



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS WORK SESSION

MINUTES

WEDNESDAY, JUNE 23, 2021 , 8:30 AM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors work session was called to order by President McMahon at 8:31 a.m. on Wednesday, June 23, 2021.

2. ROLL CALL

Directors: President Matt McMahon, Vice President Jeff Brown, Steffen Bartschat, Jim Jacobs, and Steven Levine

Staff Present: General Manager Heather Abrams, Recording Secretary Cyndie Martel

Others Present: Sarah Mehtar, Interim Finance Manager; Lara Zegart, Parttime Parks and Recreation Coordinator, Josh Everhart, Parks and Recreation; Jim Kasper, Firewise Tam Valley, Jim Burns

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S/C: S. LEVINE/J. BROWN

AYES: 5

NAYS: 0

ABSENT: 0

4. PUBLIC EXPRESSION

Pres McMahon invited public expression on non-agenda items, in response to which there was the following:

- There was no public expression.

5. REGULAR BUSINESS: Information Items

A. Review and discuss parks and recreation five-year financial plan

Pres McMahon stated the goal of the morning's meeting was to discuss the agenda topics and provide direction. GM Abrams stated the District had a robust Park and Rec Department which, like everything else, was coming out of the pandemic restrictions and staff was looking for clear direction. She introduced a presentation with graphic representation of Park and Rec revenue and expenses, staff and other expenses, and financial forecast highlights, which indicated the need for new revenue/resources in future years. The Park and Rec business model was staff intensive, with an immense amount of detail going into planning events, and park maintenance.

i. Review and discuss park, open space, and facilities maintenance

The Board discussed the importance of park maintenance but stated without a detailed understanding of what needed to be accomplished with current resources, it was difficult

for them to offer guidance. A suggestion was made to find the detailed list that a past contracted landscaper had used as a starting point.

Public Comment:

- Mr. Kasper commented that the Hanson Report did not significantly address open space issues.

The Board summarized by asking staff for a better understanding what resources were being applied and where, and having tracking accountability.

Public Comment:

- Mr. Kasper commented on various approaches to managing park and open space.
- Mr. Burns commented on the fire danger of open space to Marinview and their contributions to mitigation.

GM Abrams stated TCSB Parks and Recreation was highly dependent on Measure A funds. She added the District would like to update the maintenance plan to include open space with a future goal of a Park and Rec CIP.

ii. Discuss parks and recreation Capital Improvement Program (CIP)

The Board stated the District needed a CIP for Parks and Recreation, but it was not a priority at this time. Focus should be on developing a well thought out park and open space maintenance plan with a CIP being a goal for the future.

Public Comment:

- Mr. Kasper commented that once a maintenance plan was in place, staff could decide on capital improvement for next FY.

iii. Review and discuss parks and open space Use Policy

GM Abrams stated Management Partners made suggestions for developing a comprehensive rules list and consistent signage. She stated there were a few scenarios to consider: 1) she could bring her ideas back to the Board for discussion and decision, 2) it could be a community based process with the yet to be formed Park and Rec Commission, or 3) the Board and staff could not address this issue at this time.

The Board discussed the importance of park rules so that all residents felt safe and heard. They discussed the current hardships of enforcement and deferred this issue.

The Board asked that current District rules be posted on the website in one place that was easy to find.

B. Events & Recreation

- i. Review and discuss parks and recreation events in planning stage

The Board was excited about the list of events in the planning stage. They stated they would be looking for separate P&Ls for each event with the cost for labor included, both part time and full time.

They also commented that it was important to include events that appealed to everyone, not just parties, and staff should be innovative when looking at new ways to engage the community.

There was no public comment.

ii. Review and discuss parks and recreation Summer 2021

GM Abrams walked the Board through plans for the Creekside Fridays replacement this year...the Block Party. Staff explained the details in the works for the 3 events held on Friday, July 30, August 6 and August 13. The Board was supportive and agreed to man a table for resident questions and concerns.

Public Comment:

- Mr. Kasper commented on keeping track of part time employees for events, but also include volunteers and staff.
- Ms. Zegart stated the District was establishing a new application process for all part time staff and volunteers which would help with tracking costs and keeping emergency contact information.

iii. Review and discuss recreation programs

GM Abrams made the Board aware of classes and other long standing groups that were restarting their rentals. The Board agreed that the rec programs so far looked good.

There was no public comment.

C. Staffing

i. Review and discuss parks and recreation paid staff plan

GM Abrams outlined her staffing plan and asked for the Board's input. The Board stated they were not interested in contracting services out but felt there were gaps in current staffing. They asked to agendize job descriptions in a few months to assist with hiring midyear.

The Board requested that part time and full time staff who worked events be included along with other expenses each event, similar to the accounting for Measure A funds. They discussed whether there was a tool available to reconcile resources vs. priorities.

There was no public comment.

- ii. Review and discuss parks and recreation volunteer plan
GM Abrams stated TCSB was heavily dependent on volunteers to operate all of its events and asked the Board for input on its current volunteer program.

The Board recognized the importance of its community volunteers and stated the volunteers should have a more formal program, with clear delineation between paid part time staff and volunteers and having a way to clearly tell a volunteer from paid staff, perhaps different T-shirts for each.

Public comment:

- Mr. Kasper commented that other agencies have a Volunteer Agreement with clear expectations outlined.
- Ms. Zegart stated the District was instituting a Volunteer Application this year to include the parameters of the work.

- iii. Review and discuss park and recreation after school program
GM Abrams stated the Board was familiar with Tia's after school program. Tia was very clear on how she wanted her program run and the District could not run the program without her. The Board discussed what might be next for the program but felt decisions could not be made until they had clear direction about Tia's plans. Staff would follow up with Tia.

There was no public comment

D. Open topics to allow for any other parks and recreation items to come up

There was no public comment.

6. ADJOURNMENT

MOTION TO APPROVE ADJOURN

M/S/C: S. BARTSCHAT/S. LEVINE

AYES: 5


NAYS: 0

ABSENT: 0

Meeting adjourned at 11:00am.



President



Secretary

NEXT TCSB BOARD MEETING
JULY 14, 2021 – 7:00 PM VIA ZOOM
TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY