



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING AGENDA

THURSDAY, AUGUST 7, 2025

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, Dave Hafferty, 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. Consider PARC work/activity plan including, but not limited to, upcoming events and schedule, TCSD communications (e.g., newsletter), TCSD programs/activities (e.g., volunteer program), FY25-26 operating and capital budget, and/or goals and priorities for 2025. (20 min)
- B. Discuss the Board's 2025 goals and priorities (15 min)
- C. Discuss upcoming park and facility improvements (5 min)
- D. Discuss improvements such as a mural and other creative ideas in the Rock Garden at Flamingo. (20 min)
- E. Discuss draft job description for part-time coordinator (15 min)
- F. Commissioner reports (5 min)
- G. GM report (5 min)
- H. Discuss the next report to the TCSD Board (5 min)

### 6. CONSENT CALENDAR

- A. Approve July 18, 2025, special meeting minutes

### 7. FUTURE PARC AGENDA ITEMS AND NEXT MEETING SCHEDULE

### 8. ADJOURNMENT

#### PARC SPECIAL MEETINGS

August 13, 2025, at 7:00pm at the Cabin, 60 Tennessee Valley Rd., Mill Valley and  
September 11, 2025, at 3:00pm at the Community Center, 203 Marin Ave., Mill Valley



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Parks and Recreation Commission  
Regular Meeting  
August 7, 2025

TO: PARKS AND RECREATION COMMISSION (PARC)

FROM: GARRETT TOY, GENERAL MANAGER  
ALAN SHEAR, ASSISTANT 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 5H, and Consent

### REGULAR BUSINESS

- 5A. Consider PARC work/activity plan including, but not limited to, upcoming events and schedule, TCSD communications (e.g., newsletter), TCSD programs/activities (e.g., volunteer program), FY25-26 operating and capital budget, and/or goals and priorities for 2025.

This is a standing agenda item to review PARC's progress in meeting its annual goals. PARC may want to discuss upcoming events, communications and promotions, Operating and Capital budget for FY25-26, volunteer program, and/or goals & priorities for 2025. .

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

- 5B. Discuss the Board's 2025 goals and priorities

PARC may want to discuss how they can assist with facilitating the Board's 2025 goals and priorities.

**ACTION:** Discuss role and next steps.

- 5C. Discuss upcoming park and facility improvements

Staff will provide status update on planned improvements.

**ACTION:** Discuss and provide direction, as needed.

- 5D. Discuss improvements such as a mural and other creative ideas in the Rock Garden at Flamingo.

This is a standing agenda item for discussion and updates. Chair Rosenblatt will share her discussions with a muralist and the next steps.

**ACTION:** Discussion and direction.

**5E. Discuss draft job description for part-time coordinator (15 min)**

Staff is working on the job description. We will have a draft available at the PARC meeting.

**ACTION:** Provide feedback to staff

**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 center/cabin, TCSD events/activities, past and upcoming Board meetings, TCSD communications, budget, maintenance, newsletter content, and/or repair projects in park facilities. We will also provide an update on the process for filling expiring PARC member terms.

**ACTION:** Receive report.

**5H. Discuss the next report to the TCSD Board.**

PARC reports on its activities at the monthly Board meetings under "Receive PARC oral report," which is a "standing" agenda item on the Board's regular meeting agenda. The next Board meeting is August 13th at the Cabin. This will also be posted as a special PARC meeting to allow PARC to participate as body to discuss the Cabin masterplan item, which is scheduled for the Board's August 13<sup>th</sup> meeting agenda.

**ACTION:** Discuss reporting at future Board meetings.

**CONSENT CALENDAR**

**6A. Approve July 18, 2025, special meeting minutes**

**ATTACHMENTS**

- A. Work plan
- B. TCSD Board goals and priorities
- C. Mural ideas
- D. July 18, 2025 PARC Minutes



# PARC ACTIVITY PLAN – 2025

**DRAFT** 03 05 2025

CHARGES	ONGOING RESPONSIBILITIES	ACTIONS	STATUS	TASKS
<p>1. Review, make recommendations to and/or advise the District on <b>policies</b> relating Ordinance 94, including the</p> <ul style="list-style-type: none"> <li>• creation</li> <li>• operations</li> <li>• use policies</li> <li>• maintenance</li> <li>• improvements</li> <li>• management</li> <li>• user fees</li> </ul> <p>for all</p> <ul style="list-style-type: none"> <li>• parks</li> <li>• playgrounds</li> <li>• Community Center</li> <li>• Cabin</li> <li>• Trails</li> <li>• open space parcels</li> <li>• community recreation programs</li> <li>• event activities.</li> </ul> <p>This may include modification of existing policies and/or creation and implementation of new policies.</p>	Maintain a thorough understanding of existing TCSD Parks & Recreation assets, including facilities and programs, challenges and opportunities, and the interests and needs of residents in the TCSD community.	Advise Board on Community Center Master Plan.	_____	Attend Board meetings which include consideration of Master Plan.
		Develop new park infrastructure for Flamingo Park.	_____	Schedule and hold Flamingo Park “Open House” for Spring 2025 to solicit community input.
	Support the TCSD mission to “protect and enhance a healthy community.”	Encourage Parks and Recreation users to attend PARC meetings, and share perspectives with PARC commissioners.	_____	Develop strategies beyond newsletter and signs.
	Identify opportunities to enhance community education about and understanding of policies, rules and management of parks and facilities	Assess, advise and support TCSD volunteer program.	_____	<u>TBD</u>
		Monitor Recreation programming and recommend enhancements and/or modifications as indicated, attending to needs of community and sustainability of programming.	_____	Sponsor “Good Canine Citizenship” workshop in May 2025.
	Reflect the preferences and expressed needs of TCSD residents by advising Board of Directors regarding current and potential PARC programming, with particular attention to any programmatic needs to be served or gaps to be filled.		_____	Oversee Speaker Series and Evaluate in June 2025.
		Advise TCSD Board of Directors of any potential opportunities for increased revenue through PARC programming.	_____	Provide monthly reports to Board of Directors.
			_____	Commissioners rotate responsibilities for written and in-person reporting.
			_____	Approve draft plan and submit to Board.
			_____	
2. Provide an annual work plan to the Board for approval.			_____	

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

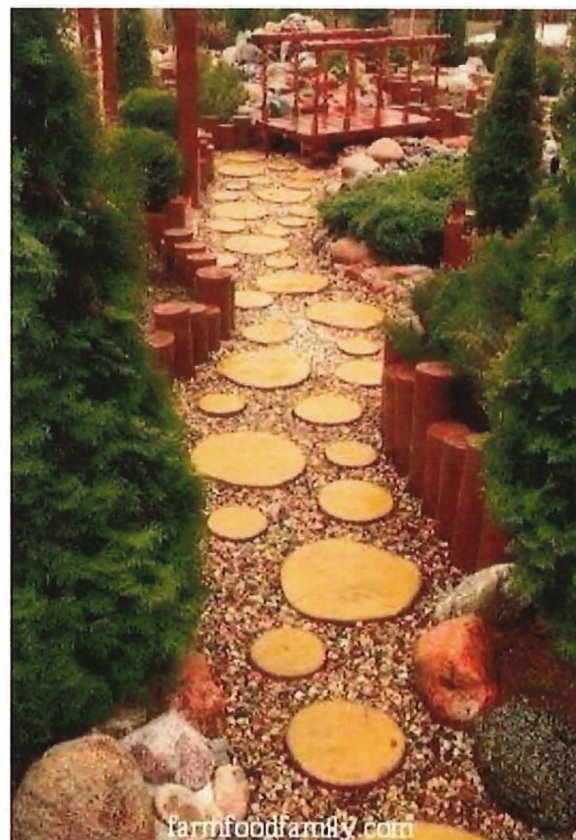


**2024 COMPLETED**

GOAL	ACTIONS
Assist and advise the District on policies relevant to Ordinance No. 94 and Ordinance No. 99:	<p data-bbox="548 423 989 634">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.</p> <p data-bbox="548 870 989 1138">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.</p> <ul data-bbox="1041 423 1925 1089" style="list-style-type: none"> <li>• Evaluated usage of parks and other TCSD facilities.</li> <li>• Reviewed existing Parks and Recreation policies.</li> <li>• Advised on 2024 Community Survey.</li> <li>• Review results of 2024 Community Survey.</li> <li>• Reviewed Parks and Recreation budgets, future anticipated expenditures and sources of revenue.</li> <li>• Meet with key staff relevant to management of Parks and Recreation assets and programs</li> <li>• Reviewed annual calendar of recreational events, and developed understanding of past events that are not currently occurring</li> <li>• Conducted onsite inspections of each park and other recreational assets, excluding open space parcels</li> <li>• Elicited perspectives and priorities of each member of the Board of Directors.</li> <li>• Developed understanding of the vision of the Board of Directors and opportunities and needs for a new community gathering place.</li> <li>• Advised, contributed to and assisted in completion of TCSD 2024 Community Survey.</li> <li>• Created and implemented monthly Speaker Series.</li> <li>• Created and implemented quarterly Garden Talks.</li> <li>• Coordinated Marin Humane conducting Good Canine Citizen workshop.</li> </ul>

