



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

THURSDAY, DECEMBER 4, 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 for 2026 including, but not limited to, past and upcoming events and schedule, TCSD communications, new or expanded TCSD programs and/or activities, FY25-26 operating and capital budget, new capital improvements, and/or goals and priorities. (25 min)
- B. Consider proposed new children's program at the Cabin (10 min)
- C. Discuss/consider improvements in the Rock Garden at Flamingo including the proposed mural and possible names for the area (15 min)
- D. Discuss/consider updated Parks & Facility Maintenance Plan (10 min)
- E. Discuss and review PARC oral report regarding the Cabin Masterplan presented at the November 12th board meeting (5 min)
- F. Approve PARC meeting schedule for 2026 (5 min)
- G. Commissioner reports (5 min)
- H. GM report including status of any park or facility improvements (5 min)
- I. Discuss the next report to the TCSD Board (5 min)

### 6. CONSENT CALENDAR

- A. Approve October 15, 2025 meeting minutes
- B. Approve November 6, 2025 meeting minutes

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

### 8. ADJOURNMENT



## TAMALPAIS COMMUNITY SERVICES DISTRICT

### Staff Report

### Parks and Recreation Commission

### Regular Meeting

December 4, 2025

**TO:** PARKS AND RECREATION COMMISSION (PARC)

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

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

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

#### REGULAR BUSINESS

- 5A.** Consider PARC work/activity plan for 2026 including, but not limited to, past and upcoming events and schedule, TCSD communications, new or expanded TCSD programs and/or activities, FY25-26 operating and capital budget, new capital improvements, and/or goals and priorities.

This is a standing agenda item to review PARC's progress in meeting its annual goals/workplan. PARC may also want to begin discussions regarding goals and priorities for its 2026 work plan including new or expanded programming and activities and/or capital improvements.

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

- 5B.** Consider proposed new children's program at the Cabin.

We have received a proposal for a new playgroup program in the Cabin. Below are the key program details.

- Nature Playgroup
- 15 months - 3 years old, with a caregiver (e.g., parent)
- Tuesday, 10am-11am
- Cost \$120/month, per child
- Months that have five weeks will run for just four weeks. Some months meet only three times if running a camp.
- 10 children max.
- 4 children min.
- No refunds
- Start with one weekly class and see how it goes.
- Standard 70/30 revenue split with TCSD

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

**5C. Discuss/consider improvements in the Rock Garden at Flamingo including the proposed mural and possible names for the area.**

As part of the PARC monthly oral report to the Board, Vice-chair Keon discussed a preliminary sketch of the mural. The Board liked the concept and indicated it would like to see a more detailed sketch of the mural including the proposed colors. Vice-chair Keon indicated that PARC planned to request such a detailed sketch from the artist and that there would be a nominal cost for the sketch. PARC will report back to the Board when the sketch is completed.

At the last PARC meeting, Commissioners also agreed to contemplate possible names for this outdoor area.

**ACTION:** Receive update, consider possible names for the area, and discuss next steps.

**5D. Discuss/consider updated Parks & Facility Maintenance Plan.**

At its November 12<sup>th</sup> meeting, the Board adopted the updated Park and Facility Maintenance Plan (Plan). The Plan updates and replaces the “Park Asset Inventory and Maintenance Work Plan Project-Final Report” (Report) prepared by Hanson Associates in February 2006. The new Plan updates the previous standards to reflect current practices and differentiates between maintenance standards for parks and facilities. The most significant revision is that we created a more user friendly “Park and Facility Maintenance Plan/Schedule.” This updated Plan also includes the maintenance of Kott Park, Rock Garden at Flamingo, outside areas around the main office and corporation yard fence, McGlashan Trail, and TCSD owned open space parcels. The 2006 Hanson Report only included the Cabin grounds, Community Center grounds, Eastwood Park, and Kay Park.

**ACTION:** Discuss/review Plan

**5E. Discuss and review PARC oral report regarding the Cabin Masterplan presented at the November 12th board meeting.**

At the November 12<sup>th</sup> Board meeting, PARC presents its formal comments to the Board regarding the three (3) site concepts for the Cabin Masterplan. PARC may also want to discuss the Board’s direction to CMG Landscape Architecture (CMG) regarding the Cabin Masterplan.

**ACTION:** Receive and discuss report.

**5F. Approve PARC meeting schedule for 2026.**

Every year PARC is required to establish a regular meeting schedule by resolution, which then requires Board approval. The attached resolution and schedule is based on PARC continuing to meet the first Thursday of the month. The only exception is January because the first Thursday is New Year’s Day.

**ACTION:** Adopt resolution setting regular meeting schedule.

**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 including status of any park or facility improvements**

Oral report on general improvements, part-time staff, 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.

**5I. 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 December 10<sup>th</sup>.

**ACTION:** Discuss content of next report and designate a Commissioner to make the report at the next Board meeting.

**CONSENT CALENDAR**

**6A.** Approve October 15, 2025, meeting minutes

**6B.** Approve November 6, 2025, meeting minutes

**ATTACHMENTS**

- A. Workplan
- B. Updated Park and Facility Maintenance Plan
- C. Resolution
- D. October 15, 2025 minutes
- E. November 6, 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 <b>policies</b> relating Ordinance 94, including the <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> for all <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> 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
<p>Assist and advise the District on policies relevant to Ordinance No. 94 and Ordinance No. 99:</p> <p>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>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 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>

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**PARK AND FACILITY MAINTENANCE PLAN**

November 2025

Adopted November 12, 2025

## **PARK AND FACILITY MAINTENANCE PLAN**

### **Update 2025**

This is the Maintenance Plan for Kay, Eastwood, and Kott parks, Rock Garden at Flamingo, McGlashan Trail, Cabin, Community Center, areas outside the main office/corporation yard, and open space properties. The Management Plan has two main components: 1) the maintenance standards for the Parks, Facilities, and open space properties, and 2) the maintenance plan/schedule to meet the maintenance standards.

### **BACKGROUND**

This Management Plan (Plan) updates and replaces the “Park Asset Inventory and Maintenance Work Plan Project- Final Report” (Report) prepared by Hanson Associates in February 2006. The Hanson Report contained Park Maintenance Standards, Maintenance Task and Frequency, Annual Work Plan which estimated staff/contractor hours for landscape maintenance, and Inventory Asset Lists for Kay and Eastwood Parks and for the grounds surrounding the Cabin and Community Center.

