



# THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

## Meeting Minutes

**Monday, January 24, 2022 7:00 p.m.**

Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

### Call to Order and Roll Call

Chair Schlunt called the meeting to order at 7:05p.m., with the following Board Members present:

Chelsea Schlunt - Tiburon Representative, Chair	Present
Jerry Riessen - Belvedere Representative, Vice Chair	Absent
Jason Rosell - Tiburon Representative	Present
Eduardo Dominguez - Tiburon Representative	Present
Noah Griffin - Tiburon Council Member	Absent
Melissa Feder - Belvedere Representative	Present
Julianne Schaefer - Belvedere Representative	Absent
Sally Wilkinson - Belvedere Council Member	Present
Sherry Wangenheim - RUSD Representative	Present

Ex Officio:

Jessica Hotchkiss, Recreation Director  
Michelle Barsky, Office Manager & Minutes

Notes: Jason Rosell was accidentally not printed in the roll call on the January 24, 2022 Agenda. Noah Griffin had not yet been assigned to the board at the time that the January 24, 2022 Agenda was made public.

### I. Public Comment

Jessica Hotchkiss thanked Heather Wilson for her service and attention to detail as the interim Adult Program Supervisor while Maureen Borthwick was on maternity leave.

### II. Action Items

#### A. Resolution 2021-11-1

Resolution to conduct meeting virtually in reflection of AB 361. AB 361 enables local public agencies to continue to use teleconferencing without complying with certain Brown Act Provisions.

Motion Wilkinson Second Wangenheim Vote 6 In Favor, 0 Against, 0 Abstained, 3 Absent

#### **Motion Carried.**

Voted on as follows

AYES: Schlunt, Rosell, Dominguez, Feder, Wilkinson, Wangenheim

NAYS: None  
ABSTAINED: None  
ABSENT: Riessen, Schaefer, Griffin

### III. Minutes

#### A. Approval of Minutes from Regular Board Meeting held November 15, 2021

**Motion Wangenheim Second Feder Vote 5 In Favor, 0 Against, 1 Abstained, 3 Absent  
Motion Carried.**

Voted on as follows

AYES: Schlunt, Rosell, Feder, Wilkinson, Wangenheim

NAYS: None

ABSTAINED: Dominguez

ABSENT: Riessen, Schaefer, Griffin

### IV. Discussion Items

#### A. Tennis Key Sales for 2022-23 Season

Item 1 – Valerie Montague

*STAFF REPORT: The Ranch rekeys the three local tennis court locations every April 1st. In the past, tennis keys had been sold to nonresidents at the same rate as residents. Last year, due to increase in tennis court usage by the local community, Recreation Director Hotchkiss chose to only sell tennis keys to those that are residents or that can provide a 94920 address, for example a local business owner or someone with a home in 94920. The Ranch is planning on again only selling tennis keys to the 94920 community for the upcoming April 1 tennis key season. This does not fall in line with how we sell other programming. Programming is open to residents and nonresidents, but in reviewing our Tennis Court Agreements between The Ranch and City of Belvedere the agreement does reference that priority use of the tennis courts is for residents of Belvedere and Tiburon.*

Wilkinson questioned how residency is validated, Hotchkiss clarified that ID must be presented to match the address listed on the customer's account. Feder suggests that a percentage of sales be allocated to nonresidents at a higher price. She also recommends a tiered approach to sales. Wilkinson recommends staging sales to give residents priority. Hotchkiss is wary of being inconsistent across all program registration, as priority is currently not given to residents. Hotchkiss additionally points out that not all residents are in town at the start of spring when keys go on sale. Feder asks if key sales will be limited to a finite number, Hotchkiss has not seen an impact to court usage, so doesn't plan on maxing out the sales at a specific number. Wilkinson agrees that sales shouldn't be limited, but that the price should be raised. Wangenheim notes that some of the statements made in Item 1 are untrue and wants to ensure that the resident has been responded to. Rosell recommends a tiered sales structure. Dominguez recommends a 25% price increase and a tiered sales structure.

