

## Meeting Minutes for 7/13/17

A Special Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday, July 13, 2017, at 6:30 P.M., at the Community Center, 59 Arlington Ave., Kensington, California. A Regular Meeting (Open 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	Deborah Russell, District's CPA
Len Welsh, Director	John Holtzman, Renne Sloan Sakai
Sylvia Hacaj, Director	Bill Zanoni, Renne Sloan Sakai
	Simon Brafman
	Pat Gillette
<u>Staff Members</u>	Mabry Benson
Anthony Constantouros, GM	Linda Lipscomb
Rickey Hull, ICOP	Karl Kruger
Lynn Wolter, District Administrator	Celia Concus
	A. Stevens Delk
<u>Press</u>	Steven Simrin
Linnea Due	Leonard Schwartzburd

President Sherris-Watt called the meeting to order at 6:34 P.M. President Sherris-Watt, Vice President Nottoli, Director Welsh, Director Hacaj, GM Constantouros, ICOP Hull, and District Administrator Wolter were present. President Sherris-Watt announced that Director Cordova had resigned from the Board and that the agenda had been updated: Therefore, the Closed Session agenda included whether the Board could add items to the agenda due to urgency. She explained that, with a two-thirds majority, the Brown Act would permit the Board to discuss this.

### CLOSED SESSION PUBLIC COMMENTS

None.

President Sherris-Watt welcomed Kevin Ferreira, a newly selected candidate for Kensington's Reserve Officer program.

**MOTION: President Sheris-Watt moved, and Vice President Nottoli seconded, to go into Closed Session.**  
**Motion passed: 4 – 0.**

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

The Board entered into Closed Session at 6:35 P.M.

### CLOSED SESSION

- a. Conference with legal counsel – anticipated litigation: Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of California Government Code Section 54956.9 (one potential case).
- b. Public Employee, employment, discipline, or dismissal: The Board was briefed on personnel matters pursuant to Government Code Section 54957(b)(1). (Four items.)

The Board returned to Open Session at 7:43 P.M.

President Sherris-Watt took roll call. She, Vice President Nottoli, Director Welsh, and Director Hacaj were present. President Sherris-Watt announced that Director Cordova had resigned.

President Sherris-Watt reported that, by a 4 – 0 vote, the Board had decided to consider an urgent item – potential litigation.

### PUBLIC COMMENTS

Simon Brafman said that AT&T had removed part of the sidewalk across the street from the Public Safety Building and had replaced it with asphalt. He asked when the sidewalk would be replaced. ICOP Hull responded that he would take care of it.

Mabry Benson asked that the Board not extend its meetings indefinitely. She said doing so was a way to conduct business after everyone had gone, but she wasn't saying the Board had done this. She said limited extensions would be considerate of those who wanted to go home at a reasonable time.

Karl Kruger said that, at its meeting the night before, the Fire Board had decided not to vote for the lease agreement. He said there were 20 people in the audience, and most of them had spoken against the agreement – they didn't understand how one district gives money to another district. He said the Fire Board had said this was really about common area expenses that needed to be reimbursed. He reported that he'd added up one year's common area expenses, that they were about \$14,400, and that the police department occupied between one-third to 40% of the building. He said he wanted the Board, at its next meeting, to rescind the lease agreement, to notify the Fire Board, and then to ask the Fire Board to put up two people and the KPPCSD to put up two people who would look at: what the common area expenses were; what portion of the building was occupied by the police department; determine what portion was common area; and come up with an agreement. He said the Fire District could not have \$14,000 in expenses and then charge the KPPCSD \$35,000.

Celia Concus, on Jim Watt's behalf, asked if the District made lump-sum payments for PERS and OPEB in order to receive the discounts for early payments. She said these payments were due in July. District Administrator Wolter responded that the UAL payment had been made and had turned out to have been \$100,000 less than had been budgeted. She explained that the new actuarial report, that would have contained the lower amount, had not been received by the time the budget had been developed; thus, Deborah Russell had been working with dated information. District Administrator Wolter said the lower amount was the result of the KPPCSD having made a \$97,000 pre-payment in the prior fiscal year. She said the OPEB payment had not been made yet: She was waiting for direction to make the payment. Ms. Concus said the OPEB payment should have been made by the end of June. District Administrator Wolter responded that, if she needed to make a payment posthaste, she needed a memo directing her to do so.

