



The Ranch  
(Belvedere Tiburon Joint Recreation Committee)  
**DRAFT Meeting Minutes**  
**Monday, November 13 2023**  
Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

**Call to Order and Roll Call**

Chair Schaefer called the meeting to order at 7:05 p.m.; with the following Board Members Present:

Julianne Schaefer- Tiburon Representative, Chair	Present
Chelsea Schlunt- Tiburon Representative	Present
Victoria Gazulis- Tiburon Representative, Vice Chair	Present
Isaac Nikfar- Tiburon Town Council Representative	Absent
Sally Wilkinson- Belvedere Council Member	Absent
Liz Webb- Reed Union School District Representative	Present
Melissa Feder- Belvedere Representative	Absent
Dan Fletcher- Tiburon Representative	Present
Albert Yu- Tiburon Representative	Present

Staff:

Jessica Hotchkiss, Recreation Director  
Alexandra Walton, Office Manager & Minutes

**I. Public Comment**

No Public Comments were made.

**II. Minutes 09-18-2023**

**Motion Victoria Second Chelsea Vote 6 in Favor, 0 Against, 0 Abstained, 3 Absent**

**Motion Carried.**

Voted on as follows:

AYES: Gazulis, Schlunt, Schaefer, Webb, Fletcher, Yu

NAYS: None

ABSTAINED: None

ABSENT: Nikfar, Wilkinson, Feder

**III. Discussion Item- Tiburon Parks and Recreation Master Plan Update from WRT Consultants**

WRT Consultants gave a presentation on summary of results from the survey sent to Tiburon residents. Please see attached packet for presentation.

**IV. Action Item- Nomination of 2024 Board Chair**

Victoria Gazulis nominated herself for Board Chair 2024

**Motion Schlunt Second Fletcher Vote All in Favor**

**Motion Passed**

Voted on as follows:

AYES: Gazulis, Schlunt, Schaefer, Webb, Fletcher, Yu

NAYS: None

ABSTAINED: None

ABSENT: Nikfar, Wilkinson, Feder

**V. Action Item- Nomination of 2024 Vice Chair**

Dan Fletcher nominated himself for Vice Chair 2024

**Motion Gazulis Second Yu Vote All in Favor**

**Motion Passed**

Voted on as follows:

AYES: Gazulis, Schlunt, Schaefer, Webb, Fletcher, Yu

NAYS: None

ABSTAINED: None

ABSENT: Nikfar, Wilkinson, Feder

**VI. Action Item- Jarvis Fay LLP as Our New Legal Representation**

Recreation Director, Hotchkiss, gave an update on our search for new legal representation at The Ranch. She noted that in late September Board members Julianne, Victoria, and Melissa joined her in interviewing Alexandra Barnhill of Jarvis Fay Law Firm. She came recommended by our current lawyer Ben Stock of Burke, William, and Sorenson; who also represents the Town of Tiburon. They had a very pleasant and professional interview with Alexandra and Jarvis Fay's rates are similar to our current representation. Its is Hotchkiss' recommendation that we hire her and Jarvis Fay LLP as our new legal representation for The Ranch. Their agreement and terms of services were provided in the board meeting packet.

**Motion Fletcher Second Yu Vote All in Favor**

**Motion Passed**

Voted on as follows:

AYES: Gazulis, Schlunt, Schaefer, Webb, Fletcher, Yu

NAYS: None

ABSTAINED: None

ABSENT: Nikfar, Wilkinson, Feder

**VII. Discussion Item- Fall and Winter Program Updates**

We are nearing the end of Fall two session. Winter begins the first week of January, which will include the second round of Cotillion and 1<sup>st</sup>-2<sup>nd</sup> basketball league, as well as a high school Super League. Fall was extremely successful, we had strong attendance in after school youth programming. We are about to welcome our new Youth Recreation Supervisor, Olivia Ruth, which will help allow us to create more programs and take more participants. We anticipate reaching our registration goals for the Winter session.

**VIII. Discussion Item- The Ranch Financials**

Hotchkiss reviewed The Ranch financials year to date through September 2024. Noting that we are still on track to meet our financial goals before the new fiscal year starts March 1, 2024.

**IX. Discussion Item- Draft 2024-2025 Budget**

Our Recreation Director, Hotchkiss, also presented first draft of the 2024-2025 budget along with the 2024-2025 fiscal year budget. Director Hotchkiss noted the demand for After School Youth programming is continuing to grow. We are starting to reach our After School maximum capacity. We only have so many classrooms, so we're starting to consider classes that start at later times of the day. Tennis key sales are going back to numbers before the pandemic. We are eager to implement what we learned from the survey and apply it to our upcoming events and sessions.

**X. Adjourn**

Board meeting adjourned at 9:05 p.m.; our next regular Board meeting is scheduled to be Monday, January 22, 2024 at 7p.m.

Respectfully submitted,  
Alexandra Walton