



City of Spokane Park Board Golf Committee Meeting

8:00 a.m. Tuesday, Dec. 09, 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
Kris Behr

Golf Staff

Rob Sanders
Rob Decker
Kyle Kelly
Chris Runyon
Dale Szabo
Steve Conner

Guests

Dave Saraceno

SUMMARY

- The committee approved to recommend the Park Board accept the following agenda items:
 - Golf fee increases for 2026, regular agenda item
 - Doug Phares dba T &T Golf Management / Indian Canyon Golf Professional contact / over \$50,000, regular agenda item
 - Steve Conner dba Riverlinks Golf Inc. / Downriver golf professional contract renewal / amendment / over \$50,000, consent agenda item
- 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., Jan. 6, 2026.

MINUTES

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

Public comment - None

Action items

1. [Golf fee increases for 2026](#) – Mark Poirier

Apart from the pre-book 18-hole fee with a rate increase of \$24, Golf is recommending a rate increase of \$5 across the board. This will result in a \$994,984 revenue increase. Doug Kelley indicated Spokane County will also be raising their fees by \$4. The pass rates will also increase based on a two-year average for a projected revenue increase of \$152,204. Golf would also like to raise the No-Show Fee to \$40 which could result in a \$5,300 revenue increase.

Motion #1 – Barb Richie moved to recommend the golf fee increases for 2026.

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

The committee agreed to present this recommendation as a regular agenda item on the Dec. 11 Park Board meeting agenda.

2. [Doug Phares dba T & T Golf Management / Indian Canyon Golf Professional contact / over \\$50,000](#) – Mark Poirier

- a. Historically, each golf pro enters a 5-year contract with a 5-year renewal clause. After 10 years, a request for proposal (RFP) must go out to the public. The current golf pro has the option to recompete but is not guaranteed another contract. On July 21st, the RFP was posted and reached approximately 3,000 possible candidates. Doug Phares, the incumbent pro at Indian Canyon, submitted a proposal along with one other candidate. After a period of evaluations and interviews, a notice of intent to award was delivered to Doug.
- b. Doug has 32 years' experience as a Head Professional, familiar with both private and public operations. Since 2015, Indian Canyon rounds have increased nearly 70%. Both the men's and women's clubs have seen significant increases since 2015. He is directly responsible for over 40 employees each season. As a golf pro, Doug is also responsible for the pro shop, driving range, cart and fleet management, winter simulators, lessons, taxes, licenses and insurance, etc. The golf pro's compensation package is variable, based on percentages of certain fees and rentals. Previous contracts included a bonus structure, which will be removed from this and future golf pro contracts.

Motion #2 – Barb Richie moved to recommend a 5-year contract, with an optional 5-year extension, between the City of Spokane and Golf Professional Doug Phares dba T&T Golf Management, Inc.

Doug Kelley seconded. The motion passed unanimously (3-0 vote).

The committee agreed to present this recommendation as a regular agenda item on the Dec. 11 Park Board meeting agenda.

3. [Steve Conner dba Riverlinks Golf Inc. / Downriver golf professional contract renewal/amendment / over \\$50,000](#) – Mark Poirier

- a. Steve was having difficulty logging into the meeting but was on the call briefly. Just like Doug, Steve bid on this position and was entered into a 5-year contract as the Golf Professional for Downriver Golf Course in 2020. It would have expired last year; however a 1-year extension was granted due to the interruption of business during the Downriver irrigation project. Steve has served as Downriver's Head Golf Pro for 33 years.
- b. Over the last 6 years, Downriver has led in rounds played at the City courses, he has cultivated Junior Golf and player development, as well as numerous amenity upgrades and capital improvements. The compensation package for Steve is similar to that of Doug,

however, it stems from his original contract. When this contract is rebid in 5 years, the compensation package will be the same as Doug's. During negotiations, the incentive package was removed from this package.

Motion #3 – Barb Richie moved to recommend a 5-year renewal contract between the City of Spokane and Golf Professional Steve Conner, PGA professional dba Riverlinks Golf Inc.

