

MINUTES
Board of Directors of the Embarcadero Municipal Improvement District
July 12, 2023

CALL TO ORDER

The Regular July meeting of the Board of Directors of the Embarcadero Municipal Improvement District was called to order at 7:00 PM by President Pro-Tem Bohley.

ROLL CALL: Directors Bohley, Duncan, Defoort, and Menna were present. Director Taylor was absent. The Clerk of the Board/District Manager was also present.

PUBLIC COMMENT:

Resident Jim Deacon thanked those who supported and attended the Firewise meeting on July 8 at the Center. The meeting presenters advised homeowners of ways to keep properties fire safe.

Bunny De Lorie from EPOA, requested that she receive the minutes and agendas before the 25th of each month for publication in the electronic newsletter.

MINUTES:

Action: The Board tabled approval of the minutes of the June 14 regular meeting until the August meeting, upon a motion made by Director Duncan, seconded by Director Bohley. The motion passed unanimously (4-0).

PRESENTATION: Mo Gomez from Southcoast Habitat Restoration, a non-profit focusing on creek assessment and improvement strategies, gave a slide show of some of their creek restoration projects. The projects improve fish habitat, pedestrian, equestrian and cycle access over creeks by constructing small bridges and plantings holding soil in place. He pointed to The Creek Care Guide on the County's website for more information. Most of the projects are funded through State and Federal grants.

COMMITTEE REPORTS:

POLICIES COMMITTEE: The purpose of the policies committee is to identify and publish policies and procedures for projects.

CC&Rs:

1. The Recorded CC&Rs will be distributed to residents and homeowners via both U.S. Mail and electronic versions.
2. Members of the public were present to discuss a proposed 4,000 sq. ft. home addition, including a garage, office and ADU at 1000 Vereda Del Ciervo. The discussion included

those residents opposed to the project, citing the CC&Rs, Page 7, Paragraphs B and C, prohibiting commercial businesses operations. The property owner answered questions about the proposed project. After the discussion, the Board noted that the project has not been through the County permit system yet and added that the discussion could be renewed upon receipt of final, approved plans, and verification of dedicated property lines. The matter was deferred to the County at this time.

INFRASTRURE COMMITTEE: Proposed largescale projects:

1. **DRAINAGE:** Roadway culvert extension at 1000 block of Vereda Del Ciervo: The roadway at this location has been a problem during rainstorms where the water and mud accumulates. EMID approached County Flood control and County Roads and a joint project has been placed on the County maintenance/project schedule. The project adds an inlet where the current swale meets the roadway and carries the flow to another outlet. EMID will fund 50% of the project. The County will do the work and will maintain the new drainage facility.
2. **DRAINAGE:** Culvert failure between 956 and 980 Vereda Del Ciervo: The question of responsibility for maintenance, repair and replacement of the culverts between properties has been long standing. Upon preliminary assessment, it would appear that the culverts were constructed with bond funds through which the Rancho Embarcadero infrastructure was constructed. The question remains, are these culverts the responsibility of the County, who approved the original plans, EMID who took over the original tract, or individual property owners. The matter is of utmost importance and EMID is continuing the investigation process to find the answer as soon as practical.
3. **UNDERGROUND UTILITIES:** The Board approved a contract with consultants to provide EMID with a high-level feasibility study of a proposed undergrounding project, including potential funding sources. The consultant will address the Board and public at the regular August meeting.

LEGAL COMMITTEE: The Board president and manager have identified two prospective legal counsel candidates. EMID has executed a retainer agreement for one year with Rick Battles as a consultant to bring new counsel up to speed as soon as possible.

SAFETY COMMITTEE:

1. **Firewise:** Director Duncan reported that Firewise representatives met with homeowners on Saturday, July 8th to educate residents on how to “harden” their homes to prevent fires. Rancho Embarcadero has been accepted as a Firewise Community due to the fire mitigation projects that EMID prioritizes annually. This certification may help homeowners with their homeowners’ insurance rates and availability.

Firewise has donated brush/wood chipping services to EMID residents. Gay Milligin also donated dumpsters to pick up regular trash. These services have been paid for in part or whole by EMID in the past. EMID must consider its enabling powers to participate in funding such projects. EMID is grateful to both participants and will consider how to reimburse Ms. Milligin for part of the dumpster costs, within EMID's jurisdiction.

2. Security Cameras: Secure Pro continues to troubleshoot power outages on the Meadows. A chain link fence will be installed around the solar power structure for security.
3. Community Center Back Up Generator: The generator project at the EMID Center is complete. A three-foot clearance around the unit must be provided for maintenance access. The unit has a five-year warranty. A short-wrought iron fence/gate will be installed around the unit.

I.T. COMMITTEE:

1. Document Organization: An on-line version of Office Space will be installed to organize documents. Digitation of historic documents will also be provided.
2. Website: The new EMID website is located at **emidsb.specialdistrict.org**. The site is being populated and will be launched by August 1.
3. Cable Service: The current service will be discontinued and Frontier will be installed. Brian Godlis, as I.T. consultant, will meet with Frontier to expedite the transfer.

FINANCE OFFICER REPORT:

Director Menna submitted his monthly report, giving an overview of his complete report and budget to the public in attendance.

ALLOWANCE OF CLAIMS:

ACTION: Upon a motion made by Director Duncan, seconded by Director Defoort, the claims to be paid in the amount of \$ 31,056.34 were approved unanimously. (4-0)

MANAGER'S REPORT: The manager reported correspondence, maintenance progress, tree trimming/removal.

DIRECTORS' COMMENTS: Director Menna reported that the creek near the entrance to the canyon is flowing well at this time. Director Duncan reminded the manager to purchase soccer goals.

AUGUST AGENDA ITEMS:

Underground Utility Project consultant status report
Safety Committee Report
Cameras and Lighting project updates
Generator project updates
Firewise update
I.T. Committee Report
Infrastructure Committee report
Finance Officer's report

President Pro Tem Bohley adjourned the meeting at 9:16 PM.

APPROVED:

President

Clerk of the Board

(Seal)