

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, June 13 2024

Special & Regular Meetings

Special Meeting – Closed Session 5:30 p.m

Call to Order

President Spath called to order the special meeting at 5:31 p.m.

Roll Call

Directors Aquino-Fike, Gough, Hacaj and Spath were present at roll call. President Spath announced that Director Duggan requested to participate remotely with the Board's approval. The Board voted unanimously (4-0) to allow Director Duggan participate in the special meeting remotely.

Special Meeting Agenda Item Public Comments

None.

Convene Special Meeting

The Board convened to closed session to discuss one item related to conference with labor negotiators (government code sec. 54957.6).

Report(s) from Closed Session (if any) [\[TS 59:57\]](#)

President Spath announced that the Board gave direction to the General Manager on the closed session item.

Special Meeting - Public Hearings – 6:30 p.m.

Call to Order [\[TS 1:00:07\]](#)

President Spath called the special meeting to order at 6:31 p.m.

Roll Call [\[TS 1:00:11\]](#)

Directors Aquino-Fike, Gough, Hacaj and Spath were present at roll call. President Spath announced that Director Duggan requested to participate remotely with the Board's approval. The Board voted unanimously (4-0) to allow Director Duggan participate in the special meeting remotely.

Special Meeting Agenda Item Public Comments [\[TS 1:01:12\]](#)

- Addressing the Board was Sylvia Elsbury who commented on the small amount budgeted for legal services and suggested increasing the line item.

SM 1. Conduct a Public Hearing for the Fiscal Year Budget 2024-2025 (July 1, 2024-June 30, 2025). [\[TS 1:04:55\]](#)

President Spath opened the public hearing at 6:38 p.m. Interim General Manager Aranda reviewed and addressed the email comments received from members of the community. He noted that a line item for interest was omitted from the draft budget but an adjustment would be made for \$30,000, and an adjustment for medical, dental, and vision benefits (line items 521a and 521r) would be placed under salaries and benefits as opposed to operational entries in the police budget. He also noted a comment regarding the accrual for solid waste revenue.

There were no public comments. President Spath closed the public hearing at 6:51 p.m.

Board members asked questions about and commented on various line items (i.e., highlighted items, solid waste revenue line item, budgeted legal expenses for special projects, and recruiting costs for the permanent General Manager position).

SM 2. Conduct a Public Hearing for the Annual Report of the Kensington Park Assessment District Levy for Fiscal Year 2025 (July 1, 2024-June 30, 2025). [\[TS 1:21:10\]](#)

President Spath opened the public hearing at 6:52 p.m. Interim General Manager Aranda announced that no written comments were received on this item.

There were no public comments. President Spath closed the public hearing at 6:54 p.m.

Board members commented that the park assessment continues to fall behind and is not adequate as the general fund must support activities.

Regular Meeting - 7:00 p.m.

1. Call to Order [\[TS 1:29:40\]](#)

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

2. Roll Call [\[TS 1:30:00\]](#)

Directors Aquino-Fike, Gough, Hacaj and Spath were present at roll call.

President Spath announced that Director Duggan requested to participate remotely with the Board's approval. The Board voted unanimously (4-0) to allow Director Duggan participate in the regular meeting remotely.

3. **President's Comments** [[TS 1:30:57](#)]

President Spath announced that the mailer "Evacuation is Your Responsibility" had been mailed to Kensington residents. The mailer, which was a collaborative effort by both Kensington Fire Protection District and KPPCSD provides information on evacuation during a wildfire and urges citizens to understand their responsibilities and develop a personal evacuation plan. He also announced that on June 26, 2024 the California Department of Insurance will hold a virtual workshop on the draft regulations on the proposed state plan to provide insurance in high wildfire risk areas. Information on this will be placed on the District website.

4. **Public Comment** [[TS 1:34:21](#)]

- Addressing the Board was Emilia Giovenco, a student representing Kensington Hilltop School, who expressed safety concerns around the cliff area at Kensington Par and offered suggestions on improvements for the area to make it safe.

