



TAMALPAIS COMMUNITY SERVICES DISTRICT

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PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING AGENDA

THURSDAY, NOVEMBER 6, 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 agendized, 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, past & upcoming events and schedule (e.g., Crab Feed, Murder Mystery, Spaghetti Bingo), 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/consider Cabin Masterplan preliminary site concepts and confirm recommendations/suggestions to the Board (25min)
- C. Discuss/consider improvements in the Rock Garden at Flamingo including the proposed mural (30 min)
- D. Commissioner reports (5 min)
- E. GM report (5 min)
- F. Discuss the next report to the TCSD Board (5 min)

6. CONSENT CALENDAR

- A. Approve September 11th, 2025, meeting minutes
- B. Approved September 17th, 2025, special meeting minutes

7. FUTURE PARC AGENDA ITEMS AND NEXT MEETING SCHEDULE

8. ADJOURNMENT

NEXT PARC MEETINGS

December 4, 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

November 6, 2025

TO: PARKS AND RECREATION COMMISSION (PARC)

FROM: GARRETT TOY, GENERAL MANAGER
ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: STAFF REPORT FOR ITEMS 5A – 5F and Consent Calendar

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

REGULAR BUSINESS

5A. Consider PARC work/activity plan including, but not limited to, past & upcoming events and schedule (e.g., Crab Feed, Murder Mystery, Spaghetti Bingo), 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, follow-up for past events such as Oktoberfest and Creekside Unplugged, 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/consider Cabin Masterplan preliminary site concepts and confirm recommendations/suggestions to the Board.

At its September 10th meeting, the Board received a presentation from CMG Landscape Architecture (CMG) regarding 3 preliminary site concepts for the Cabin Masterplan. CMG also provided the Board with a summary of the input received from the community at the 9/5 Creekside Unplugged event at the Cabin.

At its October 15, 2025, meeting, PARC provided preliminary comments on the various design components of the Cabin Masterplan. The objective was to provide the Board with PARC's official position on key elements of the Cabin Masterplan. At the end of the discussion, staff indicated we would summarize the comments into preliminary recommendations to the Board for review by PARC at this meeting.

Attached are the key issues that PARC discussed at the October 15th meeting. Under each item is the recommendation proposed based on PARC's discussion, as well as other key suggestions for Board consideration.

ACTION: Discuss concepts and provide comments/recommendations to the Board.

5C. Discuss/consider improvements in the Rock Garden at Flamingo including the proposed mural.

PARC met at the Rock Garden on September 17th and has had follow-up discussions to consider improvements in the Rock Garden at Flamingo. PARC may want to discuss any follow-up issues/actions, including what to name the facility. PARC has had several discussions with artist Lynsey Vera to design a mural for the Rock Garden. At the October 15th meeting, PARC requested a proposed sketch for the mural that includes a more realistic portrayal of native wildflowers, trees and wildlife. Commissioners also requested an example of Ms. Vera's previous mural work to get an idea of what the Rock Garden mural would look like. The example is attached to this staff report

ACTION: Discuss and provide direction to staff.

5D. 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.

5E. GM report

Oral report on general improvements, community center/cabin, TCSD events/activities, new part time position, past and upcoming Board meetings, after care recreation youth program, TVIC, TCSD communications, budget, maintenance, newsletter content, and/or repair projects in park facilities.

ACTION: Receive report.

5F. 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.

ACTION: Discuss reporting at future Board meetings.

CONSENT CALENDAR

6A. Approve September 11, 2025, meeting minutes

6B. Approve September 17, 2025, meeting minutes

ATTACHMENTS

- A. Work plan
- B. Cabin Masterplan recommendations
- C. Proposed mural sketch
- D. Sample mural sketch
- E. September 11, 2025, minutes
- F. September 17, 2025 minutes



PARC ACTIVITY PLAN – 2025
DRAFT 03 05 2025

CHARGES	ONGOING RESPONSIBILITIES	ACTIONS	STATUS	TASKS
1. Review, make recommendations to and/or advise the District on policies relating Ordinance 94, including the • creation • operations • use policies • maintenance • improvements • management • user fees for all • parks • playgrounds • Community Center • Cabin • Trails • open space parcels • community recreation programs • event activities. This may include modification of existing policies and/or creation and implementation of new policies.	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.
2. Provide an annual work plan to the Board for approval.			_____	Approve draft plan and submit to Board.

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:	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. 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. • 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. • 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.

PARC CABIN COMMENTS 10/15/25

At its October 15, 2025 meeting, PARC provided preliminary comments on the various design components of the Cabin Masterplan. The objective was to provide the Board with PARC's official position on key elements of the Cabin Masterplan. At the end of the discussion, staff indicated we would summarize the comments into preliminary recommendations to the Board for review by PARC at this meeting.

