

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

**November 14, 2007  
Civic Arts Plaza Board Room  
2100 Thousand Oaks Boulevard  
Thousand Oaks, California**

**SUMMARY MINUTES**

1. **CALL TO ORDER AND FLAG SALUTE:** for Regular Meeting at 6:31 p.m.
2. **ROLL CALL:** Chair Skei, Vice-Chair Bill-de la Peña, Director Berger, and Director Jacobsen. Director Fox absent.

Also present were:

CRPD General Manager Friedl  
CRPD Parks and Planning Administrator Hare  
Assistant City Manager Pappas Diaz  
Assistant City Attorney Hehir  
Deputy Community Development Director Towne  
COSCA Manager Foord  
Administrative Secretary Maguire

3. **PUBLIC COMMENTS:** Dave Hettwer, Newbury Park.

4. **SPECIAL PRESENTATIONS:**

- A. COSCA Ranger Program – Received.

5. **CONSENT CALENDAR:**

- A. **Minutes of September 12, 2007.**

Director Berger moved to approve minutes of September 12, 2007, Director Bill-de la Peña seconded the motion. Motion passed (4-0, Director Fox absent).

6. **ACTION ITEMS:**

- A. **Consideration of Draft Geocaching Policy.**

COSCA Manager Foord recommended approval of a Geocaching Policy, explaining that Geocaching is an outdoor treasure-hunting game using GPS units to find hidden “caches” and that it is a positive recreational activity, but geocachers should follow guidelines in order to avoid damage

to open space. COSCA staff has developed a draft Geocaching Policy and Administrative Guidelines based on a review of other open space agencies' geocaching policies. Both were reviewed and approved by COSTAC.

Director Bill-de la Peña moved to approve staff recommendation, Director Berger seconded the motion. Motion passed (4-0, Director Fox absent).

Speakers: None  
Statements Cards: None

## 7. STAFF REPORTS AND ANNOUNCEMENTS:

**Items 7C, 7A, and 7B were heard out of order to allow all Directors to be present for item 7C.**

### **C. Fire Services Study by Ralph Andersen and Associates for City of Thousand Oaks.**

COSCA Manager Foord explained that the Fire Services Study recently commissioned by the City recommends that the City discuss enhanced fire services for Thousand Oaks with the County of Ventura, some of which could involve COSCA interests. One recommendation involves the relocation of the Lake Sherwood station to an area in the Lake Eleanor Open Space, which would require a number of analyses and approvals. Another recommendation discusses funding for a Fuels Management Plan to address urban/wildland interface issues, which would impact COSCA because most of the wildland in the city belongs to or is managed by COSCA. The list of enhancements provides a framework for discussions between the City and the County. Staff will keep the Board advised of the status of the discussions.

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Director Bill-de la Peña left at 7:07 PM

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### **A. Rivers, Trails and Conservation Assistance Grant (National Park Service) to COSCA for Technical Assistance with Conejo Canyons Management Plan.**

COSCA Manager Foord stated that on October 16, 2007, COSCA's Conejo Canyons Management Plan project was selected by the National Park Service's RTCA program to receive assistance consisting of 320 hours of RTCA staff time to help with items such as meeting facilitation and public workshop planning. COSCA and RTCA staff will work together over the next 6-9 months as the Conejo Canyons Management Plan is developed. COSCA thanks the RTCA for this assistance.

**B. Open Space Accessibility Planning Status Report.**

Deputy Community Development Director Towne reported that staff has been identifying trails where reasonable modifications could be made to enhance accessibility, and will soon be implementing improvements at the Mesa Trail at Wildwood Park. A Management Intern has been researching other agencies' guidelines and standards regarding trail accessibility, including the Universal Trail Assessment Process, which aims to provide comprehensive trail condition information to trail users.

Speakers: Frank Greenway, Thousand Oaks.

**D. County of Ventura "Donate or Sell Your Land for Conservation" Brochure.**

COSCA Manager Foord presented Ventura County Planning Division's brochure encouraging the donation or sale of vacant land for conservation purposes. COSCA is identified in the brochure as a qualified conservation organization that is interested in acquiring open space. Staff is hopeful that the brochure will stimulate interest in selling or donating land to COSCA and will generate general interest in COSCA in a population that COSCA doesn't usually reach.

**E. Status Report on COSCA's Good Neighbor Policy (verbal report).**

COSCA Manager Foord stated that staff is currently involved in addressing three encroachment cases and is working with City Attorney's Office to resolve the cases. In addition, staff is preparing to hire a part-time staff person to work on good neighbor issues, including addressing the many cases of encroachments and assisting with outreach efforts such as mailing out COSCA brochures. Community Development Department Director Prescott's article in the Ventura County Star regarding Thousand Oaks open space was also highlighted.

**8. COMMITTEE REPORTS AND ANNOUNCEMENTS:**

**Conejo Open Space Trails Advisory Committee (COSTAC) Reports**

**A. 2007 Trail Work Day (October 13, 2007)**

Ginny Bowers, Newbury Park, COSTAC, reported that the 18<sup>th</sup> annual Trail Work Day was a great event, thanked all of the sponsors and participants and explained that over 100 people worked at the Botanical Gardens and the Hidden Meadows Trail in the Sandstone Open Space.

**B. Wildwood Trailhead Outreaches (September 29 and October 7, 2007)**

Elizabeth Brown, Thousand Oaks, COSTAC Chairperson, reported that both the Saturday and Sunday Outreaches took place at the Wildwood Trailhead and that each day reached different people who utilize the trails. Future Outreaches will take place on both Saturdays and Sundays.

**9. BOARDMEMBER COMMENTS AND REPORTS:**

CRPD General Manager Friedl stated that staff will present proposed alternatives to the original Rancho Potrero Conceptual Plan at a meeting of the Intergovernmental Committee and the Focus Group on December 5<sup>th</sup> at the Hillcrest Center. There will also be an Open House at the property on December 2, tentatively planned for 1-4 P.M. Staff will be available on site to answer questions and to discuss the alternatives that will be presented at the December 5<sup>th</sup> meeting.

- 10. ADJOURNMENT:** Meeting was adjourned at 7:38 P.M. to 6:30 P.M., January 9, 2008, Civic Arts Plaza Board Room.

Submitted by:

Date:

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Rorie Skei, Chairperson

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