The Board thanked Emilia for bringing this matter to its attention, and Interim General Manager Aranda said he had met with someone to provide a temporary fix for this area.

Consent Calendar [[TS 1:38:05](#)]

- Motion by Director Hacaj, seconded by Vice-President Aquino-Fike, to adopt the Consent Calendar, carried (5-0) by unanimous voice vote.

5. **Minutes for Special Meeting Workshop and the Special & Regular Meeting of May 9, 2024.**

Approved.

6. **Receive and file the May 2024 bills paid and the April and May financial statements of 2024.**

Received and filed the bills paid and the financial statements.

Discussion and Action

7. **Approve and adopt Resolution No. 2024-05 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District ordering the even year Board of Directors election, consolidation of elections, and specifications of the election order.** [[TS 1:45:14](#)]

Interim General Manager Aranda reported that the terms of office for KPPCSD Directors Sylvia Hacaj and David Spath expire December 6, 2024, and the District must order and call a general election for these positions. The election will be consolidated with the Statewide General Election in Contra Costa County.

- Motion by Director Gough, seconded by Vice-President Aquino-Fike, to adopt the resolution ordering the even-year Board of Directors election, consolidation of elections, and specifications of the election order, 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. 2024-05 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Ordering The Even Year Board Of Directors Election, Consolidation Of Elections, And Specifications Of The Election Order.

8. **Approve and adopt Resolution No. 2024-06 of the Board of Directors of the Kensington Police Protection and Community Services District authorizing the assessment and ordering the levy for the Kensington Park Assessment District (the “District”) for Fiscal Year 2024-25 pursuant to the Landscaping and Lighting Act of 1972. [TS 1:48:09]**

Interim General Manager Aranda announced that with the public hearing complete and the intention resolutions approved in May, the last part of the process for placing the Kensington Park Assessment District fee on each person in Kensington’s property tax bill is to approve the resolution confirming the assessment and ordering the levy to be placed on the tax rolls.

- Motion by Director Hacaj, seconded by Director Duggan, to approve the resolution confirming the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2024/2025 and direct that the signed copy of the resolution be sent to NBS, 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. 2024-06, 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 2024/2025 and direct that the signed copy of the resolution be sent to NBS.

9. **Approve and adopt Resolution No. 2024-07 of the Board of Directors of the Kensington Police Protection and Community Services District Affirming the Establishment of the Appropriations Limit for Fiscal Year 2024-25. [TS 1:50:16]**

Interim General Manager Aranda reported that appropriation limits are imposed on public agencies within the revenue and taxation code as a result of Proposition 4 in 1979. Its

purpose is to limit property tax revenue collected in excess of actual operation costs and to limit the accumulation of certain revenues. For the fiscal year 2024/2025 the appropriate limit was \$5,591,161.

- Motion by Vice-President Aquino-Fike, seconded by Director Duggan, to approve and adopt the resolution affirming the establishment of the of the appropriations limit for Fiscal Year 2025, 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. 2024-07 – Resolution No. 2024-06 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Authorizing the Assessment and Ordering the Levy for the Kensington Park Assessment District (the “District”) for Fiscal Year 2024-25 Pursuant to the Landscaping and Lighting Act of 1972.

10. **Approve and adopt Resolution No. 2024-08 of the Board of Directors of the Kensington Police Protection and Community Services District Authorizing the adoption of the budget for Fiscal Year 2025.** [[TS 1:53:31](#)]

Interim General Manager Aranda summarized the recommendation for the budget and modifications based on the public hearing held earlier this evening. It included the addition of a \$30,000 line item for interest in the general fund and other housekeeping items.

- Motion by Director Hacaj, seconded by Director Gough, that the Board approve and adopt the resolution authorizing the adoption of the budget for Fiscal Year 2025 with the changes presented by the General Manager based on our hearing which include the addition of \$30,000 of interest in the revenue line other items that were noted, 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. 2024-08 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Authorizing the Adoption of the Budget for Fiscal Year 2025 (July 1, 2024-June 30 2025).

