

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Item #05

BOARD OF DIRECTORS MEETING MINUTES
Thursday, July 13, 2023
Special & Regular Meeting (Hybrid)

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

Call to Order [[TS 1:04](#)]

President Aquino-Fike called the meeting to order at 6:34 p.m.

Roll Call [[TS 1:13](#)]

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, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

Special Meeting Agenda Item Public Comments [[TS 1:28](#)]

None.

Adjourn to Closed Session [[TS 2:20](#)]

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 36:43](#)]

President Aquino-Fike announced that in Closed Session, the Board gave direction to the Interim General Manager regarding the search for the next permanent General Manager.

Regular Meeting - 7:00 p.m.

1. **Call to Order** [[TS 36:50](#)]

President Aquino-Fike called the meeting to order at 7:07 p.m.

2. **Roll Call** [[TS 36:55](#)]

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, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments** [TS – inaudible]

President Aquino-Fike provided an updated on District activities including formation of a new Ad Hoc Consolidation Committee.

4. **Public Comment** [[TS 40:36](#)]

- Addressing the Board was Catya de Neergaard who offered thanks for the work on researching Public Safety Building space for the Police Department.

Consent Calendar [[TS 42.21](#)]

- Motion by Director Duggan, seconded by Director Spath, to adopt the Consent Calendar, carried (5-0) by voice vote.

4. **Meeting Minutes for Special Joint Meeting of April 24, and the Special/Regular meetings of May 11 and June 8, 2023.** (Approved)

5. **Ratify the June 2023 Bills Paid.** (Ratified)

6. **Ratify Ad Hoc Consolidation Committee of Directors Sylvia Hacaj and David Spath.** (Ratified)

Director Hacaj suggested changing the name to Ad Hoc Committee on Reorganization. President Aquino-Fike concurred with the suggestion.

Comments & Reports

8. **Police Chief Report.** [[TS 45.07](#)]

Police Chief Mike Gancasz reported that the June 2023 Police Chief's Report had been submitted as part of the agenda packet. Next, Chief Gancasz presented the retirement plaque for Lieutenant Brad. Harms in recognition of his retirement after 33 years of distinguished service in law enforcement. To commemorate a remarkable career, Lieutenant Brad Harms was presented with two plaques as tokens of gratitude and admiration. The first plaque was awarded by Chief Gancasz on behalf of the Kensington Police Department, recognizing his exemplary service, commitment to excellence, and unwavering dedication to safeguarding our community. The second plaque was presented on behalf of the Kensington Police Officers Association, expressing their heartfelt appreciation for his mentorship, guidance, and genuine friendship.

9. **General Manager's Report.** [[TS 1:10:05](#)]

Interim General Manager Aranda said that his written report and the KCC Recreation Office Report for June 1, 2023 had been submitted as part of the agenda packet.

10. **Verbal Update from the Ad Hoc Consolidation Committee.** [[TS 1:11:03](#)]

Director Spath reported that a rough draft of a request for proposal for financial analysis had been developed and would be shared with both the KPPCSD and the KFPD boards. There was board discussion about the process for reviewing and handling comments to the draft proposal.

11. **Verbal Update by the Police Department and District Office Permanent Location Ad Hoc Committee.** [[TS 1:17:20](#)]

President Aquino-Fike reported meeting with the Unitarian Universalist Church Board of Directors and their staff about a portion of their property in Kensington. The Committee is also looking for parcels in Kensington.

12. **Director Comments.** [[TS 1:19:52](#)]

None.

Discussion and Action

13. **Discussion Regarding Parks Facilities, Improvements, And Protection.** [[TS 1:20:11](#)]

Interim General Manager Aranda provided an overview of findings from our risk liability insurer that did an inspection of the park. Issues that came up include concerns about the stove in the kitchen meeting state guidelines and code, lack of barriers with the upper parking railing, the Annex Building, and other park improvements.

IGM Aranda said that Vice-President Gough and Director Duggan were tasked with developing a park improvement plan in conjunction with the loss of some trees. This agenda item requested board approval to expend up to \$50,000 to begin implementing that plan and possibly purchasing additional items for safety reasons. Director Gough presented highlights on the park improvements proposal for Board consideration (i.e. tree replanting, platform with seating, soil testing). Vice-President Gough noted that if the Board approves funding for the park improvements, the Kensington Park Replanting Committee would be dissolved as it had accomplished its purpose.

