

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, June 9, 2022

Via Teleconference

Draft

Special Meeting (Closed Session) – 6:00 p.m.

Call to Order [TS 6:53]

President Sylvia Hacaj called the Special Meeting to order at 6:01 p.m.

Roll Call [TS 7:14]

Director Chris Deppe, Vice-President Mike Logan, Director Eileen Nottoli, Director Rachelle Sherris-Watt, and President Sylvia Hacaj were present at roll call.

Staff present included Interim General Manager Tony Constantouros, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda Public Comments [TS 7:33]

1. Teleconference Meetings During State of Emergency. [TS 7:53]

- Motion by Director Deppe, seconded by Director Sherris-Watt, to adopt Resolution No. 2022-10 making findings and determining a need to continue holding remote meetings by teleconference, carried (4-1) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and Hacaj; (NOES) Director Logan; and (ABSENT) None.

Resolution No. 2022-10 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Making Findings And Determining A Need To Continue Holding Remote Meetings By Teleconference.

Adjournment to Closed Session [TS 9:18]

President Hacaj announced that the Board would go into Closed Session to discuss two items.

Regular Meeting - 7:00 p.m.

Announcement from Closed Session [TS 1:19:47]

President Hacaj announced that in Closed Session the Board gave direction to its labor negotiator.

Call to Order [TS 1:20:03]

President Sylvia Hacaj called the Regular Meeting to order at 7:13 p.m.

Roll Call [[TS 1:20:16](#)]

Director Chris Deppe, Vice-President Mike Logan, Director Eileen Nottoli, Director Rachelle Sherris-Watt, and President Sylvia Hacaj were present at roll call.

Staff present included Interim General Manager Tony Constantouros, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

Public & Consent Calendar Comments [[TS 1:20:37](#)]

- The following persons addressed the Board: 1) Vida Dorroh asked for the number of meeting attendees; 2) A. Stevens Delk reviewed the parks and recreation history and the role of the Kensington Community Council (KCC); 3) Steve Simirin asked the Board's position on consolidating the police and fire boards and on the petition about relocation of the Police Department; 4) Sylvia Elsbury commented on the KCC's relationship with the Outlook; and 5) David Fike asked about the status of the joint meeting with the Kensington Fire Protection District (KFPD).

Consent Calendar [[TS 1:33:46](#)]

- Motion by President Hacaj, seconded by Director Sherris-Watt, to adopt the Consent Calendar Items 1-3, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

1. Meeting Minutes for the Special and Regular Meeting May 12, 2022 and the Special Meeting of May 27, 2022.

Approved meeting minutes.

2. April 2022 Financial Reports.

Received and accepted financial reports.

3. Police Department Annual Report to the Board.

Received and accepted the report.

Discussion and Action

4. Ordering, Consolidating and Specifying the Election Order for the November 8, 2022.
[[TS 1:34:47](#)]

Interim General Manager Anthony Constantouros introduced the recommended action to start the election process for three directors in November.

- Motion by President Hacaj, seconded by Director Sherris-Watt, to adopt Resolution No. 2022-11

ordering the election of three Directors at the November 8, 2022 Statewide General Election, consolidation of elections with Contra Costa County, and specifications of the election order, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

Resolution No. 2022-11 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Ordering The Election Of Three Directors At The November 8, 2022 Statewide General Election, Consolidation Of Elections With Contra Costa County, And Specifications Of The Election Order.

5. **Kensington Park Assessment District Levy.** [[TS 1:37:50](#)]

President Hacaj reviewed the recommended action.

- Motion by President Hacaj, seconded by Vice-President Logan, to adopt Resolution No. 2022-12 authorizing the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2022-23 pursuant to the Landscaping and Lighting Act of 1972, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

Resolution No. 2022-12 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Authorizing The Assessment And Ordering The Levy For The Kensington Park Assessment District (The “District”) For Fiscal Year 2022-23 Pursuant To The Landscaping And Lighting Act Of 1972.

