

**CONEJO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING
January 30, 2024
4:00 PM
HILLCREST CENTER
M I N U T E S**

1. CALL TO ORDER AND FLAG SALUTE

Lange called the meeting to order at 4:00pm and Buss led the flag salute.

2. ROLL CALL

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

Directors Absent: None

Staff Present: General Manager Friedl, Administrator Smith, Human Resources Supervisor Howell and Executive Assistant Reynders

Also Present: Adriana Guzman, Esq., and Allan Crecelius and Gina Calderon, Reward Strategy Group

3. ITEMS FROM THE PUBLIC

4. EXECUTIVE CLOSED SESSION

Government Code Section 54957.6

Pursuant to Instructions to District Representatives General Manager Friedl, Administrator Smith, Human Resources Supervisor Howell, Adrianna Guzman, Esq., Allan Crecelius and Gina Calderon of Reward Strategy Group Relative to Labor Negotiations with Service Employees International Union (SEIU) (Represented Employees) and Salary Schedules and Fringe Benefits for Unrepresented Employees

Discussion ensued.

5. ADJOURN

Lange adjourned the Special Meeting at 5:20pm to the next Regular Board meeting on February 1, 2024.

Date: _____

Attest:

Approved by:

Aline Reynders, Executive Assistant

George Lange, Chair

**CONEJO RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
February 1, 2024
6:00 PM
HILLCREST CENTER
MINUTES**

1. CALL TO ORDER AND FLAG SALUTE

Lange called the meeting to order at 6:00pm and Reynders led the flag salute.

2. ROLL CALL

Directors Present: Buss, Cusworth, Huffer and Lange

Directors Absent: Nickles

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

3. SPECIAL PRESENTATIONS

4. ITEMS FROM THE PUBLIC

5. APPROVAL OF AGENDA

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

6. CONSENT CALENDAR

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

**B. Approval of Warrants
Accounts Payable Check Registers Total \$445,384.01
Payroll \$470,500.00**

C. CRPD Salary Schedule

It was moved by Huffer, seconded by Buss, and carried 4-0 to approve the Consent Calendar as presented.

7. DEFERRED MATTERS

8. ITEMS FOR DISCUSSION

9. NEW ITEMS

A. Amendment #2 to Memorandum of Understanding with Las Flores Community Garden

Mooney reported on the District's relationship with Las Flores Community Garden (LFCG) which began over 14 years ago. Staff are looking to extend the current Memorandum of Understanding for five years until April 17, 2029. The Amendment clarifies language relating to the rental of garden plots to District residents. All other terms and conditions of the original agreement apply. Susan Sundell, President of LFCG, answered Board member's questions; she expressed deep appreciation for the Board's support of the Garden over the years.

It was moved by Huffer, seconded by Cusworth, and carried 4-0 to authorize the General Manager to enter into Amendment #2 to the Memorandum of Understanding with Las Flores Community Garden.

B. Amendment #1 Memorandum of Understanding with Thousand Oaks Titans Cricket Club for Use and Improvements at Pepper Tree Playfield

Mooney reported that the District entered into a Memorandum of Understanding with the Thousand Oaks Titans Cricket Club on March 2, 2023 as a community-permitted group at Pepper Tree Playfield for a one-year term. Staff have found the relationship with the Cricket Club to be mutually beneficial and would like to extend the agreement for an additional three years. In all other aspects, the agreement is the same as that agreed to last year. Members of the Cricket Club in attendance at the meeting answered Board member's questions and thanked the Board for their support.

It was moved by Cusworth, seconded by Buss, and carried 4-0 to authorize the General Manager to enter into Amendment #1 to the Memorandum of Understanding with Thousand Oaks Cricket Club.

C. Amendments to Contracts for Tree Services at Various Park Facilities Not to Exceed \$200,000

Mooney reported tree service contracts are brought annually before the Board of Directors for approval. Since 2021, the District has used West Coast Arborists and Treescapes. In February of last year, the Board approved a third vendor, Royal Oak Tree Service. The use of three contractors allows for flexibility depending on each contractor's availability. Each contract dollar total will be in the amount not to exceed \$200,000; staff intends not to expend more than the tree maintenance

budget in any given fiscal year. Aside from the dollar increase, the contracts remain the same.

It was moved by Huffer, seconded by Buss, and carried 4-0 to:

- 1. Authorize the General Manager to execute Amendment #3 to contract with West Coast Arborists, Inc. in the amount not to exceed \$200,000 annually for potential tree maintenance services at parks throughout the District.**
- 2. Authorize the General Manager to execute Amendment #3 to contract with Treescapes in the amount not to exceed \$200,000 annually for potential tree maintenance services at parks throughout the District.**
- 3. Authorize the General Manager to execute Amendment #1 to contract with Royal Oak Tree Service in the amount not to exceed \$200,000 annually for potential tree maintenance services at parks throughout the District.**

9. ITEMS FOR DISCUSSION

10. REPORTS AND ANNOUNCEMENTS

- A. Recreation Highlights**
- B. Park Dedication Fee**
- C. 2023-2024 2nd Quarter Capital Improvement Program Projects Status Report**
- D. Investment Report – November 2023**
- E. Conejo Senior Volunteer Program Activity Report – November-December 2023**
- F. Goebel Senior Center Commission Meeting Minutes – December 2023**

11. DEPARTMENT REPORTS

A. Parks Division Report

Mooney reported the ribbon cutting for the Conejo Creek North Playgrounds will be on Saturday, February 24th at 9:00am. The 2-5 year old playground has been open for a few weeks, and the 5-12 year old playground should be open sometime next week.

B. Recreation Division Report

Callis referenced the bi-lingual Museum flyer that was provided to the Board members this evening; it is a quarterly publication. The California Recreation and Park Society (CPRS) has selected the District to receive an Award of Excellence in the Marketing and Communications category for their work on CRPD's 60th Anniversary. Morla-Garcia and Morales will be accepting the award on the District's behalf at the upcoming CPRS Conference.

C. Management Services Division Report

Smith absent.

D. General Manager's Report

Friedl reported that the California Lutheran University Women's Soccer Team will be honored at the next Board meeting. Next Tuesday, the Ventura County Special District's Association's annual award dinner will be held at Hillcrest Center. The February 15th Board meeting will include the most recent Annual Audit and Financial Reserves Policy. Friedl distributed the 2024 Board Buddies list and materials for the 2024 Gratitude Circle nominations.

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

Buss attended an Ad Hoc Conejo Creek Master Plan Committee meeting, a Finance and Audit Committee meeting and the Special Board Meeting. Cusworth referenced the speaker series at the Stagecoach Inn which will be focusing on history. She attended a Stagecoach Inn Board meeting and David Szymanski's retirement party. She also expressed gratitude for the Marketing Department – their amazing graphics and the speed with which they get information out to the public. Huffer attended the Finance and Audit Committee meeting. Today was the first day of the Tax Program being held at Conejo Creek South; 28 people were served. Lange attended an MRCA Board meeting and will be meeting with Wendy MacLeod on Monday to talk about her efforts to revive the Conejo Valley Days parade

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 7:05pm to the next Board Regular meeting on February 15, 2024.

Date: _____

Attest:

Approved by:

Aline Reynders, Executive Assistant

George Lange, Chair