

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, June 29, 2021

Via Teleconference

Special Meeting

Call to Order [TS 5:34]

President Sylvia Hacaj called to order the Special Meeting of the Board of Directors at 7:01 p.m.

Roll Call [TS 5:44]

Director Chris Deppe, Vice-President Eileen Nottoli, Director Rachelle Sherris-Watt, and President Sylvia Hacaj were present.

Staff present: General Manager Marti Brown, Police Chief Mike Gancasz, General Counsel Ann Danforth, Finance and Business Manager Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

[TS 6:03] President Hacaj announced that due to technical problems with Zoom, the Closed Session meeting would be continued following the adjournment of the meeting.

Public Hearing

1. Appropriations Limit for Fiscal Year 2021-22. [TS 8:05]

Finance and Business Manager Katherine Korsak presented the recommended action to approve and adopt a resolution affirming the establishment of the appropriations limit for FY 2021-22.

- Motion by President Hacaj, seconded by Director Deppe, to adopt Resolution No. 2021-09 affirming the establishment of the appropriations limit for Fiscal Year 2021-22 pursuant to the attachments in the amount of \$5,048,492, carried unanimously carried (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

Resolution No. 2021-09 – 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 2021-22.

2. FY 2021-22 Budget [TS 14:12]

General Manager Marti Brown introduced the recommended action to approve the proposed FY 2021-22 Budget. She highlighted the budget assumptions and changes since the June 10th budget workshop based on Board direction, budgetary corrections, and community input. Chief Gancasz

highlighted the proposed Police Department (PD) structure and the Lieutenant position. Next, Ms. Brown presented the proposed allocation for the relocation from the Public Safety Building (PSB) along with proposed staffing changes.

The Board commented on the budget and asked questions of staff related to hiring of officers, reporting responsibility of the Lieutenant position, cost of the proposed versus current administrative staff, repair costs for Building E, Proposition 68 projects, overtime costs, and deferred maintenance.

The following persons addressed the Board: 1) A. Stevens Delk commented on the Bayview franchise fund, unassigned reserves, and trash can costs; 2) Jim Watt commented on assumptions in the budget related to relocating the PD from the PSB, the police salary schedule, overtime costs, and pension costs; 3) David Spath commented on the low core number of officers and on implementing food waste collection; and 4) Julie Stein, Director KFPD, commented on needed funding for relocation from the PSB and its impact on reserves.

- Motion by President Hacaj, seconded by Director Deppe, to adopt the budget as presented with an amendment to reduce the overtime line to \$120,000 from \$200,000, carried unanimously (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

Discussion and Action

3. Board Vacancy Application Process & Potential Appointment [\[TS 1:42:51\]](#)

General Manager Marti Brown reported that during the open application period, the District received one application from Michael Logan for the Board Director vacancy.

- The following person presented public comment: 1) A. Stevens Delk thanked Mr. Logan for coming forward.
- Motion by President Hacaj, seconded by Director Deppe, to accept the application and appoint Mike Logan to fill the term of Cyrus Modavi through the end of the term in 2022, carried unanimously (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

Board members welcomed Mike Logan to the Board who will be sworn in on July 8. Mr. Logan thanked the Board for their confidence in him.

4. Updated Master Fee Schedule for all KPPCSD Rental Facilities [[TS 1:50:50](#)]

General Manager Marti Brown presented the recommended action and rationale for the proposed Master Fee Schedule. There was Board discussion about the cost effectiveness of renting the main hall for less than four hours. General Manager Brown proposed returning to the Board with an exception policy.

- The following person presented public comment: 1) Mabry Benson commented on the need for policies to address use by community groups and reservation guidelines.
- Motion by President Hacaj, seconded by Director Deppe, to adopt the Fee Schedule as presented with the expectation that clarification of all policies will be brought to the Board in August, carried unanimously (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

Special Closed Session [[TS 2:08:28](#)]

President Hacaj announced that the Board would be meeting in closed session to discuss one item related to conference with real property negotiators (Government Code § 54956.8).