6. **Establishment of the Appropriations Limit Calculations for Fiscal Year 2022-23.** [[TS 1:40:37](#)]

Interim General Manager Anthony Constantouros reviewed the recommendation.

- Motion by Director Sherris-Watt, seconded by Vice-President Logan, to adopt Resolution No. 2022-13 affirming the establishment of the appropriations limit for Fiscal Year 2022-23, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

Resolution No. 2022-13 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Affirming The Establishment Of The Appropriations Limit For Fiscal Year 2022-23.

7. **Preliminary Budget Presentation.** [[TS 1:43:08](#)]

Interim General Manager Anthony Constantouros reported that District staff was unable to complete a draft budget in time for review and adoption and recommended scheduling a special meeting to consider and adopt the FY2022-23 budget.

- The following persons addressed the Board: 1) Steve Simirin commented on the wording of the proposed motion; 2) Paul Dorroh suggested coordinating the joint meeting with KFPD at the

special meeting; and 3) Gail Feldman asked about the spending authority if the budget is not adopted by July 1.

- Motion by President Hacaj, seconded by Vice-President Logan, to adopt Resolution No. 2022-14 authorizing consideration of the budget at a special meeting and that special meeting could be after June 30th and consideration could include potential adoption, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

Resolution No. 2022-14 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Authorizing The Adoption Of The 2022-2023 Budget At A Regular Or Special Meeting.

8. **Extend KCC Recreation Services Agreement.** [[TS 1:54:20](#)]

General Counsel Ann Danforth presented the recommended action.

- Motion by President Hacaj, seconded by Director Sherris-Watt, to approve the extension of the current KCC agreement until the end of August 2022 subject to any other potential minor changes, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

9. **Social Media Policy.** [[1:57:18](#)]

District General Counsel Ann Danforth presented the recommended action to adopt the draft resolution enacting a social media policy. Board members provided comments and asked about responsibility for managing dissemination of information.

- The following persons addressed the Board: 1) Paul Dorroh requested returning to in-person meetings; 2) Vida Dorroh commented on the dates on the KCC agreement; and 3) Danielle Madugo said she appreciates the Kensington Police Department’s Facebook postings.
- Motion by Director Deppe, seconded by President Hacaj, to adopt Resolution No. 2022-15 adopting Policy 3190.3, carried (4-1) by the following roll call vote: (AYES) Directors Deppe, Logan, Sherris-Watt, and Hacaj; (NOES) Director Nottoli; and (ABSENT) None.

Resolution No. 2022-15 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Adopting Policy 3190.3 (Social Media Policy).

Comments & Reports

10. Director Comments. [[TS 2:15:40](#)]

Director Sherris-Watt welcomed returning Interim General Manager Anthony Constantouros. She commended Police Chief Mike Gancasz on the excellent Police Department Annual Report.

11. General Manager Comments. [[TS 2:16:45](#)]

Interim General Manager Anthony Constantouros asked the Board to set a date for the Special Meeting on the budget, and the Board agreed on Thursday, June 30th at 6:00 p.m. Next, Mr. Constantouros provided updates on the Neilson Park project, the Strategic Plan, the Highland Blvd. drain survey report, the temporary El Cerrito location for the Police Department, and the upcoming ballot measure. Director Nottoli suggested that the Board consider, at a future meeting, donating the storm drain parcel on Highland Blvd. to the school.

12. Board Correspondence.

The KCC Recreation Office Report for June 2022 was filed with the Board.

Adjournment [[TS 2:32:07](#)]

President Hacaj adjourned the meeting at 8:27 p.m.

The next regular meeting is scheduled for Thursday, July 14, 2022.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: July 14, 2022

Tony Constantouros, Interim General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**BOARD OF DIRECTORS MEETING MINUTES****Thursday, June 30, 2022****Via Teleconference****Draft****Regular Meeting - 7:00 p.m.****Call to Order** [TS 4:01]

President Sylvia Hacaj called the Special Meeting to order at 6:01 p.m.

Roll Call [TS 4:20]

Director Chris Deppe, Vice-President Mike Logan, Director Eileen Nottoli, Director Rachelle Sherris-Watt, and President Sylvia Hacaj were present at roll call.

