



City of Lacey, Washington Parks, Culture, and Recreation Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, August 7, 2024

5:30 PM

Council Chambers and Online

Call to Order

Roll Call

1. Land Acknowledgment:

The Parks, Culture and Recreation Board meets on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the [Medicine Creek Treaty of 1854](#).

2. Approval of Agenda and Minutes:

- A. Approval of the Agenda*
- B. Approval of June 5, 2024 Minutes*

3. Public Comment:

Please refer to the bottom of the agenda for instructions on how to provide public comment

4. Business Items:

- A. **2024 Work Plan Update***
Jenny Wilson, Senior Parks Planner
- B. **2025 Budget Requests**
Jenny Wilson, Senior Parks Planner

C. **North Thurston Public Schools Interlocal Sub-Agreements***

Sue Falash, Recreation Manager

D. **Greg Cuoio Park Update**

Jenny Wilson, Senior Parks Planner

E. **Parks Improvement Funding Workgroup Update**

Jenny Wilson, Senior Parks Planner

5. Reports:

A. Commissioners

B. Chair

C. Recreation Manager

D. Parks Maintenance Supervisor

E. Senior Parks Planner

F. Director

6. Adjourn

*Vote Requested

Next Meeting:

Parks, Culture and Recreation Board Meeting: September 13, 2024, 11:30 a.m, Parks Tour will be held at various Lacey Parks sites, to be announced

Upcoming Events:

Lacey In Tune Children's Entertainment Series: Tuesdays, July 9 - August 13, 2024, 6:30 p.m., Huntamer Park

Lacey In Tune Concert Series: Wednesdays, July 10 - August 14, 2024, 12:00 p.m., Huntamer Park

Play In The Parks Family Entertainment: Thursdays, July 11 - August 15, 2024, 2:00 p.m., Various Parks

Lacey In Tune Concerts, Movies, & Food Trucks: Fridays, July 19 - August 9, 2024, 7:00 p.m., Huntamer Park

Attend Remote or In Person

There are several ways to attend the Parks, Culture, and Recreation Board meeting:

In Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: https://us02web.zoom.us/webinar/register/WN_dzwlG0zPRuem657l7YnKyg

Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: https://www.youtube.com/watch?v=qUPtW_olA_4

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 895 4104 5608)



Verbal Public Comment

The opportunity for verbal public comment is available in-person or by Zoom:

In Person: Use the sign-up sheet at the meeting location.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_dzwIG0zPRuem657I7YnKyg

Instructions and access details will be provided once registration is complete.

Written Public Comment

Please submit written public comment at <https://laceyparks.org/about/board> up to two hours prior to the start of the meeting. Public comments received by the deadline will be sent to Commissioners prior to the meeting, but will not be read at the meeting.

Emailed correspondence that is received throughout the month will be included in the next available Parks, Culture, and Recreation Board packet under Correspondence.





City of Lacey, Washington
Parks, Culture, and Recreation Board Meeting Minutes
Wednesday, June 5, 2024 - Executive Board Room and Online

Call to Order

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

Roll Call

Commissioners Present: Chair Wendy Goodwin, Vice Chair Kamber Good, Nate Clay (Youth Representative), Laurie Davies, Bill Fosbre, Gary Larson, Aram Wheeler
Staff Present: Jen Burbidge, Director; Jenny Wilson, Senior Parks Planner; Carter Gibson, Executive Assistant; Justin Beard, Recreation Supervisor; Sue Falash, Recreation Manager; Jeannette Sieler, Recreation Supervisor

1. Land Acknowledgment:

Commissioner Wheeler read the land acknowledgment.

2. Approval of Agenda and Minutes

A. Approval of the Agenda

Commissioner Good made a motion to approve the agenda as written.
Commissioner Davies seconded. Motion carried.

B. Approval of May 1, 2024 Minutes

Commissioner Wheeler made a motion to approve the agenda as printed.
Commissioner Larson seconded. Motion carried.

3. Public Comment

No public comment.

4. Business Items

A. Stream Team Nature Sleuth Program

Ali Brown, Public Works Water Resources Specialist

Water Resource Specialist Brown provided the board an overview of the Nature Sleuth program.

B. Upcoming Summer Events

Jeannette Sieler, Parks, Culture and Recreation Recreation Supervisor

Recreation Supervisor Sieler reported the events that Lacey Parks, Culture and Recreation are organizing this summer.

C. Alcohol Use Permit

Justin Beard, Parks, Culture and Recreation Recreation Supervisor

Recreation Supervisor Beard summarized the alcohol use permit request from Lacey South Sound Chamber of Commerce.

Commissioner Good made a motion to approve the permit. Commissioner Larson seconded. Motion carried.

D. North Thurston Public Schools Interlocal Sub-Agreements

Sue Falash, Parks, Culture and Recreation Manager

Recreation Manager Falash summarized the proposed interlocal sub-agreements for athletic fields.

Commissioner Larson made a motion to approve the sub-agreements. Commissioner Davies seconded. Motion carried.

E. Young Child & Family Center Update

Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge summarized the presentation that was provided to the Lacey City Council during their June 4, 2024 meeting pursuant to the Young Child & Family Center project led by North Thurston Public School District.

F. Greg Cuoio Park Update

Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge shared the draft designs for signage of Phase 1 of the ongoing



Greg Cuoio Park project.

G. Parks Improvement Funding Work Group Update
Jen Burbidge, Parks, Culture and Recreation Director

Director Burbidge summarized the presentation provided to the Lacey City Council during their June 4, 2024 meeting pursuant to the establishment of the City's ad hoc Parks Improvement Funding Workgroup. She asked interested commissioners to follow up with staff regarding serving on the Workgroup in an ex-officio capacity.

