



**THE RANCH** (Belvedere Tiburon Joint Recreation Committee)

**Minutes - Tennis Subcommittee Meeting**

**Tuesday, January 24, 2017 - 7:00 p.m.**

Dairy Knoll, 600 Ned's Way, Tiburon

The public is invited to attend.

**Call to Order:** 7:00pm

Committee:

Jerry Riessen – The Ranch Representative	Present
Erin Burns – The Ranch Representative	Present
Jane Jacobs - The Ranch Representative	Present
Carol Lee - Community Representative	Present
Dan Oppenheim - Community Representative	Present
Maria Elena Russo - Community Representative	Present

**Chair Riessen convened the Tennis subcommittee meeting at 7 PM on Tuesday, January 24, 2017, at Dairy Knoll. All committee members were present, along with Ranch staff, Executive Director Cathleen Andreucci and minute taker Diane Crane Iacopi, whom the chair briefly introduced.**

**I. Public Comment**

**Chair Riessen called for public comment for anything not on the agenda. There was none.**

**II. Minutes – Approval of Minutes of the December 13, 2016 meeting**

**Chair Riessen said he had received a communication from one of the members (Committee member Russo) to Director Andreucci, asking for additions to the minutes. He said there were two points. He read them one at a time.**

**1. In response to my questions regarding the laws of our cities you responded: "I do not have to follow the laws, I asked". You also made this exact statement at the first ad hoc meeting on October 18.**

**Committee member Russo said she would like these remarks added into the discussion about the independent contractor agreement.**

**Chair Riessen said the town attorney had been consulted and clarified that the Ranch is governed by a joint powers agreement and bylaws, rather than the Town Code. He said he believed that's what Ms. Andreucci meant in this context. He said he certainly heard it that way.**

Committee member Jacobs said even though she was not present at that meeting, she agreed it sounded like Ms. Andreucci was trying to explain that she follows the bylaws of the Ranch, rather than the town's regulations. Committee member Burns concurred.

Chair Riessen said copies of the Ranch bylaws, and joint powers agreement (between the City of Belvedere and the Town of Tiburon), are available on the Ranch website for review.

A member of the public commented that a public agency has to follow state laws. The chair commented that we all have a mandate to follow pertinent laws.

Chair Riessen read the second amendment to the minutes, requested by committee member Russo.

2. In response to my questions regarding the bidding out of the tennis program, you responded that you do not have to bid out the tennis contract, but because it has caused so much commotion you will. You also stated that you would never take the contract away from Higgins, you would simply ask him to "up his game" if other bids were better.

Committee member Russo said she wanted this added to the minutes to reflect that if there's a bidding process, it should be followed, and that there should be a fair bidding process.

Chair Riessen said it's been discussed that one of the mandates of the subcommittee is that it can make a recommendation about the contract, among other things. But he also noted that it's up to the Ranch board to take action on any recommendation.

At the conclusion of the discussion of the minutes, Chair Riessen asked if anyone wanted to make a motion to amend the minutes. There was none.

Motion, second (Burns/Lee) to adopt the December 13 minutes, as written. Vote- Ayes 3 (Burns, Lee, Riessen); Noes 1 (Russo), Absent 2 (Jacobs, Oppenheimer).

### III. Action Items

#### A. Discussion and potential vote on court reservation software recommendation.

- a. To manage open court time
- b. To effectively notify the public of court availability
- c. To gather data on court usage

Director Andreucci noted that both of the software programs appear workable.

She provided a handout of questions raised by the subcommittee and staff responses. The 15 points covered in the handout ("Tennis Court Reservation") are incorporated into these minutes. The subcommittee voted unanimously (with Chair Riessen abstaining on the first item) to make the recommendations, with some noted modifications, to the Ranch Committee.

A suggestion was made (and approved by the subcommittee) that it would be helpful to the upcoming reservation process to mark the courts in some fashion.

**B. Discussion by subcommittee to consider recommending to The Ranch to go out to bid for a tennis service contract when the current tennis contract expires on February 28, 2018.**

The subcommittee voted unanimously to approve this recommendation.

Director Andreucci presented a spreadsheet showing the usage on the teaching courts for one month (September 2016). She said the information was based on Ranch records and Higgins records.

A member of the public said the spreadsheet showed teaching time of 80 hours out of a possible 300 hours. She said this demonstrated that the teaching courts should be opened for broader use.

Another member of the public said that by reserving the teaching courts for instruction only, an entire neighborhood is excluded from reserving play time.

