



## THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

### DRAFT Regular Meeting Minutes

Monday, June 19, 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	Absent
Melissa Feder - Belvedere Representative	Present
Jim Fraser – Tiburon Councilmember	Present
Afsaneh Zolfaghari – Belvedere Representative	Present
Jane Jacobs - Tiburon Representative	Present
Jerry Riessen – Tiburon Representative	Present
Howard Block – RUSD Representative	Absent

Staff in attendance: Cathleen Andreucci,  
Diane Crane Iacopi

#### I. **Public Comment**

Chair McCaskill asked for public comment. There was none.

#### II. **Minutes**

**A. Approval of Minutes** for the Regular Meeting held on April 17, 2017  
***Motion/Second (Fraser/Jacobs) Approved 7:0 (2 members absent)***

#### III. **Executive Director's Report**

Director Andreucci said The Ranch custodian had resigned and a new one was being sought. She said that it was a tricky schedule to figure out because the need ranges from weekdays to weekends and different times of the day. She said the position hours were 20 per week and paid \$20/hour. She said she also hoped to recruit someone with maintenance skills, although she said it had been difficult to find someone with both skill sets.

Andreucci said she had talked with Town Manager Chanis about the \$10,000 Dairy Knoll maintenance line item in the Town's budget. But after discussion, the Board

concurred that the \$10,000 should be used for ongoing maintenance rather than for a custodian salary.

The Director discussed the current maintenance needs: Weed control on the hillside, landscaping, and building maintenance. She said the winter rains had contributed to the proliferation of weeds. Vice Chair Stein asked if the Green Team might be interested in helping out The Ranch with weed abatement on the hillside. Boardmember Feder asked if goats would be an option and noted how the kids just love seeing the animals. Boardmember Riessen volunteered to spearhead the broom and weed abatement effort if the Town would provide some adequate tools. But he said this was not a long-term solution.

Boardmember Fraser said he had also spoken to the Town Manager, but noted the Town was facing the same maintenance challenges due to the heavy winter and he confirmed that the Public Works Department was very busy. Nevertheless, he said he would follow up to see what might be done. Director Andreucci said she had been told that Public Works might be able to contract out some of the work, such as repairing the wood face on the building.

On another matter, Director Andreucci reported on the tennis court contract with the Reed Union School District. She said the Town previously had a contract with the district which expired in 1990; she noted that it had continued as a verbal agreement since then. She said Chair McCaskill and Boardmember Fraser had met with Superintendent Nancy Lynch on this matter and were negotiating a new agreement. She said Boardmember Riessen had provided some input, as well, and counsel (Ben Stock) was reviewing it. She said a new contract would be in place soon.

Andreucci said that efforts to call a meeting of the Tennis Subcommittee in June had been unsuccessful, but a meeting Doodle had been sent to the members for a July meeting.

Boardmember Riessen said the subcommittee had hoped to get data to review in order to determine how to best manage court usage for the remaining period of time before the Higgins contract expired in early 2018. He said that unfortunately, this effort had gone nowhere and not for lack of trying. He said the Director was still working on interim approaches so that the subcommittee might implement this information without major software changes.

Director Andreucci said that two attempts to incorporate a tracking database into the current system had failed and that it would cost \$5,000-\$6,000 to purchase a module for Activenet. She said she did not recommend purchasing the module because The Ranch was moving away from Activenet to a new software package used by other recreation departments (such as "Perfect Mind"). She said demos were currently underway.

Boardmember Feder asked about the kind of data being sought. She commented that if data that was collected turned out to be incorrect, it could compound the problem. She said it seemed that a lot of time might be wasted if this was the case.

Boardmember Riessen said that any data will be helpful but that it would not be used to implement any major changes at this time.

Finally, Director Andreucci said that Dana Thor had retired on June 1, after 35 years in Adult Programs. She said Dana did not want a party or any formal recognition, even though everyone, including participants in the adult programs, would have liked to do something. Vice Chair Stein said it would be appropriate for the Board to bid her farewell and suggested a card for the Board to sign. The Board concurred.

#### **IV. Finance Reports**

##### **A. Review of Month End FY 2017/18 Cash Report**

Director Andreucci said the Finance subcommittee (Chair McCaskill, Vice Chair Stein, Boardmembers Fraser and Riessen) met this morning to review the report.

Chair McCaskill said the YTD deficit which Andreucci had previously projected at \$9,000 now looked to be closer to \$14,000. He said this appeared to be the result of some revenue and expenses being incorrectly recorded by date (fiscal year) and category; Andreucci said she was continuing to research the discrepancies and would report back on this matter.

Boardmember Riessen asked what the current reserves were. Director Andreucci said they were around \$150,000. Boardmember Jacobs said it was good to know that any shortfalls, if any, at year-end could be covered.

#### **V. Discussion Items**

##### **A. Summer Camp Update**

Chair Andreucci provided a chart of 2016 and 2017 comparisons. She said some of the camp enrollments were low this year but noted they sometimes picked up later on. She also said there was an extra week of summer due to school opening and that was a change from the previous year. Chair McCaskill said it was still early and there were two more months of summer.

##### **B. Special Events**

Director Andreucci reviewed the list of events for the remainder of the year. She highlighted, and asked for help on, the Labor Day Parade on September 3, as well as the Golf Tournament on September 14. (She noted the San Geronimo golf course will be up for sale in October).

Boardmembers Feder wanted to know more about the Beer Festival on September 23, and said she and her husband would be interested in volunteering for that event.

C. **RUSD Update: Howard Block (absent; no report)**

While there was not formal report, Director Andreucci provided information that Reed School Kindergarten enrollment numbers were low, at 98. She said this was likely a result of the bursting of the demographic “bubble” as projected. She said the district had estimated a 5 percent drop off. She said the silver lining was that there might be more facility space available for after school programs in the coming year.

VI. **Action Item**

A. **Approval of the Amended and Restated 2017 Bylaws (continued from the April 17, 2017 meeting)**

Director Andreucci said the bylaws had been reviewed by counsel and included amendments by counsel, as well as additional changes submitted by Chair McCaskill to further clean up language and reflect current practices. She said these submittals were part of the April 17 packet.

Chair McCaskill asked if everyone had had a chance to review the changes and called for questions and public comment.

In response to a question from Boardmember Jacobs, Chair McCaskill clarified that the term “Committee” refers to the legal entity (Belvedere-Tiburon Joint Recreation Committee) and the term “Board” refers to its governing body.

Boardmember Asfaneh asked who held the position of Treasurer and Controller. Chair McCaskill said the Board appointed the Executive Director to serve in this capacity (see Section 8), although he said the bookkeeping was performed by the Belvedere Finance Director.

Boardmember Jacobs asked about the deletion of the surety bond requirement. Chair McCaskill said this practice was a holdover from another era and that there was insurance in place to cover the Board’s current requirements.

There was no public comment.

***Motion/Second (Fraser/Riessen) to adopt the amended and restated 2017 bylaws, including the notations submitted by Chair McCaskill; Approved 7:0 (2 members absent)***

VI. **Adjourn**

Chair McCaskill adjourned the meeting at 7:45 p.m. to the next regular meeting scheduled for September 18, 2017.

Respectfully submitted,  
Diane Crane Iacopi