CONEJO OPEN SPACE CONSERVATION AGENCY
BOARD OF DIRECTORS MEETING
February 28, 2018
Civic Arts Plaza Board Room
2100 Thousand Oaks Boulevard

SUMMARY MINUTES

1. CALL TO ORDER AND FLAG SALUTE: for Regular Meeting at 6:00 P.M.

2. ROLL CALL:

   Present: Vice-Chair Bill-de la Peña, Director Jones, and Chair Skei. Director Fox arrived at 6:08 P.M.

   Also present were: CRPD General Manager Friedl, Deputy City Manager/Human Resources Director Rogers, Deputy Finance Director Boscarino, Assistant City Attorney Liberman, Deputy City Clerk Maguire, COSCA Manager Mason, CRPD Park Superintendent Kouba, Accounting Manager Magana, Assistant Planner Huber, Accountant Bogue, Recording Secretary Rosenbeck, Administrative Secretary Quiroz.

3. PUBLIC COMMENTS: None.

4. PRESENTATIONS AND ANNOUNCEMENTS:

   A. Administration of Oath of Office for New Board Member Huffer administered by Deputy City Clerk Maguire. Director Huffer took his place as a voting member.

      Chair Skei welcomed Director Huffer and gave an overview of his background. Director Huffer replaced former COSCA Board member Joe Gibson who stepped down for the Board in December 2017.

      Chair Skei expressed her gratitude for Joe Gibson’s 9 years of service on the COSCA Board.

      Director Huffer expressed his enthusiasm about serving on the COSCA Board.

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

      i. 2018 Conejo Open Space Challenge, March 1 – May 31: COSTAC Chair Bacharach reported about the upcoming event where participants visit 10 trails and submit photos of each trail to win prizes.
ii. Trails Education Days, April 23 – 27: Conejo Open Space Foundation (COSF) President Haggan reported on Trails Education Days, an annual program where 4th graders are guided on a hike into Wildwood Park to learn about open space. She mentioned that COSF received grants from Edison International as well as receiving regular donations from the Thousand Oaks Event Endowment Fund.

C. COSCA Volunteer Corps Activity

Assistant Planner Huber reported on Volunteer Corps activities since the last meeting and year-end totals.

- Trail Watch
  - Sept – Dec 2017: 120 reports, 188 hours donated
  - 2017 Total: 390 reports, 639 hours donated
- Trail Patrol
  - Sept – Dec 2017: 23 reports, 37 hours donated
  - 2017 Total: 106 reports, 367 hours donated
- Adopt-A-Trail
  - Sept – Dec 2017: 79 reports, 275 hours donated
  - 2017 Total: 214 reports, 746 hours donated
  - To date 51 volunteers have adopted 63 trails.

The total amount of donated time for 2017 under these programs is 1752 hours.

5. CONSENT CALENDAR:

A. Approval of Minutes of September 13, 2017 Meeting

Motion by Vice-Chair Bill de La Peña to approve the minutes of September 13, 2017. Motion passed 5-0.

6. ACTION ITEMS:

A. Election of Chair and Vice-Chair

COSCA Manager Mason presented the report.

Speakers: None  Statement Cards: None

Motion by Director Fox to re-appoint Chair Skei to serve as Board Chair for 2018. Motion passed 5-0.

Motion by Vice-Chair Bill de la Peña to nominate Director Jones as Vice-Chair. Motion passed 5-0.
B. 2018 COSCA Board of Directors Meeting Schedule

Manager Mason reported the proposed quarterly meetings for the remainder of 2018 are May 9th, September 12th and December 12th.

Speakers: None  Statement Cards: None

Motion by Director Fox to adopt the proposed meeting schedule for 2018. Motion passed 5-0.

C. Annual Financial Report for Fiscal Year 2016-2017

Accountant Bogue presented a report summarizing COSCA’s financial activities, capital assets and fund balances.

Speakers: None  Statement Cards: None

Motion by Director Fox to receive and file the annual fiscal report. Motion passed 5-0.

D. Authorization to Accept Open Space Donation (approximately 0.36 acres) in Southern Ridge area from Walter R. Kersey Trust (located one-half mile south of Lynn Road and 600 feet west of Ventu Park Road)

Assistant Planner Huber presented a report summarizing the donation.

Speakers: None  Statement Cards: None

Motion by Director Jones to accept the Open Space donation pending approval of the Title Report. Motion passed 5-0.

Vice-Chair Bill de la Peña asked what prompted the Kersey Trust to donate the land. Manager Mason indicated the family wanted to close a trust.

Director Jones asked if COSCA reaches out to owners of parcels which may be of no use to them to ask of their interest in selling or donating the land as open space. Manager Mason confirmed that COSCA sent letters to owners of parcels identified as high-priority acquisitions at the end of last year according to the Board’s approved list of priority properties.

Chair Skei mentioned that owners who donate property have an opportunity to claim a charitable deduction if they get a fair market valuation on the property.

E. 2017 Strategic Plan Annual Report

Manager Mason presented the annual report for COSCA’s Strategic Plan and described progress on a number of important projects.
Speakers: None    Statement Cards: None

Vice Chair Bill de la Peña asked about illegal access issues in open space. Manager Mason confirmed that despite efforts to prevent it, such access still occasionally occurs.

Director Fox asked if the Strategic Plan includes elements regarding trail safety in light of the recent mountain lion sightings in residential areas. Manager Mason confirmed that the Plan includes components regarding public information and risk management.

Director Fox asked if staff could provide a report at a future meeting regarding the safety elements/features COSCA currently has in place in open space. Manager Mason confirmed staff would do so.

7. INFORMATION ITEMS:

A. 2017-2018 COSCA Budget Update

Manager Mason presented an update summarizing COSCA’s approved 2017-2018 operating budget and fund allocations.

B. COSCA’s 40th Anniversary & Fall Trail Work Day

Superintendent Kouba presented a slideshow highlighting features of Fall Trail Work Day the 40th Anniversary celebration.

C. COSCA Ranger Operations and Maintenance Activities (verbal report)

Superintendent Kouba reported on COSCA Ranger Operations and Maintenance Activities.

8. BOARD MEMBER COMMENTS:

Director Bill de la Peña asked if it would be possible to post information about the Mountain Lion Foundation on the COSCA website as that organization provides information to help property owners protect livestock from attacks. Chair Skei adds that the National Wildlife Federation also has tips to get/build complete enclosures for livestock as such protective measures are important for livestock or hobby animals. Manager Mason confirmed such information could be added to the COSCA website and posted on the COSCA Facebook page.

Director Jones asks for an update on Glider Hill. Assistant City Attorney Liberman requests for this item to be addressed on the agenda for the upcoming May 9th meeting.
9. **REQUESTED CLOSED SESSION:** Civic Arts Plaza Park Room.

Assistant City Attorney Liberman announced Closed Session held at 7:00 P.M.

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** — **PROPERTY:** Assessor Parcel Number 673-0-270-120; **AGENCY NEGOTIATORS:** Shelly Mason, COSCA Manager, and Felicia Liberman, COSCA Attorney; **NEGOTIATING PARTIES:** George T. Smith; **UNDER NEGOTIATION:** Price and Terms; Pursuant to Government Code Section 54956.8.

10. **ADJOURNMENT:** Meeting adjourned at 7:00 p.m. to 6:00 p.m., May 9, 2018, Civic Arts Plaza Board Room.

Submitted by:  
Rorie Skei, Chairperson

Date:  
Sept. 12, 2018