



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Meeting Minutes

Monday, September 21, 2020 7:00 p.m.

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

Call to Order and Roll Call

Chair Schaefer called the meeting to order at 7:02 p.m., with the following Board members present:

Julianne Schaefer – Belvedere Representative, Chair	Present
Jason Rosell - Tiburon Representative, Vice Chair	Present
Jerry Riessen – Tiburon Representative	Present
Chelsea Schlunt - Belvedere Representative	Present
Bob McCaskill - Belvedere Council Member	Present
Jon Welner – Tiburon Council Member	Present
Sherry Wangenheim – RUSD Representative	Present
Melissa Feder – Belvedere Representative	Absent
Erin Burns – Tiburon Representative	Absent

Staff in attendance:

Jessica Hotchkiss, Recreation Director

I. Public Comment

No public comment was made.

II. Minutes

A. Approval of Minutes for the Special Board Meeting held August 6, 2020

Motion McCaskill Second Riessen Vote All In Favor

Voted on as follows

AYES: Schaefer, Rosell, Riessen, Schlunt, McCaskill, Welner

NAYS: None

ABSTAINED: Wangenheim

ABSENT: Burns, Feder

B. Approval of Minutes for the Special Board Meeting held August 14, 2020

Motion McCaskill Second Riessen Vote All In Favor

Voted on as follows

AYES: Schaefer, Rosell, Riessen, Schlunt, McCaskill

NAYS: None

ABSTAINED: Wangenheim, Burns, Welner

ABSENT: Burns, Feder

III. The Ranch Recreation Director Report

Hotchkiss began her report by stating that the three summer camp programs wrapped up well and netted around \$72K. Academy Club is doing well considering nothing like it has ever been offered before. The K-2nd Grade group has been selling out, but there are available spaces in the 3rd-5th Grade group. Hotchkiss stated that the staff is working on creating a new hybrid plan for the youth programming if and when the RUSD schools begin their Phase 2 – Hybrid Plan. The Ranch has received approximately \$12K in grants from the organizations All-In, Belvedere Community Foundation and Tiburon Peninsula Foundation. From their grants, up to six children have been served.

Hotchkiss expressed that adult programming had been hit very hard during the bad air quality days, but that those outdoor classes and getting back up again. The County limitations surrounding adult activities are still very restricted, so there has not been much advancement in that area. The Tennis program has been running for a while and is doing very well. The Tennis Department is working on bringing back group adult classes.

Hotchkiss closed by stating that the annual audit for fiscal year 19-20 is almost complete. She is working with the accountant to go over the draft together before it is shared with the ad hoc finance committee.

Riessen questioned if Hotchkiss could compare the current standing of Tennis versus a normal year. Hotchkiss stated that we aren't where we once were in the number of classes being offered. Higgins Tennis is down one instructor and there is a limit of one group of children to each instructor. Adult programs have been slow on their advancement due to limitations.

Schlunt passed on positive community feedback that she had received regarding the Academy Club and asked how the learning pods were going. Hotchkiss stated that it has become evident that some children need more one-on-one attention than others, which has made it a bit difficult. It is going as well as it can.

IV. Finance reports

A. Review of August 20/21 Income Statement of Actuals Year to Date

Hotchkiss provided the August updated actuals and explained that at the last regular board meeting in July, she showed projections with distance learning through the end of the fiscal year. She added in new projection taking into account a hybrid model for the program. At this time, revenue is highly dependent on tennis and youth. She expressed that if schools go back to some form of in-person, The Ranch will not be able to generate as much money. As of August, the organization is in a deficit of approximately \$3,200. This does not take into account the LAIF funds that had previously been transferred. The adjusted cash balance as of September 1st is \$324K.

Riessen asked to know what the contractor agreement percentage split was with Higgins Tennis. Hotchkiss responded with 74% going to Higgins and 26% going to The Ranch, specific to group programming. For private lessons, The Ranch keeps \$15 per private lesson. When Higgins exceeds \$150K in gross revenue, the percentage increases to a 80%-20% split.

V. Discussion Item

A. Tennis Courts and Tennis Program Update

Hotchkiss began with her Tennis Program update. She reminded the board that the three year contract with Higgins Tennis expires on February 28, 2021. If the board would like to be involved in the next contract, there would need to be a vote at the November meeting. The

other option would to leave it up to director discretion provided that no bids are submitted. She stated that Higgins desires to remain on three year contracts moving forward. McCaskill recommended that Hotchkiss discuss the contract with Higgins and bring any changes to the November meeting.

In regards to the Public Tennis Courts, Hotchkiss announced that year-to-date, The Ranch has sold a record number of 218 out of 225 available tennis keys. This was done in a five month period since it began selling keys in May. Hotchkiss wonders if she should sell more keys or if she has the right to stop selling. Her concern is that the courts may become impacted and disputes may arise. Schaefer questioned whether complaints have been received about the courts being impacted. Hotchkiss said that the only issues she has sensed are people with reservations do not want to relinquish their court to waiting players after their reservation time has ended. She noted that most private tennis clubs max out their memberships between 180 and 220 memberships. Schaefer voiced that the level of impact is not that great and selling keys is an easy and great source of revenue. Wangenheim added that she knows that many TPC members rushed to purchase a key while the TPC had restrictions on bringing guests and playing doubles.

B. RUSD Report – Board Member, Sherry Wangenheim

Wangenheim started by stating that on September 28th, the school will find out if Marin County will remain on the Red List. The hybrid model will include 3 days of distance learning and 2 days of in-person schooling. On September 23rd, the district will be voting on the terms of the Hybrid Phase 2 model. It is to be decided if Phase 2 will last 3, 4, 5 or 6 weeks. Fall distance learning has been far more successful than in the spring.

Schlunt asked if it would be feasible for Ranch Staff to escort students to and from RUSD campuses when Phase 2 is implemented. Hotchkiss stated that it may require more man power than she is able to provide. Wangenheim suggests that Hotchkiss consider a Tuesday/Wednesday Cohort and a Thursday/Friday Cohort for Academy Club. Riessen questioned when would be an opportune time to hold a special board meeting. Wangenheim stated that the September 23rd RUSD Board meeting will determine how long Phase 2 Hybrid Learning will be, while September 28th will decide if school can return to in-person on October 5th. McCaskill asked if the teachers' union can decide to not go back to school. Wangenheim stated that the teachers have already agreed to be required to be given a three week notice before their schedule is changed. Schlunt asked if schools re-open, but Marin County drops back into the Purple List, would schools have to close again? Wangenheim stated that once schools are open, they do not have to close despite the county status changing.

VI. Adjourn

The next regular meeting is scheduled for November 16, 2020 at 7:00pm.

There being no further business before the Board, Chair Schaefer adjourned the meeting at 8:00 p.m.

Respectfully submitted,
Michelle Barsky