

Interlocal Agreement between Thurston County, City of Lacey, City of Olympia, City of Tumwater, and Thurston Regional Planning Council for Implementation of the Thurston Climate Mitigation Plan

THIS AGREEMENT (“Agreement”) is made and entered into as of the date of the last signature below (which is the “effective date”) 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”); Thurston County, a Washington municipal corporation (“County”); and, the Thurston Regional Planning Council, a state-designated council of governments and regional transportation planning organization (“TRPC”), 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 forest fires; 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, the County and cities in 2021 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, the County and cities wish to contract with TRPC, given TRPC’s mission and staff expertise, to support and coordinate regional efforts to implement the *Thurston Climate Mitigation Plan*.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

I. Purpose and Goals of Agreement

The purpose of this Agreement is to support regionally coordinated implementation of the *Thurston Climate Mitigation Plan* and achieve the following goals:

- To maintain momentum for local climate action.
- To develop efficient regional solutions for reducing sources of greenhouse gases in ways that support all partner jurisdictions.
- To provide accountability on progress toward achieving regional climate targets.
- To build public awareness of and engagement in climate mitigation activities across the region.

II. Roles

- i. **Jurisdiction Parties.** Jurisdiction Parties are defined as Thurston County and the cities of Lacey, Olympia, and Tumwater. Jurisdiction Parties are responsible for administration of this Agreement and for oversight and decision-making authority over tasks under this Agreement.
- ii. **Program Coordinator.** Thurston Regional Planning Council will serve as the Program Coordinator for this Agreement on behalf of the Parties. The Program Coordinator will collect and manage funds devoted to the purposes set forth in this Agreement, for the period in which funds are to be expended.

III. Annual Work Program

The Jurisdiction Parties will approve an annual work program and budget to achieve the purpose and goals of the Agreement. The work program will include, but is not limited to, the following tasks:

- i. **Oversight and Coordination Committees.** To maintain momentum for local climate action and coordinate implementation of climate mitigation activities, the Parties agree to convene the following committees:
 - a. A **Climate Action Steering Committee** (“the Steering Committee”) whose membership consists of policymaker representation from each of the Jurisdiction Parties and a representative from the Climate Advisory Workgroup (established pursuant to Section IV A, below) who has a non-decision-making role. The role of the Steering Committee is to provide continued coordinated leadership to build local capacity for climate mitigation action. The Steering Committee is an advisory body to the Jurisdiction Parties. The Parties do not delegate jurisdictional decision authority to the Steering Committee. The charge of the Steering Committee is to:
 - i. Review and approve an annual Work Program that identifies regional priorities for the upcoming year.
 - ii. Review progress toward achieving emissions targets.

- iii. Discuss and coordinate on opportunities for regional collaboration, including legislative priorities, funding, and public private partnerships.
 - iv. Review and approve any proposed changes to TCMP strategy, based on emerging information.
 - v. Where needed, convene issue-specific working groups on an ad-hoc basis to provide targeted input on implementation activities.
 - vi. Provide financial oversight for activities funded through this Agreement.
 - vii. Review and approve memoranda of understanding, letters of support, and other agreements deemed necessary to achieve work items identified in the Annual Work Program.
- b. A **Multijurisdictional Staff Team** (“MST”) whose membership consists of staff from each of the Parties. The role of the MST is to provide staff coordination and technical support for climate mitigation implementation. The charge of the MST is to:
 - i. Develop an Annual Work Program and budget that identifies regional priorities for the upcoming year to be reviewed by the Climate Advisory Committee and the Steering Committee.
 - ii. Assist in development and review of an annual implementation progress report.
 - iii. Share information on implementation activities.
 - iv. Discuss and coordinate on opportunities for regional collaboration, including funding.
 - v. Identify and recommend changes to TCMP strategy, based on emerging information.
 - vi. Identify items that require discussion or decisions by the Steering Committee.
- ii. **Regional Priorities.** To develop efficient regional solutions for reducing sources of greenhouse gases in ways that support all partner jurisdictions, the Parties will develop an annual list of regional initiatives to be included in the Annual Work Program, in addition to other standing tasks.
 - a. The list of annual initiatives will be developed by MST, reviewed by Climate Advisory Workgroup, and approved by the Steering Committee.
 - b. Annual initiatives may include regional actions from the Thurston Climate Mitigation Program or other work products needed to achieve the plan’s intent (i.e., guidance, research, technical assistance, model policy, legislation).
 - c. Annual initiatives may be led by one of the Parties, a specified regional partner, or the Parties may choose to contract for professional services from a qualified vendor or contractor.
 - d. The Steering Committee may approve a Request for Qualifications or Request for Proposals (RFQ/RFP) to secure vendors or consultants needed to accomplish any initiative, and shall interview one or more applicants and make an appointment, provided sufficient funds are available. The Steering Committee may designate a subcommittee to oversee this review process. The Program Coordinator will administer the process to select vendors or

