



**Sonoma County Fish and Wildlife Commission  
Meeting Minutes  
May 17, 2012 – 7:00PM**

**Commissioners  
Attending:**

Crystal Norris  
Jim Lynch  
Brock Dolman  
Al Gerhardt  
David Cook  
Julian Meisler  
Jo Bentz  
Jeff Holden  
Al Ferris  
Andrew Pozzi

**Commissioners Absent:**

Caroline Christian  
Don McEnhill

**Others:**

Nick Geist, SSU  
Melissa Kelly  
Lisa Coreia  
Natalie Brunamonte  
Ann Dubay  
Asia Galang  
Evan Collins

Chairperson Norris called the meeting to order at 7:01 p.m. There was a quorum.

**Adoption of Minutes**

Crystal asked if there are any additions or corrections to the March or April minutes.

Andy Pozzi made a motion to approve the March and April minutes as presented, with the second by Jim Lynch. Motion carried with 10 'Ayes' and 2 'Absent'

**Correspondence**

The following correspondence was received:

**Financial Report**

Due to no quorum in April financial reports for March and April are reviewed.

In March and April 2012, the Abalone Fund received \$125.00 from Central Collections leaving a fund balance of \$327.82. The General Fund received \$2,930.74 from Superior Court and \$123.06 from Probation leaving a budget balance of \$29,329.78.

Al Gerhardt made a motion to accept the March and April financial reports as presented, with a second by Jim Lynch. Motion carried with 10 'Ayes' and 2 'Absent'

Crystal asked to move the discussion of the Budget and Administrative Costs to the end of the New Business.

### **Old Business**

**Gregg Horton, Sonoma County Water Agency is requesting a grant for \$10,000.00 for a *Downstream Migrant Trap for Juvenile Salmon and Steelhead*, second reading.**

Crystal asked if there are any additional questions or comments. Dave Cook states that Gregg Horton could not be in attendance and he will answer any additional questions. Dave gives an update on the trap in Mark West Creek, stating that the trap has been up for about two weeks. During that time 22 wild Coho and a number of hatchery fish have been recovered in they trap.

A motion to accept the grant in the amount of \$10,000.00 is made by Al Ferris, with a second by Jim Lynch. Motion carried with 9 'Ayes', 1 'Abstained' by Dave Cook and 2 absent for Grant #162.

**Melissa Kelly, Executive Director, Sonoma County Regional Parks Foundation is requesting a grant in the amount of \$4,000.00, for the *Tolay Fall Festival Night Time Creature Barn*, second reading.**

Melissa Kelly, Executive Director, gives a summary of the grant request to help support the wildlife groups that participate in the Tolay Fall Festival Night Time Creature Barn.

A motion to accept the grant in the amount of \$4,000.00 is made by Jim Lynch, with a second by Dave Cook. Motion carried with 10 'Ayes'. Grant #163

**Nick Geist, Professor, Sonoma State University, is requesting a grant for \$2,400.00, for a study of *Diet and Feeding Ecology in Northern California Populations of the Western Pond Turtle, *Emys marmorata**, second reading.**

Nick reviews his grant request adding that the diet is something that is poorly understood. This study will require anesthesia the turtles to study stomach content. Through this study they hope to better understand how urbanization has effected the interaction of predator-prey on these turtles.

A motion to accept the grant in the amount of \$2,400.00 is made by Jo Bentz, with a second by Jim Lynch. Motion carried with 10 'Ayes'. Grant #164

**Scholarships** – The Commission voted for the two annual scholarship recipients for 2012 from a total of 16 qualified students. Congratulations to Olivia Turnross and Ingrid

Stearns. Alan Ferris will be contacting both ladies and extend an invitation to June's meeting.

### **New Business**

**Karen Fies, Sonoma County Water Agency Youth Ecology Corps is requesting a grant in the amount of \$7,280.00 for the *Youth Employee Program*, first reading.**

Ann Dubay spoke on behalf of Karen Fies who was unable to attend. She gave an overview of the program. Ann stated that the Commission had supported this program in a prior year. This YEC is a partnership with a number of agencies. The goal is to provide at-risk youth valuable work experience. Funds for this year's program will support one crew of eight for a four week period this summer.

