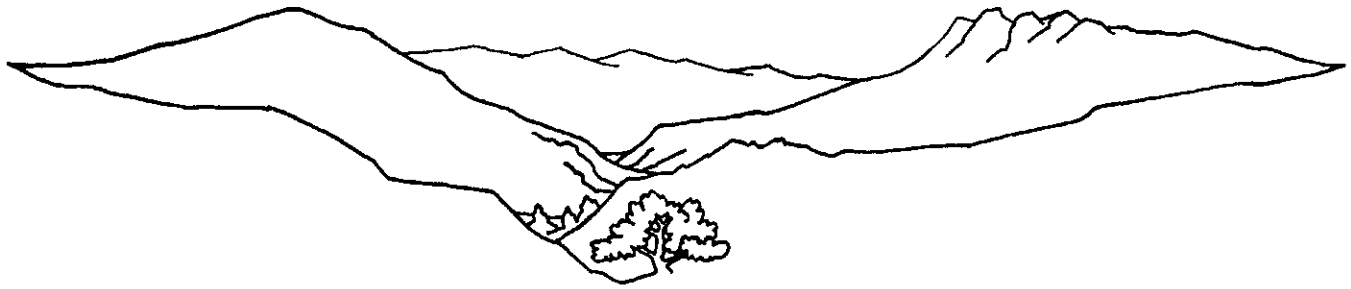


CONEJO OPEN SPACE CONSERVATION AGENCY



TO: Board of Directors

FROM: COSCA Staff

DATE: January 14, 2009

SUBJECT: Consideration of Resolution Formalizing the Conejo Open Space Trails Advisory Committee and Defining its Purpose, Structure, Procedures, and Policies.

RECOMMENDATION:

Approve Resolution No. 2009-01 formalizing the Conejo Open Space Trails Advisory Committee and defining its purpose, structure, procedures, and policies.

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 by 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, Staff drafted and presented a memo to the Board describing the general purpose and structure of COSTAC (see **Exhibit "A"**). However, the Board never adopted an official resolution establishing COSTAC and defining its organizational parameters.

Pursuant to a recent recommendation from the City Clerk Department, the attached resolution (**Exhibit "B"**) serves to formalize the establishment of COSTAC. This resolution is modeled after those used to establish City Boards, Commissions, and Committees.

COSTAC's structure and rules differ from those of its City counterparts in only two ways. All City Boards, Commissions, and Committees require at least a majority of its applicants to be residents of the City. At its November 12, 2008 meeting the COSCA Board approved a policy stating that City residency is not a requirement for COSTAC membership.

Most City Board, Commission, and Committee applicants are evaluated and nominated by a single City Councilmember or by an interview committee of two Councilmembers. In contrast, the COSCA Board has chosen to delegate this responsibility to a COSTAC Nomination Subcommittee comprised of Staff and at least one Board member. In addition to reviewing COSTAC applications and nominating the most qualified applicants for appointment by the Board, the Nomination Subcommittee can also directly appoint alternates to fill unscheduled vacancies.

From 1989 to 2007, the COSCA Board appointed a new Nomination Subcommittee each year. At its March 14, 2007 meeting, the Board approved the appointment of a permanent Nomination Subcommittee composed of the Board Chairperson, the CRPD General Manager and the COSCA Manager.

In the 20 years since its formation, COSTAC's membership has expanded and its scope has broadened. Accordingly, the written description of COSTAC's purpose and structure has been updated by Staff (see **Exhibit "C"**). The Committee's primary focus 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.

Since 1988, COSTAC's membership has grown from seven to eleven members. The Board also began appointing up to three COSTAC alternates each year, as the number of qualified applicants started to exceed the number of openings on the Committee. These alternates attend COSTAC meetings and can be selected to fill unscheduled Committee vacancies as they occur. Serving as an alternate provides an opportunity for applicants to learn about COSTAC and decide if a longer term COSTAC membership is a realistic fit for their schedules and interests.

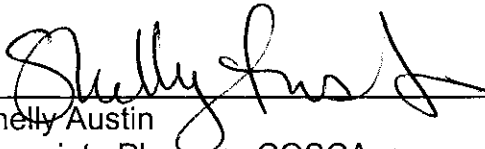
The proposed resolution incorporates all of the previously-approved changes to COSTAC's structure and policies, as described above. In addition, Staff recommends that the Board establish a new attendance rule limiting the number of allowed absences to four within a twelve-month period. Several City Boards, Commissions, or Committees have similar attendance rules. Regular attendance ensures that members are kept abreast of upcoming volunteer opportunities and are able to participate in the planning and execution of outreach and educational programs that they are responsible for implementing.

