



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

**Date:** November 8, 2018

**Name of Advisory Board:** Parks and Recreation Commission

**Name of person completing review sheet:** Chris Drake

**Name and Department of County Contact/Staff assigned to Board:**

Resource Management Department / Chris Drake, 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 November 25, 2014.

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

Solano County Code Chapters 19 and 26, and California Government Code section 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?

The most current work plan (attached) is scheduled for update by Parks staff and is intended to be brought forward to the Commissioners in the January 2019 meeting. Going forward, Parks will prepare a bi-annual work plan for submission.

7. Please attach membership list and attendance records for October 2017 through September 2018 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?

No, the September 13, 2018 meeting was cancelled due to lack of quorum.

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

There are no new members.

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

Yes, all Commissioners did, during the last 2 years, and are setting schedules for their next review.

- 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 FY2017/18 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 January 2018 Commission meeting.

The Commission reviewed the submitted application for FY2017/18 and selected a winner based upon set criteria.

- b. GOAL: Review and comment on natural resource management projects at the County Parks, including appointing an ad hoc committee to suggest new projects.

This is an ongoing goal that is achieved at each scheduled meeting.

- 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.

In process.

- d. GOAL: Review with staff the alternative revenue sources (e.g., concessions, vendors, grants, etc.) that County Parks is using, and provide input.

Recommendations are regularly made as new grants and opportunities are discovered.

- 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.

This is an ongoing goal that is achieved at each scheduled meeting.

- f. 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.

- g. GOAL: Receive staff reports and provide input on plans, improvements and construction projects in and around County Parks.

Staff reports were received at each Commission meeting.

- h. GOAL: Serve in an advisory role involved in the process of creating a dependent Parks and Open Space District plan.

Commission members were selected to form an ad-hoc committee to act as representation for meetings involving the Parks and Open Space District plans.

10. List primary goals and objectives for the current reporting period.
- a. GOAL: Conduct the FY2018/19 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 January 2019 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: Serve in an advisory role involved in the process of creating a dependent Parks and Open Space District plan.
11. Briefly outline accomplishments for the current reporting period (October 2017 – September 2018), and how those accomplishments were shared with other agencies.

On March 8, 2018 the Parks and Recreation Commission recommended the award of nine grant awards for the FY2017-18 Fish and Wildlife Propagation Fund; on May 1, 2018 the Board of Supervisors followed the recommendation and approved nine grant awards.

On April 12, 2018 the Parks and Recreation Commission received and approved a recommendation for a fee change related to the waste dump station in the campgrounds, this change was adopted by the Board of Supervisors on April 24, 2018.

The Commissioners have continued to represent the County at meetings such as the quarterly Solano State Parks Committee, and special events such as The Visions of the Wild event in Vallejo, and the Solano Land Trust Expert Advisory Panel Community Input Project.

#### **ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less. None.

**Park and Recreation Commission**  
**Attendance Record**  
**October 1, 2017 through September 30, 2018**

Committee Position	Member	Term of Office	11/9/2017	1/4/2018	3/8/2018	4/12/2018	5/3/2018	7/12/2018	9/13/2018
District 1 Representative	Robin Leong	Expires Jan. 1, 2021	X	X	X	X	C a n c e l l e d	X	E
District 2 Representative, and Vice Chair	Mike Alvarez	Expires Jan. 1, 2020	X	X	X	X		X	X
District 3 Representative	Michael L. Whited Sr.	Expires Jan. 1, 2020	X	X	X	X		X	X
District 4 Representative	Terry Riddle	Expires Jan. 1, 2020	X	X	X	X		X	A
District 5 Representative and Chair	Steve Hermsmeyer	Expires Jan. 1, 2021	X	E	X	E		E	E

Date of Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of Principles and Policies
11/8/2017	11/8/2017	Yes
11/7/2017	11/7/2017	Yes
10/25/2017	10/25/2017	Yes
3/21/2017	3/21/2017	Yes
2/26/2016	2/26/2016	Yes

Minutes sent to BOS			Y	Y	Y	Y		Y	N
Minutes sent to CAO			Y	Y	Y	Y		Y	N
Quorum Present *	3 Commission members		Y	Y	Y	Y		Y	N

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

**Agenda Posting Locations:**  
**Posted at entrance to County Administrative**  
**Center, 675 Texas Street, Fairfield. Also posted**  
**on County website and distributed via email.**

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.

## 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 10:00 A.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 1st after the date of confirmed appointment. Any extra days or months during the portion of the year leading up to the initial January 1st 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-

Approved: March 17, 1981  
Revised: August 23, 2005  
November 25, 2014