

Staff Team Meeting

Meeting Summary

Wednesday, May 22, 2024, 2 – 3:30 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. CAW Agenda Packet	The June CAW meeting agenda will include a sub-committee report-out about the letter to elected officials/media they're drafting, the 2025 Regional Initiative selection, and continued discussion on Policy concepts for the Home Energy Score Model Ordinance. The Staff Team discussed how to facilitate the discussions, the amount of time allotted for each item, and what information would be necessary to include in the packets. Pamela and Rebecca will be making an announcement in the CAW meeting to encourage CAW members to take and share their jurisdiction's respective Comprehensive Plan surveys.
2. 2025-2026 Budget Development	The Staff Team reviewed a first draft regional budget for the 2025-2026 biennium which includes the continuation of administrative support contracts, EEE and HES implementation needs, and 2025 and 2026 regional initiatives. More work is needed to firm up some of the estimated budget amounts before the budget gets incorporated into each jurisdiction's budget requests for the coming year or biennium. Tumwater needs relatively firm numbers by mid-June. The new ILA includes language that the budget for the TCMC will be adopted by each jurisdiction allocating the necessary funding in their respective budgets. A new ILA for the implementation phase of the HES and EEE regional initiative work will be required to set aside those funds in the 2025-2026 biennium. The Staff Team expects that ILA to be drafted by the end of 2024 for regional adoption.
3. HEAR Scope of Work	Each TCMC jurisdiction has been allocated some funding from the Washington Department of Commerce's HEAR program. TCMC jurisdictions may or may not decide to apply this funding to the EEE campaign. The funding can be used to replicate Olympia's Energize campaign of rebates and turn-key installations. Tenino has expressed interest to Thurston County in utilizing Tenino HEAR funding allocation to join the regional EEE program. All Staff Team members need to develop scopes of work for the HEAR funding agreements in the near future. The Staff Team will continue discussing efficiencies for the scope of work.
4. Annual Report Update	Alyssa continues to work with ISC to get the first draft of the Annual Report ready. The timeline may need to be extended to allow time for ISC to effectively make the edits the Staff Team recently requested.
5. Website Update	The Staff Team should be receiving a draft of the website very soon for a quick review. The timeline is still good to launch the website July 1. The first news headlines on the webpage will be the annual report, comprehensive plan updates, and the greenhouse gas inventory report.

6. CAW Absences	Two CAW members have been absent a lot. Linsey will follow up with each of them. The Staff Team may need to re-recruit for their seats if they continue to be absent given the CAW Charter terms around participation.
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