Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Gina Kotek

Address [redacted]

Tumwater, WA 98512

Telephone: (Home)_____ (Mobile [redacted]

(Work) [redacted]

Date: 05/20/2024 Email: [redacted]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
Barnes Lake Management District Steering Committee Eleven members; Mayoral appointment; two-year terms; active	
Board of Parks and Recreation Commissioners Seven members; Mayoral appointment with Council confirmation; three-year terms; active	1
Civil Service Commission Three members; Mayoral appointment; six-year terms; active	
Historic Preservation Commission Seven members; Mayoral appointment with Council confirmation; three-year terms; active	
Lodging Tax Advisory Committee Five to seven members; Mayoral appointment with Council confirmation; annual term; active	
Planning Commission Nine members; Mayoral appointment with Council confirmation; four-year terms; active	2
Tree Board Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	

To Whom It May Concern:

As a long-time resident of Tumwater, I have had the privilege of working, raising my children, and now, I am ready to give back to this wonderful community. Currently, I am actively serving on the Tumwater Chamber and the Tumwater Education Foundation. When I heard about the City of Tumwater's need for volunteers for their Boards, Commissions, and Committees, I was immediately interested. I believe this would be a valuable opportunity for me to further support and contribute to my local community.

I am eager and ready to give back to the Tumwater Area in any way I can. I am deeply committed to this community and am excited about the opportunity to make a difference. Thank you for considering my application.

Gina R. Kotek

Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Matthew Rounsley

Address: [redacted]

Telephone: (Home) _____ (Mobile) [redacted]

(Work) _____

Date: 8/5/25 Email: [redacted]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
Barnes Lake Management District Steering Committee Eleven members; Mayoral appointment; two-year terms; active	
Board of Parks and Recreation Commissioners Seven members; Mayoral appointment with Council confirmation; three-year terms; active	
Civil Service Commission Three members; Mayoral appointment; six-year terms; active	
Historic Preservation Commission Seven members; Mayoral appointment with Council confirmation; three-year terms; active	
Lodging Tax Advisory Committee Five to seven members; Mayoral appointment with Council confirmation; annual term; active	
Planning Commission Nine members; Mayoral appointment with Council confirmation; four-year terms; active	1
Tree Board Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	

Matthew Rounsley
Tumwater, WA [redacted] [redacted] LinkedIn

August 5, 2025

Mayor Debbie Sullivan
Tumwater City Council
City of Tumwater
555 Israel Road SW
Tumwater, WA 98501

Dear Mayor Sullivan and Councilmembers,

I am writing to express my interest in serving on the Tumwater Planning Commission. As a dedicated public servant and current Planning Commissioner for the City of Tenino, I bring hands-on experience with comprehensive planning, zoning, and land use review. I would be honored to contribute my skills and regional perspective to Tumwater's growth and long-term planning efforts.

In my current role as Executive Assistant to Thurston County Commissioner Wayne Fournier, I support county-level policy development, public engagement, and intergovernmental coordination on issues ranging from infrastructure to growth management. I also represent the Commissioner in regional policy forums and advise on legislative matters—work that has deepened my understanding of how city planning intersects with broader county and state initiatives.

I have lived in Thurston County my entire life and reside within the city limits of Tumwater and also have a strong professional and civic connection to the city. I believe that Tumwater is at a pivotal moment, with real opportunities to lead on housing, sustainable development, and transportation planning. I have served as a member of the Tenino Planning Commission since 2023 and co-led the Tenino Climate Policy Advisory Team. Through these appointments I've worked on Tenino's comprehensive plan, the climate element, and strategic planning for the city's land use for economic vitality. I would bring a thoughtful, community-focused, sustainable growth approach to Tumwater's Planning Commission.

I understand the importance of public transparency, balanced development, and preserving community character. I'm also prepared to commit to the Commission's regular evening meeting schedule and to contribute meaningfully to its advisory role.

Thank you for considering my application. I would welcome the opportunity to serve Tumwater and support the City Council's vision through this important appointment.

Sincerely,



Matthew Rounsley

Matthew Rounsley
Tumwater, WA | [redacted] | LinkedIn

Experienced communications and legislative professional with a track record of crafting messaging, managing media, and developing outreach strategy for elected officials and private organizations.