Steven Simrin said he'd lived across the street from the Public Safety Building for thirty years. He said he was disappointed that there was nothing on the agenda regarding what financial commitment the KPPCSD was prepared to make to the proposed Public Safety Building project. He said that he'd

attended the past few Fire Board meetings and that that Board was waiting to hear from the KPPCSD. He said that Kensington Next Door indicated that many of the KPPCSD's constituents were waiting to hear from the KPPCSD Board, too. He noted that the proposed design called for the elimination of three on-site parking places and said that this would have a big impact on the building's neighbors – so there would be neighbor opposition to the elimination of parking places. Director Welsh responded that he was sensitive to the parking issue. He also said that, as a result of the June 24<sup>th</sup> meeting, his sense was that the Fire Board would not be moving forward with its proposed project and that this was why the KPPCSD hadn't put the item on its agenda yet. He suggested first considering the pros and cons of staying with the current Public Safety Building: If that's wasn't viable, then move on to another approach. He said he wanted to find an approach that met with community consensus.

Linda Lipscomb thanked the Board for its work: The Directors spent a lot of time but didn't get paid for their work. She said she wanted to back up Karl Kruger's request that the Board reconsider its vote to approve the lease. She said that Kensington is one town with one set of taxpayers and that the taxpayers would be on both ends of the lease agreement. She said the Board should go back to the \$1.00 per year lease.

Pat Gillette said she echoed Karl Kruger's and Linda Lipscomb's comments. She urged the Board to reconsider the lease agreement. She said Mr. Kruger's suggestion of having a committee determine reasonable amount was a good one. She said that she also agreed with Ms. Lipscomb's comment about "one Kensington" and that it should be embraced. She encouraged the KPPCSD Board to act in the same way the Fire Board had at its meeting the prior night. She said she would like there to be a Board discussion about how it felt about the issues because it was frustrating to sit in the audience and not to be able to understand what the Directors were thinking. She suggested placing the item on the agenda.

Pat Gillette said she was hopeful there would be a discussion regarding the Public Safety Building project. She said that, even though the Fire Board was reconsidering the project, the KPPCSD Board should not be in a reactive mode: It should be in a proactive mode and thinking of solutions. She noted that, under the concept of "one Kensington," the Fire and KPPCSD Boards should be working together. She suggested there be a joint meeting of both Boards.

A. Stevens Delk thanked the Board for re-wording the agenda, especially the section about public comments. She noted that the average time for each speaker had been about three minutes, with almost nobody going over five minutes. She also complimented the Board for including the statement about the availability of listening devices. She noted that the sound system included an ADA signage kit, which consisted of a laminated card and a window sticker: To be compliant with ADA, this was supposed to be posted.

A. Stevens Delk suggested that, when meetings are posted on the website under Latest News, they be identified as "Regular" or "Special" meetings.

### **BOARD COMMENTS**

President Sherris-Watt announced that the Finance Committee would not be meeting in July: The next meeting would be August 30<sup>th</sup>.

President Sherris-Watt said that Item 12 would be moved to Item 10 in order to let staff go home earlier.

### **STAFF COMMENTS**

With respect to documents he'd submitted to the agenda regarding Resolutions 2017-09 and 2017-10, ICOP Hull said the resolutions had been passed on April 27th, not on June 8<sup>th</sup>.

6. Oath of Office: ICOP Hull swore in Reserve Officer Kevin Ferreira.

President Sherris-Watt announced that ICOP Hull would administer the Oath of Office to the department's new reserve officer, Kevin Ferreira. Mr. Ferreira introduced himself and said he looked forward to serving Kensington. ICOP Hull administered, and Mr. Ferreira took, the Oath of Office. ICOP Hull presented Reserve Officer Ferreira with his badge. Officer Ferreira received a round of applause, and President Sherris-Watt congratulated and welcomed him.

