



---

Date: April 13, 2023  
To: Board of Directors  
From: David Aranda, Interim General Manager  
Subject: Appoint an Individual to the Board of Directors for the Kensington Police Protection Community Services District

---

### **Recommendation**

Motion to appoint an individual to the Board of Directors for the Kensington Police Protection Community Services District.

### **Background**

Director Eileen Nottoli resign as a Board Member effective February 10, 2023. The Board held a special meeting on February 23, 2023 and the Board approved posting the notice of vacancy and placing applications on line and in the office.

The notice of vacancy stated that the application deadline is Monday April 3, 2023 and that at the regular meeting of April 13, 2023 the Board would appointment an individual to the Board of Directors for Kensington Police Protection Community Services District.

There were four applications submitted for the vacant seat. The applicants are as follows: Jonathon Angell, Candace Capogrossi, David Spath and Lynn Wolter. Their completed applications and additional paperwork are attached. Please note that on Friday, April 8, 2023 Jonathon Angell withdrew his interest in serving on the Board.

The General Manager recommends the following process in seating a fifth board member:

1. Carefully review each candidate's application and paperwork submitted.
2. A Director make a motion to appoint one of the individuals to the Board. If there is no second there will be a need to move on to another candidate. If there is a second, a vote will be taken and by a vote of three affirmative ayes, that individual would be appointed to the Board. Should there not be three aye votes, the process would continue until a majority of the board appoints one of the candidates.
3. The individual appointed will be sworn in prior to the May Board meeting.

Appoint Board Member to KPPCSD Board

April 13, 2023

Page 2 of 2

**Attachments**

- Candace Capogrossi application and additional paperwork
- David Spath application and additional paperwork
- Lynn Wolter application and additional paperwork



# Kensington Police Protection & Community Services District

Date: April 11, 2023

To: Directors of Kensington Police Protection Community Services District, Candidates for the vacant board seat and the public.

From: Board President Alexandra Aquino-Fike

Subject: Board Appointment Process

---

Please note the following process that will take place for Agenda item number 15, Discuss and select a Board Member for the KPPCSD Board:

1. Directors Aquino-Fike, Duggan, Gough and Hacaj will have prepared one question to ask the three Board Candidates.
2. Each director will direct his or her question to the three candidates. Please have the question prepared so that no more than one minute is used for the question.
3. Each candidate will respond to each question not using more than two minutes to answer the question.
4. Following the Q&A portion, President Aquino-Fike will ask if the directors have any additional comments to make, if none a nomination for the board seat will be requested.
5. Any members of the public wishing to comment will be acknowledged by The Board President and will have a maximum of two minutes to comment.
6. After a nomination and a second a vote will be taken, and assuming that, at least three votes are ayes that individual will appointed to the vacant board seat for the May 2023 board meeting.



Date and Time Received

**NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH David Aranda, KPPCSD Interim General Manager ([DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)) by Monday, April 3, 2023**

**---APPLICATION FOR APPOINTMENT TO THE KPPCSD BOARD OF DIRECTORS---**

This application is to fill a vacancy on the KPPCSD Board of Directors. The KPPCSD Board of Directors will review all submitted applications provided the applicants satisfy the stated qualifications. The Board may hold a public interview process for each candidate. This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the KPPCSD Board of Directors as a part of a noticed public meeting. Only Kensington residents who are registered voters in Kensington will be eligible for appointment.

Name: Candace (Candy) Capogrossi

Residence Address: [REDACTED] Kensington CA 94707

Mailing Address (if different): \_\_\_\_\_

E-mail: [REDACTED]

Phone Number: [REDACTED]

**Are you currently a registered voter and a resident of Kensington, or will you be at the time of an appointment?** (yes or no)

Please include **your resume** and answer the following questions on a separate sheet(s) of paper.

1. Why do you want to be appointed to the KPPCSD Board of Directors?
2. Over the last two years, what issues have been interesting to you that have resulted in your participation at Board meetings?
3. What are your top three priorities for Kensington?
4. What relevant skills, experience and expertise do you bring to serving as a KPPCSD Board of Director?

# CANDACE CAPOGROSSI

## Professional Summary

34 year career in affordable housing. Deputy Executive Director for Santa Clara County Housing Authority for 11 years prior to retiring. Certified Property Manager (*PMI*). Served in many roles of the Housing Voucher Program. Maintained 98% lease up and achieved *Moving to Work* status which gave the agency flexibility. Represented the agency on many intergovernmental committees and non profit boards including *Work Force Industry* and *Homeless* issues. Ability to relate very well with staff, tenants and owners in resolving conflict. Lifelong passion for support of equity in all aspects of life.

