



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

FRIDAY, JANUARY 12, 2024

REGULAR MEETING AT 3:00PM-4:30PM (time approximate)

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

(Note: PARC meets the second Friday of the month at 3:00pm in the Community Center)

1. **CALL TO ORDER**

2. **ROLL CALL**

Commissioners: Chair Erin Rosenblatt, Vice-Chair Pam Keon, Michael Bogart, Valerie Jordan, Michael Wisner

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. Review and discuss status of goals and priorities (10 minutes)
- B. Receive Ad-Hoc Subcommittee Reports (15 min.)
- C. Review 2024 calendar of TCSO events (10 min.)
- D. Discuss/consider PARC sponsored events/activities/classes (10 min.)
- E. Discuss possible events/activities/projects to include in the community survey (20 min.)
- F. GM report on projects and budget process (10 min.)

6. **CONSENT CALENDAR** (5 min.)

- A. Approve December 8, 2023, meeting minutes
- B. Receive regular meeting schedule

7. **FUTURE PARC AGENDA ITEMS** (5 min.)

Community survey content (special meeting 1-19-24?)

8. **ADJOURNMENT**

NEXT PARC REGULAR MEETING

February 9, 2024 at 3:00pm in the Tam Community Center, 203 Marin Ave, Mill Valley



## TAMALPAIS COMMUNITY SERVICES DISTRICT

### Staff Report

### Parks and Recreation Commission Regular Meeting January 12 , 2024

**TO:** PARKS AND RECREATION COMMISSION (PARC)  
**FROM:** GARRETT TOY, GENERAL MANAGER  
**SUBJECT:** STAFF REPORT FOR ITEMS 5A, 5B, 5C, 5D, 5E, 5F and Consent Calendar

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This is the staff report for Agenda Items 5A, 5B, 5C, 5D, 5E, 5F and Consent 6A & 6B.

#### REGULAR BUSINESS

##### **5A. Review and discuss status of goals and priorities**

At its December meeting, PARC adopted its goals and priorities and forwarded to the TCSD Board for consideration. As there are numerous bullet points after the goals and priorities, we thought it would be helpful for PARC to review and discuss the status of the various specific bullet points. Please note that Commissioner Keon made some revisions to correct "typos" in the attached goals and priorities.

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

##### **5B. Receive Ad-Hoc subcommittee reports**

Below is a list of PARC's Ad-Hoc subcommittees formed to visit TCSD's parks/facilities.

Kott Park (Pine Hill/Tennessee Ave)/Hawk Hill (Stanford Ave)

Commissioners Wisner and Bogart

Eastwood Park

Commissioners Wisner and Jordan

Kay Park

Vice-Chair Keon and Commissioner Jordan

Flamingo (Rock) Park/Cabin/Community Center

Chair Rosenblatt and Vice-Chair Keon

**ACTION:** Receive oral reports.

**5C. Review 2024 calendar of TCSD events**

One bullet point under a PARC goal is to “Review the annual calendar of current recreational events, and develop an understanding of past events that are not currently occurring.” Attached is the event calendar for 2024.

For background, below is a list of recreation events/activities (not including classes) that were offered by TCSD prior to COVID-19. Some are still offered, others have restarted in a slightly different format, some are being considered to restart, and/or some are no longer offered due to a variety of reasons.

- Crab Feed
- Spaghetti Bingo (4 per year)
- Murder Mystery (4 nights)
- Rhubarb Revue (4 nights- TVIC event)
- Trivia Night (2 per year)
- Paint Night (2 per year)
- Earth Day
- Garage Sale debris day (2-day event)
- Garage Sale
- Creekside (9 events)
- Oktoberfest
- Halloween Haunted House (3 nights)
- Crafts Fair (2 Nights)
- Jolly Jingles
- Breakfast with Santa

**ACTION:** Discuss event calendar.

**5D. Discuss/consider PARC sponsored programs/events/activities/classes**

PARC members have discussed creating new programs such as a speaker series or seminars on gardening. A PARC commissioner would coordinate the program (e.g., find the speaker or be a speaker). However, staff would assist with marketing the program and making TCSD facilities available for the activity.

