

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 13, 2021

Via Teleconference

Special Meeting - 6:00 p.m.

Call to Order [[TS 25:03](#)]

President Hacaj called the Special Meeting to order at 6:15 p.m.

Roll Call [[TS 24:24](#)]

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

Staff present: General Manager Marti Brown, General Counsel Ann Danforth, and Clerk of the Board Lynelle M. Lewis.

President Hacaj read a letter of resignation from Director Cyrus Modavi from the Board. President Hacaj thanked Director Modavi for his public service on behalf of the Board, staff, and residents of Kensington. The Board will hold a special meeting to discuss filling the vacancy.

Public and Special Meeting Agenda Item Comments [[TS 28:36](#)]

Marilyn Stollon read a letter submitted to the Board from FixOurKPD Group advocating for KPPCSD to authorize the General Manager to negotiate leased office space for the Police Department and administrative staff; and to contract with a municipal finance expert to model the future costs and financing for a variety of scenarios including a long-term lease with necessary building upgrades, purchasing new property, building a new building, and remodel existing buildings.

Consent Calendar [[TS 31:40](#)]

1. Lead Negotiator and Real Estate Negotiations [[TS 47:48](#)]

Director Deppe pulled Item #1 from the Consent Calendar. There was Board discussion about the scope of negotiations. General Counsel Danforth clarified Brown Act requirements for property negotiations, and pointed out that the negotiator will come back to the Board before committing the District to any property.

- Motion by Director Sherris-Watt to adopt the Consent Calendar, seconded by Director Deppe, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

Recommended Action: Appointed General Manager, Marti Brown, lead negotiator on any real or potential real estate negotiations as it relates to 217 and 303 Arlington Avenue and/or

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any other real estate transactions that may relate to the Kensington Police Department moving to a new facility.

Discussion and Action

2. Public Safety Building [TS 33:58]

Director Deppe requested public comment on the Kensington Fire Protection District (KFPD) Board of Directors recent action to renovate the Public Safety Building (PSB) for full Fire Department occupancy. No comments were received.

Director Deppe recommended that the Board direct the General Manager to write a letter to the KFPD clarifying the KPPCSD's desire to remain in the Public Safety Building if we could get 1200 square feet and look forward to working on next steps. Vice-President Nottoli and Director Sherris-Watt concurred with this recommendation. President Hacaj expressed disappointment that the KFPD's recent action didn't leave the door open. Following Board discussion, it provided direction for the General Manager to continue to advocate for the KPPCSD to remain in the PSB with an offer of 1200 square feet.

Closed Session [TS 53:15]

3. Conference with Real Property Negotiators (Government Code § 54956.8)

The Board adjourned to Closed Session to discuss price, terms of payment, space available for real properties (217 Arlington Avenue and 303 Arlington Avenue) with agency negotiator General Manager Marti Brown.

Regular Meeting – 7:00 p.m.

Call to Order [TS 27:20]

President Hacaj called the Regular Meeting to order at 7:13 p.m.

Roll Call [TS 27:26]

Directors Rachelle Sherris-Watt, Vice-President Eileen Nottoli, and President Hacaj were present. Director Deppe arrived at 7:21 p.m.

Staff present: General Manager Marti Brown, General Counsel Ann Danforth, Interim Chief of Police Walt Schuld, Chief of Police Mike Gancasz, Budget and Finance Manager Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

President Hacaj read a letter from Director Cyrus Modavi, which was received May 13, 2021, that announced his resignation from the Board of Directors effective immediately. She thanked Director Modavi for his public service. She announced the Board will hold a special meeting to discuss filling the vacancy.

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Swearing In [[TS 30:13](#)]

Interim Chief of Police Walt Schuld introduced newly appointed Chief of Police Mike Gancasz. He summarized Chief Gancasz's background and experience and administered the oath of office. Chief Gancasz thanked the Board for the opportunity to serve the District. The Board and General Manager Brown welcomed Chief Gancasz and thanked Chief Schuld for his service and contributions to the Kensington Police Department and to the community.

[[TS 48:54](#)] Interim Chief of Police Walt Schuld thanked the Board for allowing him to serve the District. He also thanked staff for their support and the Kensington Police Officers Association for their assistance on many issues.