- Addressing the Board were the following persons: 1) Catya de Neergaard commented on the Annex report, planting plan, the need for a trained professional to look at the overall park, and questioned the need for soil testing; 2) Sylvia Elsbury supported the

park improvement proposal phase 1; and 3) Mabry Benson commented on the planting suggestions.

14. **Approval To Make Park Improvements Up To \$50,000.** [[TS 2:06:28](#)]

Interim General Manager Aranda answered questions about the proposal (i.e. prioritizing the safety improvements going forward).

- Addressing the Board was Catya de Neegaard who said the Lossi family benches should be left where they are and offered to buy a bench for the upper level.
- Motion by Director Hacaj, seconded by Director Spath, to approve the General Manager expending up to \$50,000 for park improvements and safety improvements being guided by the Kensington Park Replanting Committee proposal with the exception of moving the planting of lawn trees to phase 2 and have the General Manager report back to the Board on his priority list of improvements and safety issues, carried (4-1) by voice vote with Director Duggan voting “no.”

15. **Approve and Adopt Resolution No. 2023-15, Approving Changes and Additions to the Kensington Police Protection Community Services District Fee Schedule Effective July 15, 2023.** [[TS 2:19:04](#)]

Interim General Manager Aranda provided an overview of the recommended action and noted that the prices were comparable to other police agencies. General Counsel Danforth recommended adding a finding that says “whereas the Board of Directors now finds the cost of providing these services by the police and administrative staff are justified by the cost of said services.”

- Addressing the Board was Mabry Benson who commented that the fees for use of the buildings may be unaffordable for non-profits and youth groups.
- Motion by Director Spath, seconded by President Aquino-Fike, to adopt Resolution No. 2023-15 of the Board of Directors of the Kensington Police Protection & Community Services District establishing rates and charges for services and facilities the District provides effective July 15, 2023 with the amendment (by Director Hacaj) to add an additional finding of “whereas the Board finds that the costs of services are justifiable based on the cost of the services”, carried (5-0) by voice vote.

Resolution No. 2023-15 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Establishing Rates And Charges For Services And Facilities The District Provides Effective July 15, 2023.

16. **Approve the CalPERS Pay Scale for Fiscal Year 2024.** [[TS 2:28:38](#)]

Interim General Manager Aranda provided an overview of the recommendation. He pointed out that California Law, which CalPERS has their own section, requires that agencies in the

CalPERS program, provide in an open meeting the pay scales for the job positions that appear on a District's organization chart. With the board's approval, the pay scale would then be made for both public view and for CalPERS.

- Motion by President Aquino-Fike, seconded by Vice-President Gough, to approve the CalPERS pay scale for Fiscal Year 2024 for the Kensington Police Protection & Community Services District, carried (5-0) by voice vote.

17. **Approve and Adopt Resolution 2023-20, To Accept Grant Funds For Fiscal Year 24 From The California Highway Patrol (CHP) And The Cannabis Tax Fund Grant Program (CTFGP) And Authorize The Appropriate District Staff To Execute The Necessary Agreements And Contracts Associated With This Grant. [TS 2:31:47]**

Interim General Manager Aranda reported that the Kensington Police Department was notified it was awarded \$89,800.00 from the CHP Cannabis Tax Fund Grant Program (CTFGP). The police department will use the grant funding to reduce and mitigate the impacts of impaired driving in our community.

- Motion by Director Duggan, seconded by Vice-President Gough, to adopt Resolution No. 2023-20, to accept grant funds for Fiscal Year 24 from the California Highway Patrol and the Cannabis Tax Fund Grant Program (CTFGP) and authorize the appropriate district staff to execute the necessary agreements and contracts associated with this grant, carried (5-0) by voice vote.

Resolution No. 2023-20 – A Resolution of the Kensington Police Protection and Community Services District, To Accept Grant Funds For Fiscal Year 24 From The California Highway Patrol (CHP) And The Cannabis Tax Fund Grant Program (CTFGP) And Authorize The Appropriate District Staff To Execute The Necessary Agreements And Contracts Associated With This Grant.

Adjournment [TS 2:39:19]

President Aquino-Fike adjourned the meeting at 9:12 p.m.

The next regular meeting is scheduled for August 10, 2023.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 10, 2023

David Aranda, Interim General Manager

Alexandra Aquino-Fike, President of the Board