11. **Approve Resolution No. 2024-09, A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Establishing the Annual Supplemental Special Tax for Police Protection and direct that a signed copy of the Resolution be sent to NBS for the placement of the Supplemental Special Tax to be placed on the tax rolls.** [[TS 1:55:44](#)]

Interim General Manager Aranda presented the background information and the recommended action for establishing the annual Supplemental Special Tax For Police Protection and direct that a signed copy of the resolution be sent to NBS for the placement of the supplemental special tax on the tax rolls.

- Motion by Director Gough, seconded by Director Duggan, to approve and adopt the resolution establishing the annual Supplemental Special Tax For Police Protection and direct that a signed copy of the resolution be sent to NBS for the placement of the supplemental special tax to be placed on the tax rolls, 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. 2024-09, A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Establishing the Annual Supplemental Special Tax For Police Protection and direct that a signed copy of the Resolution be sent to NBS for the placement of the Supplemental Special Tax to be placed on the tax rolls.

Comments & Reports

12. **Police Chief Report.** [[TS 1:38:38](#)]

Police Chief Mike Gancasz provided highlights from the monthly report including data from safety cameras, progress of police radio encryption, officer training, community service activities, volunteer hours, and the signing of the Memorandum of Understanding Law Enforcement Disclosure of Brady information. He responded to questions from the Board.

13. **General Manager's Report.** [[TS 1:58:26](#)]

Interim General Manager Aranda announced that at the regular meeting in July discussions are planned regarding a solid waste study, state grant funds for recycling, and follow up on the strategic plan priorities workshop.

14. **Director Comments.** [[TS 2:01:53](#)]

- Vice-President Aquino-Fike thanked KPPCSD and the KFPD colleagues for the collaborative joint meeting last month, and said she looked forward to the research and analyses that will be produced. She reported participation in the meeting with Mr. Kropp and expressed excitement about the upcoming geotechnical work.
- Director Gough thanked the KPPCSD and the KFPD directors along with staff for their work at the joint meeting.
- President Spath commented that the joint meeting was very productive and complimented Ridgeline Municipal Strategies Dmitry Semenov's work on the presentation.
- Director Duggan congratulated the KPPCSD and the KFPD boards on their participation at the joint meeting.

Adjournment [\[TS 2:05:47\]](#)

President Spath announced that the meeting was adjourned at 7:36 p.m. The next regular meeting is scheduled for July 11, 2024.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

APPROVED: July 11, 2024

David Aranda, Interim General Manager

David Spath, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES Wednesday, June 5, 2024 Special Joint Meeting with KFPD (Hybrid)

Special Meeting – 6:30 p.m.

Call to Order [\[TS 16:56\]](#)

Kensington Fire Protection District (KFPD) President Andrew Levine called the special joint meeting to order at 6:37 p.m.

Roll Call [\[TS 17:30\]](#)

KPPCSD Board members: Vice-President Aquino-Fike, Director Duggan, Director Gough, Director Hacaj, and President Spath.

KFPD Board members: Director Artis, President Levine, Director Madugo, Director Stein, and Director Watt.

Staff present: KPPCSD Interim General Manager David Aranda, Consultant Mary Morris-Mayorga, KPPCSD Clerk of the Board Lynelle M. Lewis, and Executive Assistant/Board Clerk Rina Ly.

Public Comments [\[TS 18:07\]](#)

None.

Discussion Only [\[TS 19:26\]](#)

1. Discuss an Administrative Structure in A Hypothetical Combined District.

KFPD President Levin provided an overview of the meeting's purpose. Next, KFPD Consultant Mary Morris-Mayorga presented background on the development of the Draft KFPD & KPPCSD Administrative Structure in a Hypothetical Combined District. She reviewed the current and hypothetical organization charts and functions for both agencies. She noted that this information is needed for Ridgeline Municipal Strategies to consider in its fiscal analysis. KPPCSD Interim General Manager David Aranda pointed out that this information was put together based on their respective experience.

