



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING AGENDA

FRIDAY, JULY 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 possible follow-up actions from the joint meeting with the TCSD Board including goals & priorities (20 min.)
- B. Discuss results of the community survey (20 min.)
- C. Discuss PARC's role with TCSD's marketing/communication efforts regarding sponsored activities such as the speaker series and/or future events/activities (25 min.)
- D. Discuss/consider future presentations to the Board (5 min.)
- E. Discuss/consider PARC regular and possible special meeting schedules (5 min.)
- F. Commissioner reports (5 min.)
- G. GM report (5 min.)

6. CONSENT CALENDAR

- A. Approve June 7 & 12, 2024 meeting minutes

7. FUTURE PARC AGENDA ITEMS

8. ADJOURNMENT

NEXT PARC MEETING

August 9, 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 July 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 through 5G, and Consent 6A.

REGULAR BUSINESS

5A. Discuss possible follow-up actions from the joint meeting with the TCSD Board including goals & priorities

The Board and PARC held a joint meeting on July 10th. At the meeting, the Board provided more clarification to PARC regarding its missions/priorities. Both bodies also discussed mutual goals and priorities. Board members who were able to attend the joint meeting will provide a summary of the meeting as well as discuss possible follow-up actions for PARC consideration. For your reference, attached are PARC's 2024 Goals & Priorities and the status update report on the Board's 2024 Goals & Priorities.

ACTION: Discuss possible follow-up activities.

5B. Discuss results of the community survey

The Board of Directors received and discussed the results of the recently concluded community survey at their June 12th meeting. PARC held a special meeting concurrently at the Board meeting to allow PARC members to actively participate in the survey results discussion. This meeting will be the first opportunity for PARC to discuss the community survey results since the June 12th meeting.

ACTION: Conduct discussion.

5C. Discuss PARC's role with TCSD's marketing/communication efforts regarding sponsored activities such as the speaker series and/or future events/activities (25 min.)

At the joint meeting, the Board discussed its goals and priorities for 2024. Two goals pertained to communications:

- 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
- 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.

At the joint meeting, the Board indicated that PARC may want to provide input to staff on implementing these goals. PARC may also desire to further discuss the role of PARC in marketing current and future events/activities. Staff will provide a status update on the implementation of these two Board goals.

ACTION: Conduct discussion and provide feedback to staff.

5D. Discuss/consider future presentations to the Board

At the joint meeting, the Board reiterated it would like to hear updates from PARC on a monthly or bi-monthly basis. Previously, PARC designated Commissioners to make and/or attend the presentations to the Board at the various meetings. The Board meets the 2nd Wednesday of every month.

Action: Designate PARC members to attend the various Board meetings.

5E. Discuss/consider PARC regular and possible special meeting schedules

PARC regularly meets the 2nd Friday of every month. However, the next regular meeting is August 9th which is the last Creekside Friday. Staff would like PARC to cancel the August 9th meeting and select an alternative date to meet. The regular PARC meeting schedule for the remainder of the year (Sept.-Dec.) does not have any conflicts with TCSD events. However, October 11th falls on a religious holiday (Yom Kippur) and PARC may want to consider an alternative date.

ACTION: Discuss/consider meeting schedule for the remainder of the year.

5F. 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.

5G. GM Report

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

ACTION: Receive report.

CONSENT CALENDAR

6A. Approve June 7 and 12, 2024 meeting minutes

ATTACHMENTS

- A. PARC 2024 Goals & Priorities
- B. BOARD 2024 Goals & Priorities
- C. June 7th and June 12th 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.*

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

STATUS UPDATE ON 2024 GOALS & PRIORITIES (not in order of priority)

1) Conduct community survey

Status: Survey completed in April 2024 with the results discussed at the June 12th Board meeting. After a lengthy discussion, the Board decided no specific follow-up actions were needed.

2) Develop masterplan for the Tam Valley Community Center

Status: Staff is developing a process for Board consideration. We are speaking with a local landscape architect to obtain his input on the process. At the August 2024 Board meeting, we anticipate having a recommended process for Board approval.

