

**SOLANO COUNTY GENERAL SERVICES DEPARTMENT
PARKS AND RECREATION DIVISION**

Spencer C. Bole
Director, General Services

Daniel R. Sykes
Parks Services Manager



675 Texas Street, Suite 2500
Fairfield, CA 94533
(707) 784-3118

AGENDA -- Park and Recreation Commission - REVISED
Thursday, January 8, 2009 - 5:30 PM
Hearing Room - 1st Floor
675 Texas Street, Fairfield, CA

1. **Call to Order and Roll Call**
2. **Approval of Minutes for the December 3, 2008 Special Meeting (Action Item)**
3. **Approval of Agenda (Action item)**
4. **Chair Announcements and Commissioner Comments (Informational Only)**
 - A. Introduction of New Commissioner Michael Whited
 - B. Other Comments, Announcements
5. **Parks and Recreation Division Staff Report (Informational Only)**
 - A. Parks Activities Report
6. **Election of Commission Chair and Vice-Chair (Action Item)**
7. **Set Calendar of Commission Meetings for 2009 (Action Item)**
8. **Approval of Public Access Success Criteria for Lynch Canyon**
9. **Review and Provide Direction on Application Procedures for Suisun Marsh-Specific Fund, Grant Program (Discussion, with Possible Action)**
 - Commission review of Staff-recommended application procedures
 - Appointment of ad hoc Evaluation Committee and direction to Committee to finalize and distribute application and procedural guide
10. **Committee Reports (none scheduled)**
11. **Public Comments**
12. **Confirm next regular meeting of March 12, 2009 at 5:30 pm, and Adjourn**

The County of Solano does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call (707) 784-7905 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

If you wish to address any item listed on the Agenda, please submit a Speaker Card before the Commission considers the specific item. If you wish to address an item not on the agenda, please submit

a Speaker Card before the first speaker is called for Public Comments. Cards are available at the entrance to the hearing room.

SOLANO COUNTY PARK AND RECREATION COMMISSION

**UNAPPROVED MINUTES OF THE SPECIAL MEETING HELD
THURSDAY, DECEMBER 3, 2008
COUNTY ADMINISTRATION CENTER - FIRST FLOOR HEARING ROOM,
675 TEXAS STREET FAIRFIELD, CALIFORNIA**

Commission Members Present: Riddle, Alvarez, Hermsmeyer, and Leong
Commissioner Members Excused: None.

Staff Present: Sykes, Tanner-Linné

1. Call to Order and Roll Call

Chair Hermsmeyer called the meeting to order at 5:30 p.m. Tanner-Linne called roll. A quorum was confirmed.

2. Approval of Minutes for November 13, 2008 Meeting

Motion to approve (Alvarez), seconded (Riddle). November 13th minutes approved unanimously.

3. Approval of Agenda

Motion to approve agenda (Leong), second (Riddle). Approved unanimously.

4. Chair Announcements and Commissioner Comments

The Chair and Commissioners had no comments.

5. Committee Report with Recommendations (Action Item)

A. Fish and Wildlife Propagation Fund (FWPF) Evaluation Committee, Recommendations for FY 2008/09 Awards

Chair Hermsmeyer read the ratings and recommended award amounts from the FWPF evaluation committee, as follows.

Applicants	Applicant Requested Amount	FWPF Eval. Committee Recommended Award
1. Solano Land Trust	16,200	16,200
2. Grizzly West Reclamation District #2136 and Island Club	29,188	0
3. Suisun Resource Conservation District (RCD) & Bent Barrel Duck Club	10,000	0
4. Delta Protection Commission & Partners	100,000	17,630
5. Suisun RCD -- Wildlife Habitat Improvement Program	4,000	0
6. CA Dept. Fish & Game, Crescent Unit	11,750	11,750

<i>(Table continued from above)</i>		
Applicants	Applicant Requested Amount	FWPF Eval. Committee Recommended Award
7. Solano Resource Conservation District (RCD)	45,617	9,184
8. Solano County Parks and Recreation	19,500	19,500
9. Frost Reclamation District #2136 & Grizzly Fairview Farms	1,825	975
10. Suisun Marsh Natural History Association	3,000	3,000
11. Suisun RCD & Walnut Creek Gun Club	10,000	0
12. CA Dept. Fish & Game -- Brood Pond 15 Water Habitat Improvement Project	6,500	6,500
13. Suisun West Reclamation District #2142 & Miramonte Club	8,500	0
14. Suisun RCD & Suisun Farms	10,000	0
15. Suisun RCD & Tule Meadows Duck Club	10,000	0
16. Morrow Island Reclamation District #2138 & Morrow Island Land Company	10,000	0
Totals	\$296,080	\$84,739

Chair Hermsmeyer called for discussion and a vote on each of the amounts recommended by the evaluation committee. The voting results are as follows.

