

Minutes
Ridgecrest Ranchos Recreation and Park District
Regular Meeting
Monday, August 12, 2024

Meeting location: Palos Verdes Library, main branch, Purcell Room
Time: 6-8pm.

Board members in attendance: President Margo Beylen (MB), Treasurer James Colton (JC), Secretary Charles Lee (CL), and John Smythe (JS).

Absent: none.

Meeting was open to the public. No closed session.

Agenda provided (see separate attachment).

Margo Beylen called the meeting to order at 6pm.

- A. Agenda Item 1: Approval of Minutes. Board members unanimously approved minutes for the July 2024 meeting.
- B. Agenda Item 2: Update on Financials. Treasurer James Colton provided an update. New EIN number is required.

Motion made by Charles Lee to appoint Ridgecrest Ranchos accountant Donald Young to obtain an Employer Identification Number (EIN) from the IRS for Ridgecrest Ranchos. Motion seconded by Margo Beylen. Vote: Ayes: 4; No: 0; Absent: 0.

- C. Agenda Item 3: Secretary Charles Lee provided an update on the website. Contract with Streamline was signed, and CL showed members and audience what the current website (not yet live) looks like. Website expected to be done and online before the end of this year.
- D. Agenda Item 4: Phone and email. The district does not have its own phone number, and board members have been using personal email accounts. Board members discussed services like Grasshopper (for phone) and Google WorkSpace (for email and document storage).

Motion made by Charles Lee to utilize Grasshopper for virtual phone service (\$25 month/plan, in addition to initial registration fee). Motion seconded by Margo Beylen. Vote: Ayes: 4; No: 0; Absent: 0.

Motion made by Charles Lee to set up four accounts on Google Work space (one email address per board member) with an estimated budget \$72 x 4 per year, to add a 5th when we have a 5th board member. Motion seconded by Margo Beylen. Vote: Ayes: 4; No: 0; Absent: 0.

- E. Update on Bennett Landscaping payment. James Colton states that Sharon (from Bennett) confirmed they received the payments in question. (See July 2024 minutes for details.) Bennett says Bank of America e-payment did not include adequate information, such that it was not clear that the payment was coming from Ridgecrest Ranchos. JC has talked with Bank of America alerting them to this and asking if additional info can be included on the Billpay to make it clear Ridgecrest sent it. He has left a message for Sharon letting her know he has requested this.
- F. Agenda Item 5: Updates on landscaping and electrical. John Smythe provided these updates.
 - a. Bennett Landscaping: Bennett has started clearing trees/bushes in the entryways as contracted. Cleanup still needs to be done. JS is awaiting to hear back regarding what still needs to be done and how far north along Crenshaw they will trim, i.e. whether they will trim as far north as Indian Peak. JS will also clarify about branches from trees at the entry that are very close to the wires, as well as overgrown ivy and other trees on the south side of the entry.
 - b. Electrical: JS has worked with Horst Electric (referral from Bennett) to provide an initial review and provide an estimate on how to restore power on the south side of the median. \$400 for their review. Estimated cost may be \$1700 to fix the south side.
 - c. It was noted that a north side green circuit breaker is leaning, but it's not clear that it belongs to the district. JS will ask Horst if there's a way to clarify. There's also one on the south side.

Motion made by John Smythe: to allocate up to \$2500 to Horst K for electric work (\$2500 includes the \$400 initial review). Motion seconded by Margo Beylen. Vote: Ayes: 4; No: 0; Absent: 0.

Motion made by John Smythe to increase funding for Bennett Landscaping up to an additional \$5,000 to extend current tree trimming work to Indian Peak (if our current project did not cover it); cutting branches close to the wires; and trimming farther up the south side on Crenshaw. Vote: Ayes: 4; No: 0; Absent: 0.

- d. Trees behind 5325 Middlecrest Rd. Suarez Tree Service had been hired (see July 2024 minutes) to trim five volunteer trees on district property directly behind this residence. These were Aleppo pine trees, and the board was informed it was safe to trim at this time of year. Work has been completed.

G. Other:

- a. Bylaws: Margo Beylen will contact Paul Novak (from LAFCO) to follow up on a referral to a lawyer who can assist with setting up bylaws.
- b. James Colton gave a brief history of our district to meeting attendees including our funding.
- c. Board vacancy: currently one vacancy. Previous seat belonged to John Polen who resigned in June of this year. Current plan is to advertise this vacancy to the community when the website is up. Margo Beylen will follow up with Paul Novak (LAFCO) to see how board elections can be scheduled during election (even) years to minimize potential costs. (They are currently held off-cycle.)

Date for next meeting: Tentative plan for September 10th or 17th, 6-8pm (pending room availability).

Meeting ended at 745pm.