



Spokane Park Board
Special meeting minutes
3:30 p.m. Thursday, August 21, 2025
In-person in Council Chambers, City Hall, and
Webex virtual meeting

Park Board Members

- X Jennifer Ogden – President
- X Gerry Sperling – Vice President
- X Garrett Jones – Secretary
- X Greta Gilman
- X Sally Lodato
- X Bob Anderson
- X Barb Richey
- X Kevin Brownlee
- X Doug Kelley (3:33)
- X Lindsey Shaw
- X Lee Williams
- Jonathan Bingle – City Council liaison
(absent/excused)

Parks Staff

- Jason Conley
- Mike Prince
- Rich Lentz
- Amy Lindsey
- Josh Oakes
- Al Vorderbrueggen
- Fianna Dickson
- Jennifer Papich
- Nick Hamad
- Jerry Stacy
- Sarah Deatrich

Guests

- Tony Cane
- Bob Young

MINUTES

(Click [HERE](#) to view a video recording of the meeting.)

1. **Roll Call:** Jennifer Ogden
The meeting was called to order at 3:30 p.m. See above for attendance.
2. **Additions or deletions to the agenda:**
A. None
3. **Public comments:**
A. None
4. **Consent agenda:**
A. Administrative and committee-level items
 - 1) [July 10, 2025, regular Park Board meeting minutes](#)
 - 2) [Claims – July 2025](#)

Motion No. 1: Jennifer Ogden moved to approve consent agenda items #1 - #2, as presented.
Lee Williams seconded.
Motion passed with unanimous consent (9-0)

(Doug Kelley arrives, 3:33)

5. **Special guests**
A. [Spokane Youth and Senior Centers' Association quarterly update](#) – Tony Cane, Hillyard Senior Center

The Youth and Senior Centers tallied 48,343 participation hours in Q2. 4,995 volunteers contributed 16,609 hours which equates to \$276,706 in minimum wage.

Tony provided an overview of the accomplishments and activities at the various centers. These included field trips and fundraisers, parties, classes, performers, and more. Two centers, NE Youth Center and Sinto Senior Center, welcomed new directors. The centers continue to receive positive feedback from the community.

6. **Financial report and budget update** – Rich Lentz presented the July financial report and budget update.
 - A. Park Fund: The July year-to-date operating expenditures for the Park Fund are approximately \$67,000 more than the two-year budget average. Year-to-date revenues are about \$765,000 above the two-year budget average. Revenues are exceeding expenditures nearly \$1.43 million year-to-date.
 - B. Golf Fund: The July year-to-date operating expenditures for the Golf Fund are about \$235,000 more than the two-year budget average. Year-to-date revenues are below the two-year budget average approximately \$208,000. Revenues are exceeding expenditures about \$1.19 million year-to-date.
7. **Special discussion/action items:**
 - A. Special discussion items: None
 - B. Special action items:
 - 1) **Amendment of Preventative Maintenance Agreement with Applied Industrial Systems** – Mike Prince

Mike shared a presentation regarding an amendment to Parks' preventative maintenance agreement with Applied Industrial Systems.

Applied Industrial Systems (formerly Sno-Valley Process Solutions) was selected through an RFP process (PW ITB 5502-21) and awarded a contract in Oct 2021 to provide scheduled and on-call refrigeration maintenance at the Numerica Skate Ribbon ice mechanical plant. The contract is charged at time and materials not to exceed \$30k annually. On May 2, 2025, the ice mechanical plant experienced an unexpected loss of ammonia containment (approximately 1lb). This triggered an emergency call out for containment, initiated diagnostics to identify its cause, and implemented actions to repair the leak resulting in an additional \$49,998.17 of services. This amendment increases the total compensation of the contract to \$79,998.17.

To reduce the likelihood of another such incident, staff will apply preventative measures including a daily checklist and additional training for maintenance staff to help them identify potential issues before they arise.

Motion No. 2: Jennifer Ogden moved to approve the amendment for \$49,998.17 for the preventative maintenance agreement with Applied Industrial Systems.
Gerry Sperlberg seconded.

Lindsey Shaw questioned whether the system is under warranty and Mike informed her that it has expired.

Motion passed with unanimous consent (10-0)

8. **Committee reports:**

Urban Forestry Tree Committee: The August 5, 2025, meeting was canceled. – Kevin Brownlee

A. Action items: None

B. The September 2, 2025, meeting is **cancelled**. The committee will meet next at 4:15, September 30, 2025, at the Finch Arboretum Woodland Center, and virtually via Webex.

Land Committee: August 6, 2025 – Greta Gilman

A. Action items: None

David Puente, Director of WA State Veteran's Affairs, provided the committee with information on a possible access easement at Dwight Merkel for the new Spokane Veterans Home.

B. The next scheduled meeting is 3:30 p.m. September 3, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Recreation Committee: August 6, 2025 – Sally Lodato

A. Action items: None

The committee presented the draft of the Community Center Funding Grant application. Feedback will be used to refine the application to ensure its accuracy and that it reflects the services each center provides to the community. The committee is taking time to ensure fairness and transparency with the process.

There have been increases in programs, participants, athletic teams, and field usage compared to 2024. There have also been fewer cancellations.

Ryan Griffith presented the committee with a report on the amazing amount of participation on the disc golf courses with over 70,000 recreation hours logged.

Jennifer Papich provided a brief summary of the summer programming. Full Q3 report will be presented at the next committee meeting.

The aquatics season began with some significant mechanical issues at Comstock pool, resulting in higher maintenance costs than anticipated. Staff is managing these expenses within budget. Park Rangers have increased visits to the aquatic centers, which has been helpful in addressing some of the behavioral issues when they arise.

The Fall activity guide is out!

B. The September 3, 2025, meeting is **cancelled**. The committee will meet next at 2:15 p.m. October 1, 2025, at The Finch Arboretum Woodland Center, and virtually via Webex.

Riverfront Park Committee: The August 11, 2025, meeting was canceled – Gerry Sperling

A. Action items: None

B. [July 2025 Operations Report](#) – Amy Lindsey

Highlights included: 1) An increase in Attractions and Programming revenues of more than \$200k over last year, 25% of which was made in July alone! 2) 35,000 visitors to RFP in July – the highest number ever; 3) Movies at the Pavilion continues to be successful; 4) Several

security change implementations including hired security for all community engagement events and improvements to emergency communications and staffing; 5) Lilac Bowl irrigation upgrades; 6) The new Gesa Pavilion logo is complete, and the website design and new URLs are active. Riverfront is working with Gesa to create additional community programming. 7) Pig Out in the Park is coming August 28 – September 1; 8) Storytime at the Carrousel, free historic walking tours, and Riverfront Moves continue be successful; 9) The Rainbow Kitten Surprise concert at the Pavilion saw 5,046 attendees – the highest concert attendance at the Pavilion yet!

Jennifer asked what the cost is for the hired security and whether it is an extension of the City Hall contract. Amy informed her that it is an extension of the City master contract and is paid for out of out of the operating budget, but she isn't aware of the cost.

Linsdey asked whether it would be possible for people to receive alerts when there is a security issue. Amy said that Riverfront is looking at purchasing a mass communication software system which would do that.

C. The next scheduled meeting is 4:00 p.m. September 8, 2025, Riverfront Park Pavilion conference room, and virtually via Webex.

Golf Committee: August 12, 2025 – Barb Richey

A. Action items: None

Barb and some of the Parks team represented Parks and Recreation at the Rosauer's Open at Indian Canyon Golf Course.

Nick Hamad presented the committee with a capital outlay for the remainder of 2025.

Rounds were up 7% and Golf is ahead of their targeted budget. Discount passes are also up.

Each of the golf courses averages 300 golfers a day!

B. The next scheduled meeting is 8:00 a.m. September 9, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Finance Committee: August 12, 2025 – Bob Anderson

A. Action items:

1) [Golf SIP Loan\(s\) Refinance](#) – Rich Lentz

The golf enterprise fund currently has three outstanding SIP loans for course improvements made to Indian Canyon, Esmeralda, and Downriver between 2018 and 2021. These loans all had balloon payments at the end of the term. The 2018 (Indian Canyon) and 2019 (Esmeralda) loans have balloon payments due at the end of 2025 and the 2021 (Downriver) loan is due at the end of 2026. Golf has been charging a Facility Improvement Fee on every round of golf played and has been using these funds to make the debt service payments and build a fund balance intended to eventually pay these loans in full. This fund balance currently has enough to pay the 2018 SIP loan in full. The motion is to pay off the 2018 loan this year, refinance the 2019 loan this year, and refinance the 2021 loan next year with both loans on a 5-year term with a balloon payment, but make a payment amount starting in 2026 that is sufficient to pay the remaining two loans by the end of 2030. This will require City Council approval as well as they oversee all SIP funds. Parks is requesting the Board approve paying off the 2018 SIP loan (approx. \$1,638,556) using the FIF fund balance and then refinance the remaining two

loans at maturity on a 5-year term with a balloon payment. The rate is set at the 5-Year Treasury Rate plus .50%.

Motion No. 3: Bob Anderson moved to approve paying off the 2018 SIP loan, approximately \$1,638,556, using the FIF balance, and refinancing the remaining two loans at maturity on a 5-year term with a balloon payment.

Jennifer Ogden seconded.

Motion passed with unanimous consent (10-0)

- 2) [ACI Northwest / Gaiser Conservatory Replacement Boiler \(not to exceed \\$120,990.09 plus tax from major repair & replacement reserve\)](#) – Al Vorderbrueggen

The existing boiler at the Manito Park Gaiser Conservatory has fully depreciated and is in need of replacement. Parks has an established 'major repair & replacement reserve policy' with sufficient funds to fund the replacement. The project base bid includes (1) boiler, add/alt 1 (if accepted) includes a second boiler to assist the base bid boiler, which will expand the life of the system, and removal of the existing boiler. A contract of both base bid & alternate #1 scope to apparent low bidder, ACI Northwest, is recommended.

The new boiler system will include permitting, removal of the existing boiler, electrical, (2) high efficiency 700k BTU boilers, heat exchanger, plumbing, primary pump, expansion tank, two (2) secondary pumps, controls, and incidental items to achieve a minimum 75-degree room temperature.

A 12-month Contractor Workmanship Warranty and Manufacturers Limited Lifetime Warranty are included, as well.

The Friends of Manito have pledged \$100,000 toward this improvement leaving a net expense to Parks of \$20,990.09 plus tax.

Motion No. 4: Al Vorderbrueggen read the motion to approve the apparent low responsive bidder (ACI Northwest) contract for the Gaiser Conservatory replacement boiler in the amount of \$120,990.09 plus tax from the Parks major equipment repair and replacement fund.

Doug Kelley commented that another benefit of having two boilers is that they would alternate, extending the life of both boilers.

Lindsey Shaw seconded.

Bob called for the vote.

Motion passed with unanimous consent (10-0)

Al welcomed Bob Young, President of The Friends of Manito. Bob moved to Spokane over 17 years ago with his wife. While exploring the area as a potential home, they drove through Manito Park and found it to be incredible. Now, they have been members of TFM for over 15 years. Bob volunteers at Manito plant sales and helps with planting. Stop by the Manito plant sale on Saturday, August 23!

B. The next scheduled meeting is 3:00 p.m. September 9, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Development & Volunteer Committee: The DVC does not meet in August. – Jennifer Ogden

A. Action items: None

- B. The next scheduled Development & Volunteer Committee meeting is 12:00 p.m. September 10, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

9. **Reports**

A. President: Jennifer Ogden

Jennifer thanked Jennifer Papich, Ryan Griffith, and the Recreation team for another outstanding job on the new recreation guide, which is on stands now.

Jennifer also thanked Parks staff for their food donations to the MLK Center.

B. Liaisons

- 1) Conservation Futures – Doug Kelley – No update
- 2) Parks Foundation – Barb Richey – No update
- 3) City Council – Jonathan Bingle – No update

C. Director: Garrett Jones

Garrett introduced Josh Oakes, Recreation Supervisor, who shared a **presentation** on the 2025 aquatic season.

There are six aquatic facilities in the Parks system: AM Cannon, Comstock, Hillyard, Liberty, Shadle, and Witter. In addition to permanent staff, 163 total seasonal staff were employed in Aquatics this season, with 22-41 at each facility. Full-time staff include one Recreation Supervisor (Josh), the Park Ops Assistant Director, an irrigation specialist, the My Spokane team, and the Parks Accounting team.

Josh outlined schedule changes for this year. 1) Witter hosted free swim on Fridays only, from 1 to 4 p.m. This decision was made to help keep swimming free by being efficient with staffing and operations since this pool only averages 11% of total open swim attendance each year. 2) Open swim season was shortened from 10 weeks to nine weeks since many aquatics staff attend local colleges beginning in late August, which presents staffing challenges.

