SPOKANE PARK BOARD

Regular Monthly Meeting - 1:30 P.M. – March 10, 2011 – City Council Chambers

Minutes

1. Roll Call:

   Park Board Members Present: Ross Kelley, Randy Cameron, Jim Quigley, Jim Santorsola, Susan Traver, Ken Van Voorhis, Chris Wright, Bob Apple

   Absent Excused: Martha Lou Wheatley-Billeter

2. **Motion No. 1:** Randy Cameron motioned to approve the minutes of the February 10, 2011 Regular Park Board meeting, February 10, 2011 Annual Park Board meeting and notes from the February 10, 2011 Park Board Study Session.
   Susan Traver seconded.
   Motion carried.

3. Additions or deletions to the agenda: None

4. ***Monthly Highlights***: *Ross Kelley, President*
   A. The new spring marketing and advertising campaign designed by Magner Sanborn was outlined.
   B. The campaign includes innovative strategies on what Parks and Recreation has to offer, getting out there and getting involved in physical activity.
   C. Look for the new campaign in TV, radio, print ads, transit bus wraps and signage, and outdoor boards.

5. **VISITORS**:
   A. Kevin Twohig and Nick McDowell of the Public Facilities District provided a brief history of the PFD and an update on the PFD's plans to expand the Convention Center by 91K square feet. Some of the plans would impact Riverfront Park and the Centennial Trail. The PFD wants to improve the Centennial Trail and is interested in feedback from the Park Board. They are also interested in partnerships with many other groups and agencies. The kayak group is interested in looking at a way to provide a put in. Leroy Eadie noted he has met with Kevin and his consultants and will continue to work with them over time and keep the Board updated. Chris Wright noted that the Riverfront Park Committee is working on its Master Plan and asked that the PFD share any input they receive with regards to this. The PFD recognizes Riverfront Park really sells Spokane and the connection to the Park is a big part.

6. **Motion No. 2:** Randy Cameron motioned to approve claims for the month of February 2010 in the amount of $699,122.81.
   Jim Quigley seconded.
   Motion carried.

7. No Financial report was made the next financial report will be in April.

8. **SPECIAL DISCUSSION/ACTION ITEMS:** None.

9. **FOUNDATION REPORT** – *Toni Nersesian, Executive Director*

A. Currently working on the swimsuit/swim lesson appeal.

B. Make A Splash has partnered with a sorority at EWU and is selling flip flops to raise funds.

C. The Dog Park has been getting good comments. Parks is offering a class on Dog Park etiquette.

D. The Foundation Board is working on the grants.

10. **COMMITTEE REPORTS** – Park Board Action Items

FINANCE COMMITTEE – March 8, 2011, *Randy Cameron*

A. **Motion No. 3:** Chris Wright motioned to approve Extra Work Authorization #1 to Rob's Demolition, Inc. for removal of additional asbestos containing material which was not discovered in the 2004 survey for the former YMCA Building not to exceed $80,000.00 plus tax.
Jim Quigley seconded.
Motion carried.

B. **Motion No. 4:** Chris Wright motioned to approve Change Order #1 in the amount of $20,150.00 with Rob's Demolition, Inc. to include demolition of the former Fire Dispatch Building adjacent to the former YMCA Building with a new contract amount of $594,850.00 plus tax.
Jim Santorsola seconded.
Speaking to the motion:
Leroy Eadie noted that the Fire Department owns the building however the property is mapped as part of Riverfront Park because the City of Spokane owns it. City Administration intends to provide written assurance that Parks will have full control of the property. City Administration asked us to include this building in the demolition and it was included in the restoration and design budget. This provides a benefit to Parks in that it gave us an excellent location for a viewpoint.
Chris Wright advised that he reviewed the City Charter and is comfortable that we are able to do this.
Ken Van Voorhis thinks we should get something in writing from City Administration.
Leroy Eadie will follow up on the written assurance.
Randy Cameron asked if the City can give back to Parks with some sort of "horse trading" opportunity.
Leroy Eadie advised that we are looking at ways the City can help.
Motion carried.