Board members asked questions about the proposed staff, roles and reporting responsibilities, budget impacts, costs for CalPERS, technical support, and the need for redundancy.

* Note: Attached to these minutes are a copy of the presentation entitled: Draft KFPD & KPPCSD Administrative Structure in a Hypothetical Combined District.

Public Comment [\[TS 1:23:45\]](#)

- Addressing the Board were the following persons: 1) Rob Firmin, representing the Kensington Property Owners Association, presented a perspective on the staffing challenges for the combined districts; 2) Gail Feldman commented that she would like to see an “apples to apples” comparison on the benefits of the staffing proposal for a combined district and have the fiscal analysis look at salary and benefits; 3) Paul Dorroh asked about the talent pool for recruitment of a full-time General Manager and thanked the boards for this effort; 4) David Fike commented that staff is best able to be efficient when they have clear priorities that consolidation can bring about; 5) Dmitry Semenov, Ridgeline Municipal Strategies, thanked the boards and staff in putting the effort into what the combined district would look like in the future; and 6) Linda Lipscomb commented on the philosophy and benefits of a consolidated district to the Kensington community.

Director Comments

- KFPD Director Artis commented that the fiscal analysis should leverage the community volunteer effort to provide resilience to the combined district.
- KFPD President Levine commented on his support of forwarding the proposed structure to Ridgeline Municipal Strategies.
- KPPCSD Director Duggan commented that she agrees with the new proposed structure.
- KFPD Director Stein pointed out that KPPCSD general managers are subject to CalPERS hours limitations while KFPD is not part of CalPERS. This should be considered as part of the Ridgeline costing analysis.
- KPPCSD Director Aquino-Fike thanked everyone for this conversation which brings optimism about creating a more resilient Kensington with a combined District.
- KPPCSD Spath thanked staff for putting this meeting together and for the boards coming together. He supported providing the proposed structure to Ridgeline for fiscal analysis.

Adjournment [\[TS 1:59:52\]](#)

KFPD President Levine announced that the meeting was adjourned at 8:29 p.m. The next KPPCSD regular meeting is scheduled for June 13, 2024.

SUBMITTED BY:

Lynelle M. Lewis, District Clerk of the Board

Special Joint Meeting with KFPD

June 5, 2024

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APPROVED: July 11, 2024

David Aranda, Interim General Manager

David Spath, President of the Board

DRAFT

KFPD & KPPCSD

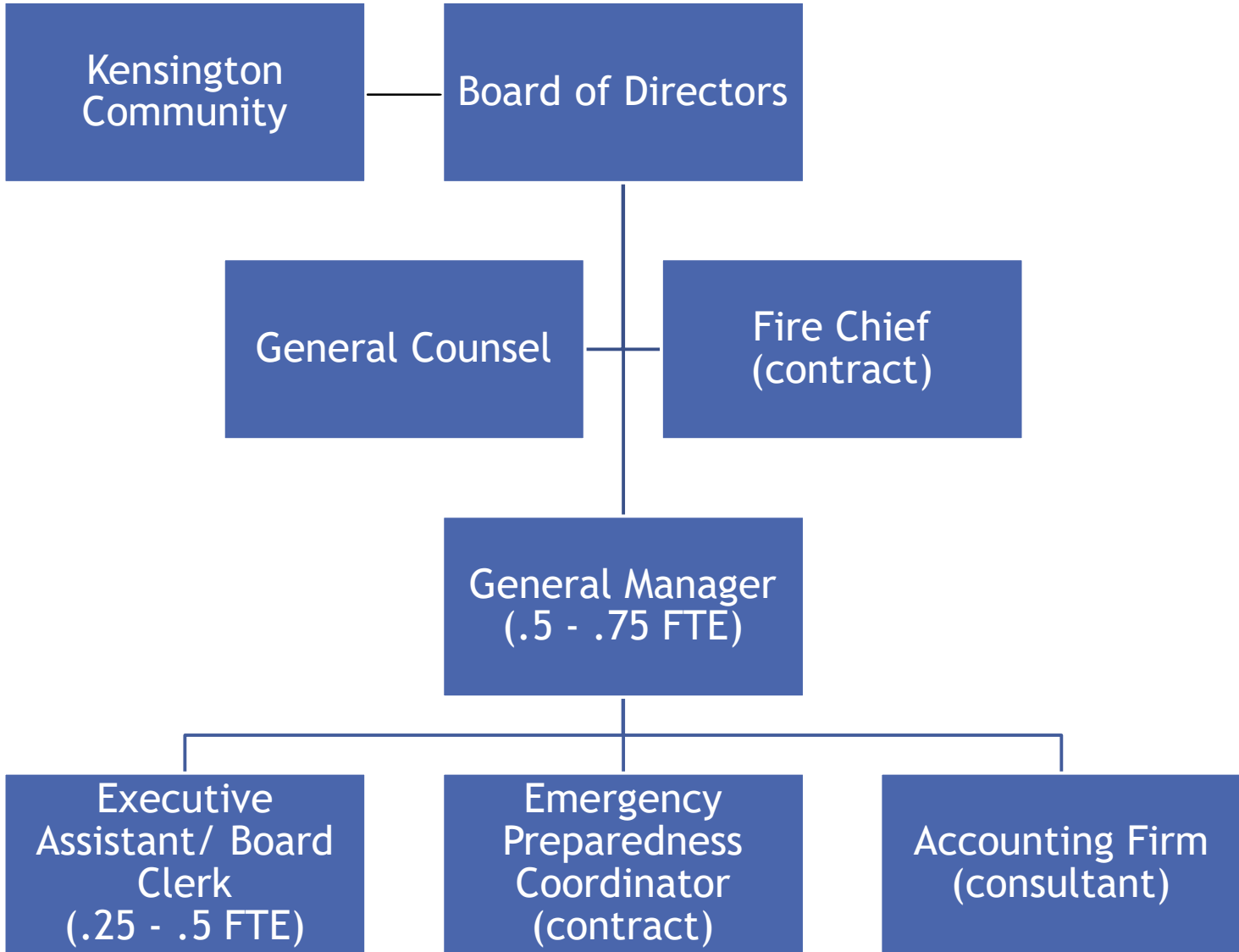
Administrative Structure in a Hypothetical Combined District

