

Staff Team Meeting

Meeting Summary

Wednesday, February 5, 2025, 2:30 p.m. – 4 p.m.

Staff Team Members Present: Rebecca Harvey, Alyssa Jones Wood, Linsey Fields, Julia Downing, and Dominic Jones

Staff Team Members Absent: Pamela Braff

| Agenda Item | Notes |
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| 1. Energize Thurston | <p>The Energize Thurston project team shared that they have selected four contractors for Energize Thurston. Rebecca is working to get approval and execution of the contracts completed by early March.</p> <p>The Staff Team discussed the implications of the federal funding freeze on the EECBG funding for Energize Thurston in Lacey, Olympia, and Thurston County. Even though the freeze was rescinded, EECBG contracts were not yet executed and are at risk. Tumwater is experiencing that funding is still frozen for at least one federal grant they have under contract. Olympia, Thurston County, and Lacey staff are working under the assumption that the EECBG funding will not be available. Based on that funding reduction, the Staff Team discussed pros and cons for how to allocate HEAR funding between heat pump and heat pump hot water installations. It is likely each jurisdiction will make that determination individually.</p> <p>The Staff Team also briefly discussed the updated program guidelines for the HEAR program that were emailed to grantees earlier this month. No changes will need to be made to the Energize Thurston program.</p> <p>The Staff Team discussed the logistics of getting the Energize Thurston Interlocal Agreement executed and where each jurisdiction is in the process of contracting with South Puget Sound Habitat for Humanity.</p> |
| 2. CAW Recruitment Update | <p>The Staff Team received 19 applications for the CAW. Alyssa, Linsey, and Pamela will review these and bring their recommendations to the full Staff Team by the end of February.</p> |
| 3. Reviewing draft TCMP Standard Operating Procedures | <p>The Staff Team briefly reviewed documents describing standard operating procedures (SOP) for the annual report, EC meetings, CAW meetings, and Staff Team meetings. These SOPs are intended to ensure the forthcoming Administrative Services consultant is clear on what is expected of them and the associated timelines.</p> |