



City of Spokane Park Board Golf Committee Meeting

8:00 a.m. Tuesday, May 06, 2025
Hybrid in-person and WebEx virtual meeting
Mark Poirier – Golf Manager

Committee Members

- X Barb Richey– Chair
- X Gerry Sperling
- X Doug Kelley

Parks Staff

Mark Poirier
Jennifer Papich
Nick Hamad
Fianna Dickson
Megan Dyson
Kris Behr

Golf Staff

Kyle Kelly
Doug Phares
Rob Decker

SUMMARY

- The committee approved to recommend the Park Board accept the following agenda items:
 - Zetin Contractors / Downriver Golf Course Cart Path Renovation – Phase 1 Amendment #3 (\$15,290.00+tax) consent agenda item
- Fianna Dickson presented the golf marketing report.
- Mark Poirier discussed the financial reports.
- An overview of What's Happening at the Courses was presented.

The next regularly scheduled meeting is 8 a.m. Tue., Jun. 10, 2025.

MINUTES

The meeting was called to order at 7:59 a.m. by committee chair Barb Richey.

Public comment - None

Action items

1. [Zetin Contractors / Downriver Golf Course Cart Path Renovation – Phase 1 Amendment #3](#) (\$15,290.00+tax) – Nick Hamad

This project is substantially complete, but there are a few things that need to be fine-tuned. These are small items that were unknown at the start of the project but were discovered throughout the process, such as tapers along the curbs, stumps and roots underneath the old cart paths, etc.

Motion #1 – Barb Richey moved to recommend the Zetin Contractors / Downriver Golf Course Cart Path Renovation – Phase 1 Amendment #3 (\$15,290.00+tax).

Gerry Sperling seconded. The motion passed unanimously (3-0 vote).

The committee agreed to present this recommendation as a regular agenda item on the May 08 Park Board meeting agenda.

Standing reports

1. Golf marketing report – Fianna Dickson

The Dads and Grads promotion was just launched and will run through Father's Day. They are still working on the late summer golf promotion. They would like to really push the Player's Pass this year.

2. [Golf financial report](#) – Mark Poirier

Overall pass sales are up about 300 from last year. Compared to April 2024, the revenue is up about \$50,000, with year-to-date actuals about \$70,000 ahead of last year. Unfortunately, expenditures are also up about \$75,000 from last year. Full time salary and wages is down; however, the temp seasonal wages are up from 2024. The facility improvement fee remains steady

3. Superintendents' reports - What's Happening at the Courses – Mark Poirier

- a. Downriver the cart path project is in full swing. They are also aerifying the greens. 34 more trees were planted.
- b. Qualchan Kyle Kelly reported that so far, this is the biggest year they've ever had. This is the 2nd year for the Intro to Golf class starting soon. This Friday is the first couple's event, which is sold out. They hired a new employee in the shop. She helps with Junior instruction, and has taken over the social media, which now has a very popular following. Rob Decker reports the pump house project looks good and is functioning well. They are working on repairing a cart path. There have been issues with the irrigation. They've also had several frost delays in the mornings. They are also working on adding curb appeal.
- c. Indian Canyon Doug Phares reports last year was a record year. The Canyonettes start tonight, the Thursday night league begins Thursday, and the men's league began last Wednesday. They just hosted the Inland Empire tournament with a few more in May. The lessons are going great. He also reports frost delays.
- d. Esmeralda is doing very well this year. They are aerifying the greens. Rob is doing a Mother's Day golf and reception. Junior golf is skyrocketing. They are also looking into some parking lot patching.

Old Business

Doug Kelley asked about the software system. Mark said that it's a long subject and will discuss it further in the future. They are still using the old system. The new system was too complicated, and they ran out of time to learn all the functions. They will revisit in the fall when they have more time to focus on the complexities of the software.

Adjournment: The meeting was adjourned at 8:40 a.m.

The next regularly scheduled meeting is 8 a.m. Tue., Jun. 10, 2025.