Applicants	FWPF Eval. Committee Recommended Award	Park and Recreation Commission Recommended Award	Commission Voting Result (aye - no)
1. Solano Land Trust	<i>16,200</i>	16,200	Unanimous – 4 to 0
2. Grizzly West Reclamation District #2136 and Island Club	<i>0</i>	0	Unanimous – 4 to 0
3. Suisun Resource Conservation District (RCD) & Bent Barrel Duck Club	<i>0</i>	0	Unanimous – 4 to 0
4. Delta Protection Commission & Partners	<i>17,630</i>	17,630	Unanimous – 4 to 0
5. Suisun RCD -- Wildlife Habitat Improvement Program	<i>0</i>	0	Unanimous – 4 to 0
6. CA Dept. Fish & Game Crescent Unit	<i>11,750</i>	11,750	Unanimous – 4 to 0
8. Solano County Parks and Recreation	<i>19,500</i>	19,500	Unanimous – 4 to 0

<i>(Table continued from above)</i>			
Applicants	FWPF Eval. Committee Recommended Award	Park and Recreation Commission Recommended Award	Commission Voting Result (aye - no)
9. Frost Reclamation District #2136 & Grizzly Fairview Farms	975	975	Unanimous – 4 to 0
10. Suisun Marsh Natural History Association	3,000	3000	Unanimous – 4 to 0
11. Suisun RCD & Walnut Creek Gun Club	0	0	Unanimous – 4 to 0
12. CA Dept. Fish & Game -- Brood Pond 15 Water Habitat Improvement Project	6,500	6,500	Unanimous – 4 to 0
13. Suisun West Reclamation District #2142 & Miramonte Club	0	0	Unanimous – 4 to 0
14. Suisun RCD & Suisun Farms	0	0	Unanimous – 4 to 0
15. Suisun RCD & Tule Meadows Duck Club	0	0	Unanimous – 4 to 0
16. Morrow Island Reclamation District #2138 & Morrow Island Land Company	0	0	Unanimous – 4 to 0
7. Solano Resource Conservation District (RCD)	9,184	13,184 *	Unanimous – 4 to 0
Totals, Recommended Awards	\$84,739	\$88,739	

* Note: By motion of Commissioner Alvarez, seconded by Riddle, the recommended award for the Solano RCD application was increased by \$4,000, to a total of \$13,184, to support the environmental educators symposium proposed in the Solano RCD application. Motion was approved unanimously.

6. Public Comments

Helayna Pera, California Department of Fish and Game, questioned why her applications were fully funded but others were not. The work they are doing on other properties in the Suisun Marsh is exactly the same work Fish and Game is doing, but they did not get funded. She stated that next year the Commission should focus more on the wildlife and habitat in the marsh.

Steve Chappell, Executive Director of Suisun RCD expressed disappointment that his applications were not being recommended for funding. He stated he invested a lot of personal time to create this grant program. He would like to see the process improve, and felt there was a systematic refusal of Suisun RCD's proposals. There are a lot of good things that can be done with this money. He stated the letters sent out from County Counsel should have stated what specifically was wrong with the applications, instead of having applicants come in and review their applications. He requested a copy of the applications that were being recommended for funding.

Hermesmeyer asked Staff Sykes whether the process was open to review again by the Park and Recreation Commission, or would the Board of Supervisors have to approve changes to the grant application process for future use. Could it be changed if needed?

Sykes said the application did not need to be approved by the Board, but any changes to the existing application and procedural guide should be reviewed by County Counsel.

Alvarez said he disagreed with the comments from Mr. Chappell. During his work in the park and recreation business for 38 years, he had never had a granting agency review applications and come back to the applicant to discuss what was wrong with an application. If the application was not complete the application was rejected. Alvarez state he thought the evaluation committee did an excellent job.

