

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

**February 21, 2024
Civic Arts Plaza Board Room
2100 East Thousand Oaks Boulevard**

SUMMARY MINUTES

1. CALL TO ORDER AND FLAG SALUTE:

Vice Chair Nickles called the meeting to order at 6:02 p.m. and led the Flag Salute.

2. ROLL CALL:

Director Engler, Director Huffer, Director Newman, and Vice Chair Nickles were present. Incoming Director Sullivan was also present.

Also present were: CRPD Park Superintendent Kouba, City Human Resources Director Giles, Assistant Attorney Doran, COSCA Administrator Stark, COSCA Analyst Huber, Accounting Supervisor Gomez, City Clerk Department Assistant Analyst Glaubke, Office Supervisor McMurtry via Zoom, and Senior Recording Secretary Goor.

3. PRESENTATIONS AND ANNOUNCEMENTS:

A. Administration of Oath of Office for New Board Member Dorothy Sullivan

City Clerk Department Assistant Analyst Glaubke conducted the Oath of Office for incoming Board Member Dorothy Sullivan.

4. PUBLIC COMMENTS:

Elayne Haggan, Thousand Oaks, Conejo Open Space Foundation (COSF) Board member discussed activities planned for Trail Education Days which will be April 22 – 25, 2024.

5. CONSENT CALENDAR:

A. Approval of Minutes of November 8, 2023 Meeting.

Motion by Director Huffer to approve the Minutes of the November 8, 2023 meeting and carried 5 – 0 by the following vote: Ayes – Directors Engler, Huffer, Newman, Sullivan, and Vice Chair Nickles; Noes – None; Abstain – None; Absent – None.

6. **ACTION ITEMS:**

A. Annual Board Organization

- i. Find that this action is not a project as defined under the California Environmental Quality Act.
- ii. Discussion and election of Board Chair.
- iii. Discussion and election of Vice Chair.
- iv. Discussion and appointment of Board Secretary.

COSCA Administrator Stark discussed the annual Board Organization procedure. Vice Chair Nickles opened nominations for Chair of COSCA.

Speaker/Written Statement Cards: None.

Motion by Director Huffer to nominate Director Engler as COSCA Chair for this year; carried 5 - 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Absent – None.

Chair Engler opened nominations for Vice Chair of COSCA.

Motion by Director Newman nominated Director Huffer as COSCA Vice Chair for this year; carried 5 - 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Absent – None

Chair Engler opened nominations for COSCA Secretary of COSCA.

Motion by Director Nickles nominated Secretary Stark as COSCA Secretary for this year; carried 5 - 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Absent – None

At Chair Engler's request, the Board agreed by unanimous consensus to find that this action is not a project as defined under the California Environmental Quality Act;).

B. Annual Financial Report for Fiscal Year 2022-2023

- i. Find that this action is not a project as defined under the California Environmental Quality Act.
- ii. Receive and file COSCA's Annual Financial Report for Fiscal Year 2022-2023.

COSCA Administrator Stark commented on the report, and introduced Accounting Supervisor Gomez who provided a summary of the report. She reported COSCA's net position increased \$7.3 million over last fiscal year reaching \$97.4 million at fiscal year-end. Program revenues increased \$4.6 million compared to prior fiscal year, primarily due to \$4.5 million in capital grants and contributions for land. General revenues increased \$0.3 million primarily due to the Woolsey Fire settlement proceeds. Program expenses increased \$0.7 million primarily due to increases in open space maintenance and restoration. COSCA ended the fiscal year with \$9.9 million in cash and investments held for future open space acquisitions and maintenance, a decrease of \$0.5 million over last fiscal year. Capital assets increased \$7.5 million for an ending balance \$87.2 million due to land additions of \$6.7 million primarily due to \$7.2 million in developer donations and \$331,000 in land purchased.

Staff responded to Director questions regarding how open space land value is assessed, and how often, by noting it is primarily determined at the time of acquisition.

Speaker/Written Statement Cards: None.

Motion by Director Newman to find that this action is not a project as defined under the California Environmental Quality Act, and to receive and file (COSCA's Annual Financial Report for Fiscal Year 2022-2023); carried 5 - 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Abstain – None; Absent – None.