consultants and will serve as the contracting agency, unless another entity is designated by the Steering Committee.

- e. The Steering Committee or individual Parties may partner with other entities to leverage expertise needed to efficiently complete regional initiatives, including other local jurisdictions, community partners, and nongovernmental organizations.
- iii. **Monitoring and Assessment.** To provide accountability on progress toward achieving regional climate targets, the Parties shall develop and maintain a monitoring and assessment program that tracks and reports on climate mitigation activities and outcomes.
- iv. **Public Outreach.** To build public awareness of and engagement in climate mitigation activities across the region, the Parties agree to coordinate public outreach activities, including through the following tasks:
 - a. Convene a **Climate Advisory Workgroup** whose membership consists of up to 15 interested stakeholders, appointed by the Steering Committee, representing a variety of perspectives on climate mitigation actions, such as: 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; and Puget Sound Energy. The role of the Climate Advisory Workgroup is to provide community perspectives and input on climate mitigation progress and priorities. The charge of the Climate Advisory Workgroup is to:
 - i. Participate in Steering Committee meetings as an ex-officio, non-voting member. The ex-officio spot will be filled by different Workgroup members, on a rotating basis.
 - ii. Review and suggest priorities for the Annual Work Program.
 - iii. Review specific proposals under consideration by the Steering Committee.
 - iv. Review the annual report.
 - v. Other tasks as requested by the Steering Committee.

IV. **Funding and In-kind Commitment**

- i. **Annual Work Plan Budget.** The Steering Committee shall establish and maintain an annual budget related to carrying out this Agreement as part of the Annual Work Program.
- ii. **Annual Base Funding.** Each Party shall contribute an equal share of funds sufficient for the estimated costs of the Annual Work Program Budget. The Annual Work Plan and Budget for the first year of the Agreement is included as Exhibit A. Subsequent annual work plans and budgets will be developed and approved on or before the anniversary of the adoption of the first year's work plan.
- iii. **Additional Funding.** Any Party may choose to contribute additional funding, above and beyond the Annual Base Funding amount required for the Annual Work Program, subject to the approval of its governing body and the requirements of the applicable fund source, but such contribution does not obligate other Parties to contribute funding in addition to the Annual Base Funding amount.

- iv. **In-kind Commitment.** Each Jurisdiction Party shall allocate in-kind staff time of at minimum 0.25 FTE/year to implement this Agreement. In-kind staff support includes, but is not limited to:
 - a. Staff participation in the Multijurisdictional Staff Team, including development of Annual Work Program
 - b. Completion of periodic status reporting and review of annual report
 - c. Attendance at Steering Committee meetings
 - d. Support from jurisdictional staff with specific expertise (i.e., planning, transportation, water resources, etc.)
 - e. Support from jurisdictional public information officers and other communications staff in public communication, outreach, and gathering public opinion through jurisdictional newsletters, mailing lists, social and print media, and other jurisdictional tools and contacts.
- v. **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, provided the Party provides notice of termination per Section VIII prior to the adoption of that year's Annual Work Plan.
- vi. **Excess Funds.** Any funds not used in any given year may be considered for use in the execution of the following year's Annual Work Program. Any funds not used before the expiration or termination of the Agreement will be refunded to the Parties, on a proportional basis based on initial contributions.