**ACTION:** Discuss/consider new activities and provide direction to staff.

**5E. Discuss possible events/activities/projects to include in the community survey**

On October 25<sup>th</sup>, the TCSD Board discussed the possible content for the community survey. The Board did indicate it would like to survey the community regarding new and/or previously offered TCSD events/activities. The Board requested the consultant and staff to work with

**AGENDA ITEM: 5A, 5B, 5C, 5D, 5E, 5F Consent**

PARC to develop a list of new and/or previously offered events, activities, programs, and/or classes that PARC believes would be useful to receive community feedback.

**ACTION:** Begin discussions

**5F. GM report on projects and budget process**

Oral report on general improvements, budget process, maintenance, and/or repair projects in Park facilities.

**ACTION:** Receive report.

**CONSENT CALENDAR**

**6A. Approve December 8, 2023, meeting minutes**

**6B. Receive regular meeting schedule**

**ATTACHMENTS**

- A. PARC Goals and Priorities
- B. Calendar of events
- C. Minutes
- D. Meeting Schedule

## V.4 DRAFT 01 2024

### GOALS & PRIORITIES FOR THE PARKS & RECREATION COMMISSION (PARC)

The Tamalpais Community Services District (TCSD) Parks and Recreation Commission (PARC) is an advisory group of five commissioners appointed by the TCSD Board of Directors. As described by the Board, PARC “shall **review, make recommendations** to and/or **advise** the District on **policies** relating to the:

- creation,
- operations,
- use policies,
- maintenance,
- improvements,
- management, and/or
- user fees

for all parks, playgrounds, Community Center, Cabin, trails, and open space parcels as well as community recreation programs and event activities.” (*Ordinance No. 99 – adopted December 14, 2022*)

PARC is further guided by Ordinance No. 94, which refers to the establishment of standards and regulations to optimize the use of the District’s recreational resources in alignment with the safety, comfort and enjoyment of users and neighbors as well as the preservation of those resources.

In all of its work, PARC is advisory to the Board of Directors and aligns its actions and recommendations with the Mission of the Tamalpais Community Services District, “*to protect and enhance a healthy community in Tamalpais Valley.*”

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#### Goals

In order to assist and advise the District on policies relevant to Ordinance No. 94 and Ordinance No. 99:

PARC will 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.

- Review existing Parks and Recreation policies.
- Review 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
- Review the annual calendar of current recreational events, and develop an understanding of past events that are not currently occurring
- Evaluate usage of the parks and other TCSD facilities
- Conduct onsite inspections of each park and other recreational assets
- Encourage all Parks and Recreation users to attend PARC meetings, and share perspectives with PARC commissioners
- Elicit the perspectives and priorities of each member of the Board of Directors, informed by their years of experience concerning TCSD
- Review the results of the upcoming community-wide survey commissioned by the Board of Directors to elicit perspectives of community members

PARC will use the information gained through the strategies identified above to advise the Board of Directors as needed regarding any modification of existing policies as well as creation and implementation of any new policies that support the mission to protect and enhance a healthy community and reflect the preferences and expressed needs of TCSD residents.

## V.4 DRAFT 01 2024

### Priorities

In the course of working towards its goals, PARC will:

- Advise, contribute to and assist in the completion of the upcoming TCSD community survey, to be professionally designed and administered.
- Continue gathering information from multiple sources to identify the optimal balance of public engagement and the existing TCSD facilities.
- Use the information obtained from the community survey and complementary sources of information to advise the Board of Directors regarding current and potential PARC programming, with particular attention to any programmatic needs to be served or gaps to be filled for Tamalpais Valley residents,
- Assess Current Recreational Programming and Potential for Enhancements, using the results of the community survey and complementary sources of information, with consideration to opportunities including but not limited to:
  - Senior programs/activities
  - Commissioner “sponsored” events and/or activities such as a speakers’ series or book club.
  - Sustainability-related activities or topics
  - Marin Humane classes
  - Community Garden
  - Community Choral group
  - Farmers’ Market
  - Adopt a Park program
  - Bocce Ball Court
- Assess, advise and support the TCSD volunteer program.
- Advise the TCSD Board of Directors of any potential opportunities for increased revenue through PARC programming.
- Advise and support the TCSD Board of Directors and management regarding effective public outreach.
- Identify opportunities to enhance community education about and understanding of policies, rules and management of parks and facilities
- Develop an understanding of the vision of the Board of Directors and the opportunities and needs for a new community gathering place.

**TENTATIVE SCHEDULE OF EVENTS**  
 October 2023 thru September 2024  
 (Last Revised 1/08/24)

DATE	EVENT
October 7                      8am-1pm	Debris day, shred day (Corp Yard-CC)
October 20                      6pm	Spaghetti Bingo (CC)
October 21                      4pm – 6pm	Volunteer Appreciation (Cabin)
October 22-30                  entries due 10/22	Spooky Cruise (Tam Valley)
December 2                      7pm-9pm	Jolly Jingles (CC)
December 9                      9am and 10:30am	Breakfast with Santa (CC)
January 20, 2024              6:30pm-9:30pm	Crab Feed (CC)
February 2&3                    6:30pm dinner 7:30pm show	Murder Mystery (CC)
February 9&10                  6:30pm dinner 7:30pm show	Murder Mystery (CC)
Community Center restrooms under construction	Mid-February
March                              TBD	Spaghetti Bingo (CC)
Spring                              TBD	Hazardous Waste Collection (CC)
April 20                            Time TBD	Earth Day Event (CC)
May 4                                8am -1pm	Debris day, shred day, e-waste, compost (Corp Yard-CC)
May 3 &4                            Time TBD	Rhubarb Revue (CC)- hiatus till next year
May 10 & 11                      Time TBD	Rhubarb Revue (CC)- hiatus till next year
June 14, 28 July 12, 26 Aug 9	Creekside Fridays (CC)
August 23                        5pm – 7pm Sept 6	Creekside Unplugged at the Cabin
September 21                    3pm- 8pm	Oktoberfest (CC)



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## TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES FRIDAY, DECEMBER 8, 2023, 3:00 PM

### 1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:02pm on Friday, December 8, 2023, by Chair Rosenblatt.

### 2. ROLL CALL

Commissioners:

Valerie Jordan, Vice-Chair Pam Keon, and Chair Erin Rosenblatt

Michael Bogart and Michael Wisner were both absent.

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

### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA**

**M/S: P. KEON/V. JORDAN**

**AYES: 3**

**NAYS: 0**

**ABSENT: 2**

### 4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items.

There was none

### 5. REGULAR BUSINESS

A. Discuss/consider PARC short and long term goals and priorities

Vice-Chair Keon distributed an updated draft of the goals and priorities. Keon stated she tried to blend her goals and priorities with those of Commissioner Wisner. She summarized the document, separating the two main goals and the list of priorities.

The Commission discussed the goals and priorities and asked questions of staff. The Commission was ready to approve the goals and priorities and send them to the Board of Directors. However, the concern was Commissioners Bogart and Wisner, who are absent, are not present to discuss. Therefore, if Commissioners Bogart and Wisner wish to further discuss the goals and priorities, they will not go to the Board, but instead will come back to the Commission for discussion at the next PARC meeting.

Chair Rosenblatt invited public expression. There was none.

**MOTION TO APPROVE THE GOALS AND PRIORITIES AND BRING THEM TO THE BOARD OF DIRECTORS AT ITS JANUARY 10 MEETING. IF COMMISSIONERS BOGART AND WISNER WOULD LIKE TO FURTHER DISCUSS THE GOALS AND PRIORITIES, THEY WILL NOT GO TO THE BOARD, BUT INSTEAD WILL COME BACK TO THE COMMISSION FOR DISCUSSION AT THE NEXT PARC MEETING**



**M/S: E. ROSENBLATT/P. KEON**

**AYES: 3**

**NAYS: 0**

**ABSENT: 2**

**B. Receive and discuss TCSD park/facility usage data**

GM Toy summarized usage data from TCSD parks and facilities, Eastwood and Kay Parks, the Community Center and the Cabin, since January of 2023.

