

**CONEJO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
June 6, 2024
6:00 PM
HILLCREST CENTER
M I N U T E S**

1. CALL TO ORDER AND FLAG SALUTE

Lange called the meeting to order at 6:00 pm and Dickson led the flag salute.

2. ROLL CALL

Directors Present: Buss, Cusworth, Huffer, Lange, and Nickles

Directors Absent:

Staff Present: Friedl, General Manager, Callis, Recreation and Community Services Director, Mooney, Parks and Planning Director, Smith, Management Services Director, and Dickson, Administrative Assistant II

3. SPECIAL PRESENTATIONS

Trails Education Days Writing Contest Grand Prize Winners – Elayne Haggan

June Crowe – Banyan Elementary School
Aaroosh Das – EARTHs Magnet School
Carolyn Wei – Lang Ranch Elementary School
Nicole Fetche – Sycamore Canyon Elementary School
Emerson Kuther – Westlake Hills Elementary School

Haggan, Trails Education Days Coordinator and Conejo Open Space Foundation Director, introduced Sheri Leiken, retired CVUSD teacher, who coordinated the essay contest. Haggan expressed appreciation to the volunteers and Park Rangers for making the Trails Education Days program possible. There were over 1,000 entries this year. Ms. Leiken introduced the essay winners. All five winners were able to attend the meeting this evening; each winner was congratulated by the Board members for this special achievement.

Young Athlete Award

Arnav Shetty -- Newbury Park High School
Mackenzie English – Westlake High School

Huffer and Nickles introduced Shetty and English, recipients of the Young Athlete Award, and reviewed their numerous athletic achievements and prowess. Shetty and English expressed their appreciation to their parents for their support and thanked the District for the award. The Board members congratulated them and wished them success in all their future endeavors.

4. ITEMS FROM THE PUBLIC

5. APPROVAL OF AGENDA

It was moved by Huffer, seconded by Buss, and carried 5-0 to approve the agenda as presented.

6. CONSENT CALENDAR

- A. Approval of Minutes of the May 16, 2024, Regular Board Meeting
- B. Approval of Warrants
Accounts Payable Check Registers Total \$692,705.97
Payroll \$1,024,000.00
- C. CRPD Salary Schedules

It was moved by Cusworth, seconded by Buss, and carried 5-0 to approve the consent calendar as presented.

7. DEFERRED MATTERS

A. Public Hearing Preliminary Budget Fiscal Year 2024-25

Lange opened the Public Hearing on the Budget.

Proposed Adjustments to the Fiscal Year (FY) 2024-25 Preliminary Operating and Capital Budgets, the Second Year of the 2-Year Budgets

Smith presented the proposed adjustments to the 2-year budget that was adopted in June 2023. Most of the adjustments are due to the Classification and Compensation study implementation, which includes salaries and benefits. Smith broke down the adjustments by fund. Smith and Callis answered questions from the Board.

Lange closed the Public Hearing on the Budget to the next Regular Board meeting on June 20, 2024.

B. Public Hearing to Consider Adoption of Resolution No. 060624-A Ordering the Levy of the Annual Assessment for Landscape Maintenance District 92-1 (Rancho Conejo)

Mooney reported that a public notice of this hearing was posted in the Thousand Oaks Acorn on May 17th and also in the Summer Recreation Guide. On May 2nd, the Board adopted a resolution with the intent to levy the assessment for the Rancho Conejo

District. The Resolution presented this evening authorizes ordering the levy of the annual assessment. No changes have been made to the Engineer's report. The assessment rate has gone from \$110.19 in Fiscal Year 2023-24 to \$115.94 in Fiscal Year 2024-25.

It was moved by Huffer, seconded by Cusworth, and carried 5-0 to Adopt Resolution No. 060624-A ordering the levy of assessments for LMD 92-1 (Rancho Conejo), that it be read in title only and all future readings be waived.

C. Public Hearing to Consider Adoption of Resolution No. 060624-B Ordering the Levy of the Annual Assessment for Landscape Maintenance District 94-1 (Dos Vientos)

Mooney reported that a public notice of this hearing was posted in the Thousand Oaks Acorn on May 17th and also in the Summer Recreation Guide. On May 2nd, the Board adopted a resolution with the intent to levy the assessment for the Dos Vientos District. The resolution presented this evening authorizes ordering the levy of the annual assessment. The assessment rate has gone from \$318.46 in Fiscal Year 2023-24 to \$331.15 in Fiscal Year 2024-25.

It was moved by Buss, seconded by Huffer, and carried 5-0 to Adopt Resolution No. 060624-B ordering the levy of assessments for LMD 94-1 (Dos Vientos), that it be read in title only and all future readings be waived.

D. Public Hearing to Consider Adoption of Resolution No. 060624-C Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessment for Fiscal Year 2023-24 (Districtwide Assessment AD 62-1)

As with the other two assessments, Mooney reported that a public notice of this hearing was posted in the Thousand Oaks Acorn on May 17th and also in the Summer Recreation Guide. Mooney reported this item recommends approval of the Districtwide Engineer's Report and ordering of the levy of assessment. On May 2nd, the Board directed the preparation of the annual Engineer's Report. The assessment rate has gone from \$42.75 in Fiscal Year 2023-24 to \$44.04 in Fiscal Year 2024-25. For Ranch Conejo and Dos Vientos, the levies are reduced to \$22.02 per single-family equivalent unit.

