



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

DRAFT Special Meeting Minutes

Monday, October 23, 2017 7:00 p.m.

Dairy Knoll, 600 Ned's Way, Tiburon

The public is invited to attend.

Call to Order. Chair McCaskill called the meeting to order at 7:00 p.m., with the following committee members:

Bob McCaskill – Belvedere Councilmember Chair	Present
Peyton Stein – Belvedere, Vice-Chair	Present
Erin Burns – Tiburon Representative	Present
Melissa Feder - Belvedere Representative	Present
Jim Fraser – Tiburon Councilmember	Present
Jane Jacobs - Tiburon Representative	Present
Jerry Riessen – Tiburon Representative	Present
Afsaneh Zolfaghari – Belvedere Representative	Absent
Howard Block – RUSD Representative	Absent

Staff in attendance: Cathleen Andreucci, Executive Director
Diane Crane Iacopi, Minute-taker

I. **Public Comment**

Chair McCaskill asked for public comment. There was none.

II. **Action Items – The Ranch Tennis Program**

- A. Discussion and Approval of the *Request for Proposal* for The Ranch's Tennis Program

Tennis Subcommittee Chair Riessen asked for comments on the draft RFP. He said it had been drafted by the Executive Director and included his comments and edits. He also said it had been reviewed by the Town Attorney for completeness.

Riessen said the RFP was very open-ended and broad on purpose to solicit interest.

The Board identified several areas that could use clarification, and discussed whether the timeline provided adequate response and/or review time. Riessen said the idea was for an ad-hoc subcommittee, comprised of Bob McCaskill, Jim Fraser, Jerry Riessen and Peyton Stein, to review the applications after the November 15 deadline and make a recommendation to the Board as a whole on November 20, once the interviews at the

meeting were completed. Chair McCaskill noted the Board could continue the November 20 regular meeting if it felt it did not have adequate responses, or needed more time to review the responses.

Boardmember Feder said she could not be present at the November 20 meeting and asked if the date might pose a problem for applicants given that it is Thanksgiving week. Chair McCaskill noted that the Board normally meets that week but took a quick poll to see if the date worked for the members of the Board. It appeared that it did.

Boardmember Jacobs asked about the section that provided for shared information among the applicants. Riessen said he had suggested this process which would allow for questions and avoid flawed applications. Boardmember Stein wondered whether responding to questions might start a dialog and confuse the process. Boardmember Feder said she thought it was appropriate but that discernment could be used based on the types of questions and information provided. Boardmember Fraser concurred and said it could advance the needs of The Ranch and not focus on the details of the individual applications.

Boardmember Riessen asked if there had been any interest already expressed in the RFP. Director Andreucci said that tennis instructor Elly Hakami had called to inquire about the schedule and availability of the RFP. She said that Higgins Tennis, Inc. had also expressed an interest in applying. Andreucci said she had sent out the draft to several interested parties in advance of tonight's meeting.

Boardmember Fraser asked what would happen if there were no responses to the RFP. Chair McCaskill said that discussion could be deferred to the November 20 meeting, if necessary.

At the Board's direction, the RFP was revised to delete the references to PDT and to delete the November 25 date from the timeline, changing it to "Interview Applicants and Selection" on November 20.

Other amendments were to ask for an applicant's resume (Boardmember Stein) and to clarify the section on references. Director Andreucci will make these changes. Boardmember Feder noted the acronym BTJR appeared in the contract section but did not appear anywhere else in the document. Director Andreucci will change to "The Ranch".

A question arose as to whether compensation should be stated in the RFP. Boardmember Riessen said it had been intentionally left blank. However, he said the information was public record and Director Andreucci said it had been published and was available. Riessen said the idea was, again, for flexibility in the responses and contract negotiations.

Director Andreucci asked for recommendations for a distribution list for the RFP. Board suggestions were to distribute it to local tennis clubs and professionals, and maybe local area recreation departments, and to publish in The Ark and perhaps the Marin Independent Journal.

There was no public comment on the draft RFP.

MOTION: To approve the draft RFP, as amended above.
Moved: Riessen, seconded by Fraser
Vote: Unanimous (Zolfaghari, Block absent)

In conclusion, Chair McCaskill suggested that the November 20 agenda clearly state that 3 minutes would be allowed for public comment and that the applicants could use “up to” 20 minutes for their presentations (but were not required to use all 20 minutes).

Boardmember Feder also suggested that once the new tennis contract is awarded, a letter should be sent to all key holders re-stating the rules of usage of the courts. She said that it was important to start with this kind of clarity to underscore the rules after spending so much time to create transparency throughout this public process. Boardmembers Burns and Stein agreed, and said it should happen right away and include consequences of non-compliance.

VI. Adjourn

There being no further business before the Board, Chair McCaskill adjourned the special meeting at 7:34 p.m. to the next regular meeting scheduled for November 20, 2017.

Respectfully submitted,
Diane Crane Iacopi