

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**BOARD OF DIRECTORS MEETING MINUTES**

Arlington Community Church

52 Arlington, Kensington, CA

**January 9, 2020**

**Special Closed Session (7:00 p.m.)**

**1. Call to Order/Roll Call**

President Deppe called to order the special closed session meeting at 7:00 p.m. Directors Cyrus Modavi, Rachele Sherris-Watt, and Eileen Nottoli were present at roll call.

General Counsel Jon Holtzman was present in the absence of General Counsel Ann Danforth. Mr. Holtzman recused himself from the closed session discussion.

**2. Public Comment**

Lynn Wolter asked about the methodology for evaluating the General Manager.

**3. Closed Session**

The Board adjourned to Closed Session.

**Regular Meeting (7:30 p.m.)**

**4. Call to Order/Roll Call**

President Deppe called to order the regular meeting at 7:30 p.m. Directors Cyrus Modavi, Rachele Sherris-Watt, Eileen Nottoli, and Sylvia Hacaj were present at roll call.

Staff present included: General Manager Tony Constantouros, General Counsel Jon Holtzman for Ann Danforth, Interim Chief of Police Steve Simpkins, and District Finance and Business Manager Katherine Korsak.

**5. Public Comment**

Julie Stein presented a letter dated January 9, 2020 addressed to the Kensington Police Protection District from Kensington Fire Protection District urging the two boards to form a 2x2 joint committee to hold publicly noticed meetings concerning the future housing of the Kensington Police and Fire Departments.

**6. Board/Staff Communications**

General Manager Constantouros provided an overview of the agenda items that were being presented for Board consideration. He reported that Glass and Associates notified the District that the completion date for the community center has been moved to March. In response to questions raised by the Board, General Manager Constantouros said that the delay is due to delivery of materials to contractor.

Interim Chief of Police Steve Simpkins presented an update on the Kensington Police Department (KPD) response times, call types and categories of crime. He pointed out that

the crime statistics show positive improvement. He reported that Officer Rodney Martinez had resigned from the KPD and that recruitment efforts were currently underway. He also reported on his community outreach efforts. Next, he reported that a policy for body worn cameras had been drafted and would be provided at the next Board meeting. Chief Simpkins also reported that staff would provide a report to the Finance Committee on the need to replace the computers in the patrol cars and police radios. Additionally, Chief Simpkins reported that the KPD website had been updated with a new complaint form and procedures for using the form. Lastly, he reported that KPD officers participated in an active shooters drill in Oakley.

#### **7. Naming of Committee Members and Board Coordinators**

President Deppe announced that he would defer naming members to serve on District committees and boards until February. However, he did announce that Director Hacaj would serve as the Solid Waste Coordinator and President Deppe would serve as chair of the Finance Committee. Director Modavi asked about Brown Act Training and President Deppe said that training would be provided in the future.

#### **8. Proposal for New Computer Systems and Software for Office**

Chief Simpkins reported that the current desktops at KPPCSD offices are outdated and are running on Windows 7. Based on their age and that Microsoft will be discontinuing support for Windows 7 on January 14, 2020, staff recommended workstation upgrades to the Windows 10 operating system. Rubiconn, LLC, the current information technology provider, submitted a proposal for replacing the office work stations, including the upgrade to Microsoft Office 365. The anticipated total of cost is \$12,441. Chief Simpkins responded to questions raised by the Board.

- Motion by Director Hacaj, seconded by Director Nottoli to approve the proposal by Rubiconn, LLC for the purchase of nine new workstations (\$9,891), one-time migration and new workstation setup (\$2,550), and \$30 mailbox per month. The Board delegated authority to the Chief Simpkins to make minor changes to the contract as necessary. The motion carried (5-0) by the following voice vote: AYES: (Modavi, Sherris-Watt, Deppe, Nottoli, and Hacaj).

#### **9. Proposal to Approve a Contract with Maze and Associates to Provide Oversight and Coordination of District Accounting Activities**

District Finance and Business Manager Katherine Korsak informed the Board about the recent outsourcing of the payroll function to Paylocity. The approximate annual cost is \$3,632 for the 1<sup>st</sup> year and \$3,121 for every year thereafter. Next, she presented a proposal to engage Maze and Associates to provide oversight and coordination of District accounting activities to ensure good internal control. The initial annual cost is projected at approximately \$20,000 with future annual costs projected at \$15,000. She pointed out that this action will result in a cost decrease. A question and answer period ensued regarding costs and whether the contract had appropriate legal review. Following the discussion, the Board asked that the General Counsel review the contract.

- Motion by Director Sherris-Watt, seconded by Director Nottoli, to approve the contract with Maze and Associates for general accounting services and oversight of financials subject to review of General Counsel. The motion carried (4-1) by the following vote: AYES (Sherris-Watt, Deppe, Nottoli, and Hacaj) and NOES (Modavi).

**Adjournment**

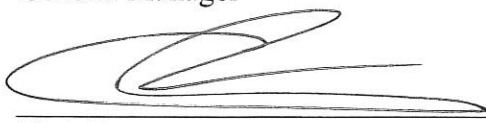
President Deppe adjourned the meeting at 9:33 p.m.

SUBMITTED BY:

  
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Lynelle M. Lewis  
District Clerk of the Board

APPROVED: February 13, 2020

  
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Tony Constantouros  
General Manager

  
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Chris Deppe  
President of the Board