

**CONEJO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
November 20, 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

Directors Absent: Buss

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

Staff Absent: Smith, Management Services Director

3. SPECIAL PRESENTATIONS

Sports and Reservations Unit Updates and Refinements

Kara Newman, Sports Supervisor, introduced her team, Andy Morales, Sports Coordinator, and Kat DeNova, Reservations Coordinator. She spoke on refinements within the sports programs and various partnerships.

(Buss arrived at 6:04 p.m.)

DeNova shared information regarding the reservation processes, field reservations and the transition to digital applications.

Morales presented information regarding various sports programs, adult sports leagues, and local partnerships.

The Sports Unit answered questions from the Board.

4. APPROVAL OF THE AGENDA

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

5. ITEMS FROM THE PUBLIC

6. CONSENT CALENDAR

A. Approval of Minutes of November 2, 2025, Regular Board Meeting

- B. Approval of Warrants**
 - Accounts Payable Check Registers \$396,437.85**
 - Payroll \$599,000.00**

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

7. DEFERRED MATTERS

8. ITEMS FOR DISCUSSION

9. NEW ITEMS

- A. Approval of Additional Funding for Expanded 2026 July 4th Community Event in Celebration of America's 250th Anniversary Not to Exceed \$25,025.00.**

Callis shared the history of the District's 4th of July events and the average spent on the various events in the past. She mentioned ideas that are being discussed to expand the celebration. Discussion ensued on different ways to utilize the extra funds. Callis answered questions from the Board.

It was moved by Buss, seconded by Huffer, and carried 5-0 to increase the amount of additional funds being requested; not to exceed \$50,000.00.

- B. Adopt the Updated Personnel Policy Manual**

Shelly Howell, Human Resources Manager, informed the Board that the red-lined version of the updated Personnel Policy Manual is in their meeting packet for reference. These changes primarily reflect updates in the MOU with the Union, approved last June.

It was moved by Cusworth, seconded by Orozco, and carried 5-0 to Adopt the Updated Personnel Policy.

10. REPORTS AND ANNOUNCEMENTS

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

11. DEPARTMENT REPORTS

A. Parks Division Report

Mooney reported on the field conditions and closures. There has been no major damage or tree losses from the recent rains.

B. Recreation Division Report

Callis congratulated Tim Smith, Conejo Community Center Recreation Supervisor, on his award for the CPRS District 8 Rising Professional Award. Callis also recognized Renee Bell, Dos Vientos Community Center Coordinator, for being on the Board for CPRS District 8.

C. Management Services Division Report

No Report.

D. General Manager's Report

Friedl attended the CAPRI 40th Anniversary event and annual meeting in Sacramento. He reported that Item 9B that was pulled from the previous meetings agenda will be reviewed by the District's attorneys. Friedl attended the Veterans Day Event at Conejo Creek North. The next meeting will include discussion regarding the audit, and financial reserves. Friedl requested the Board's reorganization meeting be held on 12/18.

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

Director Cusworth attended a meeting with our three partner museums, and attended the Little Women Play. Director Orozco attended the Borderline Day of Remembrance, the Community Action Fair at Conejo Creek North, the Finance and Audit Committee meeting, and an English Learner Advisory Committee meeting at Acacia Magnet School. Director Buss visited the Equestrian Park, and the Reagan Library. Director Huffer attended the Veterans Day celebration at Conejo Creek North and the Finance and Audit Committee meeting. Director Nickles attended the CARPD Board of Directors Meeting on November 7th.

12. REQUEST FOR STATUS REPORTS AND ITEMS FOR SUBSEQUENT AGENDAS

13. ITEMS FROM THE PUBLIC

14. EXECUTIVE CLOSED SESSION

Friedl stated the need for a closed session with no announcements expected.
Government Code Section 54957.6
Instructions to General Manager as Agency Designated Representative Relative
to Employee Benefits

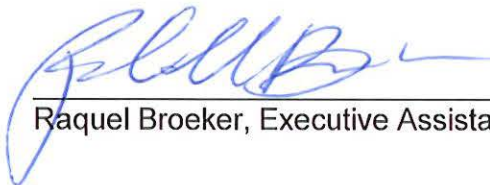
Government Code Section 54957
Public Employee Performance Evaluation, General Manager

15. ADJOURN

Nickles adjourned the meeting at 7:11 p.m. to the next regular meeting on December 4th, 2025.


Date: DECEMBER 4, 2025

Attest:



Raquel Broeker, Executive Assistant

Approved by:



Doug Nickles, Chair