

MEMORANDUM

TO: Climate Action Steering Committee (CASC)
FROM: Casey Mauck, Assistant Planner, TRPC
Allison Osterberg, Senior Planner, TRPC
DATE: March 28, 2022
SUBJECT: Proposed Climate Advisory Workgroup

Requested Action

Discuss and provide direction on the proposed composition, expectations, and recruitment process for the Climate Advisory Workgroup. The options will be brought back for a final decision at the April 25 meeting.

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.

There are several different membership structures that the workgroup could use:

1. **Option 1: All committee member slots are filled by application, without pre-determined organizations or expertise areas assigned to any slot.**
This structure would allow for a more fluid workgroup, but may leave out key organizations that would benefit from inclusion in the group. The composition of the workgroup would be dependent on who applies

for membership, and would require a more in-depth recruitment effort to make sure all slots are always filled.

2. **Option 2: There are two membership groups: a few designated member organizations and the rest 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.
 - a. If this option is pursued, CASC should discuss which organizations have permanent member slots. Suggested member organizations in this structure could be Intercity Transit, Puget Sound Energy, LOTT Clean Water Alliance, and Thurston Conservation District.
 - b. To maintain a diversity of perspectives, staff recommend that no more than two members are allowed to represent each expertise area listed above.
3. **Option 3: All committee member slots have pre-determined organizations or expertise areas.**
This structure is the most rigid of the options, as the CASC would be responsible for deciding which expertise areas get a membership spot, and how many representatives of that expertise to include in the workgroup. This structure may make the recruitment process more challenging.

The Project Team recommends option 2, with a combination of member organizations and rotating representatives. If this option is pursued, CASC should also discuss which organizations should have permanent slots.

Workgroup Recruitment Process

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

1. **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.
2. **Application review (June 1-17).**
 - a. **Option 1:** The Multijurisdictional Staff Team will review applications and develop a membership recommendation for the Steering Committee.
 - b. **Option 2:** The Steering Committee could create a subcommittee to review applications and develop a membership recommendation for the Steering Committee.
3. **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.
4. **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.
5. **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, if CASC decides to pursue that composition structure. 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 be no shorter than one year, and ideally, 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 multiple terms. 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. Another option would be for this member to rotate each month, which would allow more workgroup members to be involved in the Steering Committee each year.

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

The workgroup could elect a chair and vice chair and use Robert's Rules of Order for decision-making, or TRPC could be responsible for facilitating the meeting. 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. Since the workgroup is composed of a wide range of community members, relying on TRPC to facilitate meetings may allow members to worry less about learning procedures and keep their focus on discussing climate mitigation issues.

3. Should workgroup members receive compensation?

One strategy to increase interest in membership and encourage participation from a wide range of community members is to offer compensation in the form of a stipend to workgroup members. Currently, the City of Olympia is the only jurisdiction in the Thurston Region that offers meeting stipends to advisory boards and commissions. The rate per meeting is \$25, or \$50 for low-income members. If CASC elects to provide stipends to members, the amount per meeting and any exceptions should be decided. For example, if compensation is offered, it could be limited to members who are not participating as part of their paid employment. CASC should also discuss whether an additional meeting stipend will be given to the ex-officio member when they attend a Steering Committee meeting.

Decision Options

TRPC has identified several decisions to make regarding the Climate Advisory Workgroup composition, terms, and expectations. The Project Team has reviewed the options and created recommendations for each decision. These

- **Decision 1: Select a membership structure.**
 - Option 1: All slots are filled by application
 - Option 2: There are some member organizations and some slots filled by application
(Recommended)
 - If this option is selected, the CASC should identify member organizations
 - Option 3: All slots have pre-determined organizations or expertise areas
- **Decision 2: Select a process for reviewing applications.**
 - Option 1: The Multijurisdictional Staff Team will review applications and develop a membership recommendation for the Steering Committee.
 - Option 2: The Steering Committee could create a subcommittee to review applications and develop a membership recommendation for the Steering Committee.
- **Decision 3: Decide if members will have terms, and if so, term length and ability to serve multiple terms.**
 - Option 1: Members do not have terms and serve indefinitely
 - Option 2: Members have terms and can serve multiple terms if CASC reappoints them
(Recommended)
 - Term length: one-year, three-years **(Recommended)**, or another option introduced by CASC
 - Option 3: Members have terms but cannot serve additional terms
- **Decision 4: Select a process for determining the CASC ex-officio, non-voting member.**
 - Option 1: The member rotates quarterly on a volunteer basis **(Recommended)**
 - Option 2: The member rotates monthly
- **Decision 5: Select a leadership structure.**
 - Option 1: The group elects a Chair and Vice-Chair who facilitate the meeting
 - Option 2: The group is facilitated by TRPC **(Recommended)**
- **Decision 6: Decide if members will be offered a stipend, and if so, the amount.**
 - Option 1: Members are compensated at a flat rate per meeting, with details of applicability determined by the CASC. **(Recommended)**
 - Decide if the ex-officio member will be provided an additional meeting stipend for the Steering Committee meetings: Yes **(Recommended)**, or No

- Option 2: Members are not compensated.

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 4 permanent member organizations: Puget Sound Energy, Thurston Conservation District, Intercity Transit, and LOTT Clean Water Alliance. There are 11 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
 - 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
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- 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 membership

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 monthly meetings? *Youth representatives are allowed to serve one or two-year terms.
10. How did you hear about this workgroup?

Commented [CM3]: Pending CASC decision on terms