The Park Maintenance Standards section updates the previous standards to reflect current practices and differentiates between maintenance standards for parks and facilities. We created a more user friendly “Park and Facility Maintenance Plan/Schedule” to replace the “Maintenance Task and Frequency” tables and “Annual Work Plan”. We did not see the benefit of updating the total staff and landscape contractor hours estimated by and included in the Hanson Report.

This Plan also includes the maintenance of Kott Park, Rock Garden at Flamingo, outside areas around the main office and corporation yard fence, and TCSD owned open space parcels. The 2006 Hanson Report did not include these locations. The Plan appendices contains updated inventory of assets in Kay, Eastwood, Cabin, and Community Center. The 2006 Hanson Report also included a map of each park and facility. We did not include a map because some of the asset locations may change over time. However, we added inventory lists for the Rock Garden and Kott Park and a list of open space parcels. A primary difference from the 2006 Hanson Report inventory asset lists is that we did not include park trees. Trees are not included in the updated inventory list because park trees are evaluated in a separate tree assessment report prepared by an arborist.

For the Community Center and Cabin, the asset lists only include outdoor equipment and furniture such as picnic tables and benches. We did not include the assets located inside the Cabin or Community Center. This Plan also does not include an inventory list for the Main Office/Corporation Yard.



## **SECTIONS**

This Plan contains the following components:

- Park Maintenance Standards
- Facility Maintenance Standards
- Park and Facility Maintenance Plan/Schedule
- Appendices:
  - A. Eastwood Park inventory list
  - B. Kay Park inventory list
  - C. Community Center inventory list (outside area)
  - D. Cabin inventory list (outside area)
  - E. Kott Park & Rock Garden at Flamingo inventory list
  - F. List of open space parcels
  - G. Playground inspection checklists

## **PARK MAINTENANCE STANDARDS**

Visitors to Tamalpais Community Services District Eastwood, Kay, and Kott parks as well as the Rock Garden will find the conditions described in the standards below. The parks are maintained with a combination of TCSD staff and a landscape contractor.

### *Turf*

All turf areas will support their designed uses - informal play, sports, picnics and other park activities. Efforts will be made to ensure turf is healthy with a relatively level surface and green color. However, drought conditions/restrictions, dogs (digging), and/or gopher/moles will directly impact the ability of TCSD to maintain the turf. Turf will be mowed every 2-3 weeks and, as needed, in the winter. Pest control firms will be retained on a regular maintenance schedule or as needed to control the activity of gophers and moles. All litter, debris and pet waste will be removed.

### *Shrub Beds, Hedges and Ground Cover*

Shrub beds, ground covers and hedges will contain healthy plants. Ideally, these areas will be litter, weed- and pest-free. Beds, ground covers and hedges will be maintained to provide secondary functions such as barriers, animal habitat or dust and erosion control. All shrubs, ground covers and hedges will be trimmed, pruned, or otherwise maintained. New wood chips are added in the parks at specific locations as needed (typically every 12-18 months).

### *Trees*

Trees will provide shade, wind break, sound attenuation and otherwise enhance the park setting. Trees will conform to the general shape and height of the species. Generally, trees will be maintained to be free of debilitating pests or other health problems. Tree limbs will be at a safe height (e.g., 6ft - 8ft) for the uses anticipated in the vicinity. Maintenance will include limbing, pruning, and removing trees either deemed dead, a fire hazard, unhealthy and undersized due to location, and/or as recommended by an arborist or fire department. Trees may be pruned and cut back if the trees are unduly impacting a facility. For example, plum trees

that drop fruit on the pickleball courts. TCSD will conduct a tree inventory every 3-5 years to evaluate trees in the Parks in the accessible areas. We do not conduct tree inventories on open space parcels because the areas are in a natural state and are not maintained as a park. Many of the open space parcels are not accessible or have limited public access.

#### *Restrooms*

The Eastwood Park restroom will be available to park users from 8:00am to 8:00pm every day or as otherwise established by TCSD. The restroom has a programmable lock which automatically locks the restroom at 8:00pm and unlocks it at 8:00am. The restroom is regularly stocked and deep cleaned every Monday and Friday. Additionally, the bathroom is inspected daily during the weekdays to ensure proper function, to empty garbage, and to clean and restock as needed. These facilities will comply with Marin County Health Department standards.

#### *Paved Surfaces*

Paved surfaces include sports courts, pathways, parking lots and other areas topped with asphalt or concrete. These areas will have smooth surfaces and repaired for potholes or other damage. In some instances, pathways may be damaged by tree roots. Staff will mark those areas and schedule repair as time and budget allows. These surfaces will meet designed use specifications and have proper signs and striping. Pathways, parking lots and other paved areas will be free of debris, pet waste, litter, and graffiti. Paved surfaces in picnic areas will be power washed at least once per year. Other paved surfaces will be power washed periodically as needed.

#### *Unpaved Surfaces*

Unpaved surfaces may include pathways, parking areas or other areas covered with porous paving materials or dirt surfaces. These will be properly compacted and without significant holes or washouts. However, pathways or areas located in open space or natural settings are not maintained to these standards because they are considered trails and not pathways. All unpaved surfaces will be free of weeds, debris, litter, pet waste, and graffiti as appropriate for that location.

#### *Playgrounds*

Play equipment and structures will be clean, safe and functional. Play surfaces are power washed at least once a year. All installed equipment and surfaces will meet the Consumer Product Safety Council's guidelines. A certified playground safety inspector (i.e., Senior Parks Maintenance Worker is certified) will conduct weekly visual inspections and written form inspections every six months. All playground surfaces will be free of weeds, debris, litter, pet waste and graffiti. Water feature is turned off for conservation.

#### *Open Spaces or Natural Areas*

Areas intended for nature study or open space enjoyment will be retained in their natural states and managed for fire protection and erosion control as appropriate for the intended

use and natural surroundings. Open spaces with defined public access such as Hawk Hill and MidVale trail will be maintained for fire protection (i.e., vegetation management) and trail access (e.g., fill-in washed out areas).

#### *McGlashan Trail*

Under agreement with the Marin County Parks, TCSD maintains the McGlashan Trail (multi-use pathway). The trail is inspected weekly to ensure the area is free of debris, litter, pet waste, and graffiti. The weeds on the hillsides along the trail are cut as needed. Trees are trimmed as needed.

