



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
info@tamcsd.org ♦ www.tamcsd.org

TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING AGENDA

FRIDAY, APRIL 19, 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 preliminary Parks and Recreation operating budget for FY24-25 (10 minutes)
- B. Discuss/consider possible park improvements to be considered as part of the preliminary FY24-25 Parks and Recreation capital improvement budget (15 min.)
- C. Discuss/consider implementation strategy for PARC goals and priorities (15 min.)
- D. Receive update on speaker series (10 min.)
- E. Commissioner reports (5 min.)
- F. Discuss PARC having a "booth" at Creekside Fridays and other TCSO events (5 min.)
- G. GM report (5 min.)

6. **CONSENT CALENDAR**

- A. Approve March 15, 2024 meeting minutes

7. **FUTURE PARC AGENDA ITEMS**

Update from Girl Scout Troop 10461 regarding their proposed Silver Award project for Kay Park

8. **ADJOURNMENT**

NEXT PARC SPECIAL MEETING

May 24, 2024, at 2:00pm in the Tam Community Center, 203 Marin Ave, Mill Valley



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report

Parks and Recreation Commission

Special Meeting April 19, 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 preliminary Parks and Recreation operating budget for FY24-25

Staff is in the process of preparing the proposed Parks & Recreation operating and capital improvement budget for FY24-25. Typically, the Board's budget workshop is the 4th Wednesday of May which would provide Commissioners an opportunity to comment on budget at the PARC's regular May meeting (2nd Friday of the month). However, the Board's budget workshop has been rescheduled to May 15th. PARC has also rescheduled its next meeting to May 24th which is after the Board's budget workshop. Thus, the only opportunity for PARC to discuss the Parks & Recreation budget is this meeting. We plan to have a preliminary Parks & Recreation operating budget available at the meeting. Please note that a preliminary budget is the first draft of a proposed budget.

ACTION: Discuss/consider and provide direction to staff.

5B. Discuss/consider possible park improvements to be considered as part of the preliminary FY24-25 Parks and Recreation capital improvement budget

As discussed above, staff is in the process of preparing the proposed Parks & Recreation (P&R) operating and capital improvement budget for FY24-25. We will have some preliminary Parks & Recreation capital project information at the meeting. PARC had previously expressed an interest in proposing specific park/facility improvements to the Board for consideration in the P&R FY24-25 proposed budget.

ACTION: Discuss/consider and provide direction to staff.

5C. Discuss/consider implementation strategy for PARC goals and priorities

Attached are PARC's adopted goals and priorities. PARC may want to discuss and consider an implementation strategy for its various goals and priorities.

ACTION: Discuss/consider and provide direction to staff.

5D. Receive update on the speaker series

This is an opportunity for the Commission to further discuss the status of the speaker series.

ACTION: Discuss the speaker series and provide direction to staff.

5E. Commissioner reports

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

ACTION: Receive reports, if any.

5F. Discuss PARC having a “booth” at Creekside Fridays and other TCSD events

Attached is a schedule of TCSD events that PARC may want to attend in an official capacity by having a booth/table at the event.

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 March 15, 2024 meeting minutes

ATTACHMENTS

- A. PARC goals and priorities
- B. Schedule of TCSD events
- C. Minutes

ATTACHMENT A

GOALS & PRIORITIES FOR THE PARKS & RECREATION COMMISSION (PARC)

The Tamalpais Community Services District (TCSD) Parks and Recreation Commission (PARC) is an advisory group of five commissioners appointed by the TCSD Board of Directors. As described by the Board, PARC “shall **review, make recommendations** to and/or **advise** the District on **policies** relating to the:

- creation,
- operations,
- use policies,
- maintenance,
- improvements,
- management, and/or
- user fees

for all parks, playgrounds, Community Center, Cabin, trails, and open space parcels as well as community recreation programs and event activities.” (*Ordinance No. 99 – adopted December 14, 2022*)

PARC is further guided by Ordinance No. 94, which refers to the establishment of standards and regulations to optimize the use of the District’s recreational resources in alignment with the safety, comfort and enjoyment of users and neighbors as well as the preservation of those resources.

In all of its work, PARC is advisory to the Board of Directors and aligns its actions and recommendations with the Mission of the Tamalpais Community Services District, “*to protect and enhance a healthy community in Tamalpais Valley.*”

Goals

In order to assist and advise the District on policies relevant to Ordinance No. 94 and Ordinance No. 99:

PARC will develop a thorough understanding of existing TCSD Parks and Recreation assets, including facilities and programs, challenges and opportunities, and the interests and needs of residents in the TCSD community.

- Review existing Parks and Recreation policies.
- Review Parks and Recreation budgets, future anticipated expenditures and sources of revenue
- Meet with key staff relevant to management of Parks and Recreation assets and programs
- Review the annual calendar of current recreational events, and develop an understanding of past events that are not currently occurring
- Evaluate usage of the parks and other TCSD facilities
- Conduct onsite inspections of each park and other recreational assets
- Encourage all Parks and Recreation users to attend PARC meetings, and share perspectives with PARC commissioners
- Elicit the perspectives and priorities of each member of the Board of Directors, informed by their years of experience concerning TCSD
- Review the results of the upcoming community-wide survey commissioned by the Board of Directors to elicit perspectives of community members

PARC will use the information gained through the strategies identified above to advise the Board of Directors as needed regarding any modification of existing policies as well as creation and implementation of any new policies that support the mission to protect and enhance a healthy community and reflect the preferences and expressed needs of TCSD residents.

*The mission of Tamalpais Community Services District is
to protect and enhance a healthy community in Tamalpais Valley.*

V.4 DRAFT 01 2024

Priorities

In the course of working towards its goals, PARC will:

- Advise, contribute to and assist in the completion of the upcoming TCSD community survey, to be professionally designed and administered.
- Continue gathering information from multiple sources to identify the optimal balance of public engagement and the existing TCSD facilities.
- Use the information obtained from the community survey and complementary sources of information to advise the Board of Directors regarding current and potential PARC programming, with particular attention to any programmatic needs to be served or gaps to be filled for Tamalpais Valley residents,
- Assess Current Recreational Programming and Potential for Enhancements, using the results of the community survey and complementary sources of information, with consideration to opportunities including but not limited to:
 - Senior programs/activities
 - Commissioner “sponsored” events and/or activities such as a speakers’ series or book club.
 - Sustainability-related activities or topics
 - Marin Humane classes
 - Community Garden
 - Community Choral group
 - Farmers’ Market
 - Adopt a Park program
 - Bocce Ball Court
- Assess, advise and support the TCSD volunteer program.
- Advise the TCSD Board of Directors of any potential opportunities for increased revenue through PARC programming.
- Advise and support the TCSD Board of Directors and management regarding effective public outreach.
- Identify opportunities to enhance community education about and understanding of policies, rules and management of parks and facilities
- Develop an understanding of the vision of the Board of Directors and the opportunities and needs for a new community gathering place.

ATTACHMENT B

TENTATIVE SCHEDULE OF EVENTS

2024

(Last Revised 4/15/24)

DATE	EVENT
April 20 9:30am to 4pm	Earth Day Event- Woolly Egg Ranch Tour, Garage Sale, compost, booths(CC)
May 4 8am -1pm	Debris day, shred day, e-waste (Corp Yard-CC parking lot)
May 7 (first Tuesday of every month)	Trivia Night at Tam Junktion (sponsored by TCSD)
May 10 6:00pm	Spaghetti Bingo
May 18 Time TBD	Hazardous Waste Day
June 14, 28 July 12, 26 Aug 9	Creekside Fridays (CC)
August 23 Sept 6	Creekside Unplugged at the Cabin
September 21 3pm- 8pm	Oktoberfest
October 5 8am-1pm	Debris day, shred day (Corp Yard-CC parking lot)
October 18 6pm	Spaghetti Bingo (CC)
October TBD 4pm – 6pm	Volunteer Appreciation (Cabin)
October 22-30 entries due 10/21	Spooky Cruise (Tam Valley)
December 7 7pm-9pm	Jolly Jingles (CC)
December 14 9am and 10:30am	Breakfast with Santa (CC)



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
info@tamcsd.org ♦ www.tamcsd.org

TCSD PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING MINUTES FRIDAY, MARCH 15, 2024, 3:00 PM

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 3:01pm on Friday, March 15, 2024, by Chair Rosenblatt.

2. ROLL CALL

Commissioners:

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

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

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: P. KEON/V. JORDAN

AYES: 5

NAYS: 0

ABSENT: 0

4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items. There was none.

5. REGULAR BUSINESS

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

Members of the Girl Scout Troop presented their proposal for a Communication Board for the Silver Award project. The communication board helps park users (e.g., children) with neurological and hearing differences communicate with others. The board uses symbols and images utilized in everyday lives. The proposal is to attach the board to the playground fence near the entrance at Kay Park. The board will be approximately 3' x 2' made of Dibond, an aluminum composite material. No funding from TCSD is necessary, as the sign will be paid for from cookie sales.

The Board asked questions of staff and the Girl Scout Troop.

The Girl Scouts will return to the next PARC meeting with a final design of the project. No other public comment was received.

MOTION TO APPROVE THE CONCEPT OF THE SILVER AWARD SIGN PROJECT

M/S: E. ROSENBLATT/P. KEON

AYES: 5

NAYS: 0

ABSENT: 0

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

GM Toy summarized the March 13th TCSD Board discussion/consideration of the proposed final content of the survey. He went through the changes made by the Board. The Board stated it would like the Commission to provide input on the section of the survey asking about new and/or previously offered TCSD events and activities. The Commission provided the requested information, as well as input on other survey questions.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

C. Receive Ad-Hoc Subcommittee Reports

Commissioner Jordan distributed proposed language to post on the TCSD website, as well as other websites that promote Pickleball, regarding parking around Eastwood Park. The proposed language specifically mentions where parking is located and the available times of the courts. No public comment received.

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

GM Toy summarized previous discussions of PARC members discussing the creation of new programs, such as a speaker series or seminars on gardening. A PARC commissioner would coordinate the program and staff would assist with marketing and the availability of the facility.

The first Garden Talk, hosted by Commissioner Bogart is scheduled for March 23 at the Cabin. Commissioner Wisner has voiced an interest in a speaker series and provided an outline of a series and a listing of proposed topics. The outline did not include a calendar of events, which will be provided at the April PARC meeting.

Chair Rosenblatt invited public expression. There was none.

E. Commissioner Reports

Vice-chair Keon mentioned the long-standing issue of emergency road access in and out of the area around Eastwood Park is the responsibility of the County Department of Public Works. They will be working with the Southern Marin Fire District to improve emergency access in and out of the area. No public comment was received.

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

Due to the availability of Commissioners, the next three PARC meeting dates are as follows:

-April 19th (April 12th regular meeting to be cancelled)

-May 24th (May 10th regular meeting to be cancelled)

-June 7th is tentatively scheduled for 2:00 pm (June 14th regular meeting to be cancelled)

The TCSD Board has requested PARC to provide bi-monthly updates at the Board's regular meetings. Chair Rosenblatt suggested that Commissioners take turns providing updates to the Board. No public comment received. The following is the schedule of updates to the next three Board meetings by PARC Commissioners:

- April 10th – Vice Chair Keon and Commissioner Jordan
- June 12th – Chair Rosenblatt and Commissioner Bogard
- August 14th – Commissioner Wisner, tbd

G. GM report

GM Toy provided an overview on general improvements, budget process, maintenance, and/or repair projects in park facilities. He also discussed the effort by the TCSD Board to take a comprehensive approach to redesigning the entire Community Center site and surrounding open space through a Master Plan process.

Commissioners asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

6. **CONSENT CALENDAR**

- A. Approve minutes of February 16, 2024 meeting

No public comment.

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: V. JORDAN/P. KEON

AYES: 5

NAYS: 0

ABSENT: 0

7. **FUTURE PARC AGENDA ITEMS**

- A. Discuss potential park improvements as part of the FY24/25 budget
- B. Girl Scouts presentation
- C. Commissioner Wisner's details on speaker series

Next meeting of the Commission will be a special meeting at the Tam Community Center on April 19, 2024, at 3:00 P.M.

8. **ADJOURNMENT**

MOTION TO ADJOURN

M/S: P. KEON/V. JORDAN

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 4:48 P.M.

Approved by Commission on: _____