

# Capital Area Regional Public Facilities District Annual Meeting Minutes

---

Thursday, November 14, 2024

1:30 PM

Council Chambers and Online

---

## 1. Call to Order

President Grausam called the meeting to order at 1:30 p.m.

## 2. Roll Call

### BOARD MEMBERS PRESENT

John Grausam, President, District-Wide Representative

Ken Parsons, Treasurer, Thurston County Representative

David Brine, Board Member, City of Olympia Representative

David Nicandri, Board Member, City of Tumwater Representative

Whitney Godby, Board Member, City of Lacey Representative (remote)

### BOARD MEMBERS EXCUSED

Chris Leicht, Board Member, District-Wide Representative

### REPRESENTATIVES PRESENT

Patty Belmonte, CEO, Hands on Children's Museum

Marina Shaughnessy, Senior Grants Manager, Hands on Children's Museum

Jen Burbidge, Parks, Culture, and Recreation Director, City of Lacey

Troy Woo, Finance Director, City of Lacey

Sue Falash, Recreation Manager, City of Lacey

Alix Turcotte, Senior Accountant, City of Lacey

Jenny Wilson, Senior Parks Planner, City of Lacey

Elissa Fontaine, City Clerk, City of Lacey

## 3. Approval of the Agenda

Board Member Nicandri moved to approve the agenda. Board Member Brine seconded. The motion carried.

## 4. Approval of Meeting Minutes

### A. September 5, 2023, CAR-PFD Annual Meeting Minutes

Treasurer Parsons moved to approve the September 5, 2023, meeting minutes. Board Member Brine seconded. The motion carried.

## 5. Public Comment

Verbal Public Comment

No (0) person(s) signed up to speak at the meeting or remotely.

Written Public Comment

No (0) written public comment(s) were received.

6. Agenda Items

A. Welcome Whitney Godby, City of Lacey Representative

The Board welcomed new member, Whitney Godby, City of Lacey Representative. Board Member Godby was appointed to unexpired term, from June 18, 2024 to March 1, 2027.

B. 2023 Annual Financial Report

Alix Turcotte, Senior Accountant, City of Lacey

Turcotte presented the 2023 Annual Financial Report. Treasurer Parsons confirmed he reviewed the full report, and did not have any questions or concerns.

Treasurer Parsons moved to approve the 2023 Annual Financial Report. Board Member Brine seconded. The motion carried.

C. Interlocal Agreement Extension Update

Troy Woo, Finance Director

Woo presented an update on the Public Facilities District (PFD) interlocal agreement between the Cities of Lacey, Olympia, Tumwater, and Thurston County. The agreement was extended, adding 15 years to the PFD. The tax rate and two original facilities remain unchanged. Woo highlighted the City of Lacey's intent to issue debt, in order to ensure funding is available for the upcoming expansion project at the Regional Athletic Center. It was confirmed a new PFD would be required in order to add additional projects. Discussion ensued.

D. Hands on Children's Museum Annual Update

Patty Belmonte, Chief Executive Officer, Hands on Children's Museum

Marina Shaughnessy, Senior Grants Manager, Hands on Children's Museum

Shaughnessy presented the Annual Report alongside Belmonte. The presentation highlighted progress made, unique programming, special events, visitor reviews, and geographical data for the past year. Data on visitors per square foot, indicated that the Olympia Museum has significantly less square footage than comparable museums serving 300,000+ visitors. A Design Feasibility Study confirmed project specifications for a future expansion, including a potential purchase for the adjacent Port of Olympia property. A preliminary 4-year project timeline for the expansion was discussed, tentatively setting the Grand Opening for Fall 2027.

E. Regional Athletic Complex Annual Update

Sue Falash, Recreation Manager, City of Lacey

Falash presented the annual update for the Regional Athletic Complex (RAC). The presentation included detailed data surrounding shelter reservations, user groups, special events, economic impact, and league and tournament play. Staff also included an update on the parking lot expansion, RAC Phase 3, and the Public Facilities District extension.

F. Parks Improvement Funding Workgroup Update

Jenny Wilson, Senior Parks Planner, City of Lacey

Wilson presented an overview of the ad hoc, Parks Improvement Funding Workgroup. The Workgroup was established by Resolution 1148, adopted by the Lacey City Council, to complete the following:

- Review parks expansion and replacement projects identified in the Parks Capital Improvement Plan
- Analyze all available funding options
- Recommend to the City Council a funding package identifying funding sources, including recommended amounts
- Implement a prioritized list of capital parks projects

G. Term Expirations and Future Recruitments

Elissa Fontaine, City Clerk

Fontaine presented the proposed updates for the officer descriptions. The descriptions are an administrative tool used as a resource to highlight the responsibilities of officer positions, and do not require formal approval. The Board expressed support of the proposed updates. Additionally, it was confirmed officer elections do not have to take place annually, and the officer position may last the duration of the member's term.

Current and upcoming vacancies were also reviewed. The City of Lacey, as the administrative agency to the CAR-PFD Board, led recruitment efforts earlier in the year for the current district-wide position vacancy. The position was not filled, and process improvements were identified to create a more equitable review and appointment process moving forward.

John Grausam, President and district-wide representative announced he would not be seeking re-appointment. His term ends effective March 1, 2025.

H. Election of Officers

1. President

The CAR-PFD Board of Director meets annually, typically in the 4th quarter. To ensure a smooth transition for 2025, and to allow the Board to elect a new president, President Grausam announced he is resigning from the president position.

Secretary/Treasurer Parsons moved to nominate Board Member Brine as

President. Board Member Nicandri seconded. The motion carried.

7. Adjourn

Board Member Grausam adjourned the meeting at 2:37 p.m.

Approved November 21, 2025