

BOARD OF DIRECTORS MEETING

September 10, 2020

General Manager's Report

President Deppe and Members of the Board:

The following is an update on issues that are not on the agenda but may be of general interest to the Board of Directors and members of the public.

1. General Manager Recruitment

During the past several weeks, Frank Rojas of CPS HR, the consultant retained by the Board to assist in the recruitment of a permanent General Manager, completed interviews with Boardmembers and senior staff members to discuss qualifications for an ideal candidate for this position. From these interviews, Mr. Rojas has completed the attached recruitment brochure, which describes the Kensington community, the district, the role of the general manager within the district, current challenges that the new general manager might address, attributes of the ideal candidate, compensation, and the application and selection process. The brochure has been printed, and its distribution to a pool of applicants has been initiated. The deadline for applicants is Monday, October 12th, with screening to begin immediately thereafter.

2. RFP for Audit Services

The process for retaining a new independent financial auditor for the District has also been initiated, with distribution of a request for proposals (RFP) to potential qualified accounting firms. The audit was distributed on August 20th, and proposals are due next Monday, September 14th. You may recall that, at your last meeting, the Board appointed President Deppe and Vice-President Rachelle-Watt to review and recommend a finalist(s) for consideration by the Board. The current schedule calls for selection by the Board of Directors at the September 24th meeting. An audit partner from Maze and Associates, who specializes in special district audits, will provide expertise to the District regarding the selection process of the new audit firm.

3. KCC Tennis Camp

KCC Recreation Director Jenny Parks has notified District staff that they will start their first in-person, socially-distanced after school camp, in accordance with Contra Costa Health Guidelines. This tennis camp for a maximum of ten 4th – 6th graders, will begin on Monday, September 21st, running three days per week for six weeks. Among the camp protocols will be:

- There will be a daily pre-class questionnaire requiring temperatures and an identification of previous activities of each student;
- Masks must be worn at all times by students and the instructor;
- Social distancing will be used at all times whenever possible;
- There will be one bathroom in the Recreation Building available for only this pod, cleaned each day;

- Each student will bring their own racquet to every class or will be provided with one for the entire session;
- If there is rain, class will be cancelled and not relocated to an inside space.

Also of note, KASEP classes are planned to resume online starting September 21st.

4. Park Restrooms

Just as some of you may have experienced, I have received a substantial amount of communication imploring the District to open the restrooms in the park. The concern expressed in this communication is that, with the park experiencing greater socially-distanced usage, it follows that restrooms are much more in demand than they were several months ago. There is a particular health concern that park users may be “freelancing” adjacent to – not inside of – the restrooms.

It is certainly acknowledged (and, in fact, the CDC acknowledges) that it is ideal for restrooms to be open if the park itself is open to (socially distanced) use by the general public. However, local public health orders related to Covid-19 will require a change in the District’s operating standards that will take time and money to implement. As I understand it, restrooms have, in the past, received a full cleaning once each week by an individual contracted by the District to complete this work. Covid-19 health standards will require that restrooms be disinfected at least once each day using EPA-registered products that are effective against the COVID-19 virus. This new standard will require seven-day per week coverage, with the practical need to retain at least one additional person to provide the service, and procurement of disinfecting cleaning products. We are not yet ready to implement this service standard; but, given the prospect that these standards may remain for some time, even as park usage begins to return to more normal activity, we are looking to see how this might be done.

SUBMITTED BY:

Bill Lindsay
Interim General Manager