Changes to the Agenda – None.

Public & Consent Calendar Comments [[TS 37:17](#)]

The following persons addressed the Board: 1) Maria Micale suggested that the Board reconsider donating to Karz 4 Kids and suggested using other charitable organizations; 2) Larry Nagel congratulated outgoing Police Chief Schuld on a job well done and said he is looking forward to working with Chief Gancasz; 3) A. Stevens Delk commented that the Bayview franchise fees should be in a restricted fund; and 4) Gail Feldman expressed concern about the use of Bayview funds, and urged the Board to give higher priority to evacuation planning.

Consent Calendar [[TS 47:47](#)]

- Motion by Director Sherris-Watt to adopt the Consent Calendar with the removal of Item 3 for discussion, seconded by Director Deppe, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

1. Regular Meeting Minutes of April 8, 2021

Approved meeting minutes.

2. March 2021 Financial Reports

Received and accepted the Financial Reports.

3. Surplus Police Vehicle Donation [[TS 51:32](#)]

Item 3 was pulled from the Consent Calendar for discussion. Chief Mike Gancasz presented the recommended action to declare certain police vehicles as surplus and approve donating them to Kars4Kids. Director Sherris-Watt recommended authorizing Chief Gancasz to research non-religious organizations in Contra Costa County for the donations.

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- Motion by Director Sherris-Watt to approve Item 3 on the Consent Calendar and that Chief Gancasz declare certain police vehicles as surplus and approve the donations of them to a non-religious organization operating in Contra Costa County as he deems fit; seconded by Director Deppe, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

Action: Authorized Chief Gancasz to declare certain police vehicles as surplus and approve donations to non-religious organizations operating in Contra Costa County as he deems fit.

4. 2X2 Joint Committee Regarding the future of the Public Safety Building

Action: Dissolved the KPPCSD's 2x2 Joint Committee.

5. Authorize Special Meeting to Approve FY 2021-22 Budget

Action: **Resolution No. 2021-06** – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Authorizing the Adoption of the 2021-2022 Budget at A Special Meeting.

Presentation

6. Past, Current and Future Practices in the Finance Department [TS 56:45]

General Manager Marti Brown presented information on past practices in finance and accounting, human resources, and payroll processes. She noted there had been significant progress and there are some best practices and industry standards that should be instituted. Ms. Brown summarized the benefits of additional financial consulting.

Director Sherris-Watt asked if there was a priority list for accomplishing the tasks. General Manager Brown said staff will prioritize the tasks and come back to the Board with a plan.

- Addressing the Board were the following persons: 1) Candy Capogrossi congratulated the Board on hiring competent staff and thanked General Manager Brown and Budget and Finance Manager Korsak for moving the District forward; and 2) Julie Stein commended staff on moving toward public sector funding, improvement of internal controls, setting policies, and recognizing the limitations of Quick Books.

President Hacaj noted this item was for discussion only.

Discussion and Action Calendar

7. Annual Approval of the Kensington Park Assessment District Levy [TS 1:15:22]

President Hacaj summarized the recommended action. NBS consultant Darrylann Zarate presented background on the development of the proposed assessment. The current assessment is \$18.65 per household with 2,189 parcels. The current operating park budget is approximately \$121,000, revenue from the assessment is \$42,000, and approximately

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\$79,000 would need to be supplemented from the General Fund. Ms. Zarate suggested that the District may want to explore increasing the assessment so that the park budget does not need to be supplemented. NBS consultant Tim Seufert provided an overview of the process for determining the assessment and explained finance options available for fully funding and supporting the Kensington Park and its facilities.

- Addressing the Board were the following persons: 1) Gail Feldman asked about administrative costs for developing the proposed assessment and the Proposition 218 process; 2) A. Stevens Delk commented on park costs over the years and suggested that the community consider increasing the assessment; 3) Linda Lipscomb asked for clarification on the assessment for parcels.
- Motion by President Hacaj to adopt a resolution to initiate proceedings for the levy and collection of assessments for the Kensington Park Assessment District for Fiscal Year 2021-22; seconded by Director Sherris-Watt, and it carried unanimously (4-0) by the following roll call vote: Directors Nottoli, Deppe, Sherris-Watt, and President Hacaj.

