

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

**September 18, 2024
Civic Arts Plaza Board Room
2100 East Thousand Oaks Boulevard**

SUMMARY MINUTES

1. CALL TO ORDER AND FLAG SALUTE:

Chair Engler called the meeting to order at 6:00 p.m. and led the Flag Salute.

2. ROLL CALL:

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

Also present were: CRPD General Manager Friedl, Deputy City Manager Giles, Assistant Attorney Brick, Assistant Attorney Doran, COSCA Administrator Stark, COSCA Analyst Huber, Senior Recording Secretary Goor, and via Zoom was Administrative Specialist Stein.

3. PUBLIC COMMENTS:

Elayne Haggan, Thousand Oaks, Conejo Open Space Foundation (COSF) Board member and Trail Education Days Coordinator, discussed Native Plantpalooza & Eco Fest scheduled for September 28th from 9:00 a.m. – 2:00 p.m. in the Lakeside Pavilion at Conejo Creek Park North.

4. CONSENT CALENDAR:

A. Approval of Minutes of May 15, 2024 Meeting.

Motion by Director Huffer to approve the Minutes of the May 15, 2024 meeting and carried 5 – 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Abstain – None; Absent – None.

5. ACTION ITEMS:

A. Acceptance of Highgate Development Open Space Parcel Subject to Conservation Easement in Favor of Tree People Land Trust and California Department of Fish and Wildlife.

- i. Find that this action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Title 14, sections 15307, 15308, 15317, 15061, and 15325.
- ii. Adopt a resolution authorizing acceptance of a 17.8-acre open space parcel (Lot 4, APN 664-0-050-165) dedication associated with Tract 5932, Highgate Estates, subject to a conservation easement in favor of Tree People Land Trust and California Department of Fish and Wildlife and authorizing the co-Chief Administrative Officer, or his designee, to execute any, and all, documents necessary to effectuate the transfer of the aforementioned property to the Conejo Open Space Conservation Agency.

COSCA Administrator Stark presented the report, including the background of the tract development, that the California Department of Fish and Wildlife (CDFW)-required habitat restoration is nearly complete, and the tract condition mandating the transfer of the open space parcel to the City. He discussed the City's conclusion that direct transfer of the property to COSCA would satisfy the development condition, and that the property would be subject to a conservation easement held by the TreePeople Land Trust and CDFW for the protection of Lyon's pentachaeta, an endangered plant.

COSCA Administrator Stark responded to questions regarding prohibited uses, COSCA responsibilities, liability, risk exposure and mitigation, and the benefit of COSCA ownership. He replied regarding the order of events: the developer grants a conservation easement, COSCA inherits the role of grantor, and COSCA would own the property. Mr. Stark responded to questions about the restoration that has been ongoing for a number of years, with annual reports to CDFW. He added that Tree People, who were granted endowments for maintenance and management, shall maintain the property including fencing. He added that signage would also fall under the purview of the Tree People.

COSCA Analyst Huber responded to questions regarding Lyon's pentachaeta micro-habitat, fencing, and the conservation easement.

Director Newman disclosed that he voted against the original project when it came before the Planning Commission, but is in favor of the requested transfer of the open space parcel to COSCA.

Speaker/Written Statement Cards: None.

Motion by Director Newman to approve staff recommendation (to find that this action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Title 14, sections 15307, 15308, 15317, 15061, and 15325, and to adopt a resolution authorizing acceptance of a 17.8-acre open space parcel (Lot 4, APN 664-0-050-165) dedication associated with Tract 5932, Highgate Estates, subject to a conservation easement in favor of Tree People Land Trust and California Department of Fish and Wildlife and authorizing the co-Chief Administrative Officer, or his designee, to execute any and all documents necessary to effectuate the transfer of the aforementioned property to the Conejo Open Space Conservation Agency); carried 5 – 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Absent – None.

- B. Approval of Encroachment Settlement Agreement and Termination of License Agreement – 518 Oakhampton
- i. Find that this action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Title 14, sections 15304, 15307, 15308, and 15321.
 - ii. Adopt a resolution: 1) authorizing the co-Chief Administrative Officer or designee to execute the Encroachment Settlement Agreement between COSCA and Markus and Daniela Loose and to make any non-substantive changes in a form approved by the COSCA attorney; -and 2) authorizing the co-Chief Administrative Officer or designee to terminate the License Agreement (91-049650) originally between the City of Thousand Oaks and Roland Winkler, and to execute any documents necessary to record notice of the termination of the License Agreement.