Maintenance staff have completed more than 150 routine maintenance work orders to date. Several major mechanical issues arose this season, causing pool closures, swim lesson cancellations, and nearly \$18,000 in refunds issued. Seasonal staff lost 1,426 hours of work.

Aquatics related safety issues included 49 rescues/near drownings, three seizures, and two heat exhaustion/heat stroke occurrences. Park Rangers worked 10 pool shifts between July 31 and August 14. During this time, they responded to 12 non-aquatics related incidents such as criminal trespass, disorderly conduct, fighting, and unauthorized camping.

Josh reported numbers of participants in swim programs and the revenue totals of each. Also contributing to Aquatics revenue are facility rentals and lap swim lane rentals.

There were 73,435 total open swim visitors at the pools with Shadle seeing the highest number at 18,570. Total patron visits in 2025 topped 108,000.

10. **Executive session**

A. None

11. **Correspondence:**

A. Letters/email: None

12. **Adjournment:** The meeting was adjourned at 5:08 p.m.

13. **Meeting dates**

A. Committee meetings:

Urban Forestry Tree Committee: 4:15 p.m. September 2, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Land Committee: 3:30 p.m. September 3, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Recreation Committee: The September 3, 2025, meeting will be cancelled. The next regular meeting will be held at 2:15 on October 1, 2025, at the Finch Arboretum Woodland Center, and virtually via Webex.

Riverfront Park Committee: 4:00 p.m. September 8, 2025, Riverfront Park Pavilion conference room, and virtually via Webex

Golf Committee: 8:00 a.m. September 9, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Finance Committee: 3:00 p.m. September 9, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Development & Volunteer Committee: 12:00 p.m. September 10, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

B. Park Board: 3:30 p.m. September 11, 2025, Council Chambers, lower-level City Hall, and virtually via Webex.

C. Park Board Study Session: No session scheduled at this time.

Minutes approved by: Garrett Jones
Garrett Jones, Park Board Secretary

***CITY OF SPOKANE PARK AND RECREATION DIVISION
JULY 2025 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - AUGUST 14, 2025***

PARKS & RECREATION:

SALARIES & WAGES	\$	1,458,675.25
MAINTENANCE & OPERATIONS	\$	633,191.70
CAPITAL OUTLAY	\$	113,440.15
DEBT SERVICE PAYMENTS		
PARK CUMULATIVE RESERVE FUND	\$	381,841.21

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY	\$	-
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GOLF:

SALARIES & WAGES	\$	241,984.23
MAINTENANCE & OPERATIONS	\$	774,494.96
CAPITAL OUTLAY	\$	313,683.55
DEBT SERVICE PAYMENTS		
TOTAL EXPENDITURES:		<u>\$ 3,917,311.05</u>

SYSCA

[Return to Minutes](#)

Spokane Youth & Senior Centers Association

2025 Q2 CENTER RECREATION PARTICIPATION TOTALS

	APRIL	MAY	JUNE	Q2
Hillyard	2,541	2,163	1,736	6,440
Sinto	1,038	860	831	2,729
Corbin	2,933	2,728	2,709	8,370
Southside	2,447	2,485	1,954	6,886
MLK	1,403	1,434	1,334	4,171
NEYC	2,090	2,136	1,794	6,020
WCCC	2,141	2,306	2,307	6,754
Project Joy	1,086	1,208	406	2,772
Mid City	1,553	1,437	1,211	4,201
	Q2 PARTICIPANT TOTALS			48,343

2025 Q2 SYSCA Center Volunteer Numbers/Hours

	April		May		June		Q2 Totals	
Hillyard	277	617hrs.	203	571hrs.	240	627hrs.	670	1,805hrs.
Sinto	113	304hrs.	96	226hrs.	81	202hrs.	290	732hrs.
Corbin	361	1,388hrs.	355	1,601hrs.	276	1,468hrs.	992	4,457hrs.
Southside	416	1,664hrs	519	2,076hrs.	565	2,032hrs.	1,500	5,772hrs.
MLK	6	42hrs.	6	45hrs.	6	46hrs.	18	133hrs.
NEYC	13	39hrs.	14	56hrs.	10	40hrs.	37	135hrs.
WCCC	26	13hrs.	12	22hrs.	10	30hrs.	48	65hrs.
Project Joy	180	1,348hrs	1,184	1,896hrs.	26	116hrs.	1,390	3,360hrs.
Mid City	18	54hrs.	16	48hrs.	16	48hrs.	50	150hrs.
Equivalent to \$276,706 in min. wage			Q2 Total Volunteers Q2 Total Hours				4,995 16,609hrs.	

SYSCA

Spokane Youth & Senior Centers Association

Hillyard Senior Center

Executive Director: Tony Cane



"Where Friends Meet Friends"



Hillyard Senior Center Q2 2025 Highlights

April: Volunteers thanked for March efforts; hosted Spring Rummage & Bake Sale on April 19 with concessions and donations. Easter Basket Fundraiser offered themed baskets for sale or donation to homebound seniors/children. Monthly dance with Jerry At Tricks Band on April 2; Enchanted Blooms Birthday Party on April 9 with raffle. Mother's Day Hat Creation Craft Class on April 25. Introduced new Thursday exercise and Friday AM ceramics sessions.

May: Volunteers recognized for April service; celebrated Mother's Day Luncheon on May 10 with music, raffles, and contests. Fiesta Birthday Party on May 14 with 50/50 raffle; Senior Fraud Prevention Q&A on May 15. Monthly dance on May 7; Air Plant Magnets Craft Class on May 30. AARP Drivers Ed Class on May 9; Patio Gardening Class on May 28. Walking group resumed for spring/summer.

June: Volunteers appreciated for May contributions; held Silent Auction Gala fundraiser on June 27 with entertainment and raffles. Luau Birthday Party on June 11; monthly dance on June 4; Patriotic String Art Craft Class on June 20. Hillyard Farmer's Market started Mondays from June 2. Launched summer Aqua-Fit and Crochet sessions; offered BetterAge Health Assessments with gift card drawing. Updated trip policy for independent participation.



Rummage Sale



Seattle Tour



Seattle Tour



Seattle Tour

**HILLYARD
SENIOR CENTER
SUMMERTIME
ACTION
Q2 2025**



Birthday Party Hula
Dancers



Bunny Bingo



Silver
Striders
Walkers



Croquet

WHERE FRIENDS MEET FRIENDS Q2 2025

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Spokane Youth & Senior Centers Association

Northeast Youth Center

Executive Director: Crystal MaCurdy



July 3rd: After the tragic events in North Idaho, the kids from NEYC created handmade cards to show their support and love for the fallen firefighters.



February: NEYC kids deliver handmade cards to the Veteran's Home.

June 9th: NEYC welcomes new Executive Director, Crystal MaCurdy.



January 13th: NEYC kids visit Jean at a local retirement home to celebrate her 102nd birthday!

July 22nd: NEYC kids experience Polka dot Pottery.



June 12th: Hooray for field trips! NEYC kids have a blast exploring a local field.



June 5th: the kids from NEYC visited 'Spud Mountain' and took bags of potatoes home to their families.



May 13th: NEYC kids visit the City of Spokane Fire Department.



May 23rd: children from NEYC placed flags and pennies on the graves of veterans in Fairmount Memorial Park.

Mid City Concerns

Executive Director: Owen Esparas

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Spokane Youth & Senior Centers Association



Mothers Day

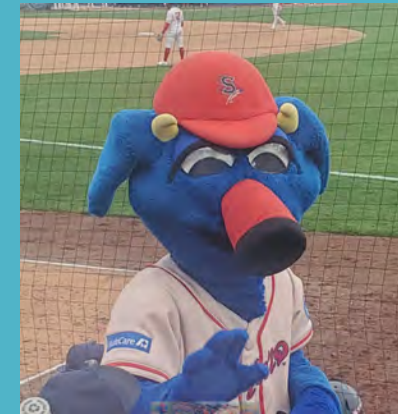
Flowers and Goodies for all the moms

Senior Cinema Day at the Garland Theater

We watched the movie
The Help



Spokane Indians Baseball Matinee Game!



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Spokane Youth & Senior Centers
Association

Project Joy

Executive Director: Harlan Henderson

Spring Showcase 2025



2025 Annual meeting



Performers



Performance and Director Awards



Marian Herzer Award

- Highlights of the 2nd quarter were the Spring Showcase of Entertainers and the Annual Membership meeting.
- The Spring Showcase pictures show the entertainers who performed at the showcase. This event was well received by attendees.
- The Annual Meeting pictures show the performers who provided entertainment, our Performance and Director Award winners and the recipients of the Marian Herzer Award. We love to celebrate our members accomplishments.
- We continue to hear from the care and retirement centers how much their clients enjoy the great entertainment.

Sinto Senior Center

Executive Director: JB Wright

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Spokane Youth & Senior Centers Association



Crafters at work

Birthday lunch

Pinochle tournament

The second quarter of 2025 started out with some change, as JB Wright came on Board as Center Director. Members came out more and attended more functions at the Center, though trips longer than a single day had trouble with getting enough people to go on them. The Progressive Lunch in June did go off without a hitch, as well as trips to Hang 10 BBQ and the Onion for lunches.

Happenings at Sinto Center

- **April**—Donna Holten left center for new position elsewhere, and JB Wright hired as Center Director.

Center put on an Easter Lunch on April 11th with Roast Pork, Chicken, and a Beef Roast. A 50/50 raffle was held.

- **May**--Sinto Senior Center celebrated Cinco de Mayo on May 9th.

Took bids on repairing the building roof and adding solar panels.

Garage Sale started back up first and third Friday and Saturday between 9am and 3pm.

- **June**: Membership drive presentation, dessert and old-time radio play at Center
Multiple trips to local restaurants, as well as our regular Monday lunches at the Center, the birthday lunch, and our Center Breakfast.

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Spokane Youth & Senior Centers Association

West Central Community Center

Executive Director: Kim Ferraro



-Before and After school program numbers were at full capacity with **89** enrolled, with numerous activities and clubs offered.

-Our West Central Neighbor Day event was a great success with free dinner, entertainment, activities, face painting, and a car show. We had over **250** people attend.

-The Summer Program is at full capacity with **78** children enrolled. Daily activities include swimming, field trips, sports, music classes, and games.

-Other community recreation programs offered are badminton, karate, Jiu-Jitsu, wrestling, and adult basketball.

-A former program participant who now works for Microsoft made a **\$5000 donation** to our program, and his company matched it. He stated this place was a huge reason for his success in life.



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Spokane Youth & Senior Centers Association

Southside Community Center

Executive Director: Steve Yunk



- We signed up 82 new members in Quarter 2
- We received a \$2800 grant from Rotary 21 for brand new patio furniture
- We receive a \$1500 grant from associated garden club for new plants
- We raised \$37000 to completely re landscape, crack seal our parking lot, and restripe our parking lot
- We took 15 member on a tour of the snake river



MLK Center

Executive Director: Freda Gandy

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Spokane Youth & Senior Centers Association



Kids in MLK's Summer Program attended a weeklong fly-fishing camp.

The camp ended with them going on a fishing trip to Clear Lake.



