

**CONEJO RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING  
May 2, 2024  
6:00 PM  
HILLCREST CENTER  
MINUTES**

**1. CALL TO ORDER AND FLAG SALUTE**

Lange called the meeting to order at 6:02pm and Ruwhiu led the flag salute.

**2. ROLL CALL**

Directors Present: Buss, Huffer, Lange and Nickles

Directors Absent: Cusworth

Staff Present: General Manager Friedl, Administrators Callis, Mooney, and Smith, and Executive Assistant Reynders

**3. SPECIAL PRESENTATIONS**

Youth Outreach

Sara Daub, Supervisor, Thousand Oaks Teen Center, gave a brief description of the Youth Outreach Program and introduced the Youth Outreach Team: Dan Nalbandian, Cristal Rodriguez, and Luis Sanchez. The team shared the Youth Outreach Program's goals and provided details and data on the way these goals are being achieved; partnership with the Conejo Valley Unified School District is key to the program's success. Testimonies from various students were provided via video, and three teens at the Board meeting shared their personal stories of involvement with the program and the ways it has enhanced their lives. Board members' questions were answered and the Youth Outreach team was thanked for both their informative presentation and all the good work they are doing for the youth of the Conejo Valley.

**4. ITEMS FROM THE PUBLIC**

**5. APPROVAL OF AGENDA**

It was moved by Huffer, seconded by Nickles, and carried 4-0 to approve the agenda as presented.

**6. CONSENT CALENDAR**

**A. Approval of Minutes of the April 18, 2024, Regular Board Meeting**

**B. Approval of Warrants  
Accounts Payable Check Registers Total \$658,671.96**

**Payroll \$535,150.00**

**It was moved by Nickles, seconded by Buss, and carried 4-0 to approve the consent calendar as presented.**

**7. ITEMS FOR DISCUSSION**

**8. DEFERRED MATTERS**

Public Hearing Preliminary Budget Fiscal Year 2024-25

Lange opened the Public Hearing. There being no public present, Lange continued the Public Hearing to the next Regular Board meeting on May 16, 2024.

**9. NEW ITEMS**

**A. Consideration of Resolution 050224-A for Landscaping Maintenance District (LMD) 92-1 (Rancho Conejo) Preliminarily Approving the Engineer's Report for 2024-2025, Declaring Intention to Provide Annual Levy and Collection of Assessments, and Setting Time and Place for Public Hearing**

Mooney reported there are three assessment districts. The Rancho Conejo LMD began in Fiscal Year '98/'99.

Mooney stated this resolution is for the intent to levy the assessment for the Rancho Conejo area and sets a time and place for the public hearing.

The proposed assessment is changing from \$110.19 per benefit unit in FY 2023/24 to \$115.94 per benefit unit for FY 2024/25.

**It was moved by Huffer, seconded by Buss, and carried 4-0 to adopt Resolution 050224-A preliminarily approving the Engineer's Report for 2024-25, declaring intention to provide the annual levy and collection of assessments, and setting the time and place for the public hearing, that it be read in title only and all future readings be waived.**

**B. Consideration of Resolution 050224-B for Landscaping Maintenance District (LMD) 94-1 (Dos Vientos) Preliminarily Approving the Engineer's Report for 2024-2025, Declaring Intention to Provide Annual Levy and Collection of Assessments, and Setting Time and Place for Public Hearing**

Mooney reported the Dos Vientos LMD assessment began in Fiscal Year '96/'97.

Mooney stated this resolution is for intent to levy the assessment for the Dos Vientos area and sets a time and place for public hearing. The proposed assessment is changing from \$318.46 per benefit unit in FY 2023/24 to \$331.15 per benefit unit for FY 2024/25.