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

The committee agreed to present this recommendation as a regular agenda item on the Dec. 11 Park Board meeting agenda.

Standing reports

1. Golf marketing report – Fianna Dickson will present during the January meeting.
2. Golf financial report – Mark Poirier
Rounds were up across the 4 courses roughly 9,000, which is a new record. The goal is 200,000 rounds for 2026. The Superintendents have done a spectacular job this year which is reflected in the final numbers. Golf is notably over the projected revenue budget. Year-end cash reserves are up \$766,668.
3. Superintendents' reports - What's Happening at the Courses – Mark Poirier
 - a. Downriver – Chris Runyon reports they have 1 simulator up. They are deep cleaning everything including the kitchen, locker rooms, etc.
 - b. Qualchan – Rob Decker reported very little damage to the course from the windstorm last night. Winter projects include continued education and cleaning up the equipment and shop areas. Kyle Kelly reports that he has 2 simulators going. The Pro Shop and restaurant will be open 6 days a week. They are working with Mark on learning ForeUp, the new point of sale software.
 - c. Indian Canyon and Downriver - Mark reports nearly 200 Bark Beetle kill trees will be removed at Downriver (111) and Indian Canyon (80). Around 30 at Downriver are quite small. The DNR quoted about \$30,000 for the job, however, some trees will need to be contracted out as they are in a difficult location.
 - d. ForeUp has new training staff, and the pros and staff are all feeling much more comfortable with the software. There is currently one computer at each course set up for pass sales, which will go live Friday. Additionally, the ForeUp contract was pre-paid last year for the first year of use. Since the software was not utilized due to irregularities and improper training, they have agreed to push that out to cover the 2026 season and no monies will be due.
 - e. Golf has also paid for online tee time software called Blue Golf. The pros have indicated the system is not working as expected and have gone back to their previous app, Golf Genius. Mark is working with Blue Golf to swap the software with a phone app which should alleviate the problems they were having. There will be a \$1,000 per course set-up fee for the app, and a small increase in yearly fees for this feature
 - f. Dave Saraceno indicated he would like some guidance to manufacture and install standardized memorial/honorary plaques throughout the courses for various historical events.

Adjournment: The meeting was adjourned at 9:30 a.m.

The next regularly scheduled meeting is 8 a.m. Tue., Jan. 6, 2026.

Spokane Park Board

Briefing Paper



Committee	Golf			Committee meeting date: December 9th 2025
Requester	Mark Poirier		Phone number: 509-625-4653	
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 #)				
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal K Obj. 5 (Maint. & Care)	Master Plan Priority Tier: (pg. 171-175)	Tier 1	
Item title: (Use exact language noted on the agenda)	Golf fee increases for 2026			
Begin/end dates	Begins: 01/01/2026	Ends: 12/31/2026	<input type="checkbox"/> 06/01/2525	
Background/history: The Golf fund is seeking to increase daily fees for the 2026 golf season. A \$5 increase will be spread throughout all daily greens fee categories, with the exception of the "prebook 18-holes" which will increase by \$24. Golf pass pricing will also increase to; Adult/Senior Players - \$80, Loyalty - \$400, Unlimited Junior - \$300, Unlimited Adult - \$2,900, Unlimited Senior - \$2,800, 10-play pass - \$530, 4-play pass - \$199, Daily trail fee - \$20, Annual trail fee - \$400 *A more detailed spreadsheet will be provided for reference These fee increases are needed in order to provide a balanced budget for 2026. The main drivers of these increases are the raising costs of operation, utilities and water, added budget for tree care and building maintenance, and to keep our capital budget sustained.				
Motion wording: To approve the golf fee increases for 2026.				
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____				
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Mark Poirier Grant Management Department/Name: _____				
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: various Budget code: TBD				
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Business license Expiration date: _____ <input type="checkbox"/> Insurance Certificate				

2026 Golf Fee Increase Proposal

Greens Fees

Category	2025 Rate	2026 Rate	\$ Increase	Volume Sold	Gross Revenue Increase		
Prebook 18 holes	\$56	\$80	\$24	5,530	\$132,720		
Regular 18 holes	\$52	\$57	\$5	51,373	\$256,865		
Regular 9 holes	\$36	\$41	\$5	18,952	\$94,760		
Junior rate	\$15	\$20	\$5	6,000	\$30,000		
Sunset rate	\$30	\$35	\$5	6,761	\$33,805		
Adult discount round	\$42	\$47	\$5	43,864	\$219,320		
Senior discount round	\$40	\$45	\$5	31,742	\$158,710		
Adult loyalty round	\$33	\$38	\$5	12,000	\$60,000		
Tournament rate	\$42	\$47	\$5	4,386	\$21,930		
			Total green fee revenue increase		\$1,008,110	Less 17.4%	\$842,779.96

Passes

<i>Passes (2-year average sold)</i>					
Adult/Senior Players	\$70	\$80	\$10	4,170	\$41,700
Loyalty	\$350	\$400	\$50	400	\$20,000
Unlimited junior	\$250	\$300	\$50	165	\$8,250
Unlimited	\$2,500	\$2,900	\$400	140	\$56,000
10 play pass	\$450	\$530	\$80	65	\$5,200
4 play pass	\$169	\$199	\$30	444	\$13,320
Daily trail fee	\$18	\$20	\$2	1,827	\$3,654
Annual trail fee	\$360	\$400	\$40	102	\$4,080

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Daily trail fee	\$18	\$20	\$2	1,827	\$3,654		
Annual tail fee	\$360	\$400	\$40	102	\$4,080		
			Total pass revenue increase		\$152,204		
			Total projected increase		\$994,984		
			Funding delta needed		\$907,154		
					\$87,830		

Other fee increases:

No Show Fees - 2024	No Show Fees – 2025
March – 16 - \$480	March – 18 - \$540
April – 8 - \$240	April – 40 - \$1200
May – 82 - \$2460	May – 47 \$1410
June – 73 - \$2190	June – 148 - \$4440
July – 63 - \$1890	July – 92 - \$2760
August – 73 - \$2190	August – 104 - \$3120
September – 115 - \$3450	September – 85 - \$2550
October – 52 - \$1560	October – 44 - \$1320

2-Year average total no show fees = 530

Increase no show fee to \$40/player. Net increase in program revenue = \$5,300

Spokane Park Board

Briefing Paper



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Requester	Mark Poirer		Phone number: 509-625-4653	
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Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other			
City Clerks file (OPR or policy #)				
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	TBD		Master Plan Priority Tier:	TBD (pg. 171-175)
Item title: (Use exact language noted on the agenda)	Doug Phares dba T & T Golf Management / Indian Canyon Golf Professional contact / over \$50,000			
Begin/end dates	Begins: 01/01/2026		Ends: 12/31/2030	<input type="checkbox"/> 06/01/2525
Background/history: Personal Services contracts greater than \$50,000 will require a public Request for Proposal (RFP) process administered by Purchasing Department. Parks and Recreation current contract for golf professional services will expire 12/31/25 for Indian Canyon Golf Course. Parks and Recreation issued a RFP for golf professional contract services for the years 2026-2030 (5 years). Includes optional 5-year renewal.				
Motion wording: To approve a 5 year contract, with an optional 5 year extension, between the City of Spokane and Golf Professional Doug Phares dba T&T Golf Management, Inc.				
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: Doug Phares Email address: dphares@spokanecity.org Phone: 509-780-3246				
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Mark Poirier Grant Management Department/Name:				
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: over \$50,000 (see contract details) Budget code: 4600-55400-76680-54101				
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> Business license Expiration date: 1/31/27 <input checked="" type="checkbox"/> Insurance Certificate				



Indian Canyon Golf Professional contract approval



December Golf Committee
Mark Poirier



The Background

- Golf professional contract services fall within the threshold of the Purchasing Department's requirement of a public bid through what's called an RFP or Request for Proposals.
 - Contract terms for City contracting Golf Professionals are a 5-year contract, with an option to renew, for an additional 5 years.
 - This means every 10 years Golf publishes an RFP, for Golf Professional services, at each course. Current standing Golf Professionals can "recompete" if so desired but must again develop and submit an RFP for consideration.
 - Indian Canyon's incumbent Golf Professional, Doug Phares, recompeted with a business proposal to again operate Indian Canyon for years 2026-2030
-



