



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
Parks and Recreation Commission
February 6, 2025

TO: PARKS AND RECREATION COMMISSION (PARC)
FROM: GARRETT TOY, GENERAL MANAGER
ALAN SHEAR, ASSISTANT GENERAL MANAGER
SUBJECT: STAFF REPORT FOR ITEMS 5A – 5G and Consent Calendar

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

REGULAR BUSINESS

5A. Review/discuss PARC work/activity plan including upcoming events, preliminary budget for FY25-26, and goals & priorities for 2025.

This is a standing agenda item to review PARC's progress in meeting its annual goals. Attached is an update prepared by Vice Chair Keon. PARC may also want to discuss upcoming events such as the speaker series and, begin discussions regarding the preliminary budget for FY25-26, and goals & priorities for 2025.

ACTION: Discuss and provide direction to staff.

5B. Update on the community center masterplan process.

CMG Landscape Architecture will conduct the next community center workshop at 5:30pm on February 12th prior to the Board meeting. PARC indicated it would like to schedule a special meeting concurrent with the workshop to allow PARC to participate as body.

ACTION: Discuss community center masterplan.

5C. Discuss update on research on a shade structure or a sunshade in Kay Park.

After a review of options, Commissioners agreed to recommend that the TCSD Board approve the purchase of a center post design sunshade structure (18 ft. x 18 ft. x 10 ft.) from Miracle Play Systems for approximately \$13,000, to be installed by Playground Unlimited (approx. \$9,000) with which TCSD has worked previously.

ACTION: Discuss the next steps.

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

This is an on-going agenda item. Commissioner Hafferty will make a follow-up report on his research. The FY24-25 CIP budget allocated \$15,000 in Measure A funds for potential improvements.

ACTION: Discuss and provide direction to staff.

5E. 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.

5F. GM report

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

ACTION: Receive report.

5G. Discuss the next report to the TCSD Board.

PARC reports on its activities at the monthly Board meetings. The next update is scheduled for the February 12th Board meeting. PARC indicated it would prefer to provide the Board with a written report and then be available to answer questions at the next Board meeting. Commissioner Jordan has prepared the attached written report from the January 16th PARC meeting.

ACTION: Discuss update process for future Board meetings.

CONSENT CALENDAR

6. Approve January 16, 2025, meeting minutes

ATTACHMENTS

- A. Activity Plan update
- B. Updated speaker series schedule
- C. PARC report
- D. January 16, 2025, minutes



PARC ACTIVITY PLAN – 2025
DRAFT 02 03 2025

GOAL	ACTION	STATUS	TASKS	NOTES
Assist and advise the District on policies relevant to Ordinance No. 94 and Ordinance No. 99:	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.	_____ _____ _____	<ul style="list-style-type: none"> • Advise Board on Community Center Master Plan • Develop new park infrastructure for Flamingo Park • Encourage Parks and Recreation users to attend PARC meetings, and share perspectives with PARC commissioners. 	Consider opportunities beyond newsletter and sign
	Advise Board of Directors regarding modification of existing policies and/or creation and implementation of new policies that support the mission to protect and enhance a healthy community and reflect the preferences and expressed needs of TCSD residents.	_____ _____ _____	<ul style="list-style-type: none"> • Continue gathering information from multiple sources to identify optimal balance of public engagement and the existing TCSD facilities • Advise 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, with consideration to opportunities including but not limited to: Senior programs / activities; Commissioner “sponsored” events and/or activities; Sustainability-related activities or topics; Community Garden; Farmers’ Market; Adopt a Park program; Bocce Ball Court 	
	<ul style="list-style-type: none"> • Develop new programming to serve diverse needs of the community 	_____		
	<ul style="list-style-type: none"> • Assess, advise and support TCSD volunteer program. 	_____		
	<ul style="list-style-type: none"> • Advise TCSD Board of Directors of any potential opportunities for increased revenue through PARC programming. 	_____		

The mission of Tamalpais Community Services District is to protect and enhance a healthy community in Tamalpais Valley.



GOAL	ACTION	STATUS	TASKS	NOTES
		—————	<ul style="list-style-type: none"> Advise and support TCSD Board of Directors and management regarding effective public outreach. 	
		—————	<ul style="list-style-type: none"> Identify opportunities to enhance community education about and understanding of policies, rules and management of parks and facilities 	Reviewed Eastwood Park signage.

