

# MEETING AGENDA

## TCMC EXECUTIVE COMMITTEE

Monday, May 18, 2026, 4-6 PM

Hybrid Meeting

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**Virtual Option:** This meeting will be held virtually via Teams. To register to attend the meeting, please use the following link: <https://events.teams.microsoft.com/event/5c697003-4b62-4d93-985d-a998dace4b90@4ac47f73-7479-484a-903a-7c08b6270689>

**In-Person Option:** Members of the public are invited to attend virtually using the link above or attend an in-person stream of the meeting at the City of Tumwater Water Resources & Sustainability Office, 32 Dr. Nels Hanson Way S, Olympia, WA 98512 (South Puget Sound Community College, Building 32).

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### 1. OPENING

#### 1.A. Call to Order

#### 1.B. Approval of Agenda

#### 1.C. Approval of Previous Meeting Summaries

- *Attachment: February 23, 2026 Draft Meeting Summary*

### 2. PUBLIC COMMENT

During this portion of the meeting, members of the public may address the Committee regarding the Committee's business. Public comment for this meeting will be accepted in written and oral format.

- **Written comments:** The deadline for submitting written public comments is noon (12 pm PST) the Friday preceding the meeting, May 15, 2026. For written comments, please include your name and address, your comment, and email them to [Eleanor.Garrett@exp.com](mailto:Eleanor.Garrett@exp.com). Written comments received by the deadline will be provided to the Committee prior to the meeting.
- **Oral comments:** Please indicate that you wish to provide public comment when registering for the meeting. The Chair may limit oral public comments to two (2) minutes or less, depending on the meeting agenda and number of people wishing to comment. The Chair may allow for additional public comment to be taken at the end of the agenda for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted time.

### 3. ANNOUNCEMENTS

### 4. COMMITTEE BUSINESS

#### 4.A. Election of Chair and Vice Chair

DECISION

Alyssa Jones Wood, Staff Team (City of Tumwater)

- *Attachment: Officer Elections Memorandum*

#### **4.B. State Forest Land Management Advocacy**

BRIEFING

Rebecca Harvey, Staff Team (Thurston County)

- *Attachment: State Forest Lands Management Advocacy Update Memorandum*

#### **4.C. Energize Thurston**

BRIEFING

Julia Downing, Staff Team (City of Olympia)

- *Attachment: Energize Thurston Program Update Memorandum*

#### **4.D. Home Energy Score**

BRIEFING

Rebecca Harvey, Staff Team (Thurston County)

- *Attachment: Home Energy Score Policy and Program Update Memorandum*

### **5. STANDING AGENDA ITEMS**

#### **5.A. CAW Updates**

CAW Facilitator will provide a summary of key topics and outcomes from recent CAW meetings.

#### **5.B. Jurisdiction Updates**

Members will share progress on implementation of the Thurston Climate Mitigation Plan or other relevant topics.

### **6. ADJOURN**

#### ***NOTE ON PUBLIC PARTICIPATION VIA ONLINE MEETING:***

TCMC reserves the right to limit public participation to the public comment section of the agenda. A participant may be removed from the meeting if they engage in disruptive behavior which may include the following:

- Promoting or advertising commercial services, entities or products.
- Supporting or opposing political candidates or ballot propositions.
- Distributing obscene content.
- Engaging in illegal activity or encouragement of illegal activity.
- Promoting, fostering or perpetuating discrimination on the basis of creed, color, age, religion, gender, gender identification, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation information that may tend to compromise the safety or security of the public or public systems.
- Threatening or intimidating language, containing cyber bullying.
- Otherwise engaging in disruptive behavior that is unrelated to the content of the meeting.

#### ***ACCOMMODATIONS***

The Thurston Climate Mitigation Collaborative (TCMC) Jurisdictions are committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the Executive Committee meeting, please contact Eleanor Garrett (the Executive Committee Facilitator) (626-831-8734) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.

