Council and LOTT Clean Water Alliance, these five organizations are listed as supporting partners in several actions listed in TCMP. To maintain a diversity of perspectives, staff recommend that no more than two members are allowed to represent each expertise area listed above. A sample composition is included below in table 1.

Table 1. Sample composition for Option 1.

Member Organizations (Application not Required)	
1.	Puget Sound Energy
2.	Intercity Transit
3.	Thurston Conservation District
Open Slots (Application Required) – Maximum of 2 Representatives in Each Expertise Area	
4 – 15	Open (12 total)

2. **Option 2: There are three membership groups: slots designated for an organization that do not require an application, slots with a pre-assigned expertise area that require an application, and a few slots left open.** This composition would result in a diverse group while still allowing some slots left open for the most qualified applicants. The pre-assigned slots could be saved for member organizations, whose representatives do not need to apply, and expertise areas, which would be filled by applicants. The open slots could be filled by any qualified applicant. A sample composition is included below in table 2.

Table 2. Sample composition for Option 2.

Member Organizations (Application not Required)	
1.	Puget Sound Energy
2.	Intercity Transit
3.	Thurston Conservation District
Designated Expertise Areas (Application Required)	
4.	Climate Mitigation Advocate
5.	Environmental Justice, Growth Management, or Community Design Advocate
6.	Youth
7.	Tribal Member (Application not Required)
8.	Residential Builder, Developer, Realtor, or Lender
9.	Commercial Builder, Developer, Realtor, or Lender
10.	Nonprofit Housing Provider or Housing Services, Utility, or Weatherization Representative
Open Slots (Application Required)	
11 - 15	Open (5 total)

3. **Option 3: All committee member slots have pre-determined organizations or expertise areas.** This structure is the most rigid of the options, as CASC would be responsible for deciding which expertise areas get a membership spot, and how many representatives of each expertise group are included in the workgroup. This structure may make the recruitment process more challenging and may limit the

opportunity for individuals with diverse backgrounds or interests to participate. A sample composition is included below in table 3.

Table 3. Sample Composition for Option 3.

Member Organizations (Application not Required)	
1.	Puget Sound Energy
2.	Intercity Transit
3.	Thurston Conservation District
Designated Expertise Areas (Application Required)	
4.	Climate Mitigation Advocate
5.	Community Design or Growth Management Advocate
6.	Environmental Justice Advocate
7.	Youth
8.	Tribal Member (Application not Required)
9.	Tribal Member (Application not Required)
10.	Residential Builder, Developer, or Lender
11.	Commercial Builder, Developer, or Lender
12.	Residential Property Owner, Manager, Nonprofit Housing Provider, or Realtor
13.	Commercial Property Owner, Manager, or Realtor
14.	Utility, Energy, or Weatherization Representative
15.	Workforce Development, School District, or Higher Education Representative

Workgroup Recruitment Process

Staff propose the following recruitment process, with tentative dates, pending approval by the Steering Committee:

- 30-day notification and application period (May 1-30).** TRPC will post a notification of the recruitment opportunity and application on the agency’s website, and conduct outreach to organizations and community groups in the region that are focused around desired expertise areas. Community members with an interest in filling one of the open spots must submit an application summarizing their interest, experience, and availability. A draft version of the application is attached.
- Application review (June 1-17).** The Multijurisdictional Staff Team will review applications and develop a membership recommendation for the Steering Committee.
- Membership Approval (June 27).** The full Steering Committee will review the recommendation and approve membership at a regularly scheduled CASC meeting. Staff will provide all applications received as part of the meeting materials, and appointment will require approval of all voting members present.
- Member Notification (late June/early July).** TRPC staff will contact all applicants to inform them of the Steering Committee’s decision and begin scheduling the group’s meetings.
- Ongoing Membership.** At least sixty days prior to the expiration of a rotating representative’s term, TRPC will contact the representative to ascertain their desire to serve another term (if CASC allows members to serve multiple terms). Staff will notify the CASC, who may reappoint the representative for a second term. If the representative does not wish to serve another term or if the CASC does not elect to reappoint the representative to another term, TRPC will initiate the recruitment process. If any member decides to leave

their position or is no longer able to serve, TRPC will initiate the recruitment process for the remainder of their term.

Terms

The CASC has several decisions to make regarding potential terms for workgroup members:

1. **Should the workgroup members have terms?**

Staff recommend that at least some of workgroup membership slots have terms. The terms would not apply to permanent member organizations. Terms allow more community members to be involved in the workgroup over time, which would result in a more diverse advisory body.