COMPLETED

GOAL	ACTIONS
Assist and advise the District on policies relevant to Ordinance No. 94 and Ordinance No. 99:	<ul style="list-style-type: none"> 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. Evaluated usage of parks and other TCSD facilities. Reviewed existing Parks and Recreation policies. Advised on 2024 Community Survey. Review results of 2024 Community Survey. Reviewed 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 Reviewed annual calendar of recreational events, and developed understanding of past events that are not currently occurring Conducted onsite inspections of each park and other recreational assets, excluding open space parcels Elicited perspectives and priorities of each member of the Board of Directors.
	<ul style="list-style-type: none"> Use information gained through strategies above to advise Board of Directors regarding modification of existing policies and/or creation and implementation of new policies that support the mission to protect and enhance a healthy community and reflect the preferences and expressed needs of TCSD residents. Developed understanding of the vision of the Board of Directors and opportunities and needs for a new community gathering place. Advised, contributed to and assisted in completion of TCSD 2024 Community Survey. Created and implemented monthly Speaker Series. Created and implemented quarterly Garden Talks. Coordinated Marin Humane conducting Good Canine Citizen workshop.

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February 3, 2025
PARC Commissioner Report

SPEAKER SERIES – “TAM TUESDAYS”

Since its inception in June 2024, the following have occurred:

- 6/9/24 *“Pirates of Sausalito: Houseboat Wars Murder Mystery”*
Speaker: Local author – John Byrne Barry (Tam Valley resident)
Subject Area: Local history
- 7/24/24 *“Basics on Writing”*
Speaker: Local screenwriter – Michael Wisner (Tam Valley resident)
Subject Area: Communication Skills; Arts
- 9/24/24 *“Aging in Place”*
Speaker: Marin Villages Executive Director – John Power
Subject Area: Seniors
- 10/15/24 *“California Ballot Initiatives Review”*
Speaker: Lynn Dooley, League of Women Voters
Subject Area: Civics
- 11/12/24 *“Ghosts of the Golden Gate: Now and Then”*
Speaker: Local author - Ted Barone (Tam Valley resident)
Subject Area: Local History; Photography
- 1/21/25 *“Tam Valley: The Era of Constant Change, 1940’s -1960’s”*
Speaker: Local author and historian – Lissa McKee (Tam Valley resident)
Subject Area: Local history

Upcoming presentations:

- 2/25/25 *“Monarch Butterflies: May They Feel at Home in Tam Valley”*
Speaker: Local environmentalist, former NPS Ranger Mia Monroe (Tam Valley resident)
Subject Area: Environment
Note: Mia and Michael Bogart are collaborating to distribute free native milkweed plants and seeds to attendees.
- 3/18/25 *“Creating Your Green Home”*
Speaker: Green Change Executive Director, Fabrice Florin (Tam Valley resident)
Subject Area: Environment
- 4/22/25 * *“Marine Mammal Center: Research and Rehabilitation”*
Speaker: Marine Mammal Center Public Program Coordinator, Krystal Krucic
Subject Area: Marine Environment
- 5/13/25 *“History of the Mountain Play”*
Speaker: Eileen Grady
Subject Area: Local History; Dramatic Arts

In addition, Tam Valley resident Howard Rheingold, “father of virtual communities” has agreed to speak about Artificial Intelligence. This has yet to be scheduled.

Efforts continue to identify a low or no-cost speaker about PRIDE for June 2025.

The Speaker Series will pause in July 2025 for an evaluation of the program and its sustainability.

* This event may be rescheduled to April 15th, as Casey is unable to work on April 22nd.

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ADDITIONAL UPCOMING EVENTS

Saturday, March 22nd

Garden Talks
Speaker: Michael Bogart
Quarterly talks specific to the season.

Saturday, May 10th

"Good Canine Citizen"
Presenter: Marin Humane
This one-time workshop for dog owners takes place at Eastwood park and will review skills and attributes that optimize simultaneous use of the park by multiple constituencies.
Note: There may be a minimal fee, to be paid directly to Marin Humane.

PARC Meeting January 16, 2025

Public Comment:

Jim Kasper described and recommended repairs to the Farm Trail Road. TCS D will ask North Bay conservation Corp for an estimate.

