



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD PARKS AND RECREATION COMMISSION (PARC) MEETING AGENDA

FRIDAY, FEBRUARY 16, 2024

SPECIAL MEETING AT 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, 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. Receive report on discussion of goals and priorities at the TCSD Board meeting (10 minutes)
- B. Receive Ad-Hoc Subcommittee Reports (10 min.)
- C. Discuss/consider PARC sponsored activities such as a speaker series (15 min.)
- D. Discuss park policies including rules for tennis and pickleball (15 min.)
- E. Discuss future PARC meeting schedule (5 min.)
- F. Board member reports (5 min.)
- G. GM report (5 min.)

6. CONSENT CALENDAR

- A. Approve January 12, 2024 meeting minutes
- B. Approve January 19, 2024 special meeting minutes

7. FUTURE PARC AGENDA ITEMS

8. ADJOURNMENT

NEXT PARC REGULAR MEETING

(Second Friday of the Month)

March 8, 2024, at 3:00pm in the Tam Community Center, 203 Marin Ave, Mill Valley



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
Parks and Recreation Commission
Special Meeting February 16, 2024

TO: PARKS AND RECREATION COMMISSION (PARC)

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: STAFF REPORT FOR ITEMS 5A, 5B, 5C, 5D, 5E, 5F, 5G and Consent Calendar

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

REGULAR BUSINESS

5A. Receive report on discussion of PARC goals and priorities at the TCSD Board meeting

Chair Rosenblatt presented the PARC goals and priorities to the TCSD Board at its February 14th meeting. She will provide an oral summary of the Board's comments on the PARC goals and priorities.

ACTION: Receive report.

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 (attached is their report with photos)

Kay Park

Vice-Chair Keon and Commissioner Jordan

Flamingo (Rock) Park/Cabin/Community Center

Chair Rosenblatt and Vice-Chair Keon

ACTION: Receive oral reports, as needed.

5C. Discuss/consider PARC sponsored activities such as a speaker series

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.

Attached is a draft outline prepared by Commissioner Wisner for the speaker series.

ACTION: Discuss/consider new activities such as the speaker series and provide direction to staff.

5D. Discuss park policies including rules for tennis and pickleball

Discuss park policies including rules for tennis and pickleball and the potential impacts to the neighborhood.

ACTION: Discuss policies.

5E. Discuss future PARC meeting schedule

The regular PARC meeting is the second Friday of every month. A request has been made to consider alternative meeting dates if Commissioners know they cannot make a specific meeting. The next two regular meeting dates are March 8th and April 12th.

ACTION: Discuss and provide direction to staff.

5F. Board member reports

This is an opportunity for Board members to report on specific PARC related topics or activities they have been working on.

ACTION: Receive reports.

5G. GM report

Oral report on general improvements, TCSD events/activities, Board meetings, budget process, maintenance, and/or repair projects in Park facilities.

ACTION: Receive report.

CONSENT CALENDAR

6A. Approve January 12, 2024 meeting minutes

6B. Approve January 19, 2024 meeting minutes

ATTACHMENTS

- A. PARC goals and priorities
- B. Subcommittee report on Eastwood park with pictures
- C. Speaker series
- D. Minutes

ATTACHMENT A

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.*”

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.

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

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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.

Attachment B

TCSD PARC Subcommittee On-Site Survey of Eastwood Park Sunday, 28 January 2024; 12:00 Noon

PARC Subcommittee Members:

Valerie Jordan

Michael Wisner

Driving up Eastwood observed Pickleball courts were full. Parking along the street was full. Parking lot full, save handicap spot.

At arrival to main parking lot only two cars present. The Park was clean and well-maintained. Water fountain at entrance is not working - reportedly this has been for weeks. No dogs observed in grass area of park. A bit later, a resident with two dogs arrived, let the dogs out on grass, meticulously cleaned up their deposits. Two boys with motorized bikes drove by and did not attempt to enter park area. The two redwoods at park entrance have lower branches that should be limbed to CalFire recommended height.

Picnic table near park entrance has some maintenance issues that should be addressed (rotted and jagged edges- pics attached).

Drainage area near creek and picnic tables at far end working but inadequate or plugged as grass marshy and ground muddy. The parking lot fencing near redwoods was reportedly damaged and removed, then replaced with boulders that block potential parking spots on street. Fence should be replaced, or boulders moved back to allow for parking and eliminate mud ruts.

Playground was in use by one family. Was clean and well-maintained. The picnic tables there and at head of trail into wooded area have loose planks, jagged edges and are in need of maintenance i.e. trimming and sanding jagged edges, securing loose plank(s), full sanding and resealing. If maintenance cannot be done, should be replaced. Info plaques on two of the picnic tables were cracked and only half there. Need to be replaced.

