

**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
Thursday, November 12, 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 October 28, 2009 Special Meeting (Action Item)**
- 3. Approval of Agenda (Action item)**
- 4. Chair Announcements and Commissioner Comments (Informational Only)**
- 5. Parks and Recreation Division Staff Report (Informational Only)**
 - A. Revenue and Attendance Tracking
 - B. Update on Ongoing SMSF and FWPF Grant Projects
- 6. Consider Approval of Lynch Canyon Success Criteria (Action Item)**
- 7. Discussion of Commissioner Field Trip in New Year (Informational, with Possible Action)**
- 8. Committee Reports (Informational, with Possible Action)**
 - A. Complete Formation and Directions to Grants Review Committee
- 9. Public Comments**
- 10. Confirm next regular meeting of January 14, 2010 at 5:30 pm, and adjourn**

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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
WEDNESDAY, October 28, 2009

**County Administration Center - First Floor Hearing Room,
675 Texas Street, Fairfield, California**

Commission Members Present: Riddle, Hermsmeyer, Whited, Leong, Alvarez

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 July 9, 2009 Meeting

Motion to approve (Whited), with second (Riddle). July 9, 2009 minutes approved unanimously.

3. Approval of Agenda

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

4. Chair Announcements and Commissioner Comments

No announcements.

5. Review of Grant Programs

C. Staff Recommendation on Conducting a Review of Suisun Marsh Specific Fund (SMSF) Grant Program and Fish and Wildlife Propagation Fund (FWPF) Grant Programs, using ad hoc Grants Review Committee

D. Consider appointments to Grants Review Committee

E. Provide Staff direction to solicit comments about the grant processes

At the August 25, 2009, Board of Supervisor's meeting, based on several comments from grant applicants, the Board of Supervisors directed County Staff to review the application and evaluation processes for the Suisun Marsh Specific Fund grant program and Fish and Wildlife Propagation Fund grant program, to try to streamline the processes, and to review the "Guidelines for the Kinder Morgan Settlement Funds" (Guidelines), approved by the Board January 22, 2008.

Based on the Board direction, Staff recommends that the Chair appoint an ad hoc Grants Evaluation Committee, consisting of 3 nominees from the County Administrator's Office, 2 nominees from the Park and Recreation Commission, and a non-voting Staff member to help facilitate. The Grants Review Committee would conduct an independent review of comments received from applicants and the general public. The Grants Review Committee would be tasked with: reviewing the comments received and reviewing the January 2008 Guidelines and Procedural Guides as required, in order to develop recommended changes to the grant processes to present to the Park and Recreation Commission at the January 14, 2010 Commission meeting.

The Commission would review the recommendations from the Grants Review Committee, provide staff with direction on changes to make to the Procedural Guides, and make a Commission recommendation for the Board of Supervisors on changes to make to their January 2008 Guidelines for the Kinder Morgan Settlement Funds. Staff would present the Commission Recommendation at a Board meeting in February 2010.

To begin this process, Staff has solicited nominees for the Grants Review Committee from previous applicants who represented a variety of applicant types and public and private parties. Several responded that they were interested. From these, the County Administrator's Office nominates Steve Chappell, Executive Director of the Suisun Resource Conservation District, Robert Eddings, Biologist with the California Waterfowl Association (CWA) and Chris Rose, Executive Director of the Solano Resource Conservation District, for the Grants Review Committee. Suisun RCD has been an applicant both successfully and unsuccessfully in the past, for marsh restoration and re-vegetation projects. CWA has received several grants, working in concert with the Department of Fish and Game and private landowners in the Suisun Marsh. Solano RCD has been a past grant applicant, both successfully and unsuccessfully for projects in environmental education and habitat restoration projects, in partnership with local growers and farmers throughout the County.

Staff also noted that Jerry Emmanulson of the Suisun Marsh Natural History Association (SMNHA) had expressed interest in being on the Review Committee. SMNHA has been a previous grant recipient for its wildlife rescue and environmental education programs.

Staff suggested several questions that could be used to solicit comments about the grants processes from previous applicants and the general public. The questions could be sent out by letter and email, as well as a public notice that could be posted in local newspapers to solicit comments. The questions include:

Provide your comments (positive and negative) on:

- The eligibility requirements for the funds established in the January 2008 Guidelines.
- The method by which Kinder Morgan funds have been distributed for use.
- The SMSF and FWPF Procedural Guides.
- The application you prepared and required items you submitted.
- How the applications were evaluated and scored.
- Aspects of the January 2008 Guidelines or grant processes that should be changed to ensure that the funds are used in a fair and equitable manner, consistent with the Kinder Morgan Settlement Agreement.

