



## THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

### Meeting Minutes

Monday, July 19, 2021 7:00 p.m.

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

#### Call to Order and Roll Call

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

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

Staff in attendance:

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

#### I. Public Comment

No public comment.

#### II. Minutes

##### A. Approval of Minutes for the regular Board Meeting held May 17, 2021

**Motion** Rosell **Second** Wangenheim **Vote** 5 In Favor, 1 Abstained, 2 Absent

**Motion Passed with modification that Representative Schaeffer was present at the May 17 meeting.**

Voted on as follows

AYES: Rosell, Schlunt, Feder, Schaeffer, Wangenheim

NAYS: None

ABSTAINED: Riessen

ABSENT: Welner, Wilkinson

#### III. Discussion Items

##### A. Board Vacancy

Chair Rosell announced that Representative Burns resigned in May. The vacancy had so far received one applicant. The new representative will be announced in August.

##### B. Recreation Director Report on programming and special events

Hotchkiss began by reporting on special events. She explained that the department would typically be in the midst of planning a very busy fall special event schedule. Those events are typically very large and take lots of man power to put on.

The Ranch was recently informed that the company which led the fall Tiburon Half Marathon, Titanium Racing, is no longer in business. The last time it was held, the town agreed that the event would not be approved in its same capacity. Permits for that event are very costly and the operator would only justify those costs by running the event with a minimum of 1400 participants. Riessen suggests the use of open space for a race or fun run to avoid a road closure and that additional permit cost.

Due to limitations on event capacities and staffing limitations, The Ranch will be planning several smaller events to serve the community and eventually will get back to larger events once feasible. Fall events that are in the works include a Cornhole Tournament as a small fundraiser in lieu of the Beer Festival, a Grandparents Tea, and Halloween Carnival in lieu of the Boo Bash.

Hotchkiss moved on to discuss summer camps mentioning that they have been very well received. They are continuing to work in small cohorts to minimize shut downs in the case of a COVID exposure. Angel Island Camp has been held weekly with two days hosted at Paradise Beach Park and three days on Angel Island. Skyler has been leading Fantastical Adventures, Tahir has been leading Angel Island, and Mollie has been leading Art & Garden.

In moving along to discuss adults and the tennis program, Hotchkiss reviewed that most adult programs have moved indoors. Bridge and Mah Jongg open play will resume in August and Marin Social Sports will also resume. The Tennis Programs are going extremely well and are selling out. Higgins Tennis is attempting to hire another instructor to meet demand. Hotchkiss is concerned that the fall tennis schedule will be a rude awakening to the tennis key holders who have grown accustomed to the lack of programming on the courts.

Feder asked if the pickleball courts will be expanded. Hotchkiss said it will not be recommended until the noise issue is resolved. The next POST meeting is in September, Hotchkiss will advise that community members desire it, but will include the condition that quiet balls must be used. Hotchkiss recommends that City of Belvedere makes it a city ordinance so that it can be enforced.

Hotchkiss showed the post card that was to be mailed to residents advertising the registration date. This post card is in lieu of a large brochure. All of the classes have been added to the new Ranch website.

The Ranch is working with City of Belvedere, Town of Tiburon, and Marin Health and Human Services to return all facilities and programs to safe operating conditions while continuing to recognize CDPH and CDC health policies and guidance in the post June 15, 2021 era. At this time, The Ranch is operating under the current masking guidance and has had all employees complete a Self-Attest COVID-19 Vaccination form and indoor programs that have resumed, participants must mask if unvaccinated.

### **C. Tennis Court Policies**

There is the ongoing issue with non-authorized instructors teaching on the courts. Hotchkiss asks what position the board would like her to take. Rosell is opposed to police enforcement of the issue. He points out that it poses an insurance risk and is a violation of the Higgins Tennis Inc. agreement. Rosell recommends putting the keyholders on a blacklist and forfeiting their keys after two violations.

Hotchkiss expressed that there are three unauthorized instructors and several key holders partaking in lessons with them. Board members suggest issuing a cease and desisting notice and taking away keys from players. Hotchkiss states that she always gives a first warning notice via email. Feder believes it is well worth the expense to draft a cease and desist template to have on hand. She also suggests there should be a letter outlining the types of offenses and what the repercussions of those offenses are so that it is on record. Wangenheim suggests keyholders are forced to DocuSign a letter before having their reservation privileges re-invoked. Board members point out that operating without a business license is a violation of town policy. They believe the town lawyer should be drafting this cease and desist.

#### **D. The Ranch Strategic Review**

Feder stated that the strategic review was going to be revisited and would be spearheaded by Wilkinson. It will not be an arduous process and will focus on demographics and pricing.

### **IV. Finance Reports**

#### **A. Review of May and June 2021 Income Statement of Actuals, Year End 20/21**

The Board was instructed to ignore the May 2021 Income Statement, as it was outdated, and to focus on the June 2021 Income statement. Rosell summarized saying that the organization was generally on target. There were no questions or comments on either income statements.

#### **B. The Ranch has submitted letters requesting American Rescue Act Funds to the City of Belvedere and The Town of Tiburon Councils for consideration to support the increase in salaries to those positions affected. The City of Belvedere approved our request for their 20% of their share on Monday, June 14th. The Ranch letter of request will be on the Agenda for Town of Tiburon Council later this summer. Recreation Director Jessica Hotchkiss will be in attendance to report or answer any questions the Town Council may have.**

Hotchkiss explained that the additional orange column on the June financial report shows the Rescue Act Funding if she was to receive the full \$68,600 in assistance from both Tiburon and Belvedere. She continued with stating that Fall Youth Registration will take place in August and will give the Hotchkiss a better idea of what the demand will be for afterschool programming. This registration will also help to better understand the staffing needs. A mock 2022-23 draft budget was formulated to see if positions could be re-instated without going into the negative. Riessen asked if more staff will be hired. Hotchkiss stated that existing staff would receive promotions and or raises, but no additional staff would be hired.

In the fall, Hotchkiss would be implementing resident vs. non-resident fees to programming. Non-Residents will see a 20% increase on drop-in based programming and a 6% increase to session based programming.

Hotchkiss expressed that a future area of concern is the fear that independent contractors of adult programs may leave to work in other cities for a better deal. The Ranch offers the lowest share percentage split among all neighboring recreation departments—65%-35% split for new contracts. The Ranch's competition offers 70%-30% and 75%-25% splits. Feder suggests looking at the margins of programs and offering contracts based on that program. Schlunt recommends incentivizing higher performing contractors.

**VI. Adjourn**

The next regular meeting is scheduled for Monday, September 20, 2021 at 7:00pm. (3<sup>rd</sup> Monday of the month)

There being no further business before the Board, Chair Rosell adjourned the meeting at 8:30 p.m.

Respectfully submitted,  
Michelle Barsky