Staff present included Interim General Manager Tony Constantouros, General Counsel Ann Danforth, Chief of Police Mike Gancasz, Director of Finance Lisa Mundis, and Clerk of the Board Lynelle M. Lewis.

Discussion and Action**1. Fiscal Year (FY) 2022-23 Budget.** [TS 6:52]

Interim General Manager Tony Constantouros and Director of Finance Lisa Mundis presented major highlights from the proposed Fiscal Year 2022-23 budget. The key items included: a balanced budget with a small projected surplus; police vehicle leases, operations and fuel items are combined in Fleet Expenses; a 5% Reserve for future projects; 5% Contingency for unanticipated costs during the Fiscal Year; a rough estimate of \$100,000 for the temporary office move; a General Fund Reserve projected at \$2,100,000, and reclassification of the temporary Administrative Assistant position to the new position of permanent full-time Administrative Services Assistant.

- Addressing the Board were the following persons: 1) Jim Watt commented on salaries, the status of the police memorandum of understanding, the reserve policy, and the Bayview refuse account; and 2) Vida Dorroh asked about revenue figures.

The Board asked questions and provided comments. Staff responded to the Board's questions along with those from the public commenters. The Board gave direction to staff on the budget including providing quarterly budget reports along with a mid-year budget revision.

- Motion by President Hacaj, seconded by Director Deppe, that the Board adopt Resolution No. 2022-16 adopting the budget for Fiscal Year 2022-23 and in particular this involves: 1) the Board adopts the budget as presented and amended at this meeting of the Board of Directors; 2) reclassifies the temporary administrative assistant to the full time administrative services assistant at \$35/hour; 3) that the sums of money therein set forth are hereby appropriated from revenues of the District to the departments, functions and activities therein set forth for expenditures during the Fiscal Year 2022-23; and 4) as more precise information

becomes available during the course of the fiscal year, staff is directed to keep the budget in balance, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

2. **Temporary District Location** [[TS 2:41:35](#)]

Interim General Manager Anthony Constantouros presented the recommended action regarding the Quote (\$66,532.06) from Mobile Modular Management Corporation, accepting the proposal to modify the mobile unit located at 10940 San Pablo Avenue, Building B, El Cerrito, CA subject to conditions listed in the Agenda Report and; (2) Allocate \$51,532.06 from Acct. 983 Building Temporary Relocation in the recommended budget.

The Board asked questions about the specifics of the modular modifications, the agreement with the City of El Cerrito, and de-modification costs.

- Addressing the Board were the following persons: 1) Mabry Benson supported moving forward; and 2) Mark Constantini asked why KPPCSD can not move back to 303 Arlington or explore other options.
- Motion by President Hacaj, seconded by Director Deppe, that the Board is authorizing staff to spend an additional \$52,000 to execute a contract with Mobile Modular subject to approval by our General Counsel as to form and details as to timing, breakdown of costs, and attachment of an exhibit that adequately describes the improvements in question, for signature by the General Manager, and in addition makes it contingent on execution of a contract with El Cerrito if that is not completed by the July 19th date that we anticipate, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj; (NOES) None; and (ABSENT) None.

3. **Teleconference Meetings During State of Emergency.** [[TS 3:08:11](#)]

The Board directed staff to come back with information about hybrid meetings and air ventilation in the Community Center.

- Motion by Director Deppe, seconded by Director Sherris-Watt, to adopt Resolution No. 2022-17 making findings and determining a need to continue holding remote meetings by teleconference, carried (4-1) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and Hacaj; (NOES) Director Logan; and (ABSENT) None.

Resolution No. 2022-17 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Making Findings And Determining A Need To Continue Holding Remote Meetings By Teleconference.

Adjournment [[TS 3:11:59](#)]

President Hacaj adjourned the meeting at 9:10 p.m.

The next regular meeting is scheduled for Thursday, July 14, 2022.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: July14, 2022

Tony Constantouros, Interim General Manager

Sylvia Hacaj, President of the Board