



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCS D PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING AGENDA

FRIDAY, MARCH 15, 2024

SPECIAL MEETING AT 3:00PM-4:30PM (time approximate)

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

1. **CALL TO ORDER**

2. **ROLL CALL**

Commissioners: Chair Erin Rosenblatt, Vice-Chair Pam Keon, Michael Bogart, Valerie Jordan, Michael Wisner

3. **APPROVE AGENDA**

4. **PUBLIC EXPRESSION**

Members of the public are invited to address PARC concerning topics which are not listed on the Agenda (If an item is agendaized, interested persons may address PARC during the PARC's consideration of that item). Speakers should understand that except in very limited situations, State law precludes PARC from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. PARC reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations to no more than 3 minutes per speaker.

5. **REGULAR BUSINESS**

- A. Discuss/consider request from Girl Scout Troop 10461 regarding their proposed Silver Award project for Kay Park (15 minutes)
- B. Discuss/consider proposed final content for community survey of TCS D services, events, and activities (30 min.)
- C. Receive Ad-Hoc Subcommittee Reports (5 min.)
- D. Discuss/consider PARC sponsored activities such as a speaker series (10 min.)
- E. Commissioner reports (5 min.)
- F. Discuss future PARC meeting schedule and regular bi-monthly reports to the TCS D Board (5 min.)
- G. GM report (5 min.)

6. **CONSENT CALENDAR**

- A. Approve February 16th, 2024 meeting minutes

7. **FUTURE PARC AGENDA ITEMS**

Possible park improvements based on Ad-Hoc Subcommittee reports

8. **ADJOURNMENT**

NEXT PARC REGULAR MEETING

(Second Friday of the Month)

April 12, 2024, at 3:00pm in the Tam Community Center, 203 Marin Ave, Mill Valley



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report

Parks and Recreation Commission

Special Meeting March 15, 2024

TO: PARKS AND RECREATION COMMISSION (PARC)
FROM: GARRETT TOY, GENERAL MANAGER
SUBJECT: STAFF REPORT FOR ITEMS 5A, 5B, 5C, 5D, 5E, 5F, 5G and Consent Calendar

This is the staff report for Agenda Items 5A, 5B, 5C, 5D, 5E, 5F, 5G and Consent 6A

REGULAR BUSINESS

5A. Discuss/consider request from Girl Scout troop 10461 regarding their proposed Silver Award project for Kay Park

Members of the Girl Scouts will discuss their proposal at the meeting.

ACTION: Discuss/consider and provide direction to staff.

5B. Discuss/consider proposed final content for the community survey of TCSD services, events, and activities

In January 2024, FM3 met with PARC to receive their input on the content for the community survey.

At its March 13th meeting, the Board discussed/considered the proposed final content for the survey. As the Board meeting is the same week as the PARC meeting, staff will provide an oral update at the PARC regarding the Board's direction. Attached for your reference is the staff report to the Board.

5C. Receive Ad-Hoc subcommittee reports

Below is a list of PARC's Ad-Hoc subcommittees formed to visit TCSD's parks/facilities. While reports have been discussed at previous meetings, this is an opportunity for Commissioners who may have missed the meeting at which the reports were presented to share their comments.

Kott Park (Pine Hill/Tennessee Ave)/Hawk Hill (Stanford Ave)

Commissioners Wisner and Bogart

Eastwood Park

Commissioners Wisner and Jordan (attached is their report with photos)

Kay Park

Vice-Chair Keon and Commissioner Jordan

Flamingo (Rock) Park/Cabin/Community Center

Chair Rosenblatt and Vice-Chair Keon

ACTION: Receive oral reports, as needed.

5D. Discuss/consider PARC sponsored activities such as a speaker series

PARC members have discussed creating new programs such as a speaker series or seminars on gardening. A PARC commissioner would coordinate the program (e.g., find the speaker or be a speaker). However, staff would assist with marketing the program and making TCSD facilities available for the activity. Attached is a draft outline prepared by Commissioner Wisner for the speaker series.

The first Garden Talk, hosted by Commissioner Bogut, is scheduled for March 23 at 10:00am at the Cabin.

ACTION: Discuss/consider new activities such as the speaker series and provide direction to staff.

5E. Commissioner reports

This is an opportunity for Board members to report on specific PARC related topics or activities they have been working on.

ACTION: Receive reports, if any.

5F. Discuss future PARC meeting schedule and regular bi-monthly reports to the TCSD Board

The regular PARC meeting is the second Friday of every month. This is an opportunity for Commissioners to discuss alternative meeting dates if Commissioners know they cannot make a specific regular meeting. The next three regular meeting dates are April 12th, May 10th and June 14th.

