

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

**November 12, 2008
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 6:39 p.m.
2. **ROLL CALL:** Director Bill-de la Peña, Vice-Chairperson Jacobsen and Chairperson Skei. Directors Berger and Fox were absent.

Also present were:

CRPD General Manager Friedl
Assistant City Manager Pappas Díaz
Assistant City Attorney Hehir
COSCA Manager Foord
Associate Planner Austin
Administrative Secretary Maguire

3. **PUBLIC COMMENTS:** None
4. **COMMITTEE REPORTS AND ANNOUNCEMENTS:**

Conejo Open Space Trails Advisory Committee (COSTAC) Reports.

- A. Trail Work Day, October 18, 2008.

Burt Elliott, Thousand Oaks, reported that the 18th Annual Trail Work Day was a successful event with about 185 people volunteering to work in North Ranch Open Space and Potrero Ridge Open Space.

5. **CONSENT CALENDAR:**

- A. Minutes of September 10, 2008 meeting.

Director Jacobsen moved to approve minutes of September 10, 2008. Director Bill-de la Peña seconded the motion. Motion passed (3-0).

6. **NEW ITEMS:**

- A. Authorization to Accept Donation of 10-foot Wide Parcel Containing Section of Trail from Paul and Sharol Dudley (Located West End of Hauser Circle, Approximately 1,200' West of Erbes Road).

Associate Planner Austin explained that donation of the parcel at 1641 Hauser Circle would secure a connection between Hauser Circle and Rancho Road for trail users. The property owners expressed interest in donating the property to COSCA rather than granting an easement. COSCA will work with the property owners to execute deed to transfer ownership to COSCA and cover the cost of fencing and trail maintenance.

Director Bill-de la Peña moved to approve staff recommendation, Director Jacobsen seconded the motion. Motion passed (3-0).

Speaker Cards: None
Statement Cards: None

- B. Authorization for Secretary to Execute Revised Quitclaim Deed to Release COSCA's Right of Re-entry to Conejo Community Park (Located Northwest Corner Mayflower Street and Warwick Avenue).

COSCA Manager Foord explained that this is a revision to a quitclaim deed originally approved by the Board on March 18, 2008. When the original deed was executed, Centex Homes owned the parcel, but before the deed was recorded, Centex Homes transferred the parcel to IMT Development Fund and requested that COSCA revise the deed to reflect the new ownership.

Director Jacobsen moved to approve staff recommendation, Director Bill-de la Peña seconded the motion. Motion passed (3-0).

Speaker Cards: None
Statement Cards: None

- C. Amendment to COSCA's Conflict of Interest Code.

COSCA Manager Foord stated that the Clerk of the Ventura County Board of Supervisors requested that COSCA review its Conflict of Interest (COI) Code. Upon reviewing the Conflict of Interest Code, City Attorney and City Clerk requested changes that would clarify COSCA's designated COI Statement filers and the disclosure categories that apply to them.

Director Bill-de la Peña moved to approve staff recommendation, Director Jacobsen seconded the motion. Motion passed (3-0).

- D. Proposed COSTAC Residency Policy.

Associate Planner Austin explained that City Clerk requested that COSCA articulate a residency policy for COSTAC since no such policy was specified when COSTAC was formed. Historically, the majority of applicants to COSTAC are residents, but many COSCA trail users live outside City and CRPD boundaries. Therefore, the new Residency Policy will state that COSTAC members need not live within City and CRPD boundaries.

Director Bill-de la Peña moved to approve staff recommendation, Director Jacobsen seconded the motion. Motion passed (3-0).

7. STAFF REPORTS AND ANNOUNCEMENTS

A. Status Report on COSCA's Good Neighbor Policy.

Associate Planner Austin explained that COSCA and City Attorney's office have partnered with Pepperdine University to create an externship program whereby Pepperdine Law students can earn credit while working with Staff to resolve open space encroachments. Externs who participate in the program will have an opportunity to assist in all stages of encroachment resolution, including mediation efforts, gathering, documenting and properly maintaining evidence, preparation of case files, drafting case correspondence and documents. A third year law student recently became the first extern to participate in the program.

B. Status Report on Conejo Canyons Management Plan (verbal report).

COSCA Manager Foord explained that 38 people attended the first public workshop for the Conejo Cantons Management Plan on October 22. Feedback received at the workshop will be combined with comments received during the 30 day public review period, which closes on November 22. All of the comments will then be collected, summarized and used to write a draft management plan. A second community workshop will be held in early 2009 for public review of the draft document.

8. BOARDMEMBER COMMENTS AND REPORTS:

9. ADJOURNMENT: Meeting was adjourned at 7:13 P.M. to 6:30 P.M., January 14, 2009, Civic Arts Plaza Board Room.

Submitted by:

Date:

Rorie Skei, Chairperson