Purpose of Presentation

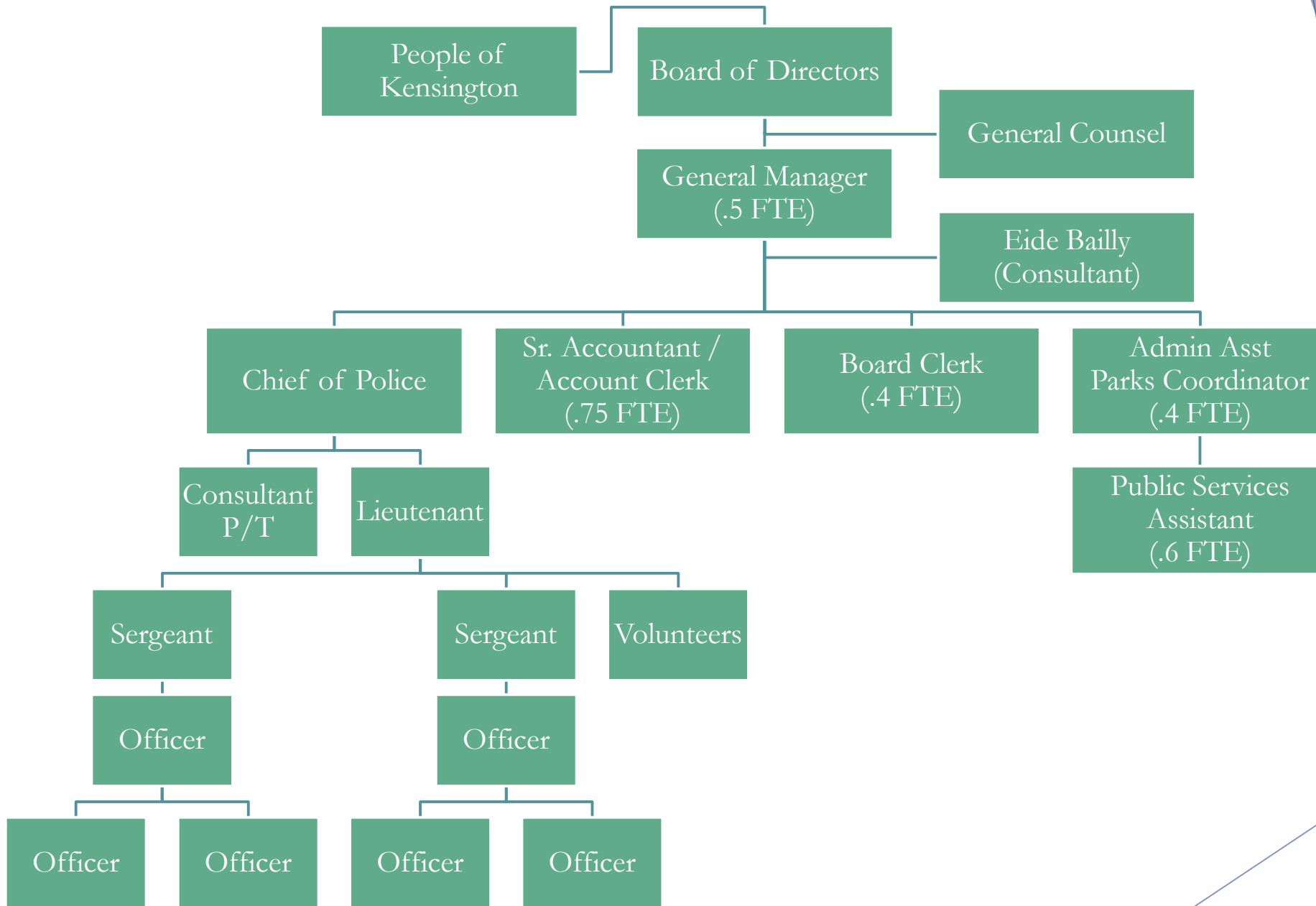
- ▶ KFPD & KPPCSD are currently in progress on a fiscal analysis to determine the impact of combining to form one organization
- ▶ For purposes of the fiscal analysis, the staffing requirements are needed to assess the financial impact
- ▶ The general managers for each organization identified administrative staffing needs to arrive at a combined administrative staffing structure
- ▶ This administrative staffing structure is being presented in order to gain feedback prior to providing Ridgeline with the information that is needed for the fiscal analysis

Process - What Steps Did We Take?

