



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Meeting Minutes

Monday, May 16, 2022 7:00 p.m.

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

Call to Order and Roll Call

Chair Schlunt called the meeting to order at 7:06p.m., with the following Board Members present:

Chelsea Schlunt - Tiburon Representative, Chair	Present
Jerry Riessen - Tiburon Representative, Vice Chair	Present
Jason Rosell – Tiburon Representative	Present
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	Present *arrived after approval of minutes
Sherry Wangenheim – RUSD Representative	Present

Staff:

- Jessica Hotchkiss, Recreation Director
- Michelle Barsky, Minutes
- Candace Pennisi, Office Administrator
- Elita Hutchins, Youth Recreation Coordinator

I. Action Items

A. Resolution 2022-05-01

Resolution to conduct meeting virtually in the month of May 2022 in reflection of AB 361. AB 361 enables local public agencies to continue to use teleconferencing without complying with certain Brown Act Provisions.

Motion Schlunt Second Gazullis Vote 7 In Favor, 0 Against, 0 Abstained, 2 Absent Motion Carried.

Voted on as follows

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

NAYS: None

ABSTAINED: None

ABSENT: Griffin, Wilkinson

II. Public Comment

No Public Comment made.

III. Minutes 03-21-22

Approval of Minutes from Special Board Meeting held March 21, 2022

Motion Schaefer Second Schlunt Vote 5 In Favor, 0 Against, 2 Abstained, 2 Absent

Motion Carried.

Voted on as follows

AYES: Schlunt, Riessen, Rosell, Feder, Schaefer

NAYS: None

ABSTAINED: Gazulis, Wangenheim

ABSENT:, Griffin, Wilkinson

IV. Action Item: Amending The Ranch Personnel Policies

Motion Gazulis Second Schaefer Vote 7 In Favor, 1 Against, 0 Abstained, 1 Absent

Motion Carried.

Voted on as follows

AYES: Riessen, Rosell, Gazullis, Feder, Schaefer, Wilkinson, Wangenheim

NAYS: Schlunt

ABSTAINED: None

ABSENT:, Griffin

V. Recreation Director Updates

New Staff Introductions

Hotchkiss welcomed two new staff members. Elita Hutchins, Youth Recreation Coordinator, is a prior employee with a 10 year background in recreation. Candance Pennisi, Office Administrator, also has a recreation background and was a prior YMCA site director.

Upcoming Community Events

Tiburon Classic Car Show will be held on Saturday, June 18th from 11am to 4pm at Shoreline Park. Event is free to attend. The group that previously organized this was looking for assistance and wants to pass off this event to another organization in the future.

Run Tiburon 5K/10K will be held on Sunday, September 11th. Titanium Racing runs the event, The Ranch assists and serves as the charitable organization which receives donations. The Ranch is in need of volunteers to help with the expo, water stations and bag stations.

Upcoming City and Town Council Presentations on The Ranch

Hotchkiss will be presenting at City of Belvedere on Monday, June 13th and at Town of Tiburon on Wednesday, June 15th.

VI. Financials 2021-2022 Fiscal Year

STAFF REPORT

The financial report does not include things like depreciation. Note that The Ranch did receive a contribution from the City and Town which added to the bottom line. Hotchkiss has researched alternative auditors, but has not received responses from those she has contacted. Hotchkiss reports that tennis is doing very well because they have been able to hire an additional instructor to offer more programming. Rentals are on the books. Special events are doing well. Marin Social Sports is doing extremely well, especially after absorbing the Marin County Middle School Basketball League. The only department that is down is taekwondo. Hotchkiss notes that most programming has bounced back since COVID. She is keeping an eye on the COVID uptick and how it will affect adult programs. She expects to end the year better than projected.

Wilkinson asked when Hotchkiss will decide to start setting aside extra funds for capital expenses. Hotchkiss wants to start thinking about this soon as well as determining what to do with the solar panels. The Ranch is at a point in its contract where it can buy out the panels instead of continuing to pay rent on them, but it is an extremely high expense. She advises to continue paying the rental cost rather than purchasing.

Schlunt asks if any inflation is being passed on from vendors. Hotchkiss indicates that this has only really affected the price of camp supplies.

Riessen asks where Hotchkiss is in delineating facility maintenance expense responsibilities with the Town of Tiburon. Hotchkiss has met to review the building agreement and clarified what items are designated as external versus internal responsibilities. Solar panels are a separate agreement. Ranch facility maintenance projects have been built into the Town's next fiscal year's budget.

VII. Adjourn

Next Regular Board meeting scheduled to be Monday, July 18, 2022 at 7pm. Chair Schlunt adjourned the meeting at 7:42 pm.

Respectfully submitted,
Michelle Barsky