

MINUTES
Board of Directors of the Embarcadero Municipal Improvement District
August 9, 2023

CALL TO ORDER

The Regular August meeting of the Board of Directors of the Embarcadero Municipal Improvement District was called to order at 7:01 PM by President Taylor. The regular August meeting was held via Zoom.

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

PUBLIC COMMENT: There was no public comment.

COMMITTEE REPORTS

LEGAL COMMITTEE:

1. Mark Manion, District Counsel, was introduced to the Board of Directors.

INFRASTRUCTURE COMMITTEE:

1. Underground Utilities: Jeff Cooper from NV5 reported that they are working on the Underground Utilities Project. The first task of overlaying Parcels on area maps has been completed. Before the next meeting, Mr. Cooper will walk the District and provide a preliminary study.
2. County/EMID Joint Projects
 - Drainage Culvert at 1000 Vereda Del Ciervo: Not started by county. New budget in place as of July 1.
 - Bike Lane on Calle Real: The county has submitted commitment request for the \$90,000. The contract is in review.
 - Flood Mitigation: The committee will put together a RFP to get an assessment of the status of the culverts.

POLICIES COMMITTEE:

1. CC&R: The updated document has been mailed to the residents.

INFORMATION TECHNOLOGIES COMMITTEE:

1. Network Services: Committee met with our current IT vendor regarding EMID emails and shared data. There is a one-time setup cost of \$2,560 and recurring charges of \$2,160.
Action - Motion by Director Bohley to approve the costs as presented. Second by Director Duncan. Approved unanimously.

SAFETY COMMITTEE:

1. Firewise Sub-Committee: Waiting on update on chipping.
2. Security Cameras: Director Menna to receive additional training. Need to complete a policy for accessing data.

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 – Motion by Director Duncan to approve the claims in the amount of \$25,164.18. Second by Director Bohley. Approved unanimously. (5-0)

APPROVAL OF MEETING MINUTES

1. *The Minutes of the June 14 regular meeting were approved as corrected upon a motion made by Director Duncan, seconded by Director Defoort and passed unanimously.*
2. *The Minutes of the July 12 regular meeting were approved upon a motion made by Director Duncan, seconded by Director Menna and passed 4-0 with Director Taylor abstaining.*
3. *The Minutes of the July 31 Special Meeting were approved as corrected 4-0 on a motion made by Director Duncan, seconded by Director Bohley. Director Menna abstained.*

INFORMATION CALENDAR

1. Manager's Report: The manager reported on correspondence, grounds maintenance, and other district business. EMID has a new Payroll company (ADP) and a new Website service. The clerk will be out of the office the month of September, missing the September 13 regular meeting, but will be available via phone, text and email.
2. Directors' Comments: There were no Director comments.

3. September Agenda Items:

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

President Taylor adjourned the meeting at 8:08 PM.