V. 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.

VI. 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.

VII. Duration of Agreement

This Agreement is effective on the effective date and terminates three years from the effective date, unless earlier terminated as provided in Section VIII, below. The Parties may choose to renew this agreement for additional periods.

VIII. Amendment 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 Phase 1'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.

IX. 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.

X. 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.

XI. Recording

Prior to its entry into force, Thurston County shall file this Agreement with the Thurston County Auditor's Office.

XII. 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.

XIII. Rights

This Agreement is between the signatory Parties only and does not create any third-party rights.

XIV. Notice

Any notice required under this Agreement must be to the party at the address listed below and it becomes effective five business days following the date of deposit with the United States Postal Service.

THURSTON COUNTY

Attn: Joshua Cummings, Community Planning and Economic Development Director
Re: Climate Plan Implementation
2000 Lakeridge Dr. SW
Olympia, WA 98502

CITY OF OLYMPIA

Attn: Pamela Braff, Climate Program Manager
Re: Climate Plan Implementation
P.O. Box 1967
Olympia, WA 98507-1967

CITY OF LACEY

Attn: Rick Walk, Community Development Director
Re: Climate Plan Implementation
420 College Street SE
Lacey, WA 98503

CITY OF TUMWATER

Attn: Brad Medrud, Planning Manager
Re: Climate Plan Implementation
555 Israel Road SW
Tumwater, WA 98501

THURSTON REGIONAL PLANNING COUNCIL

Attn: Allison Osterberg, Senior Planner
Re: Climate Plan Implementation
2411 Chandler Court SW
Olympia, WA 98502

[Signatures are affixed to next page.]

This Agreement is hereby entered into between the Parties

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
<hr/> Scott Spence, City Manager Date	<hr/> 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
<hr/> Steven J. (Jay) Burney, City Manager Date	<hr/> Michael Young, Deputy City Attorney Date
CITY OF TUMWATER 555 Israel Road SW Tumwater, WA 98501	CITY OF TUMWATER 555 Israel Road SW Tumwater, WA 98501
<hr/> Debbie Sullivan, Mayor Date	<hr/> Karen Kirkpatrick, City Attorney Date
THURSTON COUNTY 2000 Lakeridge Drive SW Olympia, WA 98502	THURSTON COUNTY 2000 Lakeridge Drive SW Olympia, WA 98502
<hr/> Ramiro Chavez, County Manager Date	<hr/> Jon Tunheim, Prosecuting Attorney Date
THURSTON REGIONAL PLANNING COUNCIL 2411 Chandler Ct SW Olympia, WA 98502	
<hr/> Marc Daily, Executive Director Date	

TOTAL 2022 Climate Mitigation Work Program							\$242,648	
Per Partner - 2022 Climate Mitigation Work Program							\$60,662	
#	Task Title	Description	TCMP Actions Addressed	Lead	3-Year Cost Estimate	Outside Funding	2022 Budget Request	Notes
Standing Tasks								
1	Oversight & Coordination Committees	Convene the Climate Action Steering Committee and Multijurisdictional Staff Team	G5 Strategy G5.5 – legislative agenda	TRPC	\$180,150	\$0	\$58,773	See TRPC scope of work for task details (Exhibit B)
2	Regional Priorities Process	Develop an annual list of regional initiatives to be included in the 2023 work program and oversee completion of those initiatives.	various	TRPC	\$286,910	\$0	\$68,788	See TRPC scope of work for task details, but excludes Policy Research item (Item D - Financing Strategy) described below.
3	Monitoring & Assessment	Develop and maintain a monitoring and assessment program that tracks and reports on climate mitigation activities and outcomes.	G4.1 – emission inventory G4.2 – performance measures	TRPC	\$184,690	\$0	\$49,961	See TRPC scope of work for task details (Exhibit B)
4	Public Outreach	Coordinate public outreach activities, including by convening a Climate Advisory Workgroup.	G1 Strategy	TRPC	\$118,100	\$0	\$42,786	See TRPC scope of work for task details (Exhibit B)
Subtotal - Standing Tasks					\$769,850	\$0	\$220,308	
Per Partner - Standing Tasks					\$192,463	\$0	\$55,077	

