

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING MINUTES
Thursday, July 8 2021
Via Teleconference

Call to Order [TS 0:12]

President Sylvia Hacaj called to order the Regular Meeting of the Board of Directors at 7:07 p.m.

Closed Session Report [TS 0.28]

President Sylvia Hacaj announced that there was nothing to report from the June 29th Special Closed Session Meeting.

Oath of Office [TS 0:42]

President Hacaj administered the oath of office to newly appointed Director Michael Logan.

Roll Call [TS 2:50]

Director Chris Deppe, Vice-President Eileen Nottoli, Director Mike Logan, Director Rachelle Sherris-Watt, and President Sylvia Hacaj were present.

Staff present: General Manager Marti Brown, Police Chief Mike Gancasz, General Counsel Ann Danforth, Finance and Business Manager Katherine Korsak, and Clerk of the Board Lynelle M. Lewis.

Public & Consent Calendar Comments [TS 4:04]

None.

Consent Calendar [TS 4:30]

1. Regular Meeting Minutes of June 10, 2021.

Item 1 was pulled for two corrections: Add title of “Superintendent of the West Contra Costa Unified School District” to the name of Chris Hurst in in Public Comment; and Add title of “Director of Kensington Fire Protection District” to name of Larry Nagel in Item 4 under comments.

2. May 2021 Financial Reports.

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Director Deppe left the meeting at 7:07 p.m.

- Motion by President Hacaj, seconded by Director Logan, to adopt the Consent Calendar with two corrections to the Meeting Minutes, carried (4-0) by the following roll call vote: (AYES) Directors Logan, Nottoli, Sherris-Watt, and Hacaj); and (ABSENT) Deppe.

Discussion and Action

3. Annual Supplemental Special Tax for Police Protection (Measure G), FY 2021-22. [TS 6:32]

Finance and Business Manager Katherine Korsak presented the recommended action to approve and adopt a resolution to establish the annual Supplemental Special Tax for FY 2021-22. She noted that approving the resolution will increase the overall General Fund by \$26,335 for FY 2021-22.

- Motion by President Hacaj, seconded by Vice-President Nottoli, to adopt and approve the resolution of the Board of Directors to establish the annual Supplemental Special Tax for police protection for FY 2021-22, carried (4-0) by the following roll call vote: (AYES) Directors Logan, Nottoli, Sherris-Watt, and Hacaj); and (ABSENT) Deppe.

Resolution No. 2021-11 – Approve And Adopt The Resolution No. 2021-11 Of The Board Of Directors Of The Kensington Police Protection And Community Services District Establishing The Annual Supplemental Special Tax For Police Protection.

4. Kensington Park Assessment District Levy. [TS 13:27]

Finance and Business Manager Katherine Korsak presented the recommended action to adopt Resolution 2021-12 authorizing the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2021-22 pursuant to the Landscaping and Lighting Act of 1972. Staff recommended allocating \$79,000 of General Fund monies to the District to fill the shortfall in the budget. Should the Board approve this recommendation, 65% of the financial support for the District would be derived from the General Fund and 35% of the budget would originate from the current levy assessment.

- Addressing the Board were the following persons: 1) A. Stevens Delk commented on the history of the park assessment and on the park’s community benefit.
- Motion by Director Sherris-Watt, seconded by President Hacaj, to adopt a resolution authorizing the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2021-22, carried (4-0) by the following roll call vote: (AYES) Logan, Nottoli, Sherris-Watt, and Hacaj; and (ABSENT) Deppe.

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Resolution No. 2021-12 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District, Confirming The Assessment And Ordering The Levy For The Kensington Park Assessment District For Fiscal Year 2021/22.

5. Police Lieutenant Job Classification & Salary Schedule [TS 26:35]

Chief of Police Michael Gancasz presented the recommended action to adopt a resolution to approve the rank of the Police Lieutenant, the job classification, and salary schedule. Staff recommended establishing the new job classification to satisfy the need for a middle management position that is not a member of the Kensington Police Officers Association.

- Motion by President Hacaj, seconded by Director Logan, to adopt a resolution approving the Police Lieutenant position and salary schedule, carried (4-0) by the following roll call vote: (AYES) Logan, Nottoli, Sherris-Watt, and Hacaj; and (ABSENT) Deppe.

Resolution No. 2021-13 – A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Service District Approving The Police Lieutenant Job Classification And Salary Schedule.

6. Support Services Manager/Clerk of the Board Job Classification & Salary Schedule. [TS 34:24]

General Manager Marti Brown presented the recommended action, rationale, and background to approve the new classification and salary schedule for the Support Services Manager/Clerk of the Board (SSM-CoB) position. She said the proposed position would combine the job functions of Police Services Specialist, Clerk of the Board, and Administrative Assistant into one full-time management position.

Board members commented and asked questions about the correlation of the job functions (police, parks, and administration). There was considerable discussion about the fit of the SSM-CoB and the Police Specialist.

- Addressing the Board were the following persons: 1) Marilyn Stollon commented on the Police Specialist position and asked about benefits for the SSM-CoB position; 2) A. Stevens Delk commented on receptionist duties; 3) Julie Stein, Board Member Kensington Fire Protection District, commented on the Clerk of the Board position and on a possible opportunity to join forces with KFPD for a shared full-time position.

Following discussion, there was consensus to direct the General Manager and Police Chief to return to the Board after they have had an opportunity to address the questions raised.

- Motion by President Hacaj, seconded by Director Sherris-Watt, to table the current resolution that defines the SSM-CoB position and come back to the Board with a new proposal as soon as practical, carried (4-0) by the following roll call vote: (AYES) Logan, Nottoli, Sherris-Watt, and Hacaj; and (ABSENT) Deppe.

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Director Comments & Reports

7. **Director Comments.** [[TS 1:22:12](#)]

None.

8. **General Manager Comments.** [[TS 1:22:31](#)]

None.

Adjournment [[TS 1:22:37](#)]

President Hacaj announced that the next Regular Meeting is scheduled for August 12, 2021.

President Hacaj adjourned the meeting at 8:24 p.m.

SUBMITTED BY:

DocuSigned by:

Lynelle M. Lewis

Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 12, 2021

DocuSigned by:

Marti Brown

Marti Brown, General Manager

DocuSigned by:

Sylvia Hacaj

Sylvia Hacaj, President of the Board

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