# EXECUTIVE COMMITTEE (EC) MEETING SUMMARY (DRAFT)

**Monday, February 23<sup>rd</sup>, 2026, 4 – 6 PM**

Link to packet and presentations: [Executive Committee Meetings - Thurston Climate Mitigation Collaborative](#)

EC Members Present: Tumwater City Councilmember Eileen Swarthout (Chair), Olympia City Councilmember Robert Vanderpool, Thurston County Commissioner Emily Clouse (Vice Chair), Lacey City Councilmember Ryan Siu, Lacey City Councilmember Carolyn Cox (alternate).

EC Members Absent: Olympia City Councilmember Dani Madrone (alternate), Tumwater City Councilmember Kelly VonHoltz (alternate) & Thurston County Commissioner Tye Menser (alternate).

CAW Representative: Tom Crawford

Staff Present: Alyssa Jones Wood (City of Tumwater), Rebecca Harvey (Thurston County), Pamela Braff (City of Olympia), Linsey Fields (City of Lacey), & Eleanor Garrett (EXP).

Agenda Item	Notes
1. Opening 1A. Call to Order 1B. Approval of Agenda 1C. Approval of Previous Meeting Summary  Attachment: July 28, 2025, Draft Meeting Summary	Executive Committee Chair Eileen Swarthout called the meeting to order at 4:05pm.  Vice Chair Emily Clouse motioned for approval of the agenda; the motion was seconded by Committee Member Ryan Siu. The motion carried unanimously.  Committee Member Ryan Siu motioned for approval of the previous meeting summary for the October 27th meeting; the motion was seconded by Chair Eileen Swarthout. The motion carried unanimously.
2. Public Comment	No public comment was provided.
3. Announcements	Rebecca Harvey announced that, in partnership with Habitat for Humanity of South Puget Sound, the TCMC is preparing to launch the second year of Energize Thurston. Habitat for Humanity received two grants to fund subsidized installations of low- and moderate-income households on last year's wait list: \$350,000

through Washington State University's Community Energy Efficiency Program (CEEP), and a preliminary award of \$750,000 through Puget Sound Energy's Residential Decarbonization Grant program.

Alyssa Jones Wood announced that one of the agenda items at the next EC meeting will be to elect the Chair and Vice Chair for the coming year. She asked EC members to consider who they would like to nominate for these positions in advance of the meeting.

