

**SOLANO COUNTY PARK AND RECREATION COMMISSION  
MINUTES OF THE SPECIAL MEETING OF February 13, 2014**

**County Administration Center – 2<sup>nd</sup> Floor Conf. Rm 2065  
675 Texas Street, Fairfield  
1:00 p.m.**

<b>Members Present:</b>	<b>Commissioners Riddle, Whited, Alvarez and Chairman Hermsmeyer</b>
<b>Members Absent:</b>	<b>Commissioner Leong</b>
<b>Staff Present:</b>	<b>Dan Sykes and Diane Gilliland</b>

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

Chairman Hermsmeyer called the meeting to order at 1:30 pm. A quorum was confirmed.

**2. Approval of the Minutes**

The minutes of January 9, 2014 were approved as prepared (motion by Commissioner, Riddle second by Commissioner Whited).

**3. Approval of Agenda**

Commissioner Whited suggested adding an item to discuss Commission meeting times. The agenda was approved as amended (motion by Commissioner Whited, second by Chairman Hermsmeyer)

**4. Chair and Commissioner Comments**

Chairman Hermsmeyer noted that he received correspondence from the Department of Fish and Wildlife. It was a notice of proposed rulemaking regarding adopting regulations for hunter education instructor incentive tags. The hunter education instructors serve on a voluntary basis. The Department of Fish and Wildlife has decided to issue them a deer tag for their service.

**5. Work Session: Park and Recreation Commission Work Plan, 2014-2016**

Mr. Sykes reported that he had taken the comments and general framework that was presented by the ad hoc committee and discussed at the January meeting and put together a draft two-year workplan. He briefly summarized the work plan which will cover FY14/15 and FY15/16. The task of Outreach and Networking was the first item listed because the Commission can get started on some pieces of that task right away. Natural Resource Management was another task noted that the Commission could begin working on immediately. Work on the Countywide Park and Recreation Element Update will begin around January, 2015 and will be a longer term project. The fourth task, Improving the Financial Sustainability of County Parks, will be addressed during the fall/winter of 2014. Regarding the fifth task, Prioritizing New Park Improvement Projects, Mr. Sykes thought work could begin around November 2014 and suggested that an ad hoc committee be appointed to look through all the master plans to determine which projects to prioritize.

The Commission and Mr. Sykes discussed various aspects of the work plan including the need to keep it flexible to address unanticipated opportunities or changes; particular tasks that can be started right away; ideas on implementing tasks and working with other agencies. Mr. Sykes noted that he will work with Chairman Hermsmeyer on item 1a to look at assignments for attending meetings with local organizations. At the March meeting there

will be an action item on the agenda regarding assignments, dates, times and meeting places of organizations that the Commission wishes to network with. In addition to the groups listed on item 1a of the draft work plan other groups being considered are the Audubon Society, conservation and outdoor recreation groups and service clubs. Commissioner Alvarez suggested that it would be most appropriate for the Commission to focus its outreach efforts on organizations and groups with countywide jurisdiction and scope, not smaller service clubs or similar. Mr. Sykes noted that reviewing the work plan and making modifications as necessary can be made a regular agenda item for future Commission meetings. The commissioners present agreed, that the draft work plan met their expectations. After review and discussion the Commission decided to add a vote for adoption of the work plan as an action item to the March meeting.

**6. Discussion of Commission Meeting Times**

Citing the facts that an earlier meeting time than 5:30 p.m. would allow for planning park site visits, that all the Commissioners are retired and could be available during regular working hours, and that facilities and staff from other departments such as County Counsel are available during the day, Chairman Hermsmeyer suggested that the Commission consider changing the time of the regular Commission meetings. The Commission discussed the idea and decided to add consideration of changing the regular meeting time as an action item for the March agenda.

**7. Public Comments**

There were no public comments.

**8. Confirm Date of Next Regular Meeting on March 13, 2014, 5:30 PM, and Adjourn**

The next regular meeting was confirmed for March 13, 2014.