## **B. The Ranch Youth Council**

*STAFF REPORT: In April of 2021, The Ranch created a Youth Council for the purpose of teaching youth about non-profit recreation structure and to engage our local youth participants in the feedback, creation and input on our youth related programming. We currently have 6 local participants ranging in age from 12-16, on the council, which meets about every other month. Meetings follow an agenda and Roberts Rules of Order. Each meeting has seasonal related discussion items and special guests. Special guests have included Tiburon Police Chief Ryan Monaghan, The Ark reporter Shayne Jones and The Ranch Staff. Youth Council is working on their own event—Youth Art Exhibit & Reception. Learned a lot of insight from them in regards to summer camp staff. Will be used in the camp training.*

Schlunt recommends that a Ranch liaison is assigned at various school student councils.

## **V. Finance Reports**

### **A. State of California COVID-19 Fiscal Relief for Special Districts**

*STAFF REPORT The Ranch applied for the State of California COVID-19 Fiscal Relief for Special Districts funding back in October of 2021. Despite being registered as a Special District with Marin County, The Ranch JPA Board of Directors structure prevented us from being eligible for funding. This was extremely disappointing news to receive but then it made us that much for grateful for the supportive funding that we have received from the City and Town over the past two years.*

### **B. Review of financials of 2020-21 Fiscal Year through November 2021**

*STAFF REPORT The Ranch has experienced programming setbacks due to the latest COVID19 surge. Some instructors have preferred to go back to virtual programming, some classes have been postponed, and some programs have reduced attendance. Overall, The Ranch still predicts a strong financial finish at the end of the fiscal year, on Feb. 28, 2022, but not as high as previously projected.*

Feder questions why the November peach column is different than the year end. Hotchkiss explains that COVID-19 guidance and policies keep changing and affecting the way the agency must operate. Hotchkiss was asked why Winter AC2 is in the negative. She clarifies that AC2 doesn't begin until January, so no revenue had been brought in by November.

### **C. Discussion and Action Item for 2022-23 fiscal year budget**

*STAFF REPORT See 2022-2023Fiscal Year Draft Budget and Finance Presentation for proposed budget and finance information*

Wilkinson is curious to see community comparisons. Hotchkiss explains that there are no neighboring cities with a similar JPA structure, so there are not any great examples to model off.

Hotchkiss addressed slide 4 of the powerpoint presentation and posed those questions to the board. Discussion pertaining to those questions as follows:

1. Feder recommends grounding/centering techniques for children. Schlunt recommends more tot classes be offered and coordinating class times based on local pre-school end times.
2. The board believes that they should strategically choose which programs are worth floating with the income of another. Should not be the plan across the board. Wilkinson advises that there should be an unofficial reserve policy so that they can better gauge the budget structure. Wangenheim advises that administrative cost allocation needs to be looked at and given its own line. All agree that tennis key sales should be utilized as a key part of the cost recovery efforts.
- 3 & 4. Hotchkiss would rather focus on other programming than taking the risk of the beer festival. The beer festival requires 20K to be spent up front before any revenue is brought in, making it highly risky.

Wangenheim suggests adding processing fees to the budget as a revenue line. Hotchkiss notes that rentals used to be a huge revenue stream, but they are not bouncing back. The Admin Expense line includes a 3% cost of living raise, but merit based raises have not been built into the budget. Board asks where revenue can be found to offer merit raises to those who have hustled to keep the organization operational during the pandemic. Would like to fund a healthy operating structure. Wilkinson and Feder pose that there should be a second pass taken at the budget so that salary increases can be considered. \*\*\*\*\*The Board recommends that a special meeting should be held.

**Motion no motion Second none Vote no vote  
Motion Not Carried.**

## **VI. Adjourn**

Next Regular Board meeting scheduled to be Monday, March 21, 2022 at 7pm. Chair Schlunt adjourned the meeting at 9:09pm.

Respectfully submitted,  
Michelle Barsky