

City of Ashland  
PARKS AND RECREATION COMMISSION  
Pool ad-Hoc Committee Meeting Minutes  
December 5, 2018 (*Revised*)

**ATTENDEES**

**Present:** Community Committee Members Risa Buck, Marc Heller, Mike Hitsky, Rebecca Kay and Jocelyn Sanford; Commissioners Gardiner and Miller; Director Black; Senior Services Superintendent Glatt; Parks Superintendent Oxendine; Recreation Manager Flora; City of Ashland Finance Director Mark Welch

**Absent:** Community Committee Member Gary Simms; Recreation Superintendent Dials

**I. CALL TO ORDER**

Director Black called the meeting to order at 3:30 p.m. at the Ashland Senior Center, 1699 Homes Avenue.

**II. APPROVAL OF MINUTES** – It was asked that a correction be made to the spelling of Geri Matthewson's last name on the November 7, 2018 minutes. No other corrections were called for.

**Motion:** A motion was made for approval of the minutes as corrected.

*Risa Buck moved / Jocelyn Sanford seconded approval of the minutes as corrected.*

***Vote: All Yes***

**III. PUBLIC PARTICIPATION AND GUEST SPEAKERS**

There was one guest, but no one chose to speak.

**IV. ADDITIONS OR DELETIONS TO THE AGENDA**

It was asked that an addition be made to the agenda to have an update on the traffic/parking analysis study

**V. UNFINISHED BUSINESS**

**a. Filling Vacant Committee Seat**

Black stated that he had not spoken to the Commissioners about filling the vacant Committee seat. Black said they have two positions open and that Matt would fill one position leaving the other position open. Black said the next step for him would be to speak to Mike Gardiner as the Chair of the Commission and the person that would be appointing. The Committee was in favor of filling the position from the group that has already applied.

**b. Needs Assessment (Feasibility) / Outreach Subcommittee Report**

**i. Review Survey Draft and Outreach Plan Draft**

Rebecca said that questions on basic demographics were needed. Rebecca said that in all reports looking at pool questions there were four main categories that activities fall into: Recreation, Wellness, Instructional, and Competition. Rebecca said they tried to keep the questions short and narrowed it down to nine questions.

Rebecca read over the intro page of the survey for Committee input. Committee members offered suggestions for changes to the introduction. It was stated that it is important to be as neutral as possible with the survey. The public is going to be reached by the survey, the listening sessions, the open houses, and letters to the editors. It is important to get the statistics to the public. Black said that he thought at this point they are just trying to get people to take the survey and give their opinion. Black said it is important to give balanced information. Black informed the Committee that they did a good job on the introduction.

The survey questions were then reviewed for discussion and any possible changes. Several ideas and changes were discussed. Lonny spoke on the methodology and how the survey was going to be distributed. Black said that he liked Lonny's point of being as statistically valid as possible so sending it out to 10% of the public and then hoping for 10% back. Black said that would be a general indication of what and where the baseline support is. It was asked how you would get the input from actual users that would inform the Committee of what kind of pool they want to pay for. It was said that could be done by specific letters to the stake holders and they could be invited to meetings for their input. Black said they could also set up another Survey Monkey. Black said there is some value in separating responses by zip code. It was asked how you would reach the City of Talent and it was suggested partnering and communicating with them. It was decided that the plan was to get the survey out in the mail and it would go to a randomized 10%. After much discussion Black said that maybe there needs to be more context out there before the survey goes out. Verbiage regarding the questions were further discussed with some wording decisions made. It was decided that the questions would be re-worked so there was no need to get into specifics at this meeting.

The discussion was moved onto talking about the Outreach Plan. Risa said the areas of focus are the listening sessions, creating some sort of template for letter writing, creating bullet points and facts that can be shared with people. Black said Parks could provide the facts for the bullet points. A question was asked regarding the Outreach print program and whether volunteers would be asked from the committee or audience members and who would contact the organizations. Risa said all of this was just a starting point and that she felt they could reach out to friends that supported them. Rebecca said that she was hearing that this Committee would accept requests from people and that the Committee would keep track of who is doing what and when they are doing it. Rebecca asked how they would know if they had enough outreach going and who was going to keep track of who did what. Risa said that she and Marc were tasked to create a first draft and then to get input on what to add. Rebecca said that she would like to add that this get done in an orderly way. Risa said that with the Outreach piece that each of them can reach out to ten people that they know and ask if they would be willing to do the things that are appropriate for the public to do. Rebecca asked about the timing of scheduling for the listening sessions and open house. Rebecca asked if it should be done after they get a report back from the traffic and parking study as questions will come up in the listening sessions and open house. Black said that you do not have to have all the answers at the listening sessions, so he didn't feel that they needed to wait. Black said after a listening session that they can get a list of what people are concerned with and what needs to be addressed. Black said that then they have an open house. Black asked that the listening sessions not be done before January 10, 2019. It was asked who would be facilitating the listening sessions and Black said it would be good if one of the members of the Committee would volunteer to facilitate the sessions. Rebecca said she or Matt would send out emails to the Committee asking who would like to facilitate listening sessions. Rebecca said that it would probably take four facilitators as they will need a scribe, someone to canvas the audience and

maybe two people addressing the audience with the facts and introductions. Black said that he could meet with the Committee to discuss different types of listening sessions.

### **c. Site Analysis and Planning Subcommittee Report**

Mike said that he, Black and Jocelyn met and discussed several items. They discussed technical designs of the existing pool footprint, constraints and that no decisions have been made and they want to be open to all possibilities. They brainstormed about if there was going to be a new facility, where are some of the different sights where it could be at, discussed what some of the criteria may be for a specific location, the sight selected would be driven by the discussion from the surveys that they would receive back. Black said if they put together a list of criteria and rank everything out something will come to the top and they will be able to show why one is better than the other.

## **VI. NEW BUSINESS**

### **a) Senior Center Liaison Discussion**

Isleen stated that she is attending the Pool Committee meetings because of the concern of the impact of the pool renovation on seniors, the Senior Center itself might have to be involved in changes especially where the bathrooms stick out, and the pool design. Isleen wanted to see if they could have someone who is an active Senior Center user and knowledgeable on some of the issues be a liaison between the Senior Services Advisory Committee and the Pool ad-Hoc Committee. Isleen said to make it effective they need to be a voting member. Isleen said the Senior Services Advisory Committee is asking the Parks and Recreation Commission to consider creating an additional position. Gardiner said that they originally set out to get input for all user groups. Mike said that they didn't need a motion and that he would let the Commission know that they are adding Jackie Bachman to the Pool ad-Hoc Subcommittee as the Senior Center Liaison.

### **b) Roundtable Discussion (All)**

Lonny said that he wanted to advocate for the smaller working groups with the subcommittees and he felt it would be appropriate if they had at least two weeks' time ahead of the regular meetings to meet. Rebecca said the Outreach people should propose a template. Jackie asked if Dorinda Cottle could be contacted as she was a big help with ASPAC with press releases, written material and flyers. Black said that Dorinda could be contacted through him. Rebecca said the third group to meet would be the group with Michael formulating the listening sessions and the sub-committees with the pool would be included in this meeting as well.

## **VII. SET FUTURE MEETING DATE**

The next meeting date was set for January 16, 2019, 3:00 p.m., *location TBD*.

## **VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Anna Wysocki, Temp Office Assistant  
Ashland Parks and Recreation Commission