2. **What is the length of a term?**

Staff recommend that terms last for three years. The length of member terms will affect how often the recruitment process is undertaken and the workgroup composition changes. While changes in member composition increase the diversity of perspectives, it takes time to orient members to climate mitigation activities and get everyone up to speed. Potential cons of longer terms would be that members may not be able to fulfill their full term, and there is less opportunity for new members to join the group. **One suggested exception to three-year terms is youth members, who could have the option to serve a one- or two-year term.** A suggested policy would be that youth who apply can work with staff to set a term length of one, two, or three years depending on their preference and future availability.

3. **How many terms should a workgroup member be able to serve?**

Staff recommend that members be allowed to serve two terms, with the option to serve again after two terms with a new application. Members would be allowed to serve successive terms, but every time they reach a capacity of two full terms served, they would need to reapply for the position. This means that a member who served seven terms would have reapplied prior to the beginning of term three, term five, and term seven. This would reduce staff time spent on recruitment and orientation of new members, while still allowing flexibility through the appointment process. If a member is coming to the end of their term and would like to serve again, the Steering Committee still has the option to not appoint that member for another term and instead begin the recruitment process. If members cannot serve additional terms, the workgroup is reliant on new applications to keep a full group.

Expectations

While the Phase 4 ILA outlines the core responsibilities of the workgroup, the general expectations of the group have not yet been decided. There are three key decision points related to member expectations that the CASC should discuss: 1) the ex-officio, non-voting CASC member; 2) the leadership structure within the group; and 3) whether compensation will be offered.

1. **How should ex-officio Steering Committee members be selected?**

One core duty of the workgroup is to participate in the Steering Committee meetings as an ex-officio, non-voting member. This spot will be filled by different workgroup members on a rotating basis. **Staff recommend that this member rotate quarterly.** The workgroup will be asked for a volunteer to attend approximately three Steering Committee meetings over one quarter. This would allow that member to become more familiar with the Steering Committee and develop a relationship between the Committee and the advisory workgroup.

2. **What is the leadership structure of the advisory workgroup?**

After reviewing feedback from the March CASC meeting, staff is providing two options to determine the leadership structure of the group:

1. Option 1: TRPC facilitates the group. (Recommended)

As the workgroup fills an advisory role to CASC and the Project team, the group may not need a formal system with a chair and vice-chair. Relying on TRPC to facilitate meetings may allow members to worry less about learning procedures and keep their focus on discussing climate mitigation issues.

2. Option 2: The workgroup can elect a Chair and Vice Chair and follow Robert’s Rules of Order.

This option would require the workgroup to run their own meetings with assistance from staff. This option is not recommended as it may create additional roadblocks to participation and take away from the advisory purpose of the group.

3. Should workgroup members receive compensation?

CASC expressed a desire to compensate members to increase interest in membership and encourage participation from a wide range of community members. Currently, the City of Olympia is the only jurisdiction in the Thurston Region that offers meeting stipends to advisory boards and commissions. Staff recommends adopting the following policies related to compensation in accordance with TRPC’s forthcoming compensation policies.

- Compensation will be provided in the form of a set stipend per meeting.
- Compensation is limited to members who will not be paid by their employer to attend the meeting.
- An additional meeting stipend will be given to the ex-officio member when they attend a Steering Committee meeting.
- Members can choose to opt out of receiving compensation.
- Members must attend 75% of a meeting to be counted present and receive compensation.

TRPC policy specifies that the compensation rate will be set after examining compensation structures for organizations performing similar work. Compensation from other advisory boards and committees are shown below.

Table 4. Compensation rates for three nearby advisory boards and committees.

Organization	Advisory Board or Committee	Meeting Length	Compensation Rate
Puget Sound Regional Council	Equity Advisory Committee	2 hours	\$125/meeting
City of Olympia	Social Justice and Equity Committee	At least 2 hours	\$25/meeting OR \$50/meeting low-income
City of Tacoma	Office of Arts & Cultural Vitality Panel	1-2 hours	\$50/ meeting

Based on these comparisons, and an expected meeting length of 2 hours **staff recommend a rate of \$50 per meeting**. Estimated costs for a range of scenarios are included below in table 5. The total annual cost includes an additional stipend for each CASC meeting that will be provided to the non-voting, ex-officio member.

Table 5. Estimated annual costs of various compensation scenarios.