<p>4. Committee Business 4A. 2024 TCMC Annual Report</p> <p><i>Presentation</i></p> <p>Attachments: (1) 2024 Thurston Climate Mitigation Collaborative (TCMC) Progress Report Memorandum; (2) 2024 TCMC Annual Progress Report</p>	<p>Staff Team Member Alyssa Jones Wood provided an overview of the 2024 TCMC Annual Report, reviewing the major sections and highlighting the key takeaways. Among other things, the report covers regional collaboration through the TCMC’s Regional Initiatives, funding received for the TCMC’s work, and how comprehensive planning work in 2024 overlapped with the TCMC’s work. In 2024 the TCMC had three Regional Initiatives: (1) the energy efficiency and electrification campaign (later, Energize Thurston); (2) the Home Energy Score Model Ordinance; and (3) State Forest Lands Management advocacy work.</p> <p>The report also discusses the Community Advisory Workgroup’s (CAW’s) contributions to the TCMC, breaks down the \$9.2 million in grant funding received for TCMC work, and reviews the outreach and policy development done for the comprehensive plan updates in each jurisdiction. Another key section of the report provides highlights of the work accomplished by each jurisdiction, complemented by a comprehensive appendix for each that details the status of all items in each jurisdiction’s work plan.</p> <p>At the last Annual Retreat, the TCMC decided collectively to reduce the frequency of the Annual Report, opting to pair full Reports with the full GHG inventories that are conducted every three years. In the intervening years, community members can find updates from individual jurisdictions using the resources linked below, which will also be available on the TCMC website.</p> <p>Olympia:</p> <ul style="list-style-type: none"> <li>• Sign up for our Climate Actions newsletter at <a href="https://olympiawa.gov/subscribe">olympiawa.gov/subscribe</a></li> <li>• Visit our Climate Change Response webpage at <a href="https://olympiawa.gov/climate">olympiawa.gov/climate</a></li> <li>• Contact Pamela Braff at <a href="mailto:pbraff@ci.olympia.wa.us">pbraff@ci.olympia.wa.us</a></li> </ul> <p>Tumwater:</p> <ul style="list-style-type: none"> <li>• Sign up for the One Water Newsletter at <a href="https://www.ci.tumwater.wa.us/departments/execute-department/stay-connected">https://www.ci.tumwater.wa.us/departments/execute-department/stay-connected</a></li> </ul>
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	<ul style="list-style-type: none"> <li>• Contact Alyssa Jones Wood at <a href="mailto:ajoneswood@ci.tumwater.wa.us">ajoneswood@ci.tumwater.wa.us</a></li> </ul> <p>Thurston County:</p> <ul style="list-style-type: none"> <li>• Subscribe to Community Planning email list at <a href="http://thurstoncountywa.gov/departments/community-planning-and-economic-development/community-planning">thurstoncountywa.gov/departments/community-planning-and-economic-development/community-planning</a></li> <li>• Visit the Climate Change Response webpage at <a href="http://thurstoncountywa.gov/climate">thurstoncountywa.gov/climate</a></li> <li>• Contact Rebecca Harvey at <a href="mailto:Rebecca.Harvey@co.thurston.wa.us">Rebecca.Harvey@co.thurston.wa.us</a></li> </ul> <p>Lacey:</p> <ul style="list-style-type: none"> <li>• Visit our website <a href="https://cityoflacey.org/sustainability/">https://cityoflacey.org/sustainability/</a></li> <li>• Contact Linsey Fields at <a href="mailto:linsey.fields@cityoflacey.org">linsey.fields@cityoflacey.org</a></li> </ul> <p><b>The full report is linked <a href="#">here</a>.</b></p> <p>CAW Representative Tom Crawford asked if the report contained a comparison of GHG emissions reduction progress with what is needed to reach reduction targets. Thurston County Staff Team Member Rebecca Harvey clarified that more detailed information on GHG emissions reduction progress can be found in the GHG Inventory Report.</p>
<p>4B. 2026 TCMC Workplan Budget</p> <p><i>Briefing</i></p> <p>Attachments: (1) 2026 Thurston Climate Mitigation Collaborative Budget Update Memorandum; (2) 2026 Thurston Climate Mitigation Collaborative Budget</p>	<p>Staff Team Member Pamela Braff provided an overview of the TCMC’s budget and workplan for 2026. Budgeting and funding for the TCMC is governed by the TCMC interlocal agreement, which was updated in 2025 to clarify how funding and collaborative work is defined. Each member of the TCMC contributes equally to support Regional Initiatives, GHG inventories, updates to the TCMP, and administrative costs. In the 2025-2026 biennium each partner will contribute around \$100,000 per year to fund the TCMC. The budget is prepared on a biennial schedule. If a partner jurisdiction can no longer participate in funding a TCMC budget item, they notify the other partners in writing and the remaining</p>

