

OAK PARK MUNICIPAL ADVISORY COUNCIL MINUTES
of an official Meeting January 28, 2021.
The Oak Park MAC held a special meeting
on Thursday, January 28, 2021 at 2:00 PM
remotely by Zoom.

1. Call to Order of the meeting

The meeting was called to order by *Chair Seema Chandra* at 2:00 PM. *Alon Glickstein* and *Jane Nye, JL Diaz* and *Janice Smets* were also present.

2. Flag Salute

Janice Smets led the Pledge of Allegiance.

3. Administration of the oath of office to MAC members elected in November, 2020

Supervisor Parks administered the oath of office to *Seema Chandra* and *Jane Nye*.

4. Annual MAC reorganization, selection of Chair and Vice Chair for 2021

Seema Chandra nominated *Jane Nye* to be Chair, and *JL Diaz* seconded the motion which passed 5-0. *JL Diaz* made a motion, seconded by *Janice Smets*, for *Alon Glickstein* to serve as Vice Chair. The motion passed 3-2, with *Alon Glickstein* and *Seema Chandra* dissenting.

5. Adoption of the Agenda

The MAC voted 5-0 to adopt the agenda, with *Seema Chandra* making the motion seconded by *JL Diaz*.

6. Approval of the special meeting minutes of November 19, 2020

Janice Smets moved to approve the draft meeting minutes. The motion was seconded by *Seema Chandra*, and passed 5-0.

7. Public Safety reports

Ventura County Sheriff's Office Senior Deputy John Chiaromonte reported to the MAC about the previous months' criminal incidents in Oak Park, which included some thefts of catalytic converters from vehicles. He urged residents to lock their cars.

CHP Lieutenant Key noted there had been seven vehicle collisions attended to by the CHP since November, and that three of these involved speeding violations.

8. Comments of Ventura County Supervisor Linda Parks

Supervisor Parks thanked *Senior Deputy Chiaromonte* and *Lieutenant Key*, as well as Public Works Agency staff *Valerie Lopez* for participating in the meeting. She noted that she had been chosen to serve as the Chair of the Board of Supervisors for the coming year. She said that a new District Attorney had been selected by the Board from a field of excellent candidates. She gave an update on the County and Covid-19, and answered questions, and encouraged residents to sign up for the latest news at www.vcrecovers.com.

9. Information items

There were none.

10. Adjournment of the MAC meeting

The meeting was recessed at 2:27 PM by Chair Nye.

{Rancho Simi Recreation and Park District conducts introduction of candidates for election, Oak Park-Parks and Recreation Planning Advisory Committee}

11. Call back to order of the January 28 MAC special meeting

Chair Nye called the MAC meeting back to order at 2:38 PM.

12. Public Comments

There were none.

13. Council Comments

Alon Glickstein noted that an application for an oversized vehicle permit had not met the requirements for granting one.

Janice Smets said that she has sent a letter to Supervisor Parks regarding the use of bait boxes for rodents that she believed contained prohibited substances. She encouraged the community to contact the Sheriff's Office for similar complaints. She welcomed the newly elected members of the Parks Committee. **Supervisor Parks** mentioned that complaints about bait boxes using anticoagulant poison to kill rodents could be referred to the County of Ventura Agricultural Commissioner.

JL Diaz said that he had attended a meeting of the Parks Committee. He also expressed the need to enhance communication between the public and the Oak Park MAC. He said that there was no social media presence for the MAC, and **Jane Nye** suggested that this could be taken up as an agenda item later.

Seema Chandra said that she had used the problem reporting app for Public Works in December, regarding a pole in a shopping center, and that the app worked very well to solve the problem. She said that on November 25 she had met with Real Estate Services, Enhanced Landscape, and **Carolyn Cass-Burton** to view pine trees on Hawthorne that were the subject of a complaint. She said that as a result of the site visit it was possible to save a tree, but that they had also discovered sidewalk problems. She said that the signboard on Kanan Road would be repaired.

Jane Nye reported that she had observed the same problems with the street sweeping service, such as missing areas and fast speed, that resident **Henry Steelman** had complained about earlier. **Valerie Lopez** said she would look into improving the service. She said that there had been two meetings of the Triunfo Water and Sanitation District, and that the pumping station project along Lindero Canyon Road could be delayed by two years. The current work there involved replacing storm drains. She said that the Pure Water project was on track. She expressed appreciation for the school district staff and said that there were two new members of the OPUSD school board. The new president was **Al Rosen**. He said that the school district was working on reopening for in person instruction as soon as it was possible. **Janice Smets** said there was a recent Acorn letter to the editor questioning the quality of the Pure Water project water treatment. Jane Nye responded that the issues raised in the letter had been addressed, and that the concerns were not legitimate.

14.. Written Communications

Seema Chandra noted a communication from **Tony Principe** of the Westcord company indicating that it would not be moving forward with the purchase of a building in Oak Park for a storage facility that had been discussed in the previous MAC meeting.

Jane Nye noted emails from a student at Oak Park High School about designating Oak Park as a “Bee City”.

Supervisor Parks announced that Federal funding would cover the local contributions for operating the Kanan Shuttle during the current fiscal year, so it would not need a contribution from the CSA.

