

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

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

SUMMARY MINUTES

1. **CALL TO ORDER AND FLAG SALUTE:** for Regular Meeting at 6:40 p.m.
2. **ROLL CALL:** Chair Skei, Vice-Chair Bill-de la Peña, Director Berger, Director Fox, Director Jacobsen.

Also present were:

CRPD General Manager Friedl
Assistant City Manager Pappas Diaz
City Attorney Albano
Deputy City Attorney Hehir
Deputy Community Development Director Towne
Associate Planner Austin
Administrative Secretary Maguire

3. **PUBLIC COMMENTS:** None
4. **SPECIAL PRESENTATIONS:**
 - A. Recognition of Donation from Thousand Oaks Rotary Club to Conejo Open Space Foundation – Presented.

Speakers: Elizabeth Brown, Board Member of Conejo Open Space Foundation, Thousand Oaks presented a plaque to President-elect Vicki Arndt of Thousand Oaks Rotary Club in recognition of Rotary's donation.

5. **CONSENT CALENDAR:**
 - A. Minutes of January 10, 2007 meeting.
Director Berger moved to approve minutes of January 10, 2007. Director Jacobsen seconded the motion. Motion passed (5-0).
6. **ACTION ITEMS:**
 - A. Agreement with Mountains Recreation and Conservation Authority Regarding Transfer of 306-Acre Portion of Rancho Potrero to COSCA (Located South Side Lynn Road Opposite Via Andrea).

Associate Planner Austin explained that City Council initiated a Specific Plan and General Plan Amendment for the Rancho Potrero property. She requested authorization to enter into an agreement with MRCA and to execute all necessary documents to open escrow and transfer title for the 306-acre portion of Rancho Potrero to COSCA, with transfer subject to annexation of property to City and CRPD.

City Attorney Albano stated that MRCA, CRPD and COSCA have Board members in common, but there is no conflict of interest nor should any member feel the need to recuse himself in this matter.

Director Berger asked if the annexation could be appealed. City Attorney Albano responded that it is unlikely an appeal would be granted, but if it was, COSCA would return the property to MRCA ownership.

Director Bill-de la Peña inquired about notifying residents about the Specific Plan process. City Attorney Albano responded that staff would address notification under agenda Item 7.A.

Director Fox moved to approve staff recommendation, Director Berger seconded the motion. Motion passed (4-0, Chair Skei abstained).

Speakers: None
Statements Cards: None

- B. Proposed Transfer of 625 square foot Area to Ventura County Watershed Protection District for Flood Control Purposes (Located North Side West Hillcrest Drive, 1,500 Feet East of Ventu Park Road).

Associate Planner Austin explained that the VCWPD is planning improvements to a flood control channel adjacent to COSCA property and is proposing to use 625 square feet of COSCA property for installation of portion of improvements, including concreted riprap. The City's Public Works Department has reviewed the plans and is supportive of the project. Staff recommended that COSCA authorize transfer of 625 square foot area to the Ventura County Watershed Protection District for flood control purposes.

Director Berger moved to approve staff recommendation, Director Fox seconded the motion. Motion passed (5-0).

Speakers: None
Statements Cards: None

- C. Authorization to Execute Access Easements with Southern California Edison Over Existing Roads to Access Existing Transmission Lines.

Associate Planner Austin recommended that Board authorize Staff to administratively grant Southern California Edison access easements over existing roads to access existing transmission lines.

Director Bill-de la Peña moved to approve staff recommendation, Director Jacobsen seconded the motion. Motion passed (5-0).

Speakers: None
Statements Cards: None

D. Consideration of Draft COSCA Good Neighbor Policy.

Deputy Community Development Director Towne introduced a draft "Good Neighbor Policy" that addresses encroachments, potential issues at open space/urban interface and long term goal of fostering mutually beneficial communication between COSCA and its neighbors. A new, informational COSCA brochure was presented for mailing to neighbors living adjacent to open space.

Deputy Community Development Director Towne described three broad types of encroachments that include: apparent deliberate encroachments, encroachments made by original builder and encroachments involving City-issued permit. COSCA is working with City Attorney to resolve encroachment issues. Addressing existing encroachments onto COSCA property will require additional staff which could be paid for using income revenue from COSCA's Trust Fund.

Deputy Community Development Director Towne recommended the adoption of Good Neighbor Policy, approval of new COSCA brochure to be mailed to property owners adjacent to open space and authorization of the use of up to \$70,000/year from the COSCA Trust Fund for the next two years for costs related to resolution of encroachments on COSCA property.

Board asked Staff to look into notifying new owners of property adjacent to open space of COSCA's policy and to work with Conejo Valley Board of Realtors and other appropriate agencies to communicate the Good Neighbor Policy.

Additionally, Board requested Staff to revise COSCA brochure to include safety issues and emphasize encroachment policy.

Director Jacobsen moved to approve staff recommendation with changes, Director Fox seconded the motion. Motion passed (5-0) with the following revision to Draft Good Neighbor Policy's Access Gate section, Policy #2:

Revision to Draft Good Neighbor Policy's Access Gate section, Policy #2:

2. Public access to open space shall be through this system of trailheads and neighborhood access points. Private access gates and 'informal' trails to open space are not allowed unless otherwise approved by COSCA.

Speakers: None
Statements Cards: None

- E. Designation of COSCA Board Nomination Subcommittee, Solicitation of Applications for 2007 Conejo Open Space Trails Advisory Committee Vacancies and Authorization for Staff to Initiate Annual COSTAC Selection Process Administratively.

Associate Planner Austin reviewed COSTAC's composition and nomination procedures and recommended that the Board: (a) direct Staff to initiate selection procedures to fill three vacancies on the Conejo Open Space Trails Advisory Committee (COSTAC) for the 2007-2010 term, (b) appoint a nomination subcommittee composed of the Board Chairperson, the Conejo Recreation and Park District (CRPD) General Manager, and the COSCA Manager, to serve on an as-needed basis, and (c) authorize staff to initiate the annual COSTAC selection process administratively.

Director Bill-de la Peña moved to approve staff recommendation, Director Berger seconded the motion. Motion passed (5-0).

Speakers: None
Statements Cards: None

7. STAFF REPORTS AND ANNOUNCEMENTS:

- A. Rancho Potrero Planning Process Status Report (Verbal Report).

Deputy Community Development Director Towne briefly discussed Rancho Potrero planning process, upcoming deadlines, focus group and community workshop and explained that City Council initiated Specific Plan and General Plan Amendment for Rancho Potrero on March 6, 2007.

- B. Foothill Fire Incident (Verbal Report)

Associate Planner Austin discussed the January 22, 2007 Foothill Fire that occurred on both COSCA and city-owned open space and reported that the Ventura County Fire District has determined that the cause of the fire was by human activity but doesn't have any suspects.

- C. Arbor/Earth Day, April 21, 2007 (Verbal Report)

Associate Planner Austin announced that the City and CRPD sponsored Arbor/Earth Day will be held rain-or-shine on April 21st at Conejo Creek North Park from 11 A.M. to 4 P.M. COSCA, COSF and COSTAC booths will have information available about trails and open space.

- D. 2007 Open Space Appreciation Hikes

Associate Planner Austin announced that COSCA volunteers lead free Open Space Appreciation Hikes 1-2 times each month.

8. COMMITTEE REPORTS AND ANNOUNCEMENTS:

Conejo Open Space Trails Advisory Committee (COSTAC) Reports

A. Wildwood Trailhead Outreach, March 3, 2007

Elizabeth Brown, Thousand Oaks, Chairperson of COSTAC, explained that this event was well attended and is part of a Trailhead Outreach Program which is held quarterly.

B. Spring Trail Work Day, March 24, 2007

Elizabeth Brown, Thousand Oaks, Chairperson of COSTAC, announced that a Spring Trail Work Day is planned for March 24, 2007 from 8 a.m. to 1 p.m. at the Reino Road trailhead.

C. Trails Education Days, April 23 – 27, 2007

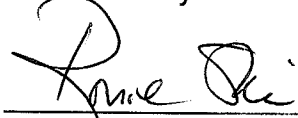
Elizabeth Brown, Thousand Oaks, Chairperson of COSTAC, stated that Trails Education Days is planned for April 23– 27, 2007 for all 5th graders in the Conejo Valley Unified School District and that this year COSTAC participated in the Conejo Valley Unified School District's career fair, hosting a table of speakers on environmental careers.

9. BOARDMEMBER COMMENTS AND REPORTS:

Director Bill-de la Peña requested a report on the number of locations of barbed wire fence in open space and whether all barbed wire fence has been removed.

10. ADJOURNMENT: Meeting was adjourned at 8:41 P.M. to 6:30 P.M., May 9, 2007, Civic Arts Plaza Board Room.

Submitted by:



Rorie Skei, Chairperson

Date:

