

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, August 10, 2023

Special & Regular Meetings (Hybrid)

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

Call to Order [TS 6:19]

President Aquino-Fike called the meeting to order at 6:35 p.m.

Roll Call [TS 6:34]

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

Staff present included Interim General Manager David Aranda and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda Item Public Comments [TS 6:52]

None.

Adjourn to Closed Session [TS 7:14]

The Board adjourned to closed session at 6:35 p.m. to discuss public employment pursuant to Section 54957(b)(1): General Manager.

Announcements from Closed Session [TS 32:35]

President Aquino-Fike announced that in Closed Session, the Board has instructions for the General Counsel .

Regular Meeting - 7:00 p.m.

1. **Call to Order** [TS 32:47]

President Aquino-Fike called the meeting to order at 7:01 p.m.

2. **Roll Call** [TS 32:53]

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

Staff present included Interim General Manager David Aranda and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments** [[TS 33:13](#)]

President Aquino-Fike commented that the next few weeks would be busy as teachers, parents, and children prepare for upcoming school year. She announced that the Great Kensington Cleanup Week will take place September 18-22 when Bay View Refuse will take away larger items on the normal garbage pickup day. President Aquino-Fike thanked Bay View Refuse for making this expanded event possible. In concluding, President Aquino-Fike noted that due to vacations, activity on District priorities have been slower, but she projected that things would be ramping up.

4. **Public Comment** [[TS 1:03:15](#)]

- Addressing the Board were the following persons: 1) A. Stevens Delk commented on Bayview garbage rate schedules for residential versus commercial customers; and 2) Elaine Stelton commented on the need for purchasing electronic license plate readers.

Consent Calendar [[TS 1:08:45](#)]

- Motion by Director Hacaj, seconded by Director Duggan, to adopt Items 5 and 6 on the Consent Calendar, carried (5-0) by voice vote.

5. **Minutes for the Special/Regular Meetings of July 13, 2023.**

Approved.

6. **Receive and File Financial Reports and Ratify the July 2023 Bills Paid.**

Filed.

Comments & Reports

7. **Police Chief Report.** [[TS 1:12:33](#)]

Acting Lieutenant Amit Nath reported that the July 2023 Police Chief's Report had been submitted as part of the agenda packet. Next, he presented updates on the following: 1) National Night Out was a huge success; 2) the Police Department will be assisting the Boy Scouts with refurbishment of the flag pole and benches in the park on August 19-20; 3) a conditional offer of employment has been presented by Chief Gancasz, and it is projected that the employee will begin in the net 2-4 weeks. Next, Boy Scout Master Robert MacDonald, Troop 100, reported on their upcoming projects.

8. **General Manager's Report.** [[TS 1:18:16](#)]

Interim General Manager Aranda said that his written report and the KCC Recreation Office Report had been submitted as part of the agenda packet.

9. **Verbal Update from the Ad Hoc Consolidation Committee.** [[TS 1:19:32](#)]

Director Duggan pointed out that the Board agreed to change the committee's name to the Reorganization Committee. President Aquino-Fike reminded staff to update the name on future agendas. Director Spath reported that he and Director Hacaj reviewed the draft request for proposal (RFP) for fiscal analysis with representatives from the Kensington Fire Protection District (KFPD) and provided an updated draft to General Manager Aranda for review. Following final review by KPPCSD, the RFP will be forwarded to the KFPD board for their review and comment.

President Aquino-Fike reported that the Ad Hoc Police Department and District Offices Permanent Relocation Committee anticipates receiving an update from the Board of Directors of the Unitarian Universalist Church of Berkeley regarding their willingness to engage in formal negotiations around leasing property.

10. **Verbal Update by the Police Department and District Office Permanent Location Ad Hoc Committee.** [[TS 1:22:31](#)]

President Aquino-Fike reported that the Ad Hoc Police Department and District Offices Permanent Relocation Committee anticipates receiving an update from the Board of Directors of the Unitarian Universalist Church of Berkeley regarding whether they are willing to engage in formal negotiations around leasing property.

11. **Director Comments.** [[TS 1:24:47](#)]

Director Gough emphasized the upcoming Great Kensington Clean Up event planned for September 18-22 in conjunction with Bayview Refuse. She thanked Boy Scout Troop 100 and the KPD for volunteering to refurbish benches in the park. Lastly, Director Gough suggested discussing the establishment of a park and green space committee.

Director Duggan pointed out that help is available during the Great Kensington Clean Up for elderly or disabled residents, and urged residents to contact General Manager Aranda if they need assistance. Next, she expressed support for establishing a parks and green space committee and requested an upcoming agenda item regarding the Kensington paths.

Director Spath asked General Manager Aranda about instructions for hazardous waste disposal during the clean up event. He expressed appreciation for the KPD's attendance at the National Night Out event.

Director Hacaj expressed support for the upcoming Great Kensington Clean Up event.

Discussion and Action

12. Receive and File 2022 Fiscal Year Audit after the Presentation by Nigro and Nigro.

[\[TS 34:58\]](#)

Paul Kaymark of Nigro & Nigro provided an overview of the audit for fiscal year ending June 30, 2022. Director Spath asked why franchise fees were unassigned and about the reserve policy. Mr. Kaymark said the Board would have to set policy to assign these categories.

- Addressing the Board was the following person: 1) A. Stevens Delk commented that the Board needs to address restriction of Bayview franchise fees.

Interim General Manager noted that the restricted funds issue is being sorted out with consultants Eide Bailey, and an answer will be brought to a future meeting in about 90 days.

- Motion by President Aquino-Fike, seconded by Director Spath, to receive, file and accept the fiscal year 2022 audit, carried (5-0) by unanimous voice vote.

13. Discuss and Adopt Resolution No. 2023-03 (Revision #2) Authorizing Appointment of the General Manager as Treasurer and Authorizing Transfer of Treasurer Authority from Contra Costa County to the Board of Directors of the Kensington Police Protection and Community Services District. [\[TS 1:34:15\]](#)

Interim General Manager Aranda presented background information on the recommended action. He pointed out that the Board approved the District moving District funds out of the county bank and savings accounts into Five Star Bank for better control of the District's money. Subsequently, the Interim General Manager along with the District's financial consultants met with various financial officials in the County. The County Clerk for the Board of Supervisors determined that the resolution approved by the Board back in April was not sufficient to meet their requirements for this separation. Therefore, staff is presenting a revised resolution that will hopefully meet the County's requirements and allow the District to withdraw its funds from the County.

- Motion by Director Duggan, seconded by Director Gough, to adopt Resolution No. 2023-03 (Revised) authorizing appointment of the General Manager as Treasurer and authorizing transfer of Treasurer authority from Contra Costa County to the Board of Directors of the Kensington Police Protection and Community Services District, carried (5-0) by voice vote.

Resolution No. 2023-03 (Revision #2), A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Authorizing Appointment Of The General Manager As Treasurer And Authorizing Transfer Of Treasurer Authority From Contra Costa County To The Board Of Directors Of The Kensington Police Protection And Community Services District.

Adjournment [[TS 1:41:30](#)]

President Aquino-Fike adjourned the meeting at 8:10 p.m.

The next regular meeting is scheduled for September 14, 2023. Interim General Manager Aranda reminded the Board of a September 17th presentation by Good Guest Kensington, and noted that there will be no staff present or Zoom available. Since the presentation is specific for the Board, it will be posted and open to the public.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: September 14, 2023

David Aranda, Interim General Manager

Alexandra Aquino-Fike, President of the Board