



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
info@tamcsd.org ♦ www.tamcsd.org

TCSD PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING MINUTES

THURSDAY, FEBRUARY 6, 2025, 2:00 P.M.

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 2:01 P.M. on Thursday, February 6, 2025, by Vice-Chair Keon.

2. ROLL CALL

Commissioners:

Present: Michael Bogart, Dave Hafferty, and Vice-Chair Pam Keon

Absent: Valerie Jordan and Chair Erin Rosenblatt

Staff Present: General Manager Garrett Toy, Assistant General Manager (AGM) Alan Shear, and Events and Communications Coordinator, Camille Esposito

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

**M/S: D. HAFFERTY/M. BOGART
ROSENBLATT)**

AYES: 3

NAYS: 0

ABSENT: 2 (JORDAN,

4. PUBLIC EXPRESSION

Vice-Chair Keon invited public expression on non-agenda items.

There was none

Vice-Chair Keon closed public comment.

5. REGULAR BUSINESS

A. Review/discuss PARC work/activity plan including past/upcoming events, preliminary budget for FY25-26, and goals & priorities for 2025

Vice-Chair Keon reviewed the updated PARC Activity Plan that included the 2024 accomplishments and new tasks for 2025. Several tasks in the Plan do not have tangible targets attached, as they are more ongoing efforts of the Commission. The challenge is how to separate the task specific items from the ongoing expectations and overall responsibilities of the Commission, such as engaging the community and advising the Board on potential programming. Vice-Chair Keon and AGM Shear will work to update the Activity Plan and create a separate column of ongoing tasks and another column of tangible objectives. An additional update to the Plan is to combine the two bullet points that have a similar subject matter of current recreational programming.

Events and Communications Coordinator Esposito provided an update on upcoming events. She specifically discussed the upcoming Movie Night on February 28 and the licensing pricing of potential movie selections. After a discussion, the Commission selected a Wallace and Gromit movie.

Esposito also discussed Murder Mystery and the Crab Feed with the possibility of changing the timing of both events due to crab season opening later each year. The Crab Feed would occur later in the calendar and Murder Mystery would take place earlier in the year.

GM Toy provided a brief overview of the preliminary budget process. He reminded the Commission that the FY24-25 budget includes an allocation of \$5,000 for Speaker Series related expenses and \$15,000 for any improvements to the Flamingo Park/Rock Garden. The FY25-26 budget will be discussed in more detail at the March Commission meeting.

Vice-Chair Keon updated the Commission on the upcoming Speaker Series, including the presentation in April by the Marine Mammal Center. The final date is still pending based upon the audio/visual needs of the presenter and the availability of a facilities attendant. More information will be provided to staff on the audio/visual needs. Also, Keon will add a slide at the conclusion of the PowerPoint presentation that includes an email address to sign-up for the TCSD newsletter.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none.

Commissioner Jordan showed up at 2:13 P.M.

B. Update on the community center masterplan

GM Toy discussed the Community Center Master Plan process and the upcoming special PARC meeting with the Board when landscape architect Kevin Conger returns with conceptual plans based on feedback received in November. Toy summarized the format of the meeting and stated that the Commission will have an opportunity to provide comments to the Board during the meeting.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none

C. Discuss update on research on a shade structure or a sunshade in Kay Park

GM Toy confirmed the sunshade recommendation from PARC for inclusion in the Commission report to the Board. There is no specific timeframe for the sunshade purchase and installation, but it will be completed prior to summer.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none

D. Discuss improvements to the Rock Garden at Flamingo

Commissioner Hafferty distributed the summary of the comments he received from the other commissioners regarding their ideas, themes, and features submitted for the Rock Garden improvements. The summary also included the constraints of the site. There was one constraint added to the list which was the Flood Control District levee project. This list will return to the Commission on the March agenda for additional comments and then go to the Board for their April meeting. The open house seeking public input on the Rock Garden will occur after the Board provides feedback.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none.

E. Commissioner reports

Commissioner Jordan gave an update on her efforts to contact agencies to provide local services/lectures/information about Caregiver Respite services in Tam Valley.

F. GM report

GM Toy provided an update to TCSD projects, parks, events and activities, and the budget. The update also summarized the effort by TCSD to amend the current use permits 203 Marin Ave (Community Center) and 305 Bell Ln. He stated that the Design Review Board (DRB) will consider both permit applications at their March 5 meeting at the Community Center.

A question was asked about signage for the "Tam Tuesday" Speaker Series. Specifically, how can the type of reusable signs for TCSD events promote the Speaker Series. Events and Communications Coordinator Esposito will research the topic.

The Commission asked questions of staff.

Vice-Chair Keon invited public expression. There was none.

G. Discuss next report to the TCSD Board

GM Toy recommended having a commissioner present the report to the Board at the next meeting. Commissioner Jordan will make the presentation. Commissioner Hafferty will write the next report to the Board for inclusion in the March meeting agenda packet.

6. **CONSENT CALENDAR**

A. Approve minutes of January 16, 2025, meeting.

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: V. JORDAN /D. HAFFERTY

AYES: 4

NAYS: 0

ABSENT: 1 (ROSENBLATT)

7. FUTURE PARC AGENDA ITEMS (March 6th meeting)

- A. PARC Activity Plan for 2025
- B. Flamingo Park/Rock Garden project
- C. FY25-26 Budget

8. ADJOURNMENT

MOTION TO ADJOURN

M/S: V. JORDAN /M. BOGART

AYES: 4

NAYS: 0

ABSENT: 1 (ROSENBLATT)

MEETING ADJOURNED AT 3:10 P.M.

Approved by Commission on: 03/05/25