COSCA Administrator Stark presented the report including the former owners' encroachment, the reasons for potential termination of the former license agreement, and possible remedies. He responded to questions regarding capping of the encroaching irrigation.

Assistant Attorney Brick responded to questions regarding a timeline to complete the work to resolving this issue.

Speaker/Written Statement Cards: None.

Motion by Director Sullivan for staff recommendation (to find that this action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations Title 14, sections 15304, 15307, 15308, and 15321, and to ii. Adopt a resolution: 1) authorizing the co-Chief Administrative Officer or designee to execute the Encroachment Settlement Agreement between COSCA and Markus and Daniela Loose and to make any non-substantive changes in a form approved by the COSCA attorney; and 2) authorizing the co-Chief Administrative Officer or designee to terminate the License Agreement (91-049650) originally between the City of Thousand Oaks and Roland Winkler, and to execute any documents necessary to record notice of the termination of the License Agreement.); carried 5 – 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Abstain – None; Absent – None.

6. INFORMATION ITEMS:

A. 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 and indicates that from May through August, Trail Watch had 101 reports and 156 hours donated; and Adopt-A-Trail had 184 reports and 332 hours donated.

Motion by Director Sullivan to receive report and (to find that this action is not a project as defined under the California Environmental Quality Act (CEQA)); carried 5 – 0 by the following vote: Ayes – Directors Huffer, Newman, Nickles, Sullivan, and Chair Engler; Noes – None; Abstain – None; Absent – None.

B. Ranger Operations and Maintenance Activities verbal report

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

The verbal report was received with COSCA Analyst Huber presenting a PowerPoint in place of CRPD Park Superintendent Kouba including slides of a small horned toad, work of the Conejo Youth Corps, the bike bell program, and an Eagle Scout project with a kiosk at Hill Canyon bridge and a bench on the Hill Canyon Trail. She noted citation of an illegal e-motorcycle rider who caused trail damage, and added that there are many more difficult-to-catch e-

bike riders illegally using COSCA trails. COSCA Analyst Huber responded to Director inquiries stating one local shop has an e-bike buyers guide displayed in their front window, and they participate in the Trail Courtesy Program. In addition, Newbury Park Bike Shop hosted an e-bike educational program that was organized by Thousand Oaks Police Department (TOPD). The City Manager's Office staff will work with COSCA to develop video content pertaining to e-bike / e-motorcycle issues for COSCA's social media. COSCA may take out an ad in the Acorn on the subject as well. TOPD is increasing patrols in areas where reports are coming in. COSCA Analyst Huber also reported Rangers installed signage to discourage nighttime use of open space in locations that are frequented by individuals experiencing homelessness.

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

A. Follow-up items, announcements, and upcoming issues:

CRPD General Manager Friedl stated there will be LED lighting in four to six months at Rancho Potrero Community Equestrian Center east arena.

8. **BOARDMEMBER COMMENTS:**

Director Sullivan noted three upcoming Trail Work Days: September 21st is California Coastal Cleanup-Up Day in the Arroyo; September 28th is National Public Lands Day with trail work at Rancho Potrero - click on COSCA at the CRPD website to register; and October 19th is Fall Trail Day at Wishbone Trail.

Director Nickles inquired whether the e-motorcycles require licensing. COSCA Administrator Stark responded technically yes, but it is a gray area as they do not have VIN numbers. They can be registered but must be made street-legal and can be legally ridden only by those age 16 and over with a motorcycle license. Only Class 1 are allowed on COSCA trails. Legislation has been brought to State level.

With regard to further discussion, Chair Engler cautioned that the above item is not agendized.

9. **CLOSED SESSION:** None.

10. **ADJOURNMENT:** The meeting was adjourned at 7:01 p.m. to the next Regular Meeting on Wednesday, November 20, 2024.



Robert Engler, Chairperson

Minutes Approved: November 20, 2024