

El Dorado County Fish & Wildlife Commission

Draft Annual Work-plan

2025-26

Administrator: LeeAnne Mila, EDC Agricultural Commissioner

Administrative Assistant: Myrna Tow, EDC Dept of Ag.,

Secretary/Deputy Clerk: Kaylee Runkle, Sr. Deputy Clerk for Committees and Commissions,
El Dorado County

Each Month

1. 1st Week— Secretary/Deputy Clerk to prepare and email previous month's meeting minutes to Clerk of the Board (COB) (currently, Kim Dawson), and Commission members
2. Commission members to submit agenda items to Secretary/Deputy Clerk no later than 10 days prior to next Comm. meeting
3. Secretary/Deputy Clerk. At least 10-14 days prior to monthly meeting solicit agenda items from Commissioners, prepare new agenda, distribute via email to members and Comm. Administrator for review, return deadline 5 days before meeting
4. Secretary/Deputy Clerk. Submit final agenda via email to COB, members, stakeholders and Comm.

Administrative Assistant (currently Myrna Tow)

5. Secretary/Deputy Clerk. Secure meeting room with EDC Deputy County Clerk, . 10 meetings in Placerville, 2 meetings (May & September) in Tahoe
6. Treasurer to request financials from Comm. Admin. Asst.
7. Chair to coordinate Comm. Programs and information with Kathie Jermstad who is our website coordinator with EDC.
8. Comm. Admin. Asst. to supply Treasurer with Budget Report

February

1. Comm. Adm. Asst. to submit fish stocking permits and fee applications to Calif. Dept. Fish & Wildlife (CDFW). Include letter requesting fee waiver
2. Secretary/Deputy Clerk to contact CDFW Fisheries biologist and request his/her attendance at

March meeting to discuss availability of fish for stocking and related information.

Agendize as needed for February meeting

3. District II Commissioner to communicate with Placerville Parks and Recreation (Matt Lishman) re. sponsorship and fish purchase for Lumsden Derby (typically in April). Agendize as needed for February meeting

4. District IV Commissioner to communicate with Georgetown USFS or Georgetown Rotary re. sponsorship and fish purchase of Georgetown/Lake Walton Fishing Derby. Agendize as needed for June meeting.

5. District V Commissioner to communicate with Sawmill Pond and Barron Lake co-sponsors re. fish purchase/co-sponsorship funding requests. Agendize as needed for June meeting.

6. Admin. Asst. to co-sign with Chair or Vice Chair appropriate Comm. spending authorization forms

7. Admin. ASST. to update and supply stakeholder contact roster to Comm. stakeholders.

8. Admin. Asst. to provide copies of Draft Comm. Workbook to any new Comm. Members

9. Admin. Asst. to send copies of Co-Sponsorship Forms to all Commissioners with request to submit

ASAP for inclusion into June meeting agenda and subsequent July approval for new fiscal year

10. Commissioners to present brief biographies to Secretary/Deputy Clerk for publication on Commission website.

March

1. Chair/Vice Chair and Admin. Asst. to prepare annual summary of previous year Comm. activities to meet annual BOS reporting requirement.

2. Commission and staff to review individual perspectives on their roles, responsibilities and expectations vis a vis the EDCF&W Commission

April

1. Commissioners to confirm fishing derby cosponsorships with organizers (Lumsden, Lake Walton, Sawmill Pond, Lake Baron etc.)

2. Commissioners to confirm funding requirements with organizers

May

1. Meeting to be held in So. Lake Tahoe

June

1. Commissioners to submit budget proposals for the new fiscal year from Comm. members for agenda action at the July Meeting. Place on July Agenda
2. Chair, Vice Chair and Administrator to prepare draft annual BOS report
3. Commission to review and approve draft BOS report

July

1. Commission to discuss and vote approval of proposed new fiscal year agenda action items.
2. Commission to review Resolution and By-Laws and propose amendments as necessary
3. Commission to discuss and audit compliance with County requirements for ethics, implicit bias and Brown Act training.

September

1. Chair and Vice Chair to present Annual Report to BOS
2. Meeting to be held in So. Lake Tahoe