



City of Spokane Park Board Golf Committee Meeting

Tuesday, Jan. 12, 2021 – 8:00 a.m.
WebEx Teleconference
Mark Poirier – Golf Manager

Committee Members:

- x Sperling, Gerry
- x Chase, Rick
- x Anderson, Bob
- x Richey, Barb

Parks Staff:

- Poirier, Mark
- Conley, Jason
- Dickson, Fianna
- Brown, Jo-Lynn
- Hamad, Nick
- Jenifer Papich

Other Attendees:

- Phares, Doug
- Connor, Steve
- Nelson, Ben
- Mark Gardner
- Raylene Gennett
- Elizabeth Schoedel
- Marcia Davis

SUMMARY

- Nick Hamad presented the Downriver Golf Course interdepartmental storm water agreement.
- The Dec. 2020 financial report, as well as the preseason ticket sales were presented by Mr. Poirier.
- Fianna Dickson presented a marketing update.
- Mark Poirier and Superintendents' conveyed the superintendents' report.

MINUTES

The meeting was called to order at 8:00 by Gerry Sperling, technical difficulties delayed start to 8:12 a.m.

Action Items:

1. The interdepartmental agreement with City Wastewater Management Department regarding storm water surface management at Downriver Golf Course was reviewed, Nick presented project background information and agreement details. Raylene Gennett was in attendance to answer any questions regarding storm water infrastructure & maintenance. In addition to the \$409,600 payment that is dedicated to the new irrigation project, Downriver Golf Course will receive in perpetuity a credit on monthly utility bills which will offset approximately 50% of the monthly 'storm water commercial fee', valued at approximately \$1,400 annually.. Rick Chase asked about the potential to delay the proposed construction start date from September to October. Mark Poirier, Ben Nelson & Steve Conner met and agreed the best time to start construction work on course is immediately after Labor Day in Sept. There was a question asked about a related storm water improvement project at the disc golf course next to Downriver Golf Course. Marcia Davis was in attendance to provide information, due to technical difficulties it was not provided, it was stated the details would be included with the minutes.

Update provided by Marcia Davis 1.13.2021 Disc Golf Course Improvements:

Cochran Basin update

- The pipe through Downriver Golf Course is currently being designed and is expected to advertise for bidders in April 2021. Construction through the golf course is being scheduled to start in September and completed by late winter 2022.
- Downriver Disc Golf Course Stormwater project is in design and is expected to advertise for bidders in May 2021. The City has hired a Disc Golf expert to assist with design. Construction will be substantially completed by fall 2021.
- Construction of the parking area and swales on the west side of TJ Meenach on the north side of the bridge is expected to advertise for bidders in May 2021 with construction slated to be complete in the fall of 2021.
- The construction for the TJ Meenach area is scheduled to begin in 2022. Design will start during the summer of 2021.

Motion #1 – Gerry Sperling moved to approve the Downriver Golf Course storm water agreement for \$409,600., as presented.

Rick Chase seconded. The motion carried unanimously (4-0 vote) as a regular action item at the Jan.14 Park Board meeting.

2. Mark Poirier- Update

The year to year golf financial report was reviewed. Please note the financial report sent with the agenda contained an error, the corrected report is attached hereto. Pro shops are open for sales of passes, gift cards and merchandise. Golf simulation rental times are starting back up today, 4-person team with one staff member is the maximum allowed attendance under the current phase 1 plan.

Standing Report Items:

1. Golf Marketing report

Ms. Dickson presented a marketing update; the top 100 Golf customers were identified and thank notes were sent out. The DH contract is up for renewal, the qualifications for the next years contract are being developed and a selection team has been created to review submittals when they are received, Fianna thanked Mark for being on the selection team. The selection is anticipated to take place in March, and the height of our advertising buy will run from May to August.

2. Golf Financial report

Mr. Poirier presented the presales comparison from 2019 to 2020. Sept. increased \$16K, November \$2K increase, and Dec. spiked to a \$28K increase over 2019. The corrected financial report was reviewed, noting the courses were closed for 40 days, due to Covid-19, smoke from forest fires, and snow in October. Our total revenue increase for this season is up 4.5% or \$520K increase from last year. Expenditures decreased 78K for the season. Bob Anderson stated "Kudos to the team" to have a 4.4% increase in revenue and no increase to salary is rare, good job.

Barb noted congratulations to the Golf Pro's that received funds for PPE to help with Covid related expenses.

3. Superintendents' report

Mark Poirier and the superintendent's conveyed the Superintendents' reports.

Ezzy – Ben Nelson- Painting 75% complete, winter clean up, maintenance and prep for upcoming

irrigation project continues.

Ezzy - Mike Vandervert, Greens are looking good, draining well, no disease, leaf and debris clean up ongoing. Slash pile clean-up is complete, recommends adding budget line item for yearly maintenance. Toro Tri-Plexes have been received. IT connection for irrigation communication is installed.

Downriver – Steve Conner, simulator will start today. Yearly cleanup and general maintenance on going.

Qualchan – Mark Gardner, Cleanup, shop organization. Indoor league starts today, 2-2-person team, w/ 1 staff member. Roping off drains for snow fall prep, cleaning carpets.

Indian Canyon – Josh working on clean up and painting, new flooring if office area, new cabinets, and storage solutions for maintenance needs. Mark informed the group that a tree limb had fallen on an adjacent apartment property roof, the limb has been removed. Bid's received for 13 tree removals, work to start soon.

Doug Phares, staying busy, working on the clubhouse.

Meeting adjourned at 9:10 a.m.

The next regularly scheduled meeting is Feb. 9, 2021.



City of Spokane
**PARKS
& RECREATION**

Updated: 10/21/2019 3:23 PM

Downriver Golf Course Stormwater Agreement

SPOKANE GOLF & SPOKANE WASTEWATER



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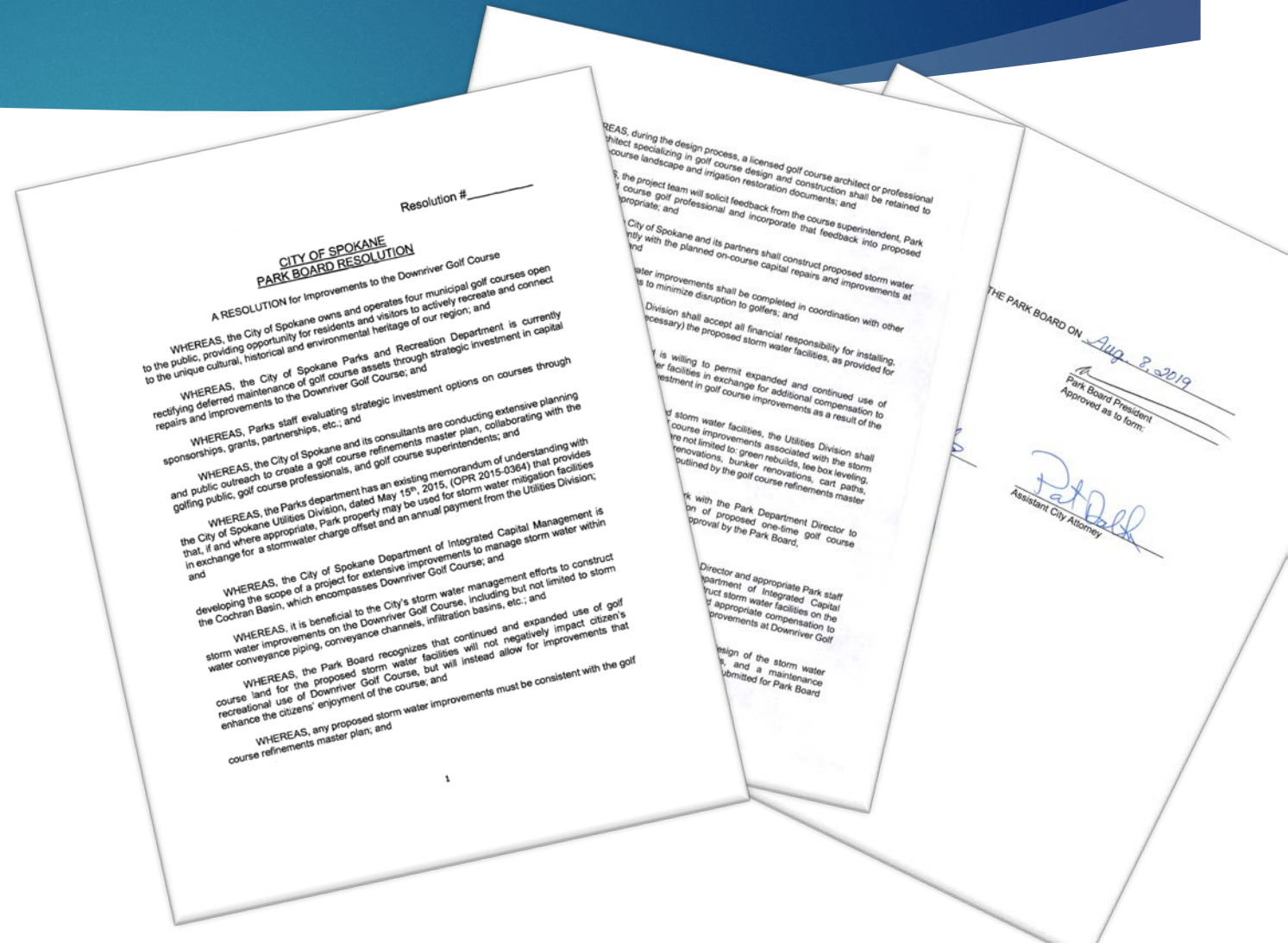