C. **Motion No. 5:** Chris Wright motioned to approve Change Order #3 in the amount of $38,538.00 plus tax with Schimmels Construction Development group for the Spokane Youth Baseball Fields – Various City Parks project to add four (4) drywells to the BMX track, and a gate to the Merkel main entrance with the new contract amount of $1,782,399.00 plus tax.
Bob Apple seconded.
Speaking to the motion:
Ken Van Voorhis believes the cost for the gate seems to be expensive and asked if Parks does not have a swing gate that would not cost so much.

Leroy Eadie stated the original design did not include a gate in this location. The standard park gate is sturdy however not aesthetically pleasing and may not be wide enough. Stated staff can make the design available. Staff is trying to be as efficient as they can and is looking at options.
Ken Van Voorhis indicated he believes the cost on the drywell is reasonable.
Chris Wright asked if there would be any savings in waiting.
Leroy Eadie indicated that there would be no savings in waiting and asked that the Board not wait too long to approve.
Amendment: Chris Wright amended his motion to approve the change order for the drywell in the amount of $15,845 and any other associated costs and to postpone the decision on the gate.
Bob Apple seconded the amendment.
Motion carried.

D. **Motion No. 6:** Chris Wright motioned to approve Purchase Requisition in the amount of $48,614.04, plus tax, for one (1) Toro 6500 Groundsmaster 4 wheel drive fairway mower for Indian Canyon Golf Course to be purchased from Western Equipment Distributors, Spokane, WA.
Bob Apple seconded.
Motion carried.

E. **Motion No 7:** Bob Apple motioned to defer for one month approval of Resolution declaring ETS Corporation, Sterling, VA as sole source for golf credit card processing services and approval of Value Blanket Order for golf credit card processing from ETS Corporation, Sterling, VA for services provided through the fiscal year 2011 with an estimated annual expenditure of $80,000.00.
Randy Cameron seconded.
Leroy Eadie and Chris Wright explained that although these items were recommended for approval at Finance Committee, staff is not asking the board to approve these items at this time. The City Treasurer has raised some concerns that we would like to address and work through.
Motion carried.

F. **Motion No. 8:** Chris Wright motioned to approve the Value Blanket Order for 'dry/misc' aquatics pool chemicals from Pool World, Co., Spokane, WA for services provided through fiscal year 2011, with an estimated annual expenditure of $31,000.00 plus tax and approval of Value Blanket Order for 'bulk' aquatics pool chemicals from Oxarc, Co., Spokane, WA, for services provided through fiscal year 2011 with an estimated annual expenditure of $26,000.00 plus tax.
Jim Santorsola seconded.
Motion carried.

G. The Committee received and reviewed the 2012 Parks Fund Capital Plan.

H. The pertinent information from Roadmap to the Future Master Plan were presented and reviewed. The adoption schedule for the plan was updated.

I. The Committee received and discussed an analysis of Worker's Compensation 2002-2010. The discussion will continue at the next meeting.

GOLF COMMITTEE – February 15, 2011 – *Ross Kelley*

A. The Golf Show was a success with a record number of passes being sold.

B. Golf was able to get a deal on advertising in the Pacific Northwest Golfer due to a last

minute cancellation.

C. The new brochures were designed by Magner Sanborn and are being printed internally.

D. Pamela and Gary Lindeblad have a meeting Thursday with a representative of Costco to discuss advertising in their stores.

E. Staff has come up with a draft of the elements for the Loyalty Points program.

F. Staff ran a tournament ad in the Journal of Business for two weeks. We received two tournament bookings during that time.

G. Staff met with a local business consultant regarding website advertising.

H. The First Tee agreement has been received from Legal. We are waiting on the insurance certificate and can proceed once it is received.

<u>LAND COMMITTEE</u> – March 2, 2011 – *Jim Santorsola*

A. **Motion No. 9:** Jim Santorsola motioned to approve the Memo of Understanding for Community Gardens and the Operating Rules for Community Gardens located on Park Land.