#### *Picnic Areas*

Areas will be free of weeds, debris, litter and graffiti. Floors (i.e., concrete pads, ground/bark) will be clean and free of food and other debris. Picnic tables, benches and barbecues will be clean, in good repair and ready for use. Picnic tables are inspected annually and repaired as need. Trashcans will be emptied weekly and more often as needed. The bushes and trees in the area will be trimmed back as needed. Periodically, wood chips are added to the Eastwood Park picnic area as needed.

#### *Drinking fountains*

Fountains will be clean and fully functional (e.g., bowls drain properly, valves work).

#### *Fences*

Fences will be installed where needed to protect park property, restrict access to hazardous areas, augment user safety, and/or protect adjoining properties. All fences will be free from litter and graffiti. Playground fences will be inspected for any operational hazards. Temporary fencing will be in good repair. Wooden fences will be plumb, sturdy, and missing boards will be replaced, where needed. Split rail fences that are failing will be removed. Split rail fences may be replaced in-kind with suitable materials (e.g., boulders, bollards). Temporary measures (e.g., chains) may be taken until the fence can be replaced. All gates will function as designed. The wood fence in Kay Park will be cleaned as needed. When a Kay Park fence is in of repair, we contact the adjacent neighbor to share in the cost.

#### *Tennis/Pickleball and Basketball Courts*

In addition to meeting standards for paved surfaces, court amenities will be in good repair and ready for use. Nets will be set at correct playing height and will be free of tears or holes. Backboards, rims and nets will be in good repair. Court surfaces will be free of leaves, grit, and other debris. Court surface markings will be well defined. Sports courts will be periodically cleaned as needed (e.g., power washed).

#### *Signage*

All signage will be maintained free of graffiti and replaced as needed. Signage will be added as appropriate for the various locations and usage.

### *Other Amenities*

Parks will contain a wide range of amenities including, but not limited to, bike racks, both standard and memorial benches, garage receptacles, picnic tables, kiosks, and/or flagpoles. All park elements will be clean, structurally sound, and ready for the designed use and enjoyment of park users. Memorial benches are maintained based on the adopted TCSD memorial furniture policy.

### *Irrigation Systems*

Irrigation systems will deliver optimum water to each plant type at the lowest cost with maximum resource conservation. Water will be delivered during non-use hours. Irrigation stations will be adjusted as needed to maintain the grass. All systems will comply with State and local laws regarding backflow prevention and protection of the public water system. Staff checks the irrigation system weekly and makes repairs as needed. TCSD will also follow any drought restrictions imposed by Marin Water.

### *Rock Garden at Flamingo and Kott Park*

Flamingo Park consists of a rock garden (i.e., painted rocks placed on the ground and/or tree stumps), trash cart, doggie bag dispenser, bench, and picnic table. The rock garden is inspected weekly to empty the trash, cut the weeds as needed, and ensure the area is free of debris, litter, pet waste, and graffiti.

Kott Park is a small park in a natural setting with trees, benches, and a trashcan. The Park is inspected weekly to empty the trash, cut the weeds as needed, and ensure the area is free of debris, litter, pet waste, weeds cut, and graffiti. Tree trimming and vegetation is performed as needed.

### *Accessibility*

Parks are intended for use by all TCSD residents. TCSD will meet the requirements of the Americans with Disabilities Act. However, it should be noted that the parks are in a natural setting and environment which may limit accessibility to specific locations in the park (e.g., grassy area, dirt trails).

### *Replacement Strategy*

When trees or plants/shrubs are removed in parks, staff evaluates whether the removed tree/plantings should be replaced based on its location, aesthetics, and/or purpose (e.g., shade tree, need for ground cover). For example, a tree removed in Kay Park would most likely be replaced because of the limited number of trees and the trees provide shade in the park. A tree removed in Eastwood Park may not be replaced if it is located along the trail or creek and is one of many trees in a stand of trees. Replacement trees or plantings would reflect the character of Tam Valley, grow well in the environment, be drought resistant,



preferably low maintenance, and be appropriate for the location (e.g., tree with limited height to avoid power lines).

Similarly, repair and replacement of hardscapes, paths, parking lots, fencing, or other features would be evaluated to determine if an opportunity exists to replace with materials with more reflective of Tam Valley's characteristics such as natural materials, rustic aesthetic, and/or native plantings. For example, an asphalt path could be replaced by a DG path, porous paver, or stamped asphalt (e.g., colored and stamped to look like pavers). A non-split fence perhaps could be replaced with split rail, boulders, and/or bushes.

### **FACILITY MAINTENANCE STANDARDS**

Visitors to and users of Tamalpais Community Services District Cabin and Community Center facilities as well as the Main Office/Corporation Yard will find the conditions described in the standards below.

#### *Community Center Building*

The Community Center will be maintained to be fully functional and clean. Due to the high use of the facility, it is usually inspected every weekday. The Community Center is cleaned a minimum of once per week (e.g., Saturday or Sunday) by a janitorial service. For some TCSD sponsored events (e.g., Crab Feed), additional janitorial cleaning is done prior to and after events. The Community Center is professionally cleaned (private users pay a cleaning fee) after every large private event. Staff inspects the facility after private events to determine if the damage deposit can be returned. Garbage and recycling containers are emptied after large events and restrooms are inspected and restocked. Minor cleaning as warranted is performed by staff prior to the scheduled professional cleaning. The outdoor patio area will be free of weeds, debris, and litter.

#### *Cabin Building*

The Cabin will be maintained to be fully functional and clean. The Cabin is cleaned at least once per week (e.g., Saturday or Sunday) by a janitorial service. The Cabin requires users to clean up after themselves. TCSD may charge users for additional cleaning as warranted. The Cabin is inspected on Monday, Wednesday, and Friday by staff. Staff will perform minor cleaning and restock the restroom as needed. Garbage and recycling containers are emptied as needed by staff. The outdoor patio areas will be free of weeds, debris, litter, pet waste, and graffiti.

#### *Main Office/Corporation Yard*

The landscape areas around the Corporation Yard fence will be free of weeds, debris, litter, pet waste, and graffiti. The front patio area of the Main Office will be free of weeds, debris, litter, pet waste, and graffiti. The landscaping in the front patio area of the office is pruned, cut, dead material removed and/or leaves blown out as needed, but typically once per

quarter. The Main office and Corporation Yard restroom and kitchenette are cleaned three days per week by janitorial service.

#### *On-site Storage (sheds, pump stations)*

Outbuildings, pump houses, trailers, and other support structures will be clean, graffiti- and litter-free. All on-site storage will be properly secured.