Work is small piece of large program
meant to protect the river & enhance rec.



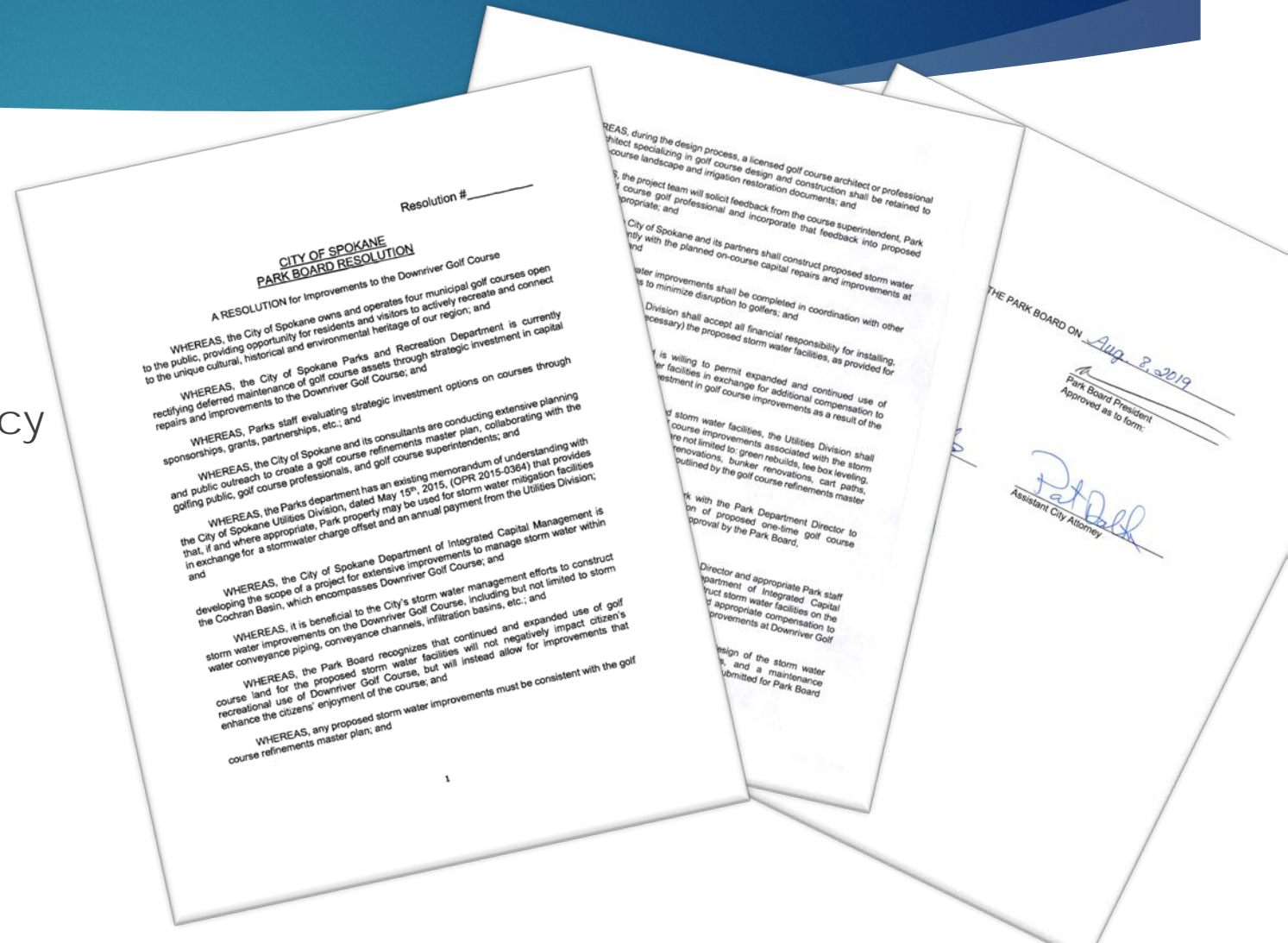
Approved Park Board Resolution

- ▶ Passed August 2019
- ▶ Authorized staff to study, design & construct storm water facilities @ DRGC, and
- ▶ Recommend appropriate compensation to golf