Spokane Park Board

Briefing Paper



Committee	Golf Committee		Committee meeting date: May 6, 2025	
Requester	Nick Hamad		Phone number: 509.363.5452	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action			
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other			
City Clerks file (OPR or policy #)	OPR 2024-0921			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	N/A		Master Plan Priority Tier: N/A (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	Zetin Contractors / Downriver Golf Course Cart Path Renovation - Phase 1 Amendment #3 (\$15,290 plus applicable tax)			
Begin/end dates	Begins: 05/08/2025		Ends: 06/06/2025 <input type="checkbox"/> 06/01/2525	
Background/history: Amend contract with Zetin Contractors to increase project scope as needed to mitigate unforeseen conditions encountered during construction, including: -Remove portion of existing concrete wall encountered on #10 to accommodate new path. -Remove stumps encountered beneath pathway on #10. -Add additional curb on hole #10 to accommodate cart pulloff. -Excavate & backfill damaged fiber optic conduit. -Over excavate soft soils on #18, provide geotextile fabric & additional crushed rock for a solid cart path base. -Add boulders on hole #10 to discourage golf cart corner cutting. -Add traffic channelizers and do not enter signs to cart paths near parking lot.				
Motion wording: Motion to approve Zetin Contractors contract amendment #3 for the Downriver Golf Course Cart Path Renovation - Phase 1 project in the amount of \$15,290 plus applicable tax.				
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Zetin Contractors, LLC. Name: Shawn Walker Email address: swalker@zetin.net Phone:				
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Nick Hamad Grant Management Department/Name:				
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$15,290.00 plus applicable tax Budget code: 4600-55100-94000-56301-99999				
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 603-435-502 Business license expiration date: 9/30/25 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)				

AMENDMENT #3

DOWNRIVER GOLF COURSE CART PATH - PHASE 1





REMOVE TOP OF
WALL ON HOLE #10

REMOVE STUMPS
ON HOLE #10 (5 ea)