#### *Other Amenities*

Facilities contain a wide range of amenities, including but not limited to, bike racks, picnic tables, garbage cans, both standard and memorial benches, kiosks, and/or flagpoles. All amenities will be clean, structurally sound, and ready for the designed use and enjoyment by facility users. Memorial benches are maintained based on the TCSD's adopted memorial furniture policy.

#### *Facility Signage*

All signage will be maintained free of graffiti and replaced as needed. Signage is added as needed.

#### *Landscaping*

Landscaping adjacent to the Cabin and Community Center facilities shall be maintained to the same standards as Parks. If irrigation system is under repair or not available, staff will hand water plants and trees as needed.

#### *Paved Surfaces*

Parking lots that are paved will have smooth surfaces repaired for potholes. These surfaces will meet designed use specifications and have proper signage and striping. Pathways and other paved areas will be free of debris, pet waste, litter, and graffiti. Pathways with uneven surfaces will be sprayed painted to mark the uneven areas (e.g., cracks, root damage) which exceed one (1) inch in height. These areas will be grinded down to permissible levels. In some cases, portions of pathways will be replaced as resources permit.

#### *Unpaved Surfaces*

Unpaved surfaces may include pathways, gravel parking areas, or other areas covered with porous paving materials, grass, or dirt surfaces. These will be properly compacted and without significant holes or washouts. These surfaces will meet designed use specifications and have appropriate signage. All unpaved surfaces will be free of weeds, debris, litter, pet waste, and graffiti.

#### *Accessibility*

Facilities are intended for use by all TCSD residents. TCSD will comply with the requirements of the Americans with Disabilities Act (ADA). Older facilities may not meet current ADA standards, but any improvements to the facilities will comply with ADA standards. However, it should be noted that some areas of TCSD facilities are in a natural state and unimproved and may have unique constraints that limit accessibility.

### *Replacement Strategy*

When trees or plants/shrubs are removed around facilities, staff evaluates whether the removed trees/plantings should be replaced based on its location, aesthetics, and/or purpose (e.g., shade tree, need for ground cover). Replacement tree or planting would reflect the character of Tam Valley, grow well in the environment, be drought resistant, preferably low maintenance, and be appropriate for the location (e.g., tree with limited height to avoid power lines).

Similarly, repair and replacement of hardscapes, paths, parking lots, fencing, or other features would be evaluated to determine if an opportunity exists to replace with materials with more reflective of Tam Valley's characteristics such as natural materials, rustic aesthetic, and/or native plantings. For example, an asphalt path could be replaced by a DG path, porous paver, or stamped asphalt (e.g., colored and stamped to look like pavers). A non-split fence could be replaced with split rail, boulders, and/or bushes.

### **PARK AND FACILITY MAINTENANCE PLAN/SCHEDULE**

Below is the plan/schedule of activities that staff follows to meet the Park and Facility Maintenance Standards. The Schedule is based on work performed during business hours on weekdays. From time to time, changes or deviations from the plan/schedule may occur due to vacations, holidays, and/or illnesses.

#### *Kay and Eastwood Parks (General Schedule)*

- The landscape contractor works in the parks and facility grounds 3 days per week, unless assigned to open space areas.
- Gopher monitoring and treatment every month or as needed.
- Grass mowed every 2-3 weeks except in winter.
- Add bark every 12-24 months to playgrounds.
- Irrigation every 2-3 days per station depending on location. Irrigation times are adjusted for each season (e.g., turned off during the winter) and locational needs.
- Irrigation is checked at a minimum once a week.
- Irrigation adjusted as needed depending on the condition of the grass.
- Parks inspected daily.
- Trash pick-up as needed, checked daily, but a minimum pick up of once per week.
- Daily visual playground inspections.
- Biannual and annual inspections of playgrounds using written forms.

#### *Eastwood Park (specific to Eastwood)*

- Restrooms checked daily, cleaned as needed, but probably a minimum of twice a week.
- Eastwood restroom closed between 8pm to 8 am.
- Eastwood trees limbed up to 6-8 ft in public access areas.

- Sports courts blown weekly unless players tell us to leave, but we do let the players know that we do this.
- Annually areas of Eastwood grass field may be fenced off for the grass to rest and be reseeded.

#### *Kay Park*

- Annually Kay Park grassy area may be fenced off for the grass to rest and be reseeded.
- Monitor the health of the newer planted trees.

#### *Flamingo and Kott Parks*

- Inspect the Kott park weekly to remove trash and litter/debris as needed.
- Inspect Flamingo Park daily to remove trash as needed.
- Weed abatement and debris/litter clean up as needed.

#### *Cabin*

- We check the Cabin outside area daily and the interior before and after usage.
- A janitorial service cleans the Cabin once per week. However, staff will do minimal cleaning during the week such as emptying the garbage.
- From time to time, we contract for additional cleaning of the cabin, either paid for by the user or TCSD, depending on the circumstances.

#### *McGlashan Trail*

- Under agreement with the Marin County Parks, we maintain the McGlashan Trail.
- The master landscape contract includes a separate cost to maintain the Trail. The cost of maintenance is reimbursed by the County.
- Any additional weed management and tree trimming is performed by contractors, as requested by staff.

#### *Community Center*

- Landscape contractor performs work as directed.
- Gopher monitoring and treatment every month or as needed.
- Staff performs weed abatement along the creek by the parking lot.
- Community Center checked daily and cleaned as needed.
- Community Center is cleaned a minimum of once per week by a janitorial service; we do authorize additional cleaning before and after some TCSD sponsored events (e.g., Crab Feed, Murder Mystery) as warranted; the Center is cleaned after private events by janitorial service as the cleaning is part of the rental fee.

#### *Office/Corporation Yard*

- Janitorial service provided Monday, Wednesday, and Friday.
- Landscape maintenance performed as needed by either staff and/or landscape contractor.



- Staff cleans other days if needed.

#### *Open Space Properties*

- Coordinate with Southern Marin Fire and Marin County Fire regarding vegetation management of key TCSD properties such as Hawk Hill.
- Coordinate with Marinview homeowners' group regarding vegetation management activities of TCSD owned properties.
- Coordinate use of goats with other agencies to perform vegetation management on select TCSD properties.
- Staff performs visual inspection of properties and may direct master landscape contractor, as needed, to abate weeds on these properties. From time to time, staff retains additional contractor staff support for vegetation management activities.
- From time to time, staff performs weed abatement on TCSD properties (e.g., creek bank in front of community center, office front patio area).
- Visual inspection of trees to determine if arborist should be consulted regarding limbing, dead wooding, pruning, and/or removal of trees.