3) Evaluate the feasibility of acquiring the Cabin property from the County of Marin

Status: Staff is in discussions with Marin County Parks. As the transfer of property will require assistance from other County departments such as Public Works and Community Development Agency, County Parks staff has reached out to these departments for assistance in responding to issues/questions raised in our discussions as well as the process. Staff has requested a proposal from an architect to prepare a conceptual design and cost estimate for improvements needed to make the Cabin accessible. The cost estimate is needed for the County and TCSD to better understand the total cost of rehabilitation.

4) Adopt Emergency Operations Plan (Disaster Preparedness and Response Plan)

Status: This remains a work in progress. Staff is working on an Emergency Operations Plan for the continuity of operations. We have reached out to other agencies for copies of their plans. We anticipate having a draft plan for Board review by the end of the year.

In the interim, we have met with NRG and SMFD to coordinate the use of the Community Center as a resource for the community in times of an emergency such as a warming center or for emergency use. SMFD also parks their emergency trailer in the Community Center parking lot. All staff now have ID cards to identify staff as Disaster Service Workers for use in emergencies.

- 5) Provide clear mission/priorities to the Parks & Recreation Commission (PARC)

Status: The Board reviewed and approved PARC's 2024 Goals and Priorities (i.e., workplan) in February 2024. A special joint meeting with PARC is scheduled for July 10, 2024 to address this goal.

- 6) Explore feasibility of solar panels for the TCSD corporation yard

Status: Staff met with a firm, referred by Nute Engineering, to discuss the feasibility of solar panels. The firm is analyzing TCSD's energy usage to develop a proposal.

- 7) Develop measures of success (performance) for wastewater projects

Status: Nute Engineering is in the process of researching and compiling data to "normalize" the flow peaks and flow totals by the rainfall events for comparisons overlaid with improvements over time. We are also researching SSO's over the years to evaluate if improvements helped to reduce SSO's. We should have measures for Board review in September.

- 8) Explore opportunities for shared services with other special districts

Status: CalRecycle recently approved the \$535,781 SB 1383 local assistance regional grant. The regional grant is a good example of a shared serviced model. TCSD, as the lead agency, applied for and received the grant on behalf of seven special districts including TCSD. The grant is for compliance and enforcement activities required under SB 1383. With regard to other shared services, staff will be exploring this concept 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

Status: We added QR codes for newsletter sign-ups to the postcards for events and added QR codes on the tables at Creekside Fridays. We are in the process of developing a contest for new sign-ups to the newsletter with posters with QR codes to be posted at the parks, facilities, and events. We also plan to include QR codes for education and outreach materials for SB 1383.

- 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.

Status: We have invited other agencies to have booths at Creekside. To date, County Parks and Open Space, One Tam Marin, SMFD, and Firesafe Marin have participated. With

limited staffing it is very difficult to try to staff a TCSD booth beyond the Board and PARC tables. That being said, we are in the process of exploring options. It should be noted that the SB1383 Regional Grant does include outreach/education materials as well as program development to encourage diversion from landfills.



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TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES

FRIDAY, JUNE 7, 2024, 3:00 P.M.

1. **CALL TO ORDER**

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:07 P.M. on Friday, June 7, 2024, by Chair Rosenblatt.

2. **ROLL CALL**

Commissioners:

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

Absent: Michael Bogart

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

Others Present: Camille Esposito, Events and Communications Coordinator

3. **APPROVE AGENDA**

MOTION TO APPROVE THE AGENDA

M/S: P. KEON/V. JORDAN

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

Camille Esposito, Events and Communications Coordinator, summarized and provided an update on the promotional efforts for TCSD events, and specifically the speaker series. She mentioned that the quarterly garden talk events should be promoted separately from the speaker series. There was a discussion on the process to create an event and then to promote the event, particularly who is responsible for what. Typically, an idea for an event will come from a commissioner(s). If there is consensus among the Commission to move forward with the event, the full Commission, and its collective knowledge, will review and approve promotional concepts. An individual commissioner will act as a point person with staff to promote the event. Ultimately, staff will finalize promotional materials consistent with TCSD policies, procedures and editorial standards.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

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

GM Toy summarized the survey results and asked the Commission to contemplate what potential questions to ask the Board during their June 12th meeting. Possible discussion topics included special events and park regulations, and what would the Board prefer the Commission to do regarding follow-up on those topics. Four commissioners indicated their ability to attend the meeting. Chair Rosenblatt and Vice-Chair Keon will take the lead in asking questions.

