



# Conejo Recreation & Park District

**GENERAL MANAGER**  
Jim Friedl

**BOARD OF DIRECTORS**  
Chuck Huffer, Chair  
George M. Lange, Vice Chair  
Nellie Cusworth, Director  
Doug Nickles, Director  
Marissa Buss, Director

**GENERAL MANAGER EMERITUS**  
Tex Ward

**DATE:** January 19, 2023  
**TO:** Board of Directors  
**FROM:** Jim Friedl, General Manager   
**SUBJECT: CONFIRMATION OF BOARD APPOINTMENTS AND ASSIGNMENTS**

## **RECOMMENDATION**

Confirm, modify, add or delete committee assignments as appropriate.

## **DISCUSSION**

Board appointments and assignments are reviewed by the Board annually at a CRPD Board meeting, although the majority of the Board may amend the appointments and assignments at any time.

This item was brought to the Board for review on January 5<sup>th</sup>, under "Items for Discussion." The attached document reflects the results of that discussion.

## **STRATEGIC PLAN COMPLIANCE**

6.0 "...assure that the organization has clear direction for successful operations in an open, honest and ethical manner."

**CONEJO RECREATION AND PARK DISTRICT BOARD OF DIRECTORS  
COMMITTEE APPOINTMENTS AND ASSIGNMENTS  
2023**

**FIXED TERM APPOINTMENTS**

<b>Conejo Open Space Conservation Agency</b> Chuck Huffer Doug Nickles	<b>Term Expires</b> December 1, 2025 December 1, 2026
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<b>California Association of Recreation and Park Districts (CARPD)</b> Doug Nickles, President-Elect	May 2025
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**APPOINTMENTS AND ASSIGNMENTS AT THE PLEASURE OF THE BOARD**

**STANDING COMMITTEES**

**Recognition Program**  
Chuck Huffer  
Doug Nickles

**Chumash Indian Museum Liaison**  
Nellie Cusworth

**Conejo Coalition for Youth and Families**  
Marissa Buss

**Conejo Valley Historical Society Board of  
Trustees Liaison**  
Nellie Cusworth

**Finance and Audit Committee**  
Marissa Buss  
Chuck Huffer

**Goebel Senior Center Commission Applicant  
Review Committee**  
George Lange

**Mountains Recreation and Conservation  
Authority**  
George Lange, Chair

**Park Facility Naming Committee**  
Marissa Buss  
Nellie Cusworth

**Santa Monica Mountains Conservancy  
Advisory Committee**  
George Lange

**Ventura County Special Districts Association**  
George Lange, Past Chair  
Nellie Cusworth, Alternate

**AD HOC COMMITTEES**

**Ad Hoc Revenue Measure Committee** (added 6/20/19)  
Nellie Cusworth  
Chuck Huffer

**Ad Hoc Art, Education and History Committee**  
(added 2/20/20)  
Marissa Buss  
Nellie Cusworth

**Ad Hoc Rancho Potrero Community  
Equestrian Center Committee** (added 3/5/20)  
George Lange  
Doug Nickles

**Ad Hoc Property Acquisition Committee** (added  
11/19/20)  
Marissa Buss  
George Lange

**Ad Hoc Pickleball Committee** (added 7/15/21)  
Doug Nickles  
Chuck Huffer

**Ad Hoc Refunds, Deposits and Rental Fees** (added  
6/2/22)  
Chuck Huffer  
Doug Nickles

# **Conejo Recreation and Park District Board of Directors Appointments and Committee Assignments**

## **Committee Descriptions**

### **Conejo Open Space Conservation Agency (est. 1977)**

COSCA was created in 1977 by a joint powers agreement between the City of TO and CRPD in order to coordinate land use planning and policy decisions, and facilitate open space acquisition, management, and conservation according to the goals identified in the City's General Plan. The Mission of COSCA is to acquire, conserve and manage open space within the surrounding Conejo Valley for future generations, sustainably balancing public use with ecosystem protection. The City and Park District each appoint 2 members of their respective boards to 4-year terms, who in turn appoint the 5<sup>th</sup> public member of the COSCA Board. (COSCA generally meets 4-6 times/year.)

### **Conejo Coalition for Youth and Families (est. 2005)**

This is a successor committee to CSAPA (Conejo Substance Abuse Prevention Authority) which started in 1980. CCYF is established by an agreement between the City of Thousand Oaks, Conejo Valley Unified School District and Conejo Recreation and Park District. The committee serves as a resource to assist in the discussion and review of available services that provide a safe, secure and healthy environment in support of youth and families in the Conejo Valley, including substance abuse and mental health education. (Meets approximately 4x/year.)

### **Park and Facility Naming Committee (est. pre-1996)**

This committee meets as needed to consider the naming of parks and facilities.