#### **Replacement Funds**

The Five Year Capital Improvement Program identifies funds for future capital improvements. The adopted annual operating and capital improvement program includes funding for the maintenance of all TCSD parks, facilities, and open space properties.

**APPENDIX A**  
**EASTWOOD PARK**

---

## Eastwood Park Inventory

### DESCRIPTION

Playground: 5-12 composite structure, tire swing, belt swings, tot swings, climbing rock, H2O feature (disabled), playhouse, 2-5 structure, 4 wooden benches, sandpit, fence

Memorial Bench (teak)

Wood Bench w/metal arms

Memorial Bench

Memorial Bench

Memorial Bench

Memorial Bench

Wood Bench w/metal arms

Wood Bench w/metal arms

Plastic Bench

Plastic Bench

Plastic Bench

Plastic Bench

Plastic Bench

Picnic Table 1

Picnic Table 2

Picnic Table 3

Picnic Table 4

Picnic Table 5

Picnic Table 6

## DESCRIPTION

Picnic Table 7

Wood Eastwood Sign

Wood Eastwood Sign

Wood Eastwood Sign

3 Barbeques

Irrigation Clock

Back Flow preventer

Back Flow preventer

Dog Bag Dispenser

2 Water Fountains

Kiosk - recycled material

Kiosk - wood

Kiosk - recycled material

Conservation Corps Cans with Enclosure

3 Trash can (uline)

3 Trash carts (TCSD)

Grassy field w/irrigation

Restroom: Stainless steal toilet and sink, mirror, soap disp, hand dryer, light, toilet seat covers, trash can, Disabled maglock system, Paved area 120 sq ft

Gravel Parking Lot

736 linear ft of split rail fence

Dirt Path To Bridge

2 paved tennis courts fenced with striping for 4 pickleball courts on one tennis court



## DESCRIPTION

Wooden Pedestrian Bridge

Basketball Court- 1/2 asphalt paved

Paved parking lot with 6 spaces; 1 ADA space; 3,300 sq ft

4 mobile pickleball nets

Miscellaneous signage such as No parking,ADA,Restroom,Park rules,Pickleball,Playground

approx. 50 sq ft of wooden retaining walls

2 memorial plaques on boulders

1 wooden Tennis and 2 metal Pickleball paddle racks

2 metal bollards- 1 by water meter and 1 at corner of tennis courts

approx. 1,600 sq. ft. of asphalt or concrete paths

3 flat wooden benches (non-memorial)

Various drain grates and underground piping to keep park from flooding

2 u-shaped bike racks

**APPENDIX B**  
**KAY PARK**

## Kay Park Inventory

### DESCRIPTION

Playground 1: Tot Swing; K Swing; Belt Swing; Composite Structure

Playground 2: House; Train; Dome; Seesaw; Spring Toy; Pods; Tunnel

Wood Bench

Memorial Bench

Wood Bench

Memorial Bench

Playground Bench

Playground Bench

Wood Bench

Wood/Metal Bench

Trash Can 1 - Decorative

Trash Can 2 - TCSD

Trash Can 3 - TCSD

Conservation Corps Cans with enclosure

sign Kiosk

Picnic Table 1

Picnic Table 2

Picnic Table 3

Barbeque

Irrigation Clock

Back Flow preventer

Misc signage

Bike Rack

Water Fountain

**APPENDIX C**  
**COMMUNITY CENTER INVENTORY (NOT INCLUDING COMMUNITY CENTER**  
**PATIO AREA OR THE BUILDING)**

4 Picnic Tables  
5 Memorial Benches  
1 Flag Pole  
2 Metal Deer Sculptures  
Linear Feet Of Split Rail  
Concrete Sidewalks  
Parking Lot With Wheel Stops  
10 Bollard Lights  
5 Parking Lot Light Poles  
TVIC Archive Building With 3 Planters  
12 X 16 ft Storage Shed  
Asphalt Paths  
1 Drinking Fountain  
Gravel Parking Lot  
1 Storage Container  
1 Pedestrian Foot Bridge  
Various Signage  
6 Metal Bollard  
Irrigation System  
Demonstration Rainwater Irrigation System  
Marquee Sign  
2 Garbage Cans  
5 Planter Boxes/Barrels  
2 Bike Racks  
1 Doggie Bag Dispenser



## **Appendix D**

### **Cabin (Outside Area)**

5 Picnic Tables  
6 Memorial Benches  
1 Bench  
1 Footbridge  
424 Linear Feet Of Split Rail  
Asphalt Paths  
Ada Parking Space  
Gravel Parking Lot  
1 Back Flow Preventer  
Bob Bunce Pump Station (Not Part Of Park & Facility Maintenance Plan)  
Various Signage  
Bulletin Board Kiosk  
Railroad Ties  
4 Garbage Cans  
1 Doggie Bag Dispenser  
4 Wooden Planters  
In-Ground Conduit For Power  
Sewerage Ejection Pump System  
1 Bike Rack  
4 Metal Bollards

**Appendix E**  
**Kott Park & Rock Garden At Flamingo**

Rock Garden At Flamingo

2 Picnic Table  
1 Small Garbage Can  
1 Bench  
1 Doggie Bag Dispenser  
Signage  
Numerous Trees Stump And Painted Rocks On The Ground

Kott Park

3 Benches  
1 Small Garbage Can  
16 Linear Ft Of Split Rail Fence

## **Appendix F**

### **List of Open Space Parcels**

#### Hawk Hill

Entry gate  
Trash can  
1 memorial bench  
1 wooden bench  
Doggie bag dispenser

