



*The Mission of the Community Council is to facilitate a connected and welcoming community that instills pride and a sense of belonging in each DC Ranch resident. The Council's work includes visioning and facilitating initiatives that enhance residents' quality of life, serve collective interests and promote the DC Ranch brand. These benefits make DC Ranch a very special place to live.*

**BOARD MEETING**

Via Zoom:

<https://us02web.zoom.us/j/8789476>

[8556](https://us02web.zoom.us/j/8789476)

September 17, 2020

5:30 p.m.

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**AGENDA**

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- |       |   |               |
|-------|---|---------------|
| I.    | Call to Order   | Bud Kern      |
| II.   | Establish Quorum  | Bud Kern      |
| III.  | Approval of Minutes   | Bud Kern      |
|       | a. Amended Minutes for May 28, 2020   |               |
|       | b. Minutes for July 23, 2020  |               |
| IV.   | President's Report  | Bud Kern      |
|       | a. Governance Committee Update  |               |
|       | b. Consider Appointment of Directors to the Council Nominating Committee                |               |
| V.    | Staff and Committee Reports   |               |
|       | a. Executive Director Report  | Jenna Kohl    |
|       | b. Monthly Financial Update*  | Dee Nortman   |
|       | c. Finance Committee Report   | Alex Townsend |
|       | d. Public Affairs Report-Out  | Chris Irish   |
| VI.   | Consider Applying for Forgiveness of PPP Funds  | Dee Nortman   |
| VII.  | Consider Authorizing Transfer of Funds and 2020 Operating and Capital Fund Expenditures | Jenna Kohl    |
| VIII. | 2021 Budget Preview   | Jenna Kohl    |
| IX.   | New Business  | Bud Kern      |
| X.    | Adjourn Meeting   |               |

**COMMUNITY VALUES**

- |                                      |                              |   |
|--------------------------------------|------------------------------|---|
| ●Sense of Community                  | ●Diversity and Inclusiveness | ●Family                                 |
| ●Healthy Lifestyles                  | ●Lifelong Learning           | ●Environmental Stewardship              |
| ●Artistic and Cultural Opportunities |                              | ●Relationship with the Larger Community |



# Staff Report

## September 2020

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### Finance and Administration

- *Resident Group.* The resident group met in both August and September and provided valuable feedback to staff on programs, holiday lights, and the master plan.
- *Joint Board Meeting – DCR2020.* The Council and Ranch Association Boards are scheduled to hold a joint virtual meeting on Sept. 16 at which staff will provide an update on DCR2020.
- *Budget Development.* Staff will present a preview of the 2021 budget proposal on Sept. 17, followed by a board workshop in early October, an open budget meeting on Oct. 22, and a finalization and adoption of the budget on Nov. 5.
- *COVID 19 Impact.* See notes under “facilities” for community center re-opening information, and “programs” and “recreation” for information on upcoming in person programming. The Ranch Offices will remain closed to visitors through September; limited staff are on site with the remainder working remotely. We are prepared to start re-opening in accordance with local, state and federal guidelines when appropriate to do so.
- *Insurance.* Staff has begun working with our insurance broker to gather information and prepare for the upcoming general liability and D&O insurance renewals.
- *Anniversaries.* In September, Mike Gertzman and Alexandra Duemer marked their second year in their current roles with the Community Council and Gabi Enriquez celebrated her 12-year anniversary with DC Ranch.

### Events and Programs

- *Women's Club.* Women have continued to meet virtually to connect. In August, a professional sommelier led a Rose' tasting and over thirty women have signed up for the upcoming anti-inflammatory diet workshop in September. The Women's Club quarterly newsletter was emailed to over two hundred DC Ranch women in early September that included updates about new committee leadership, fall programming and reminders.
- *Managing Stress and Change.* The Wellness Council of AZ helped 15 DC Ranch residents by teaching them proven techniques to help relieve tension, re-energize, and provide a greater calm. Led by the company's Executive Director Dan Johnson, Zoom participants left enlightened and better able to handle this stressful world of never-ending change.
- *Food Truck and Glow Ride Night.* The fall season kicks off with a community favorite on September 17. Food trucks will be back at Desert Camp and residents are encouraged to decorate their bike and ride it to the community center for a special treat. This will be a great way to social distance, engage neighbors and cross-promote the recently introduced *family fun ride* option in the 2020 Virtual Tour de Scottsdale.
- *Storytime.* A resident favorite storyteller, Jan Sandwich, returns to the Ranch! Young children will enjoy tuning in for a fun filled, virtual storytime with Jan as the Fairy Godmother! She will interact with the kids on Zoom through stories, games, songs and a

special craft live on screen. Complimentary craft supplies will be available for pickup at The Homestead.