Number of Meetings Per Year	Number of Compensated Members	Compensation Rate	Annual Cost to Project
4	11	\$25/meeting	\$1,400
6	13	\$25/meeting	\$2,250
4	11	\$50/meeting (Recommended)	\$2,800
6	13	\$50/meeting (Recommended)	\$4,500
4	11	\$100/meeting	\$5,600
6	13	\$100/meeting	\$9,000

Decision Options

TRPC and the Multijurisdictional Staff Team have identified several items to approve.

- **Decision 1: Approve a membership structure.**
 - Option 1: There are two membership groups: a few designated member organizations and the majority of the slots filled by application.
 - Option 2: There are three membership groups: slots designated for an organization, slots with a pre-assigned expertise area, and a few open slots.
 - Option 3: All slots have pre-determined organizations or expertise areas.

- **Decision 2: Approve the process for reviewing applications.**
 - The Multijurisdictional Staff Team will review applications and develop a membership recommendation for the Steering Committee. **(Recommended)**

- **Decision 3: Approve the term structure.**
 - Members serve three-year terms and must reapply after two terms.
 - Youth can serve one, two, or three-year terms. Staff will work with youth that apply to determine a suitable term length for each individual.

- **Decision 4: Approve the process for determining the CASC ex-officio, non-voting member.**
 - The member rotates quarterly on a volunteer basis.

- **Decision 5: Approve a leadership structure.**
 - Option 1: The group is facilitated by TRPC. **(Recommended)**
 - Option 2: The group elects a Chair and Vice-Chair who facilitate the meeting.

- **Decision 6: Approve compensation policies.**
 - Compensation will be provided in the form of a \$50 stipend per meeting.
 - An additional meeting stipend will be given to the ex-officio member when they attend a Steering Committee meeting.

Attachments:

- *Attachment 1: Draft Climate Advisory Workgroup Membership Application*

Climate Advisory Workgroup Membership Application



Thank you for your interest in serving on the Thurston Climate Advisory Workgroup. The Climate Advisory Workgroup (CAW) functions as the stakeholder committee for ongoing implementation of the Thurston Climate Mitigation Plan. The *Thurston Climate Mitigation Plan* was adopted by Thurston County and the cities of Lacey, Olympia, and Tumwater in 2020 as a framework to address local sources of greenhouse gas emissions that contribute to global climate change. The plan establishes greenhouse gas reduction goals of 45% below 2015 levels by 2035 and 85% below 2015 levels by 2050.

The purpose of the workgroup is to support the Climate Action Steering Committee in the long-term implementation of climate mitigation actions by convening a range of different stakeholders involved in the implementation of such actions. The workgroup has 3 permanent member organizations: Puget Sound Energy, Thurston Conservation District, and Intercity Transit. There are 14 additional slots in the workgroup that will be filled by rotating representatives. These representatives serve three-year terms with the option to reapply for additional terms. Priority will be given to individuals with the following expertise areas:

- local government agencies and utilities with a role in climate mitigation implementation
- climate, environmental, community design, and growth management advocates
- residential and commercial developers/builders
- residential and commercial rental property owners/managers, nonprofit housing providers
- youth
- tribal representatives

The workgroup will meet between 4 to 6 times annually. Meetings may be held remotely over Zoom or in person, depending on the member availability and desire. Please complete the application below to the best of your ability. Please contact Allison Osterberg, Senior Planner at Thurston Regional Planning Council, with any questions at climate@trpc.org or (360) 956-7575.

1. Name
2. Phone Number
3. Email
4. Why are you interested in serving on the Thurston Climate Advisory Workgroup?
5. Do you have a background or expertise in any of the following areas? (check all that apply)
 - Climate change and/or natural environment
 - Environmental justice
 - Community design and/or growth management
 - Residential and/or commercial property development (involved in building or construction lending)

Commented [AO1]: Pending decision on membership structure

Commented [AO2]: Pending decision on membership terms

Thurston Climate Advisory Workgroup Membership Application
March 2022

- Residential and/or commercial property real estate and management (involved in real estate, management of rental properties, or lending)
 - Nonprofit housing providers
 - Youth (are you under the age of 18?)
 - Tribal member – Application not required, please contact climate@trpc.org
6. Please describe your experience with the categories you selected.
 7. Do you have any previous experience serving on a board, committee, or commission? If so, please describe your experience.
 8. Please describe your availability to attend meetings via Zoom or at Thurston Regional Planning Council (2411 Chandler Ct SW Olympia, WA). What times are you available or unavailable Monday-Friday 8am-7pm?
 9. Do you believe you will be able to serve a full three-year term of 4-6 annual meetings? *Youth representatives are allowed to serve one or two-year terms.
 10. How did you hear about this workgroup?