1. **CALL TO ORDER AND FLAG SALUTE:**

   Chair Skei called the meeting to order at 6:00 p.m. and led the Flag Salute.

2. **ROLL CALL:**

   Director Huffer, Director Jones, Vice Chair Nickles, and Chair Skei present. Director Bill-de la Peña arrived at 6:12 p.m.

   Also present were: CRPD Parks & Planning Administrator Hare, Assistant City Attorney Doran, CRPD Park Superintendent Kouba, Accounting Manager Magana, Accounting Supervisor Gomez, COSCA Supervising Park Ranger Prindle, COSCA Administrator Stark, COSCA Analyst Huber, Office Supervisor McMurtry, and Recording Secretary Goor.

3. **PRESENTATIONS AND ANNOUNCEMENTS:**

   A. None.

4. **PUBLIC COMMENTS:**

   Chuck Lech, Thousand Oaks, stated he represents the Conejo, Simi, Moorpark Association of Realtors, and presented an update on residents' attitudes on fire protection in relation to open space and wildlife protection, and home-hardening and developing a joint plan with Ventura County Fire to mitigate the effects of wildfires. He provided a presentation on the results of a 400-person survey that his organization had commissioned from American Strategies.

5. **CONSENT CALENDAR:**

   A. Approval of Minutes of November 10, 2021 Meeting

   Director Jones noted he would abstain as he was not present that evening.

   Motion by Director Huffer to approve the Minutes of the November 10, 2021 meeting carried 3 – 0 by the following vote: Ayes – Directors Huffer, Nickles, and Chair Skei; Noes – None; Abstain – Jones; Absent – Directors Bill-de la Peña.
6. **ACTION ITEMS:**

A. Authorization for Video/Teleconferenced Public Meetings; adopt resolution. The report was presented by Assistant City Attorney Doran who stated the Governor’s Executive Order provided for remote meetings through the end of last year. Local agencies may continue with remote meetings provided they make certain findings through a resolution such as the one presented this evening. Mr. Doran responded to questions regarding re-initiating the process if needed in the future, and options for remote, in-person, or hybrid meetings.

Director Bill-de la Peña arrived at 6:12 p.m.

Several Directors expressed a preference for hybrid meetings; COSCA Administrator Stark noted technology issues will be discussed with City facilities staff.

**RESOLUTION MAKING FINDINGS IN ACCORDANCE WITH AB 361 AND GOVERNMENT CODE SECTION 54953(e), AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CONEJO OPEN SPACE CONSERVATION AGENCY AND THE CONEJO OPEN SPACE TRAILS ACTION COMMITTEE**

Speaker/Written Statement Cards: None.

Motion by Director Bill-de la Peña to approve staff recommendation to adopt a resolution making findings in accordance with Assembly Bill 361 and Government Code section 54953(e), authorizing remote teleconference meetings of the Board of Directors of Conejo Open Space Conservation Agency and the Conejo Open Space Trails Action Committee (COSTAC); carried 5 - 0 by the following vote: Ayes – Bill-de la Peña, Jones, Huffer, Nickles, and Skei; Noes – None; Absent – None.

B. Election of Board Chair and Vice Chair; Appointment of Board Secretary. COSCA Administrator Stark responded to Board questions.

Speaker/Written Statement Cards: None.

Motion by Director Bill-de la Peña to nominate Chair Skei as Chair of the Conejo Open Space Conservation Agency; carried 5 - 0 by the following vote: Ayes – Bill-de la Peña, Huffer, Jones, Nickles, and Skei; Noes – None; Absent – None.

Motion by Vice Chair Nickles to nominate Director Jones as Vice Chair of the Conejo Open Space Conservation Agency; carried 5 - 0 by the following vote: Ayes – Bill-de la Peña, Huffer, Jones, Nickles, and Skei; Noes – None; Absent – None.
Assistant City Attorney Doran noted the Secretary position has been historically held by Co-Chief Administrative Officer Friedl, but as Co-Administrator, it would be proper to have a different individual serve as Secretary in order to attest to his signature.

Motion by Chair Skei to appoint COSCA Administrator Stark as Secretary of the Conejo Open Space Conservation Agency; carried 5 - 0 by the following vote: Ayes – Bill-de la Pena, Huffer, Jones, Nickles, and Skei; Noes – None; Absent – None.

C. Annual Financial Report for Fiscal Year 2020-2021 presented by Accounting Manager Magana who noted COSCA’s net position increased $1.8 million to $87.1 million at fiscal year-end. Program revenues increased $1.8 million compared to prior fiscal year, primarily due to $1.9 million in capital grants and contributions (mostly due to land additions of $2.1 million). Program expenses increased $.3 million compared to prior fiscal year, primarily due to a one-time $425,000 land donation to CRPD (the equestrian center). COSCA ended the fiscal year with $10.5 million in cash and investments held for future open space acquisitions and maintenance, an increase of $.2 million over last fiscal year, primarily due to rental revenue and interest income. Capital assets increased $1.7 million for an ending balance $76.7 million mostly due to $2.1 million in land additions (primarily Rasnow properties less the equestrian center transfer to CRPD of $425,000).

