

**CONEJO OPEN SPACE CONSERVATION AGENCY
BOARD OF DIRECTORS MEETING**

**September 14, 2016
Civic Arts Plaza Board Room
2100 Thousand Oaks Boulevard**

SUMMARY MINUTES

1. **CALL TO ORDER AND FLAG SALUTE:** for Regular Meeting at 6:06 P.M.
2. **ROLL CALL:** Director Fox, Vice-Chair Gibson, and Chair Skei. Director Bill-de la Peña arrived at 6:08 P.M. Director Jones arrived at 6:23 P.M.

Also present were:

CRPD General Manager Friedl
Human Resources Director Rogers
Assistant City Attorney Liberman
COSCA Manager Mason
CRPD Park Superintendent Kouba
Assistant Planner Huber
Sr. Recording Secretary Vaudreuil
Administrative Secretary Quiroz

3. **PUBLIC COMMENTS:**

Speakers: 0
Statement Cards: 0

4. **PRESENTATIONS AND ANNOUNCEMENTS:**

A. Conejo Open Space Trails Advisory Committee (COSTAC) Reports

- i. 2016 Conejo Open Space Challenge, March 1 – May 31

COSTAC Chair Steve Bacharach reported on the fourth annual Open Space Challenge. The challenge raises awareness of trails within our community. There were 55 participants with 35 finishing all 10 segments. Prizes were donated by event sponsors and distributed at the wrap party.

- ii. Spring Trail Work Day, March 19 & Annual Trail Work Day, October 15.

COSTAC Chair Bacharach reported on the Spring Trail Work Day and said that around 100 volunteers participated. The October Trail Work Day will be on trails in the Conejo Canyons Open Space. There will be a free barbeque lunch to thank volunteers.

- iii. Trails Education Days, April 18 – 22

COSTAC Chair Bacharach gave a summary of Trails Education Days. This year CVUSD fourth graders were invited.

Director Bill-de-la Peña asked if it was possible to include private schools in Trail Education Days. She suggested COSCA consider a lottery or registration process. COSTAC Chair Bacharach explained that they would need more volunteers in order to expand the program to include private schools. COSCA Manager Mason stated that the program is entirely managed by volunteers.

Director Bill-de la Peña added that private school parents are very active and volunteer in the community in various programs. She suggested they might be willing to volunteer to help. COSCA Manager Mason said staff would discuss options with volunteers who organize the programs. Mason suggested that perhaps the private school parents could be trained to run a similar program. Chair Skei suggested the City might consider funding interns to help expand the program.

Chair Skei mentioned that all are welcome to volunteer at the annual Trail Work Days.

- iv. National Trails Day Geocaching Hike, June 4

COSTAC Chair Bacharach reported on the National Trails Day Geocaching Hike. This is an annual event held to raise awareness of our trails and to teach people how to geocache. Volunteer Steve Clark led the hike and 12 people attended.

- v. National Public Land Day Outreach, September 24

COSTAC Chair Bacharach reported that National Public Land Day is an outreach event held to inform the community about the importance of protected public lands. This year COSCA's outreach will take place at the entrance to the Lang Ranch Open Space at the east end of Lang Ranch Parkway.

B. COSCA Volunteer Corps Activity

COSCA Manager Mason presented the Volunteer Corps Activity update for February – August 2016:

- Trail Watch: 294 reports, 441 hours donated
- Trail Patrol: 69 reports, 248 hours donated
- Adopt-A-Trail: 135 reports, 317 hours donated

Chair Skei thanked the COSTAC members and volunteers for all their hard work.

5. **CONSENT CALENDAR:**

A. Approval of Minutes of February 10, 2016 Meeting

Director Bill-de la Peña moved to approve minutes of February 10, 2016; Director Fox seconded the motion. Motion passed 4-0 (Director Jones absent).

6. **ACTION ITEMS:**

A. 2016 Conejo Open Space Trails Advisory Committee Appointments

The Nomination Subcommittee nominated the following people:

<u>Members:</u>		<u>Term:</u>
Raymond Moccia	Bicyclist/Hiker	2016-2019
Craig Percy	Bicyclist/Hiker/Runner	2016-2019
Ben Pumphrey	Hiker	2016-2019
Brian Stark	Bicyclist/Hiker	2016-2019

<u>Alternates:</u>		<u>Term:</u>
Gunther Kilfoil	Hiker	2016-2017
Kira Krukowski	Hiker/Runner	2016-2017
Kathleen Perkinson	Hiker	2016-2017
Matthew Ward	Hiker/Runner	2016-2017

Director Bill-de la Peña moved to approve the Nomination Subcommittee's recommendations, Director Fox seconded the motion. Motion passed 4-0 (Director Jones absent).

