

MEETING MINUTES  
Board of Directors of the Embarcadero Municipal Improvement District  
April 8, 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 Bohley, Defoort, McCord Duncan, and Taylor were present. District Manager, Tina Allen, was also present.

PUBLIC COMMENT

No public comment.

**COMMITTEE REPORTS**

FACILITIES COMMITTEE

1. BBQ Area maintenance and repair: Completed
2. Community Center Culvert Collapse
  - Pending scheduling.

INFRASTRUCTURE COMMITTEE

1. County/EMID Joint Projects
  - Drainage Culvert at 908-930 Vereda Del Ciervo
    - Permit approved and closed. No change to drawings. Next step is Request for proposals and bidding.
    - Need to confirm agreement with County on maintenance.

INFORMATION TECHNOLOGIES COMMITTEE

1. CITIG provided proposal to upgrade network in Office and Community Center. Director Defoort to review.

SAFETY COMMITTEE

1. Firewise Sub-Committee
  - Quarterly meeting was held this week. Setting up a public meeting with a panel. Working on questions around insurance discounts. Dumpsters dates are tentatively scheduled for end of May.
2. Rebate Program
  - We will encourage current applicants to have receipts in by end of June.

## POLICIES COMMITTEE

### 1. Parks and Rec Policy Update

- Policy being updated to reflect recent issues with reservations and park usage. Use of the grass areas will be clarified. Signs will be posted to say BBQ and grass areas are subject to reservation.

## LEGAL COMMITTEE

### 1. Update on utility easement access and boundaries

**NOTE:** Director McCord Duncan left the meeting for this discussion and returned prior to the next agenda item.

- Assessment on the easement behind 330 Vereda Leyenda is still pending from GWSD.
- Proposal received from John Hebda to complete an ownership assessment of easements.

*Director Taylor moved to approve an amount up to \$3,000 to do an initial assessment between 330 Vereda Leyenda and 329 Vereda del Ciervo and to provide a proposal to review the entire district. Second by Director Bohley. Passed 3-0.*

## FLOOD MITIGATION COMMITTEE

### 1. Expansion of power

- No update.
- Request was sent to Supervisor Hartmann's office for a Townhall. Negotiating date.

## **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 \$26,985.92. Approval was tabled to the May meeting due to missing information.*

2. A new resolution was introduced regarding purchasing authorizations. The resolutions will be reviewed at the next meeting.
3. Legal counsel has provided an assessment of Board Compensation. Additional information is needed to prepare a proposal.
4. The board completed the First Reading of the FY2026-27 Budget after review and discussion.

## **APPROVAL OF MEETING MINUTES**

*Director Defoort moved to approve the minutes of the March 11, 2026 Regular Meeting. Second by Director McCord Duncan. Approved 4-0.*

**INFORMATION CALENDAR**

MANAGER'S REPORT

- There is a new requirement to provide retirement options due to the number of employees. Current contracts will be reviewed for applicability.

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

- Committee Reports
- 2<sup>nd</sup> Reading of FY2026-27 Proposed Budget

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

President Taylor adjourned the meeting at 9:08 PM.

APPROVED:

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President  
(Seal)

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Clerk of the Board