#	Task Title	Description	TCMP Actions Addressed	Lead	3-Year Cost Estimate	Outside Funding	2022 Budget Request	Notes
2022 Regional Priorities								
A	Energy Efficiency Program Design	Design and launch Phase 1 of a community-wide residential energy efficiency program, based on recommendations from policy white papers.	B1 strategies, B3.1 – energy education	TRPC	TBD	\$37,500	\$0	TRPC will administer seed funds provided by Thurston County, and identify outside funding sources and/or partnerships needed to accomplish next steps based on recommendations from policy white paper.
B	Building Electrification Cost Assessment	Develop a regional assessment of costs to build and operate all-electric housing, commercial development, and mixed-use development.	B6.1 – natural gas to electric conversions, B6.2 – electric appliances in new construction, B6.4 – natural gas transition	Olympia	\$30,475	\$30,475	\$0	Olympia will hire a consultant for this work. Cost to be shared by Olympia, Tumwater, and Thurston County. Results will be reported back to full Steering Committee.
C	Carbon Sequestration Program Design	Design and launch Phase 1 of a regional carbon sequestration program, based on recommendations from policy white paper.	A2.1 – regenerative agriculture, A5.1 – reforestation & afforestation program, A7.3 – prairie preservation	TRPC	TBD	\$0	\$0	TRPC will work within existing funds to identify outside funding sources and/or partnerships needed to accomplish next steps from recommendations from policy white paper.
D	Financing Strategy	Research options for creating a dedicated, shared regional fund for climate mitigation work.	various	TRPC	\$22,340	\$0	\$22,340	See TRPC scope of work for task details (Exhibit B)
Subtotal - Regional Priorities					TBD		\$22,340	
Per Partner - Regional Priorities							\$5,585	
TOTAL 2022 Climate Mitigation Work Program							\$242,648	
Per Partner - 2022 Climate Mitigation Work Program							\$60,662	

TCMP - Long-Term Governance Agreement

Draft TRPC 2022 Scope of Work

This document includes a proposed scope of work for Thurston Regional Planning Council to complete tasks identified in the Annual Work Program for one year of the Interlocal Agreement.

Task 1. Oversight/Coordination Committees

1.1 Climate Action Steering Committee (CASC)

TRPC staff will facilitate up to 12 Steering Committee meetings per year including scheduling, securing a venue/setting a virtual meeting space, working with the Steering Committee Chair and Vice Chair to develop agendas, inviting and coordinating speakers, providing public notice, preparing presentations and materials, distributing written public input to Steering Committee members, and producing meeting summary.

1.2 Multijurisdictional Staff Team (MST)

TRPC staff will facilitate up to 12 Staff Team meetings per year including scheduling, securing a venue/setting a virtual meeting space, preparing an agenda, facilitating, and documenting meeting decisions and outcomes.

1.3 Working Groups/Subcommittees

TRPC staff will facilitate up to 6 working group meetings per year including identifying and contacting attendees, scheduling, securing a venue/setting a virtual meeting space, preparing an agenda, facilitating, and documenting meeting decisions and outcomes. Work on this task will only take place if the CASC creates working groups and designates TRPC as the coordinator/facilitator.

Task 1 Deliverables

- CASC meeting logistics, agendas and summaries (up to 12)
- MST meeting logistics, agendas and summaries (up to 12)
- Working group meeting logistics, agendas, and summaries (up to 6)

Task 1 Staff and Budget Assumptions

Staff Title/Hours	Year 1	Notes
Senior Planner	360	
Associate Planner/ Planning Technician	180	
Communications & Outreach Specialist		
Administrative Support	150	
Professional Services		
Other costs		

Task 2. Regional Priorities

2.1 List of Annual Initiatives

TRPC staff will work with the MST to develop a list of annual initiatives, and incorporate feedback from the Climate Advisory Workgroup. TRPC staff will bring the recommended list of priorities forward for approval by the CASC.

2.2 Programming Funding for Annual Initiatives

TRPC staff will oversee programming of funding for up to two annual initiatives, including administering any Request for Qualifications/Request for Proposals, if identified by the CASC, and contracting with and oversight of any third-party entities identified by CASC to use funding to complete annual initiatives.