The proposed attendance rule, which has been included in the attached resolution, allows for exceptions to be made, at the discretion of the Nomination Subcommittee, due to extraordinary circumstances. At the January 5, 2009 COSTAC meeting, Committee members expressed support for this proposed attendance policy.

CONCLUSION:

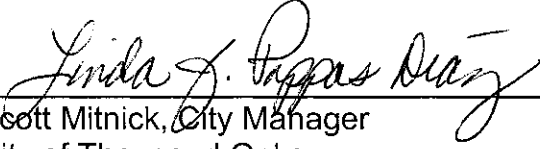
COSTAC has been an active and productive committee since its formation in 1988. The approval of this resolution will formalize the establishment of COSTAC and its purpose, organizational structure and rules. This resolution does not substantially change the day-to-day activities of COSTAC. Therefore, Staff recommends approval of Resolution No. 2009-01.

Prepared by:



Shelly Austin
Associate Planner - COSCA

Submitted by:

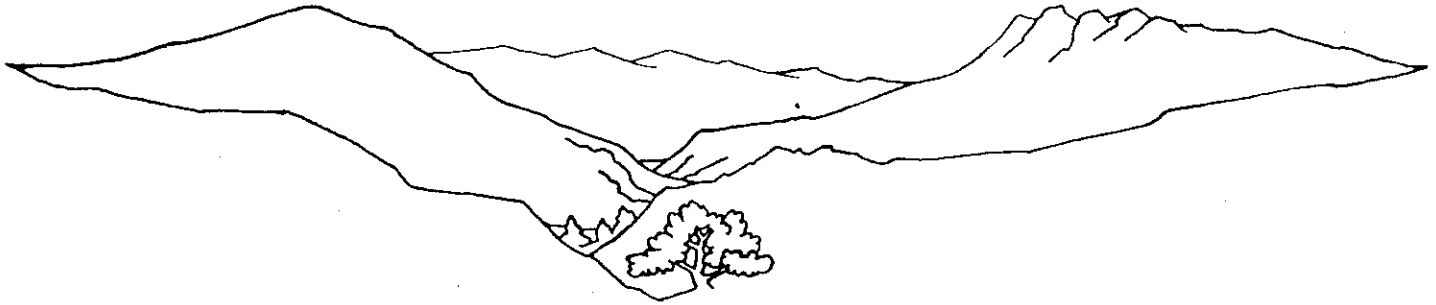


for Scott Mitnick, City Manager
City of Thousand Oaks



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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RESOLUTION NO. 2009-1**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CONEJO OPEN SPACE CONSERVATION AGENCY
FORMALIZING THE ESTABLISHMENT OF THE CONEJO OPEN
SPACE TRAILS ADVISORY COMMITTEE TO SERVE AS AN
ADVISORY BODY TO REVIEW TRAIL POLICY ISSUES AND
ASSIST IN IMPLEMENTATION OF OPEN SPACE VOLUNTEER
PROGRAMS**

WHEREAS, the Conejo Open Space Trails Advisory Committee was formed on November 17, 1988 as an advisory committee to the Board of Directors of the Conejo Open Space Conservation Agency; and

WHEREAS, the Conejo Open Space Trails Advisory Committee is composed of representatives from trail user groups including equestrians, hikers/trail runners, mountain bikers, naturalists/conservationists and the general public; and

WHEREAS, Conejo Open Space Trails Advisory Committee members are open space supporters who promote the recreational and educational benefits of the open space and trail system by assisting in the implementation of volunteer programs approved by the Conejo Open Space Conservation Agency Board of Directors; and

WHEREAS, open space preservation and ongoing maintenance and improvement of the trail system are high priorities to the residents of the City of Thousand Oaks.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Conejo Open Space Conservation Agency ("COSCA") as follows:

Section 1: Establishment and Name

The Conejo Open Space Trails Advisory Committee ("Committee") is hereby established to serve as an advisory committee to the COSCA Board of Directors ("COSCA Board").

Section 2: Function and Duties

The purpose of the Committee is to serve in an advisory capacity to the COSCA Board to review trail policy issues and make corresponding recommendations regarding the open space trail system. The Committee shall also assist in implementation of volunteer programs as approved by the COSCA Board. The function and duties of the Committee are as follows:

- a. Review and advise COSCA Board of trail policy issues within the open space trail system.