Alvarez said he thinks a review process is a great way to go, but he would caution the Commission and Staff about sending out these questions, and that the Grants Review Committee should decide what the questions should be. One of the individuals who would be on the Committee was not happy with the outcome of the previous grant process and made accusations of the process being unfair to them. The accusation was made publicly to this Commission and then he made the same appeal to the Board, and went public. The questions should come from the Review Committee, and there should be some ground rules for the committee. Once the Review Committee develops its recommendations using the democratic process, the majority should rule. Once the Review Committee makes recommendations to the Commission, it should be done. The Review Committee should be one voice. The Commission will deliberate all the information and that will go to the Board. If not, then if some individuals on the committee are still not satisfied or happy with the recommendations that go to the Board, we could be back at square one.

Riddle stated that Steve Chappell was part of the original process to develop the present grant application and procedural guide and it went through to completion, but when his applications were denied, he did not like the outcome and went to the Board.

Riddle volunteered to be on the Review Committee and Hermsmeyer was thinking about being on the Committee also. Hermsmeyer stated his understanding that the Grants Review Committee, as an ad hoc committee, will bring recommendations back to the Commission and the Commission can support, revise or deny them. Then the Commission will make a recommendation to the Board, the Board will adopt the procedural guide, and the decision will belong to the Board.

Alvarez suggested that the Grants Review Committee should include the 3 names given by the CAO's office and add Jerry Emmanuelson of the Suisun Marsh NHA.

Chair Hermsmeyer then appointed Steve Chappell, Robert Eddings, Chris Rose, Jerry Emmanuelson and Terry Riddle to serve on the Grants Review Committee. The Chair reserved the right, based on availability, to add another Commissioner to the Committee at the next Park and Recreation meeting, on November 12.

The commission discussed what questions should be distributed to solicit comments, and how to distribute it to the applicants and the public. Chair Hermsmeyer directed that the Review Committee should have the task of finalizing the questions and how to distribute them, before they are sent out. Chair Hermsmeyer asked Staff to draft up some questions for the Grants Review Committee to review when they first meet.