It was moved by Cusworth, seconded by Buss, and carried 5-0 to Adopt Resolution No. 060624-C ordering the levy of assessments for Districtwide Assessment AD 62-1, that it be read in title only and all future readings be waived.

8. ITEMS FOR DISCUSSION

9. NEW ITEMS

A. Comprehensive Update to CRPD Ordinance Code and Establishment of Policies and Procedures for Facility Reservations

Friedl introduced Jocelyn Corbett, an attorney with Dapeer, Rosenblitt and Litvak, who worked with staff to update the Ordinance Code. Friedl explained that the goals of updating the ordinance code are to organize it better and to ensure that we are current with state, federal, and case laws. Friedl reviewed the proposed updates in each article and the reasoning for each. Friedl proposed that after the Board gives their feedback, staff would bring the item back with red line strikeouts. Corbett, Friedl, Callis, Mooney, and Supervising Park Ranger, Kory Prindle, answered questions from the Board and discussed their recommended updates. For expediency, it was decided that a red line knockout version would be emailed to the individual Board members and they would each reply only to Friedl.

B. Capital Improvements Fund Grant

Mooney reported that this item is informational only and requires no Board action. He provided background on the history of the Capital Improvement Fund Grant, which allows the District to work with community groups on projects that benefit the park system. There are two categories: matching (up to \$25K) and non-matching (up to \$5K). Over the 14 years since its inception, \$1,650,000 has been granted to various organizations. This year, \$129,853 will be granted to ten organizations. Mooney answered questions from the Board. The Board expressed their appreciation for the program.

C. Amendment of Existing Option and Site Lease Agreement with Verizon Wireless for Upgrades to Existing Wireless Communications Facility at Conejo Community Park

Mooney reported that Verizon Wireless is proposing modifications to the cell site at Conejo Community Park. This is the fourth amendment to the current Option and Site Lease Agreement. The modifications proposed do not expand the footprint of the vault. Once construction begins, the District will receive an additional \$500 per month, bringing the total rent for that site to \$4,714.32. Mooney reported that we currently have 17 cell sites that generate about \$550,000 in annual revenue, with a 3% escalator. Mooney fielded questions and comments from the Board.

It was moved by Nickles, seconded by Buss, and carried 5-0 to approve the fourth amendment of existing Option and Site Lease Agreements with Verizon Wireless for equipment

10. REPORTS AND ANNOUNCEMENTS

A. Recreation Highlights

B. Park Dedication Fees

C. Investment Report – March 2024

11. DEPARTMENT REPORTS

A. Parks Division Report

Mooney reported that the 500 T.O. Blvd. project was approved on May 21st. As the project develops, District staff coordinate with the development team. CRPD will be including it as an undeveloped park in the Master Plan. Mooney reminded the Board that on Saturday, June 8th, at 9:00 am, and Wednesday, June 12th, at 6:00 pm, neighborhood meetings will be held at Rancho Potrero Community Equestrian Center to discuss the lighting project.

B. Recreation Division Report

Callis reported that the District is fully staffed for summer programs. Programs are filling up as well. On June 18th, Callis and Nickles will be at the Thousand Oaks City Council meeting making a presentation regarding City/District collaborations and Nickles will be presenting information about National Park and Rec month.

C. Management Services Division Report

Smith gave an update on the investment accounts with CalTrust.

D. General Manager's Report

Friedl stated that two Board members will not be able to attend the Board Meeting on June 20th. The Conejo Valley Historical Society (CVHS) will be making a special presentation that evening. Cusworth was a recent speaker at a Thousand Oaks Rotary Club meeting; her presentation was about the early history of the Conejo Valley. Friedl thanked the Board for their input on the ordinance updates.

E. Directors Reports and Follow-up Reports on Meetings/Conferences Attended

Huffer reported that he attended the Cowboy Cook-Out, the California Association of Recreation and Park Districts (CARPD) Conference, the Concert in the Park and the Pop-Up Concert at Conejo Creek North. He is also doing tax appointments once a month through the Conejo Senior Volunteer Program (CSVP). Cusworth attended the Concert in the Park and the Matilija Poppy Festival at the Conejo Valley Botanic Garden. She also attended the Safe Passage Street Fair, a pop-up concert at North Ranch Neighborhood Park, and the Cowboy Cook-Out. Buss recently toured the Borchard facility, including the Pre-School and Borchard

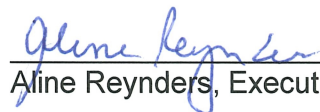
Shop. Nickles attended the California Special District Association (CSDA) Legislative Days in Sacramento on May 20-21, the CARPD Conference and the Concert in the Park. Lange noted that CRPD was given an award by CAPRI for its outstanding safety program and the new President of CARPD presented Nickles with an award for the Healing Garden. Lange attended the CARPD Conference, the Youth & Families Summit, and Safe Passage Street Fair.

- 12. REQUEST STATUS REPORTS AND ITEMS FOR SUBSEQUENT AGENDAS
- 13. ITEMS FROM THE PUBLIC
- 14. EXECUTIVE CLOSED SESSION
- 15. ADJOURN


Lange adjourned the Regular Meeting at 9:04 pm to the next Regular Board meeting on June 20, 2024.

Date: 6.20.24

Attest:


Aline Reynders, Executive Assistant

Approved by:


~~George Lange, Chair~~
DOUG NICKLES, VICE-CHAIR