Resolution Requirements

- Resolution Required Deliverables:
 - Storm water improvement details
 - Storm water maintenance frequency schedule
 - Golf course improvements associated with storm project
 - Formal storm agreement including compensation



Project Team Recommendations

- ▶ Route storm water on course through pipe
 - ▶ Doesn't affect pace of play after built.
 - ▶ Less expensive, quicker, frees resources for other work.
- ▶ Build infiltration swale between 14 & 15
 - ▶ Area only used for debris. Debris can still be stored nearby after build.
 - ▶ Doesn't affect golfers
- ▶ Build storm pipe during irrigation work
- ▶ Surface repairs by golf course contractor



Detailed Storm water Improvements



Detailed Storm water Improvements

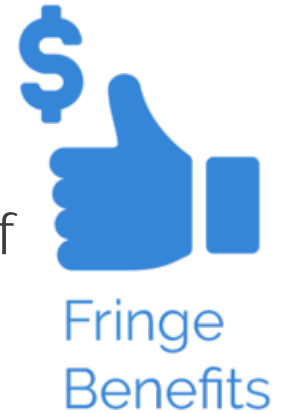
Wastewater Offer to Golf – Direct Benefits

- ▶ In exchange for storm improvements within course, Wastewater will:
 - ▶ Pay golf \$409,600 for area disturbed (\$2/sf)
 - ▶ Payment directly to irrigation improvements only
 - ▶ Values estimated @ \$299k-\$420k
 - ▶ Fund all storm construction and repair work
 - ▶ Repair course surface equal to or better than pre-construction condition
 - ▶ Build improvements concurrent with irrigation improvements
 - ▶ Remove debris stockpile between hole #14 & hole #15



Indirect Benefits

- ▶ Indirect benefits of permitting on-course improvements:
 - ▶ Construction limited to 2 holes at one time, maintaining 16 holes of golf during projects.
 - ▶ Loss of revenue to second construction project mitigated.
 - ▶ Parking lot, Columbia circle drive, not closed due to construction.
 - ▶ Golf benefits from 'stormwater charge offset'
 - ▶ (annual reduction +/-50% or +/- \$1,400)



Regarding Maintenance

► Wastewater Shall:

- Maintain, operate, and repair storm improvements at its sole cost and expense.
- Make effort to reduce maintenance impact on golf, including:
 - Perform maintenance between October 1 – March 1.
 - Provide 24 hours notice prior to any maintenance.
 - Access site only on pre-approved maintenance route.
 - Repair any damage to course caused by maintenance activity.

Proposed Maintenance Schedule

Maintenance Task	Maintenance Frequency	Maintenance Activity Duration	Equipment Required	Responsible Party
Pipe Jetting	Up to 2 times/year (between Oct 1- Mar 1)	Up to 2 days	Passenger truck & Combined Cleaning Truck	WWM Department
Manhole Cleaning and Vactoring	Up to 2 times/year (between Oct 1- Mar 1)	Up to 2 days	Vactor Truck and Passenger trucks	WWM Department
Swale cleaning and Vactoring	Up to 2 times/year	1 day	Vactor Truck and Passenger trucks	WWM Department
Swale Mowing	2 times/year	Up to 2 hours	Riding Mower	Parks Division

- When req'd, course swale & manhole access can be performed Oct 1 – Mar 1

Next Steps

- ▶ Jan 2021: Park Board Vote on agreement
- ▶ Feb 2021: Complete project dwg's & finalize access road
- ▶ Feb 2021: Issue project to bid
- ▶ Mar 2021: Park Board Vote on construction
- ▶ Sept 2021: Construction Start
- ▶ May 2022: Construction Complete



QUESTIONS?



