



THE RANCH
(Belvedere Tiburon Joint Recreation Committee)
Meeting Minutes
Monday, November 14, 2022, 7:00 p.m.
Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

I. Call to Order and Roll Call

Chair Schlunt called the meeting to order at 7:08p.m., with the following Board Members present:

Chelsea Schlunt - Tiburon Representative, Chair	Present
Jerry Riessen - Tiburon Representative, Vice Chair	Present
Jason Rosell – Tiburon Representative	Absent
Victoria Gazulis– Tiburon Representative	Present
Noah Griffin – Tiburon Council Member	Absent
Melissa Feder – Belvedere Representative	Present
Julianne Schaefer – Belvedere Representative	Present
Sally Wilkinson – Belvedere Council Member	Absent
Sherry Wangenheim – RUSD Representative	Present

Staff:

Jessica Hotchkiss, Recreation Director
Candace Pennisi, Office Manager & Minutes

II. Public Comment

No Public Comment made.

III. Minutes 09-19-22

Motion Jerry Second Wangenheim Vote 6 In Favor, 0 Against, 0 Abstained, 3 Absent

Motion Carried.

Voted on as follows.

AYES: Schlunt, Gazulis, Riessen, Wangenheim, Feder, Schaefer

NAYS: None

ABSTAINED: None

ABSENT: Griffin, Rosell, Wilkinson

IV. Discussion Item-Special Events

As we know the pandemic gave The Ranch an opportunity to restart, refresh, and recently started to rebuild our reserves. The Ranch hosting special events for the community is important for marketing, advertising, and serving wide demographics. It's also a great opportunity for the community to see all our staff. Large special events are becoming more difficult to insure and expenses for these events have increased. 7 full time staff is the magic number to currently have a balanced budget. Special Events do not make money to cover a salary or part time position to oversee this service. In the past, we had an employee dedicated to special events and we were unable to make that a cost covering position. The events we currently run mostly by me thus using admin payroll to cover this service.

Post pandemic The Ranch has brought back the Spring Carnival, Run Tiburon 5k/10, New Event- Halloween Carnival, Father Daughter Dance and Gingerbread with Santa. The latest Run Tiburon 5k/10k is a great example of the latest challenge in running large special events. This year's event saw increases in all expenses and ended up losing \$1305. This event is funded by Titanium Racing, so The Ranch did not lose money. The funds they received from the event came from \$3000 in racer donations. The Ranch will continue to work with this event in 2023 as it provides a wonderful event for adults, however if they cannot increase participation to offset the growing expenses the future of the event is in danger. Lastly, The Ranch has been able to create a team structure and seasonal programming that is comfortably covering all costs and providing a year end net positive without the need of large special events. The Ranch is continuing to look at what small new events they could provide or partner with that are not already being met in the community.

V. Action Item- COVID-19 Personnel Policy

The Board needed to discuss and vote to amend or terminate our current COVID 19 vaccination personnel policy, which currently states:

3.07 COVID19 Vaccine Mandate All prospective employees must be fully vaccinated for COVID19 and comply with the reporting requirement at the time of hire as a minimum qualification and condition of employment, unless a documented medical or religious exemption is approved.

Director Hotchkiss made note that this was not only geared toward the Ranch employees but also for contract staff and summer camp staff which totaled around 90 combined. Everyone followed this Policy and The Ranch lost very few people in the process.

Feder asked if the Ranch was the only organization in Marin County with this mandate?

Director Hotchkiss stated that she wasn't aware of any mandated Covid policies in Belvedere/Tiburon but could not speak for anywhere else in Marin County. Feder expressed that she'd prefer to not be an outlier and Shaefer agreed.

In discussion, Wangenheim brought up the verbiage of the Covid Policy in which it states that "all prospective employees must be fully vaccinated for Covid19". This brings to question that the policy means that new incoming employees should be required for a vaccine and not the current employees? Hotchkiss confirmed this was what was written and voted on.

Wangenheim made a motion to change the wording on the current policy to "In compliance with Public Health" and be done with it. Feder seconded this motion. Chair Schlunt then asked the question of whether we should just take out the policy mandate all together.

Riessen then tried to make a motion of this new idea when Hotchkiss pointed out that there was already a motion that has been seconded. The Board then voted against the motion to change to wordage on the mandate to correct the incorrect motion.

The Board discussed whether taking the Policy out completely would hinder insurance guidelines. Hotchkiss stated that this wasn't a question asked towards insurance company and is not aware of any hinderances.

Feder made a motion to remove the mandated policy completely.

