



City of Lacey, Washington
Parks, Culture, and Recreation Board Meeting Minutes
Wednesday, January 3, 2024 - Council Chambers and Online

Roll Call

Commissioners Present: Nate Clay, Laurie Davies, Kamber Good, Hilary Dykstra (arrived at 5:35pm), Bill Fosbre, Gary Larson, Wendy Goodwin, and Aram Wheeler.

Staff Present: Kelly Adams, Special Project Administrator; Jen Burbidge, Director; Sue Falash, Recreation Manager; Sean Finney, Recreation Supervisor; Elissa Fontaine, City Clerk; Shannon Kelley-Fong, Assistant City Manager; Erin Quinn Valcho, Museum Curator; Byron Schorzman; and Jenny Wilson, Senior Parks Planner.

Public Present: Anis Ahmed, Jessie Ahmed, Emi Means, and Jackie Means

Call to Order

Chair Goodwin called the meeting to order at 5:30 p.m.

1. Land Acknowledgement:

Chair Goodwin read the land acknowledgment.

2. Approval of Agenda and Minutes:

A. Approval of Agenda

Commissioner Wheeler made a motion to approve the agenda as written. Commissioner Fosbre seconded. Motion carried.

B. Approval of December 6, 2023 Minutes

Commissioner Wheeler made a motion to approve the December 6, 2023 minutes as written. Commissioner Fosbre seconded. Motion carried.

3. Announcements

Wilson introduced new commissioner Laurie Davies.

There is no meeting in February.

Director Burbidge announced:

- Former Mayor and City of Lacey Councilmember William Bush passed away December 21, 2023. In 2005, the City recognized him for his lifelong advocacy for parks and recreation by naming the park along Yelm Highway William A. Bush Park.
- The Ken Balsley Memorial Bench Dedication is January 18, 2024 at 2:00 p.m. at Civic Plaza.

4. Public Comment:

The Commission received no verbal or written comments. Items of correspondence were included in the packet.

5. Business Items:

A. **Wonderwood Park Little Library Update**

Girl Scout Troop 45298

Girl Scout Troop 45298 members Jessie Ahmed and Emi Means presented a final report on the Wonderwood Park Little Library. The project has been very successful with books being replenished by the community and no vandalism. They have made arrangements to ensure ongoing maintenance.

B. **New Staff Introduction: Byron Schorzman**

Sean Finney, Recreation Supervisor

Sean Finney introduced new Recreation Coordinator Byron Schorzman and his role in the department.

Finney shared a year-end report of the Regional Athletic Complex's tournament revenue of over \$150,000 for a regional economic impact of \$15 million.

C. **Volunteer Program Handbook**

Jenny Wilson, Senior Parks Planner

Wilson presented the Volunteer Program Handbook.

Commissioner Goodwin asked for more details about the application process so



she could share it with potential interested parties.

Commissioner Wheeler asked if the Commissioner volunteers hours were tracked and reported.

D. Woodland Creek Park Disc Golf Agreement

Justin Beard, Recreation Supervisor

Falash presented the contract with the South Puget Sound Disc Golf Association Agreement. In reciprocation for building and maintaining the course, they hold three tournaments annually. There are no changes to the contract from the previous year.

Commissioner Wheeler made a motion to approve the South Puget Sound Disc Golf Association Agreement. Commissioner Larson seconded. Motion carried.

E. City Email Addresses and Advisory Board Stipend Program

Kelly Adams, Special Project Administrator; Elissa Fontaine, City Clerk; and Shannon Kelley-Fong, Assistant City Manager

Staff presented the new advisory board member updates including; City-issued email addresses, CivicClerk board portal, stipend program, demographic survey, and the support available to commissioners.

Chair Goodwin asked who would receive the demographic survey. The anonymous survey is for current board members so the City knows who is represented on advisory boards. This data will help to inform future recruitment and engagement efforts.

F. Upcoming Joint Work Session Preparation

Jen Burbidge, Director

Director Burbidge shared information about the new format for the joint worksession with Council. Senior Parks Planner Wilson and Chair Goodwin will give a short presentation of the board's 2023 accomplishments and 2024 work plan.

6. Reports:

A. Commissioners



Commissioner Good shared a proposed volunteer project with the Travis Manion Foundation, a military support foundation. Wilson will follow up with potential projects.

B. Chair

Chair Goodwin thanked Parks Maintenance, Commissioner Clay, Senior Parks Planner Wilson, and other volunteers for planting trees at Lake Lois Habitat Reserve.

C. Recreation Manager

Manager Falash reported:

- Scott Carter, Aquatics and Volunteer Supervisor starts on Monday, January 8, 2024
- Parking lot at the RAC is underway
- New concessionaires at the RAC start this weekend
- New beverage contract with Pepsi contract starts next week
- Community Center is closed for annual maintenance

D. Parks Maintenance Supervisor

Wilson shared:

- Planted 370 seedlings in Parks (Long Lake, Cuoio, Wonderwood and Wanschers) and assisted a volunteer group in planting 150 seedlings at Lake Lois Habitat Reserve
- Installed Ken Balsley's memorial bench at Civic Plaza
- Conducted 4th Quarter play toy inspections
- Removed tree stakes from 140 street trees planted last year
- Replaced worn batter's boxes on synthetic fields at the RAC

E. Senior Parks Planner

Wilson shared:

- The Woodland Creek Bridge Replacement Bridge Project is moving forward. The schedule is currently set to be out to bid in June. The construction timeline will partially be determined by the State Environment Protection Act permit.

F. Director



Director Burbidge shared:

- 2024 Budget was approved at the December 21, 2023 City Council meeting
- The Executive Assistant, Carter Gibson, will start January 22, 2024.
- City Council meeting night change was approved at the December 7, 2023 City Council meeting. All City Council meeting will be Tuesdays and Council Committees will not continue.
- Greg Cuoio Park Phase 1A, 90% design will be done by mid-January and working toward 100% design by mid-March.

7. Adjourn

The meeting was adjourned at 6:53 p.m.

Next Meeting:

January 23, 2024, 6:00 p.m., Joint Parks Board and City Council Work Session,
Council Chambers or Online

Upcoming Events:

History Talks - Inside the Lacey City Council of the 1970s, January 10, 2024,
6:30 p.m., Council Chambers or Online

Lacey Loves To Read 2024 Author: Donna Barba Higuera, February 15, 2024,
6:00 p.m., James Koval Center for the Performing Arts

History Talks - Find Your Family History in the Washington State Archives,
February 15, 2024, 6:30 p.m., Council Chambers or Online

Lacey Cultural Celebration, March 9, 2024, 10:00 a.m., Saint Martin's University

