



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Special Meeting Minutes

Thursday, August 6, 2020 6:00 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 6:03 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
Erin Burns – Tiburon Representative	Present
Jon Welner – Tiburon Council Member	Present
Chelsea Schlunt - Belvedere Representative	Present
Melissa Feder – Belvedere Representative	Present
Bob McCaskill - Belvedere Council Member	Present
Sherry Wangenheim – RUSD Representative	Absent

Staff in attendance:

Jessica Hotchkiss, Recreation Director
Michelle Barsky, Minutes

I. Public Comment

No public comment was made.

II. Minutes

A. **Approval of Minutes for the Regular Meeting held July 20, 2020**

Motion Rosell Second Feder Vote All in favor

Voted on as follows

AYES: Schaeffer, Rosell, Riessen, Burns, Feder, Schlunt, McCaskill

NAYS: None

ABSTAINED: Welner

ABSENT: Wangenheim

III. The Ranch Recreation Director Report

Director Hotchkiss began her report with a review of the summer programming. She stated that The Ranch was successful in providing children with a traditional summer without putting strain on the surrounding community of the organization. Hotchkiss would have liked to see more sold out summer programs, but she was not anticipating that so many sports camps would be operating in the area this summer. The Higgins Tennis program was able to

run two, three-week sessions and sell out. Due to The Ranch having limited access to parks, the organization was not able to offer other athletic options.

Hotchkiss continued with a review of adult programming. She expressed that participation is steady, but not generating much revenue. The program revenue is covering its own costs, with the exception of administrative costs. The funds needed to continue to run adult services is being floated by revenue from the youth side of programming. The adult program supervisor, Maureen, does continue to find new programs to offer both in-person and virtually. Some of those classes are outdoor tai chi, outdoor yoga, virtual mixology, poetry, bridge and mah jongg.

Hotchkiss transitioned to stating that the purpose of this special meeting is to look at budget scenarios that now have been updated with youth programming revenue and the knowledge of the school structure, present the new fall programming plan, and gauge the board's comfort level in continuing to provide services to the community during a pandemic.

Hotchkiss began her fall update by stating that a parent survey was given after school information was released and based upon survey feedback and direct emails from the public, The Ranch was able to determine that parents in the community are in need of childcare this fall. The survey results showed that childcare should include the student's distance-learning time in order to allow parents to go back to work. Most responses indicated that they were only interested in half day care, but these responses were made prior to parents knowing that their child would be engaged with their school each day for up to five hours.

Staff has been planning a fall childcare type program called Academy Club. This program would operate following the same summer camp/childcare guidelines set forth by Marin County and supervise children during their distance-learning school, school breaks and recesses, and provide supervised recreation activities. The program would be held Monday through Friday from 8:30am through 3:00pm. Staff is also working with youth contract instructors that are still interested in running fall programs to provide in-person social recreation for those in the community that do not need the full day Academy Club option.

Adult programming will continue on with the current schedule that is allowed under current safety guidelines. Adult programming will increase if and when it is allowed. The offering of any fall programming is contingent upon how fall youth program enrollment goes. Enrollment needs to go well in order for any programs to continue.

Hotchkiss explained that in the past, The Ranch has provided school-year scholarships using the organization's own funds. At this time, this service cannot be funded by The Ranch, but Hotchkiss feels it is important to be able to offer this service especially amid the pandemic. Hotchkiss stated that she is working on applying for grants with local organizations in order to receive scholarship funding for families in need this fall. She asked the board for any suggestions on this area.

Jason Rosell commented if offering a partial subsidy is necessary or if qualifying participants can simply be let into the program. Chelsea Schlunt suggested adding on a donation option to all enrollment checkouts. Bob McCaskill commented that he believes that Belvedere Community Foundation or other local foundations would be willing to provide us with the funds to offer scholarships and that The Ranch should not worry too much about trying to acquire funds. Hotchkiss agreed and mentioned that the Rotary club would also want to help.

Erin Burns commented that All-In is open to diverting some of the unused summer funding into school year funding.