Riddle stated that he could not see a granting agency coaching someone through their application. He could see them having a workshop, which this process did, although only one person attended. Questions could have been brought and asked.

7. **Adjournment:**

The next meeting of the Commission will be on January 8, 2009. Meeting was adjourned 6:20 p.m.

**Agenda Item 7:
Solano County Park and Recreation Commission
Proposed Meeting Dates for 2009**

(Bi-monthly, on second Thursday of month)

Thursday, January 8, 2009, 5:30 pm

Thursday, March 12, 2009, 5:30 pm

Thursday, May 14, 2009, 5:30 pm

Thursday, July 9, 2009, 5:30 pm

Thursday, September 10, 2009, 5:30 pm

Thursday, November 12, 2009, 5:30 pm.



AGENDA SUBMITTAL TO SOLANO COUNTY PARK AND RECREATION COMMISSION

ITEM TITLE	COMMISSION MEETING DATE	AGENDA NUMBER
Review and Provide Direction on Application Procedures for Suisun Marsh-Specific Fund Grant Program	January 8, 2009	8
Staff Contact:	Dan Sykes, Parks Services Manager	
Phone:	784-3118	
E-Mail:	drsykes@solanocounty.com	

SUMMARY:

County Staff recommends that the Commission review the current application and procedural guide for the Fish and Wildlife Propagation Fund grant program for Fiscal Year 2008/09 and provide direction to the ad hoc Evaluation Committee and Staff to revise the procedural guide to make it appropriate for use with the Suisun Marsh-Specific Fund grant program, and distribute the procedural guide to the public.

DISCUSSION:

A procedural guide (Attachment 1) for the fiscal year 2008/09 Fish and Wildlife Propagation Fund Grant Program was approved by this Commission in July 2009. This procedural guide was used to receive applications for the grant program, which were recently awarded by the Board of Supervisors on January 6, 2009. The procedural guide has proved an effective tool in establishing guidelines and application procedures for the submission of grant applications, and Staff recommends that it be modified and used for the Suisun Marsh-Specific Fund grant program as well. With appropriate revisions, specifically to the evaluation criteria, funding goals and application process deadlines, the Suisun Marsh-Specific Fund Evaluation Committee would be able to modify the existing procedural guide to facilitate the Suisun Marsh-Specific Fund grant award process.

The Evaluation Committee is an ad hoc committee of the Commission that is appointed by the Chair of the Commission. A standing Evaluation Committee is already in place from the Fish and Wildlife Propagation Fund grant process. The Committee members are being solicited for their interest in continuing in this role, and may be able to be reappointed by the Chair at this meeting.

The procedural guide would need to be revised according to the directions for the disbursement of the "Suisun Marsh-Specific Fund" monies from the, "Guidelines for the Disbursement of Kinder Morgan Settlement Funds" (Kinder Morgan Guidelines) developed by the Commission in 2007 and adopted by the Board of Supervisors January 22, 2008. Pages 9-12 of the Kinder Morgan Guidelines that refer directly to the Suisun Marsh Specific Funds, are attached for your reference (Attachment 2).

In Fiscal Year 2008/09, the Board has budgeted \$100,000 from the Suisun Marsh-Specific Fund to be disbursed as competitive grants. Staff recommends that the Commission direct the Evaluation Committee to review the Kinder Morgan Guidelines and revise the procedural guide so that it can be used to facilitate this disbursement.

Staff has reviewed the procedural guide and identified in the *table of contents* those sections of the guide (see attached table of contents) that would need to be updated in accordance with the Kinder Morgan Guidelines.

Commissioners may also have other suggestions as to how the procedural guide or the application process should be modified, based on their assessment of the Fish and Wildlife Propagation Grant Program process for Fiscal Year 2008/09, which was just completed. Staff recommends that Commissioners also provide this direction to the Evaluation Committee at this meeting, for consideration in revising the procedural guide.

After the Evaluation Committee has met and revised the procedural guide, Staff anticipates it should be ready for reproduction and distribution to the public during February 2009.

Attachments

1. Procedural Guide for the Solano County Fish and Wildlife Propagation Fund Grant Program, Fiscal Year 2008-2009 (54 pages)
2. Extract (pp. 9-12) from: Guidelines for Kinder Morgan Settlement Funds, "Countywide Fish and Wildlife Fund" and "Suisun Marsh Specific Fund" (approved by the Solano County Board of Supervisors, January 22, 2008)