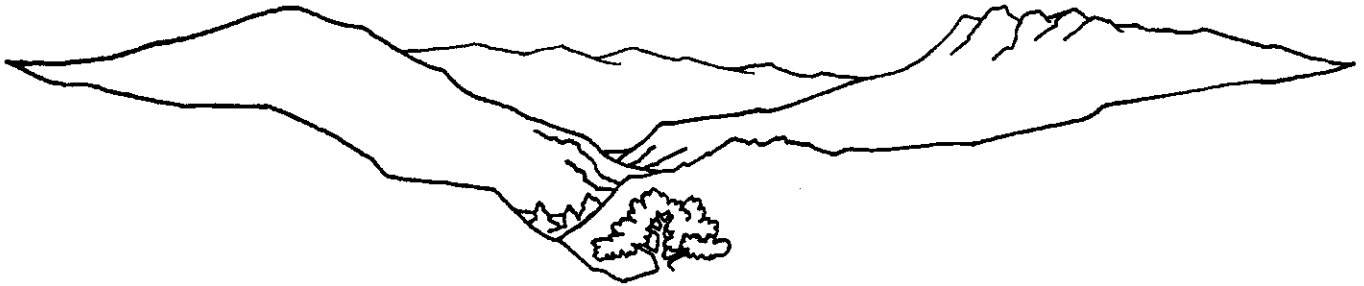


CONEJO OPEN SPACE CONSERVATION AGENCY



TO: Board of Directors
FROM: COSCA Staff
DATE: November 12, 2008
SUBJECT: Proposed **COSTAC Residency Policy**

RECOMMENDATION:

Approve COSTAC Residency Policy.

BACKGROUND:

The Conejo Open Space Trails Advisory Committee (COSTAC) was formed by the COSCA Board of Directors on November 17, 1988. It was created to act in an advisory capacity to the Board, reviewing trail policy issues and making corresponding recommendations regarding the design, implementation, construction, maintenance and regulations of the open space trail system. At the time of its formation, a memo was drafted that described the general purpose and structure of the committee (see **EXHIBIT "A"**).

In the 20 years since its formation, the committee's membership has expanded and its scope has broadened, as described in the updated COSTAC purpose and structure memo (see **EXHIBIT "B"**). Membership has expanded from seven to eleven members, and up to two alternate members are also appointed in cases where the number of qualified applicants exceeds the number of openings on the committee. The focus of the committee is now the implementation and management of the seven major COSCA Volunteer Corps programs, including Trail Work Day, Mini-Trail Work Days, Volunteer Trail Patrol, Trail Watch, Open Space Trails Education Days, Adopt-A-Trail and Trailhead Outreach.

The City Clerk's Office, which helps to coordinate the recruitment of COSTAC applicants, has recently asked COSCA to articulate a residency policy for COSTAC applicants. When COSTAC was formed, the COSCA Board did not specify whether COSTAC members were required to reside within the City limits and/or the Conejo Recreation and Park District (CRPD) boundaries. Although the vast majority of applicants to COSTAC are City or CRPD residents, non-residents do occasionally submit applications.

Because COSCA's trail system is unparalleled in nearby cities, it is common that users of COSCA's trail system live outside the City's or CRPD's boundaries. Over the past 20 years, several COSTAC members have been residents of neighboring cities or unincorporated areas. These members have been active, enthusiastic members of the committee and have demonstrated exceptional volunteerism and commitment to COSCA's open space and trail system.

In order to be selected for appointment to COSTAC, applicants must exhibit knowledge of COSCA's open space and trail system and must indicate their willingness to participate in the coordination and implementation of COSCA's volunteer programs. Staff believes these factors should be more important in the evaluation process than city of residence. Nonetheless, should two candidates with generally equal qualifications be considered for one position on the committee, preference would be given to the candidate residing within City or CRPD boundaries.

Staff therefore recommends that the COSCA Board support and codify the continuation of the current practice of allowing non-residents to serve on the committee by approval of the following:

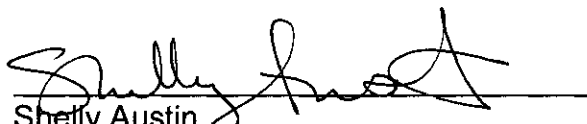
Recommended COSTAC Residency Policy:

Residency within the City of Thousand Oaks city limits or the Conejo Recreation and Park District boundary is not required for membership on the Conejo Open Space Trails Advisory Committee.

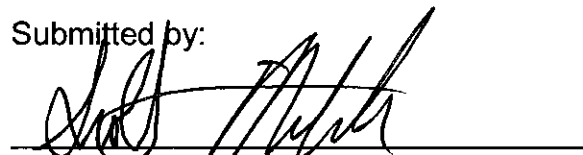
CONCLUSION:

Historically, the majority of COSTAC members have resided within the City or CRPD boundaries. However, non-resident members have proven they can also be active committee participants and can be dedicated to volunteering their time to protect and promote COSCA's open space and trail system. Therefore, Staff recommends approval of the above COSTAC Residency Policy.

