



TAMALPAIS COMMUNITY SERVICES DISTRICT

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SPECIAL JOINT MEETING WITH THE TCSD BOARD OF DIRECTORS AND THE PARKS & RECREATION COMMISSION (PARC) MEETING AGENDA

WEDNESDAY, July 10, 2024

6:00PM -7:00PM

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY 94941

(Note: The regular TCSD Board meeting will follow the special meeting at 7:00pm)

1. CALL TO ORDER

2. ROLL CALL President Steffen Bartschat

Directors: Vice President Matt McMahon, Jeff Brown, Jim Jacobs, Steve Levine

ROLL CALL

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

3. APPROVE AGENDA

4. REGULAR BUSINESS

- A. Conduct a joint meeting with the TCSD Board and PARC to discuss mission, goals & priorities, workplans, parks and facilities, policies/regulations, projects, programs/events/activities, and/or other issues of mutual interest.

ADJOURNMENT



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report

Joint Special Meeting with PARC

July 10, 2024

TO: BOARD OF DIRECTORS, PARKS & RECREATION COMMISSION (PARC)

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: CONDUCT A JOINT MEETING WITH THE TCSD BOARD AND PARC TO DISCUSS MISSION, GOALS & PRIORITIES, WORKPLANS, PARKS AND FACILITIES, POLICIES/REGULATIONS, PROJECTS, PROGRAMS/EVENTS/ACTIVITIES, AND/OR OTHER ISSUES OF MUTUAL INTEREST.

RECOMMENDATION

Conduct a joint meeting with the TCSD Board and PARC.

DISCUSSION

In February 2024, the Board approved PARC's goals and priorities. Attached are the Board's 2024 Goals and Priorities and PARC's 2024 Goals and Priorities. One of the Board's goals and priorities is to "Provide clear mission/priorities to the Parks & Recreation Commission (PARC)." One of PARC's goals is to solicit input from the Board. This joint meeting provides an opportunity for mutual discussion.

To help facilitate the discussion, especially given the 60 minutes time frame, staff suggests the following discussion points:

- What are the expectations of the Board and PARC of one another? What is the preferred working relationship between the Board and PARC?
- Review the goals and priorities of each body and determine what are mutual goals and priorities. For those mutual goals and priorities, discuss the general level of participation for PARC.
- Are there any tasks (e.g., policy review) that PARC would prefer specific direction from the Board before undertaking? Are there tasks the Board prefers that PARC review first and then make recommendations to the Board.
- Ideally, Parks and Recreation policies, programs/activities, and projects would go to PARC for review and comment before proceeding to the Board. However, sometimes there are time constraints which prevent staff from reviewing with PARC prior to the Board meeting. In some cases, it may make more sense to review with the Board first and then refer to PARC for discussion and consideration. In essence, it will depend on the issue/topic.
- Other issues of mutual interest

In terms of the next step, staff will follow up with each respective body depending on the comments and directions received from this joint meeting.

FISCAL IMPACT

n/a

ATTACHMENTS

- A. Board Goals and Priorities
- B. PARC Goals and Priorities

ATTACHMENT A

2024 GOALS & PRIORITIES

(not in order of priority)

- 1) Conduct community survey
- 2) Develop masterplan for the Tam Valley Community Center
- 3) Evaluate the feasibility of acquiring the Cabin property from the County of Marin
- 4) Adopt Emergency Operations Plan (Disaster Preparedness and Response Plan)
- 5) Provide clear mission/priorities to the Parks & Recreation Commission (PARC)
- 6) Explore feasibility of solar panels for the TCSD corporation yard
- 7) Develop measures of success (performance) for wastewater projects
- 8) Explore opportunities for shared services with other special districts
- 9) Enhance communication efforts with the goal of expanding the database of contacts and potential use of creative incentives for people to sign-up for the e-newsletter
- 10) Develop creative/innovative outreach programs to educate the community regarding TCSD refuse programs (e.g., e-waste) and other sustainability efforts (e.g., rainwater catchment system) including displays and/or booths at Creekside Fridays

ATTACHMENT B

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.*

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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.