

## Meeting Minutes for 1/11/18

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday, January 11, 2017, at 6:30 P.M., at the Community Center, 59 Arlington Ave., Kensington, California. A Regular Meeting (Open Session) and a continuation of the Special Meeting (Closed Session) followed.

### ATTENDEES

<u>Elected Members</u>	<u>Speakers/Presenters</u>
Rachelle Sherris-Watt, President	Ann Danforth, District’s Legal Counsel
Eileen Nottoli, Vice President	Jon Holtzman
Len Welsh, Director	Bill Zenoni
Sylvia Hacaj, Director	Simon Brafman
Chris Deppe, Director	Celia Concus
	Linda Lipscomb
<u>Staff Members</u>	Karl Kruger
Anthony Constantouros, General Manager	Jim Watt
Lynn Wolter, District Administrator	Andrew Gutierrez
	Anthony Knight
	Ciara Wood
<u>Press</u>	A. Stevens Delk
	Leonard Schwartzburd

President Sherris-Watt called the meeting to order at 6:33 P.M. President Sherris-Watt, Vice President Nottoli, Director Welsh, Director Deppe, Director Hacaj, GM Constantouros, and District Administrator Wolter were present.

### CLOSED SESSION PUBLIC COMMENTS

None.

The Board entered into Closed Session at 6:34 P.M.

### CLOSED SESSION

- 2a. Conference with Labor Negotiators  
 Agency designated representatives: (General Manager Anthony Constantouros and Jonathan Holtzman).  
 Employee organization: Kensington Police Officers Association.
- 2b. Conference with Legal Counsel – Anticipated Litigation:  
 Significant exposure to litigation pursuant to Sections 54956.9(d)(2) and (e)(1) of the California Government Code.

The Board returned to Open Session at 7:38 P.M.

President Sherris-Watt took roll call. President Sherris-Watt, Vice President Nottoli, Director Welsh, Director Hacaj, and Director Deppe were present.

President Sherris-Watt reported that, with respect to item 2a, the Board had nothing to report and no action had been taken but that the Board hoped to have the MOU with the Kensington Police Department on its next agenda and would publish it as soon as possible. With respect to item 2b, she reported that the Board would return to Closed Session at the end of the Open Session.

### PUBLIC COMMENTS

Linda Lipscomb said she'd come to shout out about the recent spate of vandalism, including dozens of incidents on Beloit, Kenyon, Highland, Lake Drive, and Purdue. A couple of days later there had been a car theft on Purdue Avenue. And, after that – Wednesday, as reported on Nextdoor – there'd been another smashing of car windows. The Board was presiding over a lot of instability. It was analyzing a great deal. She was glad to hear that the Board was getting close to a memorandum of understanding with the Kensington Police Department because it was also her understanding that the Board was presiding over the decimation of the number of officers Kensington has on its staff. She believes the department may be down as low as six officers. Instead of trying to fix that, the Board was maintaining an atmosphere of instability. Rather than having the District contract out, which had been the mantra of the current Board, she suggested that the Board consider hiring additional officers and creating an environment where the community supports its police department. The Board was leaving the officers in a state of thinking, "maybe we'll be here, maybe we won't, maybe we'll have jobs, maybe we won't," This is the situation the Board had created. The community had been a very safe one, and now, the Board was presiding over the very crime wave that she'd thought would occur. Kensington has a highway between very high-crime communities: The Arlington zips right through. She hardly suspected that, in splitting the GM/COP position, the Board would so downgrade the function of the GM: The Board has him on a part-time basis. The Board should be looking at increasing the number of police officers and the number of the staff who govern the jurisdiction.

Leonard Schwartzburd said that the Board did not preside over the situation in which the present problems had arisen and with which it was dealing. He asked if the Board was taking a position with respect to the policies and procedures: Are they governing? He understands that there are complications, but he'd like to know the Board's position. He'd like to hear about it orally and in writing.