2.3 Policy Research

TRPC staff will conduct policy research to support implementation of regionally coordinated strategies and actions in the *Thurston Climate Mitigation Plan*. Research topics are determined by the CASC and specified in the Annual Work Program. Research on the topic will be summarized in a white paper with recommendations to inform next implementation steps. Each white paper could include:

- Background information on topic, including information gathered through TCMP development.
- Comparison or case studies of 2-5 existing programs in other regions, states, or countries.
- Summary of up to three policy/action options for implementation, including the potential benefits and challenges and equity considerations of each option. Identified options should clearly delineate between policy/actions that could be taken by individual jurisdictions and those that could be most beneficial if addressed through regional cooperation among the Parties.
- Rough cost estimates and timelines of different policy options.
- Where appropriate, model code or policy language for use by individual jurisdictions.

Policy Research Topics, 2022 – The following topics are proposed as part of the 2022 Work Program – final topics will be determined in the Annual Work Program approved by the CASC.

- **Financing Strategy.** Research options for funding actions in the Thurston Climate Mitigation Plan, including the feasibility of creating a dedicated, shared regional fund for climate mitigation work.

2.4 TCMP Updates

TRPC staff will develop a process for updating strategies and actions in the Thurston Climate Mitigation Plan, based on information gathered through the monitoring and assessment tasks, regional priorities, and other emerging information. Amendments in this first year would be limited to minor amendments to better align actions with the Annual Work Program (such as, amending included actions based on new information or adding actions that have been identified as priorities through other work).

2.5 Program Support

This task includes support for the regional climate mitigation program, including work related to TRPC's role as program coordination not specifically identified in other tasks. Examples include monitoring use of funds to support the annual work program and actions supportive of strategies in the TCMP,

preparing updates to the annual work program and ILA, tracking climate mitigation activities, sharing relevant information and opportunities with jurisdiction staff and other community partners, staff training, participation in legislative activities and associated rules and regulations, preparing comments and recommendations on issues related to regional climate mitigation, monitoring grant and other relevant funding opportunities, and responding to emerging issues directly relevant to the goals of regional climate mitigation.

Task 2 Deliverables

- Annual Work Program and list of Annual Initiatives
- White paper for any approved topics (one total)
- TCMP update process document
- Annual updates to TCMP
- Report out on legislative bills of interest
- Monthly invoices and progress reports

Task 2 Staff and Budget Assumptions

Staff Title/Hours	Year 1	Notes
Senior Planner	545	
Associate Planner/ Planning Technician	445	
Communications & Outreach Specialist	20	
Administrative Support		
Professional Services		
Other costs	\$3,500	Advertising costs (legal) and printing

Task 3. Monitoring & Assessment

3.1 Greenhouse Gas Emissions Inventory

TRPC staff will update the Thurston County greenhouse gas emissions inventory. Budget includes training and a one-year ICLEI membership for TRPC to access their ClearPath software, as well as updates to improve the methodology over time as additional information becomes available (i.e., incorporating sequestration data).

3.2 Climate Mitigation Dashboard

TRPC staff will develop an online data dashboard highlighting countywide greenhouse gas emissions and related performance indicators. The dashboard will be intended for the general public, with a layout and design intended to clearly show whether or not the region is making progress towards its greenhouse gas reduction goals.

Data will be broken out by sector (Built Environment, Transportation, Waste, Forests/Agriculture, Cross-Cutting). Each sector will include data on up to five related performance indicators for which data are readily available. Performance indicators may be a mix of direct (i.e., greenhouse gas emissions from a

specific sector) and supplemental (i.e., number of electric vehicles registered in Thurston County, equity indicators). All data will be available for download. Data will be provided by jurisdiction where available.

Budget includes working with the Staff Team, Steering Committee, and Advisory Committee on the design, layout, and choice of performance indicators. It is anticipated that in future years, the dashboard will be updated annually.

