

Staff Team Meeting

Meeting Summary

Wednesday, January 15, 2025, 2:30 p.m. – 4 p.m.

Staff Team Members Present: Pamela Braff, Alyssa Jones Wood, Linsey Fields, Julia Downing, and Dominic Jones

Staff Team Members Absent: Rebecca Harvey

Agenda Item	Notes
1. Upcoming Agenda Review	The Staff Team discussed the upcoming EC meeting and CAW meeting agenda and supporting materials. The CAW meeting will be held on January 21, 2025 and will include a discussion on the 2025 CAW workplan and an item CAW Member Tom Crawford is bringing forth regarding workforce development. The January 27, 2025 EC meeting will include a recommendation on the Home Energy Score model ordinance and discussion regarding the 2025 TCMC regional initiative. The Staff Team briefly touched on the February 18, 2025 CAW meeting agenda items for awareness. The Staff Team discussed their progress on developing and reviewing the agenda packet materials for the EC meeting.
2. Staff Team Staff Report Prep and Review Process	This item was tabled until Rebecca could be part of the discussion.
3. Next steps for finalizing and reviewing draft TCMP SOP's	This item was tabled until Rebecca could be part of the discussion.
4. Annual Report kick off	The Staff Team briefly discussed the need to begin the process of compiling data for the 2024 TCMC Annual Report. The Staff Team is currently working with staff in their jurisdictions in different departments to complete their respective jurisdiction work program for the February CAW meeting. Since the Annual Report data collection format is very similar, based on the 2024 jurisdiction work program, the Staff Team decided to wait until after the February CAW meeting to begin work on this so as not to confuse other department staff.
5. Update on procurement processes	<p>The City of Lacey had four responsive bidders for the competitive solicitation for the Administrative Services, three of which were interviewed.</p> <p>The Energize Thurston Installer request for proposal resulted in 9 responsive bidder proposals. The Energize Thurston project team is currently reviewing all the proposals.</p>