

# Staff Team Meeting

## Meeting Summary

Wednesday, June 4, 2025, 2:30 p.m. – 4 p.m.

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

Staff Team Members Absent: Rebecca Harvey

Agenda Item	Notes
1. Upcoming Agenda Review	The Staff Team reviewed upcoming agendas for the EC, CAW, and Staff Team meetings, as well as the availability of Staff Team for upcoming meetings. The Staff Team opted to cancel some upcoming Staff Team meetings based on availability, and to consolidate several upcoming meeting topics into a half-day working session/meeting. The team confirmed the agenda topics and leads for the July EC meeting.
2. Discussion – CAW meetings Standard Operating Procedures (SOP)	The Staff Team reviewed revisions to the CAW meetings SOP to improve the workflow and ensure that meeting packets and communications are accurate, complete, and timely.
3. Discussion – Staff Team meetings SOP	The Staff Team reviewed revisions to the Staff Team meetings SOP to ensure that the twice monthly meetings are efficient and that an appropriate number of discussion topics are scheduled.
4. Discussion – Staff Team upcoming time off	This agenda item was discussed during the Upcoming Agenda Review and led to the rescheduling of some upcoming Staff Team meetings.
5. Discussion – 2025-2026 TCMC Budget Update Presentation to EC	The Staff Team reviewed the presentation materials on the 2025-2026 TCMC budget for the July EC meeting and discussed how to best show and explain how funds are being allocated across jurisdictions for the 2026 TCMC projects.
6. Discussion – Amaresco Meeting Request	The Staff Team discussed a request from Amaresco for a meeting on TCMP prioritization.
7. Check-in – Energize Thurston	Julia provided updates on the Energize Thurston program now that the application period has closed, including the number of people remaining on the waitlist and the expected timeline for completing installations. The Staff Team also discussed the logistics of a 2026 continuation of the program, including potential funding sources, the rough timeline needed to launch the program, and how the program would be staffed.
8. Check-in – Annual Report	The EXP team provided a progress update on the draft of the 2024 Annual Report.
9. Check-in – ILA Revisions	The Staff Team discussed the ILA revisions and the timelines for completing internal and legal reviews.