- *Lifelong Learning.* September's educational installment will be divided into 2 sessions on "The Mountains of Arizona." ASU professor and lifelong mountain enthusiast Greg Hansen will lead residents in a thoughtful look into Arizona's most beautiful mountains. Residents may attend one or both sessions. Session 1 (Sept. 25): The Grand Canyon and Session 2 (Sept. 26): Closer to Home- Arizona's most recognized mountains.

### **Community Engagement**

- *Resident Leadership Development Program.* After surveying the class participants, it was decided to resume the program virtually. The remaining four sessions will be conducted via Zoom beginning Sept. 15 through Oct. 27.
- *Living Connected Campaign.* Staff is collecting and sharing stories of residents helping their neighbors or the greater community during the outbreak. The website is updated with volunteer opportunities to donate and give back to the greater community each week.
- *Volunteer of the Year.* The 2020 Volunteer of the Year recipients are being presented individually "Publisher's Clearing House style" with their awards, fun surprises and a customized "VOTY lives here" yard sign during the month of September. Recipients will be highlighted on Facebook and featured in a special article in October Ranch News.

### **Communications**

- *Coronavirus.* For the reopening of the fitness room on Aug. 31, the communications team created new signage, updated the website and sent a Ranch-wide email informing residents about how the facility will be operated.
- *Website Redesign Project.* We received four proposals in response to the RFP that we sent to 11 companies. The communications team, along with board member Ron Belmont, met virtually with three companies to review their proposals and ask questions. We checked the references for each company and made a recommendation to Executive Director Jenna Kohl. Once a company is selected, we will begin the process of finalizing the contract.
- *Podcast.* The agreement with Shoop Media has been signed, and we are planning to launch the DC Ranch podcast in November. Shoop Media is holding a webinar on Sept. 23 to present the new podcast to potential advertisers.
- *Digital signage.* We expect to have the new video displays at Desert Camp and The Homestead installed in October. We will then begin creating and publishing "digital billboards" on those monitors to promote upcoming events and DC Ranch initiatives.
- *Live Streaming Capabilities.* A representative from CCS Presentation Systems (the vendor who supplied the current audio/visual system at The Homestead) is advising us on options for adding a camera and microphones to the current configuration so that we will be able to provide high-quality live video streaming of fitness classes, events and board meetings from The Homestead. The COVID-19 pandemic created demand for virtual events and meetings, and we anticipate that demand will continue for some time.
- *Text Messaging.* We are continuing discussions with Engage by Cell about launching a text messaging service for DC Ranch residents. This will be a joint project between the Community Council and Ranch Association. Text messaging will give us another platform to get important information to residents who may not be reached by email, newsletters and other publications.

- *Census Outreach.* In the final stage of our 2020 Census awareness effort, we sent multiple emails to residents informing them that Census workers were going door-to-door in DC Ranch in August.
- *Bell Road Sports Complex.* In August and September, we sent neighborhood-specific emails and Ranch-wide emails to residents and merchants to let them know about the City of Scottsdale's virtual public meeting for the multi-use sports fields that will be built on the northwest corner of 94<sup>th</sup> Street and Bell Road. There is a lot of interest in this project, and this was a valuable effort in getting substantive, accurate information to residents.

## Facilities

- *Community Center Reopening.* Staff continues to modify the Facilities Reopening plan as federal and state benchmarks, criteria and guidelines change. Facilities remain in the first and most conservative phase of reopening. Staff applied for and received the attestation from the state to reopen the gymnasium with additional mitigation measures in place. The fitness room reopened on August 31 under the state's moderate benchmark with 25% limited occupancy and mandatory masks at all times. To assist residents with occupancy limitations and increased cleaning protocols, staff created a reservation system and provide personal spray bottles to clean equipment before and after use. The fitness room had 23 out of 36 reservations filled on opening day; staff recorded 160 reservations in the first 9 days of reopening. The fitness room is averaging 18 residents per day. Staff are preparing to open The Homestead for the return of indoor fitness classes in October. The splash pad, basketball court, restrooms (exterior key fob access only) and covered playground opened on Monday, July 6. All exterior patio, pool and playground furniture will be returned to their respective locations by September 25.
- *Community Center Access:* Desert Camp is averaging 70 residents per day. Numbers will increase with the fitness room reopening. Staff have completed 1037 COVID waivers and 432 new facility waivers since reopening on May 18. There has been an increase in multi-use space with work from home residents and virtual school. The main and toddler pools continue to be an oasis away from home with increased activity afterschool and on weekends. Staff continue to create a welcoming environment while educating residents on the numerous mitigation protocols including mandatory masks, reduced occupancy and physical distancing by providing personal touches like hand written notes, pop up popsicles by the pool, and "just because I thought you'd like to know" emails and phone calls to our residents. These personal touches benefit residents and staff by creating a relationship of trust and understanding that we are all in this together. A resident recently complimented the team by stopping at the front desk to share, "I would like to congratulate you on the excellent effort you have made to keep our community club maintained beautifully during this virus. I recognize the maintenance team for outstanding efforts and the front desk for doing their best to make us safe." Staff continue to work with vendors to troubleshoot key fob access reader hardware and software defects. Community center rentals continue to be on hold and will remain so for the foreseeable future.
- *Community Center Updates.* Capital, reserve and Covid 19 maintenance projects continue. Highlights include touchless water faucets in both community centers, completion of exterior cameras and office update at The Homestead, new air conditioner in office at Desert Camp, fluorescent lighting upgrades, and touchless bottle fillers to replace interior drinking fountains at Desert Camp. The tennis court resurface is on schedule and will begin Monday, Sept 21 with court closures projected to last approximately 3 weeks. Staff

