



RECREATION DIVISION ADVISORY COMMITTEE BUSINESS MEETING AGENDA

October 16, 2025

1195 E Main Street, The Grove, Otte-Peterson Classroom – 3:30 PM

To attend the meeting or to provide public testimony, see participation instructions.

I. CALL TO ORDER

- a) Land Acknowledgement (5 minutes)

II. ROLL CALL

III. APPROVAL OF MINUTES (5 minutes)

- a) Recreation Division Advisory Committee Meeting Minutes July 17, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM (3 minutes per speaker)

VI. BUSINESS

- a) APRC Liaison Report (Commissioner Bachman) – 10 minutes
- b) Recreation Division Updates (Deputy Director Dials) – 10 minutes
- c) Daniel Meyer Pool Season Review – (Supervisor Flora) – 10 minutes
- d) DRAFT Bylaws for RDAC (Deputy Director Dials) – 20 minutes (potential action)
- e) PROS Plan Updates (Director Houston) – 20 minutes
- f) Items from Committee Members – 10 minutes

VII. UPCOMING MEETING DATES

- a) Review of 2026 Meeting Calendar

VIII. ADJOURNMENT

- a) Adjourn by 5:30 PM

If you need special assistance to participate in this meeting, please contact Lonny Flora at lonny.flora@ashlandoregon.gov or 541-552-2250 (TTY phone number 1-800-735-2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.

Participation Instructions

This meeting will be held in-person in The Grove, 1195 E. Main St. Those who wish to provide oral testimony must attend the meeting, fill out a speaker request card, and give it to a staff member before the meeting begins. If you would like to give testimony electronically, please contact Lonny Flora at lonny.flora@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please include **"Virtual Public Testimony"** in the subject line.

Written testimony will be accepted via email sent to lonny.flora@ashland.or.us. Please include **"Public Testimony"** in the subject line. Written testimony submitted by 11:00 AM the Tuesday before the meeting will be made available to Committee Members before the meeting. All testimony will be included in the meeting minutes.



MINUTES

RECREATION DIVISION ADVISORY COMMITTEE

July 17, 2025

THE GROVE, OTTE-PETERSON ROOM, 1195 E Main – 4:00 PM

- I. **CALL TO ORDER** – Chair Dotson called the meeting to order at 4:02.
- II. **ROLL CALL**
 - a) **Present Members:** Chair Michael Dotson, Vice-Chair Cori Grimm, Risa Buck, John Spitzley, Katharine Danner, Jim Bachman (Commission Liaison)
 - b) **Present Staff:** Director Rocky Houston, Deputy Director Rachel Dials, Recreation Manager Lonny Flora, Environment Education program Manager Kirsten Came
 - c) **Members Not Present:** Julia Chapman, Sophia Blanton
- III. **APPROVAL OF MINUTES**
 - a) May 15 RDAC Meeting Minutes Corrections: Member Danner's first name is spelled incorrectly.
 - b) Motion to approve May 15 minutes with corrections by Member Buck. Member Danner 2nd. All approve.
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA**
 - a) Member Spitzley asked for additional items to discuss frequency of RDAC meetings.
 - b) Member Buck motion to approve, Member Danner 2nd. All approve.
- V. **PUBLIC FORUM**
 - a) No forum
- VI. **BUSINESS**
 - a) **APRC Liaison Report:** Commissioner Bachman updated on City of Ashland budget process completion, E. Main Park scheduled to break ground next Spring, Daniel Meyer Pool & Wildfire Plan update
 - b) **Staff Update:** Deputy Director Dials informed members on budget, marketing changes, potential YMCA Partnerships, Daniel Meyer Pool closing on August 24th, and Ashland Rotary Centennial Ice Rink potential early closure. Staff also

updated members on status of Pioneer Hall & Community Center remodeling and reopening.

- c) **APRC Charge for RDAC:** Staff will bring back Ashland Parks Commission approved Charge and DRAFT Bylaws to October meeting.
- d) **PROS Plan:** Director Houston detailed the PROS plan and next steps. [Link to Presentation](#) Next Steps: Members Grimm and Spitzley will be on the subcommittee to work with staff to move through the PRO's Plan Goals and Objectives.
- e) **Daniel Meyer Pool Protocols:** Manager Flora gave an overview of both of the Draft Pool Protocols and talked about the requirements. These will be going to the Parks Commissioners for review and feedback in August. Committee asked questions and clarifications. Feedback on Protocols should go directly to Manager Flora by July 29.
- f) **Items from Committee and Staff:** Members discussed providing feedback ahead of meeting agendas. Staff Liaison and Chair will coordinate gathering input for future requests of agenda items.
- g) **Future Meeting Potential Agenda Item: October 16, 2025**
 - Potential Pool Discussion
 - Bylaws & Charge
 - PRO's plan update

VII. **ADJOURNMENT** – End Time: 5:36pm



Daniel Meyer Memorial Pool – 2025 Public Swim Season Review

Highlights & Changes

- Expanded swim lesson offerings (Starbabies, Preschool)
- Earlier closing times based on previous seasons attendance trends
- June 13th 2nd Annual All In! Adapted Swim Event Hosted by Bridging Communities and Autism Society of Southern Oregon – 63 participants
- 482.25 hours open for programming
 - 237.5 hours of recreational swimming
 - 143.5 hours of lap swimming
 - 63.5 hours of swim lessons
 - 37.75 hours of special use programming (water polo/aerobics)
- Approximately 18.5 hours of weather-related closures (thunderstorms)

Attendance

- 10,631 Admissions
 - 5,303 Recreational Swim admits
 - 1,780 Lap Swim (including Senior Swimming – 682) admits
 - 316 Water Aerobics (148)/Water Polo admits (168)
- 456 swim lesson registrations (8 classes per session)
 - 366 Registrations in 2024

Revenue

- \$52,400 approximate total revenue for 2025 season
 - \$21,518 from Swim Lesson registrations
 - \$16,161 from Recreational Swimming daily admits
 - \$8,387 Multipass (Rec/Lap) sales
 - \$1,934 from daily Lap Swim (including Senior) admits
 - \$1,571 from special use program admits
 - \$2,830 from concession sales

Staffing & Operational Expenses

- \$9,615 spent on operational supplies
- \$107,948 for seasonal staffing (average expense \$29/hr per employee)
 - Total 3,740 staff hours

Year to Year Total Comparison (previous 5 years)

	Total Revenue	Total Attendance Estimate	Total M/S Expense	Total Temp Staff Expense
2021	\$32,422.00	8866	\$8,921.37	\$61,921.24
2022	\$42,451.50	8801	\$10,734.12	\$63,535.75
2023	\$44,549.00	9268	\$14,223.79	\$94,476.82
2024	\$47,098.95	10136	\$9,432.69	\$117,840.11
2025	\$52,400.80	10631	\$9,615.64	\$107,947.57



Ashland Parks and Recreation Commission

Recreation Division Advisory Committee

Bylaws

Overview

The Ashland Parks and Recreation Commission (APRC) established the Recreation Division Advisory Committee (RDAC) on August 26, 2019.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Recreation Division Advisory Committee (RDAC).

ARTICLE II. PURPOSE

RDAC's purpose is to ~~make recommendations to advise~~ the APRC on matters related to the Recreation Division programs and services and to coordinate with the ~~APRC~~ APRD Director and the Deputy Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

Commented [NM1]: Change to APRD

ARTICLE III. MEMBERSHIP

The RDAC membership shall be composed of up to ~~seventy-nine~~ (79) voting members, as follows:

- ~~Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category~~
- ~~(1) non-voting Ex Officio member from the APRC~~
- ~~Two (2) Ashland Parks and Recreation Commissioners~~

Formatted: Normal, No bullets or numbering

RDAC members are appointed by the APRC ~~Chairperson, with recommendations coming from the RDAC committee. The term of each program participant and community partner member will be three (3) years, with no member serving more than two (2) consecutive terms unless a quorum of the committee approves an extension. If~~ a position is vacated mid-term, the APRC ~~Chairperson~~ will appoint a member for the unexpired term of that position; if there is less than ~~one~~ (1) year remaining in ~~thea~~ vacated term, the new member's term will be for the remainder plus three (3) years.