5. Reports

A. Commissioners

No reports.

B. Chair

Commissioner Goodwin reported:

- She was moved from an alternate to a participant for the 2024 Thurston County Conservation Future Committee where she reviewed this year's projects.
- She presented Director Burbidge with a 2024 South Sound Exceptional Woman Award from the Soroptimist International of Olympia that she accepted on Director Burbidge's behalf.

C. Recreation Manager

Recreation Manager Falash reported:

- The Sports Commission is on hold until they hire new staff.
- Lacey Spring Fun Fair was a great success.
- The Regional Athletic Complex held the District playoffs for fastpitch and baseball *and* the WIAA 3A State Fastpitch tournament.
- The Regional Athletic Complex parking Lot is open.
- Day camps are full. Many weeks have wait lists.
- The Lacey Community Center and Jacob Smith House have been exceeding rental expectations.
- Aquatics classes continue to have wait lists, Recreation Supervisor Carter has recruited additional staff to triage these needs.
- Recreation Supervisor Carter completed his Lifeguard Training Certificate, permitting him to train staff.



D. Parks Maintenance Supervisor

Senior Parks Planner Wilson gave the Parks Maintenance Supervisor's report in his absence, reporting that since the last Board meeting the maintenance team:

- Completed the punch list for the new Regional Athletic Complex parking lot;
- Completed restoration of Field 3 at the Regional Athletic Complex;
- Re-landscaped the parking lot islands at Woodland Creek Community Park;
- Assisted with Lacey Spring Fun Fair;
- Completed the quarterly play toy inspections;
- Installed hanging baskets at the Lacey Community Center and the Regional Athletic Complex;
- Painted the new gate Long Lake Park;
- Cleaned seven instances of graffiti;
- Had four staff attend the Washington Recreation and Parks annual conference in Vancouver; and
- Executed a Memorandum of Understanding with Lacey Fire District 3 for use of park property for wildland fire training.

E. Senior Parks Planner

Senior Parks Planner Wilson reported:

- The construction of the Regional Athletic Complex Kiosk should be completed by June 15, 2024. The historical panels for the kiosk are being reviewed by staff.
- The Meridian Park water production well project has started.
- The Woodland Creek Community Park bridge project is nearing completion of the design phase.
- She and Director Burbidge submitted grant application to the Washington Recreation and Conservation Office for the Bush Park playground and Rainier Vista pickleball projects.
- Communication outreach and education efforts have continued for off-leash dogs.
- Due to community request, Lacey Parks, Culture and Recreation has started the process to make trail maps of key Lacey parks. Lacey Rotary and Gateway Rotary will donate \$5000 for this project and will provide volunteer support.

F. Director

Director Burbidge reported:

- The comprehensive plan identified Arbors Park as a City-owned neighborhood park leased to the Meadowlake Homeowner's Association for



maintenance. City staff continue to work with the Association in minor improvements required to meet safety standards as required in the agreement.

- The Ken Balsley Memorial Bench dedication was held on May 30, 2024.
- The Lacey Parks, Culture and Recreation Board will not meet in July due to the 3rd of July Fireworks Spectacular event at Rainier Vista Park.
- This is the last meeting Youth Commissioner Clay will be serving on this board as he is graduating from high school.

6. Adjourn

Chair Goodwin adjourned the meeting at 7:11 p.m.



Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
4.25.24	John M.	Email generated from Multifamily housing project near Woodland Creek Neighborhood: I, and others in the Woodland Creek neighborhood believe that with the Williams Crossing development, there is an opportunity to set right what we see as dishonest planning for the Greg Cuoio Park Master Plan. In 2017, the City purchased the land which will be the future park. The purchase included parcel 11809130203. This single-family parcel is located on Woodland Creek St within the Woodland Creek neighborhood. The reason for the City to buy a lot in our neighborhood is to be used as a future park entrance and parking. Even though the parcel was bought in 2017, residents of the neighborhood weren't informed of the City's intentions to add an entrance until 2020 during the Greg Cuoio Park Master Plan open house. Many residents were upset to learn about the City's plan for our neighborhood, enough so that the City Park planners hosted a separate meeting with just Woodland Creek residents to provide more information and answer questions. A lot of the frustration came from the City's do-first-and-ask-for-forgiveness-later planned for this parcel. Where was the outreach in 2017? Someone in the City must have known the parcel was going to be a future entrance, otherwise it wouldn't make sense to include it with the rest of the park lands purchase. Why didn't the City reach out to us before the lot was purchased? Here's where the City can right what we view as a wrong. Instead of using the parcel as an entrance in the Woodland Creek neighborhood, an entrance and parking should be included in the Williams Crossing development design. The north side of the Williams Crossing site, which is adjacent to the Park property, and the lot in Woodland Creek are very close together, almost touching each other. It would be much less disruptive to include the Park parking and entrance in a new development, rather than bothering the hundreds of people in Woodland Creek with disingenuous planning. I hope the City will consider moving the park entrance to the Williams Crossing development. Sincerely, John M.	Reply from Director Jen Burbidge: Thank you for sharing your feedback regarding the Greg Cuoio Park & Greenways Master Plan (GCPGMP) process. We wanted to address your concerns and provide you with accurate information. The City purchased the Palm Creek Headwaters properties (85 acres) in 2012 (included parcel 11809130203) after the purchase of 400 acres north and east (dark green, Greg Cuoio Park parcels). See light green area labeled Palm Creek Headwaters on the below map: The City began the master planning process for these parcels along with the adjacent park properties in April of 2021. This is the time the City began engaging with your neighborhood and others as is a typical parks planning process. Master plans are meant to express a long-term vision and therefore it was important to take a "balcony view" at this significant future park (537 acres total) and include all sections of the park in the long-term plan. The master plan is intended to guide future implementation, and to reflect the vision, character and activities identified by the community, with more detailed design and funding to follow at a later date. As shared during the GCPGMP process, further outreach and engagement will take place with community and neighborhoods as different sections of the park are scheduled to get developed. We believe the Palm Creek Headwaters section of the park is 10+ years from getting to this point. Regarding the Williams Crossing development, the City can ask the private developer to create access to the park from their property for their residents but the City can't mandate them to provide a public entrance to the park through their property. For your reference, the GCPGMP is located here: https://laceyparks.org/about/park-planning-projects/ Thanks again for providing feedback, Jen Burbidge Director

4.17.24	Crystal W.	Email generated from Multifamily housing project near Woodland Creek Neighborhood: Hello, I live in Woodland Creek Neighborhood, off of 15th. It has come to my attention that right next door to our neighborhood there will be a large apartment complex at Williams Crossing. I would like to suggest that the proposed "neighborhood access" to the Greg Cuoio park in the Palm Creek Headwaters section be moved from Woodland Creek Neighborhood to inside the Williams Crossing apartment complex. More people will have access to the park and there will be less traffic in a small neighborhood. Woodland Creek Neighborhood is NOT a safe place to add any additions that will increase traffic. Woodland Creek neighborhood has no sidewalks, lots of hills, and lots of blind corners. Additional traffic would be unsafe for the residents, especially the children. Please consider this request. It is a win-win. More people will have access to the park by placing the entrance in the Williams Crossing apartment complex (with over 260 residents!) AND the residents of Woodland Creek neighborhood will be safer. I look forward to hearing from you. Crystal W. After Initial Reply: Good morning Brett, Thank you for looking into this and for your quick reply. I too was originally told the Neighborhood Access in the Woodland Creek Neighborhood (Palmcreek Headwaters section of the Greg Cuoio park) would only be a pedestrian entrance with one ADA parking spot. However, according the Park Plan documents found here https://cityoflacey.org/projects/greg-cuoio-park-phase-1a/ as well as attached, the entrance in the Woodland Creek Neighborhood will include 5 to 10 parking stalls. That is not safe for our neighborhood. I understand not being able to force the developer to dedicate their own land to parking for the park, but could the city use the park land to simply make the entrance on that side of the park? If not, what is the City's plan to combat the increased traffic and safety issues in the Woodland Creek neighborhood? Thank you again, I appreciate your time.	Reply from Capital Projects Engineer Brett Boogerd: Hi Crystal, Thanks again for reaching out. I was able to find some direction about the park entrances. We understand your concern about increased traffic through your neighborhood. You may already be aware, but the "Neighborhood Access" would be for pedestrians. It is only intended to have 1 ADA parking stall at the entrance. In reference to the idea of moving the access to the apartment complex, we will not be able to move the entrance from the public land to the private complex. We will not be able to mandate the developer grant the public access. Thanks again for reaching out. Please let me know if you have further concerns! Regards, Brett Boogerd Follow Up Response: Hi Crystal, Apologies for the delayed response. You are right about the number of parking stalls. I missed that detail on the master plan. I was able to speak with the Parks Director, and she informed me the parking was discussed at several public meetings before the final master plan was approved by City Council. To your question of creating an access from a different location, the City does not own any other land adjacent to Public Right of Way in that vicinity. Regarding mitigating impacts to the traffic and safety of the neighborhood, we do know this is a concern. As mentioned above, City staff held a special meeting with park adjacent homeowners during the master planning process to discuss and share ideas. At this time, the design and development of this particular phase of the park is too far in the future (10+ years?) to propose specific mitigations. The City would engage in conversations with adjacent homeowners again prior to development (as we currently are with neighborhoods adjacent to the Phase 1A area underway). I wish I had a more concrete answer for you. Please let me know if you have further concerns! Regards, Brett Boogerd
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5.30.24	Sandy H.	Video submitted of off leash dogs inside the fenced softball area at Rainier Vista Park. After staff reply: Animal Services is unable to do anything. They are short staffed and they are usually out on cases. Basically, there is no one able to enforce the rules, and park staff are not allowed remind people the park rules in regard to off leash/out of control dogs. Signage is insufficient and enforcement non existent. I have to accept that this is how it but will continue to randomly film and send clips as it will be evidence for me when I have had enough of my dog being charged and jumped on by loose dogs. Meanwhile I try my best to avoid them. Sandy	Response from Senior Parks Planner Jenny Wilson: Thank you. For your reference, info went our in our city's newsletter about keeping dogs on leash. attached
6.3.24	Sandy H.	Video submitted of off leash dogs inside the fenced softball area at Rainier Vista Park. "The guy made sure to read the new leash signs at the field gate before going in. Its awesome that the signs are there but the messages are vague. It's too bad they didn't mention its a fineable park rule. "	
6.7.24	Ursula J. (via Q Alert)	I would like to see more activity possibility for little kiddos 3-7. Like - lower basketball hoops, Water playground or water fun fountains.	Response from Senior Parks Planner Jenny Wilson: Hello Ursula, thank you for reaching out with a suggestion. We completed our Parks, Culture and Recreation Comprehensive Plan in 2023 and there were many requests for water playgrounds / splash pads from the community. We are working to identify funding for projects like the ones you suggested.
6.20.24	Muraco H.	I have heard that there is a Phase 3 in the works for the RAC. I'm sure you have considered the idea already, but could you please reconsider the idea of placing pickleball courts in the park? Pickleball has quickly become Washington's claim to fame sport and is highly popular in the area, so much so that the demand for more courts is necessary due to longer wait times for booked courts in Thurston County. Thank you for considering.	Response from Senior Parks Planner Jenny Wilson: Thanks for reaching out and providing feedback. We are aware of the popularity of pickleball and the need for additional courts. We are applying for a state grant to add four courts at Rainier Vista Park. Thanks Jenny
6.20.24	Vijay V.	Hello Madam, Regarding ground space : Old-turf, opposite to RAC fields (behind Nisqually middle school). Google-maps photo attached here. I came to the Lacey parks office and spoke to the front desk regarding volunteering to clean the bushes around the old-turf.They advised me to reach you for more details. We are around 90 family friends playing cricket in and around Thurston county. During last winter, we saw the old-turf ground next to RAC was free and no one was using it. We cleaned some fireworks-trash and started playing on the ground. During rain, snow and sunshine we enjoy playing in that ground.After playing, many friends and kids love to play on weekends and weekdays. This ground was very helpful for all of us to keep us active and healthier year round. If needed, please check the link below for the matches we played in that ground and how much we love to play there. https://cricheroes.com/cricket-ground-detail/679336/olympia/old-turf We wish to volunteer and clean the blackberry bushes and weeds in the ground. Could you please check and let me know if we can volunteer to clean the bushes and continue using the ground. If needed, kindly give an appointment, I can come to the office and meet you.	Response from Senior Parks Planner Jenny Wilson: Hi Vijay, Thanks for reaching out and for providing a map. North Thurston Public Schools owns the area that you are referencing. Please contact them directly through their facilities staff. Their facility's website/contact information is below. Facilities webpage: https://www.nthurston.k12.wa.us/Domain/62

5.30.24	Dave & Brenda	Jerry, What a great event. I can't say enough about your kind and professional conduct and the EXCELLENCE that seemed to pervade the entire event. It brought Brenda and I genuine joy to know of your concern that ordinary families would have something free and accessible to bring their kids to. It was safe, well-monitored and free from any sort of drama or danger— I don't know much about Lacey, but that seems like quite an accomplishment these days. Thank you for working so hard and so long to put on such a great event and for allowing us to have a small part in it. I sincerely hope that I can use my abilities to entertain next year in an even more significant way:) I often find myself at events like this and wonder if anyone is in charge and how come no one thought of "this detail or that" and that was NOT the case with the Lacey Spring Family Fun Fair. It really seemed like you are a tremendously gifted leader, communicator and administrator — from the first email all the way through our experience as participants and as people who stopped at way too many food trucks, this was a clean, well-organized, wholesome and fun event that blessed an entire community. Your town is lucky to have you and your team and I truly hope that you get encouragement and slaps on the back, but I just wanted to emphasize, "WOW." What an event, what a team, and you individually have a great vision and did a great job:) Hope you get a little break before the next one! Dave and Brenda	
6.27.24	Orris Berg	The parks are kept very clean and maintained. What is the time line for new playground equipment for Bush Park. Thanks for all your hard work.	Response from Senior Parks Planner Jenny Wilson: Hi Orris, Thanks for reaching out and for the compliments regarding the parks. The ages 5-12 play equipment is on the work plan with an anticipated completion by the end of 2026 however that could change depending on other projects. Thanks, Jenny
7.1.24	Via Qalert (B,K)	(From RAC) Loud Music With Bass Starting at 6am and Not stopping all day. My baby can't get any sleep and it's tiring.	Response from Senior Parks Planner Jenny Wilson: Hello, Thanks for reaching out and letting us know about the music. Staff try to keep music volume low so it does not disturb neighbors. Sorry for the disruption this weekend, please reach out if it happens again.
7.3.24	Dane	Phone call - the off-leash dog sign at WCCP Park is blocking the bike parking area.	Response from Senior Parks Planner Jenny Wilson: Thanks for letting us know, the sign was moved to better location.

7.15.24	Tris W.	I am wondering if it is even possible to get authorization for a small group of 6-10 people doing knife/axe throwing into a marked wood round on a stand in Wonderland Park. Additional info provided: Hi! It will be for a group of friends wanting to practice and are interested in the activity. I am a member of the SCA (Society for Creative Anachronism) and would be using the rules for range setup and safety used in the Thrown Weapon's Marshal handbook including: * Everyone is over the age of 18, * No alcohol or drugs permitted, * There will be first aid available, * Only axes and knives will be thrown at a 10ft line with no trick shots allowed, * The area will be marked with poles that will have rope and streamers on them, The size needed for safety as stated in the handbook is a width of 30ft and length totaling 70ft if in a flat area. 40ft behind the target, 10ft to target, 20ft behind line to throw. One to two targets would be used on wooden stands 9 to 10ft from center between one another with soft wood targets. To lower that footprint for the 40ft behind we would have the targets 10ft from the wooded area that does not have a trail or easy to walk through area. Thank you for considering it as a possibility!	Response from Senior Parks Planner Jenny Wilson: Hi Tris, Thanks for checking with us on this. We discussed it and have decided it is not a fit at our parks. Closing off a section of the park for the both the axe throwing and the safety zone would be too impactful to other park users. We are concerned about a general conflict of compatible uses with kids within proximity to the activity. Thanks again Jenny
7.24.24	Raina S.	Hi Jeannette, I'm almost positive you're not the person who needs this information, but maybe you know who I should pass it along to? I had a conversation with a patron this morning where they expressed a wish that the area had covered playgrounds in the parks. This person said that covered playgrounds are fairly common in other parts of the country, and that the heat/rain/weather in general makes playground spaces less accessible many times of the year than they could be. Maybe that could go into planning for future improvements for the parks? I found some pictures online of what they might be talking about:	Response from Senior Parks Planner Jenny Wilson: Hi Raina, Thanks for passing along the feedback. Indoor recreation (to include covered playgrounds) were a highly requested amenity when we updated our 2023 Lacey Parks, Culture and Recreation Comprehensive Plan– it's our guiding document for the future of parks. One significant challenge we are working to solve is finding a stable funding source for all the great feedback and community needs. City Council recently directed us to work on forming a community-led Parks Improvement Funding Workgroup to provide recommendations. Thanks again for the feedback. You can follow the workgroup progress – all the meeting will be public and accessible online at https://cityoflacey.org/government/public-meetings/.

Lacey Parks Board
2024 WORK PLAN
 Approved: 12/6/23, Updated 8/7/24

Task	Responsible Commissioner	Status	Target Completion date
ONGOING			
1. Parks, Culture & Recreation Staff Updates			
2. Annual Budget, Parks Capital Improvement Program and City Capital Facilities Plan Update			
3. Grant Opportunities			
4. July is Parks & Recreation Month			
5. Annual Report			
6. Regional Trails Plan			
CONSTRUCTION PROJECTS			
7. Woodland Creek Park Bridge & Fencing	All	Upcoming agenda	Fall 2025
8. RAC Parking Lot Construction	All	Completed	
9. Wonderwood Park Trail & Court Upgrades (Sunset)	All	Upcoming agenda	Spring 2025
10. RAC Ballfield Safety Netting	All	Upcoming agenda	Spring 2025
11. Greg Cuoio Park Phase 1A Construction	All	Upcoming agenda	Winter 2025
SPECIAL PROJECTS			
12. Parks Funding Improvement Workgroup	All	In progress	Fall 2024
13. Park Facilities Security Camera Expansions	All	Upcoming agenda	Spring 2025
14. Wildlife Information (Stream Team Partnership)	Chair Goodwin and Vice Chair Good	Completed	
15. Community Garden Pilot Project / WCFF	All	In progress	Pending non-profit partner
16. Dogs Off Leash Issues, education	All	Upcoming agenda	Spring 2024
17. Financial Assistance Policy Review	All	Upcoming agenda	Winter 2025
18. InterCity Transit Walk N Roll Partnership	Chair Goodwin	Upcoming agenda	Fall 2024
19. Senior Services for South Sound Agreement	AH	Completed	
20. Litter Program, Combine with Adopt-a-Park/Trail Program			
21. RAC Kiosk	All	In Progress	Fall 2024
PARK RULES			
22. Metal Detecting Update	All	Upcoming agenda	Winter 2025
23. Ebikes & E-scooters Update (with partners)	All	Upcoming agenda	Winter 2025
24. Affixing Signs Update	All	Upcoming agenda	Winter 2025
PLANNING			
25. RAC Phase 3 Concept Design	All	Upcoming agenda	Spring 2025
26. NTPS Young Child & Family Center Feasibility	All	In progress	Winter 2025
27. Lake Lois Habitat Reserve – update interpretive signage & brochure	All	Upcoming agenda	Winter 2025

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Task	Responsible Commissioner	Status	Target Completion date
28. Greg Cuoio Park Phase 1A Design & Financial Plan	All	In progress	Fall 2024
29. RAC Wifi Pre-Design	All	Upcoming Agenda	Winter 2025
30. Bush Park Playground Replacement	All	Upcoming Agenda	Fall 2025
31. McKinney House and Parcel Assessment	All	Upcoming Agenda	Fall 2024
32. Rainier Vista – Pickleball and Ping Pong	All	Upcoming Agenda	Fall 2024 (pending grant funding)
33. RAC Lights LED Conversion	All	Upcoming Agenda	Will pursue in 2026 grant cycle

Lacey Parks Board
2024 WORK PLAN
Approved: 12/6/23 Updated 8/7/24

Task	Responsible Commissioner	Status	Target Completion date
ONGOING			
1. Parks, Culture & Recreation Staff Updates			
2. Annual Budget, Parks Capital Improvement Program and City Capital Facilities Plan Update			
3. Grant Opportunities			
4. July is Parks & Recreation Month			
5. Annual Report			
6. Regional Trails Plan			
CONSTRUCTION PROJECTS			
7. Woodland Creek Park Bridge & Fencing	All	Upcoming agenda	Winter 2024 <u>Fall 2025</u>
8. RAC Parking Lot Construction	All	Upcoming agenda <u>Completed</u>	Spring 2024
9. Wonderwood Park Trail & Court Upgrades (Sunset)	All	Upcoming agenda	Fall 2024 <u>Spring 2025</u>
10. RAC Ballfield Safety Netting	All	Upcoming agenda	Fall 2024 <u>Spring 2025</u>
11. Greg Cuoio Park Phase 1A Construction	All	Upcoming agenda	Winter 2025
SPECIAL PROJECTS			
<u>12. Parks Funding Improvement Workgroup</u>	<u>All</u>	<u>In progress</u>	<u>Fall 2024</u>
12-13. Park Facilities Security Camera Expansions	All	Upcoming agenda	Fall 2024 <u>Spring 2025</u>
13-14. Wildlife Information (Stream Team Partnership)	Chair Goodwin and Vice Chair Good	Upcoming agenda <u>Completed</u>	Winter 2024
14-15. Community Garden Pilot Project / WCFF	All	In progress	Pending non-profit partner
15-16. Dogs Off Leash Issues, <u>education</u>	All	Upcoming agenda	Winter 2024 <u>Spring 2024</u>
16-17. Financial Assistance Policy Review	All	Upcoming agenda	Winter 2024 <u>Winter 2025</u>
17-18. InterCity Transit Walk N Roll Partnership	Chair Goodwin	Upcoming agenda	December 2023 <u>Fall 2024</u>
18-19. Senior Services for South Sound Agreement	All	Upcoming agenda <u>Completed</u>	Winter 2024
19-20. Litter Program, <u>Combine with Adopt-a-Park/Trail Program</u>	Youth Commissioner Clay	Upcoming agenda	Winter 2024
20-21. RAC Kiosk	All	In Progress	Spring 2024 <u>Fall 2024</u>
PARK RULES			
21-22. Metal Detecting Update	All	Upcoming agenda	Winter 2024 <u>Winter 2025</u>
22-23. Ebikes & Scooters Update (with partners)	All	Upcoming agenda	Winter 2024 <u>Winter 2025</u>
23-24. Affixing Signs Update	All	Upcoming agenda	Winter 2024 <u>Winter 2025</u>
PLANNING			
24-25. RAC Phase 3 Concept Design	All	Upcoming agenda	Winter 2024 <u>Spring 2025</u>
25-26. NTPS Young Child & Family Center Feasibility	All	In progress	Spring 2024 <u>Winter 2025</u>

