Item #27

Kensington Community Services District

DATE: November 12, 2026

TO: Board of Directors

FROM: Mary A. Morris-Mayorga, Consultant

SUBJECT: Consultant's Monthly Report for October

RECOMMENDATION:
This item is for information only; no action is requested.

BACKGROUND:
Transition activities have continued and are nearing completion, with progress on many initiatives.

Transition/General Management

- Meetings with David Aranda:
  - ✓ BOD agenda/meeting; finance-various invoices in preparation for new GM transition; GM recruitment, timing, salary/benefits evaluation/memo (401a Plan research/coordination), consulting needs, and final updates; Emergency Preparedness Committee; website transition of files/final steps to shut down KFPD's; coordination with Raymond Mar/IT on KFPD data migration of email/files; coordination of PSB inventory listing; and general management/administration
- Submit "Contact Us" current draft for webpage development
- Retiree dental and vision – all former fire participant forms have been submitted to SDRMA

Information Technology

Email/data migration from Google Workspace to Microsoft 365 *(Board members who were originally with KFPD)*: David Aranda, Raymond Mar and I met several times to review the current user profiles/needs to establish the structure for moving forward on the project. After receiving user input, Raymond determined additional training was not required and he will provide user data files via SharePoint to me for transferring into the Microsoft 365 file structure which will save costs given my familiarity with files. David and I agreed that the district has Information Technology funds available for this project, so David authorized him to proceed.

Timing and new email addresses will be provided further into the project. KCSD has a two-year email retention rule, so users will be given a grace period of 1-2 months to save emails which would be impacted by this rule prior to automatic deletion. A reminder notification will be sent out

to Board members and consultants as we approach this point of the project.

Public Safety Building Internet:
(background) Over the past several months, we have received reported slow internet speeds by fire staff. On 6/11, we met with El Cerrito IT who intended to provide a list of recommended considerations (security and best practice). I contacted AT&T who confirmed speeds are faster than plan speed; they recommended and sent Wi-Fi extenders to improve signal consistency throughout the building.

Raymond Mar/IT was part of the 6/11 meeting and reviewed the server room and later provided a thorough connectivity review which showed that the current issues appear to be due to the setup which he recommended changes for (detail provided by Raymond separately). He is working to establish segregated fire versus administration access to further improve any potential bandwidth issues. Once changes are fully implemented it should address all concerns.

Emergency Preparedness
- Meetings/calls with David Aranda and/or Johnny Valenzuela to discuss Emergency Preparedness and Committee items:
  - ✓ Work Plan items/coordination, status of current activities to prepare for 2026 report
  - ✓ Continued on transition of Website Email Distribution Lists to KCSD; working to redirect website traffic to KCSD
  - ✓ Coordination of October EPC meeting agenda/packet and follow-up

Finance
- Provided background, status and description of various monthly invoices and information requested by auditors
- Reviewing fiscal study reserves projection versus actual to identify variances (still in progress)

Public Safety Building
- Internet speeds – (see *Information Technology*)
- ADA access – discussed this topic several times with David Aranda; researched and provided renovation detail on plans and path of egress; the Board discussed and staff continues to work on this item
- Door access card/keypads – we were recently notified that a door within the PSB needs to have access limited to fire staff. After researching the ability to limit access, we determined that the system is capable of this specific type of programming so will be working with the contractor to ensure this is completed. As part of this, we will transition management of this function to the new General Manager to ensure continuity.

EXHIBIT(S):
None