Corbin Senior Center

Executive Director: Claudia Ouwerkerk

SYSCA

Spokane Youth & Senior Centers Association

➤ Where the Cool Kids Play

- Volunteer Hours for Qt 2 = 4,457
- New Classes for our Fall Session – Ukulele & French
- Volunteer Appreciation August 22nd
- Annual Moving and Grooving Health Fair Sept 12th
- Boutique Remodel Completed
- Grant From Marie Lamfrom to allow support hours for Programs
- Grant From Rotary 21- Used on Boutique Flooring
- Grant Windemere – Used for Food Insecurities
- Grant from Ahana – Used for plumbing issues for Ice Machine



SYSKA

Spokane Youth & Senior Centers Association

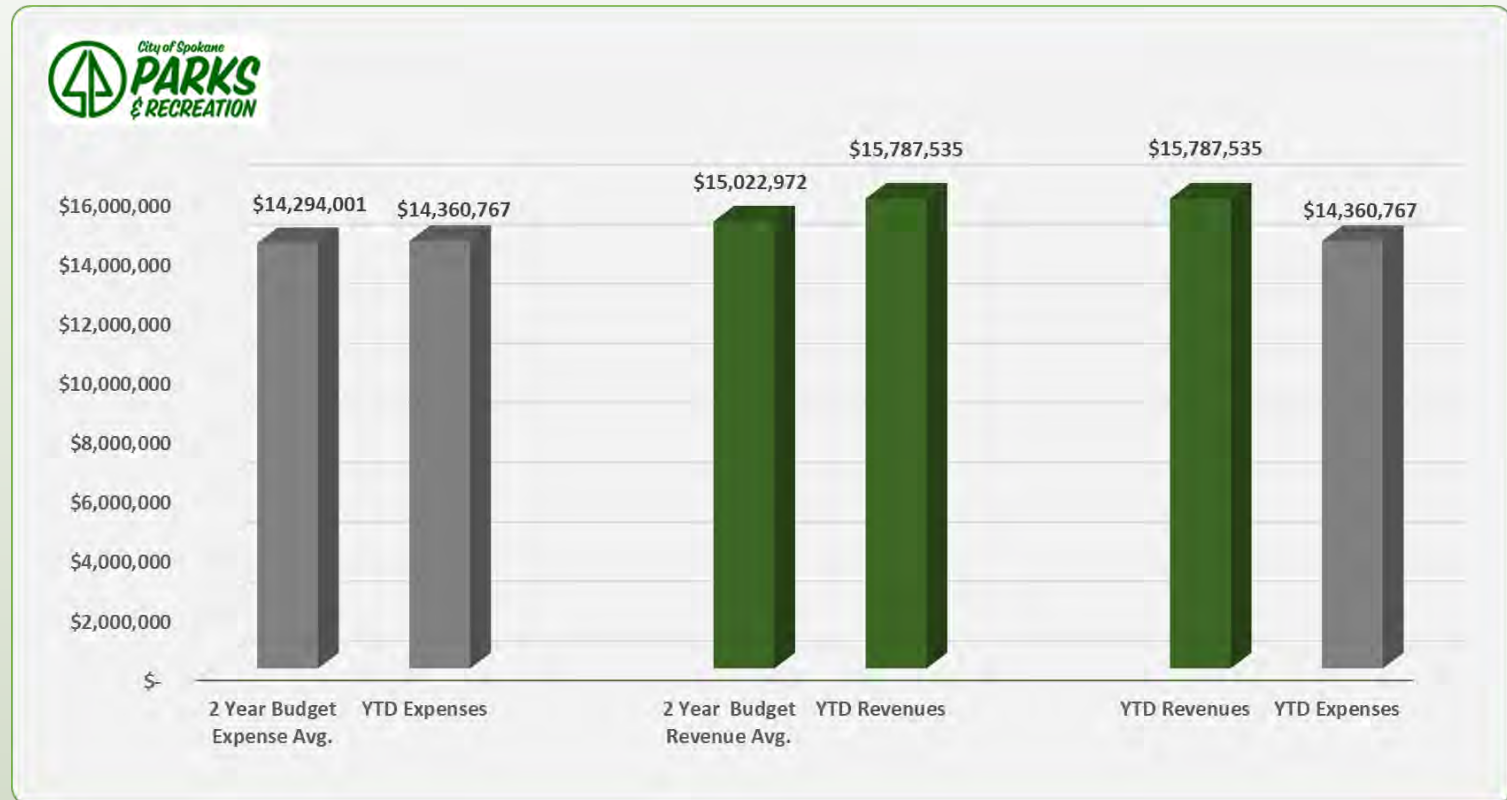
**Thank you, Park Board
For your Continued Support**



City of Spokane
**PARKS
& RECREATION**

*July '25
Financials*

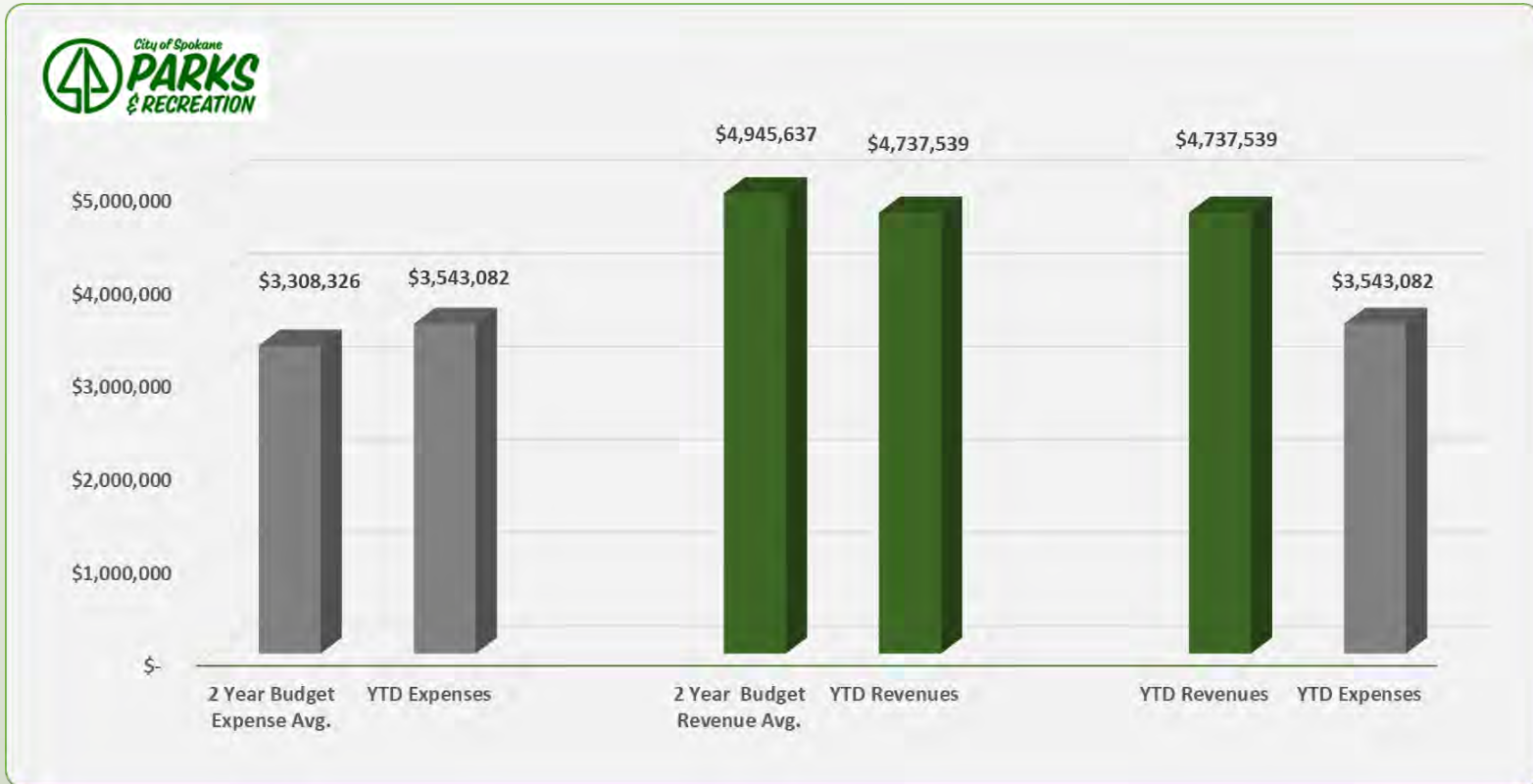
Parks Financials



Key Concepts:

- July had a net loss of \$440,241, which was right on forecast. This was an improvement over last July due to higher revenues this year from both Recreation and Riverfront Park.
- Year-to-date, revenues exceed expenses by \$1.4 million.

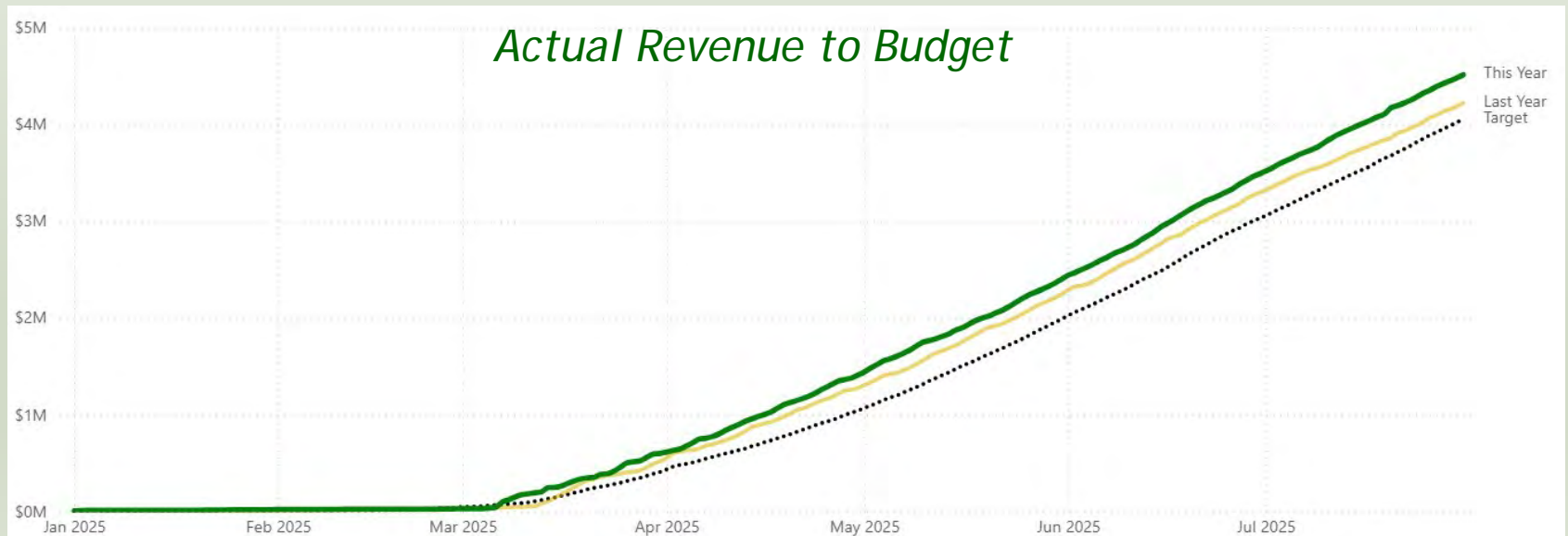
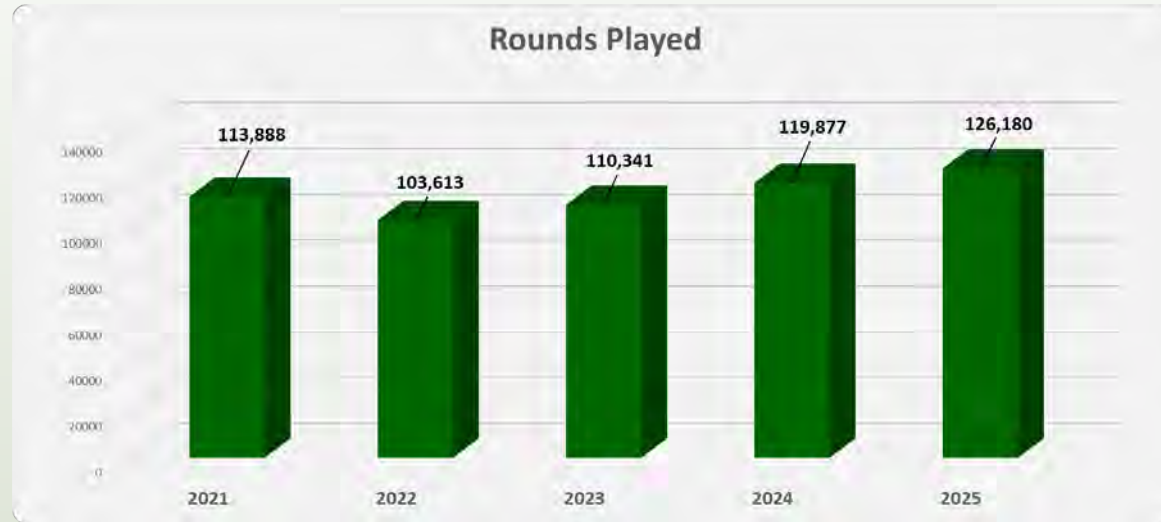
Golf Financials



Key Concepts:

- In July, gross revenues were over \$1 million, but golf only had a net gain of \$8,105 due to increased expenses.
- The primary expense increase in July was in capital from 4 pieces of equipment that arrived. Golf has now paid for 5 of the 6 large pieces of equipment approved by the Park Board earlier this year.
- Year-to-date, golf revenues exceed expenses by \$912,363 (excluding FIF).

