

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 9, 2024

Kensington Community Center

59 Arlington Avenue, Kensington, CA

Regular Meeting - 7:00 p.m.

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

President David Spath called the meeting to order at 7:00 p.m.

2. **Roll Call** [\[TS 1:28\]](#)

Vice-President Alexandra Aquino-Fike (arrived 7:02 p.m.), Director Cassandra Duggan, Director Sarah Gough, Director Sylvia Hacaj, and President David Spath were present.

Staff present included Interim General Manager David Aranda, Chief of Police Mike Gancasz, and Clerk of the Board Lynelle M. Lewis.

3. **President's Comments**

None.

4. **Public Comments** [\[TS 22:35\]](#)

None.

Consent Calendar [\[TS 23:12\]](#)

- Motion by Director Duggan, seconded by Director Gough, to approve the Consent Calendar, carried (5-0) by unanimous voice vote.

5. **Approve meeting Minutes for the Special and Regular meetings of April 11, 2024.**

Approved.

6. **Receive and file the April bills paid. The April 2024 financials will be presented at the June meeting.**

Received and filed April bills paid.

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Discussion and Action [TS

7. **Swearing in Ceremony for KPPCSD Police Officers.** [TS 1:50]

Chief of Police Mike Gancasz announced the appointment and swearing in of four officers: Police Officer Vijay Thota, Police Officer Harjot Gill, Police Officer Jesse De Santiago, and Reserve Officer Michael Tranate. Chief Gancasz introduced the officers and their families. He administered the oath of office and family members pinned the officers.

8. **Discussion of the proposed budget for Fiscal Year 2025 and approval to publish a Notice of Public Hearing for June 13, 2024.** [TS 28:02]

Interim General Manager Aranda announced that the Draft Fiscal Year 2025 Budget (July 2024-June 2025) was ready for review and asked the Board to approve placing a notice of public hearing in the West County Times announcing a public hearing would be held at the June 13th board meeting prior to the Board adopting the budget. Board members asked questions regarding the waste management program, staffing for the Police Department, recreation building expenditures, Livescan usage, CalPERS payments, staff cost savings for finance functions, and Other Pension Employee Benefits trust funds.

– No public comments received.

- Motion by Director Hacaj, seconded by Director Gough, to approve staff placing the Notice of Public hearing for June 13, 2024 in the West County Times, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

9. **Public comments and Director comments regarding the Draft Kensington Hazard Mitigation Plan as presented to Contra Costa County.** [TS 1:11:15]

Interim General Manager Aranda provided a brief background on the Draft Kensington Hazard Mitigation Plan noting that Contra Costa County takes the leads in developing a Hazard Mitigation Plan every five years and agencies such as KPPCSD and KFPD work with the county and their contractor in incorporating hazard mitigation plans specific to the District's needs. President Spath Spath noted that having a current and approved Hazard Mitigation Plan in place is critical to the District's ability to obtain FEMA and CALOES grants. He pointed out that KPPCSD has done considerable efforts to reach out to the public.

– No public comments received.



10. **Approve recommendations related to the approval of the annual Kensington Park Assessment District Levy and adopt three resolutions for Fiscal Year 2024-25 to collect the annual Kensington Park Assessment pursuant to the Landscaping and Lighting Act of 1972.** [\[TS 1:20:33\]](#)

Interim General Manager Aranda provided a brief background on the recommended actions required each year in order to continue to assess each parcel in the Kensington community. The process involves: 1) approving a resolution to initiate proceedings for the levy and collection of assessments, 2) approving the Annual Engineer's Report that NBS provides each year (copy attached) and, 3) approving a resolution declaring the District's intention to levy and collect assessment for the Kensington Park Assessment District for Fiscal Year 2024-25. The monies used from this assessment go toward park operations.

- Motion by Director Duggan, seconded by Director Gough, to approve Resolution No. 2024-02 Initiating Proceedings For The Levy And Collection Of Assessments For The Kensington Park Assessment District for Fiscal Year 2024-25, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

Resolution No. 2024-02 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Initiating Proceedings For The Levy And Collection Of Assessments For The Kensington Park Assessment District For Fiscal Year 2024/25.