7. The Board recognized the work of Park Grounds Committee Member Charlice Danielsen.

Director Welsh presented Ms. Danielsen with a bouquet of flowers and provided background information about her. He said that he had known there were fire fuel problems with the area surrounding the Community Center and that Ms. Danielsen and others had responded to a call for assistance in dealing with the problem. He said Ms. Danielsen worked at and managed the Native Here nursery and was an expert on California native plants. He said that he'd learned a lot from her and that she'd put in a lot of time, as did others on the Committee – Peter Liddell, Katie Gluck, Dan O'Brien, Mabry Benson, Gretchen Gillfillan, Rey Barraza, Peter Conrad, and Lisa Caronna. Ms. Danielsen said she'd retired from the Committee because she had so much to do at the nursery and because she was getting older – the physical work had become challenging. She said it was too bad that most of the volunteers on the project were senior citizens; younger people didn't come out to do the physical work. She noted that the grounds keepers had recently pruned the shrubbery outside the Community Center well below the eaves – something that had been a problem when the Committee had begun its work. She said the work done around and near the Community Center had also served to demonstrate work homeowners could do around their own homes. She noted that the Committee had filled the nearby dumpster many times and that she'd turned this dumpster key over to District Administrator Wolter. Director Welsh complimented Ms. Danielsen for the long-term vision she'd had for the park – to make vegetation in the park reflect the native plants that grow here. Ms. Danielsen received a standing ovation.

8. The Board received an update on the progress of dispatch from ICOP Hull.

ICOP Hull reported that the changeover had occurred with very few glitches. He said the main issue had been how to connect to the Albany Police Department in order to use the new program, RIMS. To deal with the problem, a VPN connection was installed. He recognized the work that had been done by the Albany Police's IT department, which had worked overtime to ensure the transition had occurred. He noted that he'd been caught in the vortex of the stress associated with the change. He said that, although the phones were working, the fiber-optic cable installation still hadn't been completed and that he'd been in touch with AT&T personnel, who'd told him completion was close: Thus, the KPD was still operating with the VPN connection. He said that, upon completion of the fiber-optic cable, the transition would be complete.

President Sherris-Watt said that, while ICOP Hull would like to recognize the Albany Police Department, the Board wanted to recognize him because of his tremendous dedication and work to make the transition smooth. Therefore, she said the Board had gotten him a cake. ICOP Hull received a round of applause and, at 8:14 P.M., President Sherris-Watt called for a recess so that everyone could enjoy the cake.

The meeting resumed at 8:30 P.M.

9. The Board reviewed changes made at the June Meeting to the 2017/18 Budget.

GM Constantouros reported that the Board had approved the budget but that there had been some changes. He said Deborah Russell was present to review the changes. Ms. Russell highlighted the changes:

- Salaries changed to make the Step 2 effective October 1<sup>st</sup>, which also changed the Medicare and PERS line items.
- Legal was segregated. Legal/Consulting Police, in the amount of \$33,200, was moved to the new account 595. Legal District, in the amount of \$53,000, appeared in account 830. Parks Building and Improvements had been changed to include the legal fees (\$7,320) associated with that work.
- Park Building Improvements had also been increased to reflect the addition of \$50,000, as discussed at the Board's prior meeting.
- Community Center Repairs had been lowered because there would not be a need to do much in light of the coming renovation project.
- District Salaries had been adjusted to reflect the CPI increase, which also changed Account 809.
- Building Lease had been increased from \$1.00 to \$35,000.
- Miscellaneous District – some of the legal expenses, those associated with a Board workshop, had been reallocated here.
- Asset Seizure Forfeiture Funds – the \$143,000 had been added.
- Measure G Funds had been increased to reflect the increase approved by the Board.
- Supplemental Workers' Comp. had been decreased because Officer Wilkens had returned.
- Landscape and Lighting District tax amount had been amended to \$37,503.
- Accounts 448a and 448b had been lowered to the expected amounts.
- Cash carryover for 2016-17 had been increased by the \$143,000 Asset Seizure Forfeiture Funds and by the \$50,000 that would not be spent in 2016-17.
- Community Center Building upgrade had been increased to \$350,000 to reflect the committed funds.

