



## Kensington Community Services District Board of Directors Meeting Minutes

Thursday, November 13, 2025  
Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

### Special Meeting (Closed Session) – 6:30 p.m.

1. **Call to Order** [inaudible]

Director Spath called the special meeting to order at 6:34 p.m.

2. **Roll Call** [inaudible]

Present: Directors Rick Artis, Alexandra Aquino-Fike (arrived 6:36 p.m.), Sylvia Hacaj, Sarah Gough, Daniel Levine, Danielle Madugo, Rodney Paul, David Spath, and Jim Watt.

Staff: Interim General Manager (IGM) David Aranda, KCSD Consultant Mary A. Morris-Mayorga, and KCSD Consultant Raychel Jackson.

3. **Special Meeting Agenda Item Public Comments** [inaudible]

None.

4. **Convene to Closed Session** [inaudible]

The Board convened to closed session at 6:35 p.m. to discuss one item.

5. **Announcements from Closed Session** [inaudible]

Director Spath announced that the Board gave direction to legal counsel.

6. **Adjourn Special Meeting** [inaudible]

Director Spath adjourned the special meeting at 7:08 p.m.

### Regular Meeting - 7:00 p.m.

1. **Call to Order** [inaudible]

Director Spath called to order the regular meeting at 7:09 p.m.

2. **Roll Call** [inaudible]

Present: Directors Rick Artis, Alexandra Aquino-Fike, Sylvia Hacaj, Sarah Gough, Daniel Levine, Danielle Madugo, Rodney Paul, David Spath, and Jim Watt.

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Staff: Interim General Manager (IGM) David Aranda, KCSD Consultant Mary A. Morris-Mayorga, and KCSD Consultant Raychel Jackson.

3. **President's Comments** [inaudible]

None.

4. **Public Comment** [inaudible]

- Addressing the Board was Kensington Library Manager Jenny Rockwell who expressed interest in having the library involved in the fire safety program.

**Consent Calendar** [TS 59:30]

- Motion by Director Levine, second by Director Hacaj, to adopt the Consent Calendar, carried unanimously (9-0) by the following roll call vote: AYES: Directors Artis, Aquino-Fike, Hacaj, Gough, Levine, Madugo, Paul, Spath, and Watt.
5. Approved the KCSD regular meeting minutes of October 9, 2025.
  6. Received and filed the October 2025 financial statements for KPPCSD and KFPD.
  7. Approved bills paid by KPPCSD and KFPD for October.

**Discussion and Action**

8. **Discussion and direction to finalize the GM recruitment brochure.** [TS 1:02:34]

IGM Aranda asked for board input on the brochure. There was discussion about the logo, terminology of the title, benefits package, filing date, and minimum qualifications. The board gave direction to IGM Aranda.

9. **Discussion and direction to finalize the October 2025 financial statements for KPPCSD and KFPD.** [TS 1:10:59]

KCSD Consultant Mary A. Morris-Mayorga presented an update on district funds (i.e. the status of where the district's money is held; payment of bills and collection of revenue; and financial and budget for actual information.

- Addressing the Board was Gail Feldman who expressed appreciation for the information.

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10. **Approval of budget amendments to the Fire District operations.** [[TS 1:15:58](#)]

KCSD Consultant Mary A. Morris-Mayorga noted some minor budget adjustments to the FY2026 budget. She responded to questions from board members regarding a consolidated budget and consultant costs.

- Motion by Director Paul, second by Director Madugo, to approve the amended budget amendments, carried unanimously (9-0) by the following roll call vote: AYES: Directors Artis, Aquino-Fike, Hacaj, Gough, Levine, Madugo, Paul, Spath, and Watt.

11. **Determining if a majority of board members wish to move forward with any of the Capital Projects attached or wait until a strategic planning session has taken place.**

[[TS 1:21:58](#)]

IGM Aranda asked the board about direction on the proposed capital projects. Following board discussion, general consensus was to table discussion for a future planning session.

12. **Motion to receive and file the SB-165 Annual Report for the Kensington Police Protection and Community Services District Supplemental Police Tax which shows compliance for fiscal year 2025.** [[TS 1:38:45](#)]

IGM Aranda summarized the recommended action.

- Motion by Director Hacaj, second by Director Levine, to receive and file the report from NBS related to the SB-165 Annual Report, carried unanimously (9-0) voice vote.

13. **Presentation of the current organizational structure for KCSD.**

Interim General Manager David Aranda highlighted the organizational structure and introduced the respective staff.

**Reports and Director's Comments**

14. **Police Chief's Monthly Report.** [[TS 1:40:25](#)]

Chief of Police Mike Gancasz provided highlights from the October 2025 report that included: Patrol Operations, Traffic Safety, CHP DUI/DUID Grant Activity, Volunteers in Police Services, Kensington Community Parade, 2025 DEA National Drug Take-Back, and Halloween activities.

15. **Fire Chief's Monthly Report.** [[1:45:39](#)]

The report was part of the agenda packet. No questions were raised.

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16. **Emergency Preparedness Monthly Report.** [\[TS 1:46:26\]](#)

Emergency Preparedness Coordinator Johnny Valenzuela submitted the November 2025 report as part of the agenda packet. Highlights included Red Flag Ready Fest, Firewise Development, Hazardous Vegetation Removal Grant Program, Fall shredding event, sandbag distribution, and Fire Department Toys for Tots Drive.

17. **General Manager's Monthly Report.** [\[TS 1:47:34\]](#)

IGM David Aranda presented updates from his report for October 1, 2025 through November 3, 2025 that included: upcoming street sweeping, Chief of Police Gancasz's contract extension, and Bayview's rate increase in January 2026. Regarding the Parks Report, Director Hacaj suggested contacting the three residents who haven't activated their Mills Bin. Director Levine asked about ADA accessible curb upgrades. IGM Aranda said he would investigate these issues.

18. **KCSD Consultant's Monthly Report.** [\[TS 1:52:56\]](#)

KCSD Consultant Mary A. Morris-Mayorga highlighted project planning efforts for the next general manager (i.e. website, administrative processes, Zoom improvements, and future financial forecasts with Ridgeline). Director Watt asked to see a reconciliation of expenses for fiscal year 2025. Consultant Mary A. Morris-Mayorga said the information would be provided in the Fiscal Year 2026/27 audit.

19. **Director's Comments.** [\[TS 2:03:57\]](#)

- Director Hacaj commented that some photos on the general manager's recruitment brochure should be included on the website. She encouraged better coordination of the fire safety program with the KCC, school and library.
- Director Madugo commented on the school's response to extreme wildfire hazards, and that the PTA is interested in crossing guard funding.

**Adjournment** [\[TS 2:07:00\]](#)

Director Spath adjourned the meeting at 8:40 p.m. The next regular meeting of the KCSD is scheduled for Thursday, December 11, 2025.

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SUBMITTED BY:

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*Lynelle M Lewis*  
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Lynelle M. Lewis, District Clerk of the Board

APPROVED: December 11, 2025

Signed by:  
*David Aranda*  
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David Aranda, Interim General Manager

Signed by:  
*David Spath*  
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David Spath, President of the Board

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