

**CONEJO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
December 4, 2025
6:00 PM
HILLCREST CENTER
MINUTES**

1. CALL TO ORDER AND FLAG SALUTE

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

2. ROLL CALL

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

Directors Absent:

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

Staff Absent:

3. SPECIAL PRESENTATIONS

4. APPROVAL OF THE AGENDA

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

5. ITEMS FROM THE PUBLIC

6. CONSENT CALENDAR

A. Approval of Minutes of November 16, 2025, Regular Board Meeting

B. Approval of Warrants

Accounts Payable Check Registers \$660,794.65

Payroll \$595,000.00

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

7. DEFERRED MATTERS

8. ITEMS FOR DISCUSSION

9. NEW ITEMS

A. Annual Audit Report

Smith explained that the audit is being conducted earlier than usual (normally in February) due to a potential property acquisition. The District received a clean audit opinion with no findings or recommendations. This means that Moss, Levy, and Hartzheim CPA's, LLP, can state, without reservation, that the financial statements are fairly presented in conformity with generally accepted accounting principles. Smith presented funding highlights and answered questions from the Board.

It was moved by Huffer, seconded by Buss, and carried 5-0 to accept the audit for the fiscal year ending June 30, 2025, as prepared by the accounting firm of Moss, Levy, and Hartzheim CPA's, LLP.

B. Annual Review and Adoption of Financial Reserves Policy and Authorization to Transfer Various Reserve Funds

Smith reported that this policy is brought before the Board each year; it was created in January of 2014 and was last reviewed in February of 2024. Smith guided the Board through the policy, the redlined version, and the new attachments. Smith explained the reserve funds and their respective target amounts. Smith thanked Huffer and Orozco for their input during the Finance and Audit Committee meeting and answered questions from the Board.

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

- 1. Adopt the District's amended Financial Reserves Policy**
- 2. Authorize transfer of \$0.38 million from the District's unassigned fund balance to the Vested Leave Reserve**
- 3. Authorize the transfer of \$6.58 million to the District's Capital Facilities and Property Acquisition Reserve as follows:**
 - a. \$3.97 million from the Unassigned Fund balance**
 - b. \$1.53 million from the Pension Stabilization Reserve**
 - c. \$0.71 million from the Equipment Replacement Reserve**
 - d. \$0.37 million from the Claims and Liability Reserve**

C. Re-Adoption of Investment Policy

Smith explained that the minor changes to the Investment Policy included formatting and dates.

It was moved by Buss, seconded by Huffer, and carried 5-0 to Re-Adopt the Investment Policy

10. REPORTS AND ANNOUNCEMENTS

- A. **Recreation Division Highlights**
- B. **Budget Performance Report - October 2025**

11. DEPARTMENT REPORTS

A. Parks Division Report

Mooney updated progress on permits for Conejo Community restrooms. Mooney and staff are navigating new requirements from the fire department.

C. Recreation Division Report

Callis reported that there are various holiday events happening this weekend. Registration for the Winter Session begins Monday.

Management Services Division Report

Smith reported that MRCA approved their new line of credit which is set to close on Tuesday.

D. General Manager's Report

Friedl thanked Smith and her team for their work on the audit. Friedl is working on his one on one's with the Board of Directors. The District will be a presenter for a Placer AI webinar. The City has declared the 61.5 acres of Fireworks Hill as surplus last Tuesday. The City council will review a purchase and sale agreement along with the development agreement in January. The District has been working on helping CAPRI roll out an automated process for collecting insurance. Friedl shared upcoming events.

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

Cusworth attended the holiday party and conducted her one on one with Friedl, Orozco thanked Smith for her work to prepare for this meeting. Orozco attended a

showing of Little Women, the Turkey Dash, and the staff holiday party. Orozco also conducted her one on one with Jim. Buss attended the Conejo Coalition for Youth and Families meeting, and the staff holiday party. Huffer had no report. Doug attended the staff holiday party.

12. REQUEST FOR STATUS REPORTS AND ITEMS FOR SUBSEQUENT AGENDAS

13. ITEMS FROM THE PUBLIC

14. EXECUTIVE CLOSED SESSION

Friedl announced the need for an Executive Closed Session with no announcements expected.

Government Code 54957

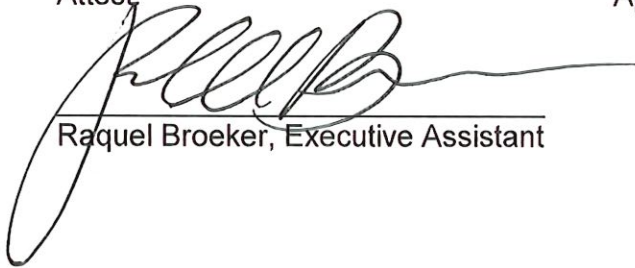
CONFERENCE WITH STAFF REGARDING PUBLIC SERVICES SECURITY Subject: Cybersecurity threats and vulnerabilities to District information systems; review of security assessments; potential threats to public facilities and essential public services; direction to staff on mitigation measures

15. ADJOURN

Nickles adjourned the meeting at 6:45 p.m. to the next regular meeting on December 18th, 2025.

Date: 12/18/2025

Attest:



Raquel Broeker, Executive Assistant

Approved by:



Doug Nickles, Chair