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Task	Responsible Commissioner	Status	Target Completion date
26-27. Lake Lois Habitat Reserve – update interpretive signage & brochure	All	Upcoming agenda	Summer 2024 Winter 2025
27-28. Greg Cuoio Park Phase 1A Design & Financial Plan	All	In progress	March 2024 Fall 2024
28-29. RAC Wifi Pre-Design	All	Upcoming Agenda	Spring 2024 Winter 2025
29-30. Bush Park Playground Replacement	All	Upcoming Agenda	Fall 2025
30-31. McKinney House and Parcel Assessment	All	Upcoming Agenda	Fall 2024
31-32. Rainier Vista – Pickleball and Ping Pong	All	Upcoming Agenda	Fall 2024 (pending grant funding)
32-33. RAC Lights LED Conversion	All	Upcoming Agenda	Fall 2024 (pending grant funding) Will pursue in 2026 grant cycle

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2025 Budget Requests

Parks, Culture and Recreation Department Requests

Budget Request	Amount	Description
Summer Day Camp Scholarships	\$7,000	Day Camp financial assistance to students in NTPS who are low income/at-risk and would otherwise not be able to afford these experiences.
Lacey Museum Exhibit Upgrades	\$10,000	New flooring and additional lighting
Woodland Creek Community Park Bridge Construction	\$370,000	Construction costs for the replacement of the bridge at WCCP.
Woodland Creek Community Park Long's Pond Dock Replacement	\$256,000	Replace the existing dock due to failing infrastructure.
Special Events Professional Services	\$10,000	Increase for special event inflatables, sound support, and performer fees.
Lacey Museum	\$15,000	Lacey will be printing and continuing to sell the publication. <i>Thurston County: Water, Woods, and Prairies: Essays on the History of Washington's Capital County</i> , edited by Sandra A. Crowell and Shirley A. Stirling,
Long Lake Park House Demolition	\$120,000	Demolition costs for the house at the property purchased in 2022.
Greg Cuoio Park Phase 1A	\$6,633,000	Planning and development of phase 1A.
RAC Phase 3	\$3,000,000	Planning and Design
Total	\$10,421,000	

Parks Maintenance Requests

Budget Request	Amount	Description
Rapid Response Team	\$184,000	Permanently fund the RRT positions, originally only funded through 2025.
Portable pitching mound replacements	\$28,000	Replace 4 mounds at the RAC
Soccer goal replacements	\$15,000	Replace 2 soccer goals at the RAC
Concrete cleaning	\$10,000	Professional Services for porous concrete cleaning at the RAC
Insurance and Water Utility Increase	\$10,000	Increase for water and fire insurance increase at the RAC
Parks Journey Level Maintenance Technician	\$109,600	Maintenance position for Greg Cuoio Park.
Truck, Large Area Mower, Equipment Trailer, and ATV	\$290,315	Greg Cuoio Park
Equipment Rental Charges	\$49,700	Greg Cuoio Park
Small tools, Staff Training, Uniforms, and Computer Equipment/Support	\$11,150	Greg Cuoio Park
Lacey Depot Pour in Place Clear Coat Surfacing	\$13,000	Seal coat application to preserve the rubber play surface at the Depot playground
General Line-Item Increases	\$63,000	Increases to 13 budget line items for supplies, uniforms, overtime, fuel, communications, rentals, insurance, and water utility to keep up increases in costs
Total	\$783,765	

SUB AGREEMENT FOR BUS SERVICES

This Agreement, made and entered into on the date of the last signature set forth below, by and between the North Thurston Public Schools, hereinafter called "District" and the City of Lacey, hereinafter called "City", WITNESSETH

WHEREAS, the District and the City entered into a Master Interlocal Agreement on [ENTER DATE] which authorized the Parties to share costs and agree to the use of certain facilities, to include transportation resources; and

WHEREAS, the District is the owner and operator of buses suitable for the City's transportation needs; and

WHEREAS, the City has requested the District to provide District owned buses on some or all of City's trips operated by City employees; and

WHEREAS, the District desires to provide such buses to City,

NOW, THEREFORE, it is agreed between the parties as follows:

- 1 All of the terms and conditions of the Master Interlocal Agreement dated [ENTER DATE] are hereby incorporated as though set out in full herein.
- 2 NTPS shall, during the term of this Agreement, fulfill the City's transportation needs by supplying the City with school buses requested on an as needed basis.
- 3 The term of this Agreement shall commence September 2024 and shall continue through August 2028. For purposes of this Agreement, the term "Contract Year" shall mean each one-year period commencing on September 1st.
- 4 City shall compensate NTPS for the use of said buses. City of Lacey shall be billed in accordance with the rate of \$ 1.55* per mile. City of Lacey will also be billed for costs of repairs, damage, and or maintenance of the leased buses during periods of use by the City.
- 5 Not later than the 10th working day after the end of each month during the term of this Agreement, NTPS will submit to City a statement of its services rendered during the prior month. After verification of the statement, City shall pay the amount due to NTPS on or before the 10th business day following the date on which the statement had been submitted.
- 6 In the event City transportation requirements, and/or fuel costs substantially change during the term of this Agreement, then at the request of either party, the rate(s) of compensation payable hereunder may be renegotiated.
- 7 City shall provide, at its expense, procure and keep in force during the entire term of this Agreement, General Liability with a minimum of \$5,000,000 per occurrence with a minimum aggregate of \$5,000,000.

Commercial Auto Coverage: Minimum Coverage limits of: \$5,000,000 Auto Liability Combined single limit.

Comprehension and Collision Coverage for leased vehicles under this contract with a maximum deductible of \$2,500. Vehicles are to be insured for replacement cost no actual cash value.

- 8 The City shall be responsible for hiring and discharging personnel employed to operate leased buses. All such personnel shall be qualified under the State of Washington to operate a school bus. City shall provide the names of personnel employed to operate leased busses to NTPS for approval and receive written approval prior to initial operation of leases buses.
- 9 In the interpretation of this Agreement and the relations between NTPS and the City, NTPS shall be construed as being used to provide buses only. Neither NTPS nor any of its employees shall be held or deemed in any way to be an agent, employee or official of the City. The City shall be responsible for and hold NTPS harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes.
- 10 **Notices.** Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when submitted to either party

The City's address for purposes of any notice provided for or concerning this Agreement is as follows:

City of Lacey
City of Lacey
420 College St. SE
Lacey, WA 98503-1238
Phone 360.491.0857

District's address for purposes of any notice provided for or concerning this Agreement is as follows:

North Thurston Public Schools
Director of Transportation
6620 Carpenter Road SE
Lacey, WA 98503
(360) 412-4540

With a copy to:
Accounts Receivable
305 College Street NE
Lacey, WA 98516
(360) 412-4437

CITY OF LACEY

NORTH THURSTON PUBLIC SCHOOLS

City Manager, Rick Walk

Superintendent, Troy Oliver

Date: _____

Date: _____

Approved as to form:

David Schneider
City Attorney

SUB AGREEMENT FOR MARKETING

This Agreement, made and entered into on the date of the last signature set forth below, by and between the North Thurston Public Schools, hereinafter called "District" and the City of Lacey, hereinafter called "City", WITNESSETH

WHEREAS, the District and the City entered into a Master Interlocal Agreement on [ENTER DATE] which authorized the Parties to share costs and agree to the use of certain facilities, and to allow marketing on said facilities; and

NOW, THEREFORE, it is hereby agreed between the parties as follows:

1. All of the terms and conditions of the Master Interlocal Agreement dated [ENTER DATE] are hereby incorporated as though set out in full herein.
2. The District agrees to allow the City to hang posters and/or place rack cards with marketing, photos, and a QR code advertising City recreation programs and directing people to the City's website for program registration information at the schools.
3. The District will proof and approve the artwork, the sizes and the distribution locations before the materials are printed and distributed.
4. The City shall be responsible for all costs and expenses associated with or arising from the production, delivery, and installation of the posters.
5. The District agrees to allow the City to distribute notices for programs/events that the target demographics is their students or families in Peach Jar at no cost.

The City's and Districts addresses for purposes of any notice provided for or concerning this Agreement is as follows:

City of Lacey
Recreation Manager
420 College St SE
Lacey, WA 98516
(360) 491-0587

North Thurston Public Schools
Superintendent
305 College Street NE
Lacey, WA 98516
(360) 412-4400

CITY OF LACEY

NORTH THURSTON PUBLIC SCHOOLS

City Manager, Rick Walk

Superintendent, Troy Oliver

Date: _____

Date: _____

Approved as to form:

David Schneider
City Attorney

SUB-AGREEMENT FOR POOL OPERATION

This Agreement, made and entered into on the date of the last signature set forth below, by and between the North Thurston Public Schools, hereinafter called "District" and the City of Lacey, hereinafter called "City", WITNESSETH

WHEREAS, the District and the City entered into a Master Interlocal Agreement on [ENTER DATE], which authorized the Parties to share costs and agree to the use of certain facilities, to include the District pools.

WHEREAS, the District is the owner of swimming pools and associated facilities at Timberline High School, North Thurston High School and River Ridge High School, and

WHEREAS, the District supports community use of said pools at times that do not conflict with District use; and

WHEREAS, the City has the staff and expertise to schedule the community use of said pools and supervise their operation, and

WHEREAS, it is beneficial to the community and students residing within the boundaries of the District and the City that said pools be kept open outside of school hours and scheduled in a fair and consistent manner.

WHEREAS, the District and the City desire to reduce the cost share due to reduced pool time used.