There was one couple walking two dogs on path in wooded area. The wooded area has been cleared of brush and is quite a remarkable improvement since Committee last visited Eastwood Park. If this area was considered for separate "dog-off-leash" area, would have to be fenced to prevent dogs getting snarled in brush along creek. The large open grass area at front of park could be divided to create a separate "dog-off-leash" area; however, this might markedly restrict running area for larger dogs and thus might not solve the problem. From earlier reports from nannies (one of largest user contingents of park) the kids do not use grass area because of larger dogs running free. Another option might be to consider expanding fencing around picnic tables to include a grassy area where kids could play.

One resident who for five years has used the park daily reported that the noise, parking problem at pickleball tennis courts was date-coincident with pickleball lessons being given. While a single report is just that, it does bring up some valid questions to consider and gather data. For instance: Does the district have a role of people receiving lessons? How many from within TCSD or outside? If are sizeable number from outside the district, is this and word of mouth contributing to crowding on courts and street parking? Do revenue and service these lessons provide outweigh the crowding and parking problems observed?

Expedite having the fire department bring a truck and determine what should be designated as fire road/no parking.

Parking at tennis/pickleball courts was full. Bathroom working, albeit a bit dirty. There is the potential or maybe one additional parking spot that could be add one parking lot between bathroom and road. The low rope fence along the tennis and basketball courts could be removed and gravel placed that could increase off road parking along that area. Feasibility and code compliance for this would need to be evaluated by District staff.







ATTACHMENT C

24 January 2024

Draft Concept

TCSO Parks and Recreation Speakers Series

Outline

Introduction: TCSO's Parks and Recreation proposes to launch a Community *Speakers Series*, a series of engaging and informative talks by notable individuals from various fields. The series aims to bring together our community members, fostering knowledge sharing and promoting intellectual discourse on a diverse range of topics. Each session will feature an expert speaker who will share insights, experiences, and expertise on a specific subject, encouraging community members to explore new interests and expand their horizons.

Producing: The challenge will be the acquisition of speakers and syncing their and Community Center availability. Suggestions for speakers should be collected from TCSO Board Members, PARC Commissioners, TCSO staff, and public.

Event Format:

1. **Frequency:** Bimonthly (initial). Each session focuses on a unique theme or topic.
2. **Duration:** 60-90 minutes per session, including a Q&A segment for audience interaction.
3. **Venue:** TCSO Community Center. Consider making these available virtually as well. Schedule will depend on Community Center availability and may include daytime events. Wine and cheese to be considered on an event-by-event basis.
4. **Themes:** Varied themes to cater to different interests, such as Photography, Gardening, Non-Toxic Living, A.I. Made Easy, Writers Workshop, and more.

Speaker Selection:

1. **Diverse Experts:** Invite experts from diverse backgrounds and professions to cater to the wide range of interests within the community.
2. **Local Talent:** Emphasis on local experts to strengthen community bonds and support local talent.
3. **Nomination System:** Encourage community members to suggest speakers or topics, ensuring the series remains relevant and engaging.

Promotion and Marketing:

1. **Social Media:** Utilize community platforms and social media to announce upcoming sessions (i.e. TCSD Newsletter, Next Door, Instagram), share speaker profiles, and generate excitement.
2. **Collaborations:** Partner with local organizations, businesses, or influencers to amplify the reach and impact of the series. Make available posters which include Speaker Series announcement, a calendar of upcoming speakers and topics, dates/times, location. Post these in local area venues and businesses as well as TCSD Community Center, and website.
3. **Email Campaigns:** Regularly update community members through email newsletters, providing information on upcoming sessions and highlights from previous events.

Feedback Mechanism:

1. **Post-Event Surveys:** Collect feedback surveys from attendees to gauge satisfaction, identify areas for improvement, and suggestions for future topics.
2. **Community Forum:** Create a dedicated forum or discussion space where community members can share their thoughts, suggestions, and connect with each other.

Sustainability:

1. **Recorded Sessions:** Record and archive sessions for on-demand viewing, ensuring those who couldn't attend live can still benefit from the content.

2. **Sponsorship Opportunities:** Explore partnerships with local businesses for sponsorships to support the series financially.

Conclusion: The Community Speakers Series is a dynamic platform designed to inspire, educate, and connect community members through the power of shared knowledge. By creating a space for intellectual exploration, we aim to enhance the community experience and contribute to the personal and professional growth of our members.

Sample Speaker Series Events*

Gardening: Michael Bogart

An Evening of Weston Photography: Kim Weston - the photographic legacy of Edwin Weston and Ansel Adams

Living Healthy in a Toxic World: Michael Wisner. Simple things you can do to reduce toxic exposures in home from Best-selling bok.

Writer's Workshop: TBD

Environmental Working Group: Kenn Cook, President and co-founder of EWG a non-partisan organization dedicated to the protection of human health and the environment. A Marin resident.

The History of Tamalpais Valley; TBD

How A.I. Will Affect Your Life: A.I. Made Simple: TBD

* Draft only - dates and speakers subject to identifying dates for Community Center and speaker availability



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TCSO PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING MINUTES FRIDAY, JANUARY 12, 2024, 3:00 PM

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 3:00pm on Friday, January 12, 2024, by Vice-Chair Keon.

