

**CONEJO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
September 3, 2026
6:00 PM
HILLCREST CENTER
M I N U T E S**

1. CALL TO ORDER AND FLAG SALUTE

Cusworth called the meeting to order at 6:00 p.m. and she led the flag salute.

2. ROLL CALL

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

Directors Absent:

Staff Present: Friedl, General Manager; Mooney, Parks and Planning Director;
Smith, Management Services Director; Callis, Recreation and
Community Services Director; and Broeker, Executive Assistant

Staff Absent:

3. SPECIAL PRESENTATIONS

Borchard Community Center – Flashlight Egg Hunt

Kurt Gunning, Recreation Supervisor, and Michael Braff, Recreation Coordinator, provided an overview and history of Flashlight Egg Hunt. Gunning and Braff touched on the development of new ways to host the event, the sponsors and volunteers that assisted, and future plans for growth.

4. ITEMS FROM THE PUBLIC

Pete McCauley, Thousand Oaks, shared concerns regarding the west slope of Northwood Community Park.

Mara Luthy, Thousand Oaks, requested that a tree in Spring Meadow Park be left there to serve as a legacy tree to serve the wildlife habitat.

George Lange, Mountains Recreation Conservation Authority (MRCA), gave the latest MRCA report.

5. APPROVAL OF THE AGENDA

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

6. CONSENT CALENDAR

A. Approval of Minutes of July 16, 2026, Regular Board Meeting

**B. Approval of Warrants
Accounts Payable Check Registers \$3,446,942.10
Payroll \$2,081,238.01**

C. Proposed 2027 Board of Directors Meeting Schedule

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

7. DEFERRED MATTERS

8. ITEMS FOR DISCUSSION

9. NEW ITEMS

A. Authorize Staff to seek Architectural Design Proposals for Improvements at 401 W. Hillcrest Drive for Therapeutic Recreation & Multi-Purpose Community Recreation and Event Center Space

Callis gave a presentation of possible uses for the 401 W. Hillcrest. The presentation included pricing from neighboring events spaces, therapeutics programming plans, and estimated costs and revenue. Callis answered questions from the Board.

It was moved by Orozco, seconded by Huffer, and carried 5-0 to Authorize Staff to advertise a Request for Proposals regarding architectural design and construction cost estimation services for improvements at and around 401 W. Hillcrest Drive.

B. Agreement Between Conejo Valley Unified School District (CVUSD) and Conejo Recreation & Park District (CRPD) for Joint Use Facilities, First Amendment

Callis reported that CVUSD had a risk management company review the agreement and recommended a few changes; which have been approved by CVUSD.

It was moved by Nickles, seconded by Buss, and carried 5-0 to approve the updated amendment between Conejo Recreation & Park District and the Conejo Valley Unified School District regarding the joint use facilities agreement.

C. Budget Adjustments for Fiscal Years (FY) 2025-2026 & 2026-2027

Smith reviewed the budget adjustments for the previous and current fiscal years. Adjustments included county tax collection fees, and Teen Center instruction contracts.

It was moved by Huffer, seconded by Orozco, and carried 5-0 to:

- 1. Approve proposed FY 2025-26 Budget Adjustments (Exhibit A)**
- 2. Approve proposed FY 2026-2027 Carryover Budget Adjustments (Exhibit B)**

- D. Resolution No. 09032026-A Ventura Local Agency Formation Commission's (LAFCo's) Call for Nominations for Special District Regular & Alternate Members**

Friedl reported that Director Nickles has expressed interest in serving as an alternate member on the Ventura Local Agency Formation Commission (LAFCo), and shared various background points of Nickles related experience.

It was moved by Orozco seconded by Huffer and carried 5-0 to Adopt Resolution 090326-A Nominating Director Doug Nickles to Ventura LAFCo Special District Alternate Member

10. REPORTS AND ANNOUNCEMENTS

- A. Investment Report**
- B. Budget Performance Report – June 2026**
- C. Park Dedication Fees**
- D. Facility Reservations Summary Report**
- E. Recreation Highlights**

11. DEPARTMENT REPORTS

- A. Parks Division Report**
- B. Recreation Division Report**
- C. Management Services Division Report**
- D. General Manager's Report**

Friedl reported that staff will be meeting with an AI software company that presented at the California Special Districts Association Conference. Friedl had a meeting with ETI Corral 37 and Las Flores Community Garden to receive

their proposed updates to the Conejo Creek West Master Plan. Staff plans to meet with ETI Corral 37, the Las Flores Community Garden and local pickleball organization at the end of September to review the Master Plan. The ad hoc committee will also meet to review findings. The October 15 meeting will have Conejo Creek West on the agenda. Friedl suggested canceling the September 17 meeting to allow Board members and staff to attend the Association of Water Agencies Public Officials Night at the Ronald Reagan Presidential Library. Friedl congratulated staff on receiving a score of 101% from their visit with CAPRI.

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

Director Huffer attended the Triunfo Ball, Mark Reyes retirement farewell, and the VCSDA meeting; Director Nickles attended the CARPD Legislative Committee meeting, the Concert in the Park, a meeting with General Manager Friedl, the Conejo Creek West ad hoc committee meeting, the CARPD Board of Directors meeting, the Conejo Valley Historical Society El Fiesta del Triunfo, the CSDA conference, Mark Reyes retirement farewell, and the VCSDA meeting; Director Orozco had a meeting with General Manager Friedl, attended a showing of Chicago, the Concert in the Park, the Conejo Valley Historical Society El Fiesta del Triunfo, a Naming ad hoc committee meeting, and the VCSDA meeting; Director Cusworth attended the 40 under 40 event, had a meeting with General Manager Friedl, attended a showing of Chicago, the Concert in the Park, a Naming ad hoc committee meeting, the CSDA conference, the Conejo Valley Historical Society El Fiesta del Triunfo, the VCSDA meeting, and Mark Reyes retirement farewell.

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

Cusworth adjourned the meeting in honor of Susan Holt, at 7:55 p.m. to the next regular meeting on October 1, 2026, thus canceling the September 17, 2026, meeting.

Date: _____

Attest:

Approved by:

Raquel Broeker, Executive Assistant

Nellie Cusworth, Chair