### **Santa Monica Mountains Conservancy Advisory Committee – SMMCAC (est. 1980)**

The Santa Monica Mountains Conservancy (and Advisory Committee) were established by the California State Legislature in 1980. Through direct action, alliances, partnerships, and joint powers authorities, the SMMC's mission is to buy back, preserve, protect, restore, and enhance treasured pieces of Southern California to form an interlinking system of urban, rural and river parks, open spaces, trails and wildlife habitats that are easily accessible to the general public. This 26-member advisory committee meets jointly with the SMMC offering citizens and the agencies which appoint them an even greater opportunity to participate in the preservation and management of more than 75,000 acres of public parkland throughout Southern California. This committee generally meets monthly about 10/year in conjunction with the SMMC Board meeting. The CRPD Board chooses a Board member to serve on this committee.

### **Mountains Recreation and Conservation Authority (est. 1985)**

The MRCA is a joint powers authority dedicated to the preservation and management of local open space and parkland, wildlife habitat, watershed lands, and trails in both wilderness and urban settings, and to ensuring public access to public parkland. Per the JPA, the SMMC, CRPD and RSRPD Boards each appoint one person to sit on the MRCA Board. The MRCA Board, in turn, selects a member of the public to serve as its fourth member. The MRCA generally meets monthly. The CRPD Board chooses a Board member to serve on this committee.

### **Ventura County Special Districts Association (est. pre-1996)**

VCSDA's purpose is to promote the efficient, economical and responsive public services offered by the independent special districts of Ventura County. Each District selects a primary (voting) member and alternate. (VCSDA generally meets 6x/year.)

### **Recognition Program (est. pre-1996)**

The purpose of the Recognition Program expanded in 2023 so that it includes the Athlete Recognition Program and the Gratitude Circle. The existing Athlete Recognition Program recognizes extraordinary and remarkable athletic achievement by those living in the Conejo Valley. Nominations for the Athlete Award are primarily forwarded upon the recommendation of the Sports Advisory Council. (More than a few prior Athlete Award recipients have gone on to professional sports careers). The Gratitude Circle was created in 2013 to honor individuals who have made a significant contribution to recreation and parks in the Conejo Valley. Using Board established criteria, the Recognition Program committee will select nominees to be inducted into the Gratitude Circle. (Meets as needed.)

### **Conejo Valley Historical Society Board of Trustees Liaison (est. pre-1996)**

This representative is invited to serve as a non-voting member on the CVHS Board of Trustees and serve as a liaison between CRPD and the Conejo Valley Historical Society - especially on matters pertaining to the Stagecoach Inn Museum and surrounding grounds. (CVHS generally meets monthly.)

### **Finance & Audit Committee (est. 2011)**

This Committee meets the District's Management Services Administrator and outside financial auditor to consider matters pertaining to the financial management of the District including audit reports, investments and reserve funds. (Meets as needed – generally 2-4 x/year.)

### **Goebel Senior Center Commission Applicant Review Committee (est. 2011)**

This individual observes the Goebel Senior Center Commission (an independent 501(c)(3) non-profit organization) applicant review process. Applicants to the Commission are recommended for appointment by the Commission to the full CRPD Board which then

confirms or rejects the appointments. (Candidate interviews are generally held 1-2 times/year.)

**Chumash Museum Liaison (est. 2019)**

The Chumash Museum Board indicates they are interested in the CRPD Board selecting a CRPD liaison to attend their Board meetings as a non-voting member – similar to the liaison position with the Conejo Valley Historical Society/Stagecoach Inn Museum. This is a new committee position. The Chumash Museum Board generally meets monthly.

**Revenue Measure (ad hoc) (est. 2019)**

The purpose of the committee is to consider a variety of possible revenue sources available to recreation and park districts; to make recommendations regarding the appropriate type(s) of new revenue to consider; and to work with staff and consultants to obtain the information necessary to make informed recommendations and decisions regarding a potential future revenue measure (Meets as needed)

**Art, Education and History Committee (ad hoc) (est. 2/20/2020)**

Art, history and education are building blocks for a rich culture and flourishing society. The purpose of this committee is to consider art, history and education in relationship to CRPD's programs and facilities.

**Rancho Potrero Community Equestrian Center Committee (ad hoc) (added 3/5/2020)**

The purpose of this committee is to consider the Rancho Potrero Community Equestrian Center as a public amenity and how to effectively manage its ongoing operations to provide public value. The committee should be comprised of 1 COSCA representative from CRPD and 1 non-COSCA representative from CRPD and will work with CRPD staff as well as a similarly established committee from the City of Thousand Oaks.

**Property Acquisition Committee (ad hoc) (added 11/19/2020)**

The purpose of this committee is to work with staff to identify potential properties that may be a suitable future park site based on the future planned growth within the City wherever it may occur. This committee should analyze future land use and residential development, targeted property characteristics as well as potential acquisition methods.

**Pickleball Committee (ad hoc) (added 7/15/21)**

The purpose of this committee is to work with staff in assessing the potential and suitability for pickleball courts and related facilities, such as parking and restrooms, at various CRPD parks and other properties.

**Refunds, Deposits and Rental Fees (ad hoc) (added 6/2/22)**

This is a committee that will meet a few times to discuss refunds, deposits and rental fees for rentals. Then the committee will meet once around February 2023 to discuss this topic

with community stakeholders. The staff will then make recommendations based on the discussions with the committee and the stakeholder to the board for the two-year budget regarding refunds, deposits, and rental fees.