Resolution No. 2021-03 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District to Initiate Proceedings for the Levy and Collection of Assessments for the Kensington Park Assessment District for Fiscal Year 2021-22.

- Motion by President Hacaj to approve the Engineer’s Report for the Kensington Park Assessment District for Fiscal Year 2021/22; seconded by Director Sherris-Watt, and it carried unanimously (4-0) by the following roll call vote: Directors Nottoli, Deppe, Sherris-Watt, and President Hacaj.

Resolution No. 2021-04 – 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 2021/22.

- Motion by President Hacaj to adopt resolution declaring the District’s intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2021/22; seconded by Director Sherris-Watt, and it carried unanimously (4-0) by the following roll call vote: Directors Nottoli, Deppe, Sherris-Watt, and President Hacaj.

Resolution No. 2021-05 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Declaring Its Intention to Levy and Collect Assessments for the Kensington Park Assessment District for Fiscal Year 2021/22.

8. **Contract for Financial Consulting Services** [\[TS 1:49:55\]](#)

General Manager Marti Brown presented the recommended action. Board members asked questions about the consultant’s scope of work (i.e. will the consultant provide advice on the financial consequences of leasing a new building and relocation of the Police Department; whether other financial forecasting software had been explored since changes in Excel are

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complicated; explanation of the breakdown of current financial consulting, and whether the auditor is handling GAAP compliance). General Manager Brown and Finance and Budget Manager Korsak responded to the questions.

- Addressing the Board was Gail Feldman who commented that outstanding financial management policies should be completed.
- Motion by President Hacaj to approve the budget authority of a not-to-exceed amount of \$15,000 at a rate of \$135/hour to contract with Andy Heath, Finance Consultant and authorize the General Manager, or her designee, to execute a contract with Mr. Heath for finance consulting services; seconded by Director Sherris-Watt, and it carried (3-1) by the following roll call vote: (AYES) Directors Nottoli, Sherris-Watt, and President Hacaj; and (NOES) Director Deppe.

9. **Strategic Planning Process and Plan** [[TS 2:13:30](#)]

General Manager Marti Brown introduced the recommended action. Director Deppe commented that the planning process should include goal setting for the Police Department. Director Nottoli asked if the Board about postponing the process until the vacant Board seat is filled. President Hacaj pointed out that the Board should be able to make an appointment of a potential board member prior to the actual planning session.

- Motion by Director Deppe to approve budget authority for the General Manager, or her designee, to enter into an agreement with Rauch Communication Consultants, Inc. for a not-to-exceed amount of \$13,000 to facilitate a strategic planning process and develop a Strategic Plan; seconded by President Hacaj, and it carried unanimously (4-0) by the following roll call vote: (AYES) Directors Nottoli, Deppe, Sherris-Watt and President Hacaj.

Director Comments & Reports

10. **Director Comments** [[TS 2:23:33](#)]

- President Hacaj announced that the Board will be polled on future dates to convene a special meeting for addressing the Board vacancy. Additionally, she commented that residents have expressed a lot of interest regarding composting.
- Director Deppe suggested moving board comments to the beginning of the meeting so the public doesn't have to wait until the end of the meeting.

11. **General Manager Comments** [[TS 2:29:15](#)]

General Manager Brown announced the launch of a monthly General Manager's update which will be posted on the KPPCSD website. She reminded the Board of the following upcoming budget meeting schedule: Thursday, June 10 (budget workshop); Thursday, June 17 (public workshop); and Tuesday, June 29 (budget approval).

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Adjournment [[TS 2:30:10](#)]

The next regular meeting will be held on Thursday, June 10, 2021.

President Hacaj adjourned the meeting at 9:15 p.m.

SUBMITTED BY:

DocuSigned by:

Lynelle M Lewis

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: June 10, 2021

DocuSigned by:

Marti Brown

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Marti Brown, General Manager

DocuSigned by:

Sylvia Hacaj

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Sylvia Hacaj, President of the Board

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