Golf Scorecard





City of Spokane
PARKS
& RECREATION



*Questions Or
Comments?*

Spokane Park Board

Briefing Paper



Committee	Special Action Item			Committee meeting date: NA
Requester	Jonathan Moog		Phone number: (509) 625-6243	
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 2024-0359			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal K, Objective 1	Master Plan Priority Tier: First Tier (pg. 171-175)		
Item title: (Use exact language noted on the agenda)	Amendment of Preventative Maintenance Agreement with Applied Industrial			
Begin/end dates	Begins: 10/04/2021	Ends: 09/30/2025	<input type="checkbox"/> 06/01/2525	
Background/history: Applied Industrial Systems (formerly Sno-Valley Process Solutions) was selected through an RFP process (PW ITB 5502-21) and awarded a contract in Oct 2021 to provide scheduled and on-call refrigeration maintenance at the Numerica Skate Ribbon ice mechanical plant. Contract is charged at time and materials not to exceed \$30k annually. In May 2025, the ice mechanical plant experienced an unexpected loss of ammonia containment (approx 1lbs). This triggered an emergency call out for containment, initiated diagnostics to identify its cause, and implemented actions to repair the leak resulting in an additional \$49,998.17 of services. This amendment increases the total compensation of the contract to \$79,998.17.				
Motion wording: Approve the Contract Amendment with Applied Industrial Systems				
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Applied Industrial Systems Name: Keith Envolsen Email address: keith@appliedindsystems.com Phone: 509-710-0500				
Distribution: Parks – Accounting jkconley@spokanecity.org Parks – Sarah Deatrich mprince@spokanecity.org Requester: Jonathan Moog Grant Management Department/Name:				
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$49,998.17 Budget code: 1400-54312-76810-54201				
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input checked="" type="checkbox"/> UBI: 605-224-344 Business license expiration date: 4/30/26 </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>				



CITY OF SPOKANE
PARKS AND RECREATION

CONTRACT AMENDMENT

Title: **PREVENTATIVE MAINTENANCE AGREEMENT
FOR SCHEDULED AND ON-CALL ICE RIBBON
MAINTENANCE**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION** as ("City"), a Washington municipal corporation, and **APPLIED INDUSTRIAL SYSTEMS, LLC.**, whose address is 4784 West Casberg Burroughs Road, Deer Park, Washington 99006, as ("Contractor"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the Parties entered into a Contract wherein the Contractor agreed to provide Schedule and On-Call Ice Ribbon Refrigeration Maintenance under PW ITB 5502-21; and

WHEREAS, additional funds are needed to pay for unexpected repairs; thus, the original contract needs to be formally amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated October 4, 2021, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein

2. EFFECTIVE DATE.

This Contract Amendment shall become effective on October 1, 2021, and shall run through September 30, 2025.

3. AMENDMENT.

To add additional funds for unexpected repairs at the Ice Ribbon

4. COMPENSATION.

The City shall pay an additional amount not to exceed **FORTY-NINE THOUSAND NINE HUNDRED NINETY-EIGHT AND 17/100 DOLLARS (\$49,998.17)**, plus sales tax if applicable, for everything furnished and done under this Contract Amendment in accordance with Contractor's Invoice #2025.-032, dated March 6, 2025, Invoice #2025-181 date June 30, 2025, and Final Repair Quote dated August 4, 2025. This is the maximum amount to be paid under this Amendment and

shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

APPLIED INDUSTRIAL SYSTEMS, LLC.

**CITY OF SPOKANE
PARKS AND RECREATION**

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Exhibit A – Two Invoices 1) Inv. 2025-032, dated March 6, 2025 and 2) Inv. 2025-181, dated June 30, 2025, along with Contractor's Quote dated August 4, 2025.

U2025-080

EXHIBIT A

4784 W Casberg Burroughs Rd
Deer Park, WA 99006
+18772479048
accounts payable@appliedindsystems.com
www.appliedindsystems.com

Invoice



BILL TO
City of Spokane, Parks Dept. 808 W Spokane Falls Blvd Spokane, WA 99201-3304

SHIP TO
City of Spokane, Parks Dept. 808 W Spokane Falls Blvd Spokane, WA 99201-3304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2025-032	03/06/2025	\$15,393.18	04/05/2025	Net 30	

JOB NUMBER/NAME
2025-0048-ICE Rib- ADDITIONAL

PO NUMBER
OPR 2024-0359/ OPR2021-0625

DATE	DESCRIPTION	QTY	RATE	AMOUNT
01/07/2025	Technician Labor, On site - Russell Johnson	10:00	231.00	2,310.00T
01/07/2025	Technician Labor, On site - Jack Envolsen	10:00	231.00	2,310.00T
01/08/2025	3/4" FIP X 3/4" FIP X 24" SS BRAIDED FLEX CONNECTOR	1	25.58	25.58T
01/15/2025	Parking	1	10.00	10.00
01/15/2025	Technician Labor, On site - Russell Johnson	5:00	231.00	1,155.00T
01/21/2025	3/4" FIP X 3/4" FIP X 24" SS BRAIDED FLEX CONNECTOR	1	25.58	25.58T
01/21/2025	3/4" X 2" GALV STL NIPPLE	1	2.84	2.84T
01/21/2025	Technician Labor, On site - Russell Johnson	8:00	231.00	1,848.00
01/27/2025	CR14700-K Gasket, Unloader Piston Cover K	16	11.68	186.88T
01/27/2025	NDA Freight	1	38.45	38.45
01/29/2025	Technician Labor, On site - Jack Envolsen	3:00	231.00	693.00T
02/07/2025	Vibration Analysis, including reporting and shipping	1	2,474.00	2,474.00T
02/10/2025	Technician Overtime Labor, On Site - Russell Johnson	3:30	327.00	1,144.50T
02/20/2025	1-1/4" Solenoid Valve, Bolt Flange pattern- Bare (no Coil, no Flg, no Str)	1	864.57	864.57T
02/20/2025	Gasket Pk 3/4" to 1" (size NO 25), Pkg of 12	1	65.78	65.78T
02/20/2025	Freight	1	92.75	92.75
03/04/2025	Technician Labor, On site Keith Envolsen	4.50	231.00	1,039.50T

Thank you for choosing Applied Industrial Systems.
Invoice payments are due within 30 days. Please be advised
that we will charge 3% interest per month on late invoices,
unless otherwise agreed in a contract.

SUBTOTAL	14,286.43
TAX	1,106.75
TOTAL	15,393.18
BALANCE DUE	\$15,393.18

Payment types accepted:
Check/ACH/Credit Card
Contact our office for credit card payments.
(Credit Card subject to 3.5% processing fee)

4784 W Casberg Burroughs Rd
Deer Park, WA 99006
+18772479048
accounts payable@appliedindsystems.com
www.appliedindsystems.com

Invoice



BILL TO
City of Spokane, Parks Dept. 808 W Spokane Falls Blvd Spokane, WA 99201-3304

SHIP TO
City of Spokane, Parks Dept. 808 W Spokane Falls Blvd Spokane, WA 99201-3304

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2025-181	06/30/2025	\$31,359.11	07/30/2025	Net 30	

JOB NUMBER/NAME
Ice Ribbon 2024/2025 MA

PO NUMBER
OPR 2024-0359/ OPR2021-0625

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	City of Spokane, Parks Dept.:2025-0084 City of Spokane - Parks Dept -Ice Ribbon (post invoice #2025-032)			
03/28/2025	Technician Labor, On site - Keith Envolsen	3:00	231.00	693.00T
03/29/2025	SPOKANE PARKING METER - 7982			1.70
03/31/2025	Technician Labor, On site - Keith Envolsen	2:00	231.00	462.00T
04/01/2025	SPOKANE PARKING METER - 7982			1.70
	SUBTOTAL - City of Spokane, Parks Dept.:2025-0084 City of Spokane - Parks Dept -Ice Ribbon (post invoice #2025-032)			1,158.40
	City of Spokane, Parks Dept.:2025-0131 City of Spokane- Parks Dept-Ice Ribbon-Ammonia Leak Emergency Call			
05/02/2025	Technician Overtime Labor, On Site - Keith Envolsen	0:30	327.00	163.50T
05/03/2025	Technician Overtime Labor, On Site - Jack Envolsen	4:00	327.00	1,308.00T
05/03/2025	Technician Overtime Labor, On Site - Keith Envolsen	9:30	327.00	3,106.50T
	SUBTOTAL - City of Spokane, Parks Dept.:2025-0131 City of Spokane- Parks Dept-Ice Ribbon-Ammonia Leak Emergency Call			4,578.00
	City of Spokane, Parks Dept.:2025-0143-City of Spokane- Parks Dept-Ice Ribbon Recovery, Storage, Reinstall			
05/12/2025	Technician Labor, On site - Keith Envolsen	9:30	231.00	2,194.50T
05/14/2025	Ammonia Pump 1/2 MALE FLARE X 3/4 MPT HALF UNION 48F-8-12	1	12.39	12.39
05/14/2025	Ammonia Pump 1/2 MALE FLARE X 3/4 MPT HALF UNION 48F-8-12	2	12.39	24.78
05/14/2025	Freight	1	34.27	34.27

DATE	DESCRIPTION	QTY	RATE	AMOUNT
05/15/2025	Ammonia Pump Out Service	1	6,172.27	6,172.27
	SUBTOTAL - City of Spokane, Parks Dept.:2025-0143-City of Spokane-Parks Dept-Ice Ribbon Recovery, Storage, Reinstall			8,438.21
	City of Spokane, Parks Dept.:2025-0149-City of Spokane-Parks Dept-Ammonia Leak From 5/3/2025 Repairs			
05/15/2025	Technician Labor, On site - Jack Envolsen	6:00	231.00	1,386.00T
05/19/2025	GG-NH3-RC Replacement Electrochemical Cell, NH3, ribbon cable, 0/50 to 0/300 ppm, extended life Also compatible with ECF2/ECF9/ECFX transmitters	2	599.40	1,198.80T
05/19/2025	GG-NH3-2%-RS Replacement Catalytic Bead Sensor, NH3 selective, plug-in, 0-2%	1	619.65	619.65T
05/19/2025	Freight	1	46.31	46.31
05/19/2025	Technician Labor, On site - Darin W Mathews	1:00	231.00	231.00T
05/20/2025	RS-A050TH 107126 A050TH 107126 1/2" Angle, HW, Thrd, Shut Off Valve	1	209.28	209.28T
05/20/2025	Freight	1	29.19	29.19
05/20/2025	Nitrogen 6 pk	1	427.00	427.00T
05/20/2025	Hazmat Fee	1	6.00	6.00
05/20/2025	Technician Labor, On site - Darin W Mathews	1:00	231.00	231.00T
05/29/2025	Technician Labor, On site - Darin W Mathews	8:00	231.00	1,848.00T
05/29/2025	Technician Labor, On site - Jack Envolsen	6:00	231.00	1,386.00
05/29/2025	Technician Labor, On site - Keith Envolsen	2:00	231.00	462.00T
05/30/2025	3/4" X 1/4" BLK MERCHANT HEX BUSHING	8	3.06	24.48
05/30/2025	1/2" X 1/4" BLK MERCHANT HEX BUSHING	8	1.97	15.76
05/30/2025	3/8" X 1/4" BLK MERCHANT HEX BUSHING	8	1.28	10.24
05/30/2025	MILLROSE 1/2" X 1429" BLUE MONSTER TAPE	2	5.55	11.10
05/30/2025	3/4" X 1/4" SCR 3000# HEX BUSHING	2	3.75	7.50
05/30/2025	SPOKANE PARKING METER - 1381			5.25
05/30/2025	Technician Labor, On site - Darin W Mathews	10:00	231.00	2,310.00T
05/30/2025	Technician Labor, On site - Jack Envolsen	6:00	231.00	1,386.00
06/02/2025	Technician Labor, On site - Jack Envolsen	5:00	231.00	1,155.00T
06/03/2025	Technician Labor, On site - Jack Envolsen	3:00	231.00	693.00T
06/04/2025	SPOKANE PARKING METER - 1381			5.25
06/04/2025	Technician Labor, On site - Jack Envolsen	1:00	231.00	231.00T

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/05/2025	DIAMOND PARKING SERVIC - 1381			15.00
06/05/2025	Technician Labor, On site - Jack Envolsen	1:00	231.00	231.00T
06/09/2025	Technician Labor, On site - Jack Envolsen	2:00	231.00	462.00T
06/24/2025	Technician Labor, On site - Jack Envolsen	3:00	231.00	693.00T
	SUBTOTAL - City of Spokane, Parks Dept.:2025-0149-City of Spokane-Parks Dept-Ammonia Leak From 5/3/2025 Repairs			15,335.81

Thank you for choosing Applied Industrial Systems.	SUBTOTAL	29,510.42
Invoice payments are due within 30 days. Please be advised	TAX	1,848.69
that we will charge 3% interest per month on late invoices,	TOTAL	31,359.11
unless otherwise agreed in a contract.	BALANCE DUE	\$31,359.11

Payment types accepted:
 Check/ACH/Credit Card
 Contact our office for credit card payments.
 (Credit Card subject to 4% processing fee)



August 4th, 2025

Riverfront Park
Mr. Michael Prince
Director of Facilities
507 North Howard Street
Spokane, WA 99201

Subject: Ice Ribbon – Repairs to Ice Ribbon Ammonia Equipment and System 2025

Mr. Prince,

We appreciate this opportunity to present the following pricing for your review and approval. Applied Industrial Systems shall complete the complete scope of work listed on page #2 of this document. Included are ammonia call out system sensor replacement and subsequent verification of the system working correctly, repairs to system for ammonia leaks, recharging with recovered ammonia, etc. A complete written report will follow after work is completed.