## Experience

**Consultant**, Episcopal Community Services, San Francisco CA  
2/2019 - 5/2019

- Created and implemented a *Rapid Rehousing Program* for 100 homeless in 4 months.
- Worked cooperatively with San Francisco City Officials and nonprofits to get people jobs and housing.
- Created reports, audit process, crisis resolution, and met goals.

**Deputy Executive Director**, Santa Clara County Housing Authority, San Jose, CA  
8/1976 - 1/2011

- Deputy Executive Director for 11 years after fulfilling various management positions as Section 8 Director and Supervisor.
- Oversaw all Departments related to Housing including Housing Management, Human Relations, Maintenance, and Nonprofit housing developments.
- Selected as a *Moving to Work* Agency, we maintained 98% lease up in the *Housing Voucher Program*.
- Oversaw the conversion of public housing units to *Housing Choice Voucher Program*.
- Served as *NAHRO* President for Pacific Southwest and encouraged training and life long learning for my colleagues.
- Created a Scholarship Program that has funded hundreds of clients.
- Awarded a Congressional mention for cooperative government relations with Federal, State and County organizations.
- Deep program knowledge of all *Hud* supported Housing Programs.

## Education

**Ithaca College**, BA, Ithaca, NY

## ADDITIONAL INFORMATION FOR YOUR CONSIDERATION

I have been a resident of Kensington for 12 years after retiring and wanting to spend more time with my family. My daughter, son-in-law and 2 grandchildren live down the street and it's been a great joy to participate in their lives and activities when needed.

I became a member of the Kensington Property Owners Association approximately 3 years ago. I belong to the El Cerrito Soroptimist Club which covers the area of Kensington, Berkeley, Albany and El Cerrito and am a member of their board. Their purpose is to provide scholarships and other types of support for women in the area and a special project in Africa.

I am working part time for the City of Alameda Housing Authority overseeing a summer intern program for local college students interested in the field of housing.

I met many Kensington residents when I spear headed a fundraiser to help the parents of a young man working at Youngs Market named Prabesch. His parents had lost their home in an earthquake in Nepal. I put an ad in Next Door asking if those who wanted to help would come to a meeting at my house. An amazing group of volunteers showed up and together we created an art, wine, music, and cultural festival at the Community Center that raised \$20,000 and helped his family rebuild their home. By the way, Prabesch left the grocery business and completed his degree in Computer Science. He and his fiancée live in St. Louis. It was a great honor to meet his parents and brother and have dinner together. The generosity and Kensington spirit of caring for a family we had never met, but could help, was something I will never forget.

My years working for a public agency helped me to develop the ability to see different points of view such as tenants, owners, neighbors as well as decipher government policies while looking for opportunities through grants and other funding opportunities. We are a small town that shares many of the issues of much larger towns and cities, but with a smaller tax base to reach our goals. My desire is to be part of maintaining transparency, fact finding and collegial relations with the board, residents, departments, and the County of Contra Costa. Thank you for your consideration.

1. Why do you want to be appointed to the KPPCSD Board of Directors?

A vacancy during this important time of transition will slow down progress towards all the important actions needed. You have a new board that was duly elected and bring a variety of backgrounds to bear. My 34 year career in a public government agency brings a background of understanding the Brown Act, PERS, local, state and federal laws, dealing with a diverse population for critical problem resolution, the importance of personnel management and training, overseeing grant applications, maintaining relations with other similar entities to share ideas, planning and monitoring budgets, public communication through various medias and much more. During my retirement I have consulted with a nonprofit agency establishing programs for the homeless population in San Francisco and currently I am working part time on a summer intern program for the City of Alameda Housing Authority. While these are not programs needed here, it demonstrates a broad set of skills that involve being creative, resourceful and a good communicator. I believe my public agency background and collaborative style of management would make me a good addition to the KPPCSD Board.

2. Over the last two years what issues have been interesting to you that have resulted in your participation at Board meetings?

Improving professionalism of the Police Department with the hiring of a permanent Police Chief and more. Challenges with permanent staffing. Finding a permanent and suitable home for the police staff. Communication challenges between the Fire Board and KPPCSD. Conducting business on Zoom. General Manager Reports. Potential of Consolidation.

3. What are the three top priorities for Kensington?

Being fiscally sound enough to meet obligations, finding the best location for the Police staff, long term plan for consolidation.

4. What relevant skills, experience and expertise do you bring to serving as a KPPCSD Board of Director?

My skills in communication, critical thinking, asking questions, calm demeanor and collegial abilities come from my 34 years at the Santa Clara County Housing Authority. In particular, my last 11 years as Deputy Executive Director overseeing one of the largest Housing Authorities in the country gave me experience in all facets of management of public relations and the business of budget, personnel, legal, maintenance management of many facilities, contracting gave me expertise in budget management and budget forecast, crisis management, and the ever changing public regulations plus dealing with various media. There were learning lessons along the way and "war stories" of course that helped develop me as an excellent administrator. Finally, it's important to let the professionals do their job and keep you apprised.