The TCSD Board has requested PARC to provide bi-monthly updates at the Board's regular meetings (2nd Wed. of the month). Chair Rosenblatt suggested that Commissioners take turns providing updates to the Board.

ACTION: Discuss and provide direction to staff.

5G. GM report

Oral report on general improvements, TCSD events/activities, Board meetings, budget process, maintenance, and/or repair projects in Park facilities.

ACTION: Receive report.

CONSENT CALENDAR

6A. Approve February 16, 2024 meeting minutes

ATTACHMENTS

- A. Staff report from March 13th Board meeting regarding the community survey
- B. Speaker series outline
- C. Minutes



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Work Session Meeting
March 13, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: DISCUSS/CONSIDER PROPOSED FINAL CONTENT FOR THE COMMUNITY SURVEY OF TCSD SERVICES, EVENTS, AND ACTIVITIES.

RECOMMENDATION

Discuss/consider proposed final content for the community survey of TCSD services, events, and activities.

DISCUSSION

One of the Board's 2024 goals is to "Conduct community survey." In 2023, we retained FM3 Research (FM3) to prepare and conduct the survey. FM3 Research conducted the community survey for Southern Marin Fire District and has extensive experience conducting surveys for local government including Marin County's past ballot measure campaigns.

In October 2023, the Board held a work session to provide FM3 with the Board's comments on the content for the community survey. In January 2024, FM3 met with PARC to receive their input on the content for the community survey.

Based on FM3's discussions with the Board, PARC, and staff, FM3 has summarized the proposed final content of the community survey in the attached memo. Staff will be working with FM3 to "shorten" the survey because it currently takes approximately 26 minutes to complete, which is well above the 15-20 minute goal. Towards this goal, it would be helpful to know if there are specific subject areas that we do not need to or should not explore in the survey.

However, one topic that FM3 has requested more detail on is the concept of a "new community gathering space/plaza." FM3 indicates that if the concept is better defined and less ambiguous, the survey responses will be more useful. Staff may also need to consult with PARC on the list of current and new events/activities included in the survey in an effort to shorten the survey. Our goal is for FM3 to roll out the survey in April.

FISCAL IMPACT

The agreement with FM3 is a not-to-exceed amount of \$25,000. The final costs will depend on the length of the survey (15-20 minutes) and the number of survey respondents (150-250 people).

ATTACHMENT

A. FM3 memo



OPINION
RESEARCH
& STRATEGY

TO Board of Directors
Tamalpais Community Services District

FROM Curt Below and Lucia Del Puppo
FM3 Research

RE: TCSD Community Survey

DATE March 7, 2024

This outline lays out a general structure (not question wording) for the Tamalpais Community Services District (TCSD) survey. We are happy to update, edit and add/remove specific subjects of exploration based on feedback from the District, including an upcoming meeting with your Board of Directors and Parks and Recreation Commission. The final survey will be up to 20-minutes long (approximately 40-60 individual questions) and will be conducted among up to 250 voters in Tam CSD. The margin of error for a sample of 250 voters will be +/-6.2% at the 95% confidence level.

Introduction

1. How favorably/unfavorably do they view public figures/organizations?
 - TCSD
 - Marin County government
 - Marin Water
 - Mill Valley School District
2. How likely are you to recommend living in your community?
3. What services does TCSD provide in your area? (Open-ended)

Impressions of Major Service Categories

4. How important are the services provided by the District?
 - a. Solid waste: Trash/recycling/green waste collection
 - b. Wastewater services (i.e., sewer collection, not treatment)
 - c. Parks and recreation facilities maintenance and management
 - d. Community events
 - e. E-waste, HHW

5. How satisfied/dissatisfied are they with the services provided by the District:
 - a. Solid waste: Trash/recycling/green waste collection
 - b. Wastewater services (i.e., sewer collection, not treatment)
 - c. Parks and recreation facilities maintenance and management
 - d. Community events
 - e. E-waste, HHW

6. How would you rate the value of what you pay for specific services: excellent, good, only fair, poor?
 - a. Solid waste: Trash/recycling/green waste collection
 - b. Wastewater services (i.e., sewer collection, not treatment)
 - c. Parks and recreation facilities maintenance and management
 - d. Community events
 - e. E-waste, HHW

Parks and Recreation Facilities

7. How often do you or someone in your household visit this park/facility:
 - a. Kay Park
 - b. Eastwood Park
 - c. Tam Valley Community Center
 - d. The Cabin
 - e. Flamingo Park

