



**SOLANO COUNTY BOARD OF SUPERVISORS  
ADVISORY BOARD/COMMISSION REVIEW SHEET**

**Date:** September 22, 2014

**Name of Advisory Board:** Solano County Park and Recreation Commission

**Name of person completing review sheet:** Dan Sykes

**Name and Department of County Contact/Staff assigned to Board:**  
Resource Management Department / Dan Sykes, Parks Services Manager

**PURPOSE**

1. What is the purpose of the advisory board?
  - a. To act as a resource agency and advisory body to the Board of Supervisors in matters regarding Park and Recreation needs in Solano County as well as the protection and propagation of fish and game.
  - b. To act in an advisory capacity to the Board of Supervisors and Planning Commission on park and recreation needs as may apply to the Solano County Code, Chapter 26, Subdivisions and California Government Code, Section 66477.
  - c. To promote the use of park and recreation facilities and the protection and propagation of fish and game for the education, pleasure, and welfare of the Solano County residents and visitors.
  - d. To make specific recommendations on all matters pertaining to County parks in or adjacent to Solano County.
  - e. To review and make recommendations to the Board of Supervisors concerning the role of Solano County on all proposed buffer zones, open spaces and greenbelts.
  - f. To review and evaluate implementation of the Park and Recreation Element of the Solano County General Plan and make recommendations and modifications as needed, in conjunction with all related documentation to the Board of Supervisors.
  - g. To provide appropriate and timely review, comment and recommendations to the Board of Supervisors on environmental impact reports, environmental impact statements, and other such reports, studies and findings as may have an effect on the recreational facilities, either existing or proposed, of Solano County Parks.
  - h. To conduct an annual grant award process for disbursement of Fish and Wildlife Propagation Funds, contained and designated in a separate and exclusive budget pursuant to Section 13103 of the Fish and Game Code, and make recommendations to the Board of Supervisors for approval of recommended awards.
2. Does the board/commission have a mission statement? If so, please provide.

To act as a resource agency and advisory body to the Board of Supervisors in matters regarding Park and Recreation needs in Solano County as well as the protection and propagation of fish and game.

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

Please see the Commission's bylaws (attached). This was approved by the Board of Supervisors on August 23, 2005.

4. Please reference how, why and when the board/commission was created.

Solano County Code Chapters 19 and 26, and California Government Code 66477 established that the Park and Recreation Commission shall advise the Board of Supervisors and Planning Commission on park planning and policy issues. Furthermore, by Board action (March 28, 2000), the Park and Recreation Commission was also given responsibility for disbursing "fish and wildlife propagation funds" pursuant to California Fish and Game Code, Section 13103, a former responsibility of the Solano County Fish and Game Advisory Committee, which was disbanded in that same Board action.

### **MEETING SCHEDULE**

5. How often does the advisory board meet?

The Commission meets on the second Thursday of every other month, beginning in January of each year, unless the meeting is cancelled due to lack of agenda items.

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?

Yes, see attached work plan.

7. Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period.

Please see the attached membership list and attendance summary.

### **BROWN ACT REQUIREMENTS**

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

- A. Was a quorum present at each meeting?

Yes.

- B. Did each new member receive training and written guidelines on the Brown Act?

Yes

- C. Did existing members receive a review of the Brown Act?

Yes, all Commissioners did, during the last 2 years.

- D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies?

Yes.

## OBJECTIVES AND ACCOMPLISHMENTS

9. List primary goals and objectives from the last reporting period and note if they were met.
  - a. GOAL: Conduct the FY2013/14 grant cycle of the Fish and Wildlife Propagation Fund (FWPF) grant program, for up to \$10,000 in budgeted grants. Evaluate applications and make award recommendations at the November 2013 Commission meeting.
    - Completed. 5 grants were awarded.
  - b. GOAL: Develop an annual work plan that will include reviewing potential park opportunities and park improvement projects for which the Commission may want to advocate or help find grant funding. This will include reviewing the Commission's by-laws, the 2006 Park and Recreation Element, the Master Plans for Lake Solano and Sandy Beach Parks and other project and revenue-generating ideas.
    - Completed. See attached work plan.
  - c. GOAL: Receive staff reports and provide input on ongoing County Park operations, staffing, public safety incidents, training and special events.
    - Staff reports were received at each Commission meeting.
  - d. GOAL: Receive staff reports and provide input on plans, improvements and construction projects in and around County Parks.
    - The Commissioners have begun reviewing the 2006 Park and Recreation Element of the County General Plan, and the park Master Plans. This work will continue in FY2014/15.
  