AREAS EXPERTISE:

- Administrative Operations
- Social Media Management
- Public Relations
- Strategic Communications
- Strategic Planning
- Training & Mentorship
- Policy Development
- Program Management
- Process Improvement

EDUCATION:

Bachelor of Arts in Public Affairs; Minor in Sociology
Washington State University – Vancouver, WA, 2022 (Cum Laude, GPA 3.66)
Associates in Arts; Emphasis in Political Science
Centralia College – Centralia, WA, 2020 (High Honors, GPA 3.84) Phi Theta Kappa; Chapter & Regional President

CAREER EXPERIENCE:

Commissioner Executive Assistant / Executive Aide - Thurston County - Olympia, WA *Dec 2023 - Current*

- Manage public relations responsibilities, including drafting speeches, press releases, and social media content; coordinate media interviews and develop talking points for meetings.
- Provide high-level administrative and confidential support to an elected County Commissioner, managing complex scheduling, communications, constituent relations, and leading multiple simultaneous projects.
- Led development and launch of the Thurston County Art Contest, the only county-wide, all-ages art competition; oversaw the 2024 inaugural program and drove 100% overall growth and increased rural participation in 2025.
- Represent the Commissioner at local and regional policy development meetings.
- Advise Commissioner on policy positions by conducting legislative analysis and drafting; prepare reports, briefings, and recommendations.
- Develop strategic plans for analysis, optimization, and reorganization of Thurston County department operations, including county communications.

Staff Assistant & Grants Team Manager - US Congresswoman Strickland - Olympia, WA *Apr 2023 - Dec 2023*

- Implemented four targeted process improvements that boosted internal communication and increased tracking metrics.
- Produced and delivered daily briefing books, enabling the member to prepare efficiently for all meetings and events.
- Recruited, hired, and mentored interns, guiding project execution to align with strategic organizational goals.
- Managed office operations by overseeing technology setup and vendor relationships, ensuring seamless daily functions.
- Directed grants team and oversaw public relations projects including drafting letters of support, grant research, and workshop development and administration.
- Led drafting of constituent responses for state referral casework on behalf of Congresswoman

Committee Assistant (Session) - Washington State Senate - Olympia, WA *Dec 2022 - April 2023*

- Managed confidential legislative information to support Senators and staff in developing weekly agendas and information packets for the Senate Agriculture, Water, Natural Resources, & Parks Committee.
- Analyzed gubernatorial appointment documents to create floor notes for senate confirmation hearings and operated multiple technology platforms for public-facing updates.

Candidate Services Recruiter (Contract) - Amazon Student Programs – Seattle, WA *Apr 2022 - Dec 2022*

- Managed high-volume email correspondence, consistently surpassing service level agreements by over 50% to enhance candidate experience.
- Developed resources, including process outlines and 90 templated responses, to standardize communication and streamline operations for a 50-member team.
- Developed training materials and trained 7+ new employees across multiple time zones and two continents.

Client Success Coordinator - Anderson Business Advisors – Remote Washington *Oct 2021 – April 2022*

- Managed a portfolio of 300+ clients, serving as the primary liaison to ensure timely resolution of complex inquiries and maintain high client satisfaction.
- Designed and implemented personalized communication strategies that strengthened client relationships and improved retention rates.
- Re-engaged lapsed or dissatisfied clients through targeted outreach and issue resolution, successfully restoring trust and increasing account retention.

Legislative Intern - State Board for Community & Technical Colleges - Olympia, WA *Nov 2019 - Apr 2020*

- Advocated for the organization's policy positions, effectively communicating with legislators and stakeholders on key issues, including the Washington College Grant and Open Education Resource requirements.
- Composed newsletter articles to update stakeholders about legislative efforts, fostering transparency and encouraging active engagement.
- Scheduled meetings with legislators to discuss funding corrections for higher education initiatives and organized advocacy efforts.

Customer Service Supervisor - Kiperts Korner Feed – Tumwater, WA *May 2018 – March 2021*

- Led a team of eight employees, fostering collaboration and driving operational efficiency to improve customer satisfaction.
- Co-led social media strategy and implemented process improvements that enhanced service delivery and optimized inventory management during COVID-19.
- Managed crisis situations and de-escalated customer conflicts, preserving client relationships under high-stress conditions.

State Sentinel/ Elected Representative - Washington FFA Association *June 2017 - June 2018*

- Coordinated advocacy meetings with 17 legislators to effectively present youth agricultural issues and influence policy decisions.
- Created and facilitated leadership and lifestyle workshops for middle and high school students, enhancing their skills through interactive learning.
- Developed and maintained social media content for Facebook and Instagram, reaching over 10,000 followers and promoting organizational initiatives.

COMMUNITY INVOLVEMENT & APPOINTMENTS:

- Leadership Thurston County, Thurston County Chamber of Commerce, Class of 2025
- Mayor-Appointed Commissioner, City of Tenino Planning Commission (Term through 2028)
- Member, City of Tenino Climate Policy Advisory Team
- Public Speaking and Employment Skills Coach & Volunteer Judge, Tenino FFA
- Workshop Facilitator for Tenino FFA, Leadership Thurston County, and other community groups
- Former Committee Member, Thurston County Youth Market Sale Committee (2018-2021)
- State Convention Delegate Coordinator, Washington FFA (2019–2021)

City of Tumwater
MAY - 5 2005
Administration Dept.

Statement of Interest

Barnes Lake Management District Steering Committee

Name: Kathy Peterson

Address: [redacted]

Reasons why I am interested in participating as a member of the Steering Committee:

Barnes Lake is an important resource to the homeowners around the lake and a haven for fish and wildlife. I have lived on Barnes Lake for 26 years and have watched the quality of the lake deteriorate significantly. I supported the lake clean-up efforts of 1993 and was a founding member of the Barnes Lake Conservancy and currently serve as secretary. I am recently retired from the State of Washington, where I managed an $8 million federal grant and wrote administrative rules for the Mental Health Division. I look forward to the opportunity to work cooperatively in support of the Barnes Lake Management District.

Kathy Peterson
Signature

5/5/05
Date

Home Phone Number [redacted]

Work Phone number:

Email address: [redacted]

RECEIVED
MAY - 6 2005
TUMWATER PUBLIC W

Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Sharie McCafferty

Address: [redacted]
Tumwater, WA 98512

Telephone: (Home) _____ (Mobile) [redacted]

(Work) _____

Date: 10/22/24 Email: [redacted]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
Barnes Lake Management District Steering Committee Eleven members; Mayoral appointment; two-year terms; active	1
Board of Parks and Recreation Commissioners Seven members; Mayoral appointment with Council confirmation; three-year terms; active	
Civil Service Commission Three members; Mayoral appointment; six-year terms; active	
Historic Preservation Commission Seven members; Mayoral appointment with Council confirmation; three-year terms; active	
Lodging Tax Advisory Committee Five to seven members; Mayoral appointment with Council confirmation; annual term; active	
Planning Commission Nine members; Mayoral appointment with Council confirmation; four-year terms; active	
Tree Board Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	

Carissa A. Parvin
[redacted] Tumwater, WA 98512 | [redacted]

May 23, 2023

RE: Advisory Boards, Commissions, and Committees -- Application to LMD

To Whom It May Concern:

My name is Carissa Parvin, and I am a Washingtonian. I was born at St. Peter's Hospital in Olympia, and I have lived in Thurston County my entire life. My first and current home is in Tumwater in the Barnes Lake Condominiums. I have resided there since March of 2017. I was introduced to the Barnes Lake Management District Steering Committee (LMD) through Tom Sparks. In an HOA meeting, he informed us that there are two volunteer positions and described in brief what volunteering on the LMD entailed. I expressed my interest because I advocate for being active in my community and preserving the habitat for wildlife. I see joining the LMD as a way to participate in my community and preserve the local habitat.

I enjoy the outdoor labors of maintaining the land. Ensuring noxious weeds noted by the county remained unrooted, such as tansy and thistle, and clearing away fallen debris after winter. I am a hard worker, enjoy participating in outdoor work, especially along with others.

I enjoy working in a team and problem solving together to find a mutual solution to a common or tricky problem. I believe everyone has a variety of strengths to offer in a team. My strengths may not be "breathing" biology, but I am compassionate, a good listener, and I try to think outside of the box to provide possible options. I would like to help improve and maintain the hard work and efforts done by the mission of this committee through contributing my time and efforts to support this committee's goals.

