

MINUTES  
Board of Directors of the Embarcadero Municipal Improvement District  
October 11, 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.

PUBLIC COMMENT:

Art Cockrum requested that the fountain at the entrance to the district be restored.

**COMMITTEE REPORTS**

INFRASTRUCTURE COMMITTEE:

1. County/EMID Joint Projects
  - Calle Real Bike Lane: No update.
  - Drainage Culvert at 1000 Vereda Del Ciervo: County is waiting on sub-contractor availability and bid.

FLOOD MITIGATION COMMITTEE:

1. Assessment of existing culverts
  - The survey has been completed. Several culverts were obstructed so a full assessment could not be completed. The worst was at 956 Vereda del Ciervo.
  - Five culverts could not be accessed due to lids being sealed or stuck.
  - Pictures and details are including the findings.
  - ACTION: Finalize evaluation, set up sub-team meeting to identify recommendation for next board meeting.

INFORMATION TECHNOLOGIES COMMITTEE:

1. Laptops
  - Committee is working on new laptops for the District Manager and the Finance Officer.
2. Other
  - Committee is defining a file structure and digitization plan. The District Manager will assist in determining the retention policy for each type of document.

## SAFETY COMMITTEE:

1. Firewise Sub-Committee:
  - The Finance committee is still reviewing the invoices from Gay Milligan to determine the cost of the green waste removal.
  - Results of the neighborhood survey will be presented at the November meeting.
2. Security Cameras:
  - Received two bids for fencing around the Farren Road cameras. Open questions on the camera placement and license plate recognition will be resolved before proceeding with fencing.
3. Emergency Generator:
  - Director Menna will work with Allied fencing to get a fence around the generator at the Community Center.
4. Parking Lot Resurfacing:
  - *Director Duncan moved to approve the expenditure of \$30,330 to Challenge Asphalt for replacing the parking lot at the Community Center. 2<sup>nd</sup> by Director Bohley. Approved unanimously (5-0).*

## **FINANCE OFFICER REPORT**

Director Menna submitted his monthly report.

## ALLOWANCE OF CLAIMS:

*Action – Motion by Director Defoort to approve the allowance of claims in the amount of \$49,258.35. Second by Director Duncan. Approved unanimously (4-0).*

## **APPROVAL OF MEETING MINUTES**

*Motion by Director Bohley to approve the Minutes of the September 13, 2023 regular meeting, as presented. Second by Director Duncan. Approved unanimously (5-0).*

## **INFORMATION CALENDAR**

1. Manager's Report: No report.
2. Directors' Comments:
  - Director Duncan inquired to recent activity regarding the airport. There has been no new activity.
  - Director Menna identified a possible error in the newly released CC&Rs. Director Taylor will review with Rick Battles and report at the next meeting.

- Director Bohley recommended we evaluate the Board compensation given the increase time required to address current issues. The District Manager will look at other board rates as a benchmark.

3. October Agenda Items:

- Public Works
- Flood Mitigation
- Safety Committee Report
- I.T. Committee Report
- Finance Officer's report

President Taylor adjourned the meeting at 8:23 PM.

APPROVED:

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President

(Seal)

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Clerk of the Board