5. Provide your approach in handling a situation or matter that has very divisive points of view or conflicts with your personal philosophy?

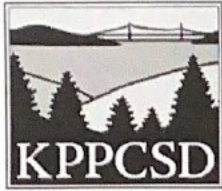
The first approach is to know there will be divisive points of view based on peoples understanding or lack of understanding about the cost of good government, priorities that conflict with their individual points of view. There is a time for listening and asking pertinent questions with respect and thanks and a time to look at all the facts and make a decision. Not everyone will agree and that's to be expected. Regarding my personal philosophy, unless there is disregard for civility, violation of code of conduct with threats or yelling, it is my job to remain as a neutral person and acknowledge that you may have bias toward a subject but once you are aware ,listening to other perspectives with an open heart.

6. If you could change one thing about how Kensington operates what would it be?

Once assuming the position, I may change my perspective, but it seems things become a lot more transparent as they progress. Information on costs benefits and downsides of various projects keep changing and decisions then changed don't make sense to the public`.If I could influence the general population, I would encourage them to realize change is coming whether we like it , to read the Outlook, come to meetings and attempt to avoid group think.

Candace Capogrossi 3/29/23





Date and Time Received

NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH THE KPPCSD  
Clerk of the Board BY XXXXX

----APPLICATION FOR APPOINTMENT TO THE KPPCSD BOARD OF DIRECTORS----

This application is to fill a vacancy on the KPPCSD Board of Directors. The KPPCSD Board of Directors will review all submitted applications provided the applicants satisfy the stated qualifications. The Board may hold a public interview process for each candidate. This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the KPPCSD Board of Directors as a part of a noticed public meeting. Only Kensington residents who are registered voters in Kensington will be eligible for appointment.

Name: David Spath

Residence Address: [REDACTED]

Mailing Address (if different): [REDACTED]

E-mail: [REDACTED]

Phone Number: [REDACTED]

Are you currently a registered voter and a resident of Kensington, or will you be at the time of an appointment? Yes (yes or no)

Please include **your resume** and answer the following questions on a separate sheet(s) of paper.

1. Why do you want to be appointed to the KPPCSD Board of Directors?
2. Over the last two years, what issues have been interesting to you that have resulted in your participation at Board meetings?
3. What are your top three priorities for Kensington?
4. What relevant skills, experience and expertise do you bring to serving as a KPPCSD Board of Director?

5. Please give an example of how you would resolve a situation where your personal philosophy is at odds with what is best for Kensington.
6. How would you handle a matter that has very disparate points of view?
7. If you could change one thing about how Kensington operates, what would it be and why?
8. What do you see as the role of the KPPCSD Board of Directors and of the District Staff?

You may also provide any additional information or comments you feel would assist the KPPCSD Board of Directors in considering your application.

Please note: At the time you would be named to the KPPCSD Board of Directors, you must be:

- At least 18 years of age and a resident and registered voter in Kensington.
- You must maintain Kensington residency and registered voter status throughout your term of office.
- Also, at the time of appointment (and annually as well as at the completion of your service), you will be required to complete and file a public Form 700 with the California Fair Political Practices Commission. Form 700 filings allow the public to know of any potential conflicts of interest related to your public service. These conflicts can relate to employment, property ownership, loans and gifts, stock ownership, and more. You are also required to disclose certain financial interests of your spouse (if applicable).
- During your term on the Board of Directors, you will be required to identify any potential conflicts (often with the assistance of the District Counsel) and to recuse yourself from voting on or otherwise influencing any action that might cause a financial or other conflict.

Please sign and return this form with the questions answered via an email to Lynelle Lewis, Clerk of the Board, at [llewis@kppcsd.org](mailto:llewis@kppcsd.org). You may also drop off the form, answers and resume at the Public Safety Building, 217 Arlington Avenue, Kensington. On the envelope, please write "Attention Lynelle Lewis, Clerk of the Board." Please do not mail the form, as it may not arrive at District offices by the deadline. If you have any questions about this application, please call Ms. Lewis at 510-526-4141.

I David P. Spath (print name) swear/affirm that the foregoing information is true and correct.

David P. Spath  
Applicant's Signature

April 2, 2023  
Date

## Board Application Questions

1. Why do you want to be appointed to the KPPCSD Board of Directors?

I have always believed in the importance of public service. My working career with the State of California involved activities that were dedicated to promoting the public health and welfare. For that same reason I volunteered and served on the KPPCSD Ad Hoc Committee for Governance and Operations Structure and presently serve on the KFPD's Emergency Preparedness Committee. Being a member of the KPPCSD Board of Directors I would allow me to serve Kensington residents to help maintain and improve the services that the district provides.

2. Over the last two years, what issues have been interesting to you that have resulted in your participation at Board meetings?