Susan Traver seconded.

Leroy Eadie noted that the changes from the Land Committee had been made to the documents presented today. We are approving garden rules and MOU's for both Grant Park and Riverwalk Park.

Leroy Eadie advised that this had been corrected. The groups are ready to go. Contact information for each group will be provided to staff. We could see groundbreaking as soon as late March to early April.

Motion carried.

B. **Motion No. 10:** Jim Santorsola motioned to approve the Memo of Understanding for use of Park Lands for Stormwater Abatement and Reregulated Release.

Chris Wright seconded.

Jim Santorsola asked if Parks was getting any compensation for what we had done at Cannon Hill Pond where we provided water drainage system. He asked for clarification regarding reimbursement.

Leroy Eadie stated that we did not see Cannon Hill Pond situation as an opportunity to get a credit or receive funding back from for their use as a stormwater facility. His perspective is that we needed water at Cannon Hill Pond. We are using 26M gallons of drinking water a year and bringing stormwater from Lincoln Street to the rain garden at Cannon Hill Pond is a benefit to us. He sees that as a different situation where we are being approached by Wastewater Management to put a stormwater facility in a Parks situation. Leroy does not see Cannon Hill Pond as a stormwater facility. The best case scenario is that we know we are going to have to augment it quite a bit. Obviously we are looking for ways to solve the leaking problem at the pond so that we will have to put less fresh water into the pond.

Tony Madunich added that we received a $100K grant from the Water Stewardship Program to help mitigate the leakage in Cannon Hill Pond so in fact we have really gotten some pretty significant compensation.

Leroy noted that the grant is the money we plan to use to fix the leakage problem.

Ken Van Voorhis noted he had a question on the payment side. The document talks about basically a trade out in impervious barriers vs. pervious area but it says that they are going to keep giving some credit so as we keep accepting stormwater and the credit keeps building do we eventually have this huge credit we can never recoup.

Ross Kelley understood it that we would receive "compensation" maybe in the form of cash payments.
Jim Santorsola understood it to be that Parks was going to reduce our bill rather than any money changing hands.
Chris Wright said that it came up that the offset may become greater than the bill.
Leroy agreed that eventually the credit may grow by quite a bit more than the bill and stated that if the Board would like to entertain an amendment to the MOU they could change "C" to read. "In the event the Stormwater Charge Offset exceeds the Parks Stormwater Charge, Parks will receive a payment from Wastewater Management to Parks."
Tony Madunich stated that part of the discussion was that if we did indeed build up a credit that it would go towards offsetting sewer fees and not just stormwater fees which he thinks we have a lot of room to offset there.
Chris Wright inquired if Tony thinks that language should read "receive a credit to its sewer and/or stormwater accounts."
Tony Madunich agreed that this would be an easy amendment to make to clarify it a little bit. He stated that these fees come together as like charges on our bill and it's basically the same department that is giving us our credit that deals with stormwater and sewer.
Leroy Eadie requested to confirm that it would now read "In the event the Stormwater Charge Offset exceeds the Parks Stormwater Charge, Parks will receive a credit to it's Sewer and Stormwater accounts."
Chris Wright inquired if Legal had a chance to go through this document.
Leroy Eadie advised that they likely only had a chance to give the document a quick review given the short notice and did not see any issues.
Ken Van Voorhis requested to amend the motion to include the amendment adding credit to Sewer and Stormwater accounts.
Susan Traver seconded.
Motion carried.

C. Roadmap to the Future Master Plan approval was discussed and deferred to the next Land Committee Meeting.

RECREATION COMMITTEE – March 3, 2011 – *Chris Wright*

A. Mike Aho informed the Committee revenues are down. The Committee requested staff come back with further details about the areas of revenue that were down and corrective measures to help address shortfalls. Revenues were down $20K however are now only $8K down. These figures are dependent upon when registrations come in.
B. Mike Aho will prepare a Recreation action item list with regards to the Roadmap to the Future Master Plan to discuss at the next meeting.
C. The Committee requested Rebecca Madany prepare a presentation on government accounting.
D. Mike Aho presented a video to the Committee on social media. Staff will hold a two day Aquatics Pass sale.
E. We are very close to having a contract with Peaceful Valley. The Use Agreement is currently in place.
F. Mike and Leroy will meet with NEYC Executive Board on Friday to continue negotiations. Mike has been attending the monthly community center board meetings.