Through my diligent work, ability to work independently or with a team, and my passion for nature as well as seeing a thriving habitat at Barnes Lake, I hope to contribute as a member of the Barnes Lake Management District Steering Committee. I appreciate the time and consideration taken to review my application. I look forward to hearing from you regarding this opportunity. Please do not hesitate to contact me if you need additional information.

Sincerely,

Carissa Parvin

Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Carissa Parvin

Address: [redacted]

Tumwater, WA 98512

Telephone: (Home) _____ (Mobile) [redacted]

(Work) _____

Date: 5/23/24 Email: [redacted]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
Barnes Lake Management District Steering Committee Eleven members; Mayoral appointment; two-year terms; active	1
Board of Parks and Recreation Commissioners Seven members; Mayoral appointment with Council confirmation; three-year terms; active	
Civil Service Commission Three members; Mayoral appointment; six-year terms; active	
Historic Preservation Commission Seven members; Mayoral appointment with Council confirmation; three-year terms; active	
Lodging Tax Advisory Committee Five to seven members; Mayoral appointment with Council confirmation; annual term; active	
Planning Commission Nine members; Mayoral appointment with Council confirmation; four-year terms; active	
Tree Board Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	

Carissa A. Parvin

[redacted] Tumwater, WA 98512 | [redacted]

EDUCATION

Paralegal -Associate in Applied Science **June 2016**
South Puget Sound Community College, Olympia, WA

Bachelor of Arts in Sociology **June 2012**
Central Washington University, Ellensburg, WA

Paralegal degree – Associate of Arts Degree **June 2010**
South Puget Sound Community College, Olympia, WA

SKILLS

Computer: Microsoft Office (Word, Outlook, OneNote, etc.), WestLaw, BAIS, LawManager, Zoom, Jabber.

Personal: Social perceptiveness, works independently and collaboratively, comfortable with diverse groups, participates in diversity/equity/inclusion (DEI) initiatives, adaptive communication style, focuses on interpersonal relationship building with coworkers, learns new legal proceedings, familiar with statutes, and expanding research techniques.

EXPERIENCE

Paralegal 1 **August 2023 –Present**
Attorney General's Office – Labor and Industries division

- Directly assists two Assistant Attorney Generals (AAGs) with their assigned caseload.
- Create and file AAG notice of appearances to newly assigned cases.
- Directly contact the judge's scheduler to request resetting a blind set conference if necessary and work with parties based on attorney's availability, parties, and judge to reset the conference in a new case.
- Handle daily scanned in mail that are PDF documents for attorneys by logging it into LawManager, updating calendars as necessary, renaming and placing PDFs into associate cases, inform attorneys of their scanned mail for the day, and advise them if necessary to changes in their cases based on the received mail.
- Upon receiving final witness list from AAG, reach out to witnesses and begin scheduling their testimony by hearing or by perpetuation deposition. Schedule a pre-phone conference with the witness and AAG prior to the hearing/perpetuation deposition.
- Create and draft our witness confirmation letter, ensuring language within is approved or as needed added by AAG, then file with the court and mail to the parties.
- Create subpoenas or deposition notice packets for our scheduled witnesses to finalize and send out about a month prior to the event.
- Ensure medical records gathered by the AAG are sent securely to the intended witness in weeks prior to their testimony.
- Assist the AAG in discovery as needed. For interrogatories and requests for production: Ensure our answers/objections to a party requesting interrogatories and production created by the litigation team look sound and are dated and signed by the required people before sending to the requesting party. For discovery depositions,

make sure witnesses we need to depose in this listed by the AAG are timely scheduled and subpoenas are created and sent out as soon as possible.
- Ensure our witnesses have all they need prior to their date to testify. Handle their voucher payment requests by processing them through the correct channels.
- Triage emails as they come in for the day, prioritize requests, and ensure assigned tasks or requests are completed in a timely manner.
- Bate stamp all proposed exhibits and file with the court, making sure parties have copies as well.
- Perform P1 closing role to cases when AAG informs me that their closing role has been completed and I have verified that their closing role steps have been properly completed.