The following item(s) include labor and materials.

Ice Ribbon Repairs, Per Scope of Work Page #2: \$17,542.00 est.

Exclusions:

- Additional Scope of Work, Overtime Work, or Applicable Taxes.

Applied Industrial System standard terms and conditions apply. Additional work that may be required or desired will only be performed with your prior knowledge and approval. This price is good for 30 days.

Thank you again for this opportunity to work with you and with Riverfront Park. Please call me at my office if should you have any questions or wish to discuss this proposal further.

Sincerely,

Keith Envolsen
Area Representative
(509) 710-0500 direct
keith@appliedindsystems.com

SCOPE OF WORK

ICE RIBBON MECHANICAL COOLING SYSTEM REPAIRS

- Replacement of all ammonia sensors. These sensors have been ordered, but will need to be physically installed, tested and ensure the ammonia call out system is fully functional and working properly. This was found to NOT be working when we were initially called out for the ammonia leak.
- Replacement of the pressure relief valve, liquid line solenoid valve and sightglass seals that were found to be leaking at the site.
- Installation of ½" access valve for future ease of ammonia refrigerant removal. Valve has been purchased and ready for installation.
- Subsequent pressurization and leak testing to ensure the leak repairs are successful.
- Blow down of nitrogen charge.
- Evacuation of the entire system to a deep vacuum.
- Checking to ensure the vacuum level does not raise for 24 hrs.
- Installing ammonia vapor under pressure to check for leaks a final time prior to full charge of ammonia.
- Recharge of ammonia into the machinery.
- Removal of all tools, equipment and garbage from site, leaving in "as found" or better condition.

License Information:

[New search](#) [Back to results](#)

Entity name:	APPLIED INDUSTRIAL SYSTEMS, LLC
Business name:	APPLIED INDUSTRIAL SYSTEMS
Entity type:	Limited Liability Company
UBI #:	605-224-344
Business ID:	001
Location ID:	0001
Location:	Active
Location address:	4784 W CASBERG BURROUGHS RD DEER PARK WA 99006-8402
Mailing address:	4784 W CASBERG BURROUGHS RD DEER PARK WA 99006-8402

Excise tax and reseller permit status: [Click here](#)

Secretary of State information: [Click here](#)

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Cheney General Business - Non-Resident				Active	Nov-30-2025	Nov-19-2024
Minor Work Permit				Active	Sep-30-2025	Sep-19-2024
Moses Lake General Business - Non-Resident	BL2024-0466			Active	Apr-30-2026	May-31-2024
Richland General Business - Non-Resident				Active	Apr-30-2026	Jun-20-2024
Spokane General Business - Non-Resident				Active	Apr-30-2026	May-01-2023
Union Gap General Business - Non-Resident				Active	Sep-30-2025	Sep-27-2024
Walla Walla General Business - Non-Resident				Active	Nov-30-2025	Nov-15-2024

Owners and officers on file with the Department of Revenue

Owners and officers	Title
ENVOLSEN, KEITH	
ENVOLSEN, MICHELLE	

Registered Trade Names

Registered trade names	Status	First issued
APPLIED INDUSTRIAL SYSTEMS	Active	May-01-2023

The Business Lookup information is updated nightly. Search date and time: 8/14/2025 6:54:45 AM

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER North Town Insurance 5727 N Division St Spokane, WA 99208	CONTACT NAME: Joseph Armand PHONE (A/C, No, Ext): (509)483-3030 FAX (A/C, No): (509)413-0900 E-MAIL ADDRESS: joseph@northtowninsurance.com																					
INSURED Applied Industrial Systems LLC 4784 W Casberg Burroughs Rd Deer Park, WA 99006-8402	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A :</td><td>Ohio Security Insurance Company</td><td>24082</td></tr><tr><td>INSURER B :</td><td></td><td></td></tr><tr><td>INSURER C :</td><td></td><td></td></tr><tr><td>INSURER D :</td><td></td><td></td></tr><tr><td>INSURER E :</td><td></td><td></td></tr><tr><td>INSURER F :</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Ohio Security Insurance Company	24082	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A :	Ohio Security Insurance Company	24082																				
INSURER B :																						
INSURER C :																						
INSURER D :																						
INSURER E :																						
INSURER F :																						

COVERAGES **CERTIFICATE NUMBER:** 95955320-250317095131 **REVISION NUMBER:** 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> FRT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	BKS66223076	06/05/2025	06/05/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAS69198870	06/05/2025	06/05/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	BAS69198870	06/05/2025	06/05/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	BKS66223076	06/05/2025	06/05/2026	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER STOP GAP E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

HVAC Operations

CERTIFICATE HOLDER **CANCELLATION**

City of Spokane 808 W Spokane Falls Blvd Spokane, WA 99201	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p><i>Joseph Armand</i></p> <p>(JJA)</p>
---	---

Amendment of Preventative Maintenance Agreement with Applied Industrial

Mike Prince

Safety and Facilities Manager



Background

- Applied Industrial Systems (formerly Sno-Valley) provided Ice plant maintenance since 2021
- Selected through an RFP process (PW ITB 5502-21)
- Current contract
 - 5- year term, term spans fiscal years, contract ends Sept 30
 - Time and materials not to exceed \$30k annually
 - Amount covers basic scope items not major repairs
 - Scope: Seasonal start-up and shut down, preventative maintenance, repairs, emergency reporting and inspections.
- Amendment adjust Contract value for two major repairs



Ammonia Leak Event

- Skate Ribbon experienced an Ammonia leak (approx 1lbs) on May 2, 2025
 - Park Rangers identified a flashing light and followed our Riverfront Park Emergency Operational Plan for Ammonia Leak.
 - **Flashing Red & Amber:** Ammonia level is ≥ 25 ppm.
 - **Flashing Red w/ Audible Alarm:** Ammonia level is ≥ 150 ppm.
 - Fire Department and Applied Industrial was called and the surrounding area was blocked off.
 - Fire Department and Applied Industrial became the on-scene/incident commanders for the incident.
 - Once the tanks were drained down, the Fire Department allowed access to the building for customers and staff.
- Understanding the Risks and Precautions of Ammonia
 - Ammonia is a very corrosive and over time can cause electrochemical reactions and break down the degradation of materials.
- What are doing to reduce this from happening again
 - Applying preventive measures, with daily checklist
 - Training maintenance staff on identifying problems before they arise




Amendment

- This amendment adds \$49,998.17 of additional services including:
- Compressor repair (Part 2)- vibration analysis (\$15,393.18)
- Ammonia Leak (Part 1)- Initial response and investigation (\$31,359.11)
- Ammonia Leak (Part 2) - Repair and recovery (\$17,542.00)



Future Actions

- New RFP to be released in August; includes:
 - Scope for core services
 - 2 – Alternate bids
 - Creation of Daily Preventative Maintenance Inspections for staff
 - Replace main and rod bearings in #2 compressor
 - Select new service provider by October 1
 - Open Ice ribbon November 22
- 

Questions / Comments

Request Approval of the Contract Amendment with Applied Industrial Systems



riverfront
SPOKANE

Riverfront Spokane Operations Report - July 2025

Presented: August 21, 2025





Revenue Gains

Revenue	Attractions	Programming	Retail/ T&T	Parking	Total
2025 July	\$ (284,954.79)	\$ (169,866.85)	\$ (56,438.03)	\$ (57,549.70)	\$ (568,809.37)
2024 July	\$ (228,408.44)	\$ (74,493.94)	\$ (59,018.01)	\$ (42,842.29)	\$ (404,762.68)
Difference	\$ (56,546.35)	\$ (95,372.91)	\$ 2,579.98	\$ (14,707.41)	\$ (164,046.69)
Percent Change	25%	128%	-4%	34%	41%
2025 YTD	\$ (1,271,339.50)	\$ (661,667.52)	\$ (185,620.64)	\$ (257,732.25)	\$ (2,376,359.91)
2024 YTD	\$ (1,064,259.52)	\$ (230,477.83)	\$ (216,952.11)	\$ (218,229.02)	\$ (1,729,918.48)
Difference	\$ (207,079.98)	\$ (431,189.69)	\$ 31,331.47	\$ (39,503.23)	\$ (646,441.43)
Percent Change	19%	187%	-14%	18%	37%







July Security Changes

- Washington Parking lot closing at 10pm, working on new signage
- Hired security for all community engagement events
- Gates installed securing ramp and preventing access under Monroe St Bridge between 10pm–8am
- Filming videos about park safety
- Improvements to emergency communications and staffing
- Future improvements: (1) Implement mass communication software system, (2) create comprehensive parkwide policy & procedure.



Other Updates

- Lilac Bowl irrigation upgrades
- Pavilion Concert Production RFP released
- Acoustic tile installation at Carrousel coming in Fall/Winter
- Working with Tesera (formerly Skils'Kin) to support 3 interns
- Contract approved for Productive Parks (preventative maintenance software)
- Contract negotiation continue for Centaman (Attraction POS software)
- Gesa Pavilion Sign updates coming in August

VENUE INFO

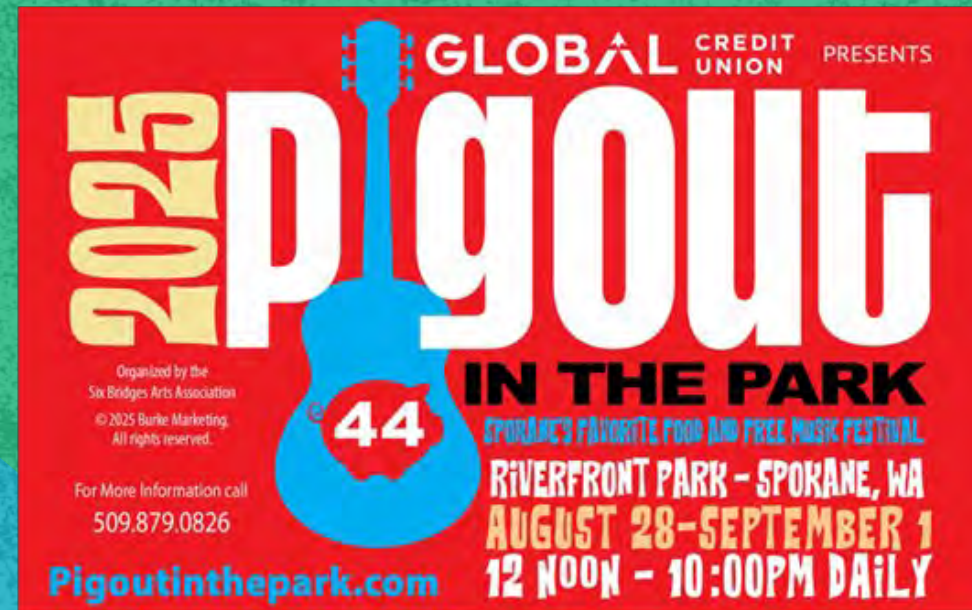


GESA PAVILION CONCERT FAQ

- + Where can I purchase tickets?
- + Do children have to have a ticket?
- + What can I bring to a Gesa Pavilion Concert?
- + Are there camping and/or hotel accommodations in or around the venue?
- + How do I get to the Gesa Pavilion?