IV. Finance Reports

A. Review of future financial scenarios

Hotchkiss provided the *2020-21 Approved Budget with June 2020 Actuals and Scenarios*. This document included tabs for “Financials,” “Cash flow report through year,” and “12 week burn of expenses.” Hotchkiss stated that large adjustments had been made in the following areas:

1. Academy Fall Revenue—This projection is very conservative and based only on the new Academy Club program. She noted that payroll for this program is found within the program’s revenue and not within Administrative Expenses.
2. Conservative projections in Adult Programs.

The director expressed that she is hopeful to be able to bring back in-person ballet and taekwondo programs. She mentioned that tennis is doing very well in the areas of private lessons and camps. The tennis department will be running adult and youth fall programs with conservative estimates. She went on to explain that the remainder of this fiscal year will not see much revenue in rentals and this is mostly due to gathering restrictions due to COVID-19.

Hotchkiss was excited to announce that she had learned that The Ranch is eligible for 50% relief on all unemployment that is paid out through December 2020. She reminded the board that if The Ranch was to close down, the city and town would have to cover the ongoing expenses related to the solar panels, unemployment and tennis courts.

V. Discussion Item

A. The Ranch Financials scenarios and cash flow reports

Feder proposed that health care and dental benefits should be added back into the staffing structure and budget. Schlunt asked for confirmation as to how many enrollments are accounted for and at what price each in Hotchkiss’ projections. Hotchkiss confirmed that her projections are based on 36 children for 15 weeks at approximately \$375 per child per week.

Schlunt noted that there is only a difference of \$3k in revenue when comparing the old staffing structure to the new structure and wonders if The Ranch should consider closing for the winter. Welner expressed that he feels that the organization should be open if it is safe to do so. Feder and Riessen agreed with Welner, citing that the organization should be open to support families and to provide staff with jobs. Hotchkiss clarified in stating that she only provided this projection in the event that the county required another shut down during the winter. Riessen strongly expressed that The Ranch has an obligation to the community to provide a service and should only begin to consider closing if the organization was hemorrhaging money.

B. The Ranch Financials of 12 week burn rate

Welner asked how soon a decision needs to be made regarding the stats of winter. Hotchkiss reassured the board that the organization is in a good position to make quick positions based on their close communication with the school district and county health officials. She reminded

the board that as a government agency, she is required to provide staff with two weeks' notice of any changes being made to an employee's position. She stated that a decision would need to be made in November because The Ranch's winter season technically begins in January.

Feder reminded the board that The Ranch carries unemployment for 6.5 months and the 50% unemployment relief only applies through December 2020. If staff are to be laid off after November, there wouldn't be federal reimbursement of unemployment benefits for the majority of the unemployment payout term.

Rosell questioned what the strategy would be if in fact a student was confirmed to be positive for COVID-19. Hotchkiss stated that there are different protocols for different instances. If a student or staff member of the cohort has only symptoms, they are sent home for the day, required to be tested and cannot return until they test negative. If they test positive, the cohort closes for 14 days, gets reports and gets the remainder of fees refunded. Hotchkiss added that the summer camp cancellation policy has replaced the typical school year cancellation policy as it needed to be stricter due to COVID-19. Families are required to provide 2 weeks' notice in order to cancel. A \$50 cancellation fee will apply and transfers mid-session will not be allowed.

VI. Action Items

A. Consider adoption of future staffing restructure post Summer 2020

Hotchkiss directed the board to view the *2019-20 Organization Chart Post Summer 2020*. This chart shows the elimination of two coordinator positions, the reduction of all other positions to part time with no benefits. Should the board want to add benefits back into the structure, \$17K in expenses would need to be added back into the fiscal year projections. Administrative payroll would cover four positions while the lower level staffing positions would be covered by program revenue.

There was not motion to move Action Item A.

B. Accept plan for continuing to hold recreation programming post Summer 2020

Motion McCaskill Second Feder Vote All in favor

Voted on as follows

AYES: Schaeffer, Rosell, Riessen, Burns, Feder, Schlunt, McCaskill, Welner

NAYS: None

ABSTAINED: None

ABSENT: Wangenheim

VI Adjourn

The next regular meeting is scheduled for September 21, 2020 at 7:00pm.

There being no further business before the Board, Chair Schaefer adjourned the meeting at 7:26 p.m.

Respectfully submitted,
Michelle Barsky