



City of Lacey, Washington
Parks, Culture, and Recreation Board Meeting Minutes
Wednesday, November 1, 2023 - Council Chambers and Online

Call to Order

The meeting was called to order at 5:31 p.m.

Roll Call

Commissioner Present: Nate Clay, Hilary Dykstra, Bill Fosbre, Kamber Good, Wendy Goodwin, Gary Larson, and Aram Wheeler.

Commissioners Excused:

Commissers Unexcused:

Staff Present: Sue Falash, Recreation Manager (5:36 p.m.); Erin Quinn Valcho, Museum Curator; and Jenny Wilson, Senior Parks Planner.

Public Present: Paul Brewster, Thurston Regional Planning Council, Senior Planner

1. Approval of Agenda and Minutes:

A. Approval of Agenda

Commissioner Fosbre made a motion to approve the agenda as written. Commissioner Larson seconded. Motion carried. Agenda approved as amended.

B. Approval of October 4, 2023 Minutes

Commissioner Fosbre made a motion to approve the minutes as amended. Commissioner Larson seconded. Motion carried.

2. Announcements

None.

3. Public Comment:

No verbal or written comments. Items of correspondence were included in the packet.

The deadline to submit written public comments was 4:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record.

4. Business Items:

A. Thurston Regional Trails Plan Updated Draft

Paul Brewster, Thurston Regional Planning Council Senior Planner

Brewster gave an update on the Thurston Regional Planning Council's Trails Plan draft.

B. 2024 Proposed LPCR Budget

Sue Falash, Parks, Culture and Recreation Recreation Manager

Falash gave an overview of the 2024 LPCR Budget.

Commissioner Wheeler made a motion to approve the 2024 LPCR Budget. Commissioner Larson seconded. Motion carried.

C. 2024 Parks Board Work Plan Draft

Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner

Commissioners provided proposed changes to the work plan and will vote on the final version at the December meeting.

D. 2024 Parks Board Nominations

Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner

Commissioner Good made a motion to nominate Commissioner Goodwin as Chair. Commissioner Fosbre seconded. Motion carried.

Commissioner Dykstra made a motion to nominate Commissioner Good as Vice Chair. Commissioner Larson seconded. Motion carried.



Commissioner Larson made a motion to elect the slate as presented. Commissioner Dykstra seconded. Motion carried.

E. City Council Land Acknowledgement Policy

Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner

Wilson provided background on the City Council resolution to adopt a land acknowledgment and the related policy.

Commissioner Dykstra made a motion to use the abbreviated land acknowledgement on the Parks Board's meeting agendas and to say it aloud at each meeting. Commissioner Fosbre seconded. Motion carried.

5. Reports:

A. Commissioners

Commissioner Dykstra asked for information on how the Parks Board vacancy is being marketed and suggested advertising through the City of Lacey utility bills.

B. Chair

Chair Goodwin shared:

- Compliments on the Children's Day event.
- Information about participation in Intercity Transit's week without driving campaign in October.
- Commissioner Larson took Commissioner Goodwin and Director Burbidge on a tour of his property on October 20, 2023.
- Help is needed at the Thurston County Food Bank and Interfaith Works shelter. Contact Commissioner Goodwin for details on how to volunteer or donate.

C. Recreation Manager

Falash shared:

- The aquatic and volunteer supervisor position is open. A candidate was selected and planned to start November 13, 2023; however, she recently declined the position. The position has been re-opened for applications.
- The Recreation Coordinator position closed.
- An overview of upcoming events and programs.
- A maintenance issue with the synthetic turf at the RAC.

D. Parks Maintenance Supervisor



Wilson shared the following maintenance updates:

- The portable bleachers donated through the park enhancement program were moved to the RAC and Rainier Vista.
- A large ash was removed from College Street.
- Two staff attended a week-long training session in February to learn the process of planning a maintenance management program for a park property. The training includes a capstone project that takes about 80 hours to complete. Both staff completed their projects in October.
- Completed many routine maintenance items including;
 - Aerated all Parks
 - Winterized over 70 irrigation systems in parks and right-of-ways
 - De-thatched problem turf areas
 - Removed 150 yards of leaves from parks and right-of-ways
 - Added 50 yards of fall protection material to playgrounds at the RAC

E. Senior Parks Planner

Wilson shared the following updates:

- The construction and design team is moving forward on the Woodland Creek Park bridge replacement project. They are currently negotiating with SCJ Alliance on design services.
- Attended the National Recreation and Parks Association annual conference October 10-12, 2023 in Dallas along with Jen, Sue and a few other staff from our dept.
- Recruiting for a new parks board member.

F. Director

Wilson shared the following updates:

- Greg Cuoio Park Phase 1A Update - The Capital Projects Team reported to City Council at their October 12, 2023 worksession. Construction is looking like no later than early 2025. The adjusted site plan should be completed by late October. Then 90% redesign will kick off. Permits will be submitted mid-November. 100% design is intended to be completed by mid-March.
- Mayor's Gala was held on October 20, 2023. Proceeds to Veteran's Services Hub (close to \$40k was raised).
- Sarah Smith resigned. Her last day was October 27, 2023.
- City Council awarded Contract PW 2022-19, relating to the RAC Parking Lot Expansion, Miles LLC out of Puyallup for \$2.9 million.
- Director Burbidge, along with other local parks directors, is meeting with Thurston Regional Planning Council on November 8, 2023 to discuss 1)



recommendations from the draft plan to establish a trails advisory workgroup to coordinate plan implementation and 2) holding an annual trail planning meeting of stakeholders to promote awareness and support the region's trail network.

6. Adjourn

Chair Goodwin adjourned the meeting at 7:13 p.m.

Next Meeting:

December 6, 2023, 5:30 p.m., Council Chamber or Online

Upcoming Events:

Signing Santa, December 1, 2023, 6:30 p.m., Chambers Prairie Elementary

Lighted Parade & Christmas Tree Lighting, December 4, 2023, 6:30 p.m., Huntamer Park

Breakfast with Santa, December 9, 2023, 9:00 a.m., Lacey Community Center