B. Amendment to COSCA's Conflict of Interest Code

COSCA Manager Mason presented the report and stated that the proposed amendment to COSCA's Conflict of Interest Code updates the Agency's Designated Officers, Officials and Employees list by adding the Assistant Planner position title.

Director Bill-de la Peña asked if the Associate Planner position had been removed. Ms. Mason explained that the Associate Planner position remained on the list, however, it is not an open position. It will remain on the list in case someone is promoted to Associate Planner in the future.

Director Bill-de la Peña moved to approve Resolution No. 2016-01 amending COSCA's Conflict of Interest Code; Director Fox seconded the motion. Motion passed 4-0 (Director Jones absent).

C. Authorization to Adjust Right-of-Way Boundaries on North Side of Grande Vista Drive (Located North of 101 Freeway, approximately 3,500 feet West of Wendy Drive)

COSCA Manager Mason presented a PowerPoint regarding the proposed right-of-way boundary adjustments.

Director Bill-de la Peña asked if the Planning Commission approval last year of the original proposal was contingent upon this adjustment, and asked if it is unusual having adjustments like this after Planning Commission approval. COSCA Manager Mason stated this was not part of Planning Commission approval and that the adjustment is somewhat unusual because it involves open space, however, sometimes minor adjustments are needed at the end of the design process due to field conditions.

Chair Skei pointed out that it is close to a three to one transfer in favor of open space being transferred to COSCA.

Director Fox moved to approve staff recommendation, Director Bill-de la Peña seconded the motion. Motion passed 5-0.

7. INFORMATION ITEMS:

A. CRPD Gratitude Circle Recognition for Frances Prince and Rorie Skei, May 2016

CRPD General Manager Friedl explained that the CRPD Board of Directors created the "Gratitude Circle" inside Conejo Creek North Park four years ago in order to recognize people in the community who have

done great work on behalf of parks and recreation. This year the Board chose to recognize Frances Prince, a founder of COSCA, and Rorie Skei, the Chair of COSCA.

Chair Skei thanked the CRPD Board for including her and commented on how it was an honor to be grouped with Frances, who is an icon in open space conservation and helped to create COSCA.

Director Fox commented that the selection committee could not have picked two more deserving individuals and he congratulated them both.

Director Bill-de la Peña added her congratulations.

Director Gibson added that as a current Board Member of CRPD it has been an honor to recognize people in the community for their contributions to parks and open space.

B. Paradise Falls Write-up in Backpacker Magazine, March 2016

COSCA Manager Mason mentioned that Paradise Falls in Wildwood Park was featured in the "Top Trips and Picks" section of Backpacker Magazine in March 2016.

C. Video: Explore TO: Hiking in Thousand Oaks: Paradise Falls Waterfall – COSCA Open Space (verbal report)

COSCA Manager Mason presented a video, produced by TOTV, featuring hiking in the open space.

D. Recent COSCA Ranger Operations and Maintenance Activities (verbal report)

CRPD Park Superintendent Kouba gave a PowerPoint presentation on recent operations and maintenance activities. He noted that 2017 is COSCA's 40th Anniversary. He asked the Board and public to submit any old photos they have in the open space.

Superintendent Kouba reported that the Rangers have been working with the Sheriff on the homeless situation. He continued with an update on the Bell Box Program.

Superintendent Kouba reported that Wildwood bathrooms have all been remodeled by the Rangers and that the benches in Wildwood and on the Whole Access Trail have been refurbished.

Superintendent Kouba concluded with a drought update.

Chair Skei commented that the Rangers work so hard and are the backbone of our open space system.

8. BOARDMEMBER COMMENTS:

Director Bill-de la Peña asked Staff if there has been any follow-up with Dos Vientos HOA regarding their use of rodenticides. COSCA Manager Mason replied that City Staff contacted the HOA, sent them information, and let them know that the City discourages rodenticide use.

9. ADJOURNMENT: Meeting adjourned at 6:45 P.M. to 6:00 P.M., November 9, 2016, Civic Arts Plaza Board Room.

Submitted by:



Rorie Skei, Chairperson

Date:

