

MEETING MINUTES
Board of Directors of the Embarcadero Municipal Improvement District
February 14, 2024

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 Bohley, Duncan, Menna, Defoort, and Taylor were present. Also present was Susie Koesterer, District Manager.

PUBLIC COMMENT

Filip Defoort expressed his concerns about additional damage at the culvert outlet near his home and recommended that the board begin repairing culverts within the district in parallel with working to identify responsibility. Repayment can be addressed upon identification of ownership.

COMMITTEE REPORTS

INFRASTRUCTURE COMMITTEE

1. County/EMID Joint Projects
 - Calle Real Bike Lane
 - No update. Still expected 2Q24.
 - Drainage Culvert at 1000 Vereda Del Ciervo
 - The County had a contractor on-site and a bid was expected this week.

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
 - Culvert assessments have been completed. Failures were found in corrugated metal pipe culverts. The reinforced concrete pipe (RCP) culverts are intact. Four culverts have failures that should be addressed as soon as possible. The Flood Mitigations committee will confer with legal counsel on next steps.
2. Update on Enabling Act and Amendments
 - Legal counsel will have a report for the March regular meeting.

INFORMATION TECHNOLOGIES COMMITTEE

1. List of recurring expenses has been received from our contractor.
2. The committee is working on getting quotes for new laptops for the Manager and Finance Officer.

SAFETY COMMITTEE

1. Firewise Sub-Committee
 - No update.
2. Security Cameras
 - Testing and tuning is in progress.
3. Parking Lot Resurfacing
 - No update. Pending scheduling.
4. There was some blockage of the creek under the freeway. Debris will be cleared by next week.

POLICY COMMITTEE

1. IT Policy
 - The draft IT Policy was reviewed and will be approved at the March meeting.
2. Security Camera Policy
 - The draft Security Camera Policy was reviewed and will be approved at the March meeting.

FINANCE OFFICER REPORT

Director Menna presented his monthly report.

ALLOWANCE OF CLAIMS

Director Taylor moved to approve the allowance of claims in the amount of \$28,850.27. Second by Director Duncan. Approved unanimously (5-0).

BUDGET REVIEW

1. The FY 2023-24 approved projects were reviewed.
 - The expenses related to the joint project with the county for the culvert on Vereda del Ciervo will be included in the FY2024-25 budget.

APPROVAL OF MEETING MINUTES

Director Bohley moved to approve the Minutes of the January 10, 2024 regular meeting. Second by Director Duncan. Approved by majority (4-0-1).

INFORMATION CALENDAR

MANAGER'S REPORT

- See attached report.
- The LAFCO Ballot has been returned.
- The Insurance Questionnaire has been submitted but there are corrections that will need to be submitted.

DIRECTORS'S COMMENTS

Director Menna reported that the annual audit is in progress.

NEXT MEETING AGENDA

- Committee Reports
- Finance Officer's report
- Approval of IT and Camera policies
- Budget Hearings: Project Reviews
- Board Training: Cybersecurity "Phishing"

President Taylor adjourned the meeting at 8:29 PM.

APPROVED:

President
(Seal)

Clerk of the Board