TCSD parcels-Group-APN

APN	Owner	Acquired	Nearby Address	MarinMap 10/15/17 Sq. Ft	MarinMap Sq Ft	Calc'd Acres	APN Acres	Max Acres	TCSD	Square Feet then acres	Acres
Total 'all agency' Acreage in District:						435.743	0.000	435.743	53.103	All \	435.743
Total 'all agency' Parcel Count:						159	106	159	54	}	159
Total 'all agency' # 'zero' acres:						40	106	40	0	Public /	40
052-032-09	TCSD	1970	(305 Bell)	3,844	3,250	0.075	0.000	0.075	0.075	94,454	2.17
052-032-11	TCSD	1975	(305 Bell)	3,295	2,700	0.062	0.000	0.062	0.062	2,168	
052-032-12	TCSD	1975	(305 Bell)	26,937	25,000	0.574	0.000	0.574	0.574		
200-200-02	TCSD		305 Bell	19,592	22,500	0.517	0.000	0.517	0.517		
200-200-21	TCSD		(305 Bell)	12,345	12,750	0.293	0.000	0.293	0.293		
200-200-22	TCSD		(305 Bell)	28,441	33,826	0.777	0.000	0.777	0.777		
050-052-45	TCSD	1985	(134 Peralta)	40,926	41,382	0.950	0.000	0.950	0.950	197,875	4.54
050-052-54	TCSD	1987	(134 Peralta)	3,497	2,660	0.061	0.000	0.061	0.061	4,543	
050-052-55	TCSD	1980	(134 Peralta)	27,471	20,000	0.459	0.000	0.459	0.459		
050-074-34	TCSD	1983	Hawk Hill	125,981	126,237	2.898	0.000	2.898	2.898		
049-063-11	TCSD	1977	(820 Chamberlain)	3,480	3,600	0.083	0.000	0.083	0.083	12,615	0.29
049-222-02	TCSD	1988	(871 Marin Dr.)	4,906	4,944	0.113	0.000	0.113	0.113	0,290	
052-023-25	TCSD	1970	(271 Flamingo)	1,072	945	0.022	0.000	0.022	0.022		
052-042-41	TCSD	1970	(259 Flamingo)	3,157	2,300	0.053	0.000	0.053	0.053		
200-161-01	TCSD	1973	(Midvale to Erica)	29,104	73,181	1.680	0.000	1.680	1.680	265,444	6.09
200-161-02	TCSD	1973	(Eastwood to Erica)	66,564	73,181	1.680	0.000	1.680	1.680	6,094	
200-173-01	TCSD	2006	(along Shoreline)	56,027	50,000	1.148	0.000	1.148	1.148		
200-173-12	TCSD	2006	(1013 Trillium)	1,629	1,650	0.038	0.000	0.038	0.038		
200-173-24	TCSD	2006	(1013 Trillium)	7,178	7,280	0.167	0.000	0.167	0.167		
200-173-38	TCSD	2006	(809 Ridgeview)	1,160	1,140	0.026	0.000	0.026	0.026		
200-173-48	TCSD	2006	(end Midvale)	22,465	22,600	0.519	0.000	0.519	0.519		
200-181-13	TCSD	1973	(end Friars)	4,332	5,505	0.126	0.000	0.126	0.126		
200-181-15	TCSD	1973	(north of Friars)	28,901	20,000	0.459	0.000	0.459	0.459		
200-181-16	TCSD	1973	(west of Friars)	48,084	50,000	1.148	0.000	1.148	1.148		
200-210-15	TCSD		Rhubarb Trail (north end)	268,066	261,360	6.000	0.000	6.000	6.000	1,214,547	27.88
200-210-52	TCSD		Rhubarb Trail	5,902	7,650	0.176	0.000	0.176	0.176	27,882	
200-210-60	TCSD		Rhubarb Trail (south end)	415,504	653,400	15.000	0.000	15.000	15.000		
200-234-01	TCSD		(Bell x Enterprise)	45,473	77,000	1.768	0.000	1.768	1.768		
200-251-24	TCSD		(west of TV Elem.)	156,527	164,700	3.781	0.000	3.781	3.781		
200-252-31	TCSD		(326 Carrera)	4,549	4,580	0.105	0.000	0.105	0.105		
200-262-21	TCSD		(532 Tenn. Vly. Rd.)	49,697	54,886	1.260	0.000	1.260	1.260		
200-262-22	TCSD		(370 Carrera)	1,107	1,091	0.025	0.000	0.025	0.025		
200-263-17	TCSD		(391 Carrera)	22,198	25,854	0.594	0.000	0.594	0.594		
200-271-07	TCSD		(419 Durant)	61,116	49,280	1.131	0.000	1.131	1.131		
200-271-08	TCSD		(Durant x Countyview)	10,295	6,500	0.149	0.000	0.149	0.149		
200-281-29	TCSD		(322 Deertrail)	2,537	2,550	0.059	0.000	0.059	0.059		
200-281-30	TCSD		(328/330 Deertrail)	1,355	1,440	0.033	0.000	0.033	0.033		
200-281-31	TCSD		(317 Deertrail)	1,989	2,000	0.046	0.000	0.046	0.046		
200-281-32	TCSD		(418+ Viewpark)	52,544	45,000	1.033	0.000	1.033	1.033		
200-281-33	TCSD		(410/412 Viewpark)	4,505	4,570	0.105	0.000	0.105	0.105		
200-281-34	TCSD		(Viewpark x Countyview)	4,302	4,160	0.096	0.000	0.096	0.096		
200-281-43	TCSD		(418 Viewpark)	541	550	0.013	0.000	0.013	0.013		
200-281-44	TCSD		(415 Deerpark)	558	460	0.011	0.000	0.011	0.011		
200-281-49	TCSD		(410 Viewpark)	697	700	0.016	0.000	0.016	0.016		
200-281-50	TCSD		(412 Viewpark)	651	810	0.019	0.000	0.019	0.019		
200-281-54	TCSD		(306 Deertrail)	966	1,040	0.024	0.000	0.024	0.024		
200-281-56	TCSD		(x 373 Countyview)	60,968	50,000	1.148	0.000	1.148	1.148		
200-282-10	TCSD		(371 Countyview)	18,194	14,123	0.324	0.000	0.324	0.324		
200-283-01	TCSD		(center of Viewpark)	5,762	5,680	0.130	0.000	0.130	0.130		
200-292-03	TCSD		(410 Countyview)	18,544	16,706	0.384	0.000	0.384	0.384		
049-074-25	TCSD	1971	Eastwood Park	218,313	222,592	5.110	0.000	5.110	5.110	247,207	5.68
050-093-20	TCSD	1971	(365 Pine Hill)	2,905	1,435	0.033	0.000	0.033	0.033	5,675	
050-093-22	TCSD	1971	(365 Pine Hill)	78	35	0.001	0.000	0.001	0.001		
052-012-25	TCSD	1976	Kay Park	25,911	26,195	0.601	0.000	0.601	0.601		
TOTAL SQUARE FEET:				2,032,142	2,312,978					2,032,142	
TOTAL ACREAGE:				46.652	53.099					46.652	