Prepared by:

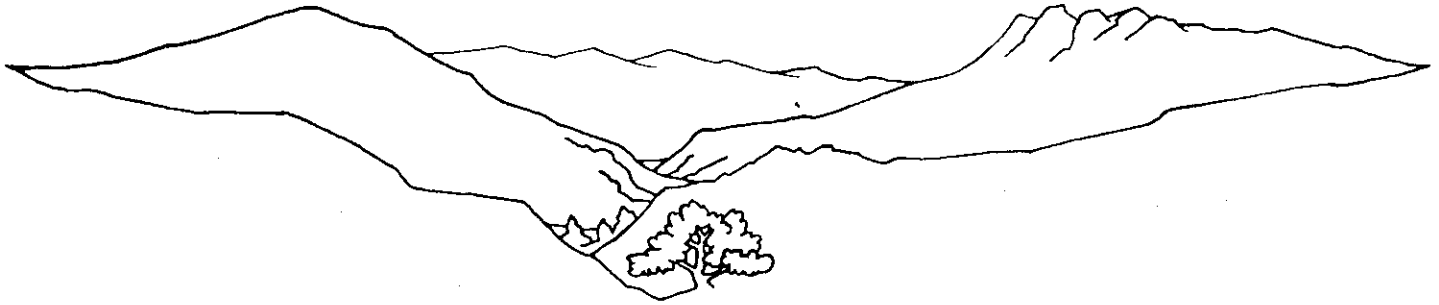

Shelly Austin
Associate Planner - COSCA

Submitted by:


Scott Mitnick, City Manager
City of Thousand Oaks


Jim Friedl, General Manager
Conejo Recreation & Park District

CONEJO OPEN SPACE CONSERVATION AGENCY



CONEJO OPEN SPACE TRAILS ADVISORY COMMITTEE

Purpose

The Committee will act in an advisory capacity to the COSCA Board of Directors, reviewing issues and making recommendations regarding the design, implementation, construction, maintenance and regulations of the open space trail system.

Membership

The Committee will consist of seven (7) members representing various user groups within the City. The groups may include:

- Equestrian
- Hiking
- Mountain Bikes
- Nature/Conservation
- General Public

Staff members from COSCA and CRPD will be assigned to coordinate Committee tasks. Members of the Committee will be screened from a list of qualified applicants by the COSCA Board.

Term

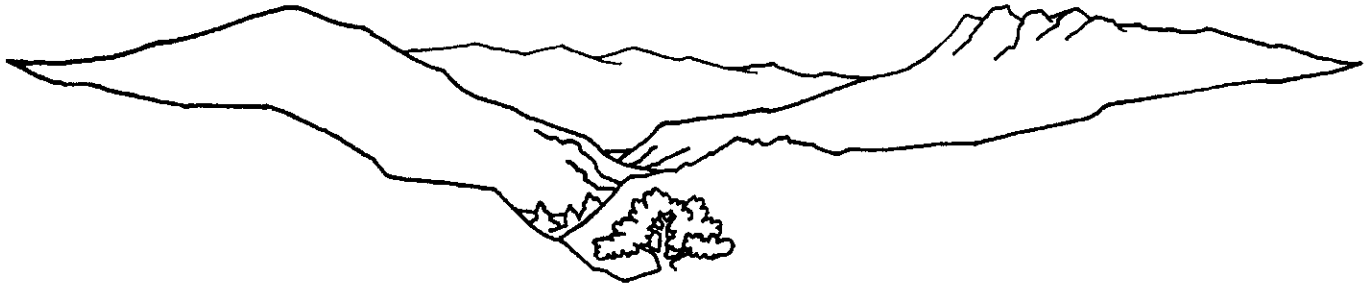
Three-year appointments to the Committee will be assigned by the Board of Directors. The Committee shall be established for a three-year period, but may be extended as deemed necessary by the Board. At that time, new applications for membership will be solicited.

Meetings

A schedule of regular meetings will be established to conduct the business of the Committee. Informal meetings with private organizations and the general public will be held periodically for increased community involvement. Meetings will also be scheduled with resource management and recreation specialists for professional recommendations on trail-related issues.

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A Joint Agency
City of Thousand Oaks Conejo Recreation and Park District
Civic Center/2150 W. Hillcrest Dr. Thousand Oaks, CA 91360

CONEJO OPEN SPACE CONSERVATION AGENCY**CONEJO OPEN SPACE
TRAILS ADVISORY COMMITTEE**

(Updated November 2008)

Purpose

The Conejo Open Space Trails Advisory Committee ("Committee") will act in an advisory capacity to the Conejo Open Space Conservation Agency ("COSCA") Board of Directors, reviewing trail policy issues and making corresponding recommendations regarding the design, implementation, construction, maintenance and regulations of the open space trail system. The Committee generally will not review projects that involve the routine implementation of trail standards and policies as approved by COSCA, Conejo Recreation and Park District ("CRPD"), or City of Thousand Oaks ("City").

The Committee will also assist in the implementation of volunteer programs approved by the COSCA Board of Directors, in coordination with COSCA staff, including programs such as Trail Work Day, Mini-Trail Work Days, Volunteer Trail Patrol, Trail Watch, Open Space Trails Education Days, Adopt-A-Trail and Trailhead Outreach.

Membership

The Committee will consist of eleven (11) members representing various trail user groups within the City. The groups may include:

- Equestrians
- Hikers/Trail Runners
- Mountain Bikers
- Naturalists/Conservationists
- General Public

Staff members from COSCA and CRPD will be assigned to assist in coordination of Committee meetings and tasks.

Term

Appointments to the Committee will be assigned by the Board of Directors. The Committee members will serve staggered three-year terms that may be extended if

approved by the Board. New applications will be solicited annually by staff to fill Committee vacancies. Committee members shall be recommended to the COSCA Board of Directors by a Nomination Subcommittee composed of the Board Chair, the General Manager of the Conejo Recreation and Park District, and the COSCA Manager. The Nomination Subcommittee may also recommend alternate members to the Committee and appoint alternates to committee vacancies when they occur during the year.

Meetings

Meetings will normally be held on the first Monday of every month, except December, at 6:30 pm. Special meetings may be held as needed for increased community involvement or to address time-sensitive issues that cannot be addressed during regularly scheduled meetings.