There was no public comment.

Adjournment [[TS 2:09:21](#)]

President Hacaj adjourned the meeting to Special Meeting at 9:05 p.m.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 12, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, July 8 2021

Via Teleconference

Call to Order [[TS 0:12](#)]

President Sylvia Hacaj called to order the Regular Meeting of the Board of Directors at 7:07 p.m.

Closed Session Report [[TS 0.28](#)]

President Sylvia Hacaj announced that there was nothing to report from the June 29th Special Closed Session Meeting.

Oath of Office [[TS 0:42](#)]

President Hacaj administered the oath of office to newly appointed Director Michael Logan.

Roll Call [[TS 2:50](#)]

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

Staff present: General Manager Marti Brown, Police Chief Mike Gancasz, General Counsel Ann Danforth, Finance and Business Manager Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

Public & Consent Calendar Comments [[TS 4:04](#)]

None.

Consent Calendar [[TS 4:30](#)]

1. Regular Meeting Minutes of June 10, 2021.

Item 1 was pulled for two corrections: Add title of “Superintendent of the West Contra Costa Unified School District” to the name of Chris Hurst in in Public Comment; and Add title of “Director of Kensington Fire Protection District” to name of Larry Nagel in Item 4 under comments.

2. May 2021 Financial Reports.

Director Deppe left the meeting at 7:07 p.m.

- Motion by President Hacaj, seconded by Director Logan, to adopt the Consent Calendar with two corrections to the Meeting Minutes, carried (4-0) by the following roll call vote: (AYES) Directors Logan, Nottoli, Sherris-Watt, and Hacaj); and (ABSENT) Deppe.

Discussion and Action

3. Annual Supplemental Special Tax for Police Protection (Measure G), FY 2021-22. [[TS 6:32](#)]

Finance and Business Manager Katherine Korsak presented the recommended action to approve and adopt a resolution to establish the annual Supplemental Special Tax for FY 2021-22. She noted that approving the resolution will increase the overall General Fund by \$26,335 for FY 2021-22.

- Motion by President Hacaj, seconded by Vice-President Nottoli, to adopt and approve the resolution of the Board of Directors to establish the annual Supplemental Special Tax for police protection for FY 2021-22, carried (4-0) by the following roll call vote: (AYES) Directors Logan, Nottoli, Sherris-Watt, and Hacaj); and (ABSENT) Deppe.

Resolution No. 2021-11 – Approve And Adopt The Resolution No. 2021-11 Of The Board Of Directors Of The Kensington Police Protection And Community Services District Establishing The Annual Supplemental Special Tax For Police Protection.

4. Kensington Park Assessment District Levy. [[TS 13:27](#)]

Finance and Business Manager Katherine Korsak presented the recommended action to adopt Resolution 2021-12 authorizing the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2021-22 pursuant to the Landscaping and Lighting Act of 1972. Staff recommended allocating \$79,000 of General Fund monies to the District to fill the shortfall in the budget. Should the Board approve this recommendation, 65% of the financial support for the District would be derived from the General Fund and 35% of the budget would originate from the current levy assessment.

- Addressing the Board were the following persons: 1) A. Stevens Delk commented on the history of the park assessment and on the park's community benefit.
- Motion by Director Sherris-Watt, seconded by President Hacaj, to adopt a resolution authorizing the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2021-22, carried (4-0) by the following roll call vote: (AYES) Logan, Nottoli, Sherris-Watt, and Hacaj; and (ABSENT) Deppe.

Resolution No. 2021-12 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Confirming The Assessment And Ordering The Levy For The Kensington Park Assessment District For Fiscal Year 2021/22.

5. Police Lieutenant Job Classification & Salary Schedule [[TS 26:35](#)]

Chief of Police Michael Gancasz presented the recommended action to adopt a resolution to approve the rank of the Police Lieutenant, the job classification, and salary schedule. Staff recommended establishing the new job classification to satisfy the need for a middle management position that is not a member of the Kensington Police Officers Association.

- Motion by President Hacaj, seconded by Director Logan, to adopt a resolution approving the Police Lieutenant position and salary schedule, carried (4-0) by the following roll call vote: (AYES) Logan, Nottoli, Sherris-Watt, and Hacaj; and (ABSENT) Deppe.

Resolution No. 2021-13 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Service District Approving The Police Lieutenant Job Classification And Salary Schedule.

6. Support Services Manager/Clerk of the Board Job Classification & Salary Schedule.
[[TS 34:24](#)]

General Manager Marti Brown presented the recommended action, rationale, and background to approve the new classification and salary schedule for the Support Services Manager/Clerk of the Board (SSM-CoB) position. She said the proposed position would combine the job functions of Police Services Specialist, Clerk of the Board, and Administrative Assistant into one full-time management position.

Board members commented and asked questions about the correlation of the job functions (police, parks, and administration). There was considerable discussion about the fit of the SSM-CoB and the Police Specialist.

- Addressing the Board were the following persons: 1) Marilyn Stollon commented on the Police Specialist position and asked about benefits for the SSM-CoB position; 2) A. Stevens Delk commented on receptionist duties; 3) Julie Stein, Board Member Kensington Fire Protection District, commented on the Clerk of the Board position and on a possible opportunity to join forces with KFPD for a shared full-time position.

Following discussion, there was consensus to direct the General Manager and Police Chief to return to the Board after they have had an opportunity to address the questions raised.

- Motion by President Hacaj, seconded by Director Sherris-Watt, to table the current resolution that defines the SSM-CoB position and come back to the Board with a new proposal as soon as practical, carried (4-0) by the following roll call vote: (AYES) Logan, Nottoli, Sherris-Watt, and Hacaj; and (ABSENT) Deppe.

Director Comments & Reports

7. **Director Comments.** [[TS 1:22:12](#)]

None.

8. **General Manager Comments.** [[TS 1:22:31](#)]

None.

Adjournment [[TS 1:22:37](#)]

President Hacaj announced that the next Regular Meeting is scheduled for August 12, 2021.

President Hacaj adjourned the meeting at 8:24 p.m.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 12, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, August 5, 2021

Via Teleconference

Special Meeting

Call to Order [[TS 8:22](#)]

President Sylvia Hacaj called to order the open session of the Special Meeting of the Board of Directors at 7:01 p.m.

Roll Call [[TS 8:39](#)]

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

Staff present: General Manager Marti Brown, General Counsel Ann Danforth, Finance and Business Manager Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

Public Comment [[TS 9:10](#)]

None.

1. General Manager Recruitment. [[TS 9:37](#)]

General Manager Marti Brown introduced CPS HR Consulting Lead Recruiter Pam Darby who presented recommendations for the Board to consider on the recruitment of the permanent General Manager in order to attract more qualified candidates. Director Nottoli requested comparable salaries from 8-10 districts and communities. She also asked about CalPERS coverage and General Counsel Danforth pointed out that KPPCSD's contract with CalPERS contract is limited to public safety employees. CPS HR Consulting will provide the comparable salaries and compensation packets for the Board's review.

Adjourn To Closed Session [[TS 27:15](#)]

President Hacaj adjourned the Special Meeting at 5:23 p.m.

The Board adjourned to the 5:30 Closed Session Meeting via teleconference: 1) to interview and discuss candidates for the position of Interim District General Manager; and 2) for a conference with real property negotiators related to properties: 217 Arlington Avenue and 303 Arlington Avenue.

Adjournment [[TS 27:45](#)]

President Hacaj adjourned the Special Meeting at 5:23 p.m.

Announcement From Closed Session

President Hacaj reported the Board adjourned the Special Closed Session Meeting at 9:59 p.m. Director Deppe was absent from this meeting. There was no information to report.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 12, 2021

Marti Brown, General Manager

Sylvia Hacaj, President of the Board