

MEETING MINUTES  
Board of Directors of the Embarcadero Municipal Improvement District  
April 10, 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, Defoort, Menna, and Taylor were present. Also present was Susie Koesterer, District Manager, and Mark Manion, Legal Counsel, and Bob Tomas (GWSD).

PUBLIC COMMENT

There was not public comment.

**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
    - No update. EMID has requested the partnership agreement from the county. We are expecting to be asked to pay half of \$172,000 for the repair expect the repairs to begin around May 2024.

INFORMATION TECHNOLOGIES COMMITTEE

1. Still waiting on new laptops.
2. Director Duncan has asked about forwarding EMID emails to her personal account. Director Defoort to review.

SAFETY COMMITTEE

1. Firewise Sub-Committee
  - The committee is trying to schedule a meeting at the end of March to plan a mock evacuation drill for the canyon.
  - There was no response on getting goats for vegetation control.
2. Security Cameras
  - Still blackouts and missing data in videos. SecurePro investigating. They will be on-site this week. We are also experiencing blackouts at entrance due to battery capacity.

### POLICY COMMITTEE

1. Approval of Resolution to adopt new Information Technologies Use Policy
  - *Motion by Director Duncan to approve Resolution 24-417 adopting the new Information Technologies Use Policy. 2nd by Director Bohley. Called vote: Unanimous.*
2. Approval of Resolution to adopt new Security Camera Access Policy
  - *Motion by Director Defoort to approve Resolution 24-418 adopting the new Security Camera Access Policy. 2nd by Director Duncan. Called vote: Unanimous.*

### PUBLICATIONS COMMITTEE

1. The EPOA has standard language to use regarding the EMID records.

### FLOOD MITIGATION COMMITTEE

The board discussed expansion of EMIDs current powers to include service and development of storm drain facilities.

The action item to put County and property owners on notice regarding the culvert inspection results is still open. As part of the notifications, the committee will discuss issues within the District with Joan Hartman.

- *Motion by Director Duncan to engage Joan Hartman in support of addressing eminent safety issues within the district. 2<sup>nd</sup> by Director Bohley. Passed unanimously.*
- *Motion by Director Bohley to initiate an Expert Study to develop a plan regarding re-activation of EMID's latent power to provide drainage and flood control services. 2<sup>nd</sup> by Director Duncan. Passed unanimously.*

### **FINANCE OFFICER REPORT**

Director Bohley presented on behalf of the finance committee.

### ALLOWANCE OF CLAIMS

*Director Defoort moved to approve the allowance of claims in the amount of \$40,280.75. Second by Director Menna. Approved unanimously.*

### BUDGET REVIEW

1. The draft FY 2024-25 general expense budget was reviewed and updated.

### **APPROVAL OF MEETING MINUTES**

*Director Duncan moved to approve the Minutes of the March 13, 2024 General Meeting. Second by Director Bohley. Approved by majority (3-0-2).*

### **BOARD TRAINING SESSION**

Cybersecurity "Phishing" Training was presented to the Board.

**INFORMATION CALENDAR**

MANAGER'S REPORT

1. The LAFCO Municipal Service Review is in progress.
2. The fountain at the entrance is working again.

DIRECTORS'S COMMENTS

1. Director Duncan reported that mowing of the meadow will begin next week and that there is graffiti on the bridge at Vereda del Padre and the highway.

NEXT MEETING AGENDA

- Committee Reports
- Finance Officer's report
- Budget Hearings: First Reading of Resolution to adopt FY2024-25 budget

President Taylor adjourned the meeting at 8:57 PM.

APPROVED:

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President  
(Seal)

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Clerk of the Board