

**Park Advisory Board  
Meeting Minutes  
June 9, 2022  
Meeting called to order 5:30 PM**



**I. ATTENDANCE:**

A. Park Board Members Present:

Board Member, Don Mitchell  
Board Member, Lori Wood  
Board Member, Jacob Powers  
Board Member, Michelle Musgrave  
Board Member, Gregory Webb

B. Staff Present:

J.C. Kennedy, Parks & Recreation Director

**II. Agenda Approval:** A Motion to approve the Agenda was made by Mrs. Wood. Second by Mr. Mitchell. Agenda Approved.

**III. May 5, 2022 Minutes:** Motion to approve the minutes was made by Mr. Powers. Second by Mrs. Musgrave. Minutes approved.

**IV. Department Update:**

Mr. Kennedy provided an update on various issues and projects the department is working on.

• RFP Ballfield Fencing AHRC

- We are utilizing the MRSC Small Works Roster for this project and have sent the specifics of the project to all of the contractors on our roster that are located in the Spokane Region.
- Sealed quotes will be received until 10:00:00 a.m. on Friday, June 17, 2022, at the City of Airway Heights Recreation Center 11405 W. Deno Road, Spokane WA 99224, at which time the quotes will be publicly opened and read aloud.
- This project involves a ballfield fencing & dugout improvements at the Airway Heights Recreation Complex at 11405 West Deno Road in Airway Heights.
- The Contractor will be allowed 30 working days to achieve substantial completion for this work.
- Each proposal must be submitted on the prescribed form. The successful bidder will be required to furnish a performance bond and payment bond, each in the full amount of the contract price.
- Information and Bidding Documents for the Project can be found at the following designated website:  
Website: <https://airwayheightsparksandrec.org/parks/>

- RFP Re-issued Grounds Maintenance
  - First round of bids ended with one responsive bidder. Subsequently the bid was rejected due to being over budget. The bid package requested bids for four specific divisions of work as follows:
    - Division 1 Park Properties, bid received \$308,962.47
    - Division 2 Right of Ways/Pathways/Medians/Sidewalks/Utility Easements, bid received \$87,001.80
    - Division 3 Public Buildings, bid received \$31,548.45
    - Division 4 Public Works Water Facilities, bid received \$116,936.65
  - Total bid was \$544,449.37
  - Scope of work was reduced eliminating Division 4 entirely and made the bid specific for a 5 month annual cycle. Advertisements will run in the Spokesman Review Legal Section for 3 weeks again. Bid opening will be Friday June 24, 2022.
  
- Landreth Park Improvements Project
  - The Trash Receptacles that we ordered last May that were backordered finally arrived last week. To date we have utilized \$166,057.34 of the \$200,000 authorized for this project in 2021.
  - We have been told that the benches identified in the table as pending should ship later this month. When they arrive we will work on getting them installed and wrap up this project.
  - Mr. Bro was finally able to mow Landreth for the first time this season last week. The turf improvements that we initiated with this project have had a very positive impact on the quality of the turf at the site. It is no longer just a large weed patch.
  
- Shorty Combs Park Improvements Project
  - After having to jump through a few hoops and getting assistance from the Public Works Department the restroom has finally been removed.
  - Waiting for confirmation regarding site furnishings shipment. When they arrive we will work to get them installed, evaluate budget position and make a recommendation on moving forward. We anticipate that we may need to issue an RFP to make turf improvements similar to what we accomplished at Landreth Park.
  
- Sunset Park Old Restrooms Removal
  - Mr. Pike and Mr. Bro have been coordinating with Mr. Dougherty at Public Works initiating discussions with Inland Power and Light about relocating power located in the old restroom.
  - Mr. Dougherty has also been working on relocating the Water Telemetry from the old restrooms to the base of the water tower.
  - We will have to go through the asbestos abatement process again similar to the hoops we jumped through with the Shorty Combs project and are hoping now that we have done it once it will be more streamlined.

- May Revenue Report

- Membership Revenue is at 45.41% of our anticipated goal. Overall the revenues are at or above anticipated projections. The expansion of hours has also had a positive effect on facility use. Membership numbers are still less than hoped but this is understandable with the other various economic inflationary pressures facing family budgets including but not limited to the price of food and gas.

**V. Adjourn:** A motion to adjourn the meeting was made by Mrs. Wood. Second by Mr. Webb. **Meeting adjourned at 6:14 pm.**