Director Hacaj asked about the \$5,000 for community outreach that had been discussed. Ms. Russell responded that \$5,000 had been added to Account 594 for community outreach.

A. Stevens Delk noted that the franchise fees had been lowered from \$112,000 to \$90,000 but that, based on her projections, the amount should be \$96,000.

12. The Board reviewed Appropriations Limits for Fiscal-Year 2017/18.

Bill Zanoni, of Renne Sloan Sakai, provided a history of the Gann Initiative, which, in 1979, placed limits on the level of appropriations from tax proceeds for all California government entities. He reviewed the calculation used to determine KPPCSD's 4.86% increase over the prior year's appropriations limit amount of \$3,989,511: The resulting appropriations limit amount for the current fiscal year was \$4,183,401, which was the limit the Board could not exceed. He noted that the KPPCSD's tax proceeds for the fiscal year were anticipated to be approximately \$3 million, and the amount subject to the limit was \$2,765,325. Thus, he said the KPPCSD was under its limit. He noted that this information should appear in the District's annual audit. He concluded by saying that the recommended action was that the Board should approve Resolution 2017-17.

President Sherris-Watt clarified that this was not an impetus to spend more: It was a matter of being mathematically correct.

**MOTION: President Sherris-Watt moved, and Director Welsh seconded, to adopt Resolution 2017-17, adopting and affirming the establishment of the appropriations limit applicable to the District during the Fiscal-Year 2017/18, with the correction to amend the fiscal year from 2017-17 to 2017-18.**

**Motion passed: 4 – 0.**

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

**NOES:**

**ABSENT:**

**CONSENT CALENDAR**



A. Stevens Delk asked to pull Item c (Unaudited Profit/Loss Report) and Item d (Franchise Fee Line Item 448). And President Sherris-Watt asked to pull Item e (Finance and Park Committee Meeting Calendar for 2017).

With respect to the Franchise Fees on the Unaudited Profit and Loss Report, Ms. Delk said the amount \$89,000 was misleading, based on information shown on the Transaction Detail for the Franchise Fee account. For the new fiscal year, she said the amount should be \$95,000, not \$90,000. She also discussed a spreadsheet she had developed. Vice President Nottoli responded she would look into the franchise fee and spreadsheet issues and said she hoped there might be an E-waste event and a household hazardous waste event during the fiscal year, with the latter event costing approximately \$50,000.

President Sherris-Watt asked to hold Item e until later in the meeting, when Agenda Item 11 would be discussed.

**MOTION: President Sherris-Watt moved, and Vice President Nottoli seconded, to approve the Consent Calendar, Items a through d and f through i.**

**Motion passed: 4 – 0.**

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

**NOES:**

**ABSENT:**

10. The Board received and reviewed a staff report concerning the vacancy on the KPPCSD Board of Directors.

President Sherris-Watt reported that Director Cordova, who had been elected in 2012, had resigned in June due to health problems. She thanked Director Cordova for her efforts, which had included hiring the District's new General Manager, working to improve the technological aptitude of the District, and opposing tax increases. She said she wished her well and hoped her health improved.

Ann Danforth reported that, in the event of an unscheduled vacancy, the Government Code provided two options for filling that vacancy:

- The Board could appoint the replacement
- The Board could call for a special election

She said that there was a 60-day deadline within which the Board had to make the appointment or call the special election and that the deadline would be August 25, 2017. She explained that, because Director Cordova had been in the second half of her term, her replacement would complete the remaining time of her term. She explained that, if the Board opted for a special election, the election would need to occur 130 days or more after the August 25<sup>th</sup> deadline, which would mean the November 2017 election or either the April or June 2018 election. She added that, if the Board didn't appoint within 60 days or call the election within 60 days, the decision would go to the Board of Supervisors. She concluded by saying that, either way, the time constraints were tight, and that, if the Board wanted to make an appointment, it should send out a notice promptly, inviting applications. She said the appointment would have to be noticed to the public before it could be made.

