

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**BOARD OF DIRECTORS MEETING MINUTES**

Thursday, February 13, 2020

Arlington Community Church

52 Arlington, Kensington, CA

**Special Closed Session (7:00 p.m.)**

**CALL TO ORDER**

President Deppe called to order the special closed session meeting of the Board of Directors at 7:00 p.m. Directors Cyrus Modavi, Rachelle Sherris-Watt, Eileen Nottoli, and Sylvia Hacaj were present at roll call.

**GENERAL PUBLIC COMMENT**

There was no public comment.

**ADJOURN TO CLOSED SESSION**

President Deppe announced the closed session agenda and the Board adjourned to closed session.

**Regular Meeting (7:30 pm)**

**CALL TO ORDER**

President Deppe called to order the regular meeting at 7:36 p.m. Directors Cyrus Modavi, Rachelle Sherris-Watt, Eileen Nottoli, and Sylvia Hacaj were present at roll call. President Deppe said there were no announcements from Closed Session.

Staff present included General Manager Tony Constantouros, General Counsel Ann Danforth, and District Clerk of the Board Lynelle M. Lewis.

**GENERAL PUBLIC COMMENT**

- The following persons presented public comment: 1) Ciara Wood presented the Board with maps of Kensington; 2) Mabry Benson commented on protecting computers from malware; 3) Merrill Rafferty commented on the hiring of Interim Police Chief Simpkins and the request for proposal for police services; 4) Andrew Gutierrez commented on the request for proposal for police services; 5) A. Stevens Delk suggested 2-sided printing of the agenda packet and including page numbers; and 6) Lynn Wolter commented on the request for proposal for police services.

**BOARD/STAFF COMMUNICATION**

General Manager Tony Constantouros presented an update on the Kensington Community Center, an overview of the administrative staff organization and responsibilities, and proposed updates to the accounts payable process. District Finance and Business Manager Katherine Korsak explained

the proposed changes. In concluding, General Manager Constantouros reported that the Microsoft Office 365 upgrade is close to completion.

President Chris Deppe deferred 2020 Committee/Coordinator assignments.

**CONSENT CALENDAR** (The consent agenda enables the Board to consider and approve a grouping of routine items through a single motion and vote.)

Director Modavi pulled all Items 1-3 from the Consent Calendar for comment.

- It was moved by Director Sherris-Watt, seconded by Director Nottoli, to approve the Consent Calendar Items 1-3 with a correction to the spelling of Director Hacaj's name in the Meeting Minutes of January 9, 2020. The motion carried (4-1) by the following roll call vote: (AYES) Directors Sherris-Watt, Nottoli, Hacaj and Deppe; and (NOES) Director Modavi.

1. Approved Meeting Minutes of November 14, 2019.
2. Approved Meeting Minutes of January 9, 2020 (as amended).
3. Approved Meeting Minutes of January 23, 2020.

#### **DISCUSSION AND DETERMINATION (includes Action Items)**

4. **Consider Adopting New Policy 1055 And 1056, Relating to Records Management.** (Resolution)

General Counsel Ann Danforth reported that on December 12, 2019, the Board adopted the first half of a new Policy 1000. She proposed that the Board consider the second half of that Policy, addressing records management along with new Policies 1055 (Records Management) and 1056 (Email Management). Ms. Danforth pointed out that the new policies track the California Special Districts Association model. The Board recommended deleting a sentence in Email Management, Policy 1056.3 ("Directors and staff should not retain such emails on private systems").

- The following persons presented public comment: 1) Lynn Wolter asked about background checks for staff; and 2) (Name unknown) presented handouts on the Orange County Fire Authority's Records Retention Schedule.
- It was moved by Director Hacaj, seconded by Director Sherris-Watt, to adopt the Resolution adding Policies 1055 and 1056 (as modified), carried (4-1) by the following roll call vote: (AYES) Directors Sherris-Watt, Nottoli, Hacaj and Deppe; and (NOES) Director Modavi.

Resolution No. 2020-01 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Adding Policies 1055 and 1056.

**5. Consider Adopting Amendments to Policies 4000 (Board Coordinators) And 4100 (Conduct of Board Meetings). (Resolutions)**

General Counsel Ann Danforth summarized amendments to Policy 4000 regarding appointment of Board Coordinators. The amendments proposed that the Board determine when Coordinators are appropriate, and the Board President would make the necessary appointments. The Board suggested modifications to Policy 4020.3 as follows: "From time to time, the Board may decide that specific District services would benefit from a Board Coordinator. The Board President shall appoint and publicly announce the Coordinator or Coordinators at the next regular public meeting."

- The following person presented public comment: Lynn Wolter who commented on the need to reinstate the Emergency Preparedness Committee.
- It was moved by President Deppe, seconded by Director Nottoli, to adopt the resolution amending certain sections of Policy 4000 (as modified), carried (4-1) by the following roll call vote: (AYES) Directors Sherris-Watt, Nottoli, Hacaj and Deppe; and (NOES) Director Modavi.

Resolution No. 2020-02 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Amending Certain Section of Policy 4000.

Consideration of Policy 4100 was held over to the next meeting of the Board. President Deppe announced that he would serve as the LAFCO representative.

**6. Consider A Proposal to Authorize Board Members to Attend the California Special Districts Association Conference.**

Director Sherris-Watt introduced the recommendation to authorize Board attendance at the California Special Districts Association annual conference in Palm Desert and the Special District Leadership Academy conference.

- It was moved by Director Sherris-Watt, seconded by Director Nottoli, to approve the recommended actions, carried (5-0) by the following roll call vote: (AYES) Directors Modavi, Sherris-Watt, Nottoli, Hacaj and Deppe.

**ADJOURNMENT**

President Deppe adjourned the meeting at 9:28 p.m.

SUBMITTED BY:

---

Lynelle M. Lewis, District Clerk of the Board

APPROVED: May 14, 2020

---

Bill Lindsay, Interim General Manager

---

Chris Deppe, President of the Board