- Motion by Director Gough, seconded by Director Hacaj, to approve Resolution No. 2024-03 Approving The Engineer's Report For The Kensington Park Assessment District For Fiscal Year 2024-25, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

Resolution No. 2024-03 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Approving The Engineer's Report For The Kensington Park Assessment District For Fiscal Year 2024/25.

- Motion by Director Hacaj, seconded by Director Duggan, to approve Resolution No. 2024-04 Declaring the District's Intention To Levy And Collect Assessment For The Kensington Park Assessment District for Fiscal Year 2024-25, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

Resolution No. 2024-04 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Declaring Its Intention To Levy

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And Collect Assessments For The Kensington Park Assessment District For Fiscal Year 2024/25.

11. **Approval to increase the annual payment KCC makes to the District from \$29,000 per year to \$29,696 per year as authorized in 2.2 of the contract. [TS 1:23:48]**

Interim General Manager Aranda provided a brief background on the recommended action for the District to consider increasing the yearly base charge as outlined in the contract from \$29,000 to \$29,696 per year.

- Addressing the Board was a member of the audience [name not given] who asked why KCC was paying the District.
- Motion by Director Duggan, seconded by Vice-President Aquino-Fike, to approve the payment KCC makes to the District from \$29,000 per year to \$29,696 per year as authorized in 2.2 of the contract, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

12. **Discussion regarding the possibility of applying for a grant through the State of California entitled “Arts in California Parks.” [TS 1:26:29]**

Interim General Manager Aranda announced that this item would be pulled.

- Addressing the Board were the following persons: 1) Laura Callan, Good Guest Kensington, shared information about the group and reported that the grant application could not be completed by the deadline; and 2) Susanna Marshland commented that they don’t have time or capacity to pursue this grant at this time, would like to continue discussion, and they will apply next year.

13. **Discussion and request for approval to pay off a vehicle lease with Ford Motor Company at a cost not to exceed \$41,000. [TS 1:37:07]**

Interim General Manager Aranda presented the recommended action to Give the General Manager authority to pay off the Ford Motor Company leased vehicle at a cost not to exceed \$41,000 at an appropriate time.

- Motion by Director Duggan, seconded by Vice-President Aquino-Fike, to give the General Manager authority to pay off the Ford Motor Company leased vehicle at a cost not to exceed \$41,000 based on the fiscal year ending in the positive and/or next year if that is more fiscally appropriate, carried (5-0) by the following roll call vote: AYES (Aquino-Fike, Duggan, Gough, Hacaj, and Spath); NOES (None); ABSTAINED (None); and ABSENT (None).

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Comments & Reports

14. Police Chief Report. [\[TS 1:39:16\]](#)

Police Chief Gancasz presented highlighted from his written report on patrol operations, staffing updates, repairs to a collapsed bench at Colusa Circle, meeting updates, Flock camera installation update, taser program progress, grant programs update, new patrol car preparation, community engagement events, the payroll implementation project, completion of volunteer training by Mike Logan, and contract renewal for dispatch services.

15. General Manager’s Report. [\[TS 1:53:05\]](#)

Interim General Manager responded to a question about tree trimming maintenance.

16. Director Comments. [\[TS 1:54:27\]](#)

- Director Duggan offered her willingness to meet with community members to provide background on agenda items and/or ongoing community issues.
- President Spath commented that today’s workshop went well and announced the upcoming public hearings on June 13th regarding the budget and the park assessment levy.

Adjournment [\[TS 1:55:35\]](#)

President Spath adjourned the meeting at 8:55 p.m. The next regular meeting is scheduled for June 13, 2024 at 7:00 p.m.

SUBMITTED BY:

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Lynelle M. Lewis

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: June 13, 2024

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David Aranda

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David Aranda, Interim General Manager

DocuSigned by:
David Spath

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David Spath, President of the Board

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