Ann introduces Asia Galang, who was a crew member last year. Asia talks about her experience and how it has helped change your direction in life. This experience has brought her from where she started. She also learned how to work power tools and safely handling them. This year will be her second year as she applied for a job with the Water Agency and got it. She is very excited about this program and what it offers.

Crystal states this is the first reading; second reading will be heard at the June 21, 2012 meeting.

### **Administrative Support Cost Sharing**

This discussion was postponed from the May meeting due to lack of a quorum. Lisa Coreia introduces Natalie Brunamonte and gives an overview of the budget issue with regards to Cost Sharing Proposal between Sonoma County Fish & Wildlife Commission and Agricultural Commissioner's Office. Lisa asked if we could work together to provide services and share in those expenses as our Agricultural Commissioner's Office general funds decrease. They are now in a position to have to hire extra help resources to provide administrative support to the Commission. Over the last three years the department estimates these services cost about \$5,500 per year. Possibly there are ways to streamline the processes to keep costs down.

Crystal states that the costs presented were bases on Dagny's time. Dagny went above and beyond what had been done in the past. She feels that a number of costs are inflated. She stated examples: 1) Packet Preparation - 4 hrs per month to copy, scan, and email should be able 1.5. 2) Answering & directing phone calls 5 hrs should be around 1.5. 3) Minutes transcription should be around 3 not 6.

She also states with the changes the Scholarship Committee is working on should streamline the process and would eliminated the 27 hrs. here.

Al Ferris stated that when he took over the Scholarship all the Ag. Office did was date stamp them. He reviewed and made copies to be distributed to the Commissioner.

Scholarship summary: The Committee will take back the majority of the process. The Ag. Office will date stamp when they come in. Committee will review, scan & pdf for email, and make copies for those needing to be mailed to Commissioners. Ag. Office will include pdf copies with each April's agenda.

Questions arose as to who's getting hard copies, what is the cutoff for someone wanting to be on the agenda, how many other boards are having to pay for secretarial support, number of meetings per year and hiring someone.

Agenda Items – have to be submitted to the Ag. Office by the 1<sup>st</sup> Friday of the month. Packet items (agenda, financial and new grant requests) are ready by the 2<sup>nd</sup> Wednesday with mail and emails going out the 2<sup>nd</sup> Friday of each month. Currently three members getting hard copies – Al Ferris, Al Gerhardt, and Andy Pozzi.

Lisa asked that if the Ag. Office goes with an extra help staff member that person could come in on certain days and be assigned to Commission work. Jim Lynch says yes and this would be actual cost basis only.

Unclear as to what other Commissions are currently doing with regard to secretarial support.

Number of meetings – The Commission has already set 10 meetings for the 2012-13 fiscal years and can choose to cancel others. Other options are to go to 6 per year.

Grant Requests - The issue of how to deal with the two month process of grant review was discussed. Julian stated that there are not many opportunities to apply year round. Brock suggested meeting two months in a row and taking the third month off. That would still give applicants time to submit and be reviewed. The Commission would have to create a schedule on the website for clarity.

Dave Cook suggested shortening the minutes to 1.5 pages condensing action items. It was felt that would work. No need to include the Report Comments from meeting.

Other items – Incoming phone calls would still need to be someone in the Ag. Office to take messages, which would be forwarded to either Crystal (Chair) or Andy (Co-Chair). Commissioner attending – anyone who could not attend a meeting should contact Crystal.

Jeff inquired about the \$2500.00 line item of the budget as whether or not we could use that to support the staff costs. If we can get a better feel for the actual cost it would help in our decisions. Andy and Crystal are not in favor of \$5,000.00. She also states she would like this to be reviewed each year because once we start a financial contribution it will never go away.

In Summary: The Commission will set aside the \$2,500.00 for extra help staff support and will review in three months to determine actual cost. Meetings will be 10 for now and may go as low as 6 per fiscal year. Minutes will be shorted to reflect actions items.

The extra help staff member will work with the Commission Chair on the agenda, process new grants, prepare packets to go Commissioner, send hard copies packets and email packets to Commissioner and attend meetings to take minutes.

Minutes taken by,  
Natalie Brunamonte  
and edited by Crystal Norris