explored several “air purification” options with current HVAC vendor including costly air scrubbers and more affordable filter replacements. Staff started by replacing the existing MERV 8 air filters with a MERV 13 rated filter. The MERV 13 is rated to “catch all” which includes the usual suspects like pollen, dust, dust mites, mold, bacteria, pet dander, smoke, smog AND most importantly, virus carriers.

- *Maintenance and Custodial.* AZ Pool and Fountain gave their 30-day notice to cancel pool service August 24. Staff created a RFP and identified 7 new specialized community association vendors to bid on the pool service contract. Five of the seven have indicated they will complete the RFP due Sept 18. Service is to begin Oct 1. Maintenance and custodial staff remain on site and continue to detail and clean both community centers and gate houses. Schedules have been adjusted to allow for a custodial team member to be on site for all opening hours and one hour to deep clean at close at Desert Camp as well as visit and clean The Homestead exterior restrooms three times per day. Staff purchased a Petra Chemical “fogger” that allows them to spray EPA and CDC approved disinfectant throughout the facility. Staff “fog” the gym area nightly. Staff entered into an agreement with All Star Management company to provide part time weekend custodial service and fill in as needed. After a brief training period, these employees have transitioned seamlessly with our team.

## **Recreation**

- *Fitness Classes.* Due to popularity, we have continued to offer Virtual Yoga and Strength & Balance classes to residents online. Standard registration and fees resumed in August. Fifty resident households registered between August and September for these virtual classes. Residents are able to watch livestreams with their favorite DC Ranch instructor via Zoom or watch recordings of these sessions anytime on YouTube. In October we plan to resume in-person classes and continue to offer virtual options for those unable to join us in person. In addition, staff is exploring new outdoor classes such as bootcamps, sunset meditation and aqua fitness to launch in the fall and/or spring.
- *Pickleball resident Input.* Staff reached out to residents to create a Pickleball mini focus group to identify and prioritize future pickleball improvements including fencing, shading and lighting. Staff created an email list from the Desert Camp pickleball court reservation system and invited residents to complete a short survey about their pickleball experience and playing habits. Thirty-three residents completed the survey. Eleven residents were selected to participate in the focus group and met via Zoom to discuss items such as shading, fencing and lighting. Fencing and shading continue to be a top priority.
- *Grapenuts.* Grapenuts returns for the fall on September 9. Fifteen resident households will join us and our sommelier Nadia via Zoom to taste 2 wines from Washington state. We will be tasting a Riesling and Cabernet from the region as we try to see why some say Washington is the new California. In person Grapenuts are schedule to resume in October on the beautiful North Patio at Desert Camp.

## **Public Affairs**

- *Bond Project 53, Soccer Fields.* The Community Council’s comments on the project were submitted to the city on August 29. The comments were also posted on DCRanch.com and sent to the various residents that contacted us about the project. On Sept. 16, the project will be presented to the Scottsdale Parks and Recreation Commission. This will be shared with residents, along with their ability to submit comments to the Commissioners prior to the meeting. Here is a link to a recent article on the project. While the reporter contacted us, she did not say anything about DC Ranch in the article.

<https://www.yourvalley.net/scottsdale-independent/stories/how-many-sports-fields-does-scottsdale-need,185160>

- *Census, State Land, FAA Sky Harbor NextGen, ICON, Reata Wash.* Chris Irish will provide updates on these areas at the 9/17 Board meeting.