Hearings Judicial Assistant (Legal Assistant 3) **September 2015 – August 2023**
Board of Industrial Insurance Appeals (BIIA)
- Reclassified from Legal Assistant 2 to Legal Assistant 3 in 2022 after hiring freeze was lifted.
- Directly assists three hearing judges with their assigned caseload, actively serves as a backup to three judges, and has worked directly with or backup to ten other judges previously.
- Prepare letters, requests, and orders for judges including Dismiss Orders, Order on Agreement of Parties (OAP), and Washington Industrial Safety Health Act (WISHA) OAPs.
- Review Proposed Decision and Order (PDO) written by judges for grammatical and/or punctual errors relating to formatting issues, footnote citations, RCW and WAC citations, and relevant case elements (transcript testimony, deposition testimony, exhibits, jurisdictional history).
- Review Litigation Orders produced by judges, adding reminders (TICKs) per Litigation Orders into BAIS software to track total TICKs. Ensure parties complete required items on forms, meet deadlines for submission, and follow up with parties that are not complying with judicial requests.
- Handle witness confirmation letters from parties, contact parties if the letters are not completed, and issue warning letters when required deadlines to filing dates are not met.
- Verify case items are accounted for prior to setting the case RPDO before setting the case to FTJ and providing Case View information extracted from the BAIS software system, alerting judges to the 60-day PDO due date.
- Triage automated messages relating to cases, prioritize requests, coordinates with team members or judges to address items.

New Appeals Processor (Office Assistant 3) **December 2013 – September 2015**
Board of Industrial Insurance Appeals (BIIA)

- Process and mail orders daily for New Appeals, Grants, Denies, and Reassumes.
- Assemble physical file orders for incoming new appeals daily.
- Handle the return mail for New Appeals, including researching parties to find correct contact information with sources for Liniis, Department of Revenue, and Secretary of State.
- Assisted and participated with transition from physical filing system to paperless BAIS system, destroying physical records per proper agency guidelines once transition was finalized.
- Managed Returns and Reassumes orders coming in through the DLI Portal in BAIS, routing orders to their perspective judicial administrative assistants, and logging necessary changes in Case Detail records.
- Process Notice of Withdrawals mailed by party members per the new appeal judge's decision if party members withdrawal was Approved or Denied.
- Coordinate with other processing staff to divide workload and process New Appeals within required timeframes.
- Assisted judicial administrative assistants within the New Appeals Unit.

Teacher Aid **August 2012 – December 2013**
Capitol Campus Child Care Center

- Provided staffing coverage to assist teaching staff with morning and afternoon breaks.
- Discuss children's growth with parents and share concerns relating to their progress on a daily basis.
- Relieved preschool lead teacher in afternoons by monitoring playing, care, and teaching of up to twenty children ranging from three to four years old in one room.
- Assisted with maintaining classrooms, such as re-filling supplies, emptying trash and recycle bins, and locking up the property's gates at closing.

Office Assistant **June 2006 – September 2012**
Law Office of Thomas J. Westbrook, PLLC

- Answered phone calls, served as reception staff for the office, created new client files, and handled office banking deposits.
- Assisted staff with filing, copying, and mailing party correspondences and case files.
- Created a client conflict management database using Microsoft Excel, assisting with the maintenance and transition from the archived client list software.
- Set up a client file purging and retention maintenance system using Microsoft Excel that interfaced with attorney and office manager records to purge old client files and prepare retained files for archiving.

Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Matthew Brownwell

Address: [redacted]

Tumwater, WA 98512

Telephone: (Home) n/a (Mobile) [redacted]

(Work) n/a

Date: 04/09/2025 Email: [redacted]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
Barnes Lake Management District Steering Committee Eleven members; Mayoral appointment; two-year terms; active	1
Board of Parks and Recreation Commissioners Seven members; Mayoral appointment with Council confirmation; three-year terms; active	n/a
Civil Service Commission Three members; Mayoral appointment; six-year terms; active	n/a
Historic Preservation Commission Seven members; Mayoral appointment with Council confirmation; three-year terms; active	n/a
Lodging Tax Advisory Committee Five to seven members; Mayoral appointment with Council confirmation; annual term; active	n/a
Planning Commission Nine members; Mayoral appointment with Council confirmation; four-year terms; active	n/a
Tree Board Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	n/a