Below are the key issues that PARC discussed at the October 15th meeting. Under each item is the proposed recommendation/preferred option based on PARC's discussion. We recommend that PARC use this summary as a guide for finalizing its recommendations to the Board.

What is the preferred relationship between the Cabin and Community Center?

PARC recommends the Community Center be used for larger community events (e.g., Creekside Friday) that require more infrastructure and support such as food and beverage tents and the need for a kitchen.

The Cabin should be used for smaller, more intimate events such as Creekside Unplugged, which has less infrastructure needs.

Vote: 5-0

CABIN MASTERPLAN CONCEPTS

Below are the rankings by PARC regarding the three masterplan concepts. The preferred choice is Concept A, which retains the Cabin. The second choice is Concept B- Pavilion. The lowest preferred option is Concept C- Park.

Concept A- The Cabin

First choice-	4 PARC members
Second choice-	none
Third choice-	1 PARC

Concept B- Pavilion

First choice-	1 PARC
Second choice-	3 PARC
Third choice-	1 PARC

Concept C- Park

First choice-	none
Second choice-	2 PARC
Third choice-	3 PARC

Main Likes- What primary aspects do you like about the various concepts?

PARC recommends the desired concept include the key features below.

Outside restrooms	5-0
Felled logs	5-0
Landscaping	5-0
Picnic area	5-0
Seating areas/benches	5-0
Pathways	5-0
Signage	5-0
Limited parking areas	5-0
Perimeter fence	5-0

Suggestions for Consideration

Below are PARC's key suggestions for Board consideration.

- PARC does not like the enclosed Pavilion concept with doors.
- PARC does prefer a covered area for the bands, but the stage area does not need to be permanent (i.e., use temporary stage in the designated area).
- To reduce renovation costs, PARC suggests no kitchen and restroom in the Cabin, especially with an outdoor restroom. The kitchen area would be replaced with a sink and prep area for microwave and coffee maker. A small refrigerator is fine.
- Consider reducing seating area around the tree in the center of the parking lot.

Vote: 5-0







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TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES

THURSDAY, SEPTEMBER 11, 2025, 3:00 P.M.

1. **CALL TO ORDER**

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:02 P.M. on Thursday, September 11, 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, Senior Parks Maintenance Worker Josh Everhart

3. **APPROVE AGENDA**

MOTION TO APPROVE THE AGENDA

M/S: D. HAFFERTY/V. JORDAN

AYES: 4

NAYS: 0

ABSENT: 1 (BOGART)

4. **MOMENT OF SILENCE FOR 9/11**

The Commission and staff held a moment of silence in recognition of September 11, 2001.

5. **OATH OF OFFICE FOR REAPPOINTED COMMISSIONERS**

GM Toy issued the oath of office to reappointed commissioners Rosenblatt and Jordan.

6. **PUBLIC EXPRESSION**

Chair Rosenblatt invited public expression on non-agenda items.

There was none

Chair Rosenblatt closed public comment.

7. **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 (volunteer program), FY25-26 operating and capital budget and/or goals & priorities for 2025

The Commission focused their discussion on Item 7.C., the improvements and other creative ideas at the Rock Garden at Flamingo.

B. Discuss/consider Cabin masterplan preliminary site concepts

Commissioners discussed the Cabin and the need to review the proposed design concepts from in the Master Plan at the next PARC meeting in October.

GM Toy summarized the rental fees for both the Community Center and the Cabin. Specifically, he mentioned the differences between having an attendant (Community Center) and not (Cabin), as well as weekday and weekend pricing. A possible way to lower the rental fees during a weekday rental at the Community Center is to have some flexibility with the required cleaning fee.

Chair Rosenblatt invited public expression. There was none.

Chair Rosenblatt closed public expression.

C. Discuss/consider improvements such as a mural and other creative ideas in the Rock Garden at Flamingo including Board comments

Chair Rosenblatt summarized the comments received during the Board meeting the previous evening. Overall, the responses to the proposed ideas from PARC were positive and the Board's direction included the Rock Garden site to offer passive recreational opportunities.

Regarding some of the specific proposals, Senior Parks Maintenance Worker Everhart distributed bench options of redwood and teak for the Rock Garden. He also distributed an example of a galvanized planter and a "tag-along" water tank. Chair Rosenblatt stated the current bench at the Rock Garden needs replacement.

Commissioners discussed a potential mural at the Rock Garden along the fence line and suggested something like the mural at the Pine Ridge apartment building, which was created by artist Lynsey Vera. Commissioners mentioned the improvements should capture the "spirit of the Rock Garden" and provide a sense of place and energy. Furthermore, Commissioners want a "natural" and "green" feel to the improvements and nothing "cartoonish". As part of that approach, adding felled logs to the site was suggested.

Commissioners also discussed the potential rearrangement of the painted rocks and the tree stumps in the Rock Garden. Finally, Commissioners requested a site plan for the improvements. The Commission will decide a later date when the appropriate time is to engage the community.

PARC will hold a special meeting on September 17 at the Rock Garden to discuss the proposed improvements.

Chair Rosenblatt invited public expression. There was none.

Chair Rosenblatt closed public expression.

D. Commissioner Reports
None given

E. GM report
GM Toy provided an update on TCSD projects, parks, events and activities, and the budget. He provided an update on the upcoming Oktoberfest, such as the beer, food and tickets..

Chair Rosenblatt invited public expression. There was none.

Chair Rosenblatt closed public expression.

F. Discuss next report to the TCSD Board
The next PARC meeting will take place on October 1 which is prior to the next Board meeting of October 8. The PARC report will be discussed at the October 1 meeting.

6. CONSENT CALENDAR

A. Approve August 13, 2025, special 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

- A. Cabin update
- B. Flamingo Park/Rock Garden project

8. ADJOURNMENT

MOTION TO ADJOURN

M/S: E. ROSENBLATT/P. KEON AYES: 4 NAYS: 0 ABSENT: 1 (BOGART)

MEETING ADJOURNED AT 5:03 P.M.

Approved by Commission on: _____



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TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES

WEDNESDAY, SEPTEMBER 17, 2025, 1:00 P.M.

ROCK GARDEN ON FLAMINGO RD

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 1:02 P.M. at the Rock Garden on Flamingo Road on Wednesday, September 17, 2025, by Chair Rosenblatt.

2. ROLL CALL

Commissioners:

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

Absent: Michael Bogart

Staff Present: Assistant General Manager (AGM) Alan Shear, Senior Parks Maintenance Worker Josh Everhart

Others Present: Tam Valley resident Deidre Lange

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: P. KEON/ V. JORDAN

AYES: 4

NAYS: 0

ABSENT: 1 (BOGART)

4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression.

Tam Valley resident Deidre Lange, who lives across the street on Flamingo, stated that the Rock Garden is primarily used by parents to get outside with their children and dogs. She also stated that it is currently somewhat of an eyesore and could benefit from a fence to protect small children from running out in the street.

Chair Rosenblatt closed public comment.

Commissioner Bogart arrived at 1:16 P.M.

5. REGULAR BUSINESS

A. Discuss/consider improvements such as a mural and other creative ideas in the Rock Garden at Flamingo

Senior Parks Maintenance Worker Everhart discussed the physical boundaries of the Rock Garden, as he had set border markers around the site. Other entities with property rights on the larger site are PG&E and the County Flood Control District.

Commissioners discussed possible improvements to the Rock Garden, such as a mural along the northern fence line with the adjacent neighbor and moving the tree stumps to the back fence line near the PG&E property. The stumps will provide a visible boundary to the Rock Garden site. Another option is to place felled logs along the rear boundary of the site.

Regarding the mural along the fence line, Commissioners discussed how many of the 13 fence panels should be included in the mural design. Commissioner discussed the six middle panels serving as the focus of the mural.

Chair Rosenblatt stated she would reach out to muralist Linsey Vera for the cost of a mural that encompasses six of the 8x5 panels. Commissioner Bogart mentioned he has a co-worker named Caleb who is a talented artist who created murals at the Marin Art and Garden Center. Bogart will provide images of the murals and reach out to Caleb to find out if he is interested in creating a mural for the Rock Garden.

The Commissioner voiced support to move all the painted rocks along the northern fence. Other discussion topics included planting two trees in the back area of the site and placing two galvanized planters in the front entrance area. Types of trees under consideration are Mexican Oak and Catalina Ironwood. Regarding the planters, care needs to be given to ensure there is sufficient space for a work truck to drive through if needed.

Finally, the Commission discussed additional seating options, such as replacing the current bench with a new natural wood bench and installing a second bench in the back corner. Adirondak chairs are also an option to consider.

Chair Rosenblatt invited public expression.

There was none.

Chair Rosenblatt closed public comment.

6. FUTURE PARC AGENDA ITEMS (October 1, 2025 meeting)

A. Flamingo Park/Rock Garden project

7. ADJOURNMENT

MOTION TO ADJOURN

M/S: P. KEON /E. ROSENBLATT

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 2:08 P.M.

Approved by Commission on: _____