	<p>jurisdictions then decide how they will move forward with funding.</p> <p>The 2026 budget includes: (1) administrative support, (2) ongoing funding for Energize Thurston, (3) Home Energy Score (HES) program development, (4) a VMT Gap Assessment, and (5) staffing costs for a Regional Climate Program Assistant. The total TCMC budget for 2026 is \$360,000, or \$90,000 per partner.</p> <p>CAW Representative Tom Crawford asked if the budgets have already been allocated for each of the jurisdictions. Pamela Braff confirmed that each the individual jurisdiction budgets for 2026 include the costs outlined.</p> <p>Chair Eileen Swarthout asked when the VMT Gap Assessment work would begin. Staff Team Member Alyssa Jones Wood informed the EC that this project is underway.</p>
<p>5. Standing Agenda Items 5A. CAW Updates</p>	<p>The CAW representative Tom Crawford and EXP facilitator Eleanor Garrett shared updates on the CAW. Recent CAW agenda items have included preparing their 2026 work plan, discussing the outcomes of the 2025 legislative session and looking ahead to the 2026 session, and receiving an educational briefing on community solar and integrating microgrids at the neighborhood level.</p>
<p>5B. Jurisdiction Updates</p>	<p>City of Lacey Updates were provided by Staff Team Member Linsey Fields:</p> <ul style="list-style-type: none"> <li>• The City of Lacey submitted a request for \$350,000 in funding from the Department of Commerce through a Climate Planning Grant. This funding would be to update the Bike and Pedestrian Plan, the Urban Forestry management Plan, and potentially to conduct a Vulnerability and Risk Assessment for sea level rise.</li> <li>• The City has been approved for a \$215,000 Washington State Department of Transportation (WSDOT) grant for an e-bike program for City employees. This funding will provide 30 e-bikes for City employees to use as part of a larger commute trip reduction program.</li> </ul>

City of Olympia Updates were provided by Committee Member Robert Vanderpool:

- The City of Olympia is currently scheduled to consider the Home Energy Score Ordinance at the March 24<sup>th</sup> City Council meeting.
- In March, the City will launch the applications for the [Safe Housing and Rental Efficiency \(SHARE\) Accelerator Pilot program](#) in partnership with Olympia Community Solar.
- The City has completed the Downtown Bike Corridor, which connects regional trails to the downtown Olympia area.

Thurston County Updates were provided by Committee Member Emily Clouse:

- Thurston County has been conducting community engagement throughout January and February on the Home Energy Score model ordinance and has so far received over 250 public comments. The County intends to make a decision on the Home Energy Score ordinance soon.
- The County has completed the design phase of a solar plus storage project for the Public Health and Social Services Building on Lily Road. This project is funded with a Clean Energy Community Grant through the Climate Commitment Act (CCA). This project will go out to bid later this year for construction.
- The County is leading the launch of the next round of Energize Thurston later this spring.
- County staff are working to develop an implementation and monitoring plan for the new Climate Element of the comprehensive plan. The County was not awarded a climate planning grant to fund implementation of the Climate Element in this round of funding.

City of Tumwater Updates were provided by Staff Team Member Alyssa Jones Wood:

- The City of Tumwater hired Shreya Masina, a Civic Spark Fellow, a full-time, term-limited (9 months) position. She will be working on implementing

	<p>actions from the Resilience Sub-element of the City’s Climate Element.</p> <ul style="list-style-type: none"> <li>• The city is working on zoning code amendments to address data centers and battery energy storage systems (BESS) for personal use all the way up through utility scale. Amendments to zoning code will aim to avoid any negative externalities associated with these new technologies. This topic will be reviewed by Planning Commission and City Council in March before new language is drafted.</li> <li>• The city is also working on amendments to the street tree code, landscaping code, and tree and vegetation protection ordinances. The city aims to adopt all three codes and a Street Tree Plan by November of this year.</li> <li>• The city is hosting a work session on the Home Energy Score ordinance, introducing the score as a tool and discussing potential next steps.</li> <li>• The Thurston County Green Business Expo will be held on April 8<sup>th</sup>. The city is working with the Thurston Climate Action Team (TCAT) to organize a commercial fleet vehicle EV show at this event.</li> <li>• The city’s <a href="#">Earth and Arbor Day celebration</a> on April 18<sup>th</sup> at Historical Park from 10am-1pm. Activities will include tree planting, weed removal, and native plant giveaways.</li> <li>• The city is working to get Tumwater’s first relief station for Bike Anywhere Day in May.</li> </ul>
<p>6. Unscheduled Business</p>	<p>Prior to adjournment, Chair Swarthout initiated a discussion about a letter that the Board of County Commissioners recently sent to the Board of Natural Resources about protecting legacy forests in Thurston County. She suggested that the TCMC Executive Committee could consider sending a similar letter.</p>
<p>7. Adjourn</p>	<p>The meeting was adjourned at 4:55.</p>

Meeting summary was prepared by the consultant (EXP) and TCMC Staff Team. This summary is not verbatim.