Commented [NM2]: Use "chairperson" or "Chair" consistently through document as both are currently used. Also consistency with capitalization. For ASAC bylaws, I opted to use "Chair" and "Vice-Chair"

Commented [NM3]: Add numerals where missing for consistency throughout doc

~~Because membership on the APRC changes with each election, Commissioner members do not have a fixed term and may be reappointed or changed at discretion of~~

~~the APRC Chair. Ex-Officio members are appointed by their respective governing bodies and do not have term limits.~~

See Addendum A for initial ~~term end dates. A roster of members and initial appointment dates is maintained outside of the bylaws~~ RDAC members and terms.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify RDAC ~~C~~chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term ~~so that someone with more availability may participate.~~ The APRC Chair will make these decisions, in consultation with staff.

ARTICLE IV. MEETINGS OF MEMBERS

RDAC shall meet ~~every other month quarterly or as needed, or more frequently as decided by a simple majority of committee members.~~ The Chair shall coordinate with staff to cancel or add meetings. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the committee shall consist of ~~at least half plus one of the current appointed members~~ a majority of voting members. All issues to be voted on shall be decided by ~~a simple~~ the simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy or by other methods by members who are absent from a meeting.

All RDAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE V. OFFICERS

Each year, RDAC will accept nominations and elect a ~~C~~chair ~~person~~ and vice-~~chairperson~~ Chair by simple majority vote of members present at a meeting. There is no term limit on either chair or vice-chair. Elections will be held at the last meeting of each fiscal year (prior to the 30th of June).

~~APRC Commissioners and staff cannot be in a Chair or Vice Chair position.~~

ARTICLE VI WORKING GROUPS

The RDAC Chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups, shall report their findings back to RDAC in a public meeting.

Commented [RD4]: When did we elect the positions this time?

Commented [NM5]: Suggest removing any reference to "subcommittee" as those need to follow public meetings law

ARTICLE VII. STAFF

The Deputy Director and/or ~~APRDC~~ Director, or designated representative, will attend and assist in the planning, advertising and management of RDAC meetings.

Commented [NM6]: Change to APRD

ARTICLE VIII. CONFLICT OF INTEREST

RDAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE ~~VIII~~IX. MINUTES

RDAC (~~or an~~ ~~APRD~~ staff liaison) shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

Commented [NM7]: APRD

ARTICLE ~~IX~~X. YEARLY REPORT

With the assistance of the Deputy Director and/or designee, RDAC shall present a yearly report at a regular public meeting of the APRC.

ARTICLE XI. DISSOLUTION

By motion of the APRC, RDAC may be dissolved or merged with another similar committee conducting substantially the same activities.

ARTICLE XII. AMENDMENTS

RDAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the APRC.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks and Recreation Commission on ~~Insert approval date~~, as the Bylaws of this committee.

Jim Bachman, APRC Chair

ATTEST: Rocky Houston, APRDC Director

Commented [NM8]: APRD

DRAFT



Ashland Parks and Recreation Commission

Recreation Division Advisory Committee

Bylaws Addendum A: RDAC Term End Dates

Position	Representing	Date appointed	Current Term Expires	2- term limit
1.	Program Participant		Sept 2024	1 st
2.	Program Participant	11/25/19	Sept 2022	1 st
3.	Program Participant	11/25/19	March 2023	1 st
4.	Community Partner	11/25/19	March 2024	1 st
5.	Community Partner	11/25/19	March 2023	1 st
6.	Community Partner	11/25/19	Sept 2022	1 st
7.	Community Partner	11/25/19	Sept 2023	1 st

Addendum A

<u>Committee Member</u>	<u>Date Appointed</u>	<u>December Terms/with 4 year terms</u>
Risa Buck	11/25/2022	12/31/2026
Cori Grimm	11/25/2022	12/31/2026
Sophia Blanton	10/19/2023	12/31/2027
Michael Dotson	5/16/2024	12/31/2028
Katharine Danner	1/1/2025	12/31/2029
John Spitzley	1/1/2025	12/31/2029
Julia Chapman	1/1/2025	12/31/2029