



Kensington Community Services District

DATE: October 8, 2026

TO: Board of Directors

FROM: Mary A. Morris-Mayorga, Consultant

SUBJECT: Consultant's Monthly Report for September

RECOMMENDATION:

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

BACKGROUND:

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

Transition/General Management

- Meetings with David Aranda:
 - ✓ BOD agenda/meeting; finance-invoices for full transition of payment review; GM recruitment process/timing/consulting needs updates; County coordination of vegetation management; and general management/administration
- Initial creation of district wide "Contact Us" page for website to centralize information for community
- Meeting with website Meeting with David Aranda and Raymond Mar to plan/facilitate email/data migration from Google Workspace to Microsoft 365; reviewed user data and handling for migration; prepared related email notifications; additional clarifications for project planning
- Retiree dental and vision – additional notification to participants for change to SDRMA as administrator effective 10/1; have received several signed enrollment documents

Emergency Preparedness

- Meetings/calls with David Aranda and Johnny Valenzuela to discuss Emergency Preparedness and Committee items:
 - ✓ Work Plan items/coordination, status of current activities
 - ✓ HVRR payments identification on form to facilitate approval; HVRR timing for FY 27-28
 - ✓ Communications centralization through Firewise groups
 - ✓ Coordination transition of Website Email Distribution Lists to KCSD
 - ✓ Coordination of September EPC meeting agenda/packet and follow-up

Finance

- Emails with Melissa Klinect and Karn Borisuthiratana on Fire year-end accounting, reconciling, reporting;
- State Compensation Insurance Fund – prepare/file final workers compensation report for 9/1/2025-2026; should be no amount due after reconciliation of deposit; pending final invoice
- Coordination of automatic payments to KCSD payment card with Karn
- Continued work on remaining transition of finance items for transfer of name to KCSD

Public Safety Building

- Internet speeds – no additional complaints received
(*background*) history investigation and resolution development options of reported slow internet speeds by fire staff; awaiting El Cerrito IT list of recommended considerations after meeting on 6/11; contacted AT&T confirming speeds are faster than plan – received WiFi extenders from AT&T to improve throughout building, awaiting feedback on; IT initiated separate Admin internet service which should resolve originally reported issues
- Door access card/keypads – contacted service to schedule training for administrative staff; verbally disputed invoice from April (had emailed regarding this several times after receipt with no resolution); explained to service manager that the system was not initially setup correctly (memory battery was disabled causing failure after every power outage) and the district should not be charged for their error...he agreed and reversed the invoice; service schedule pending

EXHIBIT(S):

None