# MEMORANDUM

TO: Thurston Climate Mitigation Collaborative Executive Committee

FROM: Thurston Climate Mitigation Collaborative Staff Team:  
Alyssa Jones Wood, City of Tumwater

DATE: May 18, 2026

SUBJECT: Officer Elections

## Requested Action

Election of TCMC Executive Committee Chair and Vice Chair for the Quarter Two 2026 – Quarter Two 2027 term.

## Background and Analysis

The TCMC Executive Committee Charter states that Officers (Chair and Vice Chair) are appointed annually by the Executive Committee to serve a one-year term. Only designated primary Executive Committee members are eligible to serve as Chair or Vice Chair. The Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor. The newly elected officers take office at the close of the meeting at which they were elected. Members may serve up to three consecutive years in any officer position.

No nominations were provided prior to the meeting.

## Decision Options

Take nominations from the floor and elect the EC Chair and Vice Chair.

# MEMORANDUM

**TO:** Thurston Climate Mitigation Collaborative Executive Committee

**FROM:** Thurston Climate Mitigation Collaborative Staff Team:  
Rebecca Harvey, Thurston County

**DATE:** May 18, 2026

**SUBJECT:** State Forest Lands Management Advocacy Update

## Requested Action

Receive a presentation from Commissioner Tye Menser (TCMC Executive Committee Alternate Member) on the Board of County Commissioners' (BoCC's) recent advocacy work to protect state forest lands in Thurston County.

## Background and Analysis

The Thurston Climate Mitigation Collaborative (TCMC) selected "State Forest Lands Management Advocacy" as one of its Regional Initiatives in 2024. This initiative contributes to implementing two strategies in the Thurston Climate Mitigation Plan (TCMP):

- Strategy A5: Preserve tree canopy and manage forests and prairies to sequester carbon
- Strategy G5: Advocate for climate-mitigating state and federal policy

On January 8, 2024, the TCMC Executive Committee received a presentation from Washington Conservation Action about management options to protect Thurston County's remaining acres of structurally complex forests (SCF). Colloquially called "legacy forests," these older (pre-WWII) mixed-species Northwest forests are some of the world's most effective forests in terms of carbon storage and sequestration. The Committee then approved (and jointly signed) a letter to the Board of Natural Resources requesting a pause on Thurston County timber sales containing SCF.

Since then, the Thurston County Board of County Commissioners (BoCC) has continued to engage with the Washington Department of Natural Resources (DNR) to request conservation of the increasingly rare stands of SCF in Capitol State Forest. At the Feb 23, 2026, TCMC Executive Committee meeting, Chair Swarhout requested that County Commissioner Tye Menser attend a future TCMC Executive Committee meeting to provide an update on the BoCC's work to protect legacy forests.

## Decision Options

N/A – Briefing Only

## Attachments

none

# MEMORANDUM

**TO:** Thurston Climate Mitigation Collaborative Executive Committee

**FROM:** Thurston Climate Mitigation Collaborative Staff Team:  
Julia Downing, TCMC Regional Climate Program Specialist

**DATE:** May 18, 2026

**SUBJECT:** Energize Thurston Program Update

## Requested Action

Receive a briefing on the 2025 Energize Thurston campaign outcomes and the status of the upcoming 2026 campaign.

## Background

In 2025, Thurston County and the cities of Olympia, Lacey, and Tumwater (Partner Jurisdictions) partnered with South Puget Sound Habitat for Humanity (SPSHFH) to implement the Energize Thurston heat pump group purchase campaign, which aimed to reduce barriers to home electrification for Thurston residents. Energize Thurston 2025 expanded on the prior “Energize Olympia” campaign (2023-2024) to cover all of Thurston County and realize the TCMC’s 2024 Regional Initiative: to design a Residential Energy Efficiency and Electrification Campaign. This initiative supports implementation of TCMP Strategy B1: Reduce energy use in existing residential buildings.

