

**Minutes**  
**Ridgecrest Ranchos Recreation and Park District**  
**Regular Meeting**  
**January 11, 2024**

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

Board members in attendance: Margo Beylen, James Colton, Charles Lee, John Polen  
Board members absent: John Smythe (excused)

Also present: Jim Hathaway (most recent board member/Treasurer)

Meeting was open to the public. No closed session.

Agenda provided (see separate attachment).

Meeting convened at approximately 6:15pm, with four board members present as stated above.

- A. Meeting proceeded with Agenda item 1: Introductions of two new board members, Margo Beylen and Charles Lee (replacing the seats vacated by Cammee Edelbrock and Jim Hathaway). Terms for Ms. Beylen and Mr. Lee end on December 3, 2027.
- B. Meeting proceeded to Agenda item 2 (Formalizing Roles and Responsibilities).
  - President: Brief discussion of what this role entails. John Polen made a motion to take a vote on Margo Beylen for this role, seconded by James Colton. Vote taken: Ayes - 4, Noes - none. Absent: John Smythe.
  - Treasurer: Brief discussion of what this role entails, with further explanation by previous Treasurer Jim Hathaway. Charles Lee made a motion to take a vote on James Colton for this role, seconded by Margo Beylen. Vote taken: Ayes - 4, Noes - none. Absent: John Smythe.
  - Jim Hathaway handed over a bag with the physical material for the Treasurer role to Mr. Colton, including a key to the PO Box.

- Secretary: Brief discussion of this role, including meeting minutes. John Polen made a motion to take a vote on Charles Lee for this role, seconded by Margo Beylen. Vote taken: Ayes - 4, Noes - none. Absent: John Smythe.
  - Above votes taken were under unanimous agreement of four present board members that they are one year terms.
  - Unanimous agreement among four present board members to allow President Margo Beylen as second signature for checks.
- C. Meeting proceeded to Agenda item 3 (Establishment of Park District website). Board's understanding is that a website for the board is required by California law. John Polen made a motion to vote on establishing a website, seconded by Charles Lee. Vote taken: Ayes - 4, Noes - none. Absent: John Smythe. Details of the website (e.g. logistics/cost, content) to be detailed in subsequent meetings.
- D. Meeting proceeded to Agenda Item 4 (Other business) which included:
- Tree trimming: for trees under board's jurisdiction, any contracting agencies considered must be bonded/insured.
  - Board liability insurance: Jim Hathaway informed the board there is a policy. James Colton to obtain copy.
  - Board meeting scheduling: general consensus among board members to meet monthly at least through June and to establish a regular schedule. Charles Lee to check room availability details and coordinate this. Next meeting, pending room availability, set for Tuesday, February 13th, 6-8pm.
  - District entry way: bee hive observed in one of the olive trees. John Polen to call Bennett Landscaping to address this.
- E. At approximately 745pm, John Polen made a motion to adjourn the meeting, seconded by Margo Beylen.

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Charles Lee, Secretary