



### SNOHOMISH COUNTY BOARDS & COMMISSIONS NOMINATION FORM

**INITIATOR: Please fill in this section**

County department/agency: Parks and Recreation/Evergreen State Fair

Contact person/email: Kara Underwood, Division Manager, Kara.Underwood@snoco.org

Name of Board/Commission: Evergreen State Fair Advisory Board

Advisory  X Governing \_\_\_\_\_ Ad Hoc \_\_\_\_\_ Ongoing \_\_\_\_\_

Term of Appointment Fulfill unexpired term commencing immediate - 12/31/2028

Mandated Requirements for Appointment\* SEC 2.32.070

### SNOHOMISH COUNTY BOARDS & COMMISSIONS APPLICATION FORM

**NOMINEE: Please fill in this section**

Name of Board/Commission: Parks and Recreation/Evergreen State Fair

New appointment: X Reappointment: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Ex-Officio \_\_\_\_\_

Snohomish County Council District (Please choose one):

1      2 X      3      4      5      Don't Know

Name: Carleen Matson

⇒ confirmed DZ  
KM 7/28/25

Home Address: 215 100<sup>th</sup> Street SW, #B104

City: Everett State: WA Zip: 98204

Mailing Address (if different): \_\_\_\_\_

Telephone (home): 425-948-3510

E-mail: matsoncr@comcast.net

Current Employer: Retired

Occupation: Former Construction Project Manager

Education: BA - Political Science - University of Washington

Licenses held (if applicable): N/A

Why would you like to serve on this board/commission?

I retired from Jones Lang LaSalle in 2013 as a Construction Project Manager. I have shown horses in both Western and English disciplines at the national level for nearly my entire life. I started my horse career showing 4-H in 1963 at the Evergreen State Fair. I have been retired for about 10 years. My life has settled down; I have time to volunteer and have been looking for opportunities where my skills and experience will benefit an organization. I believe that serving on the Fair Board would be a great fit.

Please explain why you are a qualified candidate, including relevant professional experience, to serve on the board/commission.

In addition to my extensive horse career, I have been a project manager at Microsoft. My attached resume outlines my experience in construction, tenant improvements and managing contractors across all project-related activities. Team organization for successful projects was critical to my job function to ensure deliverables to my clients.

Please list community involvement/volunteer activities.

I currently volunteer on several committees for my HOA and provide medical transportation for MS patients.

I should also mention that my mother, Jacqueline Matson served on the Fair Board many years ago until she and my father moved to Arizona to retire. She always had great things to say about her experience!

How did you learn of this opportunity? Megan Dunn's Website

Do you currently serve on a Snohomish County board or commission?\* No

**\*2.03.060SCC - Candidates for appointment to County boards or commission must meet the following requirements:**

1. Possess qualifications for the appointment sought, as shown by the candidate's written documentation and any hearing testimony.
2. If a reappointment, demonstrate the continuing benefits of retaining the board member as discussed in the executive's recommendation and a satisfactory attendance record, as determined by adopted criteria of the particular board.
3. Reside or work in Snohomish County or show evidence of special interest in Snohomish County, provided that a candidate may not be a County employee.

4. Membership is limited to one position at a time on a board or commission, provided that a member of a board may simultaneously serve on one ad hoc or advisory committee.  
(Ord. 82-037 § 1, adopted June 9, 1982)

By signing this Application Form, Nominee acknowledges that he/she will comply with all county policies, county code, and state law. Nominee also acknowledges that any record, including personal e-mail, prepared, owned, used, or retained by Nominee in the conduct of Board/Commission business is a public record, and Nominee agrees to produce said records to County upon request. Failure to comply with the above provisions may result in Nominee's removal from Board/Commission.

Signature: Carleen Matson

Date: 07-23-25

**Please attach resume if available and return to:**

Kara Underwood, Division Manager  
Evergreen State Fair, 14405 179<sup>th</sup> Ave SE, Monroe WA 98272  
(425) 388-6640 phone / (360) 794-8027 fax / [Kara.Underwood@snoco.org](mailto:Kara.Underwood@snoco.org)

Carleen Matson  
215 100<sup>th</sup> Street S.W., #B104  
Everett, WA 98204  
425-948-3510  
[matsoncr@comcast.net](mailto:matsoncr@comcast.net)

## **Professional Experience**

Jones Lang LaSalle, Inc.  
Project Manager

08/2000 to 05/2013

Responsible for all levels of development for a wide range of occupancy-related design, construction and relocation services for Microsoft. Managed tenant improvement projects, including programming, design, bidding, permitting, construction and office relocations. Provided technical support, project budgeting and scheduling. Interfaced with architects, client staff, property managers and construction vendors. Maintained client relationships and conflict resolution.

- Served as primary point-of-contact for the client in all project related activities.
- Managed architectural and engineering programming resources to clearly define project deliverables, constraints and impacts.
- Prepared effective project initiation and approval documents, managed routing and stakeholder approval process.
- Managed design development resources to establish architectural, structural, mechanical, electrical, security, communication, audio visual and furniture specification consistent with approved schedule and budget objectives.
- Executed contractor sourcing activities including issuing requests for proposal, performing bid analysis, negotiating contracts and preparing award recommendations.
- Organized and led project kickoff, progress and closeout meetings with the client, architectural and engineering resources, consultants and contractors.
- Performed timely and accurate project management administrative activities including meeting minutes, purchase and change orders, verifying work, processing invoices and updating project status.
- Ensured project deliverables met client and company objectives.
- Managed project closeout activities to ensure timely completion of all punch list items, receipt of all as-builts, operational and mechanical documentation and lien releases.

## **Technical Skills**

Microsoft Office Suite, Project Manager

## **Education**

B.A., Political Science      University of Washington, Seattle