# DC Ranch Community Council

**To:** Board of Directors  
**From:** Jenna Kohl, Executive Director  
**Date:** 9/8/2020  
**Subject:** *2020 Spending Requests and Transfer Recommendations*

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## Recommendation

Staff requests Board approval to initiate transfers into the Reserve and Capital funds and proceed with capital and operating purchases as outlined in this memo.

## Background

With a trend of strong benefit fee revenues in 2020 combined with decreased expenses related to the impact of the coronavirus, staff recommends that the Board authorize staff to complete the following:

- **Transfer \$200,000 from the operating fund into the Reserve Fund.** This may be considered an offset to the contribution amount required in 2021, which will alleviate some challenges to balance the 2021 budget; we will endeavor to transfer additional excess operating funds into the Reserve Fund later in 2020 if available. There will be a reduction proposed in the transfer into the Reserve Fund in 2021.
- **Transfer \$345,600 from the operating fund into the Capital Fund.**
- **Expend the following from the Capital Fund:**

Item Description	Estimated Cost \$	Notes
Tables at Desert Camp (4)	\$ 2,100.00	For multi-purpose room and Rec Room; to support sufficient spacing and designated seating areas.
Chairs at Desert Camp (16)	\$ 3,500.00	To go w/tables, above.
Pickleball fence court #2*	\$ 15,000.00	To match court 1 with full fence area at same 6' height for safety and to meet previous covenant design recommendations. Includes two small concrete extensions to create enough distance on court to meet min. 60' standard for court area.

Pickleball shade court #1 & #2*	\$ 15,000.00	Need two 14x8x8 to cover players seating areas on court that is sufficient to cast enough shade on the players given the orientation of the courts.
Installation of lobby in staff area of The Homestead	\$10,000.00	Recommended for safety and covid-19 related purposes.

**Total \$ 45,600.00**

\*Please see additional information on the pickleball court projects, below.

- **Expend the following from the Operating Fund:**

Item Description	Estimated Cost \$
Camera and microphones	5,000.00
Large format printer	3,500.00
Texting platform	8,850.00*
Video of improved amenities	5,000.00
Traffic cones (25)	500.00
Wide angle camera lens	1,500.00
Portable fencing/stanchions/traffic cones	2,500.00
Thermal scanner	2,500.00
Still photos of DC Ranch scenery	5,000.00
Keyboard for arts/theater programming	1,000.00

**Total 35,350.00**

\*This is a joint project between Council and Ranch Association with cost sharing. This reflects the total amount.

Staff will be able to provide background information on the proposed purchases at the Board meeting. Many of the above items were contemplated in the initial 2020 budget proposal but were trimmed to achieve a balanced budget. The improvements at the pickleball courts were a level 2 request in the 2018, 2019, and 2020 budget capital ask.

Additional expenses that were considered but not included include but not limited to a bus for tours, storage solutions, sidewalk behind The Homestead, and HVAC air scrubbers at the centers.

The overall impact on the operating fund is a reduction of \$580,950, which will bring our operating cash reserve to \$2.22m; this puts us at 6.4 months, which is in accordance with the policy requirement to keep between 3 and 6 months of operating cash on hand. Should the Board return the PPP funds, the cash reserve will be \$1.9m, 5.45 months. We anticipate recommending additional transfers in Q4.

The Reserve Fund will have a balance of \$1.8m.

The Capital Fund balance will be at \$1.6m.

Staff will be prepared to discuss the capital and operating fund requests in more detail at the meeting.

#### Supporting Information for Pickleball Capital Project

Since the conversion of our first permanent pickleball court in 2014, DC Ranch has seen a steady rise in resident usage. Court reservations rose 11% from 2018 to 2019 and are up 63% in the first half of this year with 420 court reservations compared to 451 total in 2019. Similarly, Pickleball Club and drop-in play saw a 25% increase from 2018 to 2019 and are up 76% this year with 260 participants compared to 147 for the same time period last year. With the continued rise in popularity and demand with residents, staff are receiving an increased number of comments and suggestions for additional Pickleball court improvements, largely to address safety concerns. The Recreation Team surveyed residents who have reserved the pickleball courts to learn more about their playing habits and identify areas for improvement. Residents were solicited to participate in a mini focus group to discuss improvements. Eleven residents participated in a Zoom meeting to review the survey results and prioritize improvements. Fencing and shading continue to rank as top safety and improvement concerns.

Staff reached out to vendors to provide quotes for fencing court #2, expanded playing area for court #2 and shade for court #1 & #2. Projected costs are \$30,000 and will address resident safety and improvement concerns.