Meeting Highlights:

For 2025, Erin Rosenblatt will continue as PARC Chair and Pam Keon as Vice Chair.

PARC's work plan will be updated for the next commission meeting, reflecting new and achieved goals.

After a review of options, Commissioners agreed to recommend that the TCS D Board approve the purchase of a center post design sunshade structure from Miracle Play Systems for Kay Park, to be installed by Playground Unlimited with which TCS D has worked previously.

Commissioners continued discussion of proposals for Flamingo Park/Rock Park. Commissioner Dave Hafferty will develop a report on the limitations for construction/water/access, after which Tam Valley residents will be invited to an onsite "open house" to share their thoughts.

Marin Humane has agreed to hold a one-time low cost or free Canine Good Citizen workshop at Eastwood Park on the morning of Saturday, May 10th.

Commissioner Valerie Jordan has consulted with Tam Valley resident and former Council on Aging Commissioner, Fred Silverman, and has contacted the Mill Valley Library about agencies which might partner with TCS D to provide local services/lectures/information about Caregiver Respite services.

PARC declined to pursue at this time a request from pickle ball players to install shade coverings over the benches inside the tennis courts.

There was continued discussion of the Speaker Series, marketing tools and the intention to evaluate the sustainability of the program at the end of the first 12 months.

It was agreed that written summaries of PARC meetings will be submitted to the TCS D Board in advance of their meetings, in lieu of monthly verbal reports from PARC, with the option for the Board to invite PARC to present in person as needed. (This is the first of the written reports.)

Upcoming events include:

Tuesday, February 25th, Speaker Series, Mia Monroe: Monarch Butterflies in Tam Valley

Friday, February 28th, Movie Night

Tuesday, March 18th, Speaker Series, Fabrice Florin: Creating Your Green Home

Friday, March 21st, Spaghetti Bingo

Saturday, March 22nd, Garden Talks, Michael Bogart

Saturday, May 10th, Good Canine Citizen workshop, Marin Humane

Tuesday, May 13th, Speaker Series, Eileen Grady: History of the Mountain Play

Next Meeting: Thursday, February 6, 2025, 2:00 pm



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING MINUTES THURSDAY, JANUARY 16, 2025, 3:00 P.M.

1. **CALL TO ORDER**

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 3:02 P.M. on Thursday, January 16, 2025, by Chair Rosenblatt.

2. **ROLL CALL**

Commissioners:

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

Absent: Dave Hafferty

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

Others Present: Jim Kasper

3. **APPROVE AGENDA**

MOTION TO APPROVE THE AGENDA

M/S: V. JORDAN/M. BOGART AYES: 4 NAYS: 0 ABSENT: 1 (HAFFERTY)

4. **PUBLIC EXPRESSION**

Chair Rosenblatt invited public expression on non-agenda items.

Jim Kasper provided the history of the trail at Eastwood Park. He then requested the renovation/improvement of the trail steps.

The Commission asked questions about trail access and signage.

Chair Rosenblatt closed public comment.

Commissioner Hafferty arrived at 3:06 P.M.

5. **REGULAR BUSINESS**

A. Discuss/consider selection of new chair and vice-chair

GM Toy stated that the Commission should review its Chair and Vice-chair selections annually.

After a brief discussion, the Commission took the following action:

MOTION TO REAPPOINT CHAIR ROSENBLATT AS CHAIR AND VICE-CHAIR KEON AS VICE-CHAIR FOR 2025

M/S: V. JORDAN/M. BOGART AYES: 5 NAYS: 0 ABSENT: 0

B. Review/discuss PARC work/activity plan including past/upcoming events and activities

Vice-chair Keon stated that she will update the accomplishments for 2024 on the work plan and provide a revised plan for 2025, which will be discussed at the February PARC meeting. She will also update the upcoming speaker series events, including a “Canine Citizenship” class provided by the Marin Humane Society. The one-time class will attempt to assist dog owners to bring their dogs under voice control. Commissioner Jordan will provide information on her efforts to bring respite care program(s) to Tam Valley.

Events and Communications Specialist Esposito provided an update on the following upcoming events:

- Murder Mystery – Beginning January 31
- Movie Night – February 28
- Spaghetti Bingo – March 21
- Garden Talk – March 22

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

C. Update on the community center masterplan

GM Toy discussed the Community Center Master Plan process and stated that landscape architect Kevin Conger will return to the Board with conceptual plans at the February 12th meeting, scheduled for 5:30 P.M. The preliminary plans will be part of the agenda packet distributed prior to the meeting. Toy stated that for the Commission to discuss the conceptual plans as a Commission, a special PARC meeting will be scheduled for the master plan discussion at 5:30 P.M on the 12th.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

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

Senior Parks Maintenance Worker Everhart distributed a summary of the shade structure quotes and options he has received during the past several months.

The Commission asked questions of staff. After discussing the options, the Commission selected the shade structure measured at 18x18x10 with the center post, from Miracle Play Systems, at a cost of \$12,643. The Commission also selected to have it installed by Playground Unlimited at a cost of \$8,673. The Commission recommended a neutral color of beige.

Chair Rosenblatt invited public expression. There was none.

MOTION TO RECOMMEND TO THE TCSD BOARD OF DIRECTORS TO PURCHASE A BEIGE SUN SHADE FOR KAY PARK FROM MIRACLE PLAY SYSTEMS AT A COST OF \$12,643.00 AND INSTALLATION SERVICES FOR THE SUN SHADE FROM PLAYGROUND UNLIMITED AT A COST OF \$8,673.00

M/S: E. ROSENBLATT/ V. JORDAN

AYES: 5

NAYS: 0

ABSENT: 0

E. Discuss improvements to the Rock Garden at Flamingo

Senior Parks Maintenance Worker Everhart stated he has been unable to speak with the next door neighbor to the Rock Garden who mentioned an interest in replacing the fence between both properties.

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. Vice-chair Keon suggested inviting the community to an open-house event on a Saturday at the Rock Garden to solicit input and suggestions for improvements. Vice-chair Keon and Commissioner Jordan volunteered to summarize the constraints of the site, as well as the proposed improvements under consideration by PARC. Commissioner Hafferty will compile the constraints and proposed options, as well as a condensed summary of the suggested themes and what can go into the Rock Garden space. Hafferty will present the summary for discussion at the next Commission meeting with the intent of hosting an open-house event in March or April.

Chair Rosenblatt invited public expression. There was none.

F. Commissioner reports
None provided

G. GM report including Eastwood Park

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 permit for the Community Center (203 Marin Ave).

Toy also mentioned that a group of pickleball players want a shade structure on the Eastwood Park courts to cover the benches/waiting area. Comments from Commissioners included that whichever shade structure is selected, it needs to be professionally installed, and nothing should be attached to the fence. The Commission was not in favor of a shade structure but agreed that the group of players are welcome to speak to the Commission. It was also suggested to move the benches outside of the fenced-in court area.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

H. Discuss next report to the TCSD Board

Commissioner Jordan suggested that the reports to the Board should consist of a written report, utilizing a report template. The report should be submitted as part of the Board agenda packet, so the Directors have an opportunity to review the report prior to the meeting. If there are any questions from the Board, a commissioner can attend a subsequent Board meeting to answer the questions.

6. **CONSENT CALENDAR**

A. Approve minutes of December 5, 2024, meeting

Commissioner Jordan requested a correction to the minutes discussing her report on distributing the TCSD door hangers to residents. Specifically, she received feedback from residents regarding a lack of local respite care programs/activities in Tam Valley, not transportation services as stated in the minutes. Commissioner Jordan stated she'll research and contact providers of respite care programs/activities to determine interest in providing those services in Tam Valley.

MOTION TO APPROVE THE CONSENT CALENDAR WITH THE AMENDED MINUTES REFLECTING COMMISSIONER JORDAN'S COMMENTS

M/S: P. KEON/V. JORDAN AYES: 5 NAYS: 0 ABSENT: 0

7. **FUTURE PARC AGENDA ITEMS (February 6th meeting)**

- A. Shade structure update
- B. Flamingo Park/Rock Garden project
- C. Respite support for Seniors

8. **ADJOURNMENT**

MOTION TO ADJOURN

M/S: P. KEON/V. JORDAN AYES: 5 NAYS: 0 ABSENT: 0

MEETING ADJOURNED AT 5:18 P.M.

Approved by Commission on: _____