

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, September 9, 2021

Via Teleconference

Draft

Special Closed Session Meeting

Call to Order [[TS 10:00](#)]

Vice-President Nottoli called the meeting to order at 6:08 p.m.

Roll Call [[TS 10:13](#)]

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

Staff present included Interim General Manager Richard Benson and General Counsel Ann Danforth were present.

Public Comment [[TS 11:06](#)]

None.

Adjournment to Closed Session [[TS 11:22](#)]

The Board adjourned to Closed Session to consider one item.

Regular Meeting

Call to Order [[TS 1:20:20](#)]

President Hacaj called the meeting to order at 7:18 p.m.

Announcement from Closed Session [[TS 1:20:36](#)]

President Hacaj reported that the Board gave direction to Interim General Manager Benson to continue pursuing negotiations for housing the Police Department.

Roll Call [[TS 1:21:18](#)]

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

Staff present included Interim General Manager Richard Benson, General Counsel Ann Danforth, Lieutenant Brad Harms, Finance Director Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

Public & Consent Calendar Comments [\[TS 1:24:19\]](#)

- The following persons addressed the Board: 1) Kensington Fire Protection District (KFPD) President Larry Nagel reported that the KFPD anticipates construction on the seismic upgrade to begin in April 2022, and urged the Board to give high priority to finding the Police Department temporary quarters before that time; 2) KFPD Director Kevin Padian asked when the financial consultant would return to provide additional financial projections; and 3) Katie Gluck asked what percentage of police force is completely vaccinated.

Consent Calendar [\[TS 1:32:40\]](#)

- Motion by President Hacaj, seconded by Director Logan, to adopt the Minutes (Item 1) with a correction (change City of Willits to City of Willows), carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt and Hacaj.
- Motion by President Hacaj, seconded by Director Sherris-Watt, to approve Items 2 and 3 on the Consent Calendar, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt and Hacaj.

1. Special and Regular Meetings of August 12.

Approved as amended.

2. July 2021 Financial Reports.

Received and accepted financial reports.

3. Contract with Interim General Manager Richard Benson.

Approved and authorized the Board President to execute the contract.

Discussion and Action

4. Policy & Procedure Manual. [\[TS 1:35:39\]](#)

General Counsel Danforth summarized the substantive changes to several policies.

- The following persons addressed the Board: 1) A. Stevens Delk thanked Ms. Danforth for clarification on the proposed policy changes; and 2) Gail Feldman commented on changes to sick leave accrual and said that holidays should be part of the collective bargaining agreement.

The Board agreed to table action on adopting a new Policies and Procedures Manual to October or as soon as it is feasible.

5. Community Center Use and Fee Structure. [TS 1:55:51]

Interim General Manager Rick Benson recapped the recommended revisions to the rental policy for the Community Center. The Board commented on the fee structure, effective date, and the reservation window.

- The following persons addressed the Board: 1) Gail Feldman, Kensington Property Owners Association, commented on the organization’s past financial contributions and suggested policy revisions to consider K-groups, financial justification, and identification of organizations; 2) Lynn Wolter commented that the rental policy needed additional review and asked about conflicts of interest; and 3) Laura Callen commented that the policy needed to address the six-month reservation window for events.

The Board tabled action to the October meeting.

6. Amend Bay View Refuse Agreement – Organic Waste Recycling (SB 1383). [TS 2:16:13]

Interim General Manager Rick Benson presented the recommended action and asked for authorization to enter into negotiations with Bay View Refuse and to bring a proposed amendment to the existing contract to include organic waste recycling. He noted receiving comments to add hazardous waste as part of the discussion.

- The following persons addressed the Board: 1) Gail Feldman suggested a community feedback process before moving forward and suggested using Bay View fees to offset resident’s cost; 2) Julie Stein asked about the waste bins; 3) Kevin N supported bringing organic waste pickup to Kensington; 4) Janet Parks supported adding kitchen waste pick up and urged funding for education and community participation; 5) Mark Wagner supported kitchen waste recycling; 6) Kristel Rietesel supported food waste composting; 7) Jim Watt suggested using Bay View cash reserves to eliminate rate increases; and 8) A. Stevens Delk commented on a composting survey and urged the Board to implement recycling in a proper manner.
- Motion by President Hacaj, seconded by Director Logan, to authorize Interim General Manager Benson to enter into negotiations with Bay View Refuse and to bring the Board a proposed amendment to the existing contract to include organic waste recycling per State Senate Bill 1383 and to include hazardous waste pickup, but that it be clearly delineated what the cost of the green organic waste would be, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt and Hacaj.

7. Approve Per Capita Grant (Proposition 68). [[TS 2:53:02](#)]

Finance Director Katherine Korsak presented the recommended action to approve the application for the grant funds to be used towards qualified completed Community Center remodel project expenses.

- The following person addressed the Board: 1) Lynn Wolter applauded staff for pursuing the grant funds.
- Motion by President Hacaj, seconded by Vice-President Nottoli, to adopt Resolution No. 2021-18, approving the applications for the Per Capita Grant funds to be used for the past Community Center remodel project, carried (5-0) by the following roll call vote: (AYES) Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj.

Resolution No. 2021-18 – A Resolution of the Board of Directors of the Kensington Police Protection District Approving Applications for the Per Capita Grant Funds.

Director Comments & Reports

8. Director Comments [[TS 3:01:41](#)]

- President Hacaj thanked Finance Director Katherine Korsak for her contributions to KPPCSD. She noted that Ms. Korsak would be leaving KPPCSD to assume the Finance Director position for the City of Clayton. President Hacaj pointed out that while KPPCSD is sorry to lose Ms. Korsak, she had left the District in a stronger position and wished her the best of luck.

9. General Manager Comments [[TS 3:02:50](#)]

Interim General Manager Benson commented that he had learned a great deal about Kensington and the operation of the District over the past three weeks. Mr. Benson pointed out that moving the Police Department along with securing adequate staff are very critical issues and said he is committed to working on the challenges facing the District until a permanent General Manager is hired. He thanked Finance Director Korsak for her guidance and wished her well in her new job. Regarding the hiring of a permanent General Manager, Mr. Benson reported that CPS Consulting has provided a schedule that would allow the Board to conduct final interviews in November. He asked the Board for direction on allowing CPS Consulting to proceed with the current salary and benefits structure. In concluding, Mr. Benson reported that 70 percent of employees are vaccinated, the information is posted on the KPPCSD website, and that General Counsel Danforth is working with the union on an acceptable testing program.

Adjournment [[TS 3:08:26](#)]

President Hacaj adjourned the meeting at 8:39 p.m.

The next regular meeting is scheduled for Thursday, October 14, 2021.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: October 14, 2021

Richard J. Benson, Interim General Manager

Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES Tuesday, September 28, 2021 Via Teleconference

Draft

Special Meeting

Call to Order [TS 12:12]

President Sylvia Hacaj called the meeting to order at 5:11 p.m.

Roll Call [TS 13:11]

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

Staff present included Interim General Manager Richard Benson, General Counsel Ann Danforth, Police Chief Mike Gancasz, and Clerk of the Board Lynelle M. Lewis.

Public Comments [TS 13:58]

The following persons addressed the Board: 1) Julie Stein commented that the Zoom webinar link was not active; and 2) Mark Wagner suggested broadcasted the meetings via Zoom in the future.

1. Remote Meetings [TS 17:20]

General Counsel Danforth summarized the recommended action to make findings and determine a need to continue holding remote meetings by teleconference.

- Motion by President Hacaj, seconded by Vice-President Nottoli, to adopt Resolution No. 2021-19 – Making Findings and Determining A Need to Continue Holding Remote Meetings by Teleconference, carried unanimously (5-0) by the following roll call vote: AYES (Directors Deppe, Logan, Nottoli, Sherris-Watt, and Hacaj).

Resolution No. 2021-19 – Making Findings and Determining A Need to Continue Holding Remote Meetings by Teleconference.

Special Closed Session Meeting

Special Meeting Agenda Item Public Comments [TS 24:48]

The following person addressed the Board: 1) Julie Stein commented that a resident called about making a public comment.

Adjournment to Closed Session [[TS 31:14](#)]

At 5:30 p.m. the Board adjourned to Closed Session to consider one item.

Announcements from Closed Session [[TS 2:04:18](#)]

At 7:03 p.m. President Hacaj reported that the Board gave instructions to its negotiators related to the closed session agenda item.

Adjournment [[TS 2:04:41](#)]

President Hacaj adjourned the meeting at 7:04 p.m.

The next regular meeting is scheduled for Thursday, October 14, 2021.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: October 14, 2021

Richard J. Benson, Interim General Manager

Sylvia Hacaj, President of the Board