3.3 Action Implementation Tracking

With support of the MST, TRPC will prepare an annual report summarizing progress being made in the region on climate mitigation actions. This task assumes that individual jurisdiction staff will provide content for activities of their own jurisdiction in format provided by TRPC, such as a quarterly report on TCMP action implementation. The annual report will be a short (ex., 4-5 pages), graphic-heavy, public-facing document for communicating highlights of climate mitigation activity in the past year.

Task 3 Deliverables

- Annual report documenting the Greenhouse Gas Emissions Inventory
- Climate Mitigation Dashboard website
- Annual summary of TCMP actions progress

Task 3 Staff and Budget Assumptions

Staff Title/Hours	Year 1	Notes
Senior Planner	190	
Associate Planner/ Planning Technician	350	
Communications & Outreach Specialist	30	
Administrative Support		
Professional Services		
Other costs	\$5,500	ICLEI Regional Membership for ClearPath use

Task 4. Public Outreach

4.1 General Public Outreach

TRPC staff will:

- Maintain and update central website (www.thurstonclimateplan.com) with information on plan, meetings, annual report, climate dashboard, and links to climate mitigation activities.
- Maintain a master “interested parties” email contact list
- Publicize meetings and key events through email contact list, traditional, and social media
- Collect and respond to public comments using centralized email address (climate@trpc.org)
- Develop centralized messaging on climate mitigation topics, for use by jurisdictions.

4.2 Climate Advisory Workgroup

TRPC staff will facilitate a minimum of 4 and maximum of 6 Advisory Workgroup meetings per year including working with the CASC to identify and recruit members, scheduling, securing a venue/setting a virtual meeting space, preparing an agenda, facilitating, and documenting meeting decisions and outcomes. Members of the CAW will be appointed by the CASC to represent a cross-section of community perspectives, using an application and selection criteria developed by TRPC.

4.3 Public Outreach Events

TRPC will provide staff and materials for up to 60 hours providing or supporting jurisdiction staff in presentations to outside groups, upon request (e.g., City Councils/Board of County Commissioners or community groups) or other activities to increase community awareness and education around climate change and the Thurston Climate Mitigation Plan.

Task 4 Deliverables

- Development and maintenance of Climate Action Implementation web page.
- Maintenance of master Climate Action Implementation contact list.
- Up to 60 hours providing or supporting presentations to outside groups.
- Climate Advisory Workgroup member application and selection criteria
- Climate Advisory Workgroup charter

Task 4 Staff and Budget Assumptions

Staff Title	Year 1	Notes
Senior Planner	145	
Associate Planner/ Planning Technician	200	
Communications & Outreach Specialist	125	
Administrative Support	60	
Professional Services		
Other costs		Facilities Rental and Printing

Budget

Budget assumptions:

- Budget is for a 1-year Agreement
- Indirect Rate = 0.47
- General Staffing Level
 - Senior Planner = 0.6 FTE
 - Associate Planner/Planning Tech = 0.6 FTE
 - Administrative/Communications = 0.2 FTE

Thurston Climate Mitigation Plan – TRPC 2022 Scope of Work
FINAL – CASC Approved January 24, 2022

Task:	Coordination Committees	Regional Priorities	Monitoring and Assessment	Public Outreach	Total
Salary and Wages					
Senior Planner	\$25,938	\$39,267	\$13,091	\$10,447	\$88,744
Associate Planner/ Planning Technician	\$7,902	\$19,536	\$15,365	\$8,780	\$51,583
Communications & Outreach	\$0	\$0	\$1,790	\$7,456	\$9,246
Administrative	\$6,142	\$808	\$0	\$2,423	\$9,372
Total Salary and Wages	\$39,982	\$59,610	\$30,246	\$29,106	\$158,944
Overhead at: 47%	\$18,791	\$28,017	\$14,215	\$13,680	\$74,704
Direct Costs					
Advertising (legal)	\$0	\$3,000	\$0	\$0	\$3,000
Printing & Postage	\$0	\$500	\$0	\$0	\$500
ClearPath License	\$0	\$0	\$5,500	\$0	\$5,500
Total Direct Costs	\$0	\$3,500	\$5,500	\$0	\$9,000
Total Project Budget	\$58,773	\$91,127	\$49,961	\$42,786	\$242,648
Per Partner Cost (/4)					\$60,662