Anthony Knight said that, early on New Year's Day, he and his wife had gone out their front gate and had witnessed neighbors looking at smashed windows on their car. There had been three cars with smashed windows on Willamette Avenue. He and his wife then driven around their immediate neighborhood and had counted nine more such cars. So, they'd seen 12 damaged cars in their immediate area. He'd heard there had been up to twenty cars damaged. He wondered about staffing of the police department right now. It was his understanding the department was not up to full strength. He wished ICOP Hull had been present so he could ask him directly: How many officers were on active duty? How many are not on active duty, and why not? Is it because they'd transferred, retired, were on administrative leave, or out for some other reason? He said the audience should be asking the same questions. Is our police department staffed? How is it that, all of the sudden, in one day, the community could have this degree of vandalism?

Mabry Benson said that, for a good percentage of the time, there is only one patrolman on duty, and they're not always on the street: They're writing reports – there's a lot of paperwork involved in the job. One patrolman – and that's when the department is at full staffing – is not going to be able to cover all the streets. It's well known: Patrolling can't stop burglaries, and it won't stop people who are breaking car windows. She'd had her car windows shot out twice. People run stop signs – there just are

no police officers around. It's the odds of the matter. Having more security cameras was something people could do, proactively, to protect themselves and their neighbors.

Andrew Gutierrez said the community should recall that, when the Board came on, three officers were on administrative leave for things that had nothing to do with funding. It had to do with the fact that they were on sick leave, administrative leave for various reasons, and so on. To blame this Board was beyond the pale. It's ridiculous. He appreciated that the community had received a summary report of what each officer had been doing – to see who had really been active on the street. He's like to see this report given out monthly so that the community could begin to tabulate this information by officer. It didn't take an army of people to shoot out 20 to 30 windows; they could drive down the street and take pot shots. To blame this Board for it was ludicrous. We should start focusing in on what the alternatives are. Get a good review of the current services and find out what kinds of services we could get that would better meet the community's needs. He hadn't found that, on the north end of the Arlington, patrolling was very common. On any afternoon, an officer could issue a couple of hundred tickets for excessive speeding. The District doesn't have an unlimited amount of money. It doesn't have two or three officers on every shift. Sometimes officers are off for all kinds of reasons.

Jim Watt asked to address the changes that had been made to the Agenda, as far as the Consent Calendar is concerned. He was concerned about these changes because the District had had a longstanding tradition with respect to its Consent Calendar. He'd looked at the January 2009 Agenda, and in its Consent Calendar there were: Profit and Loss Statement, Board members' reports, correspondence, Police Department Update, GM Update, Monthly Calendar, and Recreation Report. This had been the case for long before January 2009 and up to the present, except for this month. Now, except for the minutes of the previous meeting, everything had been pulled and put under the "Documents" section, where the community could look at them but could not get the Board to comment on them or address concerns residents might have about them. He had concerns:

- The budget placed in the documents section continued to show areas for which taxpayers need to get an explanation – why certain discrepancies are occurring.

At the end of December, overtime costs were \$77,000, but the full year's budgeted amount was \$75,000. At the current rate, the District would be \$75,000 over budget for this line item. It might increase even faster, given that the police department is short-handed.

Account 521T OPEB Trust Fund – the Finance Committee and the Board had agreed that this trust would be funded at the start of the fiscal year. Six months later, no money has been put into this trust fund. He asked why it would take six months to get that \$262,500 into that fund. The stock market is up at least 10% since July 1<sup>st</sup> of last year; therefore, the District has probably lost at least \$20,000 because the money hadn't been in the trust fund.

Account 564 Communications – Another \$97,000 was expensed the prior month, bringing the year-to-date total to \$217,000, which is almost exactly the full year's budgeted amount. He's concerned that the District will go over budget by a considerable amount.

- Also of concern, the community no longer gets to see the officers' reports in the Consent Calendar.
- There hasn't been a Chief's Report or a General Manager's Report for a considerable period of time.

As citizens, community members have a right to know what's going on with the police department. He asked if the department is down to six officers, what's happening in the community, and what the Board intends to do about it. The Board needs to address these issues.

Ciara Wood said that she'd heard neighbors on Lake Drive, Beloit, and Grizzly Peak taking about the car window smashing with a fair amount of concern. She asked if residents should install motion sensitive cameras – this would provide some sort of documentation to help the police. The community needed to step back from emotionally demonizing neighbors – especially Kensington's neighbors to the north and south that had become part of a political culture. The communities along the Arlington look pretty much like Kensington. There is clearly a problem, but it needs to be addressed pragmatically.