15. Advisory Matters

a. MAC recommendation, CSA#4 landscaping area proposal for sidewalk repairs along Hawthorne Dr. at Rockfield St. and at Mareto Way, \$10,068 estimate

The MAC members agreed to wait for a second bid estimate, as requested by **Seema Chandra** in consultation with **Valerie Lopez**.

b. MAC recommendation, protocols for MAC members

Supervisor Parks had prepared a list of protocols for the MAC for review, and the approved draft is attached here. **Jane Nye** made a motion, seconded by **JL Diaz**, and passed 5-0, to accept the draft.

c. Annual selection of MAC liaisons and appointees for 2021

The list of choices for the positions is attached.

16. Adjournment

Chair Nye adjourned the meeting at 4:01 PM.



COUNTY OF VENTURA
Office of Supervisor Linda Parks
Supervisor, District 2
625 W. Hillcrest Drive, Thousand Oaks
(805) 214-2510

MEMORANDUM

DATE: January 28, 2021

TO: Oak Park Municipal Advisory Council (MAC)

FROM: Supervisor Linda Parks, District 2

SUBJECT: Suggested Protocols for the Oak Park MAC

The below set of suggested protocols is brought to your MAC for consideration. The purpose is to establish an agreed-upon process for MAC communications and responsibility to enable more efficient, transparent, and clear conducting of MAC business.

1. Brown Act Compliance

The MAC is required under state law to comply with the Ralph M. Brown Act. Below are two major components of the Act that must be adhered to and are called out here to assist the MAC in their communications between themselves and the public:

- a. MAC members are to follow the Brown Act requirements that prohibits communication among a majority (3 or more) of MAC members (including serially or through an intermediary) about MAC agenda items or potential future agenda items, including communication in person, in writing, electronically, telephonically, or otherwise.
- b. Comments and questions from individual MAC members about items on a current or future MAC agenda should not be shared with a majority of MAC members prior to the item's discussion during the MAC meeting, including communication in person, in writing, electronically, telephonically, or otherwise.

2. MAC Representation

- a. MAC members should make it explicit that they are acting as private citizens if they express their own opinions in letters, e-mails, interviews, or during meetings of other agencies, or on social media. MAC members should explicitly state that their personal opinions do not represent the agency's position and should not allow the inference that they do. MAC members could state: "All opinions expressed herein are the opinions of the author [or presenter] and do not represent the views or opinions of the Oak Park Municipal Advisory Council."

3. Coordination with District 2 Supervisor's Office

- a. An important role of the MAC is to keep the Board of Supervisors informed about its activities through the District 2 Supervisor.
- b. The MAC jurisdiction includes the geographic boundaries of Oak Park. The MAC makes recommendations on matters in the Oak Park area related to planning, public works, public health, safety, and welfare which are heard by the Planning Commission, Board of Supervisors, and Local Agency Formation Commission.
- c. The Supervisor's office will coordinate follow up requests from MAC meetings and MAC members unless arranged differently in advance.
- d. Communications sent directly to County departments by MAC members should be copied to the District 2 Supervisor's office to ensure efficiency.

4. Liaison Assignments

- a. The MAC members shall annually elect members to the Committees and liaison assignments on the list of assignments that they decide at the start of each year.
- b. If MAC members have been assigned by the MAC to Rancho Simi Recreation and Park District or to Oak Park Unified School District, it is expected that they will attend the agency board meetings and report back to the MAC at the next MAC meeting.
- c. The landscape liaison will be a MAC member and is expected to attend the walk throughs and to review CSA #4 questions regarding the landscaping and keep the MAC updated including about proposals that require MAC decisions, and copy the District 2 Supervisor's office and shall be the point of contact to work with the public.
- d. The liaison for the Oversized Vehicle Ordinance will review applications and keep the MAC informed about them.
- e. Liaisons should take the lead in their assigned areas and other MAC members should defer to the liaison for those areas.
- f. Liaisons may reach out to another MAC member to substitute for them at a meeting.
- g. The MAC agendas will include links for the agendas of other local agencies containing Oak Park items, and MAC members are encouraged to keep up to date on local activities.

Oak Park MAC Assignments, Liaisons for 2021

CHAIR: Jane Nye

VICE CHAIR: Alon Glickstein

SCHOOL DISTRICT*: Jane Nye

PARKS & RECREATION PLANNING COMMITTEE: JL Diaz

MEETING ROOM: VC Supervisor

POSTING MEETING ANNOUNCEMENT (SIGNS): VC Supervisor

LIAISON TO TRIUNFO WATER & SANITATION DISTRICT: Jane Nye

CROSSWALK & TRAFFIC SAFETY; TRANSPORTATION LIAISON: Janice Smets

PUBLIC RELATIONS & SOCIAL MEDIA, COMMUNITY OUTREACH: Janice Smets & JL Diaz

COMMUNITY FOUNDATION MEETINGS: Alon Glickstein

OVERSIZED VEHICLE ORDINANCE: Alon Glickstein

LIAISON TO LAW ENFORCEMENT: Alon Glickstein

LIAISON TO VC PUBLIC WORKS AGENCY: Seema Chandra

STREET SWEEPING COORDINATOR & LANDSCAPE CSA #4: Seema Chandra

***OPUSD GOVERNING BOARD, Committee assignments:** Allen Rosen, Representative to the Oak Park MAC, and Derek Ross, Alternate.