## 2025 GOALS & PRIORITIES

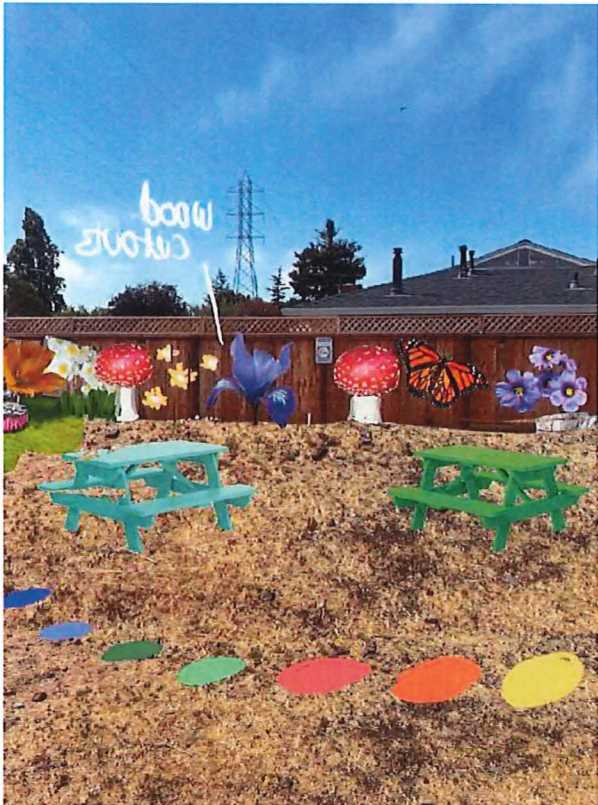
- 1) Develop plan for Cabin Improvements and integrate into the Community Center Masterplan.
- 2) Focus on website improvements to make it more user friendly and easier to navigate
- 3) Develop implementation plan for the Community Center Masterplan including phasing options with Phase I to be completed in FY25-26.
- 4) Activate community support for and participation in TCSD projects/programs/events including volunteer efforts and fund raising.
- 5) Adopt update to the 10 Year Wastewater Financial Plan including an analysis of cost allocations and expansion of sewer lateral inspection program.
- 6) Adopt Emergency Operations Plan (Disaster Preparedness and Response Plan)
- 7) Explore grant opportunities to address climate change/sea level rise with focus on developing pilot/demonstration projects.
- 8) Create more opportunities to collaborate with the Tam Valley Business Community.













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### **TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES**

**FRIDAY, JULY 18, 2025, 3:00 P.M.**

**TCSD Main Office, 305 Bell Lane**

#### **1. CALL TO ORDER**

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:09 P.M. on Thursday, July 18, 2025, by Chair Rosenblatt.

#### **2. ROLL CALL**

Commissioners:

Present: Dave Hafferty, Valerie Jordan, Vice-Chair Pam Keon, and Chair Erin Rosenblatt

Absent: Michael Bogart

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

#### **3. APPROVE AGENDA**

Commissioners commented that the date listed on the agenda, July 10, 2025, was incorrect and the minutes should reflect the correct date of the meeting as July 18, 2025.

#### **MOTION TO APPROVE THE AGENDA WITH THE CORRECT MEETING DATE OF JULY 18, 2025**

**M/S: E. ROSENBLATT/ D. HAFFERTY**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (BOGART)**

#### **4. PUBLIC EXPRESSION**

Chair Rosenblatt invited public expression on non-agenda items.

There was none

Chair Rosenblatt closed public comment.

#### **5. REGULAR BUSINESS**

- A. Consider PARC work/activity plan including but not limited to, upcoming events and schedule, TCSD communications (e.g. Speaker Series survey, newsletter), TCSD programs/activities, budget for FY25-26, FY25-26 capital projects (e.g. Eastwood Park playground), proposed project by a resident (e.g., Rainbow Bridge for dogs) and/or goals & priorities for 2025

Chair Rosenblatt reviewed the Speaker Series survey results of 13 responses. The results showed overall positive feedback and a preference for speaker events focused on history-themed topics. The results also indicated that advertising more widely may attract more attendees.



Commissioners discussed how to define the success of speaker events. What are the metrics of success? In addition to increasing advertising, other suggestions included an earlier start time for the events.

Vice-Chair Keon asked if the recently authorized part-time employee should be responsible for gathering the topics of future speaker events. Current topics include:

- Jim Kasper suggested an "Exploring Fire Hazard Severity Zones" and "Zone Zero" presentation aimed at enhancing fire safety in high-risk areas.
- SMFD offering a CPR class, especially for infants
- Amy Kalish to discuss state housing laws
- Supervisor Moulton-Peters conducting an "office-hours" type event for residents
- Ted Barone to discuss sea level rise
- Bring back the Marine Mammal discussion, perhaps as part of a once-a-quarter Saturday event

Keon suggested to front load the speaker events with "need to know" topics and then have the Commission discuss the Speaker Series again next June regarding its viability to continue.

GM Toy discussed various programs and activities, specifically mentioning Tia's Aftercare program. Due to state requirements for aftercare programs and the Mill Valley School District requiring a lease agreement, the program will not continue in its current form. Other program options are being explored.

The Commission discussed a resident request for a "Rainbow Bridge" in Eastwood Park to create a space for dog owners to mourn a lost dog via hanging a dog leash on a fence. While the concept is a nice sentiment, the issue of accessibility creates an insurmountable challenge to installing the bridge.

Commissioner Hafferty asked about replacing the benches in the Kay Park small child playground area. He was concerned that children were falling through the backs of the benches and hitting the ground. GM Toy indicated the manufacturer indicated the benches were for older children and no modifications should be made to the benches. However, staff would review the possibility of replacing the benches. He stated any replacement options will come to the Commission before any decision is made.

Chair Rosenblatt invited public expression.

There was none.

Chair Rosenblatt closed public expression.

B. Discuss the Board's 2025 goals and priorities

GM Toy summarized the Board's 2025 goals and priorities that impact PARC-related activities.

The goals mentioned:

- Develop plan for Cabin improvements and integrate into the Community Center Masterplan
- Focus on website improvements to make it more user friendly and easier to navigate
- Activate community support for and participation in TCSD projects/programs/events including volunteer efforts and fundraising.
- Create more opportunities to collaborate with the Tam Valley Business Community

Regarding the plan for the Cabin improvements, Toy provided a history of the Community Center Master Plan and the Board's desire to develop a similar plan for the Cabin. He also mentioned the August 13 Board meeting at which the Board will hear a presentation from CMG Architects regarding their initial observations and site analysis. The Board will meet at the Cabin so they can tour the site.

Since enough Commissioners indicated they can attend the Board meeting on the 13<sup>th</sup>, the meeting will be agendized as a special PARC meeting. Implementation of the Community Center Master Plan is on hold until the Cabin Masterplan is completed. This will eliminate the possibility of redundancy in amenities at both facilities, such as a stage for live music events.

The TCSD website has been updated, and the Commissioners were asked to review the site and let staff know if they have suggestions for improvements.

Creating more opportunities to collaborate with the Tam Valley Business Community is currently occurring. TCSD promotes nearby restaurants as food options during Creekside Fridays at the Cabin, and local businesses continue to sponsor TCSD events.

Activating community support for and participation in TCSD events, including volunteer efforts and fundraising, will be discussed at a subsequent PARC meeting.

Chair Rosenblatt invited public expression. There was none.

Chair Rosenblatt closed public expression.

C. Discuss upcoming park and facility improvements

Updates on the Community Center repairs and the shade structure at Kay Park will be discussed at the next PARC meeting.

D. Discuss improvements to the Rock Garden at Flamingo

Chair Rosenblatt summarized her conversation and onsite meeting with muralist Lindsey Vera regarding a project at the Rock Garden. Vera was very excited about the project and sent potential ideas, which were included in the meeting agenda packet. Commissioners reviewed the options and want to pursue projects with the following concepts:

- color
- big flowers
- colorful benches



The next steps include getting a proposal from Lindsey Vera for a project including the above concepts, as well as creating a “river of rocks”.

Vice-Chair Keon stated she was unable to reach muralist Nance Miller to discuss the project.

Chair Rosenblatt invited public expression. There was none.

Chair Rosenblatt closed public expression.

E. Commissioner Reports

None provided

F. GM report

GM Toy provided an update on TCSD projects, parks, events and activities, and the budget. He discussed the status of the use permit applications for 203 Marin Ave and 305 Bell Lane. He also mentioned the two commissioner terms that recently expired. In addition to the two current commissioners hoping for reappointment, there was an additional applicant. However, the person has decided to remove themselves for consideration yet wishes to be involved with the Commission and its activities.

Chair Rosenblatt invited public expression. There was none.

Chair Rosenblatt closed public expression.

G. Discuss next report to the TCSD Board

Commissioner Hafferty will provide the next PARC report to the Board at the August 13 meeting.

6. **CONSENT CALENDAR**

A. Approve June 5, 2025, meeting minutes

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

7. **FUTURE PARC AGENDA ITEMS (August 7<sup>th</sup> meeting)**

- A. Clarity on fundraising and volunteering
- B. Standardize volunteer orientation
- C. Cabin update
- D. Flamingo Park/Rock Garden project
- E. Part-time staff position

8. **ADJOURNMENT**

**MOTION TO ADJOURN**

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

**MEETING ADJOURNED AT 4:28 P.M.**

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