**It was moved by Huffer, seconded by Nickles, and carried 4-0 to adopt Resolution 050224-B preliminarily approving the Engineer's Report for 2024-2025, declaring intention to provide the annual levy and collection of assessments, and setting the time and place for the public hearing, that it be read in title only and all future readings be waived.**

**C. Consideration of Resolution No. 050224-C Directing Preparation of the Engineer's Report, Declaring Intention to Levy Assessments for 2024-2025, Preliminarily Approving Engineer's Report for Districtwide Park Maintenance and Recreation Improvement District (62-1), and Providing for a Notice of Public Hearing**

Mooney stated the Districtwide LMD assessment began in Fiscal Year 2000/2001.

Mooney reported this resolution is for intent to levy the assessment for the districtwide assessment area and sets a time and place for public hearing. The proposed assessment is changing from \$42.75 per benefit unit in FY 2023/24 to \$44.04 per benefit unit for FY 2024/25.

**It was moved by Buss, seconded by Huffer, and carried 4-0 to adopt Resolution 050224-C directing preparation of the Engineer's Report, declaring the District's intention to levy assessments for 2024-25, preliminarily approving the Engineer's Report for Districtwide Park Maintenance and Recreation Improvement District (6201) and providing for a notice of public hearing, that it be read in title only and all future readings be waived.**

**10. REPORTS AND ANNOUNCEMENTS**

**A. Recreation Highlights**

**B. 2023-2024 3<sup>rd</sup> Quarter Capital Improvement Program Projects Status Report**

**C. Conejo Senior Volunteer Program (CSVP) Activity Report: January – March 2024**

**11. DEPARTMENT REPORTS**

**A. Parks Division Report**

Mooney reported District staff members recently attended the Thousand Oaks Planning Commission's meeting regarding the 500 T.O. Blvd. development, which was approved that evening and will now be placed on a future agenda for the Thousand Oaks City Council to consider.

**B. Recreation Division Report**

Callis enjoyed visiting two out of three Teen Clubs (as referenced in the Youth Outreach presentation earlier in the evening.) Regarding CRPD's financial assistance program, Callis assured Board members that staff is constantly looking for ways to improve and refine it; CRPD's program is more robust compared to those of neighboring districts.

**C. Management Services Division Report**

Smith thanked her staff for their assistance which resulted in the recently finalized Mountains Recreation Conservation Authority (MRCA) audit; the audit will be presented to the MRCA Board tomorrow for approval. She also shared her appreciation for the Finance and Human Resources teams and all their hard work implementing the changes occasioned by the recent Board-approved Class and Compensation Study. She extended a warm welcome back to John Friedrich, who was recently rehired for the IT Team!

**D. General Manager's Report**

Friedl reported the Gratitude Circle's presentation line up is finalized and thanked Board members for their assistance in its planning. The City of Thousand Oaks' "Pop-Up Concerts" have been placed on Board Members' calendars; all are located on CRPD property. The Conejo Open Space Conservation Agency (COSCA) Bridge Celebration is on May 14<sup>th</sup>; Friedl reminded Board members to please RSVP if you haven't already. Yesterday, Friedl enjoyed participating in a field trip sponsored by the Goebel Adult Community Center. The Brush Clearance Board item that was approved by the Board at their April 18<sup>th</sup> meeting *will* go before the COSCA Board for approval; this was not communicated accurately in the CRPD Board report; the item is on COSCA's Board meeting agenda for May 15<sup>th</sup>.

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

Nickles attended the Arbor Earth Day celebration on April 20th and a Districtwide Music Festival on April 24<sup>th</sup>; on April 26<sup>th</sup> he attended a California Association of Recreation and Park Districts (CARPD) Conference Committee meeting. He and Lange attended a Rancho Potrero Community Equestrian Center (RPCEC) Ad Hoc Committee Meeting on April 24th. Huffer attended the Districtwide Chorus Music Festivals; he spent the day yesterday doing taxes for the Senior Tax Program. Last week, Lange attended a Districtwide Chorus Music Festival and spent some time at Hillcrest Center signing grants for the MRCA. He will attend an MRCA Board meeting tomorrow.

**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 7:31pm to the next Regular Board meeting on May 16, 2024.

Date: MAY 16, 2024

Attest:

Aline Reynders  
Aline Reynders, Executive Assistant

Approved by:

George Lange  
George Lange, Chair