

MEETING MINUTES
Board of Directors of the Embarcadero Municipal Improvement District
December 13, 2023

CALL TO ORDER

The Regular October meeting of the Board of Directors of the Embarcadero Municipal Improvement District was called to order at 7:00 PM by President Taylor.

ROLL CALL

Directors Bohley, Defoort, Duncan, Menna and Taylor were present.

Also present was Susie Koesterer, District Manager, Mark Manion, Legal Counsel, Jeff Cooper, NV5, and Art Cockrum, Resident.

PUBLIC COMMENT

There was no public comment.

COMMITTEE REPORTS

INFRASTRUCTURE COMMITTEE

1. Underground Utilities
 - Jeff Cooper presented the cost assessment completed by NV5.
 - Further discussion was tabled to the January meeting to allow the Board to review the information.
2. County/EMID Joint Projects
 - Calle Real Bike Lane
 - Director Bohley to work with Legal counsel on final redlines clarifying the timing and maximum amount.
 - *Director Bohley moved to approve funding no more than \$90,000 contingent on the County agreement on the changes to the agreement. Second by Director Duncan. Approved unanimously.*
 - Drainage Culvert at 1000 Vereda Del Ciervo: No update.

FLOOD MITIGATION COMMITTEE

Note: Director Defoort was not present for this part of the meeting due to a potential conflict of interest.

1. Assessment of existing culverts
 - Five culverts still need to be assessed. Expected completion is after the holidays.
2. Update on Enabling Act and Amendments
 - The enabling act provides for EMID to construct and maintain the drainage culverts and have the right to assess for costs.

- We may have responsibility but need to complete a title search, parcel by parcel, to determine ownership for each culvert within the district.
- Legal counsel needs a copy of the conveyance to EMID from Developer to determine next steps. *Director Taylor to work with Susie to locate the required documents.*

INFORMATION TECHNOLOGIES COMMITTEE

- No update.

SAFETY COMMITTEE

1. Firewise Sub-Committee:
 - The application for 2024 has been submitted.
2. Security Cameras:
 - There has been some progress in improvement the data capture on the Farren Road cameras, but work is still in progress.
3. Parking Lot Resurfacing:
 - We are waiting on scheduling from Challenge Asphalt. It will likely be in early 2024.

POLICY COMMITTEE:

1. CC&Rs:
 - The recently updated CC&Rs are correct in that the county allows one attached ADU of any size or one detached ADU with maximum of 800 sq. ft. If inside an accessory building, an expansion of up to 150 sq. ft. is allowed.
 - No correction to the CC&Rs is required.

FINANCE OFFICER REPORT

Director Menna presented his monthly report.

ALLOWANCE OF CLAIMS:

Director Duncan moved to approve the allowance of claims with the removal of the two checks discussed in the amount of \$17,986. Second by Director Bohley. Approved unanimously (5-0).

APPROVAL OF MEETING MINUTES

Director Duncan moved to approve the Minutes of the November 8, 2023 regular meeting, with the correction of one typo. Second by Director Bohley. Approved by majority (4 yeas, 0 nays, 1 abstention by Director Defoort).

INFORMATION CALENDAR

1. Manager's Report:
 - In the process of sourcing a maintenance company for the fountain at the entrance.

- The annual audit is in progress.
 - The lights around the building need to be serviced.
2. Directors' Comments:
- Director Duncan requested that the camera policy be prioritized and added to the January meeting agenda.
3. January Agenda Items:
- Committee Reports
 - Finance Officer's report
 - Policy Committee Updates
 - Election of Officers and Committee Members

President Taylor adjourned the meeting at 8:56 PM.

APPROVED:

President
(Seal)

Clerk of the Board