8. How satisfied are you with facilities/amenities at Kay Park? *(List of amenities)*

9. How well do these words/phrases describe Kay Park? *(List of words/phrases)*

10. How satisfied are you with facilities/amenities at Eastwood Park? *(List of amenities)*

11. How well do these words/phrases describe Eastwood Park? *(List of words/phrases)*

12. Here are some reasons someone might not use Kay Park or Eastwood Park. Is each a reason you don't use Kay Park, Eastwood Park, both parks or not a reason. *(List of reasons)*

13. Position on dog off-leash policy options.

14. How would you rate the conditions of the following facilities:

- a. Tam Valley Community Center
- b. The Cabin

Community Events

- 15. How satisfied are you with each of the following events. If you've never attended, please say so. (*List of events/activities*)
- 16. (If attended) What are positive things about TCSD events you have attended? (*Open-ended*)
- 17. (If attended) What are some things that could be improved about TCSD events? (*Open-ended*)
- 18. (If never attended) Why have you never attended a TCSD event? (*Open-ended*)
- 19. Interest in potential community events/activities that could be added. (*List of events*)
- 20. How interested are you in a new community gathering space?
- 21. Would you be willing to pay a small amount more in property taxes to create a new community gathering space?

Customer Service

- 22. Have you had direct contact with the District?
- 23. How satisfied were you with aspects of service you received? (*List aspects of service*).
- 24. Have you received information from the District?
- 25. (If received) How helpful was the information you received?
- 26. Here are some ways TCSD could provide information, select the two ways you'd like to hear from them.
- 27. Were you aware of the TCSD e-newsletter?
- 28. Final comments/feedback (*Open-end*)

Demographics

29. Demographic questions:

- a. Own/Rent
- b. Ethnicity
- c. Education
- d. Income
- e. Gender

30. Voter file:

- a. Age
- b. Party
- c. Location
- d. Past participation in election

ATTACHMENT B

24 January 2024

Draft Concept

TCSO Parks and Recreation Speakers Series

Outline

Introduction: TCSO's Parks and Recreation proposes to launch a Community *Speakers Series*, a series of engaging and informative talks by notable individuals from various fields. The series aims to bring together our community members, fostering knowledge sharing and promoting intellectual discourse on a diverse range of topics. Each session will feature an expert speaker who will share insights, experiences, and expertise on a specific subject, encouraging community members to explore new interests and expand their horizons.

Producing: The challenge will be the acquisition of speakers and syncing their and Community Center availability. Suggestions for speakers should be collected from TCSO Board Members, PARC Commissioners, TCSO staff, and public.

Event Format:

1. **Frequency:** Bimonthly (initial). Each session focuses on a unique theme or topic.
2. **Duration:** 60-90 minutes per session, including a Q&A segment for audience interaction.
3. **Venue:** TCSO Community Center. Consider making these available virtually as well. Schedule will depend on Community Center availability and may include daytime events. Wine and cheese to be considered on an event-by-event basis.
4. **Themes:** Varied themes to cater to different interests, such as Photography, Gardening, Non-Toxic Living, A.I. Made Easy, Writers Workshop, and more.

Speaker Selection:

1. **Diverse Experts:** Invite experts from diverse backgrounds and professions to cater to the wide range of interests within the community.
2. **Local Talent:** Emphasis on local experts to strengthen community bonds and support local talent.
3. **Nomination System:** Encourage community members to suggest speakers or topics, ensuring the series remains relevant and engaging.

Promotion and Marketing:

1. **Social Media:** Utilize community platforms and social media to announce upcoming sessions (i.e. TCSD Newsletter, Next Door, Instagram), share speaker profiles, and generate excitement.
2. **Collaborations:** Partner with local organizations, businesses, or influencers to amplify the reach and impact of the series. Make available posters which include Speaker Series announcement, a calendar of upcoming speakers and topics, dates/times, location. Post these in local area venues and businesses as well as TCSD Community Center, and website.
3. **Email Campaigns:** Regularly update community members through email newsletters, providing information on upcoming sessions and highlights from previous events.

Feedback Mechanism:

1. **Post-Event Surveys:** Collect feedback surveys from attendees to gauge satisfaction, identify areas for improvement, and suggestions for future topics.
2. **Community Forum:** Create a dedicated forum or discussion space where community members can share their thoughts, suggestions, and connect with each other.

Sustainability:

1. **Recorded Sessions:** Record and archive sessions for on-demand viewing, ensuring those who couldn't attend live can still benefit from the content.

2. **Sponsorship Opportunities:** Explore partnerships with local businesses for sponsorships to support the series financially.

