

Oak View Advisory Commission Meeting

Monday, September 12th 6:30 pm

DRAFT MEETING MINUTES

Attendees: Barbara Kennedy, Velma Lomax, Brian Aikens, Chris Anacker, Randy Burg, Suzanne Farmer, Karen Logos, Leanna Kennedy

County Staff: County District 1 Supervisor LaVere, County Counsel Jeff Barnes, Ana Melgoza, and Maruja Clensay

MEETING COMMENCED AT 6:34 PM

Supervisor LaVere – did introductions and welcomed those members in attendance.

District Representative Ana Melgoza reviewed the By-Laws as revised and adopted before the BOS to make sure that all Members had a chance to review and ask any questions regarding the revisions.

Alternate Member Suzanne Farmer asked about County properties; why is that?

Supervisor LaVere explained the roles of the OVMAC as compared to the OVAC and that the MAC focuses more on the County applications from Planning and Public Works. This body (the OVAC) would focus on the Resource Center and other activities within the Oak View Committee.

Barbara asked about that the OVAC could then go to the MAC with any recommendations if the OVAC felt compelled to comment on County projects outside of their scope.

Supervisor LaVere shared some staffing changes that are occurring over the next couple of months at District 1.

Brian Aiken nominated Velma Lomax for Chair; Seconded by Kennedy. Approved unanimously.

Randy Burg nominated Barbara Kennedy for Vice Chair; seconded by Brian Aiken. Approved unanimously.

Barbara nominated Chris Anacker for Secretary, seconded by Velma Lomax. Approved unanimously.

Chair Lomax acknowledged that we will need to add the Pledge as a standing item on the Agenda, and also to figure out where public comment will be and how long.

Chair Lomax introduced County Counsel Jeffrey Barnes who gave a presentation on the Brown Act and Ethics for the benefit of the Commission. (see attached copy of PowerPoint).

Barnes reviewed the revised bylaws to explain the process of quorum, meeting protocols, how motions are made, and the roles of alternates and their voting role as contributing members.

Let the record show that Member Elizabeth Robles arrived at 6:52 PM

Barnes explained Parliamentary Procedures and the role of the Commission as an advisory role and do not have to file a Form 700 as required by those bodies that are quasi-judicial.

Member Aiken asked about how to determine if we have a conflict if we do not supply Form 700 - Barnes continued to explain how to determine if there is a conflict of interest and presented an example of having a company that is bidding on a job that perhaps a member's spouse works for; they would not be able to vote on that item.

Vice Chair Kennedy asked about volunteering; is that a conflict of interest? No, only if there is an exchange of funds.

Barnes continued describing Brown Act requirements; explaining it's the public's business and transparency is needed so the public can trust the process. (Brown Act applies to legislative bodies, which applies to those commissions that are appointed by the Board or commissions for final action.) Barnes provided examples of how the members could meet or not meet to not violate the Brown Act (no more than 4 can discuss/meet about a topic before the Commission, including alternates).

Barnes explained the concept of Serial Meetings and clarified the ability for them to participate in other public meetings, and how to balance other Club/Board/Groups memberships and representation, and avoidance of sharing opinions on items.

In regards to Email Correspondence, the best practice is to go through Ana Melgoza as the Executive Officer to channel Agenda Items, etc. Allowing one point of contact helps prevent serial meetings and Brown Act violations.

Barnes further explained the requirements for regular meetings including posting agendas and requirements of said agendas for public accessibility.

Executive Officer Melgoza explained that there is a general email for future OVAC correspondence- oakviewadvisorycommission@ventura.org Which is also on the County website on Supervisor LaVere's page. This email and webpage can be shared on various social media platforms.

Barnes explained there are two different ways of forming Public Comment on Public Agendas.

Let the record show that Kristeen McKeen arrived at 7:24PM.

Barnes also detailed the public participation requirements and the right to comment at meetings; Public comments must not be disruptive and must have respectful conduct and no personal attacks.

Barnes stated that he is available as a resource through the District 1 office and can answer any other questions that may arise after tonight.

Chair Lomax discussed the timeframe of public comment; typical timeframes are 3 minutes, but it's the discretion of longer time, but would like this to be a meeting protocol. This allows people to not speak on every item and dominate a meeting.

Member Aiken mentioned that there should be more flexibility with comments as many people wear many hats.

Chair Lomax would like to confirm what would be our meeting protocol for public comment at this meeting.

Future Agenda Items as referenced in Attachment B – discussion;

- Neighborhood Sustainability Program
- Farmers Market for Oak View
- Playground upgrades
- Pickleball court in Oak View
- Rec Center activities

Member Robles brought up a potential agenda item that was regarding a fire hydrant that isn't working. Supervisor LaVere said that in that case, just email me and we will get that taken care of, it does not need to be on a formal agenda. The other item that was brought up was sidewalks through Oak View; Two comments she received regarding the need for sidewalks in the community and corner of Ventura Ave. Oak View Ave.

Member Kennedy noted that Caltrans is coming to the OVMAC in December.

Chair Lomax would like to have an item on the agenda to have a report back on the next agenda.

Member Robles also noted a couple of other items for future agendas - the old thrift store (prior a liquor store) along the 33; There is a hoarder situation it appears, and it appears to be blighted and abandoned; can we take care of this? These are examples of things that we are going to bring up from the community. Someone mentioned having a crossing guard at Sunset Elementary. Chair Lomax wasn't sure who is responsible for that, but she will be looking into it.

Commission also asked for an update regarding the baseball fields; Supervisor LaVere will ask Deputy Director Colter Chisum to give a presentation regarding the baseball permit process.

Chair Lomax and Supervisor LaVere will discuss on Wednesday to decide if we need to have a special meeting to discuss this item, or if it can wait until our next scheduled meeting in November.

Chair Lomax asked to prioritize what we have on Attachment B – Future Agenda Items.

Request to take off Farmers Market and do that at another meeting forum.

Member Aikens asked about the Rec Center items and what that means. What are we looking at there?

Supervisor LaVere said we do not have a Recreation Department and it's something we should talk about; will ask Colter Chisum to bring this into future discussion/agenda for further discussion.

Member Kennedy asked if she could make some announcements; there will be a Trunk or Treat event at the Rec Center, on October 29th from 2-4 pm. CERT training will be coming back to Oak View and will be held on October 12th from 6:30-9 pm at the Oak View Parks and Rec Center, for 6 weeks, on Wednesdays.

Comments from Member McKeen, brownie girl scout troop 65031 donated a 10 x 15 pergola to the OVPARC to create an outdoor art area. A Moon Valley Nursery donated a tree with the contractor donating the rest necessary to complete the project.

Kennedy noted we are putting an AC in the auditorium at the Oak View Parks and Resource Center, and a pergola will be installed as well.

Member of the public Leanna Kennedy invited all to the Oak View Women's Club 70th anniversary party. Passed around a flyer. Scheduled October 9th, 2-5 pm at the Oak View Parks and Resource Center. Please RSVP to Cathi Nye cnye1980@gmail.com

Chair Lomax adjourned the meeting at 8:10 PM.

Our next meeting will be November 14th at 6:30 PM