ADJUST & EXTEND
CURB ON #10 TEEBOX

OVEREXCAVATE,
ADD GEOTEXTILE &
ROCK ON #18

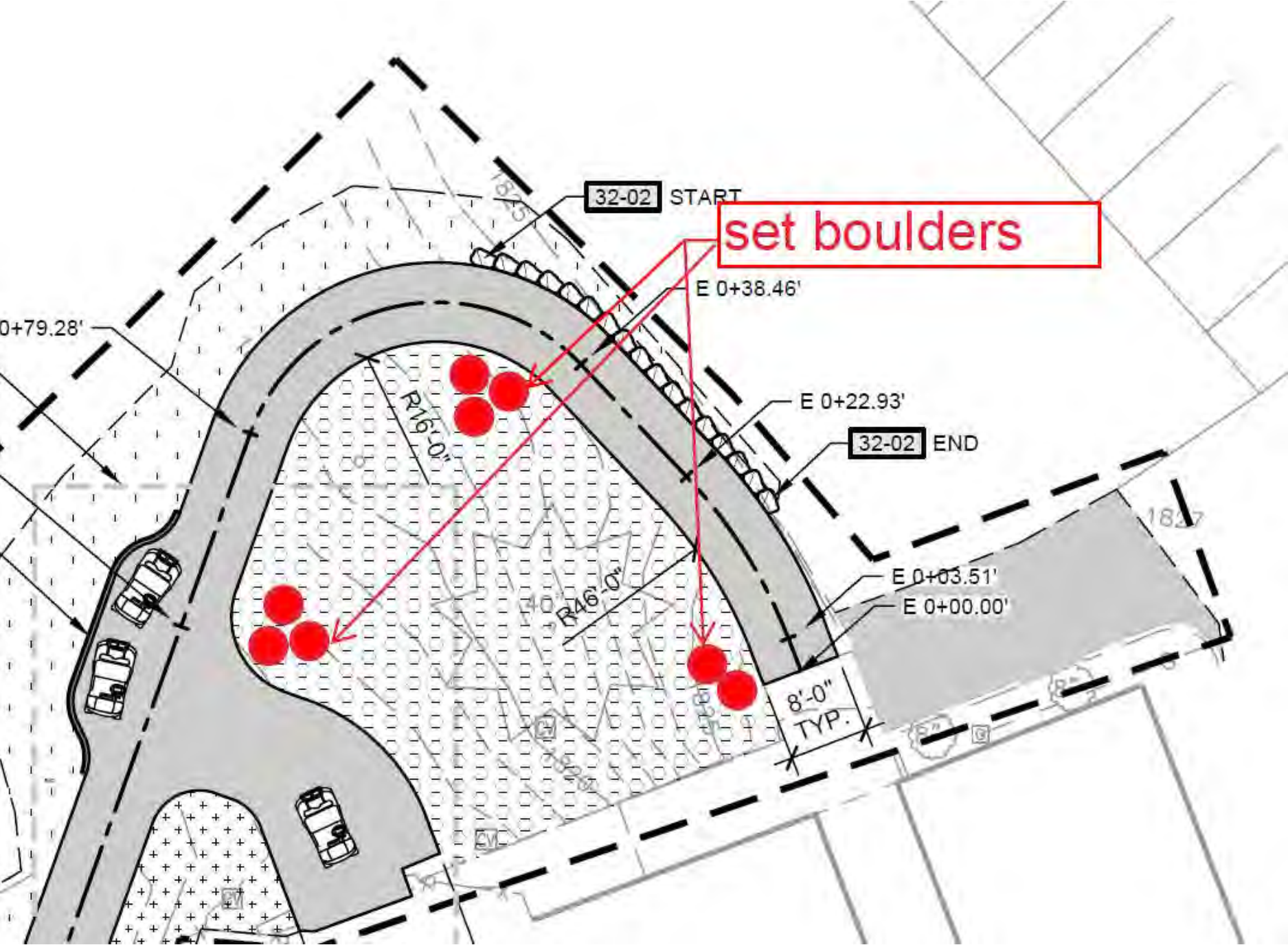


ADD CART RAMP ON
#10



ADD CURB TAPER
WHEREVER CURB
ENDS





motion to approved Zetin Contractors contract amendment #3 for the Downriver Golf Course Cart Path Renovation - Phase 1 project in the amount of \$15,290.00+tax



#18 (before)



#18 (after)



#18 (before)



#18 (after)



#10 (before)



#10 (after)



#10 (after)



#10 (before)



#10 (after)



#18/clubhouse



#18/clubhouse



#1 (after)



#1 (after)



#1 (after)



#1 (after)



#9 (after)



#9/PG (after)





2025
Annual YOY Golf
Comparison Report

[return to minutes](#)