- C. Appropriation of Funds for Roadway Repairs and Drainage Management on the Autumn Ridge Road / Lang Ranch Open Space report presented by COSCA Administrator Stark who noted a Request for Proposal is in circulation, explained the history of erosion issues caused by inadequate road drainage, and provide estimated repair costs. He responded to Director questions regarding a short-term trail closure during repair work, passive revegetation/seeding, piping placement, grading, partnering with the Fire Department, Ranger work, and the associated road management plan.
- i. Find that this action is Categorical Exempt under Section 15304 of the California Environmental Quality Act, Minor Alterations to Land.
 - ii. Authorize appropriation of \$50,000 from the Woolsey Fire Recovery Fund (Land Management) for construction and design services to repair damage and resolve recurring drainage damage on Autumn Ridge Rd, in the Lang Ranch Open Space.

Speaker/Written Statement Cards: None.

Motion by Director Nickles to find that this action is Categorically Exempt under Section 15304 of the California Environmental Quality Act, Minor Alterations to Land, and approve the recommendation to Authorize appropriation of \$50,000 (from the Woolsey Fire Recovery Fund (Land Management) for construction and design services to repair damage and resolve recurring drainage damage on Autumn Ridge Road, in the Lang Ranch Open Space); carried 5 - 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Absent – None.

7. INFORMATION ITEMS:

A. COSCA 2024 Priorities (verbal report)

- i. Find that this action is not a project as defined under the California Environmental Quality Act.
- ii. Receive verbal report.

COSCA Administrator Stark described the priority items COSCA will be working on for 2024, which include Lang Ranch roadways management, preparing management plans for various open space units, and expanding the existing weed management program to include more locations for 2024. He responded to Director questions regarding opportunities for volunteer assistance, “weed management” versus “invasive plant management”, and the respective benefit to native plant communities and fire safety that such management provides.

Chair Engler noted the item is received and filed.

B. COSCA Volunteer Corps Activity

- i. Find that this action is not a project as defined under the California Environmental Quality Act.
- ii. Receive and file COSCA Volunteer Corps Activity report.

The written report was received and filed. The written report indicates that in November and December 2023 Trail Watch had 47 reports and 63 hours donated; Adopt-A-Trail had 71 reports and 103 hours donated; and the Trail Work Program events were cancelled due to weather. Year-end totals for Trail Watch were 378 reports and 610 hours; Adopt-A-Trail were 394 reports and 534 hours; and the Trail Work Program has had 100 volunteers and 300 hours donated to date since inception in July 2023. January Trail Watch had 54 reports and 36 hours donated; Adopt-A-Trail had 44 reports and 72.5 hours donated; and the Trail Work Program event had 40 volunteers.

C. Ranger Operations and Maintenance Activities verbal report provided by CRPD Park Superintendent Kouba. He commented that a large portion of the upcoming Trail Work Day on the 3rd Saturday in March will involve weed removal at Hill Canyon. He also discussed the Drainage Action Maintenance Plan (DAMP) which involves proactive maintenance work ahead of rain events, described impacts associated with rain events, and activities that took place during and after the rain as well. Mr. Kouba highlighted the Dingo – the new trail machine, surface improvement activities at Bridge #1 in Hill Canyon and at the Rancho Potrero parking lot, and a recent interpretive education event. He responded to Director questions regarding the longevity of DAMP program results, and interactions with e-bike users and related evolving technology.

8. **COSCA UPDATES** (CRPD General Manager and/or City Manager):

A. Follow-up items, announcements, and upcoming issues: None.

9. **BOARDMEMBER COMMENTS:** None.

Director Sullivan encouraged volunteer sign-ups for Trails Education Days noting hike leaders, a mountain biker, and equestrians are needed; the sign-up link is on the website. She also highly recommended participation in Trail Work Day, which is on March 16th.

10. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:** Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4): Number of cases: Two.

The Directors entered into Closed Session as noted above at 6:57 p.m. and returned to the dais at 7:30 p.m. with the following announcement: Assistant City Attorney Doran reported all Directors were present and participated in discussion of both cases and provided unanimous direction to staff. There is no further reportable action.

11. **ADJOURNMENT:** The meeting was adjourned at 7:33 p.m. to the next Regular Meeting on Wednesday, May 15, 2024.



Robert Engler, Chairperson

Minutes Approved: May 15, 2024