10. List primary goals and objectives for the current reporting period.
  - a. GOAL: Conduct the FY2014/15 grant cycle of the Fish and Wildlife Propagation Fund (FWPF) grant program, for up to \$15,000 in budgeted grants. Evaluate applications and make award recommendations at the November 2014 Commission meeting.
  - b. GOAL: Review and comment on natural resource management projects at the County Parks, including appointing an ad hoc committee to suggest new projects.
  - c. GOAL: Review and provide input on the proposals in the 2003 Park and Recreation Element, to help staff prioritize which ones are still relevant and should be pursued.
  - d. GOAL: Review with staff the alternative revenue sources (e.g., concessions, vendors, grants, etc.) that County Parks is using, and provide input.
  - e. GOAL: Review and provide input on projects in the park Master Plans or other planning documents, to help staff prioritize which ones are still relevant and should be pursued.
  - f. GOAL: Receive staff reports and provide input on ongoing County Park operations, staffing, public safety incidents, training and special events.
  - g. GOAL: Receive staff reports and provide input on plans, improvements and construction projects in and around County Parks.
  
11. Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies.

See accomplishments for current period, noted above. Recommendations for FY2013/14 FWPF grant awards were submitted to the Board of Supervisors for approval in December 2013.

During summer 2014 Commissioners Leong and Whited volunteered to staff a booth at several events, representing the Solano County Parks. This included the Solano County Fair, the US Forest Service's "Urban Ranger Station" in downtown Vallejo, and the "Visions of the Wild" Event in Vallejo that celebrated the 50<sup>th</sup> anniversary of the signing of the federal Wilderness Act.

#### **ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less.

The Commissioners have unanimously recommended requesting a change in the regular Commission meeting time from 5:30 pm to 10:00 am. The Parks Services Manager is following up with the County Administrator's Office and County Counsel to facilitate a potential change in the Commission by-laws.

#### **ATTACHMENTS:**

- Commission By-Laws
- Work Plan for FY2014/15 and FY2015/16
- Commissioner Meeting Attendance Sheet

**Park and Recreation Commission  
October 1, 2013 through September 30, 2014**

Committee Position	Member	Term of Office	11/14/2013	1/9/2014	2/13/2014 (Special Meeting)	3/13/2014	5/8/2014	7/10/2014	9/11/2014	Date of Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of Principles and Policies
District 1 Representative	Robin Leong	Expires Jan. 1, 2017	X	X	E	X	X	X	X	1/6/2013	1/6/2013	Yes
District 2 Representative	Mike Alvarez	Expires Jan. 1, 2017	E	X	X	X	X	X	E	1/4/2013	1/4/2013	Yes
District 3 Representative	Michael L. Whited Sr.	Expires Jan. 1, 2016	X	X	X	E	X	X	X	11/9/2012	11/9/2012	Yes
District 4 Representative, and Vice Chair	Terry Riddle	Expires Jan. 1, 2016	X	X	X	X	X	X	X	6/25/2014	6/25/2014	Yes
District 5 Representative and Chair	Steve Hermsmeyer	Expires Jan. 1, 2017	X	X	X	X	X	X	X	5/7/2013	5/7/2013	Yes

<b>Minutes sent to BOS</b>		Y	Y	Y	Y	Y	Y	Y	Y
<b>Minutes sent to CAO</b>		Y	Y	Y	Y	Y	Y	Y	Y
<b>Quorum Present *</b>	3 Commission members	Y	Y	Y	Y	Y	Y	Y	Y

X = PRESENT  
A = ABSENT  
E = EXCUSED  
Y = YES  
N = NO

<b>Agenda Posting Locations:</b>	<b>Posted at entrance to County Administrative Center, 675 Texas Street, Fairfield. Also posted on County website and distributed via email.</b>
	Brown Act Training is required within one year of appointment and reviewed every two years thereafter.
	AB1234 is required within one year of appointment and renewed every two years thereafter. Renewal trainings satisfy the above Brown Act review requirements.

Quorum Present: Quorum is 3 members present, as per the Commission's by-laws.

**\*BY-LAWS FOR THE SOLANO COUNTY PARK AND RECREATION COMMISSION\***

ARTICLE I – NAME

SECTION 1 – The name of this Commission is: The Solano County Park and Recreation Commission.