## **Appendix G**

### **Playground Inspection Checklists**

## Low Frequency Playground Inspection (Quarterly/Semiannually)

Playground	Inspector		Date			
Page _____ of _____ (Hands On- Physical Check - Inspector)			Equipment List			
<b>GENERAL SAFETY</b>						
1. Warning labels and age signage present and legible						
2. Equipment free of crush and shear hazards						
3. Equipment free of entanglement hazards, protrusions						
4. Equipment free of sharp points, edges						
5. Bolts ends less than two threads, rounded, smooth						
6. No change in openings causing head entrapment						
7. No insect, bird or animal infestation						
<b>FINISHES &amp; MATERIAL CONDITIONS</b>						
1. Metal surfaces are free of rust and loose paint chips						
2. Surfaces are clean, free of graffiti and vandalism						
3. Wood is free of rot, splinters, warping, checking						
4. Free of bent, broken, missing parts, excessive wear						
5. Plastics components are free of cracks						
6. Welds are intact and crack free						
7. PVC coatings are not peeling and in good condition						
<b>FASTENERS</b>						
1. Hardware is present, tight and fully engaged						
2. Pipe caps are present on ends of tubing						
3. Filings/bearings are functional, greased, squeak free						
4. Turnbuckles are engaged and properly adjusted						
5. Cables/ropes are anchored and not unraveled						
<b>STRUCTURAL MEMBERS</b>						
1. Footings/anchoring devices are secure and stable						
2. Structural members are sound and securely fastened						
3. Springs/rocking components in good repair						
<b>GRIPPING &amp; STEPPING COMPONENTS</b>						
1. Hand gripping components secure and do not rotate						
2. Stepping surfaces are level, stable and clean						
3. Foot holds/rungs are tight and free of excessive wear						
<b>SLIDES</b>						
1. Slide bedway and rails are smooth and clear of debris						
2. Bedway at platform is free of entanglement hazard						
<b>SWINGS &amp; MOVING COMPONENTS</b>						
1. Chains are not twisted and are free of excessive wear						
2. S - hooks are not worn and closed to within 0.04 inch						
3. Swing hangers & bushings are free of excessive wear						
4. Swing seats are smooth & in good condition						
5. Tire seats are lightweight, smooth & in good condition						
6. Tire swing assemblies greased and in good condition						
7. All moving components are in good condition, secure, & lubricated						
<b>OTHER</b>						
<b>PROTECTIVE SURFACING</b>						
1. Loose-fill surfacing is level and at proper depth						
2. Use zones are clear of obstacles and debris						
3. Surface drainage is functional with no standing water						
4. Wear mats are properly secured in place, level						
5. Unitary surfaces are intact, free of depressions & ruts						
6. Surfaces intended to be accessible are essentially level (1:48 cross slope, 1:16 running slope)						
7. Accessible surfaces are free of abrupt changes of elevation greater than 1/2 inch and do not have cracks or gaps						
8. Transfer platforms have a height above the surfacing between 11 and 18 inches.						
Codes	V = Okay	M = Maintenance	R = Repair Required	O = Outstanding Issue	P = Parts Needed	X = Corrected
Reviewed By: _____			Date: _____			
<b>Note:</b> This is a quarterly/semi-annual report and designed as a sample inspection report. Manufacturer's maintenance instructions for inspection schedules and replacement parts are to be referred to prior to any repairs. "Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.						

## Codes

The following codes are used to indicate the present condition of the equipment.

### Comments:

Code	Explanation
<b>✓ (Okay)</b>	A check mark indicates that the component has been checked and that the conditions are satisfactory.
<b>M (Maintenance)</b>	An "M" indicates that the condition was corrected during the inspection. Examples would be tightening hardware or removing debris.
<b>R (Repair)</b>	An "R" indicates that repairs cannot be readily completed while the inspector is on site and follow up repairs will be necessary by a skilled staff member or outside vendor. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
<b>O (Outstanding)</b>	An "O" indicates that a serious hazard may be present requiring additional action or that the inspector wants or needs a second opinion. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance. Examples: <ul style="list-style-type: none"><li>○ The inspector may not have the authority to order the removal of a piece of equipment.</li><li>○ The inspector may be unsure of the existence of a protrusion or entanglement hazard and needs to consult with a CPSI.</li><li>○ The structural integrity of a piece of playground equipment is in question and a structural engineer must be consulted.</li></ul>
<b>P (Parts)</b>	A "P" indicates that replacement parts are required and need to be ordered and installed. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
<b>X (Completed)</b>	An "X" indicates that all necessary work and actions have been taken to repair, replace or remove an unacceptable condition. Make certain that the date of correction is written beside the "X."



[illegible]

Note: This is a high frequency report and designed as a visual assessment of the play area, play equipment, and play surfacing. Frequently used playgrounds may require a more detailed report by a staff member experienced in repair and playground inspection. Always consult manufacturer's maintenance instructions for inspection schedules and replacement parts. "Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.

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P (Parts)	A "P" indicates that replacement parts are required and need to be ordered and installed. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
X (Completed)	An "X" indicates that all necessary work and actions have been taken to repair, replace, or remove an unacceptable condition. Make certain that the date of correction is written beside the "X."



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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

### RESOLUTION NO. 2025-01

### RESOLUTION OF THE PARKS AND RECREATION COMMISSION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ESTABLISHING A REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2026

**WHEREAS**, Ordinance No. 99, Section 8. "Meetings and Rules of Procedure" allows the Parks and Recreation Commission (PARC) to set dates for regular meetings for the calendar year by resolution subject to approval by the Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED** that the Parks and Recreation Commission of the Tamalpais Community Services District (TCSD) establishes the regular meeting schedule for 2026 as shown in Exhibit A, incorporated herein by reference, effective January 1, 2026.

The foregoing resolution was duly passed and adopted by PARC at a duly noticed meeting held in said District on the 4th day of December 2025 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Erin Rosenblatt, Chair

ATTEST:

\_\_\_\_\_  
Secretary, Tamalpais Community Services District

## EXHIBIT A

### TCSD 2026 PARKS AND RECREATION COMMISSION (PARC) MEETING SCHEDULE

PARC MEETINGS – First Thursday of each month except 1/8/26, at 3:00pm at Tam Valley Community Center

**MEMBERS OF THE PUBLIC ARE INVITED TO ALL OPEN MEETINGS**

DATE	TYPE	LOCATION
1/8/26	PARC MEETING (Due to New Year's Day on 1/1/26)	TAM VALLEY COMMUNITY CENTER
2/5/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
3/5/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
4/2/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
5/7/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
6/4/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
7/2/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
8/6/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
9/3/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
10/1/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
11/5/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
12/3/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER

Tam Valley Community Center, 203 Marin Drive, Mill Valley

Agendas for public meetings are located either in the bulletin board at TCSD's Main Office or online at [www.tamcsd.org](http://www.tamcsd.org)



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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

WEDNESDAY, OCTOBER 15, 2025, 4:00 P.M.

