



Spokane Park Board
Oct. 13, 2016 – 1:30 p.m.
City Hall, City Council Chambers
808 W. Spokane Falls Blvd, Spokane, Washington

Park Board Members:

- X Chris Wright – President
- X Susan Traver – Vice President
- X Eadie, Leroy (Departed: 3:53 p.m.)
- X Kelley, Ross
Van Voorhis, Ken (Absent/Excused)
- X Selinger, Sam Dr.
- X Pendergraft, Lauren
- X Sumner, Nick
- X McGregor, Ted
- X Greta Gilman
- X Mumm, Candace – Council Liaison

Parks Staff:

- Jason Conley
- Fianna Dickson
- Garrett Jones
- Al Vorderbrueggen
- Angel Spell
- Jeff Bailey
- Jon Moog
- Berry Ellison
- Mark Buening
- Pamela Clarke
- Carissa Ware
- Madison Mcleod
- Racheal Lawrence
- Steve Nittolo

Guests:

- Danielle Arnold
- Hal McGlathery
- Matt Walker
- Tom Pratt

MINUTES

1. **Roll Call:** *Pamela Clarke*
See above

2. **Minutes:**
 - A. Sept. 8, 2016, and Sept. 23, 2016 Park Board meeting minutes

Motion No. 1: Ross Kelley moved to approve the Sept. 8, 2016, and Sept. 23, 2016, Park Board meeting minutes.

Susan Traver seconded.
Motion passed with unanimous consent.

3. **Additions or Deletions to the Agenda:**
 - A. Recreation Committee chair appointment – *Chris Wright* announced Dr. Selinger will be stepping down from his position on the Park Board which creates a need for a new Recreation Committee chair. Mr. Wright entertained a motion for her appointment to the position.

Motion No. 2: Dr. Selinger moved to approve Lauren Pendergraft as the new Recreation Committee chair.

Nick Sumner seconded.
Motion passed with unanimous consent.

4. **Special Guests:**
 - A. None

5. **Claims:** Claims for the month of September 2016 – *Susan Traver*

Motion No. 3: Susan Traver moved to approve claims for the month of September 2016 in the amount of \$2,324,032.57.

Ross Kelley seconded.

Motion passed with unanimous consent.

6. **Financial Report & Budget Update:** – *Mark Buening* provided the September Financial Report & Budget Update. Park Fund revenue is tracking at 102% of the projected budget. Parks and Recreation expenditures are tracking at 97% of the projected budget. The Golf Fund revenue is tracking at 98% of the projected budget. The Golf Fund expenditures are tracking at 95% of the projected budget.

7. **Special Discussion/Action Items:**

A. None

8. **Committee Reports – Action Items:**

Urban Forestry Tree Committee: Oct. 4, 2016, *Lauren Pendergraft*

A. Action Item: None

B. Ms. Pendergraft announced the Tree City USA 40th anniversary tree planting and celebration is set for Oct. 18 at Webster Park.

C. The next regularly scheduled meeting is 4:15 p.m. Nov. 1, 2016, at the Woodland Center, Finch Arboretum.

Golf Committee: Oct. 11, 2016, *Nick Sumner*

A. **2017 Golf Green fees** – *Jason Conley* reviewed the proposed 2017 Golf green fees which involves a modest fee increase. The increase is expected to yield \$300,000 in additional revenue. Mr. Conley explained the additional revenue is budgeted for: marketing (\$10,000); computer replacement (\$10,000); fleet replacement (\$35,000); start-up funds to open the courses (\$55,000); new golf manager (\$81,000); maintenance (\$40,000); and capital (\$50,000). Ross Kelley opposed the proposal citing last year's board expressed desire to establish a graduated rate for each course. This would mean the cost of operation/maintenance for each course would drive the green fee rate. Mr. Kelley conveyed the need for more capital improvements, if the fees are raised. He also suggested a rate schedule which involves a different rate for 9- and 18-hole play, rather than the same fee for both. Mr. Kelley believes this year's carryover will be in excess of \$500,000 by March. Mr. Conley explained some incurred expenses should be considered when calculating the end-of-the-year reserves. He noted examples, including: 1) two large water bills for August and September (approximately \$100,000); and 2) bank fees (approximately \$100,000). Mr. Eadie cautioned against budgeting based on a "perfect" year, as Golf revenues are contingent on weather. For this reason, it was suggested capital spending take place in the third quarter. Nick Sumner offered reasons for the new Golf Manager position, including 1) golf is a business which should be directed by matrix- and business-based decisions; and 2) an individual with PGA Business School background could offer this level of expertise.

Motion No. 4: Nick Sumner moved to approve the 2017 Golf Green fees, as presented.

Dr. Selinger seconded.

Motion passed with an 8-to-1 vote.

B. The next scheduled meeting is 8:05 a.m. Nov. 8, 2016, in the City Council Briefing Center.

Land Committee: Oct. 5, 2016, *Ross Kelley*

A. **Manito Park Mirror Pond Phase II renovation contract (\$169,628.40)** – *Garrett Jones* reviewed the proposed Manito Park Mirror Pond Phase II renovation contract.

Motion No. 5: Ross Kelley moved to approve Manito Park Mirror Pond Phase II renovation contract with KD's Haulin & Excavation, not to exceed \$169,628.40.

Dr. Selinger seconded.
Motion passed with unanimous consent.

B. The next scheduled meeting is 3 p.m. Nov. 2, 2016, in the City Hall Conference Room 5A

Recreation Committee: Oct. 6, 2016, *Dr. Sam Selinger*

A. Cal Ripken Sr. Foundation contract – Mission Ability Field Project (\$560,000) – *Dr. Selinger* provided an overview of the adaptive ball field at Mission Park designed for children with special needs. The \$560,000 project is a cooperative effort involving contribution from Cal Ripken Sr. Foundation, state of Washington, local individuals and businesses, and Spokane Parks and Recreation. Parks contribution is expected to be \$48,000.

Motion No. 6: Dr. Selinger moved to approved \$560,000 for the Mission Park Ability Field Project.

Susan Traver seconded.
Motion passed with unanimous consent.

B. Oxarc 2016 Aquatics chemical value blanket adjustment (\$6,500) – *Dr. Selinger* explained the need for an additional \$6,500 for swimming pool chemicals.

Motion No. 7: Dr. Selinger moved to approve the Oxarc 2016 Aquatics chemical value blanket adjustment in the amount of \$6,500.

Nick Sumner seconded.
Motion passed with unanimous consent.

C. In additional to the Recreation Committee PowerPoint presentation, *Dr. Selinger* provided a special slide depicting his heartfelt appreciation to the Park Board and staff for the opportunity to work with them over the years.

D. The next scheduled meeting is 3 p.m. Nov. 3, 2016, in the Manito Meeting Room, Manito Park.

Riverfront Park Committee: Oct. 10, 2016, *Ted McGregor*

A. Pavilion delivery method – *Ted McGregor* and *Matt Walker* reviewed the benefits of the progressive design-build (PDB) delivery method for the Pavilion and Central Plaza. Mr. Walker explained this alternate delivery method reduces risks associated with construction cost overruns and schedule delays.

Motion No. 8: Ted McGregor moved to approve the progressive design-build delivery method for the Pavilion and Central Plaza.

Ross Kelley seconded.
Motion passed with unanimous consent.

B. Hill International contract amendment (\$39,000) – *Berry Ellison* reviewed the proposed Hill International to provide PDB procurement services on the Pavilion and Central Plaza project, not to exceed \$39,000. Mr. Ellison explained the amendment is required to procure the PDB delivery method as these services are not part of the initial scope of work.

Motion No. 9: Ted McGregor moved to approve the Hill International contract amendment, not to exceed \$39,000, to provide support with construction management for the progressive design-build delivery method on the Pavilion and Central Plaza project.

Ross Kelley seconded.
Motion passed with unanimous consent.

C. CH2M Hill amendment #6 – Historic Preservation Plan (\$72,883) – *Ted McGregor* and *Berry*

Ellison reviewed the purpose of the CH2M Hill amendment for Historic Preservation Plan Historic Resources Inventories. The scope of work involves professional services to provide additional design and permitting services relating to the Howard Street South Channel Bridge project.

Motion No. 10: Ted McGregor moved to approve the CH2M Hill amendment for Historic Preservation Plan Historic Resources Inventories, not to exceed \$72,883.

Ross Kelley seconded.

Motion passed with unanimous consent.

D. Berger Partnership – CUP additional services (\$13,918) – *Ted McGregor* and *Berry Ellison* explained the amendment involves CAD drafting for the Riverfront Park Park-wide Conditional Use Permit application. Following the amendment discussion, the board agreed additional information should be noted on the agenda for each action item. The board directed staff to add the following explanations: 1) contract language amended; and 2) budget neutral; 3) additional services requested; and 4) additional fees greater than adopted budget.

Motion No. 11: Ted McGregor moved to approve the Berger Partnership amendment for Conditional Use Permit services, not to exceed \$13,918.

Susan Traver seconded.

Motion passed with unanimous consent.

E. Berger Partnership Looff Carrousel/HSBS amendment – South Promenade (\$52,500) – *Berry Ellison* reviewed the Berger Partnership amendment which involves Promenade design at the Rotary Fountain and Howard Street South Channel Bridge. This scope does not include Rotary Fountain mechanical/plumbing design.

Motion No. 12: Ted McGregor moved to approve the Berger Partnership contract amendment which includes bid documents for the Looff Carrousel/South Promenade, not to exceed \$52,500.

Ross Kelley seconded.

Motion passed with unanimous consent.

F. Sole source resolution for Fort Walla Walla Museum (budget neutral) – *Berry Ellison* explained this action is a housekeeping item. The Park Board previously approved a combined resolution for Spokane Tribe and Fort Walla Walla Museum. It was later determined two separate resolutions are required. The intent of the two proposed resolutions declares the Spokane Tribe of Indians and the Fort Walla Walla Museum as sole source providers and authorizes the two organizations for the provision of historic research and archaeological support.

Motion No. 13: Ted McGregor moved to approve the sole source resolution for Fort Walla Walla Museum.

Dr. Selinger seconded.

Motion passed with unanimous consent.

G. Sole source resolution for Spokane Tribe (budget neutral) – *Berry Ellison*

Motion No. 14: Ted McGregor moved to approve the sole source resolution for Spokane Tribe of Indians.

Dr. Selinger seconded.

Motion passed with unanimous consent.

H. Geotechnical Engineering contract amendment for soil stockpile plan (\$9,700) – *Berry Ellison*

provided an overview of the proposed contract amendment with GeoEngineers to design and implement the management plan for storing contaminated soil on-site during the construction project. This is an expanded scope of work which involves \$9,700 in additional fees outside the original contract.

Motion No. 15: Ted McGregor moved to approve the GeoEngineers contract amendment for the soil stockpile plan, not to exceed \$9,700.

Ross Kelley seconded.

Motion passed unanimously.

- I. Looff Carrousel boardwalk structural engineering services – Berger Partnership contract amendment (\$15,704) – Ted McGregor and Berry Ellison reported the scope of work includes additional structural engineering services associated with the river's edge boardwalk. Mr. Ellison explained the river's edge boardwalk was not part of the Berger contract which means will be a contingency expense, up to \$15,704.

Motion No. 16: Ted McGregor moved to approve the Berger Partnership contract amendment for structural engineering services associated with the river's edge boardwalk, not to exceed \$15,704.

Ross Kelley seconded.

Motion passed with a 7-to-2 vote.

- J. The next scheduled meeting is 8:05 a.m. Nov. 7, 2016, in the City Council Briefing Center.

Finance Committee: Oct. 11, 2016, Susan Traver

- A. EBO – Cameron-Reilly contract for Witter Pool repair (\$404,320.95) – Susan Traver presented the proposed EBO in the amount of \$404,320.95 with Cameron-Reilly for Witter Pool repair. Ms. Traver explained the contract was previously approved by the Park Board. This request is to approve the EBO which will be brought before City Council for approval.

Motion No. 17: Susan Traver moved to approve the EBO in the amount of \$404,320.95 with Cameron-Reilly for Witter Pool repair.

Dr. Selinger seconded

Motion passed with unanimous consent.

- B. Spokane Parks Foundation MOU – Susan Traver presented the proposed Spokane Parks Foundation Memorandum of Understanding. The current MOU expires Dec. 31, 2016. Ms. Traver explained the only edits made to the current MOU include: 1) change of Parks and Recreation Department to Parks and Recreation Division; and 2) change the termination date to Dec. 31, 2019.

Motion No. 18: Susan Traver moved to approve the Spokane Parks Foundation MOU, as presented.

Dr. Selinger seconded

Motion passed with unanimous consent.

- C. 2017 Parks and Recreation budget – Susan Traver presented the 2017 Park and Recreation Division budget proposal. Leroy Eadie provided a brief overview of the proposed Park Fund and Golf Fund budgets. The proposed balanced budget of \$18,538,837 is down about \$2 million from the 2016 budget primarily due to the projected decrease in revenue from Riverfront Park attributable to the redevelopment project. Other changes in the budget involve: 1) moving Parks Planning into Administration; 2) eliminating temp/seasonal positions; and 3) eliminating and adding some Parks full-time positions. Mr. Eadie explained the 2017 budget proposal increases the number of full-time employees to 85, as compared to 82 in 2016. Park Board members discussed the rationale of adding two new positions, Golf Manager and Trails Manager, to next year's budget. The board

indicated support of the two positions but felt approving them at this time may not be prudent. Should the positions be eliminated from the 2017 budget, the funds allotted for Golf Manager will go into the Golf Fund capital outlay and those dollars earmarked for Trails Manager will go into Park Fund capital outlay.

Motion No. 19: Susan Traver moved to approve the 2017 Parks and Recreation budget, as presented.

Nick Sumner seconded.

- A friendly amendment was made by Dr. Selinger to delay hiring the Golf Manager until later in 2017 or until the Golf Strategic Planning Committee has the opportunity to review the new job specifications and requirements.

The friendly amendment was not accepted by Mr. Sumner.

Motion No. 20: Ross Kelley moved to amend the motion to remove the Golf Manager position from the 2017 budget.