Timeline and Process

1. Request for RFP – July 21st (*sent to over 3,000 candidates)
 - *2300 Golf Professionals from PNW, N. Cal, Rocky Mtn, Utah, and Southwest PGA Sections. In addition to listing in Gazette.
 2. Golf course tours – Sept. 9th
 3. RFP question deadline – Sept. 19th
 4. Proposal due date – Oct. 6th
 5. Proposal evaluations – Oct 8th – 22nd
 6. Oral interviews/presentations – Oct. 27th – Nov. 7th
 7. Selection and negotiation period – Nov. 10th – 21st
 8. Notice of intent to award – on or before Dec. 3rd
 9. ***Golf committee approval – Dec. 9th***
 10. ***Park board approval – Dec. 11th***
-



RFP Evaluation

- Committee consisted of 6 individuals
 - City Staff, Golf Chair, Thea Prince – Purchasing Dept.
 - Each proposal was reviewed and graded
 - Oral interview was conducted and answers to questions graded
 - We had two candidates submit an RFP
 - Andrew Elaimy, PGA – Head Professional Whitetail Club/McCall, ID
 - Doug Phares, PGA – Head Professional Indian Canyon/Spokane, WA
 - ***Doug Phares, PGA was selected***
-



About Doug

- 32 years experience as a Head Professional
 - Clarkston Golf & Country Club - Clarkston, WA
 - Stoneridge Golf Club - Blanchard, ID
- PGA Member since 1993
- Versed in both Private and Public Operations
- Extensive budgeting and tournament operation knowledge
- Member relations and retention
- Outstanding customer service background
- Increased rounds of golf from 28,606 in 2015 to over 48,000 in 2025 at IC
- Successfully implemented player development programs
 - Op 36, Fore the Ladies, PGA Summer Camps and Jr. Leagues





More about Doug...

- Established a Men's Twilight League which contributes to more than 200 rounds per week during the season.
 - Men's and Ladies' Clubs
 - Men's club went from 86 in 2015 to 350 members in 2025.
 - Canyonette's went from 28 in 2015 to 150 in 2025.
 - Hires, trains, and supervises more than 40 employees during peak season
 - Extensive improvement expenditures/capital improvements
 - Patio/deck cover
 - Security lights – Clubhouse and Teaching Studio
 - Storage sheds
 - Kitchen equipment
 - Range hood motor replacement
-



Even more about Doug...

Extensive improvement expenditures/capital improvements (cont.)

- PA system replacement
 - Women's restroom tile
 - Golf shop remodel
 - Floor drain and Urinal
 - Restaurant furniture
 - Pro shop furniture
 - New carpet throughout
 - Hosts Rosauers Open Invitational each year
 - 24,000 new range balls each year
 - Continued support to HS and College golf teams
 - Gonzaga, SCC, EWU, and Lewis & Clark HS
-

Golf Pro Responsibilities

- ALL other staffing (Pro shop, restaurant, outside services)
- Restaurant/maintenance
- Pro shop merchandise/displaying/maintenance
- Driving range
- Golf cart fleet management
- Lesson teaching staff
- Tee sheet utilization/management
- Tournament and league operations
- Cleaning/janitorial services
- Weekly deposits
- Winter golf simulators
- Promoting golf
- Customer service from open - close
- All business taxes, insurances, and licenses





City of Spokane Golf Revenue Distribution

City – Parks and Recreation

- 2% of driving range
- 2% of golf cart rentals
- 2% of pro shop sales & club rentals
- 50% of Parks & Rec lessons
- 40% of facility rental fees
- 80% of rental fees for weddings
- 100% of greens fees*

Golf Professional

- 98% of driving range
 - 98% of golf cart rentals
 - 98% of pro shop sales & club rentals
 - 50% of Parks & Rec lessons
 - 60% of facility rental fees
 - 20% of rental fees for weddings
 - 0% of greens fees*
-



To approve a 5-year contract, with an optional 5-year extension, between the City of Spokane and Golf Professional Doug Phares dba T&T Golf Management, Inc.

