

Staff Team Meeting

Meeting Summary

Wednesday, April 24, 2024, 2 – 3:30 P.M. and Thursday, April 25, 2024, 3:30 – 5 P.M.

Staff Team Members Present: Pamela Braff, Alyssa Jones Wood, Rebecca Harvey, Linsey Fields, and Dominic Jones.

Staff Team Members Absent: None.

Agenda Item	Notes
1. May CAW Packet	The May 7, 2024, CAW meeting packet will include the Charter-established standing agenda items, a discussion of Code Concepts for the Home Energy Score Model Ordinance, and a timeline update regarding the 2025 Regional Initiative. The Staff Team assigned document drafting and spokesperson roles for the meeting packet amongst themselves and set review timelines. The CAW packet is expected to be published on April 30, 2024, by the end of the day. A more in-depth discussion of the 2025 Regional Initiative (beyond a timeline discussion) is expected for the June CAW meeting.
2. 2025 Regional Initiative materials for the June 4 CAW meeting	The Staff Team started to strategize how to approach the 2025 Regional Initiative discussion and decision-making process with the CAW given the stalemate reached at the Annual Retreat. They settled on trying to develop a table to compare options inclusive of information about what the TCMC or individual jurisdictions are currently doing to advance each strategy, and the pros and cons of each strategy. Those potential regional initiatives to be included in that table for the June CAW meeting may include: <ul style="list-style-type: none">• A Gap Analysis of the Land Use & Transportation section of the TCMP and each jurisdiction's periodic Comprehensive Plan Update to help get ahead of the 2026 TCMP update process;• A research paper exploring potential opportunities and obstacles to expanding the HES model ordinance to include multifamily and manufactured homes in future years; and
3. CAW Recruitment Rubric Review	The Staff Team revisited the rubric used for the current CAW's recruitment. The Staff Team received comments from applicants about the process and also had internal suggestions to make the rubric and recruitment process better in the future. The Staff Team discussed their experience operationalizing the current rubric and potential solutions to be better able to judge applications on single parameters. The Staff Team discussed changing some of the application questions to better address certain criteria. The Staff Team will continue to work on trying to improve the application, recruitment, and review process and will continue to revisit this topic at future Staff Team and CAW meetings.
4. Process for Letters of Support	The Staff Team discussed how it was important for any request for a letter of support to be accompanied by the final grant scope of work or proposal, that any request must be clearly aligned with the TCMP, and that there be ample time provided to receive internal approvals. The Staff Team tabled further discussion on this topic to a future meeting due

	to available time.
5. Website Update	Rebecca provided an update on the TCMC website development. The website will now be complete in June.
6. GHG Inventory	Rebecca also provided an update on the GHG inventory currently underway at the County with ICLEI. The Staff Team is expected to have a draft report to review in the coming weeks. Given that the Department of Commerce has also contracted a consultant to do a Thurston County GHG inventory for 2022, the Staff Team broached the topic of both inventories maybe not being in 100% alignment and how to address that if it ends up being an issue.
7. June and July EC meetings	The Staff Team discussed what items would be on the June EC agenda and what items would be on the July EC agenda. The June meeting will include the decision for the 2025 Regional Initiative, an update on the TCMC website, and presentations from two TCMP supporting partners. The July Meeting will include presentations from the remaining 3 TCMP supporting partners, the GHG inventory (pending potential issues mentioned above), the 2023 Annual Report, and 2025-2026 TCMC Workplan and Budget proposal.