Speaker/Written Statement Cards: None.

Report received and filed.

D. Authorization to Accept Sage Mountain Access Easement presented by COSCA Analyst Huber who noted the City’s development permit and conditions of approval required that 34 acres of the original parcel be transferred to COSCA as public open space; COSCA accepted the transfer on February 12, 2020. The parcel, Parcel A, consists of a rugged, trailless area abutting COSCA open space which also has limited accessibility. An access easement for inspection and maintenance is required to be granted across Parcel B, upon which the Sage Mountain facility is located. Due to pandemic-related document processing and recordation delays at the County, COSCA postponed processing the easement until the land transfers had been completed and new parcel numbers were assigned. Parcel A is a valuable addition preserving Coastal Sage Scrub habitat and further completes the City’s Ring of Green. She responded to Director questions regarding the purpose of the easement, ownership of Parcel B, and the rugged terrain with no trails planned.

Speaker/Written Statement Cards: None.
Motion by Director Nickles to approve staff recommendation to accept access easement at 3499 Grande Vista Drive (APN 667-0-420-015) from Sage Mountain Senior Living, and authorize the Chief Administrative Officer to execute any and all documents necessary to accept access easement, and authorize staff to record the accepted access easement; carried 5 - 0 by the following vote: Ayes – Bill-de la Peña, Huffer, Jones, Nickles, and Skei; Noes – None; Absent – None.

E. Authorization to Accept Open Space Parcel Transfers from the City of Thousand Oaks (2022); adopt resolution. The report was presented by COSCA Administrator Stark who noted consolidation of ownership of the open space areas outlined is anticipated for long-term, consistent management by one Agency, COSCA. Any zoning inconsistencies are routed to the Community Development Department. Properties are already being managed by COSCA. He responded to Director questions regarding reasons for transferring from the City to COSCA, and the monetary values given to each parcel and generally accepted accounting principles, and which parcels are adjacent to COSCA properties.

RESOLUTION ACCEPTING THE TRANSFER OF 566 ACRES OF OPEN SPACE FROM THE CITY OF THOUSAND OAKS

Speaker/Written Statement Cards: None.

Motion by Director Jones to approve staff recommendation to adopt a resolution accepting the transfer of 23 open space parcels totaling 566 acres as described in staff report Table 1 from the City of Thousand Oaks to COSCA for management as open space, authorize the Chief Administrative Officer to execute any and all documents necessary to accept access easement, an authorize staff to record the accepted transfer deeds; carried 5 - 0 by the following vote: Ayes – Bill-de la Peña, Huffer, Jones, Nickles, and Skei; Noes – None; Absent – None.

F. Authorization to Accept Open Space Parcel Transfers from the City of Thousand Oaks (2008) and adopt resolution. Report presented by COSCA Administrator Stark who reviewed the parcels in the Western Plateau Protection Plan that were approved for transfer in 2008, noting this resolution will assist in record-keeping and meet City and COSCA strategic goals. He responded to Director questions regarding to the different ways these transfers have taken place.

RESOLUTION ACCEPTING THE TRANSFER OF 373 ACRES OF OPEN SPACE FROM THE CITY OF THOUSAND OAKS

Speaker/Written Statement Cards: None.
Motion by Director Bill-de la Peña to approve staff recommendation adopt a resolution accepting the transfer of 17 open space parcels totally 373 acres as describe in Table 1 of the staff report from the City of Thousand oaks to COSCA for management as open space, authorize the Chief Administrative Officer to execute any and all documents necessary to accept access easement, and authorize staff to record the accepted transfer deeds; carried 5 - 0 by the following vote: Ayes – Bill-de la Peña, Huffer, Jones, Nickles, and Skei; Noes – None; Absent – None.

G Lease Agreement with the City of Thousand Oaks for the Cameron Center (288 Greenmeadow Dr.), for Use as Headquarters for COSCA Rangers presented by COSCA Administrator Stark who reviewed the benefits of moving the headquarters to consolidate field operations for greater efficiency, secure storage, running water, a restroom, and is centrally located to open space areas. A majority of facility maintenance will be taken over by COSCA; there will be conversion costs and the lease will be for a term of five years. Director Jones suggested recognition for Bruce Cameron be made prominent.

Speaker/Written Statement Cards: None.