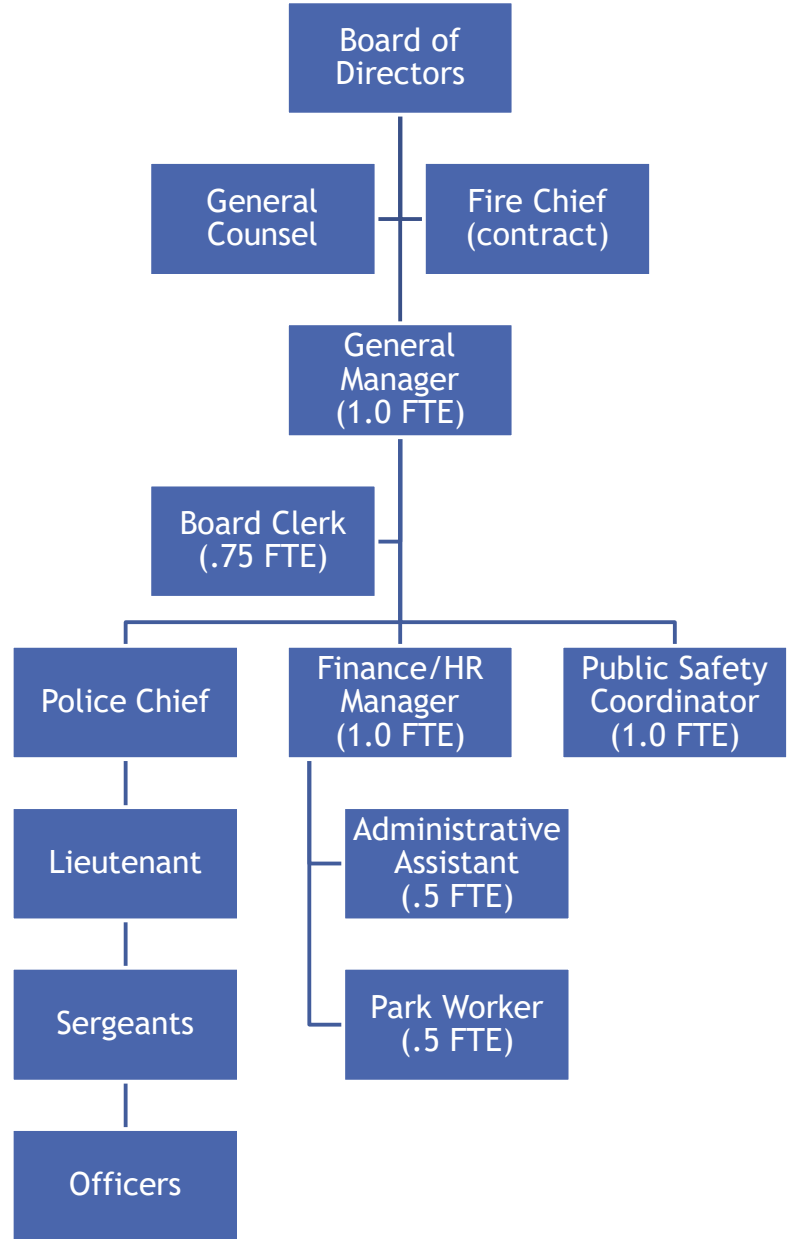
- ▶ January - Board Presidents and General Managers from Districts met to review the fiscal analysis project for timing (data, report, Board Meetings)
- ▶ General Managers reviewed ideas on the administrative structure that would be needed for staffing requirements (other areas are easier to define - utilities, supplies, etc.)
- ▶ Board Presidents provided initial feedback and General Managers continued work on over the next few months
- ▶ A hypothetical administrative structure has been drafted in the form of an organizational chart



Organization Chart - KFPD



Organization Chart - KPPCSD



Organization Chart (hypothetical)
KFPD & KPPCSD Combined Agency

Administrative Structure Functions

- ▶ Board of Directors - combined, reduces in conjunction with terms
- ▶ General Counsel - combined, no significant impact on needs
- ▶ Administration - changes to staffing and consulting needs
- ▶ Fire (contract) - no change
- ▶ Police - no change

Administration - Staffing

- ▶ General Manager
 - ▶ 1.0 FTE - some workload shifted to Finance/HR Manager
- ▶ Board Clerk
 - ▶ .75 FTE - some workload shifted to Administrative Assistant
- ▶ Finance/HR Manager
 - ▶ 1.0 FTE - eliminates consulting services, workload from GM
- ▶ Administrative Assistant
 - ▶ .50 FTE - workload from Board Clerk
- ▶ Park Worker
 - ▶ .50 FTE - building/grounds janitorial, converts from contract to allow flexibility cleaning up after events
- ▶ Public Safety Coordinator
 - ▶ 1.0 FTE - converts from consulting, manages grants, assists GM