



THE RANCH  
(Belvedere Tiburon Joint Recreation Committee)  
**Meeting Minutes**  
Monday, May 15, 2023, 7:00 p.m.  
Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

### **Regular Meeting – 7pm**

#### **1. Call to Order and Roll Call**

Julianne Schaefer called the meeting to order at 7:07p.m., with the following Board Members present:

Julianne Schaefer - Tiburon Representative, Chair	Present
Victoria Gazulis - Tiburon Representative, Vice-Chair	Present
Jerry Riessen– Tiburon Representative	Present
Dan Fletcher – Tiburon Representative	Present
Melissa Feder – Belvedere Representative	Absent
Chelsea Schlunt – Belvedere Representative	Present
Sally Wilkinson – Belvedere Council Member	Present
Liz Webb – RUSD Representative	Absent

#### **Staff:**

Jessica Hotchkiss, Recreation Director

#### **2. Public Comment**

No Public Comment

#### **3. Approval of Minutes for March 30, 2023**

**Motion** Chelsea Schlunt **Second** Jerry Reissen **Vote** 4 In Favor, 2 Abstained, 2 Absent  
**Motion Passed.**

4. Welcome new Tiburon Representative Board Member Dan Fletcher. Dan is relatively new to Tiburon, and along with his wife chose Tiburon as a close knit community where they could raise their two young children. They have been enjoying Ranch events and looking for ways to give back to the community and get involved.

Welcome new board member Alex Lionetti Walton, local Marin parent, that has joined The Ranch as our new Office Administrator.

Hiring for our summer and office positions have been going well and we have not been experiencing hiring struggles.

6. **Discussion Item – Master Plan for Parks and Recreation and POSCL Visit**

The Ranch is working with the Town of Tiburon and City of Belvedere in respect to their Parks and Open Space Commissions. Director Hotchkiss attended Belvederes POSCL Commission to give a recreation update which is a new relationship. Director Hotchkiss is also currently a committee member of Tiburon's Parks and Recreation Master Plan. This plan is a 13 month study, conducted by an outside consulting firm, with the purpose of providing the Town of Tiburon with guidance for growth or development in the areas of parks and recreation. By participating in this study, The Ranch is assisting in creating the community survey and will receive the results of the survey and the final assessment of Tiburon's parks and recreation services, at no cost. She is encouraging all community members to fill out the survey when the time comes.

7. **Discussion Item- Dairy Knoll Parking Lot Update**

Dairy Knoll Center opened in 2013 and since then many non customer community members park or abandon vehicles in our lot leading to an unsafe environment and lack of parking for our participants. Recreation Director had a glad of correcting this issue this year and along with the Town of Tiburon Public Works Department, 3 hour parking signs were put in place. Moving forward, the hourly lot will be patrolled and enforced by the Tiburon Police Department which will help keep our lot open for our participants.

8. **Discussion Item – Accountant Update**

In March the Ranch was informed that the City of Belvedere would no longer be able to provide free accounting services. They have an increased work load and accounting projects in their city that demand all their attention. The Ranch has moved forward with hiring local bookkeeper Mary Hayden. Mary has been a bookkeeper for over 20 years and most recently was at the Belvedere Tennis Club. Mary is working with Helga, our current City of Belvedere bookkeeper, in this transition. In hiring our own bookkeeper is a new expense for The Ranch. Director Hotchkiss believes the expense will be absorbable in this fiscal year and will have to make budget adjustments in the future to take on this additional expense. Both Recreation Director and new bookkeeper Mary Hayden have access to financial accounts and are checked regularly. Recreation Director feels that having a new bookkeeper to solely focus our financials we will receive monthly financials on a more timely basis.

9. **Discussion Item – Financials**

During our accountant transition we do not currently up to date financials to report and we are still working on the 22-23FY audit, however The Ranch, to date, is experiencing a good financial year and seen strong Spring and Summer registration. With that being said Recreation Director Hotchkiss anticipates to end the fiscal year not as strong as budgeted, due to the loss of taekwondo revenue and the expense of a bookkeeper, but still end the year in the positive at \$40,000.

**Adjourn at 7:47pm**