

MEETING MINUTES
Board of Directors of the Embarcadero Municipal Improvement District
May 13, 2026

CALL TO ORDER

The Regular 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 Defoort, McCord Duncan, and Taylor were present. District Manager, Tina Allen, was also present.

PUBLIC COMMENT

No public comment.

COMMITTEE REPORTS

FACILITIES COMMITTEE

1. Community Center Culvert Collapse
 - Camera inspection scheduled for May 18.
2. Community Center
 - Remodel and Bathroom Access: The board determined the streetside bathroom will be available to the public. The District Manager will set up an autoclose door, program the keypad for 10a – 6p access, and schedule a cleaning service for 1-2 times per week.
 - Foundation Repair: The proposal for testing and supporting the foundation was reviewed. \$20,000 will be included in the FY2026-27 budget.
3. Meadow maintenance
 - There was a report of a large amount of trash at the Southeast corner of the meadow. It appears it has been mostly cleaned up. District Manager to coordinate removal of the few remaining items.

INFRASTRUCTURE COMMITTEE

1. County/EMID Joint Projects
 - Drainage Culvert at 908-930 Vereda Del Ciervo
 - RFP in progress.

INFORMATION TECHNOLOGIES COMMITTEE

1. Director Defoort moved to approve up to \$2,600 for the network upgrade. Second by Director McCord Duncan. Passed 3-0.
2. Director McCord Duncan moved to approve up to \$2,000 for a new laptop for the District Manager. Second by Director Taylor. Approved 3-0.

SAFETY COMMITTEE

1. Firewise Sub-Committee
 - The committee met on 4 May 2026. The proposal by resident Art Cockrum was reviewed and will be discussed with legal and John Hunt. Mesh and caulking is available from SCE – EPOA sent an email to the residents.
2. Rebate Program
 - The new dates are needed for the website.
3. Dumpsters
 - Scheduled for end of May.

POLICIES COMMITTEE

1. Parks and Rec Policy Update
 - Updated policy is in progress. Signs for “BBQ and grass areas are subject to reservation” are in process.

LEGAL COMMITTEE

No updates due to lack of quorum.

FLOOD MITIGATION COMMITTEE

1. Expansion of power
 - Activities had been placed on hold pending clarification from Supervisor Hartmann’s office. Feasibility and financial sourcing to continue in June.
2. Town Hall
 - Schedule for June 24.

FINANCE OFFICER REPORT

1. The District Manager presented a summary of the finance committee report.
 - *Director McCord Duncan moved to approve the monthly expenses in the amount of \$81,256.48 for March and \$26985.92 for April. Second by Director Taylor. Passed 3-0.*
2. A new resolution was discussed regarding purchasing authorizations. The resolutions was not in compliance with the Financial Policy. The Financial Policy needs review and update. The Policy Committee will review and recommend changes.
4. The board completed the Second Reading of the FY2026-27 Budget after review and discussion.

APPROVAL OF MEETING MINUTES

Director Taylor moved to approve the minutes of the April 8, 2026 Regular Meeting. Second by Director Defoort. Approved 3-0.

INFORMATION CALENDAR

MANAGER’S REPORT

1. The Facilities Supervisor resigned. The board decided not to fill that position at this time.

DIRECTORS' REPORTS

- Director Taylor reported that we have received anonymous comments regarding the compliance of the website. Director Taylor will review the requirements and make changes, as needed.

NEXT MEETING AGENDA

- Director McCord Duncan will resign at the end of her term.

The Board Phishing Training was postponed until the full board is present.

President Taylor adjourned the meeting at 9:17p.

APPROVED:

President
(Seal)

Clerk of the Board