President Sherris-Watt said she'd received a quote from Contra Costa County's Board of Elections that the cost of a special election would be between \$3.00 and \$5.00 per registered voter. It was noted that there were about 4,000 registered voters in Kensington. She also reported that the cost of posting a notice in the print media, specifically Bay Area News Group, would be approximately \$2,500.

Linda Lipscomb encouraged the Board to make an appointment. She said that, because the Board would be looking only for a Kensington resident, it didn't make sense to place the notice in a broader readership newspaper and that not doing this would save money. She suggested local postings on Next

Door and on the kiosk. She emphasized that the Board would be looking for a Kensington resident, which she said would be a refreshing change from a Director who had been governing from Italy for a year. She said it had been a farce that Vanessa Cordova had been phoning in all the time and had been in daily conversations with President Sherris-Watt. She said the timing of Ms. Cordova's extensive exit interview indicated that information might have been around: Ms. Cordova said she'd written prior resignation letters. Ms. Lipscomb said the community would like to hear clarity about this. She also said she'd like to see Dave Spath appointed because he'd come in third in the most recent election and because he'd serve the community well. She noted he was familiar with the issues and was a person of the highest integrity.

President Sherris-Watt responded that she intended to post the notice only with the Bay Area Newsgroup and that the amount cited was the base amount. She said she wanted to ensure that the minimum legal requirements were met.

Pat Gillette asked that the Board check to ensure that posting with the Bay Area Newsgroup was a requirement – she didn't think that had been done when the Board had replaced Mari Metcalf after she'd resigned. She said that, given the multi-page article about Vanessa Cordova leaving the Board, everyone in Kensington likely was aware of the vacancy. She also encouraged the Board to make an appointment because a special election would take too long.

Anthony Knight asked if one had to be a Kensington resident to serve on the Board. Ann Danforth responded that this would depend on the provisions of the establishment documents of the District, but that this would normally be required. He said that, in the case of Vanessa Cordova, the community didn't know what her status was – she'd been living here in an "uncertain way". He wanted to know who really qualified to serve. President Sherris-Watt responded that one needed to be an American citizen and a resident of Kensington: It did not mean that one had to be a property owner. President Sherris-Watt also said that the Board had a legal opinion, from one of the District's legal experts: If one was a resident of Kensington or one intended to return to become a resident of Kensington, one could serve. Mr. Knight said this seemed pretty vague. Ms. Danforth said she wasn't the attorney who had researched this issue. Mr. Knight asked that Ms. Danforth look into the matter because this had been an issue with Ms. Cordova. Ms. Danforth noted that the ambiguity mentioned by the Board was consistent with the term "resident" in other areas of the law: It always depended on the intent of the individual.

Leonard Schwartzburd asked if the individual needed to be a registered voter. Director Welsh suggested that Ms. Danforth could take a look at the legal opinion already issued. President Sherris-Watt said there wasn't a written legal opinion: It had been a conversation with the District's attorneys, who had said that the law was ambiguous had said it depended on the individual's intent; thus, the attorneys hadn't recommended any kind of finding for the Board. Dr. Schwartzburd said he agreed with Ms. Gillette that there should be an appointment and not a special election.

**MOTION: Director Welsh moved, and Vice President Nottoli seconded, that the Board take the route of taking applications and taking a Board vote of filling the vacancy.**  
**Motion passed: 4 – 0.**

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

Mabry Benson said that it seemed as though part of the application would involve an application form and parameters could be included in such a form.

Ms. Danforth suggested designating one Director to work with staff on the notice.

**MOTION: President Sherris-Watt moved, and Director Hacaj seconded, to appoint Vice President Nottoli to work with staff to draft and publish the notice of vacancy.**  
**Motion passed: 4 – 0.**

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

President Sherris-Watt explained that the Board’s first step would be to publish the notice of vacancy.

Pat Gillette asked what the process would be, once the notice of vacancy was published. President Sherris-Watt said the publication of the notice would not obligate the Board to make an appointment but would allow the Board to explore this option.