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INTERDEPARTMENTAL AGREEMENT BETWEEN WASTEWATER
MANAGEMENT DEPARTMENT AND PARKS & RECREATION DEPARTMENT
REGARDING STORM WATER SURFACE MANAGEMENT AT DOWNRIVER
GOLF COURSE

THIS AGREEMENT is between the City of Spokane, Wastewater Management Department, located at 909 E. Sprague Avenue, Spokane, Washington 99202, hereafter referred to as "Wastewater Department" and the City of Spokane, Parks and Recreation Department, whose address is Fifth Floor City Hall, 808 W. Spokane Falls Boulevard, Spokane, Washington 99201, herein after referred to as "Parks Department".

WHEREAS, the City of Spokane owns and operates a Wastewater Treatment and Water Reclamation Facility pursuant to Ch. 35.67 RCW and other applicable laws as well as a stormwater program; and

WHEREAS, the City, through its Parks Board, operates a Park and Recreation Department ("Parks") pursuant to the Spokane City Charter; and

WHEREAS, the Parks Department owns and operates four municipal golf courses open to the public, providing opportunity for residents and visitors to actively recreate and connect to the unique cultural, historical and environmental heritage of our region; and

WHEREAS, in 2015, the Parties entered into an Amended and Restated Interdepartmental Agreement (OPR 2015-0364) (the "Master Agreement"), regarding joint use of land for CSO control facilities and stormwater surface and infiltration; and

WHEREAS, Attachment "B" to the Master Agreement listed Park managed land designated for stormwater and CSO Control Facility Projects, which included Downriver Golf Course and Cochran Basin; and

WHEREAS, Parks has developed a master plan for its golf courses to include facility improvements and irrigation needs at all of its golf courses, including irrigation improvements at Downriver Golf Course by 2022; and

WHEREAS, in 2019, the Park Board resolved (OPR 2019-0630) to authorize park staff to work with city staff to study, design and construct storm water facilities on the Downriver Golf Course and recommend to the Park Board

appropriate compensation to the golf fund via one-time capital investment in golf course improvements at Downriver Golf Course; and

WHEREAS, the Parties have negotiated terms and conditions for Wastewater Department's use of Downriver Golf Course for its stormwater conveyance system and wish to memorialize said terms into an agreement, outlined herein.

NOW THEREFORE, the parties mutually agree as follows:

1. PROPERTY: The parties are the City of Spokane Parks & Recreation Department and the City of Spokane Wastewater Management Department. The parties understand they are both part of the same municipal corporation, and, though they operate as independent agencies of the City of Spokane and are subject to separate budgetary and legal requirements and procedures, they desire to reflect their relationship most efficiently through this interdepartmental Agreement. The Wastewater Management Department is represented by the Director of Wastewater Management. Parks is represented by the Parks Board acting through the Parks Director.
2. AUTHORIZATION: Parks authorizes the construction of stormwater infrastructure to include an underground conveyance pipe across Downriver Golf Course and discharge of stormwater by the Wastewater Management Department on Park property in accord with project plans and schedules as identified in Attachment "A", to include construction of the storm water pipe, compaction of area around pipe, replacing sod and site clean-up (the "Permitted Improvements"). No other improvements may be constructed on Park property without the Park Department's written approval.
3. CONSIDERATION: The parties agree that as consideration for permission to construct and maintain the Permitted Improvements at Downriver Golf Course, the Wastewater Department will pay for costs associated with repair and partial replacement of the golf course irrigation system in the amount of Four Hundred Nine Thousand Six Hundred and 00/100 Dollars (\$409,600.00) ("Irrigation Work"). Wastewater shall make such payment to Parks within ten (10) days of Parks' request. The Irrigation Work will be completed by Parks or its agent concurrently with Wastewater's completion of the Permitted Improvement work.

Parks will contract and supervise the Irrigation Work. Wastewater Department will contract and supervise the Permitted Improvement work.

In completing the Permitted Improvement work, the Wastewater Department and its contractor(s) shall, to the satisfaction of the Parks Department:

- a. Repair golf course property disturbed during the Permitted Improvement work at no cost or expense to Parks Department. Quality of all ground surface repairs shall be equal to or better than the respective surface's pre-construction condition; and
 - b. Ensure stormwater infrastructure construction located on Downriver Golf Course property is substantially completed within the duration of the planned golf course irrigation renovation project (September 2021- May 2022); and
 - c. Ensure a minimum 16 holes of the Downriver Golf Course remain open for play during the entire duration of the Permitted Improvements. Temporary closure of up to 1 additional hole may be permitted on a weekly basis for material hauling only if authorized in writing by City Golf Manager, such authorization shall not be unreasonably withheld; and
 - d. Remove & dispose of all debris stockpiled in approximate location of proposed storm water infiltration area.
4. OWNERSHIP & REMOVAL OF IMPROVEMENTS: The Wastewater Department shall maintain ownership of the Permitted Improvements. In the event a Stormwater or CSO Control Facility is removed or decommissioned, it shall be removed or decommissioned by Wastewater at no cost or expense to the Parks Department and the property shall be restored to its previous condition. The Parks Department may, at its sole discretion, waive the removal requirement on all or part of the improvements. Any and all restoration of the premises after removal or decommissioned of any Stormwater or CSO Control Facility shall be the responsibility of the Wastewater Department and shall be completed at no cost or expense to the Parks Department. If a Stormwater or CSO Control Facility is decommissioned but not removed, the Wastewater Department shall continue to be responsible for the maintenance and environmental requirements of the decommissioned facility.
5. NOTICE OF AGREEMENT: In order to provide notice of this Agreement, the Parties will sign a Memorandum of Agreement in recordable form that will be filed for record with the Spokane County Auditor's Office.
6. MAINTENANCE: The Wastewater Department shall, at its sole cost and expense, operate, maintain and keep the Permitted Improvements in good repair, order and condition during the term of this Agreement. Permitted Improvements are limited to actual structures, concrete, piping, and access points, as agreed under paragraph 2. The Permitted

Improvements are intended to be predominately underground and as such, will be maintained by the Wastewater Department. Parks will continue to maintain above-ground park property consistent with its policies, to include maintenance of grass, mowing, and planting. The stormwater infiltration area, as depicted in the Permitted Improvements, is to be non-irrigated beyond establishment and maintained as dryland grass. All improvements, structures, alterations or additions constructed by Wastewater Department shall conform in all respects to applicable federal, state and local laws, rules and regulations.

The Parties recognize that the primary function of the golf course is to provide active outdoor recreation to paying patrons. As such, the Wastewater Department shall take reasonable measures to limit the impact of maintenance activity on golf activities and events, including:

- a. Except in the event of an emergency requiring immediate access, stormwater maintenance activities performed by the Wastewater Department and/or their agent(s) shall make best effort to conduct all maintenance work between October 1 and March 1 - outside the playable golf season.
- b. Wastewater Department shall contact Downriver Golf Course Superintendent to coordinate access to stormwater facilities on course a minimum of 24 hours prior to planned work, or other such time as agreed between the Parties.
 - o Golf Course Superintendent contact information:
Downriver Golf Course Superintendent
3225 N. Columbia Circle
Spokane, WA 99205
Maintenance Building: 509-328-0919 Cell: 509-818-7979
Golf Manager: 509-625-4653
- c. Prior to construction of the Permitted Improvements, the Parties shall agree to an access route for use by maintenance vehicles, trucks and trailers to be used when performing maintenance activities on the Permitted Improvements. Said access route shall be agreed to in writing, designed and constructed to withstand weight loads and access room for wastewater vehicles.
- d. Any damage to the golf course or appurtenances (turf grass, irrigation system, cart paths, signage, etc.), to the extent any damage or disturbance of the Permitted Improvements was caused by Wastewater's maintenance activity shall be repaired at the sole cost and expense of the Wastewater Department.

DATED: _____

CITY OF SPOKANE
PUBLIC WORKS DIVISION

Director

CITY OF SPOKANE
PARKS & RECREATION DEPARTMENT

Director

PARK BOARD APPROVED: _____
Date

Attest: _____
City Clerk

Approved as to form:

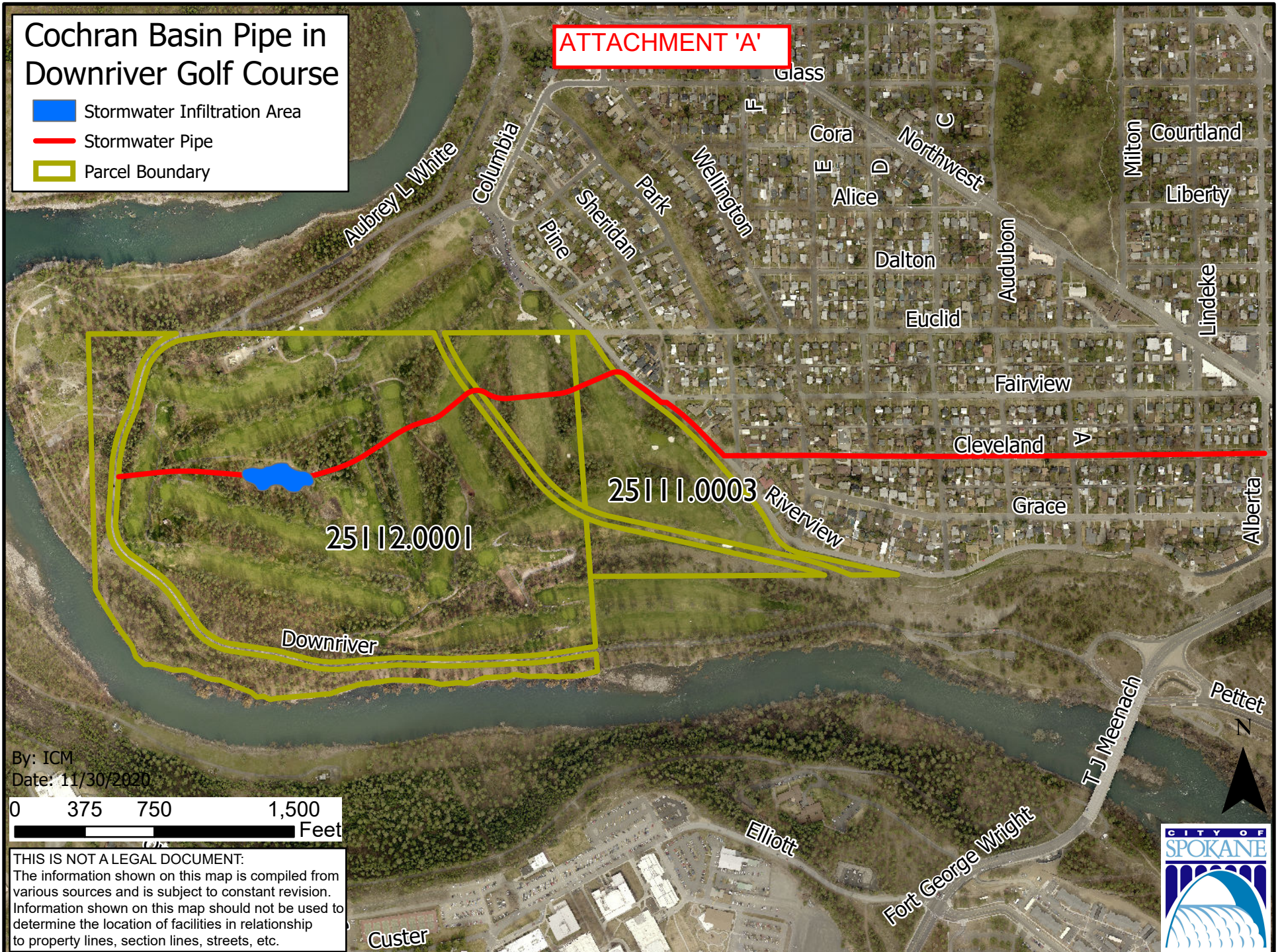
Assistant City Attorney

ATTACHMENT “A”

Cochran Basin Pipe in Downriver Golf Course

- Stormwater Infiltration Area
- Stormwater Pipe
- Parcel Boundary

ATTACHMENT 'A'



2020 Advance Sales- Total Sept - Dec		
CH	\$	18,748.21
DR	\$	28,458.29
ES	\$	13,474.13
IC	\$	31,645.10
CQ	\$	63,536.42
	\$	155,862.16

2020 Advance Sales - Dec		
CH	\$	17,338.17
DR	\$	10,323.20
ES	\$	7,656.74
IC	\$	5,297.65
CQ	\$	38,970.27
	\$	79,586.03

2020 Advance Sales - Nov		
CH	\$	1,100.12
DR	\$	5,446.77
ES	\$	2,733.11
IC	\$	5,005.92
CQ	\$	5,864.66
	\$	20,150.58

2020 Advance Sales - Oct		
CH	\$	270.41
DR	\$	10,363.48
ES	\$	1,844.60
IC	\$	14,894.64
CQ	\$	17,364.35
	\$	44,737.49

2020 Advance Sales - Sept		
CH	\$	39.51
DR	\$	2,324.85
ES	\$	1,239.68
IC	\$	6,446.88
CQ	\$	1,337.14
	\$	11,388.06

2021 Advance Sales- Total Sept - Dec		
CH	\$	7,833.32
DR	\$	55,242.81
ES	\$	24,954.61
IC	\$	28,416.48
CQ	\$	77,862.74
	\$	194,309.96