The subcommittee agreed that it would be helpful to have additional data before it reconvened, possibly in April. The idea is to do a comparison of all court usage, using the new reservation system, and the reservation system should be widely publicized. The committee concurred that additional data needed is for instructional usage during a Spring month when it's not raining. That data can then be compared to the Fall usage data prepared by Mr. Higgins.

Mr. Higgins will double check his data to make sure that all types of instruction, including individual classes, classes with more than one person, and the classes scheduled through the Ranch, are reflected in the report.

Director Andreucci said the information on the launch of the new reservation system will be emailed to keyholders. Another suggestion was that the Ark newspaper interview Director Andreucci about the new reservation system to help publicize it.

Committee member Jacobs said it's important to note that Mr. Higgins has brought a lot of tennis to the community, and there are more and more players all the time. She said this was good news.

Jacobs asked if anyone knew who the "friends of the courts" were, if there were any members present, and who could join this group.

Committee member Russo said it was a loosely organized group working to ensure that our courts are run to the advantage of the residents in both of our cities. She said they had received a lot of emails of support, and that anyone could join.

Committee member Burns said that the actions being taken, and data gathered, should help address these issues.

There being no further business before the subcommittee, Chair Riessen adjourned the meeting at 8:58 PM.

Respectfully submitted,  
Diane Crane Iacopi

### **Tennis Court Reservation Handout/Subcommittee recommendations**

**1) Which courts should we allow/require reservations?**

*The staff recommends reservations on all courts so we can gather data on court usage that will be very helpful in deciding how to allocate time to each user group.*

*Subcommittee suggests leaving 1 court for walk-ons – which court to be decided later.*

**2) Should we allow reservations on just weekends or weekdays also?**

*Staff recommends reservations for all court use for the reason above*

**3) Should one court be kept for walk-ons only?**

*Staff recommends reservations on all courts – see modification to Item 1 above.*

**4) How far out can people reserve a court?**

*Staff recommends one month to help limit no-shows.*

*Subcommittee discussed club standards ranging from 7 days to 48 or 72 hours.*

*Subcommittee recommended compromise of 72 hours.*

**5) How near to the date could you reserve a court?**

*Staff recommends all uses are reserved - so right up to the minute of play. A person checking from home will see which courts are available.*

*Subcommittee recommended 24 hours in advance but software may dictate parameters.*

**6) How many minutes can each reservation be for?**

*Staff recommends 1.5 hrs for the original reservation. If at the end of play the court is not otherwise reserved, the players can extend their time for an additional hour at a time.*

*Subcommittee concurred with 1.5 hours.*

**7) Should we allow back to back reservation by the same key holder?**

*Staff recommends one reservation per day*

*Subcommittee recommended 1 reservation per day.*

**8) Can one key holder reserve 2 courts at the same time?**

*Staff recommends one court reservation per day*

Subcommittee recommended 1 reservation per key holder per day.

**9) How many reservations can one key holder make in a weekend/week?**

*Staff recommends no more than one per day*

Subcommittee recommended 1 reservation per day (current policy is 1 per weekend but 1 per day has been allowed). Maximum usage to be 7 per week.

**10) At what point is your reservation forfeited and a walk-ons can claim the court?**

*Staff recommends 10 minutes as suggested.*

Subcommittee recommends 10 minutes with keyholder present.

**11) Should we request the names of all the players or just the one reserving?**

*Staff recommends all names*

Subcommittee suggested name of keyholder would be sufficient.

**12) Should the pros have to book their individual lessons?**

*Staff recommends that the pros have to book all lessons and that we should work with Higgins Tennis to develop a system for online payment at the point of reservation.*

Director Andreucci said the goal is to develop an online payment system for the pros.

**13) Is there a time limit when reserved time for our lessons get released . Can the key holders reserve courts, reserved for our instructional program if they are not booked - at what time?**

*Staff recommends reserved courts not booked with actual lessons should be available for walk-ons to reserve at the time they start play for 1.5 hrs*

Subcommittee suggested leaving the current system in place for now [courts reserved for instructional program]. Once the reservation system is working and successful, alternatives for can be considered.

**14) Can the reservation software handle payment at the time of reservation for anything not previously scheduled through The Ranch?**

*Yes*

**15) Should we increase fees to offset the cost of the software?**

*Staff recommends this is left to the board to decide when actual costs are known. The cost is estimated to be \$500/yr. for the software. Managing the program will be determined as we use it.*

*Director Andreucci said the cost of implementing the software could be incorporated into the budget; however, she said more information would be needed on the time spent managing the new system which might warrant an increase.*

**Additional Considerations: None.**