Energize Thurston provides outreach and education, access to rebates and incentives, and installation services from Installation Partners who offer a pre-negotiated group purchase discount. The campaign emphasizes engagement with underserved and disadvantaged communities, particularly low- and moderate-income (LMI) households, by offering a limited number of fully and partially subsidized installations for income-qualified households. Energize Thurston 2025 subsidized the cost of equipment and installation services for LMI participants at two different levels, based on household income qualification:

- Low-income households earning under 80% Area Median Income (AMI) are eligible for 100% cost coverage of equipment and installation.
- Moderate-income households earning at least 80% AMI, but less than 120% AMI are eligible for 80% cost coverage of equipment and installation (maximum \$2,500 cost share per household).

Energize Thurston also offers a Self-Funded Pathway, available to any Thurston County household, which includes access to discounted installations, all available rebates as time-of-sale discounts, education on heat pump technology and customer support and guidance throughout their install.

## 2025 Campaign Outcomes

Campaign highlights include:

- 227 total heat pump and heat pump water heater installations.
  - 177 fully or partially subsidized installations for low- and moderate-income households.
  - 50 discounted heat pump and water heater installations for self-funded households.
- 521 residents engaged through the campaign’s educational workshop series.
- 145 households gained access to cooling through a heat pump space conditioning system.
- 115 households converted from fossil fuels to electric heat pump space conditioning systems.
- 2,579 MTCO<sub>2</sub>e total estimated greenhouse gas emissions avoided through the 2025 campaign.

The [Energize Thurston 2025 Campaign Evaluation Report](#) provides an overview of the campaign structure, established goals, and partnerships; and a summary of campaign outcomes.

## 2026 Campaign Planning – Launch Estimated Early July

Based on the success of Energize Thurston 2025, the Staff Team is now preparing to launch Energize Thurston in July 2026. Recommendations for 2026 are informed by feedback from participants and partners as documented in the 2025 Evaluation Report.

In large part, the structure and processes of the 2026 campaign will replicate those from 2025. However, the following key aspects of Energize Thurston are proposed to change:

- Energize Thurston 2025 followed an “installer model” in which the lead jurisdiction contracted directly with four qualified Installation Partners through a competitive Request for Proposals (RFP) process. By contrast, Energize Thurston 2026 will follow a “distributor model,” in which the City of Olympia will contract with one or more Distribution Partners, who will develop and oversee a roster of vetted installers to serve the program. This change is anticipated to reduce staff time needed for installer oversight, expand the eligible equipment available to program participants, and reach a broader network of HVAC installers.
- SPSHFH will contract with a small number of competitively selected contractors from the Distribution Partner’s roster to serve the LMI Pathway.

## 2026 Campaign Funding

As of May 5, 2026, Energize Thurston has been awarded \$1.1 million to support subsidized installations for the 2026 program. Funding is supported by the following awards:

- \$350,000 from the Washington State University (WSU) Community Energy Efficiency Program (CEEP) to serve waitlisted applications.
- \$750,000 from Puget Sound Energy’s Residential Decarbonization Grant Program.
- \$80,000 from the City of Olympia’s Community Development Block Grant (CDBG) Program to serve Olympia residents.

Staff have also applied for funding from the Home Electrification & Appliance Rebate Program administered by the Department of Commerce and will continue to apply for additional funding as available.

## **Attachments**

[Energize Thurston 2025 Campaign Evaluation Report](#)

[Energize Dashboard: A Heat Pump Adoption Program](#)

## MEMORANDUM

TO: Thurston Climate Mitigation Collaborative Executive Committee

FROM: Thurston Climate Mitigation Collaborative Staff Team:  
Rebecca Harvey, Thurston County  
Pamela Braff, City of Olympia

DATE: May 18, 2026

SUBJECT: Home Energy Score Policy and Program Update

### Requested Action

Receive a briefing on adoption of the Home Energy Score (HES) Ordinance in TCMC jurisdictions and next steps to develop a regional HES Program.