Chair Rosenblatt invited public expression. There was none.

- C. Discuss/consider proposed topics for joint PARC/TCSD Board meeting on July 10th
The Commission and the Board of Directors will have a joint meeting on July 10th, and the following are possible discussion topics:

- Survey results
- Community Center master plan
- Special Events
- Flamingo Park
- Policies

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

- D. Commissioner reports
Commissioner Wisner discussed the upcoming speaker series event.

- E. GM report
GM Toy provided an update TCSD projects, parks, events and activities, and the budget.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

6. CONSENT CALENDAR

- A. Approve minutes of May 24, 2024 meeting

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: P. KEON/V. JORDAN

AYES: 4

NAYS: 0

ABSENT: 1

7. FUTURE PARC AGENDA ITEMS (July 12th meeting)

- A. Debrief Joint Meeting with the Board
B. Community survey results

C. PARC meeting schedule

Next meeting of the Commission will be a special joint meeting with the Board of Directors at the Tam Community Center on July 10, 2024, at 6:00 P.M.

8. ADJOURNMENT

MOTION TO ADJOURN

M/S: P. KEON/M. WISNER

AYES: 4

NAYS: 0

ABSENT: 1

MEETING ADJOURNED AT 4:31 P.M.

Approved by Commission on: _____



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TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING

MINUTES

WEDNESDAY, JUNE 12, 2024, AT 7:00 P.M.

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order by Chair Rosenblatt at 7:02 pm on Wednesday, June 12, 2024.

2. ROLL CALL

Commissioners:

Present: Michael Bogart, Vice-Chair Pam Keon, Chair Erin Rosenblatt, Michael Wisner.

Absent: Valerie Jordan

Other attendees: Board President Steffen Bartschat, Vice president Matt McMahon, Directors Jeff Brown, Jim Jacobs, Steve Levine

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear; Finance and Programs Manager, Sarah Mehtar; TCSD Clerk, Natalie Callahan

Others present: Lucia Del Puppo, Sr. Vice President, FM3 Research

3. APPROVE AGENDA

MOTION TO APPROVE AGENDA

M/S: P. KEON / M. BOGART AYES: 4 (M. BOGART, P. KEON, E. ROSENBLATT, M. WISNER)

NAYS: ABSENT: 1 (V. JORDAN)

4. REGULAR BUSINESS:

- A. Attended TCSD Board meeting to participate in the discussion of Board agenda item 5A "Report on the results of the community survey." Lucia Del Puppo, Sr. Vice President, FM3 Research, reported on the results of the recently conducted community survey. The survey

was conducted from April 22 to May 2, 2024. FM3 surveyed 263 residents in the District via telephone or on-line interviews.

Below are the FM3's general findings from the survey.

- TCSD voters have a very positive view of the District and are highly satisfied with the services offered, although they are most familiar with the solid waste services. Those who have had contact with the District are very satisfied with the service they received.
- Eastwood Park is most visited, and voters are highly satisfied with the open space and walking paths in both Kay and Eastwood parks.
- Ensuring bathrooms are clean is a top priority for voters.
- When it comes to dogs, majorities favor designated off-leash areas where dogs can be under voice control.
- Most respondents have attended a TCSD event with live music and Creekside Fridays the most common favorites.
- Voters are interested in a wide array of additional events, particularly Hazardous Waste Days and more activities for adults.
- Additionally, a wide majority across demographic groups were interested in a new centrally located park.
- Voters most want to see the District continuing to focus on waste and recycling events, its current services, wastewater and parks in the coming years.

The PARC Commissioners, Board, staff discussed and asked questions of Lucia Del Puppo.

Public comment: Tam Valley resident, Ms. Wisner, commented on her concern with dogs off leash at the parks.

5. FUTURE PARC AGENDA ITEMS

6. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 8:20 PM

Approved by Commission on: _____