#### 1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 4:00 P.M. on Thursday, October 15, 2025, by Chair Rosenblatt.

#### 2. ROLL CALL

Commissioners:

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

Absent: None

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

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S: P. KEON/ D. HAFFERTY

AYES: 5

NAYS: 0

ABSENT: 0

#### 4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items.

There was none

Chair Rosenblatt closed public comment.

#### 5. REGULAR BUSINESS

##### A. Discuss/consider Cabin masterplan preliminary site concepts

GM Toy summarized the purpose of the discussion to review the Cabin Masterplan preliminary site concepts. PARC is being asked to provide preliminary comments on the various design components. The objective is to provide the Board with PARC's official position on key elements of the Cabin Masterplan. At the end of the discussion, staff will summarize the comments into preliminary recommendations to the Board for review by PARC at their November 6 meeting.

Below are the key issues that PARC discussed. Under each item is the proposed recommendation/preferred option based on the discussion. Staff suggested 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 includes 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

Chair Rosenblatt invited public expression. There was none.

Chair Rosenblatt closed public expression.

#### B. Commissioner/GM Reports

Commissioner Hafferty mentioned two action items related to the Flamingo Park/Rock Garden:

1. The creation of a site plan for improvements
2. Design samples of the proposed mural

Chair Rosenblatt stated that she would reach out to Lynsey Vera for a general sample of her mural idea, which will include native wildflowers, birds, and trees. Overall, it will be a more realistic depiction than previous submittals. Rosenblatt will provide a sketch to the commission prior to the November 6 PARC meeting.

Another item to discuss at the next meeting is a different name for the Rock Garden/Flamingo Park.

### **6. FUTURE PARC AGENDA ITEMS AND NEXT MEETING SCHEDULE**

- A. Cabin update
- B. Flamingo Park/Rock Garden mural sample

### **7. ADJOURNMENT**

**MOTION TO ADJOURN**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

**MEETING ADJOURNED AT 4:59 P.M.**

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





## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### TCSD PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING MINUTES

THURSDAY, NOVEMBER 6, 2025, 3:00 P.M.

#### 1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 3:04 P.M. on Thursday, November 6, 2025, by Vice-Chair Keon.

#### 2. ROLL CALL

Commissioners:

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

Absent: Chair Erin Rosenblatt

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

#### 3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

#### 4. PUBLIC EXPRESSION

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

GM Toy stated the PARC meeting was moved from the Community Center to the TCSD Main Office at 305 Bell Ln due to a scheduling conflict. He also mentioned his appreciation for Vice-Chair Keon attending the recent Board of Supervisors meeting where they held the public hearing for the appeal of the use permit for 305 Bell Ln.

Vice-Chair Keon closed public comment.

#### 5. REGULAR BUSINESS

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

Vice-Chair Keon summarized the recent Spaghetti Bingo event. She, along with Commissioners Jordan and Hafferty, attended and enjoyed the event.

- B. Discuss/consider Cabin Masterplan preliminary site concepts and confirm recommendations/suggestions to the Board

GM Toy reviewed the summarized comments related to the Masterplan preliminary site concepts discussed by the commission at the October 15 meeting.

The commission added that the cabin should be promoted as a less expensive alternative rental facility since it does not require a building attendant. Furthermore, while PARC still prefers Concept A – The Cabin, the commission clarified that their preference is for a “cabin-like structure”. This is a nuanced detail that will be explained to the Board as part of the PARC update at the November 12 meeting. Vice-Chair Keon stated she will attend the Board meeting and provide the update.

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

Vice-Chair Keon closed public expression.

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

Vice-Chair Keon mentioned that the commission still needs to consider and discuss possible names of the park/garden. She requested that commissioners send suggestions to staff to be discussed at the next meeting in December.

Commissioners discussed the revised mural sketch submitted by artist Lynsey Vera. Commissioners generally liked the sketch but wanted more detail, realism, and color. Commissioner Bogart wants more information on the trees included in the sketch.

Vice-Chair Keon reminded PARC that they still need to talk with the neighbors about the mural. In addition, she mentioned that considering how much time Ms. Vera has put into this project, we should probably pay her a nominal fee on a revised sketch to show good-faith effort on the part of TCSD.

During the update to the Board, Keon will ask the Board if PARC is on the right track with the look and design of the mural and whether we should continue working with Ms. Vera. If the Board supports continuing that path, then Keon will ask about paying Vera a fee for her continued work on the mural.

Finally, Commissioner Bogart mentioned the need for a site plan for the proposed improvements and suggested scheduling the outreach meeting to the neighborhood in March.

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

Vice-Chair Keon closed public expression.

D. Commissioner Reports

Vice-Chair Keon mentioned that she and Commissioner Jordan participated in the recent interviews for the part-time recreation coordinator. She was very enthusiastic about the potential to expand recreational programming and events. Keon asked about the next Garden Talk event. After confirming Commissioner Bogart’s interest and availability to conduct another Garden Talk, the next Talk was scheduled for December 6 at the Cabin.

Commissioner Hafferty inquired about the removal of the bench in the Kay Park play area. GM Toy responded that the bench was taken to a metal supplier to determine if the open area in the back can be enclosed.

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

Vice-Chair Keon closed public expression.

E. GM report

GM Toy provided an update on TCSD projects, parks, events and activities, and the budget. He specifically provided an update on the new shade structure at Kay Park and the replacement lolly ladder in the Eastwood Park play structure. Both projects will be completed in the spring. Toy also provided an update on the appeal hearing at the County for the 305 Bell Ln use permit.

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

Vice-Chair Keon closed public expression.

F. Discuss next report to the TCSD Board

Vice-Chair Keon will provide the PARC update to the Board at the November 12 meeting.

**6. CONSENT CALENDAR**

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

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

**7. FUTURE PARC AGENDA ITEMS**

- A. Temporary Bocci Court
- B. Flamingo Park/Rock Garden proposed names
- C. Recreation programming additions
- D. 2026 Meeting Schedule

**8. ADJOURNMENT**

**MOTION TO ADJOURN**

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

**MEETING ADJOURNED AT 4:35 P.M.**

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