Motion Feder Second Riessen Vote All in Favor

Motion Passed

Voted on as follows

AYES: Schlunt, Riessen, Feder, Schaeffer, Gazulis, Wangenheim

NAYS: None

ABSTAINED: None

ABSENT: Wilkinson, Rosell

VI. Discussion Item-Financial Review

Hotchkiss stated that The Ranch is projecting to end the net year of \$85K putting The Ranch in a great place mostly due to the highest youth participation the ranch has ever seen occurring this fall. This does not include winter enrollment which has not occurred yet.

Schlunt asked if there was an increase across the board in all grades not just the bump of TK. Hotchkiss stated that the largest group has been from REED Elementary school TK class. We currently have 17 TKers participating in our programs. Bel Aire numbers are back to what they were before the pandemic. Del Mar is slowly coming back. The Ranch has brought back Friday Night Hangouts/Workshops for Del Mar age group.

Adult classes are booming thanks to Marin Social Sports. Adult fitness classes have been growing which is especially important. Riessen asked if there was competition with Marin Social Sports specifically Basketball. Hotchkiss stated that there is competition but other departments in southern Marin aren't as large as Marin Social Sports to warrant their own basketball league.

Riessen expressed gratitude for Marin Social Sports as his grandson plays on teams.

Bob McCaskill is present to speak about the upcoming solar panel discussion as well as Camp Create, he wants the Ranch to help support on.

Bob is a member of St. Stevens church. This church puts on a camp one week each summer for underprivileged children. Children who attend this camp come from Hilarita, the Canal District and Marin City. This camp is primarily an Art and Music camp with about 30 adult volunteers This camp cost about \$25,000 to run. To restart the camp after the 2 years of closure due to Covid, McCaskill has been speaking with Hotchkiss in hopes to use Angel Island as a primary focal point of the program. He is asking the Ranch to allow the 50 children to attend one week of camp. He explained that the Church will continue to provide transportation for children, provide breakfast, lunch, and dinner as well.

His proposition is that the church pays for camp at a some what reduced fee per child and asking the ranch to cover the rest. Hotchkiss stated that she wanted to bring this to the board sooner rather than later for discussion. She referenced the Financials where she has made a proposed budget of this scenario. Hotchkiss states if we included Camp Create into the budget giving each camper a reduced rate The Ranch would be suffering a \$6,000 loss. Hotchkiss believes this is a great opportunity for a very small cost to support an outside group that will get the current members of our community as well as people from the outside to come in and participate.

Schlunt is intrigued with implementing this into our program. She does question how this aligns with the Ranch's mission of helping the community.

The Ranch entered a 20-year solar panel contract with Energy Finance Associates in 2016 and is now eligible to buy out the contract. The Ranch is recovering well post pandemic and anticipates having \$340,000 in reserves by fiscal year end allowing the Ranch to entertain the idea of buying out the contract. If the Ranch were to buy out, in the 23-24FY, they would save \$41,000 in the remainder of the contract, but also take over the responsibility of maintenance and ownership of these solar panels which is a few thousand dollars a year.

The Town of Tiburon receives funds each year from the City of Belvedere to be applied towards Dairy Knoll as a part of their JPA building agreement. The Town of Tiburon is willing to give a share of these funds to be used towards a portion of the solar panel buy out per Council approval.

Obviously, the sooner they buy out the contract the more funds they save over the remaining 13 years, however The Ranch has a reserve policy goal to hold in reserves 50% of their administration and building expenses which is 7% away from meeting in the prosed 23-24FY budget. Bottom line, using any amount of our reserves, even with financial assistance from the Town, would set them further away from there reserve policy goal.

The Recreation Director suggests we proceed with buying out the contract in the 23-24FY using The Ranch reserves and Town facility funds despite not currently meeting our reserve policy goal as we are doing greater longer term financial damage every year, we do not buy out the contract.

VII. Action Item

Nominate Board Chair for the 2023 calendar year. Julianne Schaefer for consideration.

Motion Feder **Second** Riessen **Vote** All in Favor

Motion Passed

Voted on as follows

AYES: Schlunt, Riessen, Feder, Schaeffer, Gazulis, Wangenheim

NAYS: None

ABSTAINED: None

ABSENT: Wilkinson, Rosell

VIII. Action Item

Nominate Board Vice Chair for the 2023 calendar year. Victoria Gazulis for consideration.

Motion Wangenheim **Second** Schaeffer **Vote** All in Favor

Motion Passed

Voted on as follows

AYES: Schlunt, Riessen, Feder, Schaeffer, Gazulis, Wangenheim

NAYS: None

ABSTAINED: None

ABSENT: Wilkinson, Rosell

IX. Adjourn

Next Regular Board meeting scheduled to be Monday, January 23rd, 2023, at 7pm. Board Chair Schlunt adjourned the meeting at 8:47 pm.

Respectfully submitted,
Candace Pennisi