ARTICLE II – PURPOSE

SECTION 1 – The purpose of the Solano County Park and Recreation Commission is:

- A. To act as a resource agency and advisory body to the Board of Supervisors in matters regarding Park and Recreation needs in Solano County as well as the protection and propagation of fish and game.
- B. To act in an advisory capacity to the Board of Supervisors and Planning Commission on park and recreation needs as may apply to the Solano County Code, Chapter 26, Subdivisions and California Government Code, Section 66477.
- C. To promote the use of park and recreation facilities and the protection and propagation of fish and game for the education, pleasure, and welfare of the Solano County residents and visitors.
- D. To make specific recommendations on all matters pertaining to regional parks in or adjacent to Solano County.
- E. To review and make recommendations to the Board of Supervisors concerning the role of Solano County on all proposed buffer zones, open spaces and greenbelts.
- F. To review and evaluate implementation of the Park and Recreation Element of the Solano County General Plan and make recommendations and modifications as needed, in conjunction with all related documentation to the Board of Supervisors.
- G. To provide appropriate and timely review, comment and recommendations to the Board of Supervisors on environmental impact reports, environmental impact statements, and other such reports, studies and findings as may have an effect on the recreational facilities, either existing or proposed, of Solano County Regional Parks.
- H. To conduct an annual grant award process for disbursement of Fish and Wildlife Propagation Funds, contained and designated in a separate and exclusive budget pursuant to Section 13103 of the Fish and Game Code, and make recommendations to the Board of Supervisors for approval of recommended awards.

### ARTICLE III – MEMBERSHIP

SECTION 1 – The Commission shall consist of five (5) members; one (1) member appointed by each County Supervisor.

SECTION 2 – Members shall be prohibited from discussing and voting on Fish and Wildlife Propagation Grant proposals submitted by agencies or organizations of which they are members. Members must comply with all applicable conflict of interest laws.

SECTION 3 – A Commission member may be replaced by the Board of Supervisors when two unexcused absences occur from Regular meetings in each calendar year.

### ARTICLE IV – OFFICERS

SECTION 1 – Officers of the Commission shall consist of a Chair and Vice Chair, who shall be elected by the Commission members. The Secretary shall be the Parks Manager or a duly authorized representative.

SECTION 2 – Nomination and election of officers shall be held at the first meeting of the calendar year and may be held at other times as vacancies occur after giving members fourteen (14) day notice.

SECTION 3 – The Chair and Vice Chair shall take office immediately after election.

SECTION 4 – Duties of officers shall be as follows:

- A. Chair - shall preside over all meetings of the Commission and appoint special committees, the Chairs of those committees and set the duration and tasks of those committees as special advisory needs of the Commission may arise and require such support.
- B. Vice Chair - shall perform the duties of the Chair during absence of Chair.
- C. Secretary - shall keep and attest to records of the proceedings of the Commission.

### ARTICLE V – MEETINGS

SECTION 1 – Regular or special meetings of the Commission shall be held at a time and place designated by the Chair or Secretary. Regular meetings shall be held at 5:30 P.M. on the second Thursday in January, March, May, July, September, and November of each year unless otherwise scheduled by the Chair.

SECTION 2 – A quorum shall consist of three (3) members.

SECTION 3 – Meetings shall be conducted according to the Roberts Rules of Order wherever these By-Laws or applicable Codes do not provide guidance otherwise. All “meetings” of the Commission members are subject to the Ralph M. Brown Act, California Government Code Section 54950 et. seq.

## ARTICLE VI – TERMS OF COMMISSION MEMBERSHIP

SECTION 1 – The standard term of appointment for a Commission member shall be for four (4) calendar years starting on January 1<sup>st</sup> after the date of confirmed appointment. Any extra days or months during the portion of the year leading up to the initial January 1<sup>st</sup> shall be added on to the full four (4) year term of the new appointee.

SECTION 2 – So as to stagger the terms of appointment, at the first regular meeting of the Commission following approval of these By-Laws by the Board of Supervisors, the then existing members shall draw lots to determine terms of appointment. Two (2) Commission members shall have a term of three (3) years; once only. The remaining three (3) Commission members shall have four (4) year terms. The Commission seats with three (3) year terms will convert to standard four year terms upon expiration of the first three (3) year terms, thus allowing continued staggered terms.

SECTION 3 – Any member may apply to their Supervisor for reappointment at the end of their term.

## ARTICLE VII - AMENDMENTS TO BY-LAWS

Changes or amendments to these By-Laws may be recommended to the Board of Supervisors only at a regular meeting of the Commission and by two-thirds vote of the members present.

-END-

\*As revised and approved by the Solano County Board of Supervisors August 23, 2005.