

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, February 8, 2024

Special and Regular Meeting (Hybrid)

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

1. **Call to Order** [*Video not captured*]

President David Spath called the regular meeting to order at 6:35 p.m.

2. **Roll Call** [*Video not captured*]

Vice-President Alexandra Aquino-Fike, Director Cassandra Duggan, Director Sarah Gough, Director Sylvia Hacaj, and President David Spath were present at roll call.

Staff present included Interim General Manager David Aranda, General Counsel Ann Siprelle (via Zoom) and Clerk of the Board Lynelle M. Lewis.

Public Comment [*Video not captured*]

None.

Adjourn to Closed Session [*Video not captured*]

The Board adjourned to the closed session meeting to discuss one item.

Regular Meeting - 7:00 p.m.

1. **Call to Order**

President David Spath called the regular meeting to order at 7:03 p.m.

2. **Roll Call**

Vice-President Alexandra Aquino-Fike, Director Cassandra Duggan, Director Sarah Gough, Director Sylvia Hacaj, and President David Spath were present at roll call.

Staff present included Interim General Manager David Aranda, General Counsel Ann Siprelle (via Zoom) and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments** [\[TS 6:34\]](#)

President Spath thanked persons who attended the Town Hall Meeting on the Hazardous Mitigation Plan. He announced that additional comments should be sent to him or Interim General Manager Aranda.

President David Spath announced that in the closed session meeting, the Board ad gave direction to Counsel.

4. **Public Comment** [\[TS 7:25\]](#)

None.

Consent Calendar [\[TS 7:31\]](#)

- Motion by Director Hacaj, seconded by Director Duggan, to approve the Consent Calendar as presented, carried (4-0-1) by voice vote. Director Gough abstained from voting.
5. Approved meeting minutes for the Regular Meeting of January 11, 2024.
6. Received the January 2023 bills paid and December Financial statements.

Discussion and Action

7. **Presentation and Approval of the Fiscal Year 2023 Audit.** [\[TS 9:13\]](#)

Paul Kaymark of Nigro & Nigro presented an overview of the dashboard of audited financial statements June 30, 2023 versus 2022 and the Independent Auditors' Report.

- Addressing the Board was A. Stevens Delk who commented that the net solid waste franchise fee revenues should correspond to the rate increases.

Interim General Manager Aranda said he would look into this and report back at a future meeting.

- Motion by Director Duggan, seconded by Director Gough, to accept the Fiscal Year 2023 Audit, carried (5-0) by roll call vote.

8. **Approval of the Automated License Plate Reader Policy.** [\[TS 33:27\]](#)

Interim General Manager Aranda highlighted the staff recommendation.

- Motion by Director Duggan, seconded by Vice-President Aquino-Fike, to approve the Automated License Plate Reader Policy, carried (5-0) by roll call vote.

9. **Discussion and Direction Regarding the Reorganization Process and the Dissolution of the Reorganization Committee.** [\[TS 35:46\]](#)

Interim General Manager Aranda presented the background for the recommended action. He noted that at the Kensington Fire Protection District (KFPD) board meeting of January 17, 2024 that Board approved the Ridgeline proposal to perform a financial study on KFPD and KPPCSD standing alone as two independent special districts as compared to the two districts reorganizing into one independent special district. The KPPCSD Board had already approved the Ridgeline proposal. A meeting was held with both board presidents and both general managers to assist in coordinating future board meetings in conjunction with the Ridgeline proposal. The KPPCSD will be the entity that signs the contract with Ridgeline and pays the monthly bills as outlined in the Ridgeline proposal and an agreement with KPPCSD and KFPD to have KFPD pay the 50% share of that cost each month by an invoice and appropriate documentation being submitted each month from KPPCSD to KFPD. The goal would be to have Ridgelines work completed and a presentation in July 2024.

Next, President Spath announced the dissolution of the Reorganization Committee.

10. **Final Presentation by the Police Department & District Office Permanent Location Committee and Recommendations.** [\[TS 40:17\]](#)

Vice-President Aquino-Fike and Director Gough gave a presentation on the Committee's purpose, space needs, assumptions, findings, recap of possible options, final recommendations, and ball park cost estimates. They recommended focusing on the property south of the Kensington Library moving forward for a new police building and permanent District offices.

The requested actions were: a) to explore the KPPCSD property south of the Kensington Public Library on the Arlington Avenue as the permanent location for the Kensington Police Department & KPPCSD office, with the first step being authorizing the Interim General Manager David Aranda to enter into an agreement with a firm to survey the parcel, and b) to dissolve the Police Department & District Office Permanent Location Committee effective Feb. 8, 2024.

Board members made comments and questions were raised about: the cost comparisons to move the current portables to the new location, litigation risks, and a detailed list of administrative office needs. Vice-President Aquino-Fike commented that the recommendation only addresses the direction on the site—not how we build.

- Addressing the Board were the following persons: 1) Debra Lane asked about the anticipated tax increase to the community for this project; and 2) Sylvia Elsbury expressed appreciation for the work that was done by the Committee.

- Motion by Director Duggan, seconded by Director Hacaj, to explore the KPPCSD property south of the Kensington Public Library on the Arlington Avenue as the permanent location for the Kensington Police Department & KPPCSD office, with the first step being authorizing the Interim General Manager David Aranda to enter into an agreement with a firm to survey the parcel, with a cost not to exceed \$15,000, carried (5-0) by roll call vote.

President Spath dissolved the Police Department & District Office Permanent Location Committee effective Feb. 8, 2024.

11. Discussion and Approval of the Lieutenant Position Terms of Employment, Job Description and Salary Schedule. [[TS 1:29:51](#)]

Interim General Manager Aranda recapped the recommended action to approve the employment agreement which includes the salary schedule and the job description. He noted that in 2021 the Board approved Resolution No. 2021-13 which acknowledged the need for a Lieutenant position and set a salary schedule for the position. The current action would expand on the resolution so that it is more comprehensive and understandable and updates the salary needs for this position. Police Chief Gancasz supported the recommendation.

- Motion by Director Hacaj, seconded by Director Duggan, that the Board approve the creation of the Lieutenant position, the terms of employment and the salary schedule provided as well as the job description, carried (5-0) by roll call vote.

Comments & Reports

12. Police Chief Report. [[TS 1:36:17](#)]

Police Chief Gancasz announced that his monthly reported had been submitted. He reported that he had extended a job offer for a new police officer. Board members expressed appreciation for the work being done by the officers.

13. General Manager's Report. [[TS 1:42:05](#)]

Interim General Manager Aranda reported that his report highlighted areas going on for KPPCSD in January of 2024 and included a brief financial overview for the first six months of the year. Mr. Aranda responded to questions about a possible budget revision, DUI car usage, pickleball discussions, annual debt transparency filings, and receipt of the per capita park grant funds.

14. **Director Comments.** [[TS 1:53:56](#)]

- Director Duggan commented that she is seeking volunteers to assist with the project to research information on seniors, those with disabilities, mental illness, or other issues who reside in Kensington.

Adjournment [[TS 1:55:12](#)]

President Spath announced that the meeting was adjourned at 8:52 p.m. The next regular meeting is scheduled for March 14, 2024.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: March 14, 2024

David Aranda, Interim General Manager

David Spath, President of the Board