2021 Advance Sales - Dec		
CH	\$	6,920.22
DR	\$	33,338.21
ES	\$	9,784.11
IC	\$	9,163.85
CQ	\$	48,495.41
	\$	107,701.80

2021 Advance Sales - Nov		
CH	\$	496.06
DR	\$	5,157.96
ES	\$	5,645.20
IC	\$	390.71
CQ	\$	10,737.46
	\$	22,427.39

2021 Advance Sales - Oct		
CH	\$	417.04
DR	\$	8,713.52
ES	\$	6,119.05
IC	\$	11,272.67
CQ	\$	9,863.59
	\$	36,385.87

2021 Advance Sales - Sept		
CH	\$	-
DR	\$	8,033.12
ES	\$	3,406.25
IC	\$	7,589.25
CQ	\$	8,766.28
	\$	27,794.90

City of Spokane - Parks & Recreation

Golf Fund -- 4600

Financial Report

December 2020

	Monthly Comparison					Year-to-Date Comparison					
	ADOPTED BUDGET 2020	2020 ADOPTED BUDGET Balance	2019 December Actual	2020 December Actual	2019 - 2020 Monthly Difference	2019 YTD Actual	2020 YTD Actual	2019-2020 YTD Difference	2019 YTD % OF BUDGET	2020 YTD % OF BUDGET	Change in %
Revenue:											
Program Revenue	4,025,270		8,468	36,181	\$ 27,713	2,982,186	3,266,162	\$ 283,976	78.4%	81.1%	2.77%
Pre-Sale Revenue					\$ -	130,199	154,705	\$ 24,506			
Pepsi Commissions	-		-	-	\$ -	-	-				#VALUE!
Facility Improvement Fee	-		41	-	\$ (41)	568,941	649,083	\$ 80,142			
Other Transfers In	-		-		\$ -	-	131,652	\$ 131,652			
TOTAL REVENUE:	\$ 4,025,270	\$ 176,332	\$ 8,509	\$ 36,181	\$ 27,672	3,681,326	\$ 4,201,602	\$ 520,276	96.7%	104.4%	7.64%
Expenditures:											
Salaries and Wages	1,250,892	143,855	60,170	80,488	\$ (20,318)	1,135,605	1,107,037	\$ 28,568	90.7%	88.5%	-2.20%
Personnel Benefits	323,259	(47,424)	10,938	19,196	\$ (8,258)	360,147	370,683	\$ (10,536)	110.8%	114.7%	3.84%
Supplies	316,920	47,168	16,934	14,467	\$ 2,467	303,650	269,752	\$ 33,898	95.8%	85.1%	-10.70%
Services and Charges	999,405	160,078	56,531	40,530	\$ 16,001	845,372	839,327	\$ 6,045	82.5%	84.0%	1.45%
Interdepartment Svcs	273,174	18,179	28,867	25,871	\$ 2,996	279,788	254,995	\$ 24,793	97.6%	93.3%	-4.30%
Intergovernment Svcs	21,000	(6,678)	307	887	\$ (580)	23,384	27,678	\$ (4,294)	111.4%	131.8%	20.45%
Subtotal Op. Exp.	\$ 3,184,650	\$ 315,179	\$ 173,747	\$ 181,440	\$ (7,693)	2,947,945	\$ 2,869,471	\$ 78,474	91.4%	90.1%	-1.28%
Capital Outlay	295,000	282,002	-	-		100,090	12,998	\$ 87,091	40.0%	4.4%	-35.63%
Transfers Out	483,216	322,382	158,478	51,746	\$ 106,732	271,445	160,834	\$ 110,611	98.4%	33.3%	-65.09%
TOTAL EXPENDITURES:	\$ 3,962,866	\$ 919,562	\$ 332,225	\$ 233,186	\$ 99,039	3,319,480	\$ 3,043,304	\$ (276,176)	88.5%	76.8%	-11.68%
Total Funding:	\$ 62,404		\$ (323,716)	\$ (197,005)	\$ 126,711	\$ 361,846	\$ 1,158,298	\$ 796,452			
(Rev. less Exp.)											

Beginning Fund Balance	\$ 394,515
Less 7% Reserve Requirement	\$ (277,401)
Beginning 2019 Excess Reserves	\$ 117,114
2020 YTD Change in Cash	\$ 1,158,298
Encumbrances at Month End	
Facility Improvement Reserve	\$ (975,340)
2020 YTD Available Cash	\$ 300,072