



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Draft Regular Meeting Minutes

Monday, February 26, 2018 7:00 p.m.

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

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

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

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

I. Public Comment

Chair McCaskill introduced Boardmember Sherry Wagenheim who was recently appointed to represent the Reed Union School District (replacing Boardmember Howard Block). Wagenheim said she was looking forward to serving, and had a personal interest in The Ranch since her children participated in Ranch programs. There was no other public comment.

II. Minutes

A. Approval of Minutes for the Regular Meeting held on November 20, 2017
Moved/Seconded (Stein/Jacobs) to approve the minutes, as written.
Voted Unanimous (9 Ayes)

III. Finance Reports

A. Review of January FY 2017/18 Cash Report (and fiscal year-end report)

Director Andreucci reported that adult programs were running behind projected revenues (\$37,000 projected versus \$20,000 actual). She explained that this may be due, in part, to the transition year; a change in supervisory personnel, and other factors. She said she was hopeful that changes made by the new supervisor, and introduction of new programming such as Marin Social Sports, would help make up the difference.

Andreucci said one of the changes being introduced was a punch card system for adult classes (changing over from the sign-in system). Boardmember Feder reported that she had attended all of the adult classes and gave her comments on the punch card system, saying that it was not effective in all cases. The Board discussed this and provided comments and direction. It was noted that the punch cards are \$130 for 10 classes, which is the norm locally.

Vice Chair Stein asked what percentage of participants in Marin Social Sports were non-residents of the Tiburon Peninsula. Director Andreucci said that many teams came from the greater Marin County area but that the fee of \$80 per person was paid to the Ranch. She said other successful programs that are utilized by residents and non-residents alike include Bridge, Cotillion, and camps.

The Director reviewed camp enrollment which she said was running low for Spring, but higher for Summer. She said she was unsure of the reason. She also said that 70% of a coordinator's salary had been applied to the [summer] camp budget in the past year, resulting in an extra \$25,000 for the program to absorb. This will continue in FY 18/19

On the positive side of the equation, Director Andreucci said that while birthday party revenue was lower than anticipated, both Birthday Parties and Corporate Events had picked up. She reported on the success of events at the Lodge which are now be offered by The Ranch for business meetings. She said this line item should continue to improve next year.

Two other expenditures that exceeded the current year's budget, as reported by Andreucci, were the replacement of the Ranch telephone system, and the purchase of the Perfect Mind registration software. She noted that both of these expenditures had received prior approval of the Board. Finally, Andreucci noted the unprecedented expenditure for legal fees in the amount of \$8,000.

At this juncture, Chair McCaskill addressed the question of a year-end budget shortfall for 2017/18. He said that from year to year, as income accumulates, it is placed in an undesignated fund which is sometimes used for budget deficits. He said the current \$240,000 in undesignated reserves could cover the projected \$53,000 loss for the year. However, he projected that after the year-end audit, there would be a much smaller deficit. He noted, for instance, that the phone system expenditure would be capitalized. He said if the phone system and software were removed, it would reduce the deficit to \$21,000.

Boardmember Wagenheim also reported on an uptick in projected enrollment at Reed School. Director Andreucci noted that increased attendance could also help balance the budget but that outreach to parents about Ranch programs was also needed.

The Board accepted the report.

Chair McCaskill moved up **Action Item V- A. Discuss and Approve the FY 2018/19 Budget.**

Director Andreucci said that the proposed \$1.8 million dollar FY 2018/19 budget was balanced except for a \$14,000 expenditure to resurface the Del Mar tennis courts which could come out of reserves. She said the resurfacing was needed every 8-10 years; she noted that the City of Belvedere and Town of Tiburon each pay for resurfacing of the other courts.

The Director said there would be two different registration systems running for part of the year (with the installation of the new Perfect Mind software running concurrently with Active Net). But she said that overall, expenditures should track closely to last year's budget.

Director Andreucci said the proposed budget did not include salary increases for staff. (She said it would be about \$5,000 for each 1% increase). Chair McCaskill suggested that the Board wait and see what action the City and Town took for its salary program before making any recommendations. Vice Chair Stein asked if raises were awarded annually; Andreucci said that they were, and that they could be made retroactive to the beginning of the year, if necessary. Boardmember Fraser noted that "people are our business", and that in a good economy, it made sense to give raises to deserving personnel. He noted there was money in reserves that might be utilized, although he said this should not be the practice every year. The Board concurred with these recommendations and direction.

There was no public comment on the proposed budget.

Moved/Seconded (Fraser/Riessen) to adopt the proposed FY 2018/19 Budget, as presented.

Vote: Unanimous (9 ayes)

IV. Discussion Items -

- A. Parking on Ned's Way**
- B. Program Update**
- C. Approval of Independent Contractor Agreement**
- D. Facilities**
 - 1. Development of Dairy Knoll Grounds**
 - 2. Recreation Center**

A. Parking on Ned's Way.

Director Andreucci reviewed the agreement with the Hilarita that provided additional parking for Ranch Staff on Ned's Way. She said that the four spaces that had been created on the street were no longer supported for staff use but that the three spaces at the top of the hill were still available. She said another issue was use of the Dairy Knoll parking lot by Hilarita residents on the weekend which created a problem for parking during events. She said there was currently no enforcement of the rules that had been agreed upon to keep the lot free between 8 a.m. and 6 p.m., and during special events. Various solutions were discussed, such as installing a chain at the lot entrance, or using cones and parking stickers.

Boardmember Burns offered to reach out to the Hilarita Management to improve communication and address these issues. She said that better signage might also help. Boardmember Wagenheim said that adding a note, such as "park at Reed School if lot is full" on birthday party invitations, might be useful.

B. Program Update - see financial report discussion above.

C. Approval of Independent Contractor Agreement - continued without discussion to subsequent meeting.

D. Facilities

- 1. Development of Dairy Knoll Grounds.**

Director Andreucci showed some photos of a play area that had been created in another locale that utilized a hillside space similar to the one at Dairy Knoll. She said there was lots of space available at the current location, and asked for the Board's concurrence to approach town officials about this concept. She said it might also include additional parking. The Board concurred.

2. Recreation Center

Director Andreucci said that Richardson Bay Sanitary might be downsizing some of its facilities and wondered whether it might be fruitful to pursue the idea of a community center in that location. She said her vision was similar to the Mill Valley Community Center, with a gym, pool, large event room, and adjacent playing fields. Chair McCaskill asked how the Ranch staff would manage programs at a facility located so far from the current one. Director Andreucci said it might include riding the bus down the Boulevard for after-school use. She said the kids rode the bus now between locations. She said that it was just so difficult to find gym space anywhere, and that the Strawberry Recreation District gym was difficult to book. She said a new gym could also be used by adults for evening volleyball, adult basketball, and the like. Boardmember Fraser floated the idea of partnering with Strawberry Rec to collaborate on creating a larger [gym] facility. He also noted the history of the Blackie's Pasture area and said that various proposals that had arisen, such as the creation of a skatepark, had not been embraced at that location. Vice Chair Stein agreed that it would take a lot of consensus-building to put a facility in that location. Director Andreucci said she would make inquiries and start a discussion of these ideas.

V. Action Item - B. Appoint 2018 Board Chair and Vice Chair

**Chair McCaskill moved to appoint Vice Chair Stein as Board Chair for 2018.
Moved/Seconded (McCaskill/Fraser) - Vote: Unanimous (9 Ayes)**

Boardmember Fraser thanked Chair McCaskill for his outstanding leadership in the past year, and acknowledged him for the extra time spent on various issues.

**Chair McCaskill moved to appoint Boardmember Feder as Vice Chair for 2018.
Moved/Seconded (McCaskill/Riessen) - Vote: Unanimous (9 Ayes)**

Chair-elect Stein proposed that the next Board meeting be held on April 16 (rather than March 19), in keeping with the bi-monthly schedule. She said this did not preclude calling a meeting beforehand, if necessary.

Director Andreucci called for Boardmember participation (volunteers) in upcoming events such as the Bunny Hop (March 25), and Angel Island Adventure Race (May 5 & 6). Chair-elect Stein suggested an email follow-up.

Boardmember Jacobs acknowledged Director Andreucci's 10-year anniversary with The Ranch. The Board commended her for her work. Andreucci showed a bobblehead likeness presented to her by the staff. And she noted that Tina Morales had completed 10 years of employment, as well.

VI. Adjourn

There being no further business before the Board, Chair McCaskill adjourned the meeting at 8:20 p.m. to the next meeting scheduled for April 16, 2018.

Respectfully submitted,
Diane Crane Iacopi