On the Horizon





Attendance: 5,046

Spokane Park Board

Briefing Paper



Committee	Finance			Committee meeting date: August 12, 2025
Requester	Rich Lentz			Phone number: 509-625-6544
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 2018-0094; cross ref 2021-0584			
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)	Golf SIP Loan(s) Refinance			
Begin/end dates	Begins: 01/01/2026		Ends: 12/31/2031	<input type="checkbox"/> 06/01/2525
Background/history: The golf enterprise fund currently has 3 outstanding SIP loans for course improvements made to Indian Canyon, Esmeralda and Downriver between 2018 and 2021. These loans all had balloon payments at the end of the term. The 2018 (Indian Canyon) and 2019 (Esmeralda) loans have balloon payments due at the end of 2025 and the 2021 (Downriver) loan is due at the end of 2026. Golf has been charging a Facility Improvement Fee on every round of golf played and has been using these funds to make the debt service payments and build a fund balance intended to eventually pay these loans in full. This fund balance currently has enough to pay the 2018 SIP loan in full. The motion is to payoff the 2018 loan this year, refinance the 2019 loan this year, and refinance the 2021 loan next year with both loans on a 5-year term with a balloon payment, but make a payment amount starting in 2026 that is sufficient to pay the remaining 2 loans by the end of 2030. This will require City Council approval as well as they oversee all SIP funds.				
Motion wording: Approve paying off the 2018 SIP loan (approx. \$1,638,556) using the FIF fund balance, and then refinance the remaining two loans at maturity on a 5-year term with a balloon payment. The rate is set at the 5-Year Treasury Rate plus .50%.				
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: City Council Name: _____ Email address: _____ Phone: _____				
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Rich Lentz Grant Management Department/Name: _____				
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ Approx. \$777,470/year to pay in full in 5 yrs 4600-30210-97185-80102-99999				
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>				

Golf SIP Loans

Current Status

2018 Balance at Maturity (2025)	\$ 1,638,556
2019 Balance at Maturity (2025)	\$ 1,698,410
2021 Balance at Maturity (2026)	\$ 1,733,447
Total	\$ 5,070,413

*Note: End of '25 Balance = \$5,231,363

2018 = Indian Canyon
2019 = Esmeralda
2021 = Downriver

	Current Payment	Current Rate
2018	\$ 225,412.25	0.81%
2019	\$ 207,071.12	0.81%
2021	\$ 185,797.30	1.34%
Total	\$ 618,280.67	0.97% WAR

FIF Fund Balance	\$2,400,000
-------------------------	--------------------

Rate Forecast

4.51% = Estimated Rate (5 YR TRS + .50BP)

3.36% = Current Investment Yield

\$ 228,675.64 Annual Finance Charges at 4.51%

\$ 49,183.01 Annual Finance Charges at .97%



Loan Options: No Cash Down

No Cash Down		
	5 Year Term W/ Balloon	Estimated Rate
2018	\$ 207,180.61	4.51%
2019	\$ 214,748.64	4.51%
2021	\$ 219,178.71	4.51%
Total	\$ 641,107.96	

	5 Year Term No Balloon	Estimated Rate
2018	\$ 373,353.39	4.51%
2019	\$ 386,991.49	4.51%
2021	\$ 394,974.76	4.51%
Total	\$ 1,155,319.64	

\$870,942	FIF Revenue Collected in 2024
-----------	-------------------------------

Loan Options: \$1M Cash Down

\$1M Cash Down on 2018/2019 Loans		
	5 Year Term W/ Balloon	Estimated Rate
2018	\$ 143,960.13	4.51%
2019	\$ 151,528.16	4.51%
2021	\$ 219,178.71	4.51%
Total	\$ 514,667.00	

	5 Year Term No Balloon	Estimated Rate
2018	\$ 259,425.83	4.51%
2019	\$ 273,063.93	4.51%
2021	\$ 394,974.76	4.51%
Total	\$ 927,464.52	

\$870,942	FIF Revenue Collected in 2024
-----------	-------------------------------

Loan Options: \$2M Cash Down

\$2M Cash Down on 2018/2019 Loans		
	5 Year Term W/ Balloon	Estimated Rate
2018	\$ 80,739.65	4.51%
2019	\$ 88,307.68	4.51%
2021	\$ 219,178.71	4.51%
Total	\$ 388,226.04	

	5 Year Term No Balloon	Estimated Rate
2018	\$ 145,498.27	4.51%
2019	\$ 159,136.37	4.51%
2021	\$ 394,974.76	4.51%
Total	\$ 699,609.40	

\$870,942	FIF Revenue Collected in 2024
-----------	-------------------------------

Loan Options: \$1.64M Cash Down to Payoff 2018 SIP Loan

\$1.64M Cash Down Payoff 2018 Loan		
	5 Year Term W/ Balloon	Estimated Rate
2018	\$ -	
2019	\$ 242,273.00	4.51%
2021	\$ 219,178.71	4.51%
Total	\$ 461,451.71	

	5 Year Term No Balloon	Estimated Rate
2018	\$ -	
2019	\$ 382,495.00	4.51%
2021	\$ 394,974.76	4.51%
Total	\$ 777,469.76	

\$870,942	FIF Revenue Collected in 2024
-----------	-------------------------------

Discussion Points:

- * The current investment rate earned exceeds the interest rate paid. Holding funds is advantageous.
- * The forecasted investment rate earned does not exceed the forecasted interest rate paid. Holding funds is not advantageous.
- * The golf fund balance must stand-alone and does not have a backup funding source. A negative fund balance is not an option, so depleting fund balance carries a risk.
- * The golf fund balance does rely on the available funds in the FIF Fund during winter months to avoid going into a negative balance.

Recommendation:

- * Put \$1.64M cash down to payoff the 2018 loan and refinance the remaining 2 loans at maturity on a 5-year term with a balloon payment.
- * Externally we are only required to make the minimum payment, but internally we budget and forecast to pay the amount required to pay the loans in full by the end of 2030. This is similar to a 30-year mortgage with the intent to pay in full in 15 years. Golf intends to retire the debt by the end of 2030 but has the luxury of a lower minimum payment if golf revenues decline in any given year.
- * This leaves almost \$1M in fund balance for emergencies, winter months, or declines in rounds played.
- * This option pays the debt in full by the end of 2030 versus carrying it for another 5 years. This removes the debt burden on the enterprise fund to focus on other capital improvements, such as the Qualchan irrigation.
- * It is advantageous to pay principal down now versus wait for the 2021 refinance next year due to the forecasted interest paid exceeding the interest earned during that year.
- * The figures quoted include estimated payments for the 2021 loan refinance. Even though that balloon payment is not due until the end of 2026, it is recommended we make an action plan and vote on the strategy for all 3 loans at this time.
- * The motion is to payoff the 2018 loan this year, refinance the 2019 loan this year, and refinance the 2021 loan next year with both loans on a 5-year term with a balloon payment but make a payment amount starting in 2026 that is sufficient to pay the remaining 2 loans by the end of 2030. This will require City Council approval as well as they oversee all SIP funds.
- * If the rate at the time of refinance next year is materially higher or lower, Parks Finance will adjust payment amounts to ensure the higher payments are being applied to the higher interest rates first.

Thank
you

Spokane Park Board

Briefing Paper



Committee	Land Committee	Committee meeting date: August 6, 2025	
Requester	Al Vorderbrueggen	Phone number: 363-5464	
Type of agenda item	<input type="radio"/> Consent <input checked="" type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
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)		Master Plan Priority Tier: (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	ACI Northwest / Gaiser Conservatory Replacement Boiler (not to exceed \$120,990.09 plus tax from major repair & replacement reserve)		
Begin/end dates	Begins: 08/21/2025	Ends: 08/21/2026	<input type="checkbox"/> 06/01/2525
Background/history: <p>The existing boiler at Gaiser Conservatory has fully depreciated and is in need of replacement. Parks has an established 'major repair & replacement reserve policy' with sufficient funds to fund the replacement. Project base bid includes (1) boiler, add/alt 1 (if accepted) includes a second boiler. Recommend contract of both base bid & alternate #1 scope to apparent low bidder, ACI Northwest.</p> <p>The new boiler system will include Permitting, Removal of Existing Boiler, Electrical, (2) High-Efficiency 700k BTU Boilers, Heat Exchanger, Plumbing, Primary Pump, Expansion Tank, two (2) Secondary Pumps, Controls, and incidental items to achieve a minimum 75deg room temperature. Contractor Workmanship Warranty of 12mo and Manufacturers Limited Lifetime Warranty.</p> <p>The Friends of Manito have pledged \$100,000 toward this improvement. Net expense to Parks is \$20,990.09+tax</p>			
Motion wording: <p>Motion to approve ACI Northwest contract for Gaiser Conservatory Replacement Boiler in the amount of \$120,990.09 plus tax</p>			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: ACI northwest Name: Mike Jones Email address: mjones@acinw.com Phone: 1.808.772.9571			
Distribution: Parks – Accounting nhamad@spokanecity.org Parks – Sarah Deatrich bellison@spokanecity.org Requester: avorderbrueggen@spokanecity.org Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: Budget code: \$20,990.09+tax 1950-54920-94760-56401 \$100,000.00+tax (revenue) 1950-54920-99999-36710			
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: 4/30/26 <input checked="" type="checkbox"/> Insurance Certificate			



Bid Tabulation - Manito Park Gaiser Conservatory Replacement Boiler							
Bid Item	Description	UOM	Quantity	ACI Northwest	Professional Piping	Titan Mechanical, Inc.	% OF ESTIMATE (LOW BID) % OF ESTIMATE (AVG BID)
TOTAL BASE BID (NO TAX)	Total Bid	Each	1	\$80,995.00	\$96,000.00	\$135,931.66	183%
Washington State Retail Sales Tax (9.1%)				\$7,370.55	\$8,736.00	\$12,369.78	
TOTAL BASE BID +TAX				\$88,365.55	\$104,736.00	\$148,301.44	
ALTERNATE 1 - Boiler #2 System	Total Bid	Each	1	\$39,995.00	\$47,897.34	\$41,876.54	29%
TOTAL BASE + ALL ALTERNATES (NO TAX)				\$120,990.00	\$143,897.34	\$177,808.20	6%
Washington State Retail Sales Tax (9.1%)				\$11,010.09	\$13,094.66	\$16,180.55	-
TOTAL ALL WORK + TAX				\$132,000.09	\$156,992.00	\$193,988.75	88.0%
							-



City of Spokane Invitation To Bid **R1**

BID

TO: CITY OF SPOKANE, WASHINGTON

PROJECT NAME: ~~Manito Park Backup Boiler~~ **Gaiser Conservatory Replacement Boiler**

BIDDER'S DECLARATION. The undersigned bidder certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

BID OFFER. The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

BASE BID:	\$ <u>80,995.00</u>	Alt 1: BOILER #2 SYSTEM	\$ <u>43,634.55</u>
SALES TAX (9.1%)	\$ <u>7,370.55</u>	(Include Retail Sales Tax)	
TOTAL BASE BID PRICE:	\$ <u>88,365.55</u>		

~~TRENCH SAFETY SYSTEM,~~
~~if excavation greater~~
~~than four feet (4') deep:~~ \$ _____

CONTRACTOR RESPONSIBILITY.

Washington State Contractor's Registration No.
U.B.I. Number
Washington Employment Security Department Number
Washington Excise Tax Registration Number

ACI NOI * 92208
601-746-223
N/A - ID COMPANY
601-746-223

As of July 1, 2019, Contractor has fulfilled training requirement or is exempt from
L & I's Public Works Training Requirement under RCW 39.04.350 and RCW 39.06.020. (☒ YES) (☐ NO)

ADDENDA. The undersigned acknowledges receipt of addenda number(s) 1 & 2 and agrees that their requirements have been included in this bid proposal.

The firm agrees that its Bid will NOT be withdrawn for a minimum of forty five (45) calendar days after the stated submittal date.

For contracts up to \$150,000.00 including tax, the Contractor may request for ten percent (10%) retainage in lieu of bond.
(☒ YES) (☐ NO)

The undersigned Bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date for this Project, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

FIRM NAME: Business Name ACI Northwest

PRINTED NAME: Printed Name Mike Jones

SIGNATURE: [Signature]

TITLE: Title Account Manager

PHONE: Phone 208-772-9571

ADDRESS: Business Address 6600 N Government Way Coeur d'Alene ID 83815

EMAIL: name@domain
mJones@ACI NW.com



City of Spokane Invitation To Bid R1

SUBCONTRACTOR LIST

PROJECT TITLE: Guiser Conservatory Replacement Boiler

PROPOSED SUBCONTRACTORS/SUPPLIERS TO BE USED ON THE PROJECT ARE: (USE ADDITIONAL PAGES IF NECESSARY)

CONTRACTOR/SUPPLIER _____

TYPE OF WORK/BID ITEM _____

AMOUNT \$ _____

CONTRACTOR'S REGISTRATION NO. _____

CONTRACTOR/SUPPLIER _____

TYPE OF WORK/BID ITEM _____

AMOUNT \$ _____

CONTRACTOR'S REGISTRATION NO. _____

CONTRACTOR/SUPPLIER _____

TYPE OF WORK/BID ITEM _____

AMOUNT \$ _____

CONTRACTOR'S REGISTRATION NO. _____

☒ NO SUBCONTRACTORS WILL BE USED ON THIS PROJECT

8/18/2024
Date

[Signature]
Signature of Authorized Representative



August 5, 2025

ADDENDUM NO. 1

This addendum 1 to Request 'Manito Park Backup Boiler' is being issued to revise the following:

- Revisions to Invitation to Bid including Project Name, Scope of Work, and Bid Schedule

The below items are attached to this Addendum and included herein by reference:

- Attachment 1. Invitation to Bid R1 including Revised Scope of Work and Bid Form
- Attachment 2. Program Master Schedule

Revisions to Bid Form: include but not limited to the following:

- Project name is revised to 'Gaiser Conservatory Replacement Boiler'
- Bid due date is revised to 1:00pm Tuesday, August 19, 2025.
- Scope of Work has been revised to be a Lochinvar Copper Fin II natural Gas Hydronic 990 MBH Boiler system with an additive alternate for one additional boiler system of the same make and model.

Notes:

1. Last day for questions will be 1:00pm Monday, August 11, 2025.
2. Last Addendum will be issued no later than 5:00pm Tuesday, August 12, 2025.

Question and Answer (as of 5pm Friday, July 25th)

1. **Q:** Are there any existing controls in the boiler room? we could not find any on the walk through.
A: Existing boiler controls are built into the existing RBI boiler. The built-in boiler controls make hot water to a manually programmed setpoint number. Our operator inputs a setpoint of 180 degrees in fall/winter, and 165 degrees in early spring.
The suspended thermostats in each greenhouse monitor the space(s) temperature. When demand is needed for heat, the white digital greenhouse controllers, one for each greenhouse, energize a circulation pump to draw hot water from the loop. Thus, boiler controls per-se are non-existent.
2. **Q:** Do you have a preferred contractor for controls? Paperwork says UTC, do we need to use them or can we shop others?
A: We do not have a preferred controls contractor. You may shop others, however we assume a control system such as Tekmar will be sufficient to manage two boilers and their interaction. Of the function options available, a lead-lag function may be the best option. Parks assumes the successful responsive bidder would be competent to install a Tekmar control system without the assistance of a boiler controls expert.
3. **Q:** There will be two boilers in the mechanical room, we want to confirm that the intent is to have only one boiler on at a time, as operating two will drastically change how venting will be handled.
A: The intent has been to have a new boiler energize if/when the existing boiler is stopped or otherwise goes offline. Only ONE boiler is expected to operate at a time. Furthermore, Parks would care to have the contractor install a switch that could alternate between boilers so each unit would

operate occasionally. This would ensure that neither boiler would be overused while confirming that each boiler is always operable.

4. **Q: Are we confined to efficiency codes? The spec'd boiler only operates at 85%.**

A: No, you are not confined to efficiency codes as this is an industrial application. However, a new boiler with a minimum of 84% efficiency is expected.

5. **Q: Do you know what the Inside diameter is of the chimney the current boiler is using to vent?**

A: The diameter appears to be 20-24 inches. FYI The specifications for the new boiler vent is 10".

6. **Will insulation be required for exiting piping and equipment in the mechanical room or just on new install?**


A: Insulation will be required for exiting piping and equipment.

**Berry Ellison, PLA
City of Spokane
Parks and Recreation
O. 509 625-6276
E. bellison@spokanecity.org**

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR PROPOSAL, OR THE PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.

The undersigned acknowledges receipt of this Addendum.

ACI Northwest
Company


Authorized Signature



August 12, 2025

ADDENDUM NO. 2

This addendum 2 to Request 'Gaiser Conservatory Replacement Boiler (formerly "Manito Park Backup Boiler")' is being issued to revise the following:

- Questions by Bidder(s) & responses by City of Spokane.
- Scope Revisions as described below

The below items are attached to this Addendum and included herein by reference:

- None attached.

Revisions to Bid Form: include but not limited to the following:

- Responses below prevail over language shown on Bid Form.
- Additive Alternate #1: Boiler #2 System
 - a. Omit "Contractor to remove and dispose of existing RBI boiler"
 - b. Add: "Owner to remove and salvage existing RBI boiler"

Question and Answer (as of 1:00pm, August 11th)

- 1. Q:** *Five (5) projects of similar size and scope within the last five (5) years is aggressive. Can the quantity be decreased, or the duration increased?*

A: The quantity of projects of similar size and scope is revised to three (3) projects within the last five (5) years. The lowest responsive bidder will be required to submit documentation and project contact information for verification by the City. If the City determines the submitted projects and duration do not satisfy this requirement, the bidder will be considered non-responsive.
- 2. Q:** *Regarding addendum #1, Question #6: Asks if there will be insulation required on exiting piping and equipment in the mechanical room. The answer said yes it will be required. Can you please confirm it will not be required on piping outside of the mechanical room. If it is required, do you have an as built for this piping so we can quantify size and footages?*

A: Insulation is required on all exposed boiler piping (new and existing-to-remain) including the new tank in the Mechanical/Boiler room. Insulation is not required on piping outside of the mechanical/boiler room.
- 3. Q:** *Regarding addendum #1, Question #2: Regarding preferred contractor for controls, is the City's intent to have a remote user interface or other monitoring outside the mechanical/boiler room?*

A: No. Remote monitoring is not desired. The specified Lochinvar boiler(s), with its integrated controls has the ability to interface between two boilers at a level that is adequate for this project. No additional control(s), Tekmar or other, is part of the scope of work.

Berry S. Ellison

Berry Ellison, PLA
City of Spokane
Parks and Recreation
O. 509 625-6276
E. bellison@spokanecity.org

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR PROPOSAL, OR THE PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.

The undersigned acknowledges receipt of this Addendum.



Authorized Signature

ACI Northwest

Company

Park Operations & Natural Resources



Park Board Presentation

August 21, 2025

Gaiser Conservatory Boiler Replacement

SUMMARY

The existing boiler at Gaiser Conservatory has fully depreciated and needs replacement. No backup heating system currently exists.

Parks has an established 'Major Repair & Replacement Reserve Policy' with sufficient funds to fund the replacement.

*** Use of these funds must be approved through Finance Committee and Park Board*



Gaiser Conservatory Boiler Replacement

MAJOR REPAIR & REPLACEMENT RESERVE POLICY

5.2 Criteria for use of funds are:

- 5.2.1 Expenditures must be for the repair and/or replacement of significant mechanical capital assets; specifically excluding vehicles, trailers, maintenance equipment or any other capital asset for which there is another specific reserve account in the Parks Cumulative Reserve Fund (Fund 1950).
- 5.2.2 Intended uses for this reserve would be items including, but not necessarily limited to, pumps, compressors, boilers, or other costly pieces of equipment required to keep a Park facility or program in operation.
- 5.2.3 Funds cannot be used for new equipment and must be used for the repair or replacement of failed, or near-failing mechanical equipment.

6.0 PROCEDURE

- 6.1 Only Parks and Recreation Directors, including the Parks Executive Officer shall be permitted to request expending these funds.
- 6.2 The request for expenditure from this reserve shall be presented at the next Park Board Committee meeting associated with the request.
- 6.3 If approved at the appropriate Committee, it shall be presented as an action item at the next Park Board Finance Committee.



Gaiser Conservatory Boiler Replacement

PROJECT

- The bid is separated into a base bid and an alternate. Base bid adds one (1) boiler system that is expected to operate the system with the current 2m BTU boiler (the existing boiler would remain).
- New unit is proposed to be a Lochinvar 990k BTU boiler with accompanying 200gal buffer tank, circulation pumps, gas regulators, low temp protection valves, and magnetic strainer.



Gaiser Conservatory Boiler Replacement

PROJECT

- An Alternate adds a duplicate new boiler to assist the base bid boiler to reduce demand, increase efficiency, and extend the overall lifespan of the system.
- The Alternate includes the removal of the existing boiler.

Contractor Workmanship Warranty of 12mo and
Manufacturers Limited Lifetime Warranty.



Gaiser Conservatory Boiler Replacement

FUNDING PARTNER

This boiler project was presented to **The Friends of Manito** board on Monday, August 11. We asked for funding of 50% of this replacement or up to \$80,000.



Gaiser Conservatory Boiler Replacement

FUNDING PARTNER

This boiler project was presented to **The Friends of Manito** board on Monday, August 11. We asked for funding of 50% of this replacement or up to \$80,000.

The TFM board has **unanimously approved funding of the first \$100,000 for the project.** The city will be responsible for the balance which would not exceed **\$50,000 plus tax.**



TFM

Gaiser Conservatory Boiler Replacement

▪ PROJECT BID PROCESS

- Three formal bids were received on 8/19/2025
- The apparent low responsive bidder was ACI Northwest for the amount of **\$120,990.09 plus tax**

With the Friends of Manito pledge of **\$100,000** towards this replacement, the net expense to Parks will be **\$20,990.09+tax** from the Parks Major Equipment Repair and Replacement Reserve Fund



Gaiser Conservatory Boiler Replacement

Action Item:

Motion to approve apparent low responsive bidder (ACI Northwest) contract for Gaiser Conservatory Replacement Boiler in the amount of \$120,990.09 plus tax from the Parks Major Equipment Repair and Replacement Reserve Fund



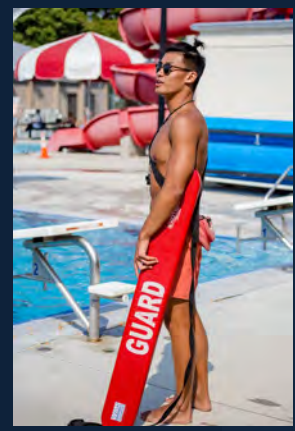
QUESTIONS?

OUTDOOR AQUATICS SEASON REPORT



AM CANNON
COMSTOCK
HILLYARD
LIBERTY
SHADLE
WITTER





SEASONAL AQUATICS STAFF

- 163 Total Seasonal Staff
- 22-41 Staff @ Each Facility
- 1 Seasonal Aquatics Supervisor
- 1 Customer Service Seasonal
- 1 Aquatics Maintenance Staff

FULL-TIME STAFF

- 1 Recreation Supervisor
- 1 Park Ops. Asst. Director
- 1 Irrigation Specialist
- My Spokane Team
- Parks Accounting Team



AQUATICS STAFF

PRE-SEASON LAP SWIM SCHEDULE - May 6 - June 13**PRE-SEASON FEE: \$6 PER VISIT**

Witter	Monday - Friday	11:00am-2:30pm	50 meter lanes
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REGULAR SEASON LAP SWIM SCHEDULE - June 16- August 22**REGULAR SEASON FEE: \$6 PER VISIT**

Witter	Monday - Thursday	10:00am-1:30pm	50 meter lanes
	Friday	10:00am-12:30pm	50 meter lanes
Comstock	Monday - Thursday	6:00am-7:30am	50 meter lanes
	Friday	6:00am-8:00am	50 meter lanes
	Saturday	7:30am-9:30am	50 meter lanes
Shadle	Saturday	10:30am-12:30pm	25 yard lanes

POST-SEASON LAP SWIM SCHEDULE - August 25 - September 12**POST-SEASON FEE: \$6 PER VISIT**

Witter	Monday - Friday	11:00am-2:30pm	50 meter lanes
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OPEN SWIM - June 16—August 16**Closed 6/19 & 7/4**A.M. Cannon, Comstock,
Hillyard, Liberty, & ShadleMonday - Saturday
1:00-4:00pm

Witter

Friday, 1:00-4:00pm

EVENING OPEN SWIM - June 16—August 16**Closed 6/19 & 7/4**A.M. Cannon, Comstock,
HillyardMonday & Wednesday
6:30-8:00pm

Liberty & Shadle

Tuesday & Thursday
6:30-8:00pm**2025 AQUATICS SCHEDULE**

WHAT WAS DIFFERENT?

- Witter hosted a weekly free open swim session on Fridays only, from 1 – 4pm

WHY?

- Open Swim is free at all six City of Spokane aquatic centers, and the cost of operating pools is high. In order to keep swimming free, we need to be highly efficient with our staffing and operations.

- **Witter Aquatic Center is the largest pool with the lowest open swim attendance of all the pools.**
 - **11% of the Open Swim attendance comes from Witter on average each year.**

- The two nearest pools to Witter are Liberty and A.M. Cannon, both of which have the capacity to welcome additional swimmers.

- **Both Liberty and A.M. Cannon are also on the bus line, and STA offers free rides for youth 18 and under.**



2025 AQUATICS SCHEDULE CHANGES

WHAT WAS DIFFERENT?

- The open swim season this year was 9 weeks as opposed to the 10-week season that we have had in the past.

WHY?

- Many aquatics staff members attend local colleges that start in late August, which has always made staffing the pools during this time challenging.
- **For the 2025-2026 school year, some area districts have moved their start date to August 27, which further impacted staffing levels**
- Historically, attendance at Open Swim sessions in late August experiences a significant decrease.



2025 AQUATICS SCHEDULE CHANGES

MAINTENANCE STAFFING

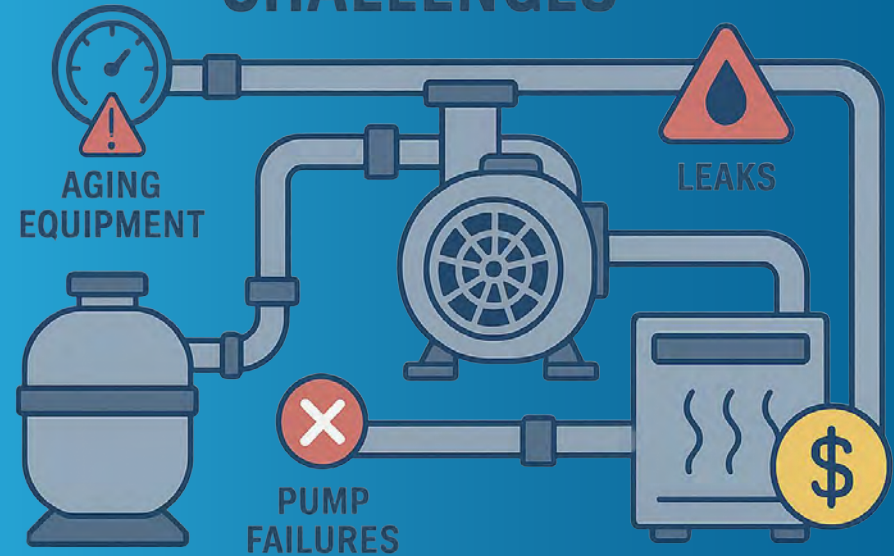
- 1 Full-Time Irrigation Specialist
- 1 Temp/Seasonal (Mar–Oct)
- Support from all Aquatics Staff (opening & closing checklists including facility cleaning, perimeter walks and chemical checks)

ROUTINE MAINTENANCE

150+ work orders closed in 2025 to date

- *(Ice Machine broken, toilet won't flush, toilet won't stop flushing, hole cut in facility fence, chemical feeds clogged or leaking, broken pool grate, etc.)*

AQUATICS MECHANICAL CHALLENGES



AQUATICS MAINTENANCE



2025 MECHANICAL CHALLENGES

•MAJOR ISSUES:

- Comstock Pump Room
- Witter Small Pool
- AM Cannons Auto Fill
- Pool Heaters/Boilers
- Pool Deck Mud Jacking
- Vandalism

COMMUNITY IMPACTS

- Pool closures & canceled programs:
 - 14 days at Comstock
 - 70 swim lessons canceled
 - \$17,787 in refunds
- Seasonal Staff Loss of Working Hours
 - 1,426 hours lost

AQUATICS MAINTENANCE



COMSTOCK- MAJOR PIPE BREAKS & FILTRATION SYSTEM

- The design of the recirculation system led to a significant water hammer, (banging and rattling of the pipes during startup and shutdown)
- This caused a major pipe break, along with multiple cracked pipes and fittings.
- Additionally, Comstock faced problems with the filtration system, which also caused intermittent shutdowns.

WITTER – THE SMALL POOL CONTROLLER FAILURE

- The replacement arrived about six weeks later than expected.
- It was more complicated to install than anticipated.
- Due to delays in connecting with the vendor, we were unable to get the small pool up and running this year.



AQUATICS RELATED SAFETY

- **49** Rescues/near drownings
- **0** Missed saves
- **3** Seizures
- **2** Heat exhaustion/heat stroke
- **15** EMS calls



*NON AQUATICS RELATED SAFETY

- 2**-Criminal trespass
- 2**- Disorderly conduct
- 2**- Suspicious persons
- 2**- Citizen contacts
- 1** -Assault
- 1**- Exposure
- 1**- Fight
- 1**-Unauthorized camping

**1 Restroom
Fire**



Aquatics Safety

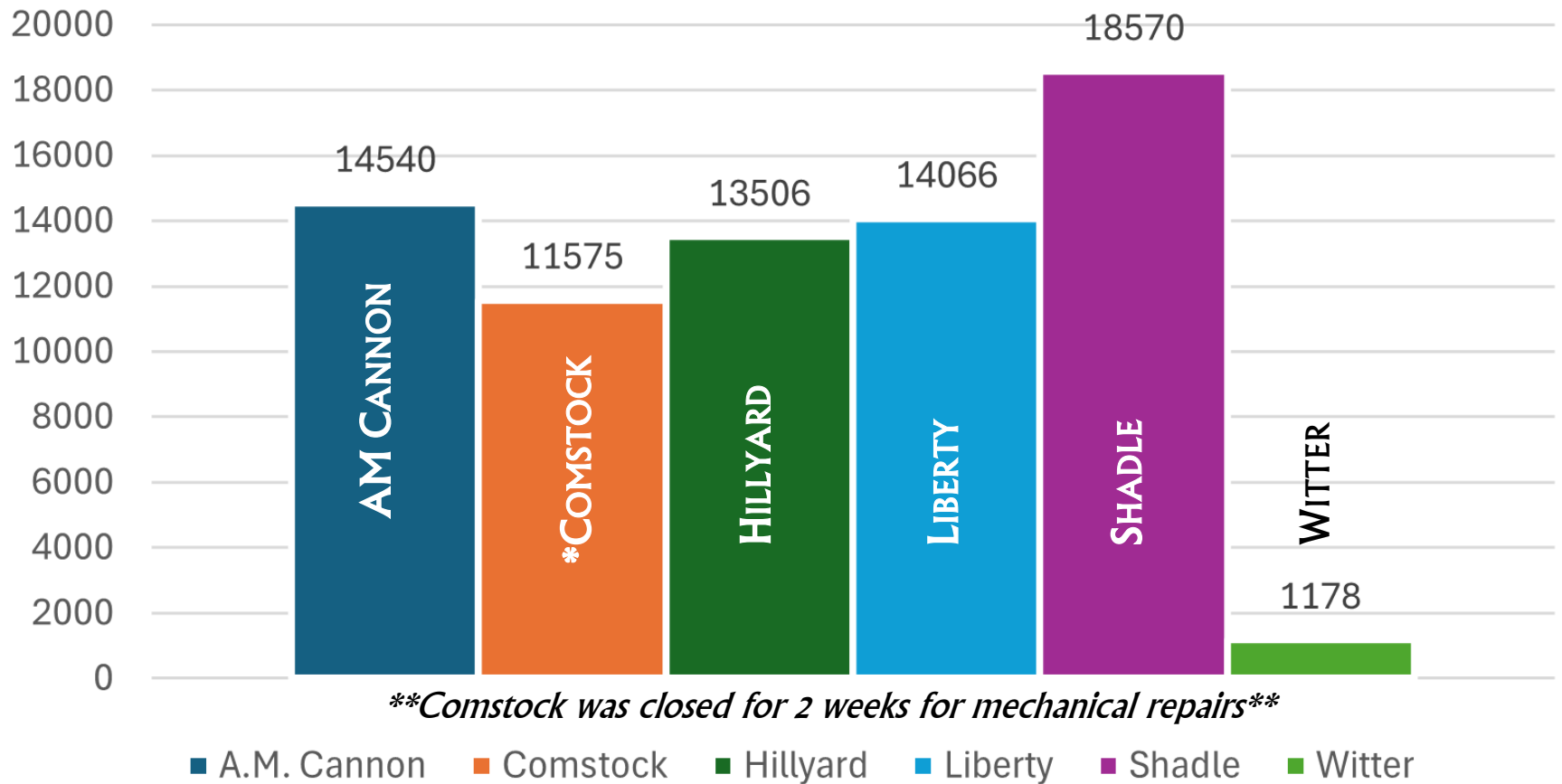
*Rangers were able to work 10 pool shifts from 07/31-08/14.
During this time, they responded to 12 incidents

998 Swim Lessons	6 Swim Teams	117 Lap Swims	30 Trainings & Certs.	Rentals
2,858 Attendees \$178,080	165 Attendees \$37,979	3,187 Attendees \$18,488	320 Attendees \$34,151	46 Facility \$27,468
24 FREE SWIM CLINICS 320 Attendees	<u>OTHER</u> <ul style="list-style-type: none"> • 3 Doggie Dips • 1 Visually Impaired Swim Event • WA Parks Summer Splash Safety Events • TRS Sensory Swim 17 Participants 			972 Lap Lane \$26,634



AQUATICS PROGRAMS BY THE NUMBERS

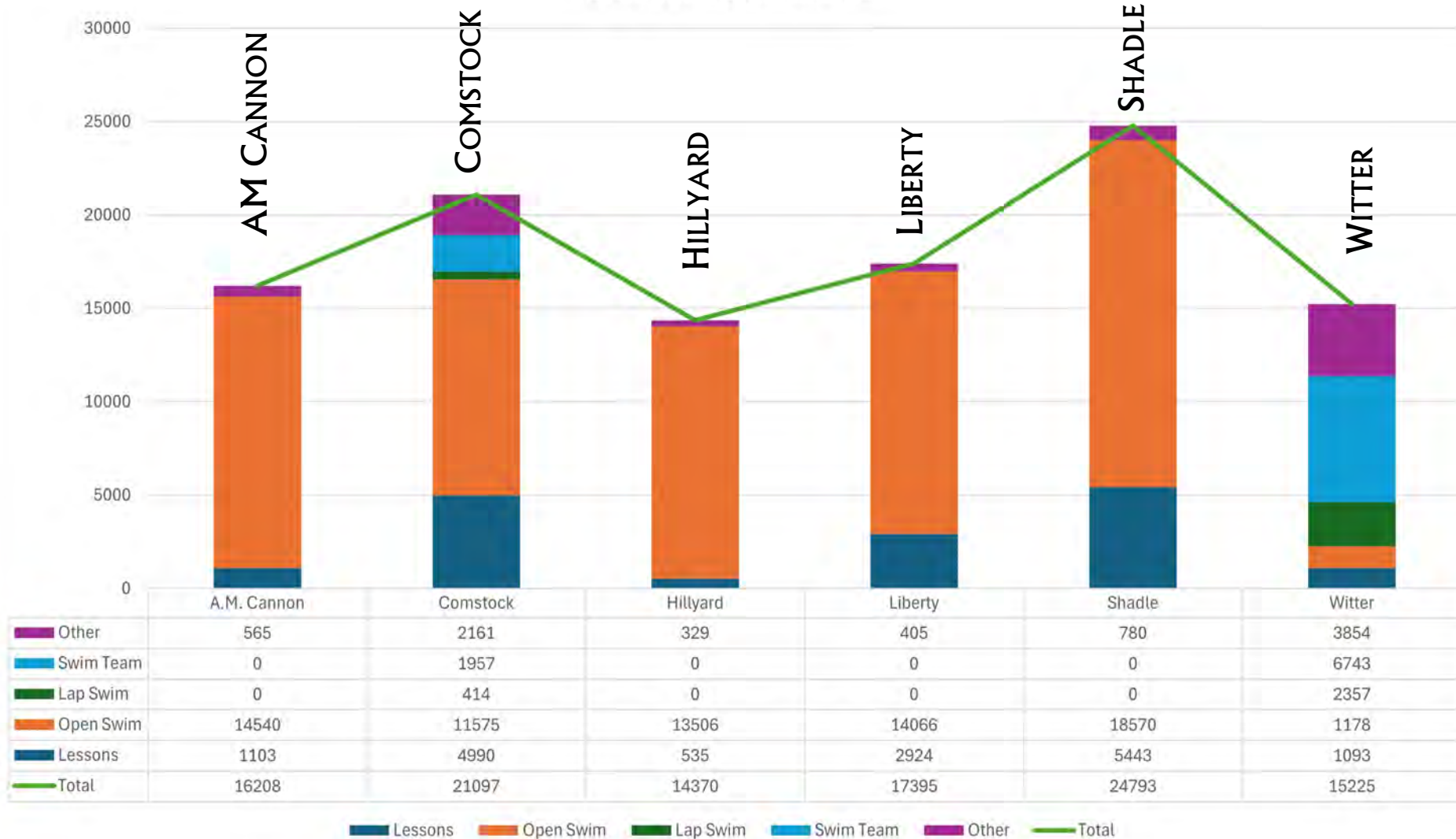
2025 Open Swim Attendance



OPEN SWIM BY THE NUMBERS
TOTAL OPEN SWIM VISITS 73,435



2025 Total Patron Counts



AQUATICS PATRONS BY THE NUMBERS
TOTAL AQUATICS PATRON VISITS 108,614



THANK YOU SPOKANE PARKS & RECREATION AQUATICS STAFF FOR AN AMAZING SEASON