There have been several issues that have been of interest.

a. The renovation of the Public Safety Building (PSB) and its relationship to the location of the police department.

I have been following the issue since the KFPD published the Public Safety Building Facility Assessment and Master Plan in 2017.

b. The KPPCSD's finances and financial situation.

The district has limited revenue streams and I have been interested in the District's efforts to meet its financial obligations while maintaining a prudent reserve.

c. Consolidation of the KPPCSD and KFPD

Consolidation of the two districts has recently been of interest to both districts. As an advocate I have been encouraged that the board has taken a positive approach to the issue.



#### d. Maintenance of Police Services

The hiring difficulties have resulted in past staffing problems. I have been concerned about how services can be maintained with fewer officers. In particular, addressing traffic issues on heavily traveled streets such as Purdue Avenue where I live while still effectively patrolling the community.

### 3. What are your top three priorities for Kensington?

#### a. Location of the Police Department

The board is presently in the process of identifying potential locations for the police department including co-location in a renovated PSB. Each potential location should undergo a cost-benefit analysis that evaluates financial impact as well as the impact on police operations.

#### b. Maintaining Financial Stability

Presently the district is in reasonably good financial shape with an estimated fund balance of approximately \$2M, of which approximately \$1.5M is obligated based on the FY 2022/2023 amended budget and revenue from property taxes, the largest revenue source, are up over 4% from the budget projection. However, short and long-term financial planning will be necessary as expenses will be rising with the implementation of the Police MOU and the potential fiscal effect of the police department location decision. In addition, park operation and maintenance costs continue to exceed the revenue from the special park tax, which has resulted in use of the General Fund to make up the difference.

#### c. Consolidation of KPPCSD and KFPD

Kensington is the only community in the state that has two separate governmental entities providing protective services within the same jurisdictional boundaries. Unlike cities, towns and special districts that have a single governing body that decides the priorities for spending community funds, Kensington has two agencies making spending decisions in isolation. This situation also results in maintaining two separate administrative staffs, which is inefficient and costly. The Local Agency Formation Commission (LAFCO) in separate municipal services reviews of

both districts recognized that this governance structure could be improved and recommended consolidation as an option. LAFCO indicated that “consolidation would offer opportunities to the community in exercising greater control over the share of local property tax dollars spent on fire, emergency medical services, law enforcement, and other services. Consolidation of KFPD with KPPCSD could streamline local government, and offer more options on allocating public safety funds within the community.”

#### d. Emergency Preparedness

I believe that emergency preparedness is an equally important priority for Kensington. Kensington is in a very high fire hazard severity zone and the Hayward earthquake fault runs through Kensington. During a wildfire the KPPCSD is responsible for overseeing evacuation procedures and maintaining traffic control as well as ensuring resident safety during an earthquake. Yet several years ago the KPPCSD dissolved its Emergency Preparedness Committee (EPC) while the KFPD has an active EPC. Coordination with the KFPD should be an imperative, which would not be an issue if the two districts were consolidated.

#### 4. What relevant skills, experience and expertise do you bring to serving as a KPPCSD Board of Director?

During my more than three decade tenure working for the State Public Health Department I spent 10 years overseeing a large public health program principally responsible for regulating the state’s public water systems. The skills that I acquired managing that program involving a multimillion dollar budget and hundreds of staff will serve me well as a member of the board. That position also involved engaging with the public and learning to listen to and understand their concerns and priorities. I also served in several capacities where I learned the importance of being able to work with individuals and groups with different opinions to achieve an acceptable outcome including: Chair of the US Environmental Protection Agency’s National Drinking Water Advisory Council as well as Chair of KPPCSD’s Ad Hoc Committee for Governance and Operations Structure. Overall, I believe that I have the skill, experience and expertise to serve the residents of Kensington as a member of the KPPCSD Board.

5. Please give an example of how you would resolve a situation where your personal philosophy is at odds with what is best for Kensington.

If my personal philosophy were at odds with what is best for Kensington then it would be my responsibility to accept that the betterment of Kensington is more important than my personal view. I would expect that whatever the issue, there would be robust debate but in the end I would defer to what is best for Kensington.

6. How would you handle a matter that has very disparate points of view?

What I have learned from my past experiences with working with individuals and groups who come to a matter with disparate points of view is that you have to be able to listen and not attempt to impose your will. Every point of view must be allowed to be presented and debated. This approach is most important when you chair or lead a group in which case you should allow all points of view be expressed before you speak to the issue. You should also strive for consensus, where possible, although the outcome may be a majority opinion along with a minority opinion being expressed.

7. If you could change one thing about how Kensington operates, what would it be and why?

The one thing that I would change is to consolidate the two districts and establish a single governance structure that oversees the provision of services in Kensington. With the support of both districts, LAFCO could be petitioned to carry out the consolidation process. As previously indicated in #3, consolidation would streamline government and allow for decisions on the best use of Kensington's limited tax dollars to be made by a single governing body that reflects community priorities.

8. What do you see as the role of the KPPCSD Board of Directors and of the District Staff?

The role of the Board of Directors is to set policy and establish board procedures for conducting the business of the KPPCSD. Staff are responsible for implementing Board policies as well as carrying out the day-to-day functions of the district such maintaining public safety, overseeing

park operations, tracking revenues and expenditures, etc. In addition, staff may be tasked with conducting studies/investigations or draft proposals at the direction of the Board.

# *Resume*

*David P. Spath, Ph.D., P.E.*

## **Education**

Tufts University	B.S. Civil Engineering	1965
University of Cincinnati	M.S. Civil and Environmental Engineering	1968
University of Cincinnati	Ph.D., Civil and Environmental Engineering	1972

## **Work History**

California Department of Public Health 1972 - 2005

Assistant Engineer 1972 – 1977

Carried out studies on issues related to drinking water and wastewater reuse.

Associate Engineer 1977 – 1983

Responsible for developing regulations for wastewater reuse; carried out studies to determine safe uses of reclaimed wastewater; evaluated impacts of industrial and agricultural practices on drinking water quality

Senior Engineer 1983 – 1989

Responsible for overseeing statewide program investigating chemical contamination of groundwater supplies; responsible for implementing state drinking water quality standard setting program

Technical Programs Branch Chief 1989 – 1993

Responsible for supervising the Department's Drinking Water Technical Programs including drinking water quality standard setting, wastewater reuse, water treatment operator certification, water quality data management, water system loan and grant funding, point of use treatment device certification, legislation analysis and USEPA Public Water System Supervision Grant Workplan

Assistant Chief, Division of Drinking Water and Environmental Management 1993 - 1995



Responsible for overseeing the technical and administrative functions of the Division

Career Executive Assignment (CEA 3): Chief, Division of Drinking Water and  
Environmental Management 1995 - 2005

Managed a multidisciplinary Division with a budget of \$20+Million and over 300 staff located in 13 offices throughout the state. Principal responsibility was to serve as the State Drinking Water Administrator with oversight and management of the State's Drinking Water Regulatory Program. Additional responsibilities included the oversight and management of the Department's Medical Waste Regulatory Program, Shellfish Sanitation Program, Nuclear Emergency Response Program, Radon Program, Department of Defense Program, Environmental Health Registration Program, Institutions Program, Recreational Health Program, Beaches and Recreational Waters Program as well as the Department's Sanitation and Radiation Laboratory.

As a CEA 3 served as a Skelly Hearing Officer responsible for hearing appeals to employee disciplinary actions and making recommendations as to whether there are reasonable grounds to proceed with the proposed discipline, or whether it should be modified or revoked.

Retired Annuitant, California Department of Public Health 2006 to 2014

Retired Annuitant, State Water Resources Control Board 2014 to Present

### **Other Activities**

Chair, U.S. Environmental Protection Agency, National Drinking Water Advisory Council (2000 – 2003)

Past Member, AWWA Research Foundation, Public Council on Drinking Water Research

President (1999 & 2000), Association of State Drinking Water Administrators

National Research Council, Panel on Water System Security Research

National Research Council, Committee on Public Water Supply Distribution Systems: Assessing and Reducing Risks

President, California Public Health Association-North (2010 and 2011)

Chair, Kensington Police Protection & Community Services District, Ad Hoc Committee on Governance and Operations Structure (October, 2015 to October, 2016)



Date and Time Received
------------------------

**NOTE: THIS COMPLETED AND SIGNED APPLICATION MUST BE FILED WITH David Aranda, KPPCSD Interim General Manager ([DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)) by Monday, April 3, 2023**

**----APPLICATION FOR APPOINTMENT TO THE KPPCSD BOARD OF DIRECTORS----**

This application is to fill a vacancy on the KPPCSD Board of Directors. The KPPCSD Board of Directors will review all submitted applications provided the applicants satisfy the stated qualifications. The Board may hold a public interview process for each candidate. This application is a public document, although your personal information will be redacted. Your application will be compiled with other applications and considered by the KPPCSD Board of Directors as a part of a noticed public meeting. Only Kensington residents who are registered voters in Kensington will be eligible for appointment.

Name: Lynn M. Wolter

Residence Address: [REDACTED], Kensington 94708

Mailing Address (if different): \_\_\_\_\_

E-mail: [REDACTED]

Phone Number: [REDACTED]

**Are you currently a registered voter and a resident of Kensington, or will you be at the time of an appointment?** yes (yes or no)

Please include **your resume** and answer the following questions on a separate sheet(s) of paper.