Chair Rosenblatt invited public expression. There was none.

1. Kay Park – Commissioner Jordan and Vice-Chair Keon
2. Kott Park and Hawk Hill – Commissioners Bogart and Wisner
3. Flamingo (Rock Garden) Park, The Cabin and the Community Center – Chair Rosenblatt and Vice-Chair Keon
4. Eastwood Park – Commissioners Jordan and Wisner

Commissioners will attempt to conduct more than one visit per site, potentially during the week and weekend. In addition, there will be a standing item on subsequent PARC agendas for subcommittee reports.

Chair Rosenblatt invited public expression. There was none.

**C. Receive Subcommittee Reports**

At the previous meeting, various ad-hoc subcommittees were formed to tour specific TCSD open space and park facilities and report back to the full Commission. The subcommittees reported back on the following:

The Cabin and the Community Center – Chair Rosenblatt and Vice-Chair Keon reported on The Cabin and stated there isn't any information at the site on the history of the building or contact information for rental and a list of amenities. Also, the bulletin board isn't well-maintained and needs a piece of plastic covering.

They also toured the Community Center and noticed a lot of underutilized space. They also wondered if the Community Center is the central gathering place of Tam Valley.

Vice-Chair Keon and Commissioner Jordan toured Flamingo Park and Kay Park.

Flamingo Park comments were to replace the furnishings/tables and to relocate the tree stumps and rocks to create a more aesthetically pleasing area. There is an opportunity for additional memorial benches, which could create better seating options to make the park more appealing to seniors. The subcommittee also recommended installing a physical barrier, a fence or a gate to increase safety for seniors and children. The rocks should be rearranged in a more aesthetically pleasing manner, along with posting a sign explaining the significance of the rocks.

Kay Park observations and recommendations were to add more benches and another picnic table.

Tours of other TCSD open space facilities, Eastwood and Kott, will occur later when Commissioners Bogart and Wisner are able to conduct the tours

Chair Rosenblatt invited public expression. There was none.

D. Discuss possible events/activities/projects to include in the community survey

The Commission began the discussion reviewing previous TCSD events and activities for inclusion in the community survey. The discussion will continue at the January PARC meeting when the survey consultant is scheduled to attend.

Chair Rosenblatt invited public expression. There was none.

E. GM report on park facilities

GM Toy provided an overview of recent general improvements, maintenance, and repair projects in TCSD Park facilities.

Commissioners asked questions of staff

Chair Rosenblatt invited public expression. There was none.

**6. CONSENT CALENDAR**

A. Approve minutes of November 17, 2023 meeting

**MOTION TO APPROVE THE CONSENT CALENDAR**

**M/S: V. JORDAN/P. KEON**

**AYES: 3**

**NAYS: 0**

**ABSENT: 2**

**7. FUTURE PARC AGENDA ITEMS**

A. Meeting to discuss the community survey

B. Review resolution Ordinance 94 Review/discuss TCSD Ordinance No. 94 governing parks rules and regulations

Next meeting of the Commission will be a special meeting at the Tam Community Center on January 12, 2024, at 3:00 P.M.

**8. ADJOURNMENT**

**MOTION TO ADJOURN**

**M/S: P. KEON/V. JORDAN**

**AYES: 3**

**NAYS: 0**

**ABSENT: 2**

**MEETING ADJOURNED AT 4:40 P.M.**

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



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### TCSD 2024 PARKS AND RECREATION COMMISSION (PARC) MEETING SCHEDULE

PARC MEETINGS – Second Friday of each month except 2/16/24 and 5/17/24– 3:00pm at Tam Valley Community Center

MEMBERS OF THE PUBLIC ARE INVITED TO ALL OPEN MEETINGS

DATE	TYPE	LOCATION
1/12/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
2/9 or 2/16/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
3/8/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
4/12/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
5/10 or 5/17/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
6/14/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
7/12/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
8/9/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
9/13/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
10/11/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
11/8/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER
12/13/24	PARC MEETING	TAM VALLEY COMMUNITY CENTER

Tam Valley Community Center, 203 Marin Drive, Mill Valley

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