Spokane Park Board

Briefing Paper



Committee	Golf			Committee meeting date: December 9, 2025
Requester	Mark Poirier		Phone number: 509-625-4653	
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 checked="" type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other			
City Clerks file (OPR or policy #)	OPR 2019-0940			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	TBD	Master Plan Priority Tier: (pg. 171-175)	TBD	
Item title: (Use exact language noted on the agenda)	Steve Conner dba Riverlinks Golf Inc. / Downriver golf professional contract renewal/amendment / over \$50,000			
Begin/end dates	Begins: 01/01/2026		Ends: 12/31/2030	<input type="checkbox"/> 06/01/2525
Background/history: In early 2019 City of Spokane went through the RFP process, administered by Purchasing Department for golf professional contract services for years 2020-2024, in which Steve Conner was awarded. Due to impacts of business during the irrigation project at Downriver Golf Course, there was a 1-year extension approved and added to the first 5 years of this contract. Current contracting golf professional Steve Conner, dba Riverlinks Golf Inc., has exercised his option for a 5-year renewal for years 2026-2030. For the duration of this next 5-year term, past contract section 7.2 language will be omitted.				
Motion wording: Approve a 5-year renewal contract between the City of Spokane and Golf Professional Steve Conner, PGA professional dba Riverlinks Golf Inc.				
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Steve Conner dba Riverlinks Golf Inc. Name: Steve Conner Email address: sconner@spokanecity.org Phone: 509-993-6859				
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Mark Poirier Grant Management Department/Name:				
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: over \$50,000 (see contract details) Budget code: 4600-55200-76680-54101				
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> Business license Expiration date: 12/31/25 <input checked="" type="checkbox"/> Insurance Certificate				



Downriver Golf Course Golf Professional Contract Extension

*Golf Committee Meeting
December 2025*



Steve Conner, PGA – Downriver Golf Course – Timeline/History

- The Parks and Recreation Department entered a 5-year contract, with the optional 5-year renewal, with Steve Conner in 2020 for Golf Professional services at Downriver Golf Course. This was competitively bid through a request for proposal (RFP).
 - A 1-year extension was granted at the end of 2024 for business interruption during the Downriver irrigation project.
 - On December 31st of 2025, the first 5-year contract agreement will expire. Steve Conner has exercised his option, to extend for an additional 5-years of service. (2026-2030)
 - Steve has been a partner with Spokane Parks and Rec for 33 years all of which serving as Head Golf Professional at Downriver Golf Course.
-



Steve Conner Accomplishments (past 6 years)

- ✓ Continues to lead in rounds played at the City (over 52,000 the last 2 years)
- ✓ Junior Golf and Player Development
 - Operation 36 and PGA Jr. League
 - Averaged over 200 kids per year
 - Cultivation of future customers
 - More family outings played
 - Winter simulator leagues
- ✓ Capital Improvements
 - New deck covering
 - Deck beam replacement
- ✓ Amenity Upgrades
 - New carpet installed throughout clubhouse and restaurant areas.
 - New patio/deck furniture
 - New 2-door freezer in restaurant
 - New drinking fountain with bottle fill



Revenue to Parks and Rec (Golf Fund)

- 1% of gross receipts—driving range
 - 1% of gross receipts—rental carts
 - 1% of gross receipts—Pro Shop sales
 - 50% of P&R golf lessons
 - 40% of gross receipts—facility rentals
 - 80% of gross receipts—course rentals (weddings)
 - 92.5% of green fees
-



Revenue to Golf Professional

- 99% of gross receipts—driving range
 - 99% of gross receipts—cart rentals
 - 99% of gross receipts—Pro Shop sales
 - 50% of fee per person P&R lessons
 - 20% of gross receipts, facility rentals
 - 100% of food and beverage sales
 - 7.5% of greens fees
-



Recommendation

Approve 5-year renewal contract between the City of Spokane and Golf Professional Steve Conner PGA Professional dba Riverlinks Golf Inc.
