

Staff Team Meeting

Meeting Summary

Wednesday, April 16, 2025, 2 p.m. – 3:30 p.m.

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

Staff Team Members Absent: Dominic Jones

Agenda Item	Notes
1. Upcoming Agenda Review	<p>The Staff Team reviewed upcoming agendas for the EC, CAW, and Staff Team meetings. The Staff Team confirmed the agendas for the next CAW and EC meetings.</p> <p>The next EC meeting will include the following agenda items: officer election, program updates for 2024 regional initiatives, and delaying implementation of the 2025 TCMC regional initiative.</p> <p>The next CAW meeting will include the following agenda items: funding sources for climate implementation and preparation for the annual retreat.</p>
2. Discussion – Meeting Logistics	<p>The Staff Team reviewed new templates for meeting packets to ensure consistency across documents and meeting types. They also discussed the virtual meeting specifics related to the upcoming EC meeting. The TCMC may need to transition EC meetings to Microsoft Teams Webinars.</p>
3. Discussion – Annual Retreat Scoping	<p>The Staff Team reviewed a draft scope of work for the Annual Retreat, resolving comments left during review prior to the meeting and making decisions on the content of the retreat. The Staff Team also formulated a plan for next steps, including developing a draft agenda. The Annual Retreat will happen in June in Tumwater, specific details to be determined soon.</p>
4. Discussion – Administrative Updates Scoping	<p>The Staff Team reviewed the TCMC Administrative Update scope of work, discussing the nature of the administrative update and clarifying the scope of this effort.</p>
5. Check-in – HES adoption	<p>The Staff Team briefly discussed progress towards HES adoption within their jurisdictions. The City of Olympia is in the process of scheduling a City Council meeting to consider the Ordinance. The other jurisdictions have not yet scheduled meetings with their governing bodies and are still working through administrative or scheduling issues.</p>
6. Check-In – Energize Thurston	<p>The Staff Team discussed next steps for advertising the Energize Thurston campaign before the program ends. They will be focused on encouraging participation in the market rate pathway, since many of the jurisdictions have utilized all their grant funding. Grant funding remains for subsidized installations in Tenino for both equipment and for heat pump hot water heaters in Olympia.</p>

7. Check-in – Annual Report Progress	EXP provided a brief update on the status of the Annual Report and the timeline for future updates. The Staff Team is working to gather data for the report. The Annual Report is targeted to be released in the summer of 2025.
8. Check-in – TCMC Budget Review and Updates	This agenda item has been delayed until the next meeting.
9. Discussion – Community Assembly Next Steps	This agenda item has been delayed until the next meeting.