



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING AGENDA

FRIDAY, JUNE 7, 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 agendized, 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 PARC sponsored activities such as the speaker series and upcoming TCSD events with Events and Communications Coordinator (25 min)
- B. Designate Commissioner(s) and potential questions for June 12th Board discussion on the community survey (15 min)
- C. Discuss/consider proposed topics for joint PARC/TCSD Board meeting on July 10th (20 min)
- D. Commissioner reports (5 min.)
- E. GM report (5 min.)

6. **CONSENT CALENDAR**

- A. Approve May 24, 2024 meeting minutes

7. **FUTURE PARC AGENDA ITEMS**

8. **ADJOURNMENT**

NEXT PARC SPECIAL MEETING (JOINT MEETING WITH BOARD)

July 10, 2024, at 6:00pm in the Tam Community Center, 203 Marin Ave, Mill Valley



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report

Parks and Recreation Commission

Special Meeting June 7, 2024

TO: PARKS AND RECREATION COMMISSION (PARC)
FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER
SUBJECT: STAFF REPORT FOR ITEMS 5A, 5B, 5C, 5D, 5E, and Consent Calendar

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

REGULAR BUSINESS

5A. Discuss PARC sponsored activities such as the speaker series and upcoming TCSD events with Events and Communications Coordinator

Camille Esposito, Events and Communications Coordinator, will discuss and provide an update on PARC sponsored activities such as the speaker series and the upcoming TCSD events.

Below is the TCSD event schedule from June thru September.

June 14, 28 July 12, 26 Aug 9	5:30pm - 8pm	Creekside Fridays (CC)
August 23 Sept 6	5pm – 7pm	Creekside Unplugged at the Cabin
September 21	3pm- 8pm	Oktoberfest

ACTION: Conduct discussion and provide feedback to staff.

5B. Designate Commissioner(s) and discuss potential questions for June 12th Board discussion on the community survey

TCSD recently conducted a community survey to gather public opinion of TCSD services. The Board of Directors will receive the results of the recently concluded community survey at their June 12th meeting. This is an opportunity for the Commission to formulate specific questions to ask the Board on the topics specific to PARC (e.g. events, community gathering place, etc.) and to designate a commissioner(s) to attend the Board meeting.

ACTION: Conduct discussion and provide feedback to staff.

5C. Discuss/consider proposed topics for joint PARC/TCSO Board meeting on July 10th

The Commission and the Board of Directors will have a joint meeting on July 10th. The Board would like to know in advance the general topics PARC wants to discuss at the meeting.

ACTION: Discuss/consider topics and provide direction to staff.

5D. Commissioner reports

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

ACTION: Receive reports, if any.

5E. GM report

Oral report on general improvements, community survey, TCSO events/activities, Board meetings, budget process, maintenance, and/or repair projects in park facilities.

ACTION: Receive report.

CONSENT CALENDAR

6A. Approve May 24, 2024 meeting minutes

ATTACHMENTS

A. Minutes



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TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES FRIDAY, MAY 24, 2024, 2:00 P.M.

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 2:06 P.M. on Friday, May 24, 2024, by Chair Rosenblatt.

2. ROLL CALL

Commissioners:

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

Absent: Michael Wisner

Staff Present: Assistant General Manager (AGM) Alan Shear

Others Present: Jeff Brown; Josh Everhart, Senior Parks Maintenance Worker; Members of the Girl Scout Troop 10461

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: V. JORDAN/M. BOGART

AYES: 4

NAYS: 0

ABSENT: 1

4. PUBLIC EXPRESSION

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

Public expression was closed.

5. REGULAR BUSINESS

A. Discuss parks and open space maintenance activities with Sr. Maintenance Worker.

Sr. Parks Maintenance Worker Everhart provided an update on parks and open space maintenance activities, including the pending new irrigation equipment and fencing at Kay Park and other maintenance efforts at Eastwood Park. He also discussed ongoing vegetation management efforts, such as the use of goats and coordinating tree and brush removal with the Southern Marin Fire District.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

B. Discuss proposed Parks and Recreation Operating and Capital Budget for FY24-25.

AGM Shear provided an update on the Board's annual budget workshop it conducted on May 15th. Specifically, the Board supported the recommendations from PARC for various park-related activities and projects throughout Tam Valley. The Board did not modify any PARC funding request.

The Commission asked questions of staff; specifically, what each recommended project amount includes. Staff responded that the budget amounts were intended as a starting point and can be modified once more is known about each project. The Commission requested a more detailed discussion on each specific project. Those project discussions will be agendaized for future Commission meetings.

Chair Rosenblatt invited public expression. There was none.

Commissioner Wisner arrived at the meeting at 2:43 P.M.

- C. Receive update on PARC sponsored activities such as the speaker series and upcoming TCSD events

Commissioner Wisner provided an update on the upcoming speaker series and current efforts to promote the series. Wisner summarized the calendar of speaker events, with the first event scheduled to take place June 9 at the Cabin. He is working with staff on an ongoing basis to promote the series. The Commission requested the Communications and Events Coordinator attend the next PARC meeting to provide an update on events and communication efforts.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. Jeff Brown suggested not having speaker events during the week occur during the morning/early afternoon hours.

- D. Discuss/consider proposed topics and dates for joint PARC/TCSD Board meeting

The Board suggested a joint meeting at a regular board meeting. The Commission selected July 10 and proposed the following topics for discussion:

- Goals of the Board Members
- Board member priorities
- Survey results
- Central gathering spot/Community Center master plan

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

- E. Commissioner reports

Commissioner Jordan provided an update on the ongoing effort to provide current information on Eastwood Park to various pickleball websites.

- F. GM report

AGM Shear provided an overview on general improvements, budget process, maintenance, and/or repair projects in park facilities.

G. Receive/consider update from Girl Scout Troop 10461 regarding their proposed Silver Award project for Kay Park

Several Girl Scouts provided an update to their initial project proposal to create a communication board for Kay Park. The Scouts will create two boards, measuring 3'x2', for placement near each playground area. The boards are scheduled for completion in late August/early September, with potential installation in September. The Scouts requested a "ribbon-cutting" ceremony after the signs are placed in the park.

Commissioners asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

6. **CONSENT CALENDAR**

A. Approve minutes of April 19, 2024 meeting

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: V. JORDAN/M. BOGART AYES: 4 NAYS: 0 ABSENT: 0 ABSTAIN: 1 (KEON)

7. **FUTURE PARC AGENDA ITEMS**

A. Update on Special Events

Next meeting of the Commission will be a special meeting at the Tam Community Center on June 7, 2024, at 3:00 P.M.

8. **ADJOURNMENT**

MOTION TO ADJOURN

M/S: M. BOGART/V. JORDAN AYES: 5 NAYS: 0 ABSENT: 0

MEETING ADJOURNED AT 3:40 P.M.

Approved by Commission on: _____