CONEJO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
November 19, 2026
6:00 PM
HILLCREST CENTER
M I N U T E S

1. CALL TO ORDER AND FLAG SALUTE

Buss called the meeting to order at 6:01 p.m. and she led the flag salute.

2. ROLL CALL

Directors Present:	Huffer, Nickles, Buss, and Orozco
Directors Absent:	Cusworth
Staff Present:	Mooney, Parks and Planning Director; Smith, Management Services Director; Callis, Recreation and Community Services Director; and Broeker, Executive Assistant
Staff Absent:	Friedl, General Manager

3. SPECIAL PRESENTATIONS

Las Flores Community Garden

Jo Ann Carvalho, Las Flores Community Garden gave a presentation to the Board on the history and operations of the Las Flores Community Garden. Carvalho included information on plot reservations, community involvement and financials. Carvalho answered questions from the Board.

ETI Corral 37

Alison Roelke, ETI Corral 37, gave a presentation to the Board on the history and operations of ETI Corral 37. Roelke included information on events, financials, and their mission. Roelke answered questions from the Board.

4. ITEMS FROM THE PUBLIC

George Lange, Mountains Recreation and Conservation Authority (MRCA), provided the Board with the latest MRCA report.

Christelle Castillo, Thousand Oaks, spoke to the Board regarding field allocation concerns.

Ritchie Brill asked the Board for help in gaining increased participation for his classes.

Kevin Mitchell spoke to the Board regarding concerns surrounding the testing that is planned for the Conejo Creek West Master Plan.

5. APPROVAL OF THE AGENDA

Nickles moved, and Huffer seconded, to approve the agenda as presented. The motion carried 4-0.

6. CONSENT CALENDAR

A. Approval of Minutes of November 5, 2026, Regular Board Meeting

B. Approval of Warrants
Accounts Payable Check Registers $1,523,573.50
Payroll $586,876.12

It was moved by Orozco seconded by Nickles and carried 4-0 to approve the consent calendar.

7. DEFERRED MATTERS

8. ITEMS FOR DISCUSSION

9. NEW ITEMS

A. Implementation of Human Resources Software

Shelly Howell, Human Resources Supervisor, described the hiring and onboarding systems for the District. Howell described the research steps that have taken place when picking the BambooHR software.

John Howe, Human Resources Analyst, gave a presentation on what makes up an HR system, what BambooHR offers, and how it would serve the District.

Howe and Howell answered questions from the Board.

It was moved by Huffer, seconded by Orozco, and carried 4-0 to approve up to $100,000 annually for the BambooHR human resources management system.

B. Revision of Personnel Policy Manual

Shelly Howell, Human Resources Supervisor, gave an overview of the recent changes to the Personnel Policy Manual. Howell answered questions from the Board.

It was moved by Orozco, seconded by Huffer, and carried 4-0 to adopt the updated Personnel Policy Manual.

C. Purchase of General Liability and Property Insurance for the Conejo OpenSpace and Conservation Agency (COSCA) with California Association for Park and Recreation Indemnity (CAPRI)

Director Smith informed the Board that COSCA will be joining CAPRI. Directors Huffer and Nickles gave a brief recap from the last COSCA meeting.

It was moved by Huffer, seconded by Nickles, and carried 4-0 to authorize a FY 2026-27 budget allocation of up to $47,000 for CRPD's 50 percent share of the estimated annual cost of general liability and property coverage for the Conejo Open Space Conservation Agency (COSCA) through the California Association for Park and Recreation Indemnity (CAPRI), subject to confirmation of the final contribution and coverage terms.

10. REPORTS AND ANNOUNCEMENTS

A. Budget Performance Report – October 2026

B. Park Dedication Fees

C. Goebel Senior Center Commission Minutes – September 23, 2026

D. Conejo Senior Volunteer Program Activity Report July – September '26

E. Recreation Highlights

11. DEPARTMENT REPORTS

A. Parks Division Report

No report.

B. Recreation Division Report

Callis announced that Julie Spivack, Conejo Senior Volunteer Program Director, will be leaving the District.

C. Management Services Division Report

No report.

D. General Manager's Report

E. Director's Reports and Follow-up Meetings/Conferences Attended

Director Orozco attended the Dia de los Muertos event, attended the celebration of Julia Brownley's departure from Congress; Director Nickles attended the COSCA board meeting; Director Huffer attended the Dia de los Muertos event and the COSCA Board meeting.

12. REQUEST FOR STATUS REPORTS AND ITEMS FOR SUBSEQUENT AGENDAS

13. ITEMS FROM THE PUBLIC

14. EXECUTIVE CLOSED SESSION

Smith announced the need for an Executive Closed Session with no announcement expected.

15. ADJOURN

Buss adjourned the meeting at 8:02 p.m. to the next regular meeting on December 3, 2026.

Date: _____

Attest: Approved by:

_____ _____

Raquel Broeker, Executive Assistant Nellie Cusworth, Chair