Ms. Danforth clarified:

- The notice would go out.
- It would be posted in three conspicuous locations in the District (this would be the bare minimum).
- The notice would be posted at least 15 days before the Board would make the appointment.
- More than 15 days’ notice would be preferable to allow sufficient time to interview the applicants.
- The interviews would need to be conducted at a public meeting.
- The Board had authorized Vice President Nottoli to work with staff to develop an application that would establish the requirements for all applicants.

Ms. Danforth added that, if the Board couldn’t make a decision, which would require three votes, before the deadline, then the Board could call for a special election.

President Sherris-Watt said she wanted to return to Item e of the Consent Calendar. She announced that she would like to change the second regular meeting from August 17<sup>th</sup> to August 14<sup>th</sup> and that this would be the meeting at which the Board would appoint someone to fill the vacancy. Director Welsh noted that there were certain things the Board could do only at a regular meeting. Ms. Danforth responded that this appointment could be done at a special meeting.

**MOTION: President Sherris-Watt moved, and Director Welsh seconded, that the Board adopt the change.**  
**Motion passed: 4 – 0.**

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

President Sherris-Watt clarified that the first meeting in August would be held on August 10<sup>th</sup> and the second meeting in the month would be held on August 14<sup>th</sup>.

13. The Board reviewed the All City Management Services Contract that provides crossing guard services for school children.

GM Constantouros recommended approval of the contract for the amount of \$11,623, which had been included in the budget.

President Sherris-Watt provided a history of the crossing guard service in Kensington and noted that the crossing guard was located on the Arlington.

Director Welsh said that this was a one-year extension of a contract with the All City Management Services and that the rate was being increased. District Administrator Wolter explained that the increase was a basic CPI increase but that, because the contract was for an amount in excess of \$5,000, which



was the limit to which the GM was allowed to commit the District, the matter needed to come before the Board.

**MOTION: President Sherris-Watt moved, and Director Hacaj seconded, to amend and adopt the agreement between All City Management Services, Inc. and the KPPCSD for providing school crossing guard services.  
Motion passed 4 – 0.**

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

**NOES:**

**ABSENT:**

14. The Board reviewed the process of minute taking for Regular meetings of the KPPCSD. The General Manager recommended alternatives and ideas for exploration.

GM Constantouros introduced the item by describing three types of minutes:

- Verbatim
- Summary, which summarized but didn't include every word of the discussion
- Action, which summarized only actions taken by Board

He added that recordings could serve as minutes, but there were requirements on how they would need to be preserved, which would include proper storage for a certain number of years. He noted that, when recordings were the only set of minutes, a redundant recording would be required.

President Sherris-Watt said that the Policy and Procedures Manual called for summary minutes and that the current minutes were more extensive than this. GM Constantouros said that verbatim minutes tended to be the most common form of minutes in the past but that most agencies had moved to summary minutes, which summarized the actions and the discussion that took place and the reasoning behind the actions. He noted that action minutes were rare.

President Sherris-Watt said that, in the case of Orinda, the video was projected quickly, but the minutes weren't available for quite some months. She asked if there was a legal requirement for how quickly the minutes needed to be made available. GM Constantouros responded that he thought the requirement was to post as quickly as was reasonable but that he thought a period of months was unreasonable. President Sherris-Watt said the Board would continue to explore this, especially as the new website came online because it would have searchable features.

Director Hacaj said the new website would have indexing for video so that one could track at what minute a particular topic was discussed and would have searchable minutes. She noted that the Finance Committee was trying summary minutes to see how this would work for them. She suggested that, once the video was reliable, it could become the record, with summary minutes included.

GM Constantouros suggested that the Board could try another system for a period of time to see how it worked and noted that verbatim minutes were the most expensive type of minutes because of the time they involved.

Director Welsh said that what was being done now was not verbatim minutes: It was a form of summary minutes. He said he didn't want to see the Board move away from summary minutes, but it would be fine to have a discussion about the level of detail. He noted there had been a discussion a couple of months earlier, and some members of the public felt strongly about wanting detail. Director Hacaj clarified that this had been a discussion about action minutes and that the conclusion had been that summary minutes would remain. She said the Board could look at efficiencies and the best use of resources. GM Constantouros noted that, while not verbatim, the minutes were very detailed. Director Welsh said that a number of people appreciated the detail and that the Board could calendar a discussion of the issue. Director Hacaj said that the Board had asked GM Constantouros to look at best uses of resources and that this likely had been the genesis of the discussion.