Motion by Director Nickles to approve staff recommendation to authorize the execution of the Cameron Center Facility lease between the City of Thousand Oaks and the Conejo Open Space Conservation Agency for use as the COSCA Ranger Headquarters; carried 5 - 0 by the following vote: Ayes – Bill-de la Peña, Huffer, Jones, Nickles, and Skei; Noes – None; Absent – None.

7. INFORMATIONAL ITEMS:

A. Priority Areas for Potential Acquisition as Open Space Update (written report) presented by COSCA Analyst Huber who described COSCA’s three priority groups and reviewed the priority acquisition map including 16 areas totaling 1,481 acres. There are five Priority 1 areas, nine Priority 2 areas, and two Priority 3 areas. She outlined ways COSCA acquires open space and various funding sources. Ms. Huber responded to Director questions regarding desirable purchases.

B. Summary of Woolsey Fire Recovery Fund Expenditures (verbal report) by COSCA Administrator Stark who reviewed expenditures to date. Weed management and restoration fund of $2.7 million: he reviewed how approximately $100,000 has been spent and $250,000 has been appropriated for future activities and there will be matching funds to a Santa Monica Mountains grant for Arundo and Fan Palm removal from Arroyo Conejo. Land acquisition funds have not been used to date, but staff are seeking willing sellers. The community fire protection outreach and public
agency coordination fund of $338,000: Mr. Stark reviewed how $45,000 has been spent primarily on the Ventura Fire Safe Council contract. Equipment services and administration fund of $338,000; He noted $30,000 has been appropriated toward the COSCA website update and additional community outreach programs and equipment.

C. COSCA Volunteer Corps Activity verbal report was presented by COSCA Analyst Huber who stated Trail Watch filed 60 reports with 86 volunteer hours, and Adopt-a-Trail filed 48 reports with 119 volunteer hours in November/December bringing the 2021 totals to: Trail Watch 532 reports with 825 volunteer hours, and Adopt-a-Trail 245 reports with 662 volunteer hours. In January of this year, Trail Watch filed 49 reports and 83 volunteer hours, and Adopt-a-Trail filed 33 reports and 91 volunteer hours.

COSCA Administrator Stark noted they have been working with the Oak Park High School Wildfire Prevention Club who has been planting acorns in heavy Woolsey Fire loss areas in Lang Ranch. 1,215 acorns have been planted and new Live Oaks are coming up; more plantings are planned.

D. Ranger Operations and Maintenance Activities verbal report was presented by CRPD Park Superintendent Kouba who thanked the City for agreeing to lease the Cameron Center to COSCA. He noted he will report back at the next meeting with improvement plans for the Center. Mr. Kouba discussed effects of recent rains and cautioned citizens not to enter open space during rain events. He discussed trail washout repairs and effects of slippery roads. He also noted that horse manure was being dumped in open space and the issue was resolved with a neighbor’s help, signage to close illegal trails had been installed in certain locations, additional observations of mountain lions in residential areas has occurred due to the increase in the number of Ring cameras. He also urged caution with pets as rattlesnakes are out in the heat and noted Rangers are placing coyote signs out near dens to warn passers-by. Mr. Kouba and COSCA Administrator Stark responded to Director questions regarding the management of early weed growth in relation to annual brush clearance requirements.

8. **COSCA UPDATES** (CRPD General Manager and/or City Manager):

A. Follow-up items, announcements, and upcoming issues:

CRPD Parks & Planning Administrator Hare commented that the arena lighting issue at Rancho Potrero community Equestrian Center is continuing. Additionally, Rancho Potrero Specific Area 1, for which CRPD received a $600,000 grant from the Santa Monica Mountains Conservancy, is generally complete and components such as the amphitheater are starting to be used by the public; the information kiosks will be completed soon; and the equestrian center ribbon-cutting will be Saturday April 30th.
9. **BOARDMEMBER COMMENTS:**

Director Bill-de la Peña commented Matilija Poppies are blooming early. She also inquired whether the Borderline sculptures would be a good fit at the Botanical Garden. CRPD Parks & Planning Administrator Hare stated the Botanical Garden representatives did not express interest in having the sculptures at their site. He noted the Arts Education & History Ad Hoc Committee did not locate an appropriate site in the District.

Director Nickles requested a summary report of activities related to the Fire Safe Council contract. He inquired regarding the Wildwood parking lot scenario in relation to Conejo Bridge. COSCA Administrator Stark noted the Conejo Bridge will be at the Planning Commission on March 14th, followed by Public Works taking bid approvals to City Council. Fish and Wildlife permits are under discussion and groundbreaking is anticipated in October, once bird nesting season concludes for the year.

10. **ADJOURNMENT:** Meeting was adjourned at 6:39 p.m. to the next Regular Meeting on Wednesday, May 11, 2022.

Rorie Skei, Chairperson

Minutes Approved: May 11, 2022