

**SOLANO COUNTY PARKS AND RECREATION COMMISSION  
MINUTES OF THE MEETING OF  
September 14, 2023**

**County Administration Center – MP Rooms 1600-1620,  
1<sup>st</sup> Floor, 675 Texas Street, Fairfield  
10:00 a.m.**

**Members Present:**           **Chair Mike Alvarez  
Vice-Chair Michael Whited  
Commissioner Robin Leong**

**Members Excused:**       **Commissioner Donta Kendrick  
Commissioner Terry Riddle**

**Staff Present:**           **Parks Manager Chris Drake  
Clerk Melissa Catron**

**1. Call to Order and Roll Call**

Chair Alvarez called the meeting to order at 10:02am. A quorum was confirmed. Parks Manager Chris Drake announced to the Commission that Commissioner Riddle has resigned from the Commission effective 9/11/2023. The Commissioners thanked Commissioner Riddle for his many years of service on the Commission.

**2. Approval of the Minutes**

The meeting minutes for July 13, 2023 were approved.

**3. Approval of the Agenda**

The agenda was approved unanimously.

**4. Chair and Commissioner Comments**

Chair Alvarez reminded the Commission to communicate absences to Parks Staff in advance of the meeting to ensure a quorum will be met, and if it is known that there will not be a quorum, the meeting can be cancelled and announced timely.

Commissioner Leong discussed the Flannery Associates purchases with the Commission and inquired about the potential for a county park within the proposed Flannery project.

**5. Public Comments**

There were no public comments.

## 6. FWPF Evaluation Committee Selection

Commissioner Whited volunteered and Chair Alvarez nominated Commissioner Kenrick as the second Commission member to form this sub-committee. Commissioner Leong will serve as the alternate member. Parks Manager Chris Drake reported that he will contact Nathan Kyle or Christine Hirschbeck to serve as the outside or third-party member of the sub-committee.

When the application cycle ends on 9/30/2023, the applications received will be sent to the sub-committee for review; the sub-committee will then bring forward their award recommendations in the November 9, 2023 Parks and Recreation Commission meeting. The award recommendations will then go before the Board of Supervisors for final award approval prior to December 2023.

## 7. Staff Report

### A. Attendance & Revenue Summary

Chris Drake reported that as of 9/1/2023, Parks revenues are sitting at 28% of the 2023/24 budget goal; "peak season" ends on September 30. Parks staffing levels are not at 100%, recruitment for Park Aides has been challenging this season, it is still on-going to fill the vacancies. Also reported was the creation of a Capital Projects Fund, as requested by the Board of Supervisors; a portion of excess revenues generated will go into this fund.

### B. Status Updates

Public Access: Parks staff have now gotten through all three peak-season holidays; despite the lack of staffing and record attendance, the holidays within the parks were met with minimal challenges for staff overall. Commissioner Leong initiated a discussion about the programs, events, and docent-led activities at the parks for the public. Chris stated that he would provide the Commission with more information on the events and activities going on at the Parks. Solano Parks partners with other organizations such as Putah Creek Council and Solano Reclamation District, among other partners, for many activities within the parks.

Projects and Initiatives: Parks Staff are currently in development of a grant application packet with Solano RCD for habitat restoration in the Beetle Point uplands and lower area of Lake Solano Park. The project, if fully funded, would include native tree plantings, the creation of native pollinator garden pod plantings with accessible pathways, interpretive signage and environmental educational circle.

Commissioner Leong suggested Solano RCD contact the Napa-Solano Audubon Society for wood-duck boxes to be installed on the new path. He also suggested contacting the Benicia branch of the California Native Plant Society for suggestions for plantings and other resources that may be available for this project.

### C. Open Space Discussion

On July 25, 2023, the Solano County Board of Supervisors voted to enter into contract with Solano Land Trust for Solano Parks to operate Patwino Worrta Kodoi Dihi Open Space Park as proposed at the last Parks and Recreation Commission meeting.

## 8. Confirm date of next regular meeting on November 9, 2023 and Adjourn

The next Commission meeting was confirmed for November 9, 2023. Since there was no further business, the meeting was adjourned at 11:22am.