Mabry Benson said she was glad that no one liked action minutes because, in her review of action minutes that had been taken in the past, these had proved useless. She asked if there could be a time stamp with the minutes in order to correlate with the recording.

Vice President Nottoli asked when the new website would be up. President Sherris-Watt responded that it would be before September.

Pat Gillette said that, if there was a feeling that the minutes were too detailed, the person taking minutes could be instructed not to be so detailed. She said that much of a meeting's detail would be limited by just searching the video because a person would then have to listen to lots of things in which they might not be interested. She said this would be problematic for a lot of people because there had already been concerns about transparency. She cautioned the Board and said that if it were to do something that looked like it was limiting public access to the discussion that had taken place at the meetings, it would not be looked on favorably by many in the community. Director Hacaj clarified that the video would be in addition to the minutes, so people could pick their format.

Linda Lipscomb said the Board had just had this discussion and asked what the reason was for bringing it up now. She said everybody had spoken and gotten upset about it, and it had been settled that there would be summary minutes. President Sherris-Watt responded that the Board had directed the GM to look at efficiencies in the office administration and that he had recommended the item for the agenda. Director Hacaj said this was about potentially going to less detail in conjunction with the new website's video, which would be searchable. Ms. Lipscomb responded that the GM needed to instruct staff to take minutes in a particular fashion and that she was opposed to shortened minutes, though making them briefer would be fine. She noted that, if someone found the minutes to contain too little detail, he/she could stand up at the meeting and say that something had been omitted.

David Bergen said the minutes and agendas weren't currently searchable. He said a change was most important because, by being searchable one could find specific items and minutes could be cut and pasted and used as one wished.

Marilyn Stollon said she favored summary minutes. She noted that she'd research about ten cities in the area and looked at their minutes and that KPPCSD minutes contained too much detail. She noted that, once the video was searchable, it would be easy to go to the video and see the detail because it would be tracked to the agenda.

Anthony Knight said he would be disappointed if the minutes were to become less detailed: Capturing the richness and diversity of opinion in written form was a secure and established way of preserving this. He said he had little faith in electronic media: He saw problems with it all the time. He said that, at the meeting where this had been discussed before, he had never seen such unanimity on any subject as there had been on this one. He said he saw this as a "watering down" of information, and he saw it as a transparency issue: The more detailed, the more transparent, and the greater the ability to go back in the traditional way to see what was said, who said it, and how the issues had been discussed.

Catherine Mercurio said that she didn't come to meetings often but what she relied on was getting information from whatever resources she could find. She said that, when minutes weren't posted right away, the video was a way of obtaining information more quickly. She commended the Board for coming up with the searchable website and said the reason the GM must be looking at this was because of the expense associated with detailed minutes.

Pat Gillette asked if there had been a cost benefit analysis of this video and the minutes. President Sherris-Watt responded in the affirmative and said that she'd done an analysis and that preparing the minutes cost about \$16,500 annually. She noted this should be adjusted for CPI. Director Hacaj said it wasn't just the cost: It was the opportunity cost of what other things could be done during that time.


Director Welsh said nothing would change until the Board placed the matter and discussed it further.


Leonard Schwartzburd said he agreed with Ms. Gillette and Ms. Lipscomb. He also said he had a solution to the unlikely event that the Board would be unable to find a suitable candidate for the Board vacancy: He would volunteer to be appointed and then resign immediately upon being sworn in, in order to extend the time.

**MOTION: President Sherris-Watt moved, and Director Hacaj seconded, to adjourn.  
Motion passed: 4 – 0.**

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

The meeting was adjourned at 9:41 P.M.

  
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Rachelle Sherris-Watt  
KPPCSD Board President

  
\_\_\_\_\_  
Lynn Wolter  
District Administrator