RIVERFRONT PARK COMMITTEE – February 28, 2011 – *Jim Quigley*

A. The YMCA/Dispatch demolition was discussed. The project is still on time and should be completed in 75 days.
B. The Sister Cities Association had asked Bob Droll to complete a survey map of the RFP Japanese Garden are at the same time one was being done for the YMCA site restoration project. They will be paying $2,500 for this addition to the survey.
C. Staff is planning to present a more detailed process plan for the Riverfront Park Master Plan Process at the April meeting covering vision to implementation.
D. The Roadmap to the Future Master Plan action items was deferred to the April meeting.
E. Staff is working on purchasing and setting up equipment for Merkel Concessions.

URBAN FORESTRY TREE COMMITTEE – March 1, 2011 - *Ken Van Voorhis*

A. The Committee discussed the Roadmap to the Future Action Plan.
B. Urban Forestry Work Plan and Budget Options were discussed. Topics included resource needs, budget comparisons with other Pacific Northwest Cities, a staffing plan and cost recovery and revenue possibilities.
C. The Subcommittee on the Permitting Process continues to work towards streamlining the process.
D. A status update was provided for Geiger Corrections nursery operation project.
E. The NeighborWoods project is being well received in the community.

11. **REPORTS**

A. Park Board President – None

B. Park Board Members –
   1. North Bank Liaison – None
   2. Downtown Transit Liaison – None
   3. Conservation Futures Liaison – None
   4. Parks Foundation Liaison – None
   5. Council Liaison – Councilman Bob Apple stated that the Council has had comments from a grateful public regarding the Dog Park and thanked the Board for facilitating the Dog Park.

C. Director's Report
   1. Parks is working on hiring a Master Scheduler to schedule our fields at Merkel, Franklin, Southside Sports Complex and the elementary schools. We hope to locate this person in the Spokane Regional Sports Commission office. This is a good place for them to work out of and they will be able to fill the gaps in our schedules and produce additional revenue for the department. The person will report to Adriano Eva who reports to Carl Strong. Interviews will be conducted this week.
   2. Leroy would like to recognize Carl, Adriano, Jeff and all the staff who put in a lot of hard work on the Merkel winter use. Staff did an amazing job of trying to keep Merkel open and clearing the snow off of the turf fields so that the user groups could use them.

3. Only one response was received to the Whitewater Park EIS. The response has been reviewed and references checked. ESA Adolfson is a solid company and we will look at drafting a contract with them that will be brought forward at Land Committee.
4. We have finished a protocol for Committee and Board staff support that sets a format and timelines for preparing for meetings, how staff supports Committee chairs, and how information gets out in a timely manner. The document will be provided to the Board this month.

12. **Correspondence**:
    A. Letters Received – None

13. **Public Comments**: None

14. Adjourn to Executive Session – None

15. **Adjournment:** 3:06 p.m.
    A. Next Committee meeting dates:
    Golf Committee: March 15, 2011, 7:00 a.m., Manito Park Meeting Room.
    Riverfront Park Committee: April 4, 2011, 8:00 a.m., City Council Briefing Center
    Land Committee: April 6, 2011, 3:30 p.m., City Hall Conference Room 5A
    Recreation Committee: April 7, 2011, City Hall Conference Room 4A
    Finance Committee: April 12, 2011, 3:30 p.m., City Hall Conference Room 5A
    Urban Forestry Committee: April 5, 2011, 3:30 p.m., Manito Park Meeting Room
    B. Next Park Board meeting date: April 14, 2011, 1:30 p.m., City Council Chambers

Please Note: Agenda is subject to change

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