		ROUNDS																																					
COUNT		DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS																						
		2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF																				
	REGULAR ROUND	2,724	2,681	43	2,793	2,995	(202)	2,482	2,191	291	3,124	2,701	423	0	0	0	11,123	10,568	555																				
	DISCOUNT ROUND	3,391	3,866	(475)	3,623	4,114	(491)	2,549	2,392	157	3,134	3,148	(14)	0	0	0	12,697	13,520	(823)																				
	MULTI-PLAY ROUND	864	838	26	920	710	210	563	405	158	967	719	248	0	0	0	3,314	2,672	642																				
	OTHER ROUND	439	516	(77)	648	469	179	505	566	(61)	813	683	130	0	0	0	2,405	2,234	171																				
	TOTAL	7,418	7,901	(483)	7,984	8,288	(304)	6,099	5,554	545	8,038	7,251	787	0	0	0	29,539	28,994	545																				
REVENUE		\$	78,213	\$	78,717	\$	(504)	\$	85,722	\$	91,093	\$	(5,371)	\$	79,604	\$	72,501	\$	7,103	\$	98,690	\$	84,877	\$	13,813	\$	-	\$	-	\$	-	\$	342,229	\$	327,188	\$	15,041		
	DISCOUNT ROUND	\$	86,941	\$	101,087	\$	(14,146)	\$	96,814	\$	111,546	\$	(14,732)	\$	72,292	\$	68,632	\$	3,660	\$	90,397	\$	91,401	\$	(1,005)	\$	-	\$	-	\$	-	\$	346,444	\$	372,667	\$	(26,222)		
	MULTI-PLAY ROUND	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
	OTHER ROUND	\$	2,959	\$	994	\$	1,965	\$	1,756	\$	204	\$	1,552	\$	3,802	\$	5,459	\$	(1,657)	\$	631	\$	344	\$	287	\$	-	\$	-	\$	-	\$	9,147	\$	7,001	\$	2,147		
	TOTAL	\$	168,113	\$	180,798	\$	(12,686)	\$	184,292	\$	202,843	\$	(18,551)	\$	155,698	\$	146,591	\$	9,107	\$	189,717	\$	176,622	\$	13,095	\$	-	\$	-	\$	-	\$	697,820	\$	706,855	\$	(9,035)		
		PASSES																																					
COUNT		DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS																						
		2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF																				
	DISCOUNT PASS	905	847	58	590	665	(75)	508	408	100	1,066	948	118	52	34	18	3,121	2,902	219																				
	SEASON PASS	23	6	17	55	34	21	23	11	12	58	41	17	5	5	0	164	97	67																				
	OTHER PASS	12	11	1	307	421	(114)	11	2	9	17	20	(3)	252	132	120	599	586	13																				
TOTAL	940	864	76	952	1,120	(168)	542	421	121	1,141	1,009	132	309	171	138	3,884	3,585	299																					
REVENUE		\$	76,013	\$	61,596	\$	14,417	\$	46,858	\$	59,122	\$	(12,264)	\$	34,197	\$	28,057	\$	6,140	\$	90,969	\$	64,780	\$	26,189	\$	4,417	\$	2,952	\$	1,465	\$	252,453	\$	216,506	\$	35,947		
	SEASON PASS	\$	45,789	\$	12,456	\$	33,333	\$	55,176	\$	27,259	\$	27,917	\$	15,088	\$	11,360	\$	3,728	\$	83,991	\$	44,934	\$	39,057	\$	6,447	\$	5,395	\$	1,053	\$	206,492	\$	101,404	\$	105,088		
	OTHER PASS	\$	3,137	\$	2,720	\$	417	\$	18,368	\$	23,263	\$	(4,895)	\$	2,441	\$	253	\$	2,188	\$	4,934	\$	5,345	\$	(411)	\$	5,618	\$	9,068	\$	(3,450)	\$	34,497	\$	40,648	\$	(6,151)		
	TOTAL	\$	124,939	\$	76,772	\$	48,167	\$	120,401	\$	109,643	\$	10,758	\$	51,725	\$	39,669	\$	12,056	\$	179,894	\$	115,060	\$	64,835	\$	16,482	\$	17,414	\$	(933)	\$	493,441	\$	358,558	\$	134,884		
		CART FEES																																					
COUNT		DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS																						
		2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF																				
	PRIVATE CART FEE & PERMIT	121	119	2	117	158	(41)	62	38	24	86	90	(4)	0	0	0	386	405	(19)																				
	PRO CART FEE	3,007	3,300	(293)	3,646	4,068	(422)	3,387	3,169	218	3,651	3,437	214	0	0	0	13,691	13,974	(283)																				
	TOTAL	3,128	3,419	(291)	3,763	4,226	(463)	3,449	3,207	242	3,737	3,527	210	0	0	0	14,077	14,379	(302)																				
REVENUE		\$	12,348	\$	10,123	\$	2,225	\$	7,890	\$	12,022	\$	(4,131)	\$	3,846	\$	2,196	\$	1,650	\$	9,889	\$	10,899	\$	(1,010)	\$	-	\$	-	\$	-	\$	33,974	\$	35,240	\$	(1,266)		
	PRO CART FEE	\$	600	\$	617	\$	(17)	\$	1,241	\$	1,315	\$	(74)	\$	1,330	\$	1,215	\$	115	\$	732	\$	652	\$	80	\$	-	\$	-	\$	-	\$	3,902	\$	3,799	\$	103		
	TOTAL	\$	12,948	\$	10,739	\$	2,208	\$	9,131	\$	13,337	\$	(4,205)	\$	5,176	\$	3,411	\$	1,765	\$	10,621	\$	11,551	\$	(930)	\$	-	\$	-	\$	-	\$	37,877	\$	39,039	\$	(1,162)		
		BUCKET OF BALLS																																					
		DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS																						
		2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF																				
COUNT		2,828	2,949	(121)	2,944	2,912	32	5,099	4,449	650	3,414	2,972	442	0	0	0	14,285	13,282	1,003																				
REVENUE	\$	277	289	(12)	640	609	30	1,147	998	149	356	306	50	-	-	-	2,420	2,203	217																				
		FACILITY IMPROVEMENT FEE																																					
		DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS																						
		2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF																				
COUNT		7,015	7,377	(362)	7,286	8,049	(763)	5,534	5,013	521	7,238	6,707	531	57	45	12	27,130	27,191	(61)																				
REVENUE	\$	41,716	40,898	818	42,136	45,476	(3,341)	30,768	27,453	3,315	45,859	39,884	5,975	868	1,044	(175)	161,347	154,756	6,591																				
		REVENUE SUMMARY																																					
		DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS																						
		2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF	2025	2024	DIFF																				
Lessons																																							
MISC REVENUE	\$	-	-		-	-		-	-		-	-		-	-		-	-																					
	\$																																						
TOTAL REVENUE	\$	347,992	309,497	38,495	356,600	371,909	(15,308)	244,514	218,123	26,392	426,448	343,423	83,024	17,350	18,458	(1,108)	1,392,905	1,261,410	131,495																				