- b. Based on review of trail policy issues, the Committee shall make recommendations regarding design, implementation, construction, maintenance and regulations of the open space trail system.
- c. Assist in implementation of volunteer programs approved by the COSCA Board, 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.
- d. 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").

Section 3: Composition and Organization

The Committee shall consist of eleven (11) members and up to three (3) alternates as appointed by the COSCA Board. The Nomination Subcommittee, established by the COSCA Board in 1989 and consisting of the COSCA Board Chair, COSCA Manager and CRPD General Manager, shall review all applications submitted during the annual application period and make a recommendation to the COSCA Board regarding top candidates for appointment as members and alternates. Consideration will be given to the primary trail activities pursued by each applicant, to ensure that a mix of trail user groups are represented on the Committee. The COSCA Board shall consider these recommendations when appointing members and alternates to the Committee. City residency is not required for Committee membership.

Committee members shall serve three-year terms and alternates shall serve one-year terms. The three-year member terms shall be staggered so that only 3 or 4 of the positions are open for appointment each year.

Section 4: Officers, Meetings and Rules

The Committee shall annually elect a chairperson and vice-chairperson, and such other officers deemed necessary. Regular Committee meetings shall be open to the public, and agendas posted pursuant to the Brown Act. Regular meetings of the Committee shall be held at a scheduled time and place on the first Monday of every month except December. If a regular meeting date falls on a holiday, the meeting will be held the following Monday.

Except as limited herein, the Committee shall have the power to prescribe its own manner of conducting meetings and to prescribe its own rules of order and procedures. Six members of the Committee shall constitute a quorum (or a majority of the current number of members, if reduced by vacancies). In the absence of specific rules of order

and procedures, the conduct of such meetings shall be governed by Mason's Manual of Legislative Procedure.

All Committee members are encouraged to attend regularly scheduled Committee meetings and participate in the events conducted and/or sponsored by the Committee.

Committee members shall attempt to notify the Chair, or key COSCA staff, of any anticipated meeting absence, in advance of such absence. If a member misses four or more regular meetings in any twelve month period, the Committee member will be advised in writing that his appointment may be terminated by the Nomination Subcommittee. The Nomination Subcommittee will determine whether termination is appropriate or if extraordinary circumstances exist. If a membership is terminated, the Nomination Subcommittee shall appoint an alternate to fill the vacated position. The Nomination Subcommittee shall also appoint alternates to fill any vacant positions resulting from resignations.

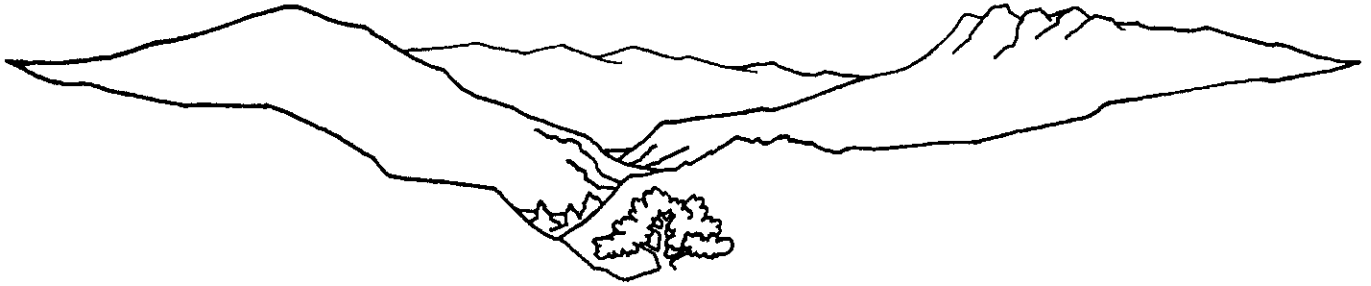
Section 5: Expenditures and Assistance

The individual members of the Committee shall receive no compensation for their services. The Committee may request and receive reasonable assistance from City staff in terms of clerical help, reprographic services, meeting space and professional assistance. Financial assistance shall be available to help pay for portions of COSCA volunteer programs for outreach and education and requests shall be processed through the normal City budgeting process.

PASSED and ADOPTED on this 14th day of January, 2009.

Rorie Skei, Chairperson

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

A Joint Agency
City of Thousand Oaks/Conejo Recreation and Park District
2100 E. Thousand Oaks Blvd., Thousand Oaks, CA 91362

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.