

**EMERALD BAY SERVICE DISTRICT BOARD OF DIRECTORS
SPECIAL TELECONFERENCE MEETING
PURSUANT TO GOVERNOR'S ORDER N 29-20
Wednesday, April 15, 2020**

PRESENT: Susan Thomas, President
John Marconi, John Marconi, Vice President
James Flynn, Treasurer
Philip deCarion, Secretary
John McDermott, Director

ALSO, PRESENT: Michael Dunbar, General Manager
Allison Burns, Attorney, SYCR
Susan Olmstead-Bowen, Director of Finance
Cathy Lovitt, Recording Secretary, Member Services Administrator

CALL TO ORDER

The meeting was called to order via Zoom Teleconference at 5:30 p.m. by President Susan Thomas.

CERTIFICATION OF POSTING

General Manager Michael Dunbar stated the agenda for this meeting was posted on the Community bulletin board, at the Main Gate Guardhouse, on the District's website and the media was notified by 5:00 pm on April 10, 2020

PUBLIC COMMENTS

None

MINUTES

The Board discussed the minutes of the Special Meeting of the Board of Directors of the March 11, 2020 and approved the minutes as written.

John Marconi made a motion to approve the minutes as written. The motion was seconded by Philip deCarion and passed 4-0-1 with Director McDermott abstaining.

A Roll Call was taken, and the Directors' votes were recorded as follows:

President Thomas – yea
Vice President Marconi – yea
Treasurer Flynn - yea
Secretary deCarion - yea
Director McDermott – abstain

REVIEW OF FINANCIAL MATTERS

The Board discussed the financial reports as presented.

DEPOSITS

Total deposits for March were \$184,821.33

INVOICES FOR PAYMENT

Invoices for payment totaled \$271,920.75 for the period ending March 31, 2010

John Marconi made a motion to approve the invoices for payment for the period ending March 31, 2020 totaling \$271,920.75. The motion was seconded by Philip deCarion and unanimously approved.

A Roll Call was taken, and the Directors' votes were recorded as follows:

- President Thomas – yea
- Vice President Marconi – yea
- Treasurer Flynn - yea
- Secretary deCarion - yea
- Director McDermott – yea

ACTION ITEMS

1. Adopt Resolution No. 20-04-15-01, Establishing Emergency Regulations for Public Meetings to Mitigate Transmission of COVID-19. Michael Dunbar reported that due to the COVID-19 virus, the District expect to hold its Board of Director's meetings via teleconferencing for the next several months and allowing members of the public to observe and address the meeting telephonically. Mr. Dunbar reported that legal counsel drafted emergency Resolution No. 20-04-15-01 for review by the Board. He reported that the Resolution will accommodate the Americans With Disabilities Act (ADA) and will help mitigate transmission of COVID-19.

John McDermott made a motion to adopt Resolution No. 20-04-15-01, Establishing Emergency Regulations for Public Meetings to Mitigate the Transmission of COVID-19. The motion was seconded by Philip deCarion and unanimously approved.

A Roll Call was taken, and the Directors' votes were recorded as follows:

- President Thomas – yea
- Vice President Marconi – yea
- Treasurer Flynn - yea
- Secretary deCarion - yea
- Director McDermott – yea

2. Adopt Resolution No. 20-04-15-02, Proclaiming the Existence of a Local Emergency.

Michael Dunbar reported to the Board that in response to the COVID-19 pandemic, the Federal Government has declared a National Emergency. The County Board of Supervisors has also declared a local emergency for Orange County. Adoption of Resolution No. 20-04-15-02 requests that the Service District Board of Directors declare a local emergency which will allow the District to apply for and obtain funding and reimbursement from applicable Federal and State agencies.

John McDermott made a motion to adopt Resolution No. 20-04-15-02, Proclaiming the Existence of a Local Emergency. The motion was seconded by Philip deCarion and unanimously approved.

A Roll Call was taken, and the Directors' votes were recorded as follows:

President Thomas – yea
Vice President Marconi – yea
Treasurer Flynn - yea
Secretary deCarion - yea
Director McDermott – yea

3. Approve the updated Local Agency Formation Commission of Orange County dues structure for Special Districts.

Michael Dunbar reported that the Service District is a member of the Independent Special Districts of Orange County (ISDOC) which is the District's representative to the Local Agency Formation Commission of Orange County (LAFCO). Over the years, the budgets of the various agencies have increased although the specific dues for each agency did not keep pace with the budgets. Michael Dunbar reported that an Ad Hoc committee was formed of which he was an appointed member; the committee drafted a new dues formula structure that was approved by the Executive Committee. This re-classified Special Districts, including Emerald Bay, thereby reducing its annual dues. The Ad Hoc committee also recommended that this dues structure be reviewed every 5 years.

John Marconi made a motion to approve the updated Local Agency Formation Commission of Orange County dues structure for Special Districts. The motion was seconded by John McDermott and unanimously approved.

A Roll Call was taken, and the Directors' votes were recorded as follows:

President Thomas – yea
Vice President Marconi – yea
Treasurer Flynn - yea
Secretary deCarion - yea
Director McDermott – yea

CORRESPONDENCE

None.

AD HOC REPORTS

None

GENERAL MANAGER'S REPORT

Michael Dunbar reported his March 2020 activities to the Board of Directors.


DIRECTOR'S COMMENTS

The Board discussed the recent COVID-19 regulations and closures of public areas and social distancing and the Emerald Bay July 4th firework show. President Thomas directed Allison Burns and Michael Dunbar to review contracts with Pyro-Spectacular and others associated with the July 4th firework show for a force majeure clause due to the COVID-19 prior to the June 4 deposit due date. President Thomas stated that she will discuss the cancellation with Toni Hughes, Community Manager to confirm.

The next regularly scheduled meeting is scheduled for Wednesday, May 20, 2020 and will be held via Zoom teleconference.

ADJOURNMENT

The meeting was adjourned at 6:21 p.m.



Susan Thomas, President



Cathy Lovitt, Recording Secretary