### Background and Analysis

During the 2023 Thurston Climate Mitigation Collaborative (TCMC) Annual Retreat and subsequent Executive Committee (EC) meeting, the TCMC agreed to develop a model home energy score disclosure ordinance (HES Policy) as one of its regional initiatives in 2024. On January 27, 2025, the TCMC Executive Committee voted unanimously to recommend approval of the HES model ordinance in order for it to move forward to the jurisdiction parties for consideration.

### Jurisdiction Status

- Thurston County: The BoCC adopted the HES Ordinance on March 17, 2026 (Ordinance No. 16619).
- Olympia: The City Council adopted the HES Ordinance on April 14, 2026 (Ordinance No. 7647).
- Tumwater: The City Council held work sessions on February 24, 2026 and May 12, 2026. Staff also held a HES Stakeholder work session with members of the Thurston County REALTORS® Association on May 5, 2026.
- Lacey: The City Council has placed the HES ordinance adoption process and decision making on the schedule for early 2027.

The HES Ordinances in Thurston County and Olympia are the first residential energy rating disclosure requirements adopted by local governments in the state of Washington.

### HES Program Development

The HES disclosure requirement will take effect in Thurston County and Olympia in Spring 2027, one year after ordinance adoption. Key steps to prepare for HES Program implementation are listed below with approximate timelines for each.

**Step 1: Contracting** (May–August 2026)

- Thurston County is issuing a Request for Qualifications and Quotes (RFQQ) for an HES Program Implementation Partner to support program launch and first year of implementation.
- Scope of Work includes (but not limited to): onboard and manage a network of local HES Assessors, fulfill requirements of DOE Partnership Agreement, create customized HES report, launch IT systems needed for program implementation, provide quality assurance to ensure consistent scoring practices, analyze data and report on program activity.
- Expected contract execution date: August 4, 2026

**Step 2: Stakeholder Engagement<sup>1</sup>** (September – October 2026; tentative)

- Stakeholder engagement will focus on the following program elements: education and outreach strategy, supplementary information included in the HES report, and program monitoring criteria and metrics.
- Key stakeholders include the Thurston County Realtors Association and local real estate brokerages, and general community members, especially current and future homeowners.

**Step 3: Administrative Process Development** (May–October 2026)

- Centralized Processes (County-led with support from Implementation Partner)
  - HES Assessor verification and registration
  - NWMLS integration
- Jurisdiction Processes / Standard Operating Procedures
  - Exemption application and approval
  - Low-income subsidy application, rebates, contracting
  - Compliance review and notifications; enforcement

**Step 4: Workforce Development** (August 2026 – March 2027)

- Work with Implementation Partner on workforce recruitment and training
- Partner with local/regional workforce development organizations
  - Goal: 10 – 15 registered local HES Assessors<sup>2</sup> by program launch

**Step 5: Communication Plan** (October 2026 – February 2027)

- Develop HES Communication Plan for program launch and implementation
- Develop communication assets (fact sheets, presentation templates, real estate agent training videos, etc.)
- Conduct open houses/outreach events for public and real estate agents

**Step 6: Program Implementation and Monitoring Plan** (December 2026 – March 2027)

- Establish roles, responsibilities, SOPs for program implementation
- Identify criteria, frequency, and metrics for program monitoring
- Set timeline for launch, monitoring, and reporting

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<sup>1</sup> Step 2 stakeholder engagement is specific to program design. Additional engagement will be conducted for workforce development and ongoing community education and outreach.

<sup>2</sup> Based on preliminary estimates, a minimum of 6 to 8 full-time HES assessors would be needed to meet demand in Thurston County. We aim to register a larger number (10 to 15) to ensure a sufficient workforce particularly in the busiest real estate months.

**Step 7: HES Program Launch** (Spring 2027 – date TBD)

- Issue press release and conduct outreach
- Implement established administrative processes
- Conduct continual QA, monitoring, and reporting

**Decision Options**

N/A – Briefing Only

**Attachments**

none