

Napa County Wildlife Conservation Commission

<p><u>Members</u> Stephen Rae Niki Hall Janet Barth George Carl David Graves Stephen Orndorf Bob Soper</p>	<p><u>MINUTES/ACTION SUMMARY</u></p> <p>SPECIAL COMMISSION MEETING</p> <p>Monday, May 15, 2006 at 4:00 p.m. 2nd Floor Conference Room, Hall of Justice Building, 1125 Third Street, Napa CA</p>	<p><u>Staff Representatives</u></p> <p>Patrick Lowe Secretary Deputy Director Conservation Div., CDPD</p> <p>Carly Aubrey Planner III Conservation Div., CDPD</p>
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1. Call to Order (Chairman)

Members Present: Stephen Rae, Janet Barth, David Graves, Stephen Orndorf, Bob Soper

Members Absent Excused: Niki Hall, George Carl

Members Absent: None

Staff Present: Patrick Lowe, Carly Aubrey

2. Public Comment

In this time period, anyone may comment to the Commission regarding any subject over which the Commission has jurisdiction, or request consideration to place an item on a future Agenda. No comments will be allowed involving any subject matter that is scheduled for discussion as part of this Agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Commission as a result of any item presented at this time.

Outcome: None received.

3. Approval of Minutes

Meeting of August 22, 2005

Outcome: Motion to approve made by Stephen Orndorf. Bob Soper inquired whether election of officers occurred at the August 22, 2005 meeting. Original motion was withdrawn by Stephen Orndorf in order to include election results. A recommendation was made by Bob Soper to revise the minutes to include the election results.

Revised motion made by Stephen Orndorf. Motion was seconded by Bob Soper. Minutes were approved 5-0.

Note: Election of officers occurred at the July 25, 2005 meeting.

4. Discussion and possible action to update grant applications and selection criteria.

Outcome:

There was discussion on the following issues:

- *Are there sufficient criteria to evaluate a proposal, including proposals for research projects, etc., where it was difficult to determine whether they met the selection criteria? Use this round to look at grant requests and decide if more specific evaluation outside of the normal grant criteria is needed.*
- *The Commission receives numerous requests for environmental education proposals which may not directly benefit wildlife, so there is a need for a process to ensure that environmental education proposals meet the guidelines and fill the needs of the school district. The Commission requested feedback from the schools on how the education proposals fit into the required curriculum.*
- *Does the Commission need an active outreach program during the grant application period? Consideration of information/solicitation outreach as component of WICC website and recommendation for DFG to help us communicate and get the word out about the WCC.*
- *Should groups give reports on progress/completion reports at the meeting prior to the grant selection meeting, as well as present an annual completion report to the Board of Supervisors.*
- *Receive information from DFG from both enforcement and biological sides to see what information they would like to have for certain projects. There are projects which would be gathering information and may be subject to DFG acceptance, in regards to 13103i. If the Commission will be considering proposals that meet goals and priorities of WICC, there cannot be an assumption that it meets the goals of DFG, i.e steelhead studies needing permits from DFG.*

The following changes to the grant application materials were proposed by the Commission:

- *Proposal Outline, Section II.5: change “Fish & Wildlife” to “Fish & Game”;*
- *Proposal Outline, Section III: add a request for completion/progress reports for past grants received from the Commission;*
- *Proposal Outline, Section II: addition of #6 requesting a description on how the applicant intends to determine if the project is successful;*
- *Proposal Outline, Section III.3: Request letter of support from teacher, principal, school board member, etc. for educational proposals;*
- *Selection Criteria, #1: added reference to California Fish & Game Code §13103;*
- *Selection Criteria #2: revised to state “Proposals that are educational in nature and directed toward school age children will receive higher priority if it can be demonstrated that the proposal meets state educational curriculum standards and can easily be integrated into the classroom. A letter of support from a school board member, principal, teacher, etc., shall be included with the proposal”;*

Motion to approve recommended changes made by David Graves and seconded by Bob Soper. Motion was approved 5-0.

5. Discussion and possible action to update bylaws.

Outcome:

Section IB. Goal: Attach 13103 to back of bylaws.