Karl Kruger announced that the Fire District Board would be meeting on the first Wednesday of the next month – the seventh. He said he understood that the police department had an officer who had been terminated more than a year ago, who had filed an appeal, lost the appeal, and had somehow filed another appeal. This officer had been terminated, and the District had paid him about \$110,000, plus benefits, since he had been terminated. He does not understand how an appeal process could take so long. He knows that any officer has a right to appeal and the union has a right to help with the appeal. But, he doesn't think an officer should be entitled to appeal until retirement age. The District's payroll is such that the police department can't afford this. The Board controls the timing, and it needs to push so that the matter is concluded. When the election comes, he'll judge the Directors by whether they can complete items or not.

A. Stevens Delk reported that, in 2011, Bay View Refuse's president, Lewis Figone, had said that, since the recycling incentive had been introduced, "the company's records revealed no significant decrease in the amount of refuse still taken to landfill." According to records obtained through a PRA request, in the preceding five years, there had been decreases of between 5% and 17% in all but one year. Since 2005, there's been a 29% decrease in total landfill disposal, and a 20% decrease in the amount of recycled materials. Because landfill disposal had decreased simultaneously, residents had been placing fewer recyclables out for recycling – there had been source reduction, such as fewer newspapers and drink containers. The amount of yard waste per household had remained fairly constant, at about 28 gallons per pick-up, or less than two cans per month. Green waste pick-ups assist in fire safety. The total amount of waste picked up by Bay View is 3,000 tons per year, which means about 3.5 pounds per person per day. Kensington diverts 60% of that from landfill by separating out recyclables and yard waste. Kensington's amount sent to landfill is better than the state's goal for the year 2020. Kensington is greener than she'd thought, based on the last twelve years of records she'd reviewed. She commended residents for reducing landfill disposal during this time.

Celia Concus said she hoped the community would have access to the minutes and the agenda. When she'd looked at the link earlier in the evening, it just wasn't available. She hoped the old information would be retrievable.

Director Deppe responded that the website should now be accessible.

Ms. Concus said there had been many occasions over the past few years, when videos had disappeared or recordings hadn't worked. She urged redundancy in the system in order not to lose information. She thanked Director Deppe for the work he'd been doing.

#### **BOARD COMMENTS**

Director Welsh said he thought the District should answer the question about how many officers were on the books.

GM Constantouros responded that there should be six. There had been two retirements in December. A member of the audience asked about the two budgeted positions, and GM Constantouros responded that they were half-time positions that had not been filled.

Director Hacaj clarified that these positions had been budgeted as half-time because the anticipation had been that these positions would have been filled in October: They'd been budgeted for half the year and were authorized positions.

Karl Kruger asked for clarification about the number of officers on the payroll and the number on duty. President Sherris-Watt responded that the answer to both questions was six.

President Sherris-Watt said she wanted to recognize and congratulate Thomas Hansen, who had begun his career at the Kensington Police Department and had recently been appointed Police Chief for

Brentwood. ICOP Hull had attended this swearing-in ceremony and had expressed the District's congratulations.

### CONSENT CALENDAR

Andrew Gutierrez asked if there were any active Neighborhood Watch groups in Kensington. President Sherris-Watt responded that she was unaware of any. He thought this might be part of the problem. No one knows where vandalism originates; it could be local. He asked how Neighborhood Watch could be initiated. President Sherris-Watt responded this could be researched and discussed later, but it wasn't on the agenda.

**MOTION: President Sherris-Watt moved, and Director Welsh seconded, that the Board accept the Consent Calendar – Minutes from the November 26<sup>th</sup> meeting.**  
**Motion passed: 5 – 0.**

**AYES: Sherris-Watt, Nottoli, Welsh, Hacaj, Deppe      NOES:      ABSENT:**

### OLD BUSINESS

8a. Update on the Community Center remodel. Presented by Director Hacaj.

Director Hacaj encouraged those present to refer to the document she'd placed on the back table, which provided cost estimate information. The cost estimator had been able to provide greater detail for the Community Center remodel. She directed people to the executive summary and noted that the costs weren't much different from what Glass Associates had thought they would be. The estimate for the bare minimum work needed was \$1,071,757. The estimator added a 15% bidding contingency of \$160,764. The resulting total was \$1,232,521.

Director Hacaj reported that the Kensington Community Council (KCC) had offered two donations in the past month: An unrestricted donation of \$250,000 and a restricted donation of \$210,000. The restricted portion was limited to four alternates that the KCC had selected: The NanaWall, a type of open wall, along the front of the main room; heating upgrade; full height storage along the fireplace wall; and better acoustical ceiling tiles. Based on the cost estimator's detail for all the alternates that had been discussed, the KCC's \$210,000 donation would not cover the four alternates that organization had wanted.

Director Hacaj explained that the reason the alternates needed to be discussed at this point was because Glass Associates needed to proceed with construction documents promptly in order to keep the process proceeding timely. Two main decisions needed to be made as part of construction documents:

- Going to an open-style wall.
- The heating system.

Director Hacaj said that the amounts shown in the alternates section of the report did not include a 15% bidding contingency. This percentage needed to be added to the alternate amounts to understand the true cost. Adding the 15% to the estimated cost of \$177,698 for the NanaWall would bring that total cost to a higher amount. However, the understanding with KCC was that it would cover the delta in cost for the front wall. The amount the District would cover – because some work would be needed regardless – was \$34,500. Thus, the KCC's portion, including the 15% bidding contingency, would be \$164,000.



With respect to the heating, Director Hacaj reported that the estimated cost for the two-furnace system, which was KCC's preference and would eliminate all the old hanging heaters, would be \$56,000. This amount included the 15% bidding contingency.

Director Hacaj said that, combined, the NanaWall and the heaters were estimated to cost \$220,000, and this amount would exceed what KCC had committed for alternate items. And, it meant that KCC's commitment would not be sufficient to also cover the ceiling tiles and the storage wall. She said that going to a French door option could save about \$10,000, and this would be in line with KCC's offered amount.

She reiterated that the choice the Board had to make at this meeting was whether to go with an open wall system and the furnaces. The Board could express a preference for starting with the NanaWall and then dropping to the French doors, if necessary.

Director Hacaj reviewed the funding sources and expenses.

Expenses:

- Glass Associates' architectural fees \$148,000
- Environmental hazardous materials study (which, she said, must happen) \$10,000
- Base project, as indicated by the cost estimator, plus the \$34,000 for the front wall \$1,105,000
- 15% Bidding contingency \$166,000
- KCC's alternate selections of the Nana-wall and furnaces \$220,000

Grand total: \$1,649,000.

Funding sources:

- KPPCSD committed reserves \$350,000
- Budget \$307,000
- Construction debris removal (to come from franchise fees) \$10,000
- Contra Costa WW Grant funds remaining \$158,000 (this amount would need to be paid ahead of the grant funds being reimbursed)
- KCC's unrestricted donation \$250,000
- KCC's restricted donation \$210,000
- Kensington Improvement Club donation \$10,000
- Kensington Property Owners' Association unknown (the organization has indicated a willingness to contribute, but the amount is not known at this time)

Grand total: \$1,295,000

Director Hacaj reported that the funding gap is \$354,000. The project will commence in June 2018, at the earliest. The Board is looking at other additional sources of funding. There will also be a FY 2017-18 Budget revision, and if money can be recouped during that process and brought to this project, she'd like to look at that.

She further reported that the KCC and she, as the Park Building's Committee Chair, were planning more fundraising with a major fund drive and a high-ticket event. She's also looking at the 2018-19 Budget because the project would occur primarily in that fiscal year, and funds from that year could be applied to the project. She also had been in touch with the California Special District Association (CSDA) Finance Corporation about financing mechanisms it could provide.

Director Hacaj said she wanted to hear from the Board about the NanaWall versus French doors, because she needed to maintain dialog with the KCC.

President Sherris-Watt asked if the KCC had expressed preferences. Director Hacaj responded that the KCC had always expressed a preference for the NanaWall, but the cost had been much higher than anyone had anticipated.

Given the KCC's generosity and level of commitment, President Sherris-Watt said her preference would be to honor its request.

Ciara Wood, a member of the KCC and of the Park Buildings Committee, said she wanted to speak first as a KCC member. That organization feels very strongly about the NanaWall and the heating system. The organization will work on fundraising in a very committed way. This is the first time the organization has seen numbers that give a sense of where things stand. She would not underestimate what the KCC would do. She requested that the Board not take KCC's money, with the understanding that it's to be used for the NanaWall, and then switch to the French door option.

Director Hacaj responded that any change would be the result of dialog and mutual agreement between the KCC and the Board.

Director Deppe asked what the decision-making process would be among the Board members, with respect to all the possible alternates.

Director Hacaj responded that all the other alternates would be a matter of what resulted from the bid process – this was just the cost estimate phase. She noted that this was a once-in-a-generation opportunity to work on this building. It was built in 1955, expanded in 1985, and it was due for more work. If the community feels that some of the alternates are worth doing, the Board should be looking at how it would pay for them.

Director Deppe asked if the Board would go down the list of alternates and decide “yes” or “no” on each item.

Director Hacaj responded that there was a Park Buildings Committee, which would make recommendations, and the Board would make final decisions.

President Sherris-Watt responded that, once the bids came in, the Board would have a clearer idea about whether there were any extra funds, and then it could prioritize.

Director Hacaj noted that, the reason these two items had come up now was because they were foundational to proceeding with construction documents. There would be time to make other decisions.

Director Welsh asked if Director Hacaj had gone to the Fire Board members to ask them if they'd like to participate in funding the project.

Director Hacaj responded that there was an item that might come to pass that might be appropriate for the Board to ask for the Fire District's help. The Fire Marshall might require the installation of fire sprinklers. Bill Glass has indicated that the code won't require this installation, but the Fire Marshall may require it. This would be a good item for the Fire District.

Director Welsh indicated there was another angle: It was in the Fire District's spending authority to spend on projects that would strengthen a community building against seismic disaster because the fire department would be among the first responders in the event of an earthquake. They should have an interest in ensuring the building wouldn't collapse. He'd had preliminary discussion with Fire Board members, and they'd not responded negatively.

Director Hacaj said she'd like to hold off until she knew about the sprinkler system first: It could cost \$50,000.

Vice President Nottoli asked by when the WW grant work needed to be completed.

Director Hacaj responded that, technically, it would be the end of December, but there was an opportunity to get extensions. However, she expected the WW-related work would be completed by the end of the year.

Jim Watt asked if the amounts shown in the cost estimators summary included the architect's fees of \$150,000. Director Hacaj responded in the negative. He noted the budget included \$300,000; there was a set-aside of \$350,000; WW funds of \$150,000; and KCC contributions of \$250,000. The total of these funding sources equaled \$1,050,000. Expected expenditures, without any of the alternates, were \$1,400,000. Thus, there's a shortfall of about \$350,000. He asked about the alternate of the main room's ceiling and said his understanding was that the room's ceiling would be removed as part of the basic work – not as an alternate.

Director Hacaj responded that she'd look into this. Her understanding was that the roof was coming off, but work would not be done on the ceiling.

Mr. Watt said that, if the project was \$350,000 short and the funds had to be fully committed before the District began...

Director Hacaj responded that there was no legal requirement that the District have the money committed by February. Bill Glass had thought this would be a requirement, based on his past experience. However, legal counsel had let the District know that every dollar did not be in hand in order to go to bid.

Mr. Watt said that his understanding was that the funding requirement was related to entering into a construction contract. So, if the contractor came in with a bid of \$1,300,000 to do the basis, wouldn't the District have to have this amount of money committed to the project?

Director Hacaj responded that she wasn't sure the District would need to.

Mr. Watt explained that he thought the cost estimator was going to provide a more detailed estimate. He noted that, when the work on a proposed remodel of the building had been done about four years earlier, a cost estimate had specifically detailed every nut and bolt. He said the current process had provided that level of detail.

Director Hacaj responded that the document provided for this meeting was the executive summary. She had the cost estimator's detailed report, and it could be posted on the website. She added that Glass Associates had begun preparing construction drawings. At this point the Board needed to provide instruction about what kind of wall and heating system should be included in the drawings.

Karl Kruger asked if there was an alternate to upgrade to the floor. Director Hacaj responded that no work had to be done to the floor, but there could be a decision to upgrade it. Mr. Kruger said he was glad there was a 15% contingency because, with a remodel on a 60-year-old building, one didn't know if asbestos or something else would be found.

Leonard Schwartzburd asked if solar was being considered. Director Hacaj responded that the roof would be made solar-ready and then, when the District had the money to put on panels, it could do so. Dr. Schwartzburd asked if solar could provide an alternative for the heating. Director Hacaj responded that solar could only be for electricity/ electric heating and that this hadn't been explored. Dr. Schwartzburd said he thought this should be explored: It could be more economical.

President Sherris-Watt said that Bill Glass had indicated that the initial cost outlay would be quite high. Director Hacaj added that, therefore, the building project had not been started with solar in mind and it was too late in the process to change this. President Sherris-Watt added that, in 2015, there had been a meeting with a member of the Kensington Green Group who was an expert in LEED, and she'd told the Board that the cost for making the Community Center a certified LEED building would be far too high and would, therefore, eclipse the sort of project the District could do. Furthermore, she noted that the determination had been that the positioning of the building was such that solar panels would not provide much electricity.



Director Welsh said the information he'd gleaned was that it would not be worth the cost, but he asked if Director Hacaj could ask Glass Associates about this matter again.

Director Hacaj summarized: The roof would need to be solar-ready but there was no possibility because of the costs involved.

Dr. Schwarzburd asked what the cost would be to install the heaters. Director Hacaj responded, \$56,000.

President Sherris-Watt said this was an important issue and the Board should be environmentally focused.

Dr. Schwartzburd said he'd raised this as a cost concern, not as an ideological issue.

Karl Kruger said the Board should ask the Fire District Board to contribute \$200,000 of taxpayer money to the taxpayer's building. This would give the Fire Board an opportunity not to spend \$100,000 per year, for the next two years, on a building it wants to tear down. That \$200,000 would do more good on the Community Center than on trying to improve the Public Safety Building.

Simon Brafman noted that MCE had a very favorable buy-back program for electricity.

Director Welsh thanked Director Hacaj for all her work on this project.

Director Hacaj said that she'd enjoyed the work and that she looked forward to the upcoming fundraising efforts. Her sense is that the Board will have Glass Associates design the Nana-wall and the two-furnace system.

President Sherris-Watt responded that this sounded good.

From 8:51P.M. until 9:03 P.M. the Board took a break to allow Director Deppe time to set up for his presentation.

8b. Director Deppe presented the District's new website.

Director Deppe reported that the District had been working on its new website for quite awhile and that it was now live. He summarized features of the new website: The new domain name was KPPCSD.org, which would be for the new email addresses as well; the new logo, which had been created by a Kensington resident; the top of the homepage contains a calendar of the Board's events – mostly Board and committee meetings; there's a search feature; documents are "source PDFs" – they're no longer scanned – thus, they're searchable; and the center part of the homepage contains teasers, which will change based on what's going on. Director Deppe created a Frequently Asked Questions page. At the bottom of the homepage are the upcoming meetings. He noted that there's now a textual agenda; so it can be searched. Clicking on the meeting date will bring up the agenda and draft minutes.

Director Deppe noted that a law would come into effect on the first of next year that would require the agenda link to be on the homepage. He cited that there were a number of new regulations requiring ADA and Section 508 compliance – government websites have to follow certain standards and be accessible. The new website is built on a content management system: Thus, the District is not going in and writing each page; the system renders it for the District in such a way that it's compliant with all the regulations. There are features that will make administration of the site easier and more consistent. Streamline is also tracking all the regulations to ensure compliance for its customers.

Director Deppe summarized the sections of the website: Police, Parks and Recreation, and Solid Waste Management. With respect to the Police page, he noted that, with the old site, someone had hacked into the old website on New Year's and taken it over. Because this had been done in a malicious way, the

District could see what the hacker had done and could fix the problem. Furthermore, the old website contained a feature that had rendered some of the vacation watch information unsecured. Now, residents should call the police department with vacation watch information. He noted that the new website is a much more secure system. There's a link for supplemental traffic enforcement: If one has a traffic problem, he/she can complete and submit it. There's also a link to the Matrix proposal, which is under the police section.

With respect to the Solid Waste section, Director Deppe reported that it had been re-written, thanks to Vice President Nottoli, and it includes a table that describes Kensington's many recycling options. Director Deppe said that the biggest section was on governance. There's a dashboard that shows meetings for current and past years. He said that a meeting's draft minutes would disappear, once the approved minutes had been posted. The video recording for any meeting would be included as part of a meeting's compilation on the site. Committee meetings would also be included in this section. This section would also contain committee documents.

Director Deppe reported that there was a transparency section of the website and that there's a Transparency Certificate the District could earn by completing and supplying certain things. All needed items had been listed but some hadn't been completed yet, such as election procedures and filing deadlines.

Director Deppe said that he didn't want to include any political content on the website and that the District's legal counsel, Ann Danforth, had let him know that, because of free speech issues, the District couldn't filter for content. Therefore, there are links only for entities that are directly related to the KPPCSD, such as the fire department, KCC, KMAC, Supervisor John Gioia, etc.

With respect to tasks left to do, Director Deppe said that he'd like to convert more of the scanned documents to source PDFs. Adobe Acrobat could do a pretty good job with this, and it would be a project to tackle over time.

Director Deppe said that, at the bottom of the homepage, there were "Contact Us" and "Legacy Website" links. Clicking on "Contact Us" will send an email. Clicking on the "Legacy Website," will take one to the old website.

Jim Watt said that one of the things that had frustrated him was that, when he went into the "Documents" section, the documents had been listed based on the date they'd been posted to the website. But, the documents might have included things, like MOUs. He asked if all the MOUs could be grouped together. Director Deppe responded that the documents were now sorted by the type of document, so the MOUs are grouped together on the new website. Mr. Watt asked about being able to click on a single agenda item and being able to see the supporting documents for that item and whether this could be available for the District. Director Deppe responded that the District's not there yet. Mr. Watt said that some agenda packets in the past had been quite long. Director Deppe responded that, with the new website, the core agenda is separate from other documents, which now appear as a separate packet.

Vice President Nottoli said that A. Stevens Delk was responsible for the recycling table to which Director Deppe had referred.

Director Deppe reported that people could send emails to the [webmaster@kppcsd.org](mailto:webmaster@kppcsd.org) if they had questions or comments about the new website and that he would maintain the website on a short-term basis. The long-term solution had yet to be decided upon.

President Sherris-Watt extended thanks to Director Deppe: He had built this and transferred everything. She said the website would be evolving over the next few months.

#### **NEW BUSINESS**

9a. The announcement of Board Committees and Board Coordinators, per Policy 4060. This was presented by President Sherris-Watt.

President Sherris-Watt announced the following:

Standing Committees

Emergency Preparedness – President Sherris-Watt

Solid Waste – Vice President Nottoli

Finance Committee and Finance and Administration – President Sherris-Watt and Director Welsh

Board Coordinators

Community Outreach – Director Hacaj

Park Planning and Recreation – Director Hacaj

Park Funding – Director Deppe

Public Safety Building – Director Welsh

Policies and Procedures – Vice President Nottoli

Intergovernmental/External Issues – Director Deppe (also LAFCO representative)

President Sherris-Watt announced that committee members would not be appointed this evening: They would be announced at the next meeting. She said discussions were ongoing about how best to utilize these committees. She also announced that the next Finance Committee meeting likely would not take place until February, once the draft audit was ready: It would not occur on January 24<sup>th</sup>, as had been previously announced.

Linda Lipscomb asked if the District’s auditor was still Lamorena and Chang. President Sherris-Watt responded in the affirmative.

**MOTION: Vice President Nottoli moved, and President Sherris-Watt seconded, that the Board adjourn to Closed Session.**

**Motion passed: 5 – 0.**

**AYES: Sherris-Watt, Nottoli, Welsh, Hacaj, Deppe**

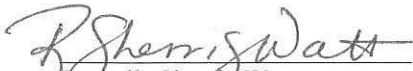
**NOES:**


**ABSENT:**

The Board returned to Open Session at 10:17 P.M.

President Sherris-Watt announced there was nothing to report.

The meeting was adjourned at 10:18 P.M.

  
Rachelle Sherris-Watt  
KPPCSD Board President

  
Lynn Wolter  
District Administrator