

**SOLANO COUNTY PARKS AND RECREATION COMMISSION
MINUTES OF THE MEETING OF
March 9, 2023**

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

Members Present: Chair Robin Leong
Vice-Chair Michael Whited
Commissioner Mike Alvarez
Commissioner Terry Riddle
Commissioner Donte Kendrick

Members Excused:
Members Unexcused:
Staff Present:

**Parks Manager Chris Drake
Clerk Melissa Catron**

1. Call to Order and Roll Call

Chair Alvarez called the meeting to order at 10:03am. A quorum was confirmed.

2. Approval of the Minutes

The minutes of the January 12, 2022 meeting were approved as prepared. Commissioner Leong requested review and amendment of the minutes, he recalled being late to the last meeting and then taking it over from Vice Chair Whited. Upon review of the digital recording, his recollection was for a prior meeting; Chair Leong was not late to the January 12, 2023 meeting, he led the meeting from start to finish.

3. Approval of Agenda

The agenda was approved unanimously.

4. Chair and Commissioner Comments

Commissioner Leong requested Parks Staff look into ordering the Commissioners business cards.

5. Public Comments

There were no public comments.

6. FWPF Process Discussion

Parks Staff discussed the grant application process from surrounding counties, the funding source for the Fish and Wildlife Propagation Fund and the current balance of the fund with a graph of the account balance for the previous 10 years. Chris Drake reported that some of the language in the FWPF application and process in general may need to be revised or

updated, County Counsel will need to review. He will report back to the Commission in the May 2023 meeting with their recommendations.

The Commissioners requested information from Parks Staff regarding whether the FWPF fund and subsequent grant could allow funding from other sources; i.e. fundraiser or donations. Chris Drake reported he would research the code and report back to the Commission.

7. Staff Report

A. Attendance & Revenue Summary

Chris Drake provided the Commission with an attendance and revenue summary data through the end of February. Revenues received to date are at 85% of the revenue goal for the fiscal year. There was an adjustment made at mid-year to change the projected revenues from \$615,000 to \$700,000, reducing the parks-generated revenues received to date from 85% to 75%.

Parks Staff reported that 2 additional Park Aide positions were approved and funded at mid-year, making 11 total extra help Park Aide positions. Recruitment for those positions is on-going.

B. Project and Activity Updates

Staff is working on many off-season projects and maintenance work; including replacing campfire rings, repairing wind blocks, tree canopy maintenance, and cutting fire breaks. Staff is also currently working with Capital Projects team and General Services regarding the ARPA projects that were funded.

Staff is working on improvements to the point of sale system within both LSP and SBP parks, moving from an older point of sale kiosk to an I-Pad based mobile roster/reservation system that a Ranger will utilize in the field. Once the Ranger is back in the office and on the Wifi, the I-Pad will dock with a hub and transfer the information to a cloud-based server that will then upload into the CAMAVA program; the hub will also link into the cash register and enable the Ranger to print a receipt.

Staff reported that Lynch Canyon was closed on January 9th, there is also a planned closure January 14th and 15th due to saturated soils and the on-going precipitation.

10. Confirm date of next regular meeting on May 11, 2023 and Adjourn

The next Commission meeting was confirmed for May 11, 2023. Since there was no further business, the meeting was adjourned at 11:38am.