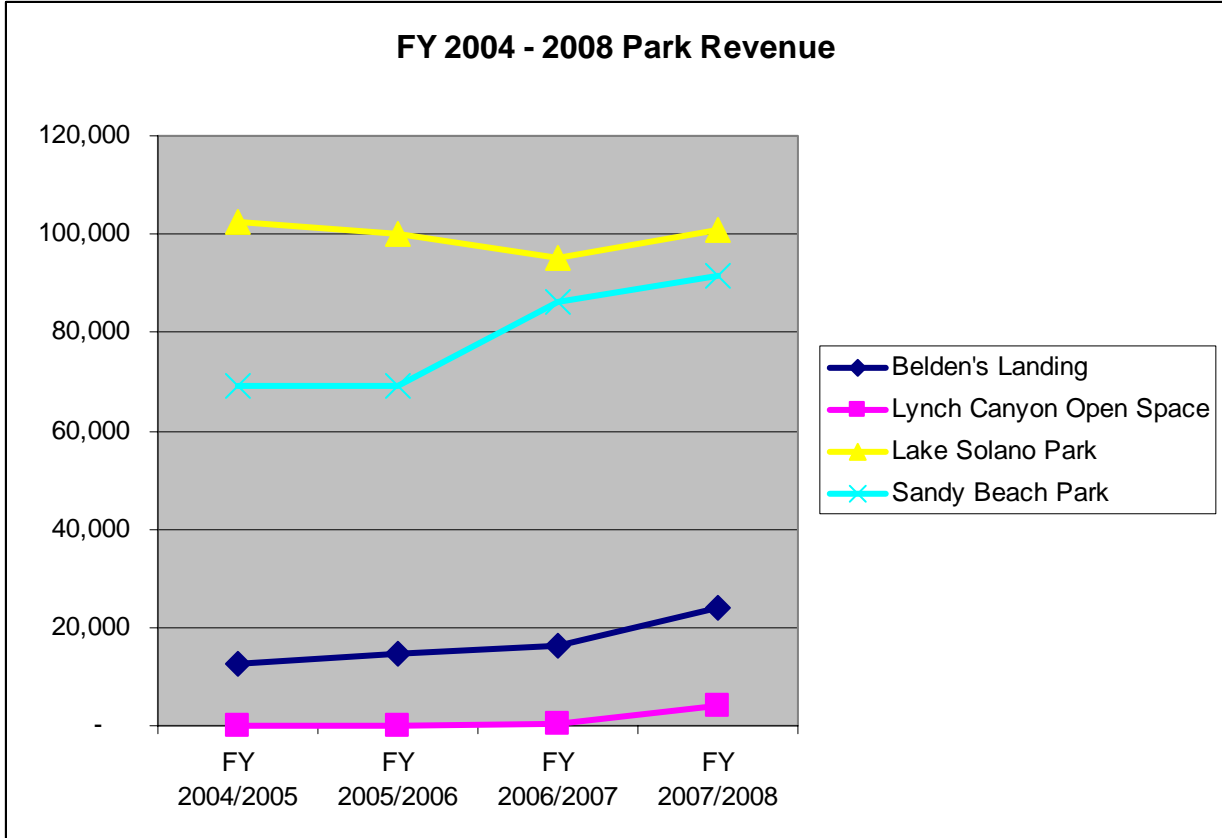
6. Public Comments

There were no public comments.

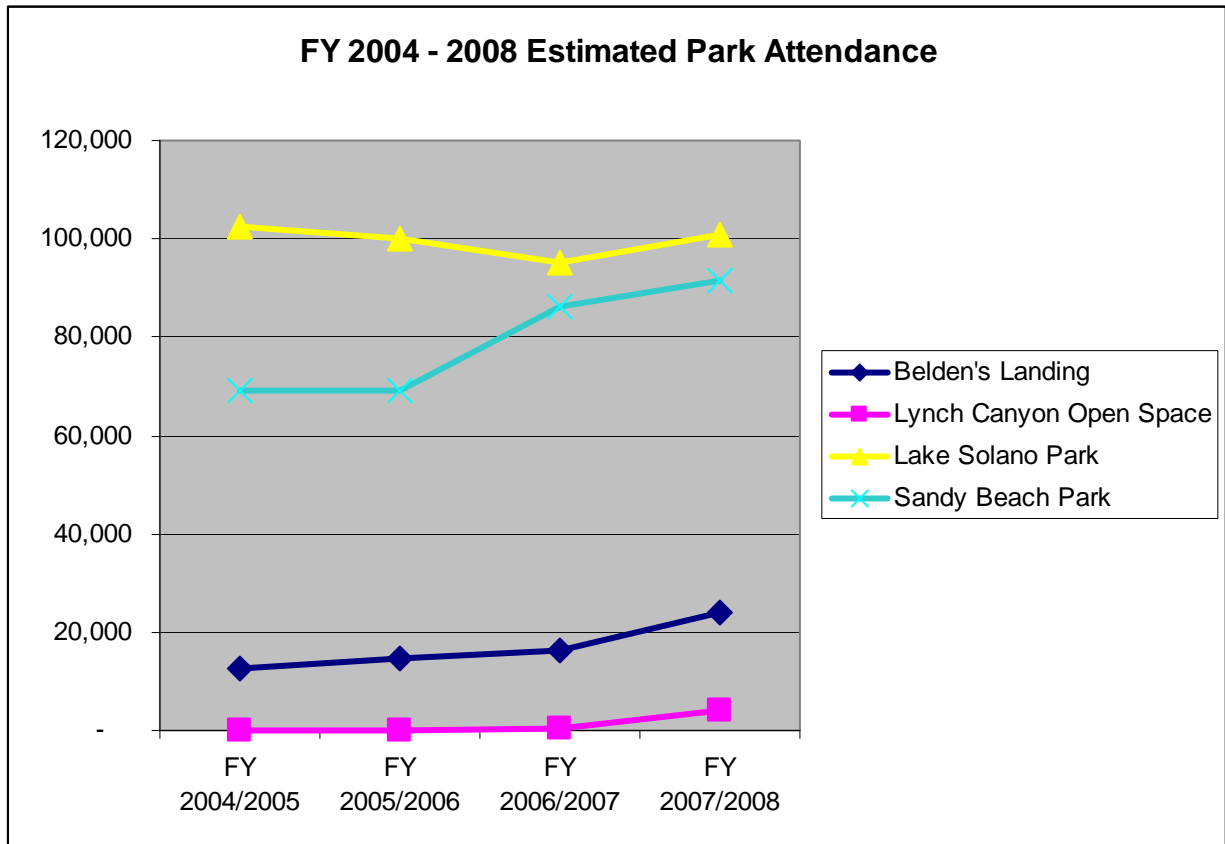
7. Confirm next regular meeting of November 12, 2009 at 5:30 pm, and adjourn at 6:30 p.m.

