

**THE RANCH**

**Belvedere Tiburon Joint Recreation Committee**

**REGULAR MEETING  
MINUTES**

**Monday, January 22, 2024 at 7pm**

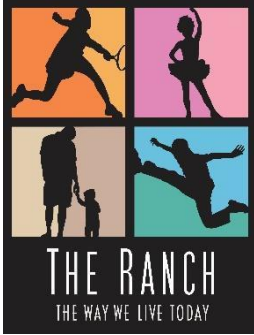
Dairy Knoll Center, Room 1, 600 Ned's Way,  
Tiburon

The public is invited to attend in person at Dairy Knoll  
Center

**CLOSED SESSION MEETING - 6:37 PM**

- I. **Public Employee Performance Review of Recreation Director, Jessica Hotchkiss**  
Recreation Director, Jessica Hotchkiss, received a raise. To be reflected in the 2024-2025 budget.
- II. **Adjourn: 7:21 PM**

Action Taken: Recreation Director review given and raise given. To be included and adopted within approval of 2024-2025 Budget.



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**REGULAR MEETING – 7:21 PM**

**Call Meeting to Order and Roll Call**

- Board Chair, Victoria Gazulis of Tiburon Present
- Vice Chair, Dan Fletcher of Tiburon Present
- Tiburon Town Council Rep, Issac Nikfar Present
- Belvedere City Council Rep, Sally Wilkinson Absent
- Reed Union School District Rep, Liz Webb Present
- Belvedere Rep, Melissa Feder Present
- Belvedere Rep, Chelsea Schlunt Present
- Tiburon Rep, Dan Fletcher Present
- Tiburon Rep, Albert Yu Present
- Belvedere Rep, Julianne Schaefer Present

**I. PUBLIC COMMENT**

Board Chair, Victoria Gazulis suggested that The Ranch shortens its Board Terms from four years to three years. Vice Chair, Dan Fletcher also added that he'd like to see The Ranch follow a more formal compensation structure.

**II. Minutes approved from Regular Board Meeting on November 13, 2023**

**Motion Schlunt Second Schaefer Vote 6 In Favor, 0 Against, 2 Abstained, 1 Absent**

**Motion Passed**

Voted on as follows:

AYES: Schlunt, Schaefer, Gazulis, Fletcher, Webb, Yu

NAYS: None

ABSTAINED: Nikfar, Feder

ABSENT: Wilkinson

**III. Action Item- Resolution 2024-1 Removal of Restricted Line Items in Financials**

Recreation Director, Hotchkiss discovered restricted financial amounts being associated with capital finances. Hotchkiss was unable to find where these restrictions were once adopted, so after discussion, it was suggested we adopt a resolution to remove these restrictions from our financials as they no longer align with our current financial goals or reserve policies.

Feder made a motion to remove the restrictions completely.

**Motion Feder Second Yu Vote All in Favor**

**Motion Passed**

Voted on as follows:

AYES: Gazulis, Fletcher, Nikfar, Webb, Feder, Schlunt, Yu, Schaefer

NAYS: None

ABSTAINED: None

ABSENT: Wilkinson

**IV. Discussion Item- Winter and Summer Program Updates**

Hotchkiss excitedly announced that we have hired a new Recreation Coordinator, Olivia Ruth, who joined us in November. She runs all the Bel Aire Elementary School programs, Del Mar Middle School programs, Teen programs, 1-2 grade Basketball League and will be our Angel Island Day Camp Director.

The Ranch Winter programming started on January 9<sup>th</sup>. The Ranch Director noted that our Winter Cotillion program had a large enrollment versus our low attended Fall Cotillion. Our 1st-2nd grade Basketball League has very low enrollment versus last year, so we are

looking into perhaps what changed there. Ranch has been able to add some new successful toddler soccer programs this fall and winter that are held at Belvedere Park.

This past holiday season we held our sold out 90 child Gingerbread with Santa event at Malibu Farms and we have our Father Daughter Dance coming up on February 3<sup>rd</sup> 2024, first time since 2020. We are also holding a new event Parent Child Paint night coming up on Sunday, March 3<sup>rd</sup>.

Director Hotchkiss stated that Summer Camp registration opens for residents of 94920 and 94925 on Monday February 5<sup>th</sup> at 6 PM and non-residents on Tuesday February 6<sup>th</sup> at 6 PM. We have not had a priority resident registration in years, but based upon resident feedback, we thought we would give this registration style a try as many residents felt that they were being displaced by nonresidents leading to frustration.

We have added several new PreK camps this summer along with our usual popular Angel Island Day Camp, Fantastical Adventures Day Camps, Art and Garden, and CIT programs.

**V. Discussion Item- The Ranch Financials Year to Date**

The Ranch Director noted that The Ranch is still on track to meet our financial goals and exceed them.

Hotchkiss added that she has allowed staff to attend conferences and purchase supplies needed with excess and we are actively putting ads in the Ark newspaper to help promote our adult programs.

The Ranch did do better year to date mostly due to going without a recreation coordinator for 6 months between May and November saving us in the areas of health plans and retirement.

Hotchkiss notes that we did not know how the Adult programming would do this year with our last Adult Supervisor leaving after being with The Ranch for 7 years, but Heather has done a great job keeping things on track and has exceeded our financial goals, kept our Marin Social Sport Leagues sold out and successful along with keeping adult programming on track and creating a great rapport with our adult customers.

**VI. Action Item- PROPOSED 2024-2025 Budget**

Director Hotchkiss stated that we discussed our proposed 24-25 fiscal year budget at our November meeting very thoroughly, but wanted to point out some changes that were made in between then and the proposed draft tonight. The original bottom line net at the November meeting was \$28,000 and tonight the bottom line is \$21,000 for two main reasons. Hotchkiss explained that the cost of health care plans effective January 1<sup>st</sup> of 2024 have gone up significantly and therefore that line item has seen an increase since that November draft. Also, we are planning on adding a full-time staff member to the team within this fiscal year in order to support the growing demand for our Youth Programs. This is also adding the health benefit and retirement expense line items. That employee's payroll is within programming expenses and not administrative expenses, so you will not

see that increase in program expense line item. Budget approved contingent upon the Recreation Director's raise being added to the administration line item.

**Motion** Schaefer **Second** Fletcher **Vote** All in Favor

**Motion Passed**

Voted on as follows:

AYES: Gazulis, Fletcher, Nikfar, Webb, Feder, Schlunt, Yu, Schaefer

NAYS: None

ABSTAINED: None

ABSENT: Wilkinson

**VII. Adjourn**

Next Regular Board meeting scheduled to be Monday, March 18<sup>th</sup>, 2024, at 7 PM.  
Board Chair Gazulis adjourned the meeting at 8:02 PM.

Respectfully submitted,  
Alexandra Walton