Dr. Selinger seconded.

Amendment to the motion passed with unanimous consent.

- A friendly amendment was made by Lauren Pendergraft, and accepted by Ms. Traver and Mr. Sumner, to remove the Trails Manager from the 2017 budget.

The motion to approve the 2017 Parks and Recreation budget, excluding the Golf Manager and Trails Manager positions, passed with unanimous consent.

D. The next regularly scheduled meeting is 3 p.m. Nov. 8, 2016, in City Hall Conference Room 2B.

Bylaws Committee: *No report*

Design Steering Committee: Oct. 6, 2016 – *Chris Wright*

A. Action Item: None

B. Mr. Wright provided an overview of the Oct. 6 DSC meeting which involved an update on the redevelopment project and a detailed Major Public Spaces 30% design presentation by Todd Bronk of Berger Partnership. DSC members provided Mr. Bronk recommendations on the project. This input will be under consideration as Berger proceeds to the next phase of the Riverfront Park redevelopment project.

9. **Reports:**

Park Board President: *Chris Wright* expressed his gratitude to Dr. Selinger for his service on the Park Board and thanked him for his insight, perseverance and guidance.

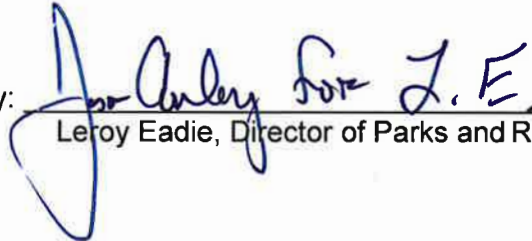
Liaison Reports:

1. Conservation Futures Liaison – *No report*
2. Parks Foundation Liaison – *Susan Traver* reported on last week's Parks Foundation meeting. The foundation will be celebrating its 65th anniversary this month at Indian Canyon Golf Course.
3. Council Liaison – *Candace Mumm* announced the new police chief has been selected. Council members are meeting with community leaders to discuss what they would like to see in their areas and neighborhoods.

Director's Report: *Jason Conley* provided the director's report in lieu of Leroy Eadie who had to leave the meeting earlier. On behalf of the Parks staff, Mr. Conley expressed deep appreciation to Dr. Selinger for his leadership, vision and congenial "bedside" manner.

10. **Correspondence:**
A. Letters/emails: Affordable Family Entertainment (SAFER)
B. Newsletters:
Corbin Senior Activity Center
Hillyard Senior Center
Southside Senior and Community Center
Sinto Senior Activity Center
11. **Public Comments:** None
12. **Executive Session:** None
13. **Adjournment:** 4:04 p.m.
A. Next Committee meeting dates:
Urban Forestry Committee: 4:15 p.m. Nov. 1, 2016, Woodland Center, Finch Arboretum
Golf Committee: 8:05 a.m. Nov. 8, 2016, City Council Briefing Center
Land Committee: 3 p.m. Nov. 2, 2016, City Hall Conference Room 5A
Recreation Committee: 3 p.m. Nov. 3, 2016, Manito Meeting Room, Manito Park
Riverfront Park Committee: 8:05 a.m. Nov. 7, 2016, City Council Briefing Center
Finance Committee: 3 p.m. Nov. 8, 2016, City Hall Conference Room 2B
B. Park Board meeting date: 1:30 p.m. Nov. 10, 2016, City Council Chambers
C. Park Board Study Session: 3:30 p.m. Nov. 10, 2016, City Hall Conference Room 5A

Minutes approved by:


Leroy Eadie, Director of Parks and Recreation

2017 Parks and Recreation Draft Budget

Positions Added and Removed

Positions Added

Parks Manager (Admin)	1 FTE	\$98,280
Trails Manager (Admin)	1 FTE	\$72,150
Marketing Assistant (Admin)	.8 FTE	\$46,839
Gardner I (Ops)	1 FTE	\$45,240
Program Specialist (U.F.)	.6 FTE	\$28,600
Laborer I (RFP)	1 FTE	\$60,250
Golf Manager (Golf Fund)	1 FTE	\$81,432
Total	6.4 FTE	\$432,791 (including benefits)

Positions Eliminated (vacant positions currently)

Community Affairs Coord. (Admin)	1 FTE	\$68,770
Park Caretaker (Ops)	1 FTE	\$43,420
Grounds Foreperson (Ops)	.5 FTE	\$27,632
Electromechanical Tech. (RFP)	1 FTE	\$73,044
Total	3.5 FTE	\$212,866 (including benefits)

Net Positions

+2.9 FTE (these positions are funded by elimination of temp seasonal funding, elimination of permanent positions, minor decreased capital outlay, and golf revenue increases)

2016 = 82 FTE

2017 = 85 FTE (but with decreased temp seasonal positions and funding)