

**EMERALD BAY SERVICE DISTRICT BOARD OF DIRECTORS  
SPECIAL TELECONFERENCE MEETING PURSUANT TO  
GOVERNOR'S ORDER N-29-20  
Wednesday, May 19, 2021**

**Present:** John Marconi, President  
Susan Thomas, Vice President  
James Flynn, Treasurer  
John McDermott, Secretary  
Daniel Hoefflin, 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, President, Community Association  
Cisco Farias, Director of Maintenance

**CALL TO ORDER**

The meeting was called to order with the Board of Directors participating in person and the public provided access via Zoom Teleconference at 5:30 pm by President John Marconi. The Pledge of Allegiance was recited.

**CERTIFICATION OF POSTING**

Cathy Lovitt, Recording Secretary who attended the meeting via zoom, reported 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, May 14, 2021.

**PUBLIC COMMENTS**

None

President Marconi recognized Victor Assad and Toni Hughes and thanked them for working with the Service District and arranging the new street sweeper and schedule throughout the community. Ms. Hughes said the schedule has been very well received.

**APPROVAL OF MINUTES**

The Board discussed the minutes of the April 21, 2021 Special Meeting of the Board of Directors and approved the minutes as written.

*Daniel Hoefflin made a motion to approve the April 16, 2021 Special Meeting Minutes as written. The motion was seconded by Susan Thomas and passed unanimously.*

**REVIEW OF FINANCIAL MATTERS**

The Board discussed the financial reports as presented.

## DEPOSITS

Total deposits were \$959,080.02 for April 2021.

## INVOICES FOR PAYMENT

Invoices for payment totaled \$843,402.74 for the period ended May 12, 2021.

*James Flynn made a motion to approve the invoices for payment for the period ended May 12, 2021. The motion was seconded by Daniel Hoefflin and passed unanimously.*

## ACTION ITEMS

1. Adoption of the Ninth Amended and Restated Management Services Agreement (MSA) between the Emerald Bay Service District and the Emerald Bay Community Association. Michael Dunbar reported that the Service District contracts with the Community Association for various services including office space, supplies, secretarial, and maintenance support staff, which terms are formalized in a Management Services Agreement (MSA). The current MSA is the Eighth Amended and Restated MSA dated September 2018 and is due to expire on June 30, 2021. The District entered into a First Amendment to this Eighth Amended and Restated MSA in May 2020 to alleviate the impacts of COVID 19 on recreational activities within the District. In August 2020, the District entered into the Second Amendment to this Eighth Amended and Restated MSA in order to fund certain health and safety, and parks and recreation services within the District's jurisdiction. Staff is proposing the Ninth Amended and Restated MSA between the District and the Community Association which includes several district categories such as Recreation, Solid Waste, Law Enforcement, Streets, and Security Services. Staff has budgeted approximately \$829,000 in the 2021-2022 budget for these services and has provided Exhibit A outlining the defined office space facilities, equipment, supplies and management personnel to be provided by the Community Association. Staff also provided Exhibit B which outlines the funding for each of these services. This proposed MSA has been drafted by legal counsel and reviewed by staff and Community Association legal counsel and staff.

*John McDermott made a motion to Adopt the Ninth Amended and Restated Management Services Agreement between the Emerald Bay Service District and the Emerald Bay Community Association. The motion was seconded by Susan Thomas and passed unanimously.*

2. Award a Contract to MKN in the Amount of \$80,000 for GIS Mapping and Field Survey of the District's Water and Sewer Systems. Michael Dunbar reported that the Service District is responsible for the sewer collection system, the water distribution system and the drainage system in Emerald Bay. Currently, the system consists of accumulated knowledge of the Maintenance staff and is on paper maps and paper field reports and data. Staff requested a proposal from consulting engineer, MKN to provide the development and implementation of a geographic information system (GIS) for the sewer collection system including sewer pipelines, manholes and lift stations. MKN's proposal includes surveying of all these facilities and mapping them in a central base map and file. Michael Dunbar explained that the bulk of the work would be to survey and physically locate the facilities for mapping. The data would be collected on each of the facilities including the date installed, the material used, condition and other maintenance notes. As new information on the facilities is accumulated, the data would be transferred to the database and made part of the system for future reference. The proposal from MKN for the GIS Mapping System would be approximately \$80,000 with the option to add the water and storm drain facilities to include water pipelines, valves, fire hydrants, and the storm drain inlets and outlets for an additional \$35,000. Mr.

