

**SOLANO COUNTY PARK AND RECREATION COMMISSION
MINUTES OF THE MEETING OF SEPTEMBER 12, 2013**

**County Administration Center - First Floor Hearing Room
675 Texas Street, Fairfield
5:30 p.m.**

Members Present: Commissioners Leong, Riddle and Chairman Hermsmeyer
Members Excused: Commissioners Alvarez and Whited
Staff Present: Dan Sykes and Kristine Letterman

1. Call to Order and Roll Call

Chairman Hermsmeyer called the meeting to order. A quorum was confirmed.

2. Approval of the Minutes

The minutes of July 11, 2013 were approved as prepared.

3. Approval of Agenda

The agenda was approved unanimously.

4. Chair and Commissioner Comments

Commissioner Leong thanked the commission for sending a letter to Supervisor Hannigan recommending his reappointment to the Park and Recreation Commission.

5. Public Comments

There were no public comments.

6. Presentations by applicants for Fish and Wildlife Propagation Fund (FWPF) FY2013/14 grant cycle

Dan Sykes gave a brief overview of the written staff report. He noted that the total grant funds requested is \$8,767.

Chairman Hermsmeyer opened the floor for applicant presentations.

Doug Darling, Vallejo Watershed Alliance, stated that VWA is a grass roots organization, community based, and with strong agency support. Mr. Darling explained that they hold numerous public events and are requesting funding to replace their existing area map with a new and improved map. The new map would provide both the current and historic status of the site which would enable the public to better explore the property, as well as to provide educational value.

Commissioner Leong stated that he would recuse himself from voting on this application because he is a member of the alliance.

Libby, Director of the Putah Creek Council, stated that their current grant request would be used to enhance their Stewardship Team and would support running their annual training sessions. She noted that this team is a group of volunteers who are the leadership team that provide support during field events and are very valuable to the council. Libby also provided

an update on the grant funds they received last year, noting that more than half of that project is complete. The project includes the planting of 1,400 plants on the south bank of Putah Creek and also the Putah Creek Cleanup program.

Commissioner Leong mentioned that he is also a member of this council.

Steve Chappell, Suisun Resource Conservation District, stated that their grant request would be for the purchase of a low dissolved oxygen meter. He stated that they currently have one meter, but due to expanding efforts in marsh management and multiple managed wetlands, an additional meter would be very beneficial. It would improve their ability to record what is going on and to make operational changes to help protect the aquatic environment.

Dan Sykes briefly described the grant evaluation process and noted that the awards would be announced at the next commission meeting in November. He also noted that any funds that are remaining after the awards are made would go back into the FWPF.

Steve Foreman, biologist with LSA and Associates, expressed his willingness to participate in the selection process for the award of grant funds.

Chairman Hermsmeyer appointed Commissioner Riddle, Commissioner Whited, and Steve Foreman to serve on the grant selection committee.

7. Committee Report: Branding Refresh and Logo Project

Mr. Sykes spoke about the parks marketing plan stating that it has been an ongoing project. He stated that the county has contracted with Davis and Associates who have done interviews with a focus group consisting of two Lake Solano docents, a Lynch Canyon equestrian advocate, a representative from the Spanish speaking community, two Solano County park rangers, and Commissioners Alvarez and Hermsmeyer. After surveying the public and identifying the needs and target audiences, the next step would be to put together a branding effort which would include developing a logo and marketing messages. Staff will be working with Davis and Associates to further this process.

Chairman Hermsmeyer stated that he participated in some of the discussions and there was talk regarding the history of the county parks, park users, and the methods that could be used to attract more people to those parks. He said that it does raise questions on how to approach the aspect to be cognizant of the diversity of the people who use the parks, and putting a name or some kind of description that is going to make sense and be recognizable by those people. Mr. Hermsmeyer admitted that this project is going to be a big undertaking.

8. Parks and Recreation Division Staff Report

A. Status of Ongoing FWPF Grant Projects

Mr. Sykes stated that out of the ten grants awarded, three are well on their way and three others have received payment to begin work. The completion date for these projects is May 2014.

B. Status of Ongoing SMSF Grant Projects

Mr. Sykes noted that the grant cycle for the Suisun Marsh Specific Fund is rapidly winding down and all projects need to be finished by the end of September 2013. He said that those projects are well on their way to completion.

9. Develop Work Plan for 2013-2014

Mr. Sykes reviewed the commission's by-laws and briefly reviewed some of the items the commission may want to focus on as part of their work plan discussions in the future.

The commission agreed that this item should be placed on the November meeting agenda for a brainstorming session to choose the topics that should be focused on and to develop a committee to work on developing a work plan.

10. Confirm date of next regular meeting and adjournment

The next Commission meeting was confirmed for November 14, 2013 at 5:30 p.m. Since there was no further business the meeting was adjourned.