Item 5A

Park Revenues Graph



Item 5A



Item 5B
Status of Fish and Wildlife Propagation Fund (FWPF)
Grant Projects

FY 2008/09 FWPF Grant Award
STATUS UPDATE

11/06/09

Grant Recipient	Executed Grant Contract on file? (with date signed by Co.)	Amount Awarded (\$)	Advances paid out (\$)	Date Advan
California Fish & Game Pond 15 Brood *		6,500		
California Fish & Game Crescent Unit *		11,750		
Delta Protection	3/23/2009	17,630		
Frost Lake Reclamation District #2136 Grizzly Fairview Farms #528	3/9/2009	975		
Solano County Park & Recreation	3/9/2009	19,500		
Solano Land Trust	3/9/2009	16,200	7,688	05/15
Solano RCD	3/23/2009	13,184	6,592	08/14
Suisun Marsh Natural History	3/16/2009	3,000		
Totals		88,739	14,280	
	* Minus returned funds from CA. Fish & Game	18,250		

70,489

Item 5B
Status of Suisun Marsh Specific Fund (SMSF)
Grant Projects

FY 2008/09 SMSF Grant Awards
STATUS UPDATE

11/6/2009

Grant Recipient	Executed Grant Contract on file? (with date signed by Co.)	Amount Awarded (\$)	Advances paid out (\$)	Date of Advance
California Water Fowl/F&G Cordelia Slough	9/28/2009	3,100		
California Waterfowl/F&G Grizzly Island Slough	9/28/2009	15,650		
California Waterfowl/F&G Telemetry Equipment	9/28/2009	1,000		
California Waterfowl/F&G Goodyear Slough*		14,300		
Limbrducks,LLC/BillMarks, LLC	9/21/2009	15,750		
Morrow Island Land Company*		10,000		
Solano Land Trust	9/21/2009	14,600		
Teal Club*		22,000		
Totals		96,400	-	

* - Waiting on permits.

Lynch Canyon Open Space Public Access Success Criteria For Year 3



The Lynch Canyon Working Group, a joint Solano Land Trust / Solano County group, has prepared these criteria. Our overall goal is to continue building a strong user program for Lynch Canyon Open Space. In the first and second years of operation, the park has attracted a loyal group of park users and volunteers. In Year 3 (May 1, 2009 to April 30, 2010), we will focus on developing programs that further support healthy lifestyles and community participation for Solano County residents, and attract new user groups.

These criteria will be reviewed by the Tri-City and County citizens' advisory committee; will be submitted for approval to the Tri-City and County Governing Board, the Solano County Park and Recreation Commission, and the Solano Land Trust Board; and will be reported to the Solano County Board of Supervisors.

Our goal is to make Lynch Canyon accessible to the public with minimal environmental impact. This will include building:

- a) public access programs
- b) volunteer support and community participation
- c) public visitation
- d) support for public health by promoting exercise in the outdoors
- e) a marketing program for park events

To this end, we will measure success in the following ways:

1. The established Lynch Canyon Users Advisory Group will continue to meet at least quarterly to provide feedback on operations. The Group has one representative from each of the significant user groups (hikers, mountain bikers, equestrians, birders, educators, runners).
2. A schedule of regular events will continue to be implemented at Lynch Canyon, consisting of:
 - a. Docent or Ranger-led nature walks/hikes (wildflowers, birds, etc.), once a month on average
 - b. Docent-led equestrian rides, twice a year
 - c. Docent-led birding events, six times a year
 - d. Focused, Ranger-led volunteer work parties, 6-12 times a year
 - e. One exercise-related event per year (e.g., trail run, introductory hiking or biking activity for youth, etc.)
 - f. One special event per year with public activities, to promote the open space

3. The existing docent training program will be offered to volunteers, and six additional Lynch docents will be trained. These docents will commit to leading six activities each year.
4. Continue to develop educational programs and interpretive signs for children and adult visitors, addressing human history, wildlife, plants and local agriculture (through programs for K-12 schools, local colleges and youth groups).
5. Maintain an attendance figure of 3,800 people during year three, in recognition of the limited, 3-day per week park operation.
6. Actively involve community participation by recruiting and utilizing volunteers in park events and projects, with a goal of 1,500 volunteer hours in Year 3.
7. Increase the use of the park and public participation in programs that promote healthy lifestyles.
8. Develop programs that target new uses of the site (artistic, scientific, cultural or other activities).

Prepared by the Lynch Canyon Working Group

Daniel Sykes, Solano County Parks Services Manager, Chair

Nicole Byrd, Executive Director, Solano Land Trust

Pamela Ogle, Assistant Director, Solano County Department of General Services

Teri Engbring, Volunteer/Education Coordinator, Solano Land Trust

Alternates:

Ted Armstrong, Solano County Ranger Supervisor

Sue Wickham, Solano Land Trust