Dunbar reported that once the initial mapping had been completed, this would be a fairly straightforward process to add the water and storm drain facilities; all this information will be in a central location and readily accessible. The Board would like Michael Dunbar to verify that we will actually own the software outright and will maintain the data. He will also verify that training is also included in the proposal.

*Daniel Hoefflin made a motion to authorize the General Manager to enter into a contract with MKN in the amount of \$80,000 for GIS Mapping and Field Survey of the District's water and sewer systems subject to the MKN contract including terms confirming that the will own the software, data and that the software and data will be stored on the District's server, and that the proposal will also include training on how to use the software. The motion was seconded by John McDermott and passed unanimously.*

3. Award a contract to Rauch Communication Consultants, Inc. in the Amount of \$10,000 to Rebuild the District's Website. Michael Dunbar reported that the Service District provides information to its customers and the public via its website through its current website provider, Rauch Communication Consultants. This website has been existence since 2013 and has outdated technology and little support available. Mr. Dunbar requested a proposal from Rauch who has proposed a complete rebuild of the website for an amount of \$10,000. The new website will meet all legal requirements for local governments and have a new security and content management system as well as incorporate all current content.

*John McDermott made a motion to authorize the General Manager to enter into a contract with Rauch Communication Consultants, Inc. in the amount of \$10,000 to rebuild the District's website with the condition that District employees have the ability to post and edit the website. The motion was seconded by Susan Thomas and passed unanimously.*

4. Award a contract to the Kreuzer Consulting Group in the Amount of \$32,540 to Conduct a Hydraulic Study and Prepare Plans and Specifications for the Drainage and Curbs and Gutter Work in Conjunction with the Community Association's Paving Work in the 500 Block of Emerald Bay. Mr. Dunbar reported that the Association has begun a multi-year paving program within Emerald Bay and the Service District is responsible for the drainage improvements portion within the Community. As part of the paving program, drainage improvements have been recommended by the consultant performing the overall study of the roads within Emerald Bay. Mr. Dunbar reported that a proposal was solicited from Kreuzer Consulting Group to conduct a hydraulic study of the 500 block prior to the actual paving in an estimated amount of \$32,540. Kreuzer will prepare plans and specifications for the drainage improvements as well as include a field survey of existing facilities to develop a base map for the area. They will also prepare final plans and specifications utilizing the hydraulic study to determine the size of the drainage facilities which will be the basis for the drainage facilities constructed prior to the paving by the Community Association. Mr. Dunbar reported that the hydraulic study will start in August and should be completed before the paving is scheduled to start in October.

*Susan Thomas made a motion to authorize the General Manager to enter into a contract with Kreuzer Consulting Group in the amount of \$32,540 to conduct a hydraulic study and prepare plans and specifications for the drainage and curbs and gutter work in conjunction with the Community Association's paving work in the 500 Block of Emerald Bay. The motion was seconded James Flynn and passed unanimously.*

**NEW BUSINESS**

Michael Dunbar reported that the beach restroom trailer on north beach at the rear of 118 Emerald Bay has set up a temporary power pole for the electrical connections and will be fully installed prior to Memorial Day and will be in place until the middle of October.

Manager Dunbar reported that he met with Steve Andrews, the outside consultant to discuss the roadway tunnel and handrail structure report.

**CORRESPONDENCE**

None

**GENERAL MANAGER'S REPORT**

Michael Dunbar reported his April 2021 activities to the Board of Directors.

**AD HOC REPORTS**

**DIRECTOR'S COMMENTS**

None

The next Board meeting is scheduled for Wednesday, June 16, 2021.

**LEGAL COUNSEL'S REPORT**

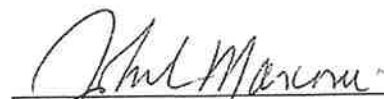
General Counsel, Allison Burns, reported on various matters that she has been working with the General Manager, Michael Dunbar.

**CLOSED SESSION**

The Board went into Closed Session at 6:55 p.m. There was no reportable action taken by the Board.

**ADJOURNMENT**

The meeting was adjourned at 7:10 p.m.

  
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John Marconi, President

  
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Cathy Lovitt, Recording Secretary