



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING AGENDA

THURSDAY, AUGUST 8, 2024

SPECIAL MEETING AT 3:30PM-5:00PM (time approximate)

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

*(Note: the regular PARC meeting on Friday 8/9/24 is canceled)*

1. CALL TO ORDER

2. ROLL CALL

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

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/consider revisions to 2024 goals & priorities (15 min.)
- B. Discuss/consider TCSO's marketing/communication efforts, event schedule, and other activities (25 min.)
- C. Discuss signage in Eastwood Park (10 min.)
- D. Discuss potential improvements to the Rock Garden at Flamingo (10 min.)
- E. Discuss/consider future presentations to the Board (5 min.)
- F. Discuss/consider PARC regular and possible special meeting schedules (5 min.)
- G. Commissioner reports (5 min.)
- H. GM report (5 min.)

6. CONSENT CALENDAR

- A. Approve July 19, 2024 meeting minutes

7. FUTURE PARC AGENDA ITEMS

8. ADJOURNMENT

NEXT PARC SPECIAL MEETING

September 13, 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 August 8, 2024**

**TO: PARKS AND RECREATION COMMISSION (PARC)**  
**FROM: GARRETT TOY, GENERAL MANAGER**  
**SUBJECT: STAFF REPORT FOR ITEMS 5A - 5H and Consent Calendar**

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This is the staff report for Agenda Items 5A through 5G, and Consent 6A.

**REGULAR BUSINESS**

**5A. Discuss/consider revisions to 2024 goals & priorities.**

The Board and PARC held a joint meeting on July 10<sup>th</sup>. At the meeting, the Board provided more clarification to PARC regarding its missions/priorities. Both bodies also discussed mutual goals and priorities. At the July 19<sup>th</sup> PARC meeting, Commissioners discussed the merits of revising its 2024 Goals & Priorities based on the direction received from the Board at the joint meeting.

**ACTION:** Discuss possible revisions.

**5B. Discuss/consider TCSD's marketing/communication efforts, event schedule, and other activities.**

At its July 19<sup>th</sup> meeting, PARC discussed the need to have a better understanding of planned TCSD events. PARC also discussed how to enhance communications with residents. One idea discussed was a door hanger. For your reference, attached is the tentative schedule of TCSD events for 2024. The TCSD Event and Communications Coordinator will attend the meeting to provide a brief update on the event schedule and to answer questions.

**ACTION:** Discuss and provide direction to staff.

**5C. Discuss signage in Eastwood Park**

At its July 19<sup>th</sup> meeting, PARC discussed the need to review signage at Eastwood Park and make recommendations to staff regarding additional signage, revisions, and/or consolidation of existing signage.

**ACTION:** Discuss and provide direction to staff.

**5D. Discuss potential improvements to the Rock Garden at Flamingo**

At its July 19<sup>th</sup> meeting, PARC suggested a future agenda item to begin discussing potential improvements for the Rock Garden. The FY24-25 CIP budget allocated \$15,000 in Measure A funds for potential improvements.

**ACTION:** Discuss and provide direction to staff.

**5E. Discuss/consider future presentations to the Board**

Previously, PARC designated Commissioners to make the presentations to the Board for the next two Board meetings (8/14- Commissioner Keon and 9/11- Commissioner Wisner). However, with the recent resignation of Commissioner Wisner due to other time commitments, the Commission may want to assign another Commissioner to attend the meeting. The Board meets the 2<sup>nd</sup> Wednesday of every month.

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

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

PARC's regularly scheduled meeting is the 2<sup>nd</sup> Friday of every month. However, from time to time, the Commission has canceled its regular meeting and held a special meeting to accommodate Commissioner and/or TCSD staff schedules. At the last PARC meeting, the Commission discussed the possibility of changing its regular meeting schedule to allow the TCSD Events and Communications Coordinator to attend more meetings. The Friday regular meeting often conflicts with scheduled TCSD Friday events.

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

**5G. 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.

**5H. 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 July 19, 2024 meeting minutes**

**ATTACHMENTS**

- A. PARC 2024 Goals & Priorities
- B. TCSD Event Schedule
- C. July 19, 2024 minutes

**ATTACHMENT A**  
**PARKS & RECREATION COMMISSION (PARC)**  
**ADOPTED 2024 GOALS & PRIORITIES**

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.*"

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**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.

### **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.

**TENTATIVE SCHEDULE OF EVENTS**

2024

(Last Revised 8/01/24)

<b>DATE</b>	<b>EVENT</b>
Every Wednesday 11am – 1pm	Senior Bingo (CC)
First Tuesday of the month (March - May)	Trivia Night at Tam Junktion (discontinued due to lack of attendance and competition)
January 20, 2024 6:30pm-9:30pm	Crab Feed (CC)
February 2&3 6:30pm dinner; 7:30 show	Murder Mystery (CC)
February 9&10 6:30pm dinner; 7:30 show	Murder Mystery (CC)
March 22 6:00pm	Spaghetti Bingo (CC)
March 23 10am – 11:30am	Garden Talk at the Cabin
April 20 all day	Earth Day Event (CC)
May 4 8am -1pm	Debris day, shred day, e-waste (Corp Yard-CC)
May (defer to 2025) 4 shows (Fri-Sat)	Rhubarb Revue (CC) TVIC sponsored
May 18 9am – 1pm	Hazardous Waste Day (Corp Yard-CC)
May 22 6:00pm	Spaghetti Bingo
June 9 4pm – 6pm	Speaker Series #1 (CC)
June 15 10am – 11:30am	Garden Talk at the Cabin
July 24 7pm – 9pm	Speaker Series #2 (CC)
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
September 28 10am – 11:30am	Garden Talk at the Cabin
October 5 8am-1pm	Debris day, shred day (Corp Yard-CC)

## Attachment B

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)
December TBD		Map of lights of Tam Valley





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## TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES FRIDAY, JULY 19, 2024, 3:00 P.M.

### 1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:03 P.M. on Friday, July 19, 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: Steve Levine, resident

### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA**

**M/S: P. KEON/M. WISNER**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1**

### 4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items.

Steve Levine indicated he was speaking as a resident and not a Board member. Mr. Levine mentioned the community survey discussion at the recent Board meeting. He suggested the survey results on the dogs off leash in a designated area were unclear and recommended the Commission research the issue more. He suggested the Commission look into the parking rules around Eastwood Park. Park goers disregarded posted rules and suggested the Commission to come up with ways to enforce violations.

Chair Rosenblatt closed public comment.

### 5. REGULAR BUSINESS

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

Vice-Chair Keon summarized the discussion, specifically mentioning the following:

- PARC should take the initiative on issues
- Reviewing the goals and priorities is recommended
- PARC's focus on parks allows the Board to focus on solid waste and wastewater issues
- PARC serves as a conduit of the community.

- The Commission should update the Board monthly and schedule an annual joint meeting with the Board.
- PARC should be involved with the Community Center master planning process to provide ideas and a shared vision
- The predictability of the Commission's meeting schedule is important. Meetings should take place on the same day of the month and not be dependent on the availability of all five Commissioners

GM Toy discussed the Master Plan process and the goals of the community center property space.

The Commission will discuss the following at the next meeting:

- Review the Commission's current goals and priorities and come back with proposed changes
- Discuss ideas on the Master Plan
- Create a schedule of Commissioners attending the monthly Board meetings

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

#### B. Discuss results of the community survey

Commissioner Jordan reviewed the results and disagreed with many of the conclusions. Specifically, she stated that the wording of the question inquiring about a "centrally located park" was misleading and she disagreed with the conclusion of the question related to dogs under voice control in a specific, designated area. The question was ambiguous. Was the language in the question of a "designated area" referring to the entire park? She views the results that a majority of respondents agree that there should be a designated area for dogs off-lease under voice control. Vice-Chair Keon stated that there should be more concrete information on what people meant and what they want regarding the issue.

GM Toy summarized the Board's discussion on dogs and parking and that they are not planning to take any action on those issues as this time. However, the Commission can always make recommendations to the Board.

The Commission suggested the following:

- Review the signage at Eastwood Park on how to report an issue/concern
- Invite the Humane Society to host a class on how to manage dog space
- Erect a fence between the parking lot on Glenwood Avenue and the park

Commissioner Jordan will review the current signage and return to the next meeting with ideas.

Chair Rosenblatt invited public expression. There was none.

- C. Discuss PARC's role with TCSD's marketing/communications efforts regarding sponsored activities such as the speaker series and/or future events/activities

The Commission discussed other possible marketing/communication efforts to promote events such as a door hanger with a QR code for the newsletter, posters in high-visible/trafficked areas and creating a "welcome packet" to Tam Valley. Camille Esposito, Events and Communications Coordinator, will attend the next PARC meeting to discuss potential marketing and communications efforts in more detail.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

- D. Discuss/consider future presentations to the Board  
Vice-Chair Keon and Commissioner Jordan will attend the 8/14 Board meeting and Commissioner Wisner will attend the 9/11 Board meeting.

- E. Discuss/consider PARC regular and special meeting schedules  
The next regularly scheduled meeting of PARC, 8/9, is cancelled. A special meeting is scheduled for 8/8 at 3:30pm

- F. Commissioner reports  
None provided

- G. GM report  
GM Toy provided an update TCSD projects, parks, events and activities, and the budget. He specifically mentioned the recently refurbished picnic tables.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

## 6. CONSENT CALENDAR

- A. Approve minutes of June 7 & 12, 2024 meetings

### MOTION TO APPROVE THE CONSENT CALENDAR

M/S: M. WISNER/V. JORDAN

AYES: 4

NAYS: 0

ABSENT: 1

## 7. FUTURE PARC AGENDA ITEMS (July 12<sup>th</sup> meeting)

- A. Eastwood Park signage
- B. Community Center Master Plan process
- C. Revised goals and priorities
- D. Flamingo Park project
- E. Events calendar for 2024
- F. Marketing and communication efforts

Next meeting of the Commission will be a special meeting at the Tam Community Center on August 8, 2024, at 3:30pm

8. **ADJOURNMENT**

**MOTION TO ADJOURN**

**M/S: P. KEON/M. WISNER**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1**

**MEETING ADJOURNED AT 4:53 P.M.**

Approved by Commission on: \_\_\_\_\_