

EMERALD BAY SERVICE DISTRICT BOARD OF DIRECTORS
SPECIAL TELECONFERENCE MEETING PURSUANT TO
GOVERNOR'S ORDER N-29-20
WEDNESDAY, JANUARY 20, 2021

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

Also Present: Michael Dunbar, General Manager
Susan Olmstead-Bowen, Director of Finance
Cathy Lovitt, Recording Secretary
Allison Burns, Attorney, SYCR
Toni Hughes, Community Manager
Victor Assad, Community President

CALL TO ORDER

The meeting was called to order via Zoom Teleconference at 5:30 pm by President Susan Thomas. The Pledge of Allegiance was recited.

CERTIFICATION OF POSTING

Michael Dunbar reported on behalf of Cathy Lovitt, Recording Secretary, that the agenda for the 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 Friday, January 15, 2021.

PUBLIC COMMENTS

Toni Hughes, Community Manager thanked the Service District Board for their continued support with the pool life guards. President Susan Thomas thanked Toni Hughes and Victor Assad for their collaboration and assistance in working together during this difficult year.

APPROVAL OF MINUTES

The Board discussed the minutes of the December 16, 2020 Special Meeting of the Board of Directors and approved the minutes as written.

Susan Thomas made a motion to approve the December 16, 2020 Special Meeting Minutes as written. The motion was seconded by James Flynn and passed unanimously.

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

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

REVIEW OF FINANCIAL MATTERS

The Board discussed the financial reports as presented.

DEPOSITS

Total deposits were \$ 949,795.00 for December 2020.

INVOICES FOR PAYMENT

Invoices for payment totaled \$996,493.48 for the period ended January 13, 2021.

John Marconi made a motion to approve the invoices for payment for the period ended January 13, 2021. The motion was seconded by Philip deCarion and passed unanimously.

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

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

ACTION ITEMS

1. Election of Officers. President Thomas made a motion to elect the following officers for 2021:

- | | |
|-----------------|----------------|
| John Marconi | President |
| Susan Thomas | Vice President |
| James Flynn | Treasurer |
| John McDermott | Secretary |
| Philip deCarion | Director |

John McDermott made a motion to approve the selected officers for 2021. The motion was seconded by James Flynn and passed unanimously.

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

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

Susan Thomas thanked her fellow Board members for their efforts and support during this challenging past year with the COVID-19 Pandemic. John Marconi graciously accepted the nomination and thanked Susan for her outstanding service as Board President. President Marconi noted that he has been President of the Board four times in the past eight years and thanked the other Board Members for their time and energy it takes to serve on the Board. He stated that his priorities remain the same as prior years: to maintain the sewer infrastructure, fresh water, and maintenance of curbs and gutters throughout Emerald Bay. President Marconi also thanked Susan Thomas for her work on the Mission Statement and stated he will continue to work in collaboration with the Community Association.

2. Consideration, direction and possible action to adopt the Mission Statement and Strategic Plan.
Director McDermott thanked Susan Thomas for her diligent work in putting on paper the Mission Statement and Strategic Plan to guide the District in the future as to its priorities in order to budget funds to implement those priorities. Legal reviewed and approved the Mission Statement, pages 19 – 22 of the January 20, 2021 Board Packet as modified in bullet point 5 on page 19 adding the word “including” prior to “through” and approved as modified. President Marconi will outline some projects to present and discuss and the next Board meeting which will be discussed with the Community Association.

Susan Thomas made a motion to adopt the Mission Statement and Strategic Plan as modified. The motion was seconded by James Flynn and passed unanimously.

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

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

3. Proposed Board of Director’s meetings for Calendar Year 2021. Michael Dunbar reported that the Service District conducts monthly Board of Director’s meeting held on the third Wednesday of each month. The Board requests a modified schedule being dark the months of February, July, and November.

The proposed schedule would be as follows:

January 20
March 17
April 21
May 19
June 16
August 18
September 15
October 20
December 15

Susan Thomas made a motion to adopt the modified Service District meeting schedule with dark months of February, July, and November. The motion was seconded by Philip deCarion and passed unanimously.

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

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

CORRESPONDENCE

None

GENERAL MANAGER'S REPORT

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

AD HOC REPORTS

None

DIRECTOR'S COMMENTS

Susan Thomas reported that she had asked for a pod or mobile site here in Emerald Bay to provide COVID-19 vaccines for community members; they said "not now" but may be able to provide in the future.

The next Board meeting is scheduled for Wednesday, March 17, 2021.

LEGAL COUNSEL'S REPORT

General Counsel, Allison Burns, reported on various matters that she has been working with the General Manager, Michael Dunbar.

CLOSED SESSION

The Board went into Closed Session at 6:15 pm. The Board discussed the case: Bollen vs. Emerald Bay Service District. There was no reportable action taken by the Board.

ADJOURNMENT

The meeting was adjourned at 6:25 pm.



John Marconi, President



Cathy Lovitt, Recording Secretary