Section IIA. Time of Election of the Chair and Vice-Chair: first meeting of each calendar year.

Section IIF. Membership: The Commission shall consist of eight (8) members as follows: Age range on youth 15-25.

Section IIH2. Termination: Commission members will be terminated after one unexcused meeting. Excused absences must be acceptable by Chair.

Section IIIA. General Meeting Schedule: The Commission shall schedule at least three meetings per year with the focus of each meeting generally as indicated: 3rd Monday in April (field trip); 3rd Monday in August (grant allocation) and 2nd Monday in November (general business, invited presentations).

The Commission discussed the possibility of increasing the frequency of WCC meetings after consideration of the following issues: are current members receptive; what is the current workload and what does the WCC anticipate the future workload to include; would staff be able to support an increase in meetings as well as receive the authorization to do so.

Section III.G: Adjourning Meetings: Add ViceChair

Section IV.B. Parliamentary Procedure: Double-check reference to “Sturgis Standard Code of Parliamentary Procedure, 3rd Edition” with County Counsel.

Section IVE. Recordation of Commission Actions: Addition of “If all members of the Commission cannot attend a scheduled meeting the Chair or Vice-Chair may declare the meeting adjourned to the next meeting of the Commission”.

A motion was made by David Graves to approve the above changes and seconded by Bob Soper. The motion was approved 5-0.

6. Review and discussion of budget information. (Moved from Item #7).

A request was made by the Commission to find out how many citations and the nature of dispositions in recent past (DFG and DA’s office).

The Commission discussed possibility of setting up a specific dedicated fund that could receive settlement agreements that could be used by the Commission for fish and wildlife habitat projects. The Chair asked the Commission if they would like to consider developing any policies for the Board of Supervisors that says if fish and wildlife violations have occurred, the Commission could recommend a dedicated fund for accepting settlement agreements.

Motion was made by David Graves to move \$24,000 from the Land and Building Improvement line item into the Reserve budget. The motion was seconded by Janet Barth. Motion was withdrawn by David Graves.

Second motion was made by Stephen Orndorf to keep \$10,000 in land and move \$26,373 into Reserve budget. Motion was seconded by David Graves.

The motion was approved 5-0. The Chair requested that the minutes reflect that the intention of the WCC is for the Reserve budget to be used for land acquisition grants.

7. Presentation and discussion of the Watershed Information Center and Conservancy (WICC) of Napa County website. (Moved from Item #6).

Presentation to the WCC by Jeff Sharp, Planner III with the Conservation Division going over the purpose of the Watershed Information Conservancy and the functions of their associated website (www.napawatersheds.org).

8. Future Agenda Items

- Based on this year's grant requests, discuss if more specific evaluation outside of the normal grant criteria is needed. Additionally, does the WCC need an active outreach program around the same time as the grant application period? Consideration of information/solicitation outreach as component of WICC website and recommendation for DFG to help us communicate and get the word out about the WCC.*
- Receive feedback from the schools on how the education proposals fit into the education system.*
- Discussion on whether to have groups give reports on progress/completion reports at the meeting prior to the grant selection meeting, as well as present an annual completion report to the Board of Supervisors.*
- Receive information from DFG from both enforcement and biological sides to see what information they would like to have for certain projects. There are projects which would be gathering information and may be subject to DFG acceptance, in regards to 13103i. If we're going to be considering proposals that meet goals and priorities of WICC, there cannot be an assumption that it meets the goals of DFG, i.e steelhead studies needing permits from DFG. Meeting out at marsh office and maybe marsh walk, field trip.*
- Receive update from DFG on binoculars and boat motor.*
- Discuss possibility of increasing frequency of WCC meetings. Things to consider are: if current members are receptive; current workload and what the WCC anticipates future workload to include and justification for additional meetings; staff support requirement – capable to increase meetings and have authorization to do so.*
- Report on how many DFG citations and dispositions in recent past (DFG and DA's office).*
- Discussion on whether to develop policies for the Board of Supervisors that says if fish and wildlife interactions are needed the WCC can recommend a dedicated fund for accepting settlement agreements.*

9. Scheduling of Future Meetings.

10. Adjournment