2. ROLL CALL

Commissioners:

Michael Bogart, Valerie Jordan, Michael Wisner, Vice-Chair Pam Keon, and Chair Erin Rosenblatt (arrived late)

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: 5

NAYS: 0

ABSENT: 0

4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items. There was none.

5. REGULAR BUSINESS

A. Review and discuss status of goals and priorities

Vice-Chair Keon summarized the revised Goals and Priorities for Parks and Recreation Commission (PARC). She specified that the goals and priorities are grounded in existing TCSO policies, as well as the directives given by the TCSO Board of Directors.

GM Toy reviewed the individual items listed in the Goals section. Explicitly, the first bullet point to review existing Parks and Recreation policies, the Commission wants to review all appropriate policies at subsequent meetings. The Commission would like to invite key TCSO staff relevant to the management of TCSO facilities to attend a PARC meeting every six months. The point to review the annual calendar of current events is on this meeting agenda. While the following items have been completed:

-Evaluate usage of the parks and other TCSO facilities

-Conduct onsite inspections of each park and other recreational asset

Finally, to fulfill the point to elicit the perspectives and priorities of each Board member, a joint meeting with PARC and the Board will be scheduled in the future.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

B. Receive Ad-Hoc Subcommittee Reports
Commissioners Bogart and Wisner will report on the field visit to Kott Park and Hawk Hill at the February PARC meeting.

C. Review 2024 Calendar of TCSD Events
GM Toy reviewed the upcoming calendar of events for 2024.

The Commission asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

D. Discuss/consider PARC sponsored events/activities/classes
GM Toy summarized previous discussions of PARC members discussing the creation of new programs, such as a speaker series or seminars on gardening. A PARC commissioner would coordinate the program and staff would assist with marketing and the availability of the facility.

Commissioner Bogart has stated an interest in starting a quarterly gardening seminar.
Commissioner Wisner has voiced an interest in a speaker series and will provide a proposed list of topics and a calendar to a subsequent PARC meeting.

Chair Rosenblatt invited public expression. There was none.

E. Discuss possible events/activities/projects to include in the community survey
The Commission discussed possible content for the community survey. The Board indicated it would like to survey the community regarding new and/or previously offered TCSD events and activities. The discussion will continue at a special PARC meeting in January when the survey consultant is scheduled to attend.

Chair Rosenblatt invited public expression. There was none.

F. GM report on projects and budget process
GM Toy provided an overview on general improvements, budget process, maintenance, and/or repair projects in park facilities.

Commissioners asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

6. CONSENT CALENDAR

A. Approve minutes of December 8, 2023 meeting
Vice-Chair Keon had clarifying changes to the minutes.

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: V. JORDAN/P. KEON

AYES: 5

NAYS: 0

ABSENT: 0

7. FUTURE PARC AGENDA ITEMS

- A. Meeting to discuss the community survey content
- B. Potential park project(s) of the Boy Scouts
- C. Commissioner Wisner's proposed speaker series outline
- D. Ad Hoc Subcommittee Report

Next meeting of the Commission will be a special meeting at the Tam Community Center on January 19, 2024, at 3:00 P.M.

8. ADJOURNMENT

MOTION TO ADJOURN

M/S: P. KEON/V. JORDAN

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 4:37 P.M.

Approved by Commission on: _____



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TCSO PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES FRIDAY, JANUARY 19, 2024, 2:00 PM

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Regular Meeting was called to order at 2:09pm on Friday, January 19, 2024, by Chair Rosenblatt

2. ROLL CALL

Commissioners:

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

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

Public Present: Curt Below, FM3; Steve Levine

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: E. ROSENBLATT/P. KEON

AYES: 5

NAYS: 0

ABSENT: 0

4. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items.

Steve Levine thanked the Commission for their work establishing goals and priorities. He also stressed the importance of the community survey that will help direct the work of the Commission.

5. REGULAR BUSINESS

A. Conduct work session to discuss/consider content for the proposed community survey of TCSD services/facilities/operations, programs/events, and/or other activities.

GM Toy provided a background on the survey and summarized its purpose and goals. He also went through an outline of potential questions and issues. He also discussed the comments raised by the Board of Directors during their deliberations over the survey. The final survey will be up to 20-minutes long (approximately 40-60 individual questions) and will be conducted among up to 250 voters in Tam Valley.

Curt Below of FM3, the consultant selected to conduct the survey, discussed the methodology of the survey. He stressed that it is not an intercept, or user survey. Instead, it is more focused on a potential gauge of possibly raising revenue in the future, as the participants are drawn from the voter rolls.

The Commission asked questions of staff.

6. FUTURE PARC AGENDA ITEMS

Next meeting of the Commission will be a regular meeting at the Tam Community Center on February 16, 2024, at 3:00 P.M.

7. ADJOURNMENT

MOTION TO ADJOURN

M/S: V. JORDAN/M. BOGART

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 3:17 P.M.

Approved by Commission on: _____