NOW, THEREFORE, it is hereby agreed between the parties as follows:

1. All of the terms and conditions of the Master Interlocal Agreement dated [ENTER DATE] are hereby incorporated as though set out in full herein.
2. The District shall rent to the City the pools and associated pool facilities located at Timberline High School, North Thurston High School and River Ridge High School
3. The District shall be responsible for all operational and capital costs related to such facilities and shall be responsible for maintaining the pools and pool facilities in a manner which meets all applicable codes and safety requirements.
4. The City shall pay to the District a sum up to but not to exceed \$100,000 per year for the rental of said pools which shall be paid in quarterly installments commencing on the first day of the months of March, June, September, and December. This will be contingent on Lacey City Council authorizing funding in subsequent budget years. At the time where funding is not authorized a new agreement will need to be negotiated.
5. The District shall be entitled to use the facilities without charge for those activities shown on the schedule in paragraph 9. Such designated use shall be when school is in session, however, the City shall additionally accommodate and coordinate pool use by the District swim teams during the month of August of each year. Pending pool availability and adjustments to the school calendar, should the normal sessions of lessons, or equivalent, need to be reduced, a proportionate rental amount will also be reduced.
6. Except for the use of the pools and associated pool facilities reserved to the District by paragraph 9 hereof, all scheduling for community use of pool and associated pool facilities shall

be by the City. The City shall be responsible for setting all fees for use of such facilities. It is understood between the parties that it is the City's intent to collect from the users of the facilities all costs of this contract and all direct costs of scheduling and operation of the pools by the City. It is further understood that the recovery of such costs will include a contract between the City and the Tumwater School District and may include other similar contracts.

7. The City shall require insurance certificates from community user groups naming the City of Lacey and the North Thurston Public Schools as additionally insured. The minimum limits of \$2,000,000 shall be required for bodily injury and property damage per occurrence. Insurance is to be placed with insurers with a current A.M. rating of not less than A: VII.
8. The City shall be considered a managing partner and shall be consulted prior to any significant change in operational or maintenance procedures (example: water temperature decrease) that has the potential to impact community use of the pools, leading to loss of revenue. If extra costs are incurred by the City or revenues lost by virtue of the District's failure to properly maintain the pools and pool facilities, or if the District implements closures, such cost or loss of revenue shall be the responsibility of the District. Any such loss of revenue or the incurring of additional costs shall be documented and may be offset against the payment due the District and adjusted on the next quarterly installment.
9. The district will have exclusive use of the pools during high school hours and after-school hours during the boys and girls swim season. During the swim season, the teams will have use of the pools during school holidays at the times listed below or alternate times coordinated by the City and teams. All other time is designated for City use however, if available, the City will accommodate additional use for the high school teams such as weekends and summer practices.

Normal District Practice Schedule*

*Exceptions for swim meets ending by 6pm

River Ridge High School Pool Swim Season Practice
Monday-Friday.
2:30-5:00pm River Ridge High School Swim Team Use

Timberline High School Pool Swim Season Practice
Monday-Friday
2:30-5:00pm Timberline High School Swim Team Use

North Thurston High School Pool Swim Season Practice
Monday-Friday
2:30-5:00pm North Thurston High School Swim Team Use

If a pool is closed during the swim season, an alternate district pool will be made available to the displaced team. The home team and relocated team will reduce practice time to 90 minutes to accommodate all teams and community users. Priority in scheduling will be given in this order: Scheduled swim meets, district team practices then City programs. The City will determine the alternate pool based on the availability and least disruption to other users. If a pool closure is for an extended amount of time the school district athletic director will coordinate with the City to adjust the schedule.

Example: Pool Closure Practice Schedule (location to be determined by City)
2:15-3:45pm Normal Team Use

3:45-5:15pm Displaced Team Use
5:15-9:45pm, City Use

10. Aquatic equipment (examples: kickboards, noodles, tot docks, etc.) purchased by the City for use by the community and stored in pool facilities is solely for use during City use unless the District secures written consent from the City for use. Any damages or loss of aquatic equipment during school and or team hours of use shall be replaced by the District. Should the aquatic equipment not be resolved within 48 hours of notification of the damage or loss, the City has the right to purchase replacement aquatic equipment and offset the replacement cost against the payment due the District and adjusted on the next quarterly installment.
11. Should either the District or the City of Lacey unexpectedly lose revenue, the parties shall negotiate such modification of this agreement as may be necessary. Further, this agreement may be extended beyond its term, however, any such extension shall only be after an opportunity is afforded to both of the parties to negotiate the amount of the yearly payment described in section 4.
12. This agreement is specifically contingent upon the City of Lacey and Tumwater School District executing an agreement for use of said facility as part of the City's recovery of costs incurred herein.
13. **Notices.** Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by mail if sent to the respective address of each party.

The City's and District's address for purposes of any notice provided for or concerning this Agreement is as follows:

City of Lacey
Recreation Manager
420 College St. SE
Lacey, WA 98503-1238
Phone 360.491.0857

North Thurston Public Schools
Superintendent
305 College St NE
Lacey, WA 98516
Phone 360.412.4400

CITY OF LACEY

NORTH THURSTON PUBLIC SCHOOLS

City Manager, Rick Walk

Superintendent, Troy Oliver

Date: _____

Date: _____

Approved as to form:

City Attorney, David Schneider

Greg Cuoio Park - Phase 1A Improvements

6/17/2024

	Current Estimate
Base Bid	\$ 5,010,000
Tax (9.7%)	\$ 428,000
Contingency (10%)	\$ 441,000
Consultant Construction Administration	\$ 115,000
Consultant/Contractor Total Project Cost Remaining	\$ 5,994,000
City CE labor	\$ 350,000
MISC (testing, printing, etc.)	\$ 50,000
City Total Construction Cost	\$ 400,000
TOTAL CONSTRUCTION COST	\$ 6,394,000
2024 design cost through May	\$ 84,000
Consultant 90% Re-Design Cost*	\$ 105,000
City PE phase remaining	\$ 50,000
REMAINING DESIGN COSTS	\$ 239,000
<u>PROJECT TOTAL COST (2024-FINISH)</u>	\$ 6,633,000