Golf Fund - April 2025



	Adopted Budget 2025	2025 Remaining Budget Balance	2024 April Actual	2025 April Actual	2024-2025 Monthly Difference	2024 YTD Actual	2025 YTD Actual	2024-2025 YTD Difference	2024 YTD % Of Budget	2025 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 5,930,281	\$ 4,480,301	\$ 756,453	\$ 813,863	\$ 57,410	\$ 1,288,112	\$ 1,449,980	\$ 161,868			
Pre-Sale Revenue					\$ -	216,362	125,204	\$ (91,158)			
Facility Improvement Fee	\$ -		\$ (99,980)	\$ (106,538)	\$ (6,558)	\$ (171,523)	\$ (171,921)	\$ (399)			
Other Transfers-In	\$ -	\$ -			\$ -						
Total Revenue	\$ 5,930,281	\$ (4,527,018)	\$ 656,473	\$ 707,325	\$ 50,852	\$ 1,332,951	\$ 1,403,263	\$ 70,312	24.80%	23.66%	-1.14%
Expenditures											
Salaries and Wages	\$ 1,263,109	\$ 813,354	\$ 86,812	\$ 87,203	\$ (391)	\$ 330,310	\$ 314,470	\$ 15,839	29.29%	24.90%	-4.39%
Temp/Seasonal	\$ 722,232	\$ 597,202	\$ 43,222	\$ 47,734	\$ (4,512)	\$ 46,220	\$ 54,560	\$ (8,340)	7.09%	7.55%	0.46%
Personnel Benefits	\$ 503,997	\$ 328,428	\$ 44,199	\$ 43,944	\$ 255	\$ 142,799	\$ 138,695	\$ 4,105	30.57%	27.52%	-3.05%
Supplies	\$ 561,900	\$ 440,228	\$ 57,552	\$ 50,915	\$ 6,637	\$ 74,135	\$ 91,672	\$ (17,537)	13.94%	16.31%	2.38%
Services and Charges	\$ 1,471,356	\$ 1,267,147	\$ 72,345	\$ 87,864	\$ (15,518)	\$ 184,502	\$ 168,609	\$ 15,893	12.85%	11.46%	-1.39%
Interfund Payments	\$ 356,409	\$ 89,849	\$ 44,766	\$ 94,321	\$ (49,554)	\$ 62,715	\$ 147,159	\$ (84,444)	26.46%	41.29%	14.83%
Subtotal Op. Expense	\$ 4,879,003	\$ 3,963,837	\$ 348,897	\$ 411,981	\$ (63,084)	\$ 840,681	\$ 915,166	\$ (74,484)	18.89%	18.76%	-0.13%
Capital Outlay	\$ 1,000,000	\$ 843,399	\$ 75,917	\$ 79,570	\$ (3,653)	\$ 82,675	\$ 156,601	\$ (73,926)	11.57%	15.66%	4.09%
Transfers Out		\$ -									
Total Expenditures	\$ 5,879,003	\$ 4,807,236	\$ 424,814	\$ 491,551	\$ (66,737)	\$ 923,356	\$ 1,071,767	\$ 148,410	17.87%	18.23%	0.36%
Net Gain/(Loss)	\$ 51,278		\$ 231,659	\$ 215,774	\$ (15,885)	\$ 409,595	\$ 331,496	\$ (78,099)			
* Beginning Fund Balance	\$ 80,905	Updated 3/4/25									
Less 7% Reserve	\$ (454,810)										
Less Current Lease Payments	\$ (164,729)										
Beginning Year Reserves	\$ (538,634)										
YTD Change in Cash	\$ 331,496										
YTD Available Cash	\$ (207,138)										

* 2025 Beginning Fund Balance does not include the FIF reserve of \$2,471,131

Facility Improvement Fee - April 2025



	2024 April Actual	2025 April Actual	2024-2025 Monthly Difference	2024 YTD Actual	2025 YTD Actual	2024-2025 Monthly Difference
Revenue	\$ 99,980	\$ 106,538	\$ 6,558	\$ 171,523	\$ 171,921	\$ 398
Debt Service Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Facility Improvement Fee - Fund Balance

Beginning Fund Balance	\$ 2,471,131
YTD Revenues	\$ 171,921
YTD Loan Payments	\$ -
Ending Fund Balance	\$ 2,643,052

GOLF SIP Loan Amortization

Period Ending	Principal	Interest	Total Payment	Principal Balance
6/1/2024	\$ 277,845	\$ 31,571	\$ 309,417	\$ 6,071,552
12/1/2024	\$ 278,369	\$ 30,239	\$ 308,608	\$ 5,793,183
6/1/2025	\$ 280,645	\$ 28,903	\$ 309,548	\$ 5,512,538
12/1/2025	\$ 281,175	\$ 27,557	\$ 308,732	\$ 5,231,363