



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES THURSDAY, NOVEMBER 7, 2024, 3:00 P.M.

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:05 P.M. on Thursday, November 7, 2024, by Chair Rosenblatt.

2. OATH OF OFFICE AND INTRODUCTION FOR DAVE HAFFERTY (newly appointed Commissioner)

Newly appointed Commissioner Dave Hafferty was sworn in by GM Toy.

3. ROLL CALL

Commissioners:

Present: Dave Hafferty, Valerie Jordan, Vice-Chair Keon, and Chair Erin Rosenblatt.

Absent: Michael Bogart

Staff Present: General Manager Garrett Toy, Assistant General Manager (AGM) Alan Shear, Events and Communications Coordinator, Camille Esposito, Senior Parks Maintenance Worker, Josh Everhart

4. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: P. KEON/D. HAFFERTY

AYES: 4

NAYS: 0

ABSENT: 1 (BOGART)

5. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items.

There was none

Chair Rosenblatt closed public comment.

Commissioner Bogart arrived at 3:10 P.M.

6. REGULAR BUSINESS

A. Discuss upcoming events and provide direction

Events and Communications Coordinator Esposito provided an update on the upcoming Movie Night event. She reviewed the promotional efforts for the event and mentioned that several RSVPs have been received so far as people are still learning about the event. She also discussed the event preparations, such as candy, snacks, and staff. Esposito encouraged Commissioners to email her movie title suggestions for the next Movie Night event.

The next Speaker Series event is Tuesday, November 12, "Ghosts of the Golden Gate – Now and Then". RSVPs received up to this point total 22. Commissioner Bogart's Garden Talk is scheduled for December and the Earth Day event for April is in the planning phase.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

B. Discuss/consider input for the community center masterplan

GM Toy discussed the Master Plan process and the goals of the community center outdoor spaces. He mentioned the upcoming meeting in which the Board will provide guidance to the selected landscape architect, Kevin Conger.

The Commission asked questions of staff. After a discussion, it was determined that three (3) Commissioners, possibly a fourth, plan to attend the Board meeting, thereby creating a quorum for a PARC meeting. Therefore, a special PARC meeting agenda will be prepared for the Board's discussion on the master plan to allow the Commission to participate in the discussion on November 13.

GM Toy stated that whatever final product is created via the master plan process, TCSD will need to get County approval with an amended use permit for the Community Center. GM Toy distributed and reviewed an attachment listing the principles from the Institute of Local Government's Handbook regarding community/urban design. The Commission discussed the principles and supported a design that was inclusive and encouraged people to congregate and gather with a natural element to it. Specifically, the Commission mentioned support for uses such as a community garden and demonstration projects.

The Commission asked questions of staff

Chair Rosenblatt invited public expression. There was none.

C. Review PARC work/activity plan including a report on the volunteer program

Events and Communications Coordinator Esposito summarized the current process of recruiting volunteers and the current composition of volunteers. Vice-chair Keon discussed different types of volunteers and offered ways to invite the community to volunteer. It was suggested to acknowledge different volunteers in the newsletter. Also, as part of the outreach in the newsletter, perhaps include a survey asking for areas of interest to volunteer. It was recommended to reach out to the Southern Marin Fire District for information on their volunteers/block captains to gauge their interest to volunteer for TCSD.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

D. Discuss exploring potential park improvements such as a shade structure or a sunshade

GM Toy provided a cost estimate of \$20,000 for a cantilever shade structure and asked the Commission if they want to continue with this effort to purchase the structure. Commissioners asked questions about the life span of the structure. Toy responded that it would have a warranty, but not last forever. What about children climbing the structure and/or people hanging items from it? The Commission directed staff to continue to get cost estimates for a shade structure and return to a later meeting with an update.

Chair Rosenblatt invited public expression. There was none.

E. Discuss improvements to the Rock Garden at Flamingo

Senior Parks Maintenance Worker Everhart provided an update on the site conditions of the Rock Garden. He stated there is some soil on the ground, but the majority is hardpacked rock material. The commission discussed improvement options such as adding small planters requiring minimum water usage, a native plant garden, or a demonstration garden.

GM Toy responded that perhaps planter boxes could survive but asked about the uses and purpose of the rock garden. The Commission is interested in creating an area that is welcoming, more inviting, and a respite for people walking nearby. The area needs a “welcome” sign and improved furnishings, such as removing a table and adding a bench in its place. The Commission also suggested the possibility of painting a mural on the wooden fence.

Chair Rosenblatt invited public expression. There was none.

F. Approve PARC special meeting schedule for 2024 and regular meeting schedule for 2025

GM Toy stated that PARC would like to change its regular meeting schedule from the first Friday of the month at 3:30pm to the first Thursday of the month at 3:00pm. The schedule is set by resolution, which also requires Board approval.

Due to a scheduling conflict with the Community Center in January, February, and March of 2025, the first Thursdays at 3:00pm are unavailable. The Commission set the following special meetings:

- January 16 – 3:00pm
- February 6 – 2:00pm
- March 5 – 3:00pm

The remaining meeting of 2024 will be scheduled as a special meeting for December 5 at 3:00pm. Staff will return at the next meeting with a resolution establishing the regular PARC meeting schedule for 2025.

Chair Rosenblatt invited public expression. There was none.

G. Commissioner reports
None provided

H. GM Toy provided an update to TCSD projects, parks, events and activities, and the budget. The update also included communication efforts such as the door hangers.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

6. CONSENT CALENDAR

a. Approve minutes of October 11, 2024, meeting

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: V. JORDAN/P. KEON

AYES: 5

NAYS: 0

ABSENT: 0

7. FUTURE PARC AGENDA ITEMS (December 5th meeting)

- A. Shade structure update
- B. Community Center Master Plan
- C. Flamingo Park project
- D. PARC regular meeting schedule for 2025
- E. Marketing and communication update
- F. Events update

8. ADJOURNMENT

MOTION TO ADJOURN

M/S: P. KEON/V. JORDAN

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 5:00 P.M.

Approved by Commission on: 12/5/24