Conclusion: The Community Speakers Series is a dynamic platform designed to inspire, educate, and connect community members through the power of shared knowledge. By creating a space for intellectual exploration, we aim to enhance the community experience and contribute to the personal and professional growth of our members.

Sample Speaker Series Events*

Gardening: Michael Bogart

An Evening of Weston Photography: Kim Weston - the photographic legacy of Edwin Weston and Ansel Adams

Living Healthy in a Toxic World: Michael Wisner. Simple things you can do to reduce toxic exposures in home from Best-selling bok.

Writer's Workshop: TBD

Environmental Working Group: Kenn Cook, President and co-founder of EWG a non-partisan organization dedicated to the protection of human health and the environment. A Marin resident.

The History of Tamalpais Valley; TBD

How A.I. Will Affect Your Life: A.I. Made Simple: TBD

* Draft only - dates and speakers subject to identifying dates for Community Center and speaker availability



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TCSO PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING MINUTES FRIDAY, FEBRUARY 16, 2024, 3:00 PM

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 3:04pm on Friday, February 16, 2024, by Chair Rosenblatt.

2. ROLL CALL

Commissioners:

Present: Michael Bogart, Valerie Jordan, and Chair Erin Rosenblatt.

Absent: Michael Wisner and Vice-Chair Pam Keon

Staff Present: General Manager, Garrett Toy; Assistant General Manager (AGM) Alan Shear

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: M. BOGART/V. JORDAN

AYES: 3

NAYS: 0

ABSENT: 2

4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items.

Resident Jim Kaspar submitted written comments prior to the meeting. His comments discussed Agenda items 5A, 5B & 5C

Public expression was closed.

5. REGULAR BUSINESS

A. Receive report on discussion of PARC goals and priorities at the TCSO Board meeting.

Chair Rosenblatt presented the PARC goals and priorities to the TCSO Board at its February 14th meeting. She provided an oral summary of the Board’s comments on the PARC goals and priorities. She specifically mentioned the upcoming Speaker Series as well as potential

improvements at the rock garden/Flamingo Park. GM Toy also distributed the goals and priorities as well as a status update to the Parks and Recreation Operations and Facilities Assessment/Five Year Financial Forecast Study by Management Partners, originally conducted in 2021

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

B. Receive Ad-Hoc Subcommittee Reports

Commissioners Bogart reported on the field visits to Kott Park and Hawk Hill with Commissioner Wisner. He distributed a written summary of both park visits.

Commissioner Jordan distributed and discussed a summary of the visit to Eastwood Park with Commissioner Wisner. She also distributed and discussed a summary of area pickleball-related websites and requested to contact each site to have them include information on the limited parking at Eastwood.

Chair Rosenblatt invited public expression. There was none.

- C. Discuss/consider PARC sponsored activities such as a speaker series
After a brief discussion and review of the draft outline for the proposed series, the direction was to move forward with the speaker series, beginning with the first topic on gardening with Commission Bogart. TCSD staff will assist with marketing and the availability of the facility.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

- D. Discuss park policies including rules for tennis and pickleball
Chair Rosenblatt briefly discussed the current rules for tennis and pickleball and the potential impacts to the neighborhood. This will be an ongoing discussion.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

- E. Discuss future PARC meeting schedule
A request was made to consider alternative dates to the March regular meeting of March 8. The proposed alternative dates are the 15th or the 22nd. If others are unavailable on the alternative dates, the meeting will take place on the 8th.

Chair Rosenblatt invited public expression. There was none.

- F. Board member reports
Commissioner Jordan recounted a recent encounter between Vice-Chair Keon and unruly and discourteous pickleball players.

- G. GM report
GM Toy provided an overview on general improvements, budget process, maintenance, and/or repair projects in park facilities.

Commissioners asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

6. CONSENT CALENDAR

- A. Approve minutes of January 12, 2024 meeting
- B. Approve minutes of January 19, 2024 meeting

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: M. BOGART/V. JORDAN

AYES: 3

NAYS: 0

ABSENT: 2

7. FUTURE PARC AGENDA ITEMS

- A. Pickleball rules and policies
- B. Update on central gathering place
- C. Speaker series outline
- D. Which Commissioner to attend Board meetings

Next meeting of the Commission will be a special meeting at the Tam Community Center on March 8, 2024, at 3:00 P.M.

8. ADJOURNMENT

MOTION TO ADJOURN

M/S: M. BOGART/V. JORDAN

AYES: 3

NAYS: 0

ABSENT: 2

MEETING ADJOURNED AT 4:07 P.M.

Approved by Commission on: _____