1. Why do you want to be appointed to the KPPCSD Board of Directors?
2. Over the last two years, what issues have been interesting to you that have resulted in your participation at Board meetings?
3. What are your top three priorities for Kensington?
4. What relevant skills, experience and expertise do you bring to serving as a KPPCSD Board of Director?

5. Provide your approach in handling a situation or matter that has very divisive points of view or conflicts with your personal philosophy.
6. If you could change one thing about how Kensington operates, what would it be and why?

You may also provide any additional information or comments you feel would assist the KPPCSD Board of Directors in considering your application.

Please note: At the time you would be named to the KPPCSD Board of Directors, you must be:

- At least 18 years of age and a resident and registered voter in Kensington.
- You must maintain Kensington residency and registered voter status throughout your term of office.
- Also, at the time of appointment (and annually as well as at the completion of your service), you will be required to complete and file a public Form 700 with the California Fair Political Practices Commission. Form 700 filings allow the public to know of any potential conflicts of interest related to your public service. These conflicts can relate to employment, property ownership, loans and gifts, stock ownership, and more. You are also required to disclose certain financial interests of your spouse (if applicable).
- During your term on the Board of Directors, you will be required to identify any potential conflicts (often with the assistance of the District Counsel) and to recuse yourself from voting on or otherwise influencing any action that might cause a financial or other conflict.

Please sign and return this form with the questions answered via an email to David Aranda, Interim General Manager at [DAranda@kppcsd.org](mailto:DAranda@kppcsd.org). You may also drop off the form, answers and resume at the Kensington Police Protection and Community Services District, 10940 San Pablo Ave., Bldg. B., El Cerrito, CA 94530. On the envelope, please write "Attention David Aranda, Interim General Manager." Please do not mail the form, as it may not arrive at District offices by the deadline. If you have any questions about this application, please call Mr. Aranda at (510) 960-0716.

I Lynn M. Wolter (print name) swear/affirm that the foregoing information is true and correct.

Lynn M. Wolter  
Applicant's Signature

3/28/23  
Date



Lynn M. Wolter  
[REDACTED]  
Kensington, CA 94708

**1. Why do you want to be appointed to the KPPCSD Board of Directors?**

I want to participate in the KPPCSD Board's discussions and decisions.

The KPPCSD is responsible for Kensington's police department, local recreation – including the related buildings, playground equipment, roads, and vegetation, and the community's refuse and recycling services. I want the best possible policies adopted to ensure that these three areas of responsibility are excellently executed and managed.

The KPPCSD faces the longstanding challenge of where to house the Kensington Police Department. I am determined to work productively with other KPPCSD directors, the community, and members of the Kensington Fire Protection District to find a solution that meets the mandate of Kensington voters in the most recent election: Keep Kensington's independent police department in Kensington, preferably in the Public Safety Building.

**2. Over the last two years, what issues have been interesting to you that have resulted in your participation at Board meetings?**

The primary issue has been that of maintaining local control of our police department and finding a location – within Kensington – to house our police department. Regular patrolling by and the regular presence of the police means that our children can play freely and safely in our park and elsewhere in the community, there are few home burglaries, and there are very infrequent violent crimes. The local presence of our police department means greater safety in the form of lower speed of cars traveling on streets such as The Arlington, Franciscan, Purdue, and Kenyon. The cost of any crime often far exceeds the annual amount we pay for our police services.

The second issue or importance is KPPCSD's budget. Homeowners pay 1% in ad valorem property taxes. Of this, 13% goes to the Kensington Police Protection and Community Services District, and 31% goes to the Kensington Fire Protection District. Thus, for a \$1,000,000 home, \$1,300 goes to the KPPCSD and \$3,100 goes to the KFPD. Both districts receive special taxes: \$500 for the KPPCSD for police service, and \$85 for the fire district. Totaled, \$1,800 goes to the KPPCSD and \$3,185 goes to the KFPD. Because of this allocation, which was set in 1978 by Proposition 13, the rate of increase in KPPCSD's revenue has not kept pace with inflation. With this financial dynamic, it will be important to focus on the KPPCSD's sources of revenue and its expenses.

Third is that, in the event of a home burglary, the value of stolen items and damage done to property usually exceeds \$1,800. The economics and the high degree of safety are compelling.

There is one condition to this: Should Kensingtonians, after having been well educated on the matter, vote to contract out for police services, then their vote should compel the KPPCSD Board to effect such a change.

### **3. What are my top three priorities for Kensington?**

- Keep Kensington's police department and keep it housed within Kensington.
- Maintain Kensington Park, including regular police patrolling of it, to ensure it remains safe, clean, and accessible.
- Work with the Kensington Fire Protection District to ensure that, together, we deliver the best possible public safety to Kensington residents

### **4. What relevant skills, experience and expertise do you bring to serving as a KPPCSD Director?**

I've attended many of the KPPCSD's recent meetings and hundreds of KPPCSD meetings during the many years my husband and I have lived here. Thus, I know the KPPCSD's history, and I'm up to date on the KPPCSD's current issues, discussions, policies, and decisions.

I began serving Kensington in 1979, the year after moving to Kensington. The Kensington Property Owners Association recruited me to become a member of its board and its Treasurer. Later, I was elected president of the board. I served on that board until 1984.

Subsequently, I served on the Kensington Community Council, from 1991 until 1997. I was elected president in 1994 and treasurer in 1993.

In 1994 I was elected to the KPPCSD Board. In my final year on the Board, I was elected president. From this experience, I learned about the KPPSCD board's oversight role and about its areas of responsibility. Among the most interesting, challenging, and fulfilling aspect of my term was the acquisition and design development of Kensington Park. The Board's other accomplishments during these four years are detailed in my resume.

From 2013 until 2019, I served as KPPCSD's District Administrator: prepared board packets; attended board meetings and prepared minutes; prepared payroll; processed accounts payable; monitored contracts to ensure compliance, especially when payables and receivables were due; prepared monthly financial reports along with a narrative report explaining variances. I worked closely with the District's CPA and auditor to complete financial and CalPERS audits.

Supervisor John Gioia appointed me to serve as "member-at-large" for the Committee to Re-write Kensington's Small Lot Ordinance in 1991. I worked on this committee until the committee's work was completed and the revised ordinance was adopted by the County Board of Supervisors in 1994.

In 2020, I was elected to the Kensington Improvement Club's board of directors, and I serve as its treasurer.

From 2006 until 2016, I served as the treasurer and project manager for a group-living building near the UC Berkeley campus. During these ten years, \$2.5 million of foundational and structural projects were successfully completed.

I was a marketing and financial analyst, prior to leaving my job in San Francisco's Financial District in 1981 to raise our children.



I've spent much of my adult life serving Kensington. I've learned its history and have had the pleasure to have worked with most of Kensington's recent and former leaders and to have engaged in both brief and in-depth discussions with many, many members of our community on a wide range of topics.

I also had the pleasure of meeting our new Interim General Manager, David Arranda, at the California Special District Association trainings I attended several years ago.

My years of public service, knowledge, experience, skills, connections, dedication to Kensington, and work ethic have prepared me well to join the KPPCSD Board. I believe I would bring a wealth of relevant knowledge and experience, which would enable me "to hit the ground running."

**5. Provide your approach in handling a situation or matter that has very divisive points of view or conflicts with your personal philosophy.**

Listen politely to all opinions of community and board members. Carefully consider the comments, discuss the item with other directors, consider motions and any amendments thereto, and vote based on what I understand to be in Kensington's best interests.

Some topics, such as those involving great cost or significant change in service may best be decided by Kensington's voters through a ballot measure.

I would adhere to proper process and abide by votes of the board and of Kensington's the residents.

**6. If you could change one thing about how Kensington operates, what would it be and why?**

I would increase the percentage of ad valorem taxes KPPCSD receives because it would ease the KPPCSD's tight financial circumstances.

In closing, it would be an honor to serve the Kensington community again.

**Lynn M. Wolter**  
[REDACTED]  
**Kensington, California 94708**  
[REDACTED]

**Kensington Improvement Club**

**Treasurer**

2020 - present

**CERT Training**

2020

Completed CERT training course provided by Kensington Fire Protection District.

**Kensington Police Protection and Community Services District**

**Candidate**

2019 Election

Organized and ran campaign, participated in Kensington Improvement Club/Kensington Property Owners Association candidates' forum, via Zoom. Came in third, behind the two incumbents.

**Kensington Police Protection and Community Services District**

**District Administrator**

2013 – 2019

Responsible for: police officer and district staff payroll and related CalPERS reporting; accounts payable; financial statement and CalPERS audit assistance; preparing board's minutes; posting documents to website; preparing documents for and organizing board packets; maintaining District files; answering front desk and phone queries; researching and preparing grant applications; locating and providing documents for Public Records Act Requests; attending various CSDA trainings; working with district's CPA to periodically close ledger; preparing monthly financial and budget variance statements; ensuring accurate and timely receivables and payables with respect to various contracts; and writing detailed report on how to do the District Administrator job prior to leaving in 2019.

Reported to General Manager/Chief of Police and then to the General Manager.

**Member of Sorority Corporation Board, U.C. Berkeley**

**Treasurer and Construction Project Manager**

2006 – 2016

Was recruited by board president to join board in 2006 to become treasurer and subsequently added construction project manager to my responsibilities.

The 20,000 square foot facility was built in the 1940s and had been neglected for many years. I evaluated the sorority's financial condition and its likelihood for success as a business model. I recruited talented women to join the board. Together, we developed a strategy, which included: educating the college women, some of whom were voting members of the board, about the corporation's financial health; and hiring an interior designer. During the ten years as the board's treasurer and project manager, I managed the cash flow for ongoing operations and for the \$2.5 million of capital improvements, which were always completed on time and within budget. As a result of these improvements, this sorority is now highly sought during recruitment, it houses over 70 students, and it enjoys a membership of about 150 college-aged



women. The entity is enjoying continually improving financial health, with good cash flow, a strong cash position, and a healthy balance sheet.

- o Managed over \$2.5 million of foundational and structural improvements to 20,000 sq. ft. facility.
- o Prepared and managed annual operating and capital improvement budgets and was responsible for accounts receivables and accounts payable, including assigning them to their appropriate charts of account.
- o Member of committees that recruited two Facility Directors (general managers)
- o Managed the bookkeeper.
- o Board was responsible for managing paid staff and for their annual performance reviews.
- o Worked closely with Board's tax preparer (CPA), Facility Director, and legal counsel.

### **Kensington Police Protection and Community Services District**

#### **Member, Search Committee for Position of Chief of Police/General Manager**

2006 – 2007

Appointed by Board to work with committee of five to assist in hiring a new Chief of Police/General Manager after the incumbent abruptly resigned. Committee interviewed candidates and recommended three to the board. Board made the final decision.

### **Kensington Police Protection and Community Services**

#### **District Board of Directors**

#### **President, 1998; Vice President, 1997**

1994 – 1998

Elected office. Responsible for overseeing police, recreation, and solid waste collection services, and District's approximate \$1million budget.

District's major accomplishments during my term on the Board:

- o Successfully placed measures on ballot to obtain community approval for the purchase of and improvements to property now known as Kensington Park.
- o Successfully negotiated with the West Contra Costa Unified School District to purchase 8½ acres of property. With community input, developed a master plan to convert this former school property into a park and directed the initial stages of demolition and park development.
- o Successfully placed measure on ballot to increase a special tax that helps fund the community's independent police department.
- o Introduced process of setting annual goals and objectives and creating corresponding action plans. This improved transparency, organization, and productivity.

### **Women's Organization, San Francisco**

2005 – 2010 Member, **Finance Committee and Human Resources Committee**

Assisted in establishing and managing the organization's annual operating and capital improvement budgets, managing paid staff, giving performance reviews, setting organization's policies, and making recommendations to the Board. Wrote compensation analysis report for General Manager position.

2005 – 2007 Member, **Nominating Committee**

2004 – 2005 Member, **Board of Directors**

#### **Treasurer and Finance Committee Chairman, Reserve Study Committee Chairman and Construction Project Manager**

With the Finance Committee and organization's accountant, established annual operating and capital improvements budget and managed the club's financial operation. With the organization's president, managed a \$500,000 renovation project, which was completed on time and within budget, and successfully recruited new accountant for the organization. Set agendas for and ran Finance Committee meetings.

2003 – 2004 **Board of Directors; Assistant Treasurer**

Wrote organization's fiscal policy and assisted with establishing annual budget.



## **Other Experience**

- 2001 – 2004 **Committee to Re-write Kensington Small Lot Ordinance**  
**At-large member appointed by Contra Costa County Supervisor John Gioia**  
With committee, helped research and draft language to establish the revised county Ordinance
- 1994 – 2005 **Boy Scouts of America, Troop 100 Kensington**  
**Parent Committee Chairman, Treasurer**  
Responsible for running parent committee meetings, budget, accounts receivable and accounts payable.
- 1991 – 1997 **Kensington Community Council – President, 1994; Treasurer, 1993**  
Set agendas, ran meetings, led in campaign to purchase Kensington Park
- 1983 – 2008 **Junior League of Oakland East Bay**  
**Sustaining Member/Member; Chairman, fundraising committees**  
Attended trainings, wrote and submitted grants; ran meetings; set and achieved goals, objectives, and action plans.
- 1979 – 1984 **Kensington Property Owners Association – President, 1983; Treasurer, 1981-82**  
Organized Community's first earthquake safety presentation. Invited Police Chief, Fire Chief, and representatives of FEMA and Red Cross to attend and make presentations. Subsequently organized Kensington's first earthquake "blocks."
- 1980 – 1981 **Wells Fargo Leasing Corporation, Financial Analyst**  
Prepared pricing quotes for leveraged and single investor lease bids for management and marketing officers. Provided relevant IRS, FASB, and company policies and guidelines to marketing officers.
- 1977 – 1980 **Itel Container Corporation, Supervisor of Marketing Analysis**  
Prepared written and statistical marketing research reports regarding rates and month-to-month rate variances, contracts, top customers, and equipment international use patterns for company's president, vice president of marketing, and other executives.

## **Education**

- University of California, Berkeley, Bachelor of Arts 1976  
University of California Extension, Accounting Certificate 2011