



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSO BOARD OF DIRECTORS WORK SESSION 1:00PM

### MINUTES

MONDAY, MARCH 9, 2020

TAMALPAIS VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors work session was called to order by President McMahon at 1:02 p.m. on Monday, March 9, 2020.

#### 2. ROLL CALL President Matt McMahon

Directors: Vice President Jeff Brown, Steffen Bartschat, and Steve Levine

Absent: Dir Jim Jacobs

Staff Present: General Manager Heather Abrams, Park and Recreation Director Carol Buchholz, Recording Secretary Cyndie Martel

Others Present: There were no members of the public present.

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

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

AYES: 4

NAYS: 0

ABSENT: 1 (JACOBS)

#### 4. PUBLIC EXPRESSION

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

- There was no public comment.

#### 5. Parks and Recreation Work Session

- TCSO staff presentation of Parks and Recreation current workflow

Pres McMahon began with a summary of the structure and goals of the meeting. GM Abrams stated staff was looking for specific feedback from the Board about which programs/ functions/ facilities were top priorities.

Ms. Buchholz started with an historical review of the District, and how it had changed since she was hired. She was proud to report the District had 647 volunteers positions. She highlighted the work of Josh Everhart, who was a certified playground inspector, managed the parks, and landscaping, and Casey Healon who kept the facilities clean and was the face of the District for park and rec events. She acknowledged volunteers like Jim Kasper, who assisted by reviewing tree bids, coordinating chipper days, and grant writing, Steve Levine who was the District's eyes and ears at Eastwood Park, and Jeff Brown, who kept the community center and Creekside audio visual

operating, and volunteered for most TCSO events. She reviewed major accomplishments over the last 17 years and major projects of interest to her for the upcoming year.

She recommended the Board consider the following:

- Bring back the park and rec commission
- Create a dog park behind Eastwood Park
- Expand the cabin area into a recreation office and park
- Separate the recreation and park divisions, with parks reporting to Mike Quecke
- Ability to thank Board members publicly

Ms. Buchholz thanked VP Brown for his endless hours of volunteer work to support the rec department and presented him with a plaque with her sincerest gratitude.

When asked about succession planning, Ms. Buchholz stated she had been training Ms. Zegart for the past year. Ms. Zegart had volunteered with the District for the past 4 years, had a Master's Degree in literature, was proactive, and physically capable. She had full confidence in Ms. Zegart's abilities to run the park and rec department. Ms. Buchholz left the meeting at this point.

The Board called a 4 minute recess.

- Question and answers between Board and Staff  
Pres McMahon queued the second portion of the work session which would provide staff with short term priorities such as hiring, and thoughts on long term interests.
- Board discussion of vision and preliminary work plans for Parks and Recreation Department  
GM Abrams reviewed the framework from which she would like the Board's feedback, keeping in mind that short term decisions would affect long term goals, and gauging the Board's satisfaction with the current department events/facilities and future initiatives would be key in how the District hired.
- Board policy direction regarding skills and competencies to be included in new job description(s), and personnel structure of the department  
The Board discussed options, opportunities and preferences for the park and rec department for the future, both short and fairly long term.
- Board wrap up and public comments to the Board  
In summary, the following were recommendations from the Board:
  - Maintain volunteer group and find more for volunteers to do
  - Maintain existing events but with better financial insight into their performance, and change/delete/add as needed
  - Continue existing parks footprint and maintenance plan, put aside any CIP for the short term, while assessing future direction
  - Hire a hands on staff rather than at manager level

The following were comments from the GM:

- While a parks commission could provide vision, there needed to be staff available to implement. Her vision was to hire a recreation coordinator which would oversee events, volunteers and how the parks were being used
- Consultants could be hired for higher level initiatives
- The superintendent position could provide oversight for the current parks position

There was no public comment.

6. ADJOURNMENT

MOTION TO ADJOURN

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

AYES: 4

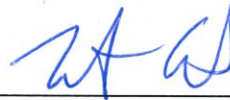
NAYS: 0

ABSENT: 1 (JACOBS)

THE MEETING WAS ADJOURNED AT 3:00 P.M.



President



Secretary

NEXT TCSD BOARD MEETING

MARCH 11, 2019 – 7:00 PM

TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY