

DRAFT

Kensington Police Protection and Community Services District Board of Directors

59 Arlington Avenue, Kensington California

Minutes for Special Meeting

Thursday, November 15, 2018

Call to Order/Roll Call 6:00 pm.

KPPCSD Board: Director Deppe, Director Hacaj, Vice President Nottoli, Board President Sherris-Watt, Director Welsh

Director Hacaj joined the meeting at the beginning of the Closed Session.

Staff: General Manager, Tony Constantouros; Interim Chief of Police, Rickey Hull; Ann Danforth, General Counsel

Consultant: Glass and Associates, Farhat Daud

Transcription: GoTranscript, <https://gotranscript.com/>

Closed Session:

a. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Paragraph (1) of subdivision (d) of Section 54956.9. Name of case: Claimant Lynn Wolter

b. CONFERENCE WITH LABOR NEGOTIATORS Agency representative: General Manager Anthony Constantouros and Jon Holzman Employee organization: Kensington Police Officers Association

c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Section 54957(b) Title; General Manager

The Board reported out that they had given direction to their labor negotiators.

Call to Order/Roll Call 7:30 pm.

President Sherris-Watt explained that item 10a was removed from the agenda because that authorization was under the auspices of the General Manager.

iii. Extension of the Contract between the KPPCSD and Glass and Associates, Inc. and authorizing the General Manager to execute said extension.

Public Comments:

Linda Lipscomb: Thanked everyone who ran for office in 2018 and would like to see some transparency in the processing of votes at the county level. Her absentee ballot was received on the 27th of October but she did not know whether it was counted at that time or whether it was still in the pile.

She then thanked our officers. From her home he saw units from other jurisdictions because an incendiary device was found nearby to Hilltop School. She thanked the Chief and our officers and asked to convey those thanks to our officers. This is why she feels so passionately about our local police.

A.Stevens Delk learned one thing that is different about Vote By Mail ballots this year. Previously, they had to be received by election day. Now they have to be received by the Friday afterwards, so that's one delay right there. At 1:00 AM, it would have been Wednesday morning, was the first posting by the County and it listed two sets. It listed one was election day and then it had another number that was vote By Mail Ballots.

They posted another list on Friday. The election day results are the same. The County now starts counting the Vote-By-Mail ballots when they receive them, but they can't post any results until after the election. If the people in the county find that there is some problem with the Vote-By-Mail envelope, that it's maybe missing a signature, or the signature doesn't match the one on file, they actually notify the voter to try to work out the difficulty, so that's going to take a little bit longer than for those ballots.

As you know provisional ballots take time to count because they have to wait for every single other ballot has been counted and verified. Then they go through the provisional ballots, looking at the envelope, checking every name in the precinct to make sure that person did not vote in a local precinct or send in a ballot or something else. If there is one take-home lesson it is don't wait until election day to send in your Vote-By-Mail ballot. It would be helpful to the county and to those who're waiting for results they can be counted before election day.

Board/Staff Comments:

Director Deppe at the bottom of the website on the "meeting tab" is now an agenda link. It has to do with new regulation that goes into force January 1st, which says the homepage must have a link to the current agenda, and specifies that our agendas have to be text in searchable documents. They don't have to specifically have to be PDF but they have to be platformed and can't be a Word document. This was a Streamline update and they track these requirements and keep us in compliance.

The agendas now have to be text searchable. Previously we had text PDFs for our agendas which are not compliant.

Chief Hull made a statement concerning recruitment. Over the past two years we had approximately eight applicants and one has been hired full time. Currently, there is one more applicant. We've advertised on at least three websites. We've been engaged in direct mail into police departments. On November 9th we went to the Contra Costa County Sheriff Academy graduation and we contacted non-affiliated recruits.

The device that was found at Hilltop School, for clarification, was an incendiary device, not a bomb. It was a crudely made device that was missing an ignition system.

We had a lot of assistance from a lot of different agencies. We were focused on the safety of the school and the safety of the children that attend the school.

So far, there have been two meetings with the parents because of their concern. He recognized Officers Nath, Foley and Ramos, and Sergeant Barrow who adjusted their normal shifts to ensure that there was enough manpower in order to do what was needed.

President Sherris-Watt mentioned that these Hilltop meetings and two additional meetings that are schedule dovetail into our complete plan for emergency preparedness. Over a year ago she and Director Hacaj began to pull together emergency plans from different agencies and schools in Kensington so that there is a full picture for all our first responders.

Vice President Nottoli spoke on food composting. It may be agenized in January because we are still trying to sort that out with Bay View what the options are going to be. The next window for this to start would be May 1st, when the next invoice comes out from Bay View.

She has been working with the County on the compact fluorescent bulbs at El Cerrito Recycling Center. John Gioia has responded to an email saying he would look into the issue because it has been over a year of inaction.

General Manager Constantouros noted that Bay View refuse is entitled to an annual rate increase and there was a formula in the contract that identifies the process, which is basically related to the CPI, the consumer price index from August to August for one year and looking at this year, the CPI is 4.3% for the San Francisco Bay Area. Therefore, they're entitled to a 4.3% rate increase effective January 1, 2019. Now they submitted a letter listing these rates and the 4.3% increase and it is posted on our website.

Consent Calendar

a. Approve minutes of August 9, 2018, Board meeting

Paul Dorroh said that there's no indication of authorship as to who transcribed the minutes, whether they are transcribed from the tape or some notes from a note taker. It will be very useful going forward that he knew who's taking the notes, who's writing minutes. Same thing applies to several of the staff reports on today's agenda. He doesn't know who wrote them and they don't include any recommendations.

President Sherris-Watt made a motion to accept the Consent Calendar with the upgrade of the notation of the transcription service that provided the minutes.

Vice President Nottoli seconded the motion.

The motion passed 5-0.

Old Business

The Board will review bids for tree removal in Kensington Park. The Board will consider options and potentially authorize the authority for work.

Vice President Nottoli: met with a number of tree companies and got bids for removal. There are about 10 redwoods that are dying. Apparently, there was some work done that disturbed the roots and as a

consequence the redwood trees are dying. This is down the south end of the park and it's very close to a Monterey pine around that area that also is leaning and should be removed.

The agenda packet has a summary of all the bids. In addition, a number of the tree companies pointed out some other trees that were problematic. The lowest bids were from Ponderosa.

She would also recommend that we retain one of the companies that does not do work on this large scale, and that would be Brendon Lamb or Eaton Tree Service, to do a study of the park on an annual basis to identify what work needs to be done in order to keep the park trees healthy and remove any kind of limbs that are problematic or do any work such as putting cables on some of the Canary Pines around the parking lot where there's a V that forms at the top of the tree and that can create instability in the wind. Her recommendation was to engage Ponderosa at a bid of \$24,576.50.

A lot of these companies are booked and so they won't be able to begin work until next year. Some of them would not be able to begin work until next year. Early next year. Because apparently a lot of work in tree removal.

These bids assume that the company is going to be chipping and throwing the chips onto the hillside for weed suppression.

President Sherris-Watt made a motion to authorize the General Manager to execute a contract with Ponderosa for tree removal.

Director Hacaj seconded the motion.

The motion passed 5-0.

Vice President Nottoli asked about making a motion to hire another firm to examine the Park for potential hazards.

Director Hacaj suggested that we consider that issue in a year's time as the Park had just been evaluated.

Joanna Firmin: wanted clarification on what is in the purview of the Fire District, as they talked about having funds set aside for some of this kind of thing, in terms of removing dead trees, Juniper, et cetera. What is in the purview of the Police District?

Vice President Nottoli informed her that Kensington Park is under our purview. She had asked the president of the Fire District about the funds and there are funds available for Juniper removal. but not tree removal.

The Board will review and consider approving the Hazard mitigation plan. Implementation and areas of Board and staff responsibility will be discussed.

General Manager said that this is an effort by the county that was initiated a few years ago to come up with plans to address various hazards. A number of local agencies were invited to prepare plans and participate in the process. Katie Gluck and Peter Liddell heard about it and volunteered their time to prepare a plan.

The purpose of it not only is to identify hazards that we can keep track of, but allow us to apply for grants, which is really the primary driver for this hazardous mitigation plan. It does not guarantee getting grants, but it does put the agency in the position to either acquire as a group or individually for possible grants.

The District would be the grant recipient and the General Manager would be the grant writer.

Director Welsh thanked Peter and Katie. They came to pretty much similar conclusions to what the Fire District came to when they submitted the report back in May. He was embarrassed because he thought it should have gotten done earlier. He for one, was little bit sleepy at the switch and he apologized for that.

Joanna Firmin was very curious. What is the next step with the hazard mitigation plan in terms of disseminating that and training? She wanted to hear a little bit more about the plan and maybe the outlines of it.

General Manager said this plan basically is for grants. It isn't an all-encompassing agency approach that has litigation. There's a list and there's a questionnaire. Basically, in order to participate you have to indicate what your resources are both with financially and staff and then certainly a willingness to participate in the grant program, and also to identify just in general the capacity of the agency and to deal with hazard mitigation. This is the plan to get the money or at least try to get the money.

Director Hacaj said this is the hazard mitigation plan. It's basically how does Kensington mitigate for certain hazards. The biggest one being wildfire, there's also earthquake. One of the interesting suggestions was, once this plan has passed, a particular canyon on the Albany-Kensington border, we could jointly apply for funds to clear out that canyon.

Director Welsh said there are a lot of different entities involved here not just the two districts and of course, we could definitely benefit by having the two districts marching along step on this. There's also, for example, the East Bay Parks who presented at the last meeting and it was clear in their presentation that they had an approach to fire prevention. It might be a little bit lacking.

Joanna Firmin hoped that while we are turning to regional collaboration which can take for ever that there will be a sense of urgency and movement in Kensington in terms of what people do in the event of wildfire. Very concrete, what do we do? What do people do and how do we get that information to them, and that as a taxpayer, I would like to see something put in place so that we have a time frame. That this is not something that is left open. That we are now in November and that perhaps by the new year we will have something in place.

President Sherris-Watt doesn't want to speak for the fire department, but the fire department does have a plan in place and they are the lead agency and they have sent out a flyer, Ready, Set, Go. [Ms. Firmin was unaware of this flyer or other emergency information].

David Spath said the fire service will give you the information necessary to implement evacuation but police are responsible for evacuations. I will point you to Lafayette. You're probably aware of that. Their plan for wildfire evacuations which is led by the police fund in Lafayette not the fire department. If you look at the penal code, the penal code gives the police agencies the responsibility for evacuation, not the fire department. This goes to a point that was made about preparedness and you mentioned a few within the working environment. Aside from working on emergency preparedness, is that the notification?

[The police are responsible for traffic not emergency evacuation.]

Director Hacaj stated that the emergency preparation process is an ongoing effort.

David Spath wanted to point out, what the district needs is some emergency operations command that also incorporates a wildfire evacuation plan. Lafayette and other jurisdictions are doing this. We don't have an emergency operations plan. The fire district has an emergency operations plan. Which is an annex to the El Cerrito emergency operations plan. That is Fire District centered and we are essentially not even mentioned in much detail. I think it is really time for the district to begin the process of developing their own emergency operations plan.

General Manager corrected that generally, the Fire Department is your lead agency. They have all the training. He has worked in four jurisdictions, and each jurisdiction's fire department was in charge. What was different though was there was one agency. You had everybody in the same organization. Here El Cerrito is responsible, is kind of the lead agency for emergency preparedness but only works with the fire department. So, it seems like there's some room for possible improvement here and coordination with the police department.

David Spath would recommend the wildfire evacuation approach because that is where you can integrate with the Fire District because obviously, the police district is responsible for ensuring evacuation occurs, and for traffic safety during an event, and pooling the mutual aid with regard to other police jurisdictions. Lafayette is a very good example of the police being responsible for evacuation. They have quite a good wildfire evacuation plan.

General Manager said Lafayette Police is a contract with the county, so they're directly related to the county.

David Spath recognized that the county of Lafayette does contract the sheriff's office but they still have got their own police department.

General Manager stated that their police department's contracted.

David Spath understood that, but the sheriff provides them and you have a chief of police who's the Lafayette chief of police.

General Manager said the chief of police there is appointed by the sheriff.

David Spath said right. It's not the sheriff's office.

General Manager clarified again that it was part of the sheriff's office.

Dakota McKenzie asked how seriously people are considering the possibility of a fire break between the park and our community and what it would take to get that. She is getting the sense that it could be a time-consuming process and they want to initiate. Her understanding of how wildfires start and spread does make it the single most important thing we can do to actually try to keep the fire away from our community.

Director Hacaj knows that there's a citizen group on Purdue that has been working on a regional approach to East Bay Regional Park because Berkeley, Kensington, and El Cerrito, and even Richmond Annex all share a border with the park. It would be much stronger together. They recently reported that they're very happy with what's happening. The park is finally start to take this request more seriously and have more fire suppression prevention and clearing. They also passed a measure that should mean more funds are available.

Director Welsh wanted the General Manager to invite the staff to have a little conversation. It might be nice to have a hazard preparedness committee formed and work on motivating the fire board, maybe one fire board member and one police board member meet.

Linda Lipscomb said you're looking at a space that's really important and is front and center right now. We think that some agency, the Regional Parks Board, could help us for our needs. Maybe we need to have that committee attend those meetings and have a board member assigned to this. As Dave pointed out, we have a standing committee for emergencies.

Why don't we push it? She would offer that you resurrect that committee and then start injecting ourselves into those board meetings. Go into the board meetings and say, "Look, we're over here. We're right on the other side of the hill, and we're scared that this is going to happen to us. What are you doing about that?"

President Sherris-Watt made a motion to approve the Hazard mitigation plan.

Director Welsh seconded the motion.

The motion passed 5-0.

c. The Board will discuss and consider appointing a KPPCSD Director to work with the General Manager to conduct a comprehensive update to the Hazard Mitigation Plan and complete the Annual Progress Report in 2019. This Director would seek to clarify discrepancies between the plan when written and current operations.

President Sherris-Watt wanted to consider appointing a Director to work with GM to make sure that we conduct comprehensive updates to the hazard mitigation plan. There are a couple of documents including the agenda, the annual progress report, and the progress report template that should be completed in 2019. There have been some changes that would probably be implemented on the hazard mitigation plan because we're further along the community center delegation and a few other things.

Julie Stein wanted to clarify exactly what you mean by updates to the hazard mitigation plan with respect to the community center.

President Sherris-Watt said that in the agenda, you'll see that the annual progress report is listed here. This is part of the hazard mitigation plan and then there is a progress report template that needs to be filled out in 2019 to keep current. Those items need to be done to be in compliance. Already, we have made some changes. It says in here that we're in discussion of Glass and Associates and that is changed already because we are in contract with Glass and Associates.

Julie Stein is wondering if any of these updates to the plan will be a public process. I have the plan in front of me and I'm really glad, happy that you approved it. The fire board approved their plan several months ago. Table 29.1 Special Purpose District Assets, Critical Facilities, The Community Center, this building was also designated as an evacuation shelter. The current value of the building \$550,000 combined with building E, improvements and other \$618,000. I guess I'd like to know that you made any change to the fact that this building is designated as an evacuation shelter, will that be a public process?

Director Hacaj said the changes are the current plans that were under contract or we're beginning to do more of. It's the update to an annual progress report. It's a very proforma. It's required by the process. It requires an annual progress report. It's in the volume one or volume two. The templates are there. It just requires the district to update the plan once a year.

President Sherris-Watt said the Community Center [in the plan is] "designated as an evacuated shelter" if that is a legal definition, this building is built to life safety. That's what our seismic engineers have as designated. We would hope it would be an evacuation shelter, but we wouldn't know depending on the hazard. If something happened, we want to make sure the document is accurate. We would probably need to discuss why certain lines of the document were now inaccurate.

Julie Stein said there is a formal building code standard for buildings that are used for evacuation shelters and it's called, "essential services building". The Public Safety Building and all of the plans of the fire board looked at between refurbishing, renovation, tearing down the building, rebuilding in place, build a new building. The data sheets all specifically specified that whatever plan is being evaluated all the way to potentially adapted. The calculations were based on the building code of "essential services".

President Sherris-Watt said the Public Safety Building is a fire and police station. It must be up to that code. The Community Center is not capable of being up to that code. We would have to tear it down. Two sets of seismic engineers informed us that's why the decision was made to build to the life and safety standard versus the essential services standards.

Julie Stein said this means that whoever is here in a major earthquake would likely get out alive, but the building will not likely be able to serve an evacuation shelter?

President Sherris-Watt said there is no guarantee but it's designed to make sure it holds in an emergency.

President Sherris-Watt made a motion that Vice President Nottoli works with the General Manager to conduct an update of the [Hazard Mitigation] plan.

Director Welsh seconded the motion.

The motion passed 5-0.

New Business

The Board will review and consider approving several actions to pursue the Community Center renovations.

i. An agreement between the KPPCSD and the Kensington Community Council for the transfer of funds (\$465,000) from the KCC toward the Community Center renovation project and authorizing the General Manager to execute said agreement.

General Counsel: We're now looking at initiating a public bidding process. We need to secure the actual funds required for construction. Before the Board is a funded contribution from the Kensington Community Council. The KCC has offered to provide \$465,000 in funding. A portion of that is

contingent on construction of the improvements that it likes. \$210,000 has been offered contingent on or including bi-fold or operating doors system and heating system upgrade. There are unrestricted funds as well, which is \$255,000 and including \$35,000 that KCC raised from members of the community. The KCC agreement which provides for the KCC to deliver the funds which should go down to bid. However, the District will retain the discretion of modifying the final scope. If the final project does not include the wall and heating improvements that were requested by the KCC, the District would have to return the \$210,000.

President Sherris-Watt made a motion to approve the funding agreement with the Kensington Community Council with the caveat of a change of address of the District to 217 Arlington.

Director Hacaj seconded the motion.

The motion passed 5-0.

ii. Increase of project budget to reflect increased expenses.

Director Hacaj: On July 31st, the Kensington Municipal Advisory Council, which reviews any projects in Kensington heard this, saw these plans and approved this and sent it to the county. Eleven days later it became eligible for the plan check process and this is still undergoing that process before the permit is issued. Once the permit is issued, we're able to go to bid. We must have all the funds encumbered prior to going to bid.

The finance committee met and saw that we needed \$290,000 to proceed. That had always been the plan to look at the 2018/19 budget once we were sure of the amount we need to go to bid. That amount was set when the plans were given to the county as part of that process. The amount set is 1.298 million and the remaining funds needed equal \$290,000. One of the reasons why is that the WW grant funds, which come from Contra Costa County, and have been designated to be used for the project are not in our hands. Those funds remain with the county until we proceed and complete the work and then submit for reimbursement. Those funds we need to set aside for the moment in order to go to bid and then when the work is completed, we will submit for reimbursement and get that back.

Those funds had to be unsegregated and set aside as part of this process. That left remaining \$82,000 for hard construction costs for the bid and then reviewing what was left on the Glass Associates contract - this is nothing additional -just funds of the original contract that have yet to be paid plus minor expenses, it is an additional \$50,000. That is how the \$290,000 came to be.

The Finance Committee unanimously recommended to the Board that \$290,000 be designated for the Community Center renovation project. It will be important that funds are segregated by hard construction, bid cost.

President Sherris-Watt made a motion that the Board increase the project budget to reflect the increased expenses as outlined in the staff report and that we designate that the budget removes those items into the capital project fund.

Director Welsh seconded the motion.

The motion passed 5-0.

iii. Extension of the Contract between the KPPCSD and Glass and Associates, Inc. and authorizing the General Manager to execute said extension.

iv. Bid documents for the renovations and directing staff to proceed with the public bidding process.

General Counsel: The next step would be for the District to submit the project for public bidding. The documents are voluminous. They are available online. They describe the basic parts of the project base report which we can summarize as follows. Symmetric demolition of existing structure including associated finishings of areas affected by development work including grading and paving, landscaping and irrigation and side riveting. Provision and installation of partitions and associated doors and finishes as shown on the drawings.

Anything that all new construction and existing construction within the limits of work unless otherwise noted. New wall, floor and ceiling finishes showed on the drawings, cabinets and counters, new electrical power and mechanical and plumbing systems, restroom fixtures and accessories, kitchen fixtures also shown in the drawing. These drawings are currently being processed in Contra Costa County building department. There is also a set I believe available in the office.

The scope of work does not include the variety of items that are listed in your staff report and also the base scope of work does not include the bid alternates. The process for bidding this is very simple. The district will advertise for bids, would count for the bidding package that includes the drawings and other specifications. The contract itself and a number of documents. People will submit bids at the time the documents instruct the bidders to submit their bids.

There's a hard close. The door shuts at the set date at the set time. Then the bids are all opened. None of the bids are opened early.

Slide Show Presentation

Farhat Daud: Here we have the front of the building as it is right now and this is the proposed project. You can tell that the main part of the project that would be visible that would really impact the citizen of Kensington end-users is really at this elevation. The Southwest elevation, which is the elimination of this concrete block wall right here and the addition of the bi-fold and slide doors. Then the canopy that comes out.

The windows above the clearstory windows would also be replaced to be more energy efficient type. As well as the ones on the opposite wall on the North Wall. We're going to replace those as well. Here we have a site plan. Nothing really is being changed on the exteriors up to this part area right here. The site work is primarily due to the ADA requirements and we're working as this hurricane area right here so we get accessible site parking place here with the loading zone.

The main impetus of the project is the seismic work which not a lot of that is going to be visible. It's the seismic work, the ADA upgrades, the energy upgrades. These are the seismic upgrades that need to occur. A large part of it is the roof connection. That roof is not tied properly. Basically, on all ends, it's going to get the proper hardware for that.

This wall, which is a major concern is going to get a lot of steel and then the proper reinforcement at the foundation level as well. This here is some more detail on the first slice work seismic work. This upper

roof will be better tied to the lower roof. The upper and the lower roof is going to get new sheer and we're going to take the opportunity to put in insulation. Put in upper insulation in this roof and then the entire roof or both roofs will get a new roofing, which is also an energy upgrade. This is a technical drawing, you can't really read it but it basically shows all the improvements that are happening.

There's going to be ADA things, like the automatic door opener and closers of these entrances. The other exit and fire signage, all of the other ADA signage which would mean in our names for each of the rooms, that are written in regular text as well as in braille.

We're going to add a drinking fountain here. A high-low drinking fountain with a bottle filler. The kitchen counter here has been lowered for an ADA access. All the appliances are actually going to stay, and this sink will be an ADA accessible sink.

Here's a graphic of the new opening wall system. It could change. Then, there will be a fixed window here and then three sets of the bifold and slide door system.

This is the view looking from the inside. The cabinetry here is actually going to be part of the bid alternates, and there are two. Again, those are for bid alternates, so it's not part of the base bid. This is another technical drawing. This is an exterior elevation showing the window system that would be installed on the south side and again this would be the main doors, right here after the extended canopy. Here is the other single door here.

Basically, everything else remains the same. There's that canopy that comes out in the south side.

Some of the other alternates that we're including are the replacement of the flooring in here, and in meeting room three, which has a crack in it. We felt that would be necessary to do if there was adequate funding for that. Again, the cabinets are also going to be a bid alternate, there's two versions of that. One, without the fireplace and one with the fireplace.

The one without the fireplace actually does not remove the fireplace, it just builds over it. Then, kind of screen system here, that would be movable and you could fold it and put it in storage, so it could be brought out for selected events.

Director Deppe asked as far as the basic scope of work, do we expect them to give details about the different items or it's just going to be, "This is one number and that's what it is?"

General Counsel: The bid documents require them to put in certain specifics about both material and subcontractors. State law is very strict about the subcontract. Anybody who's getting more than one half of 1%, has to be listed and it's very difficult for the contractor to then go to another subcontractor for the same work.

There is a process for disqualifying a bidder based on the fact that they have shown themselves to be not responsible. It is not an easy process. It requires a public hearing and often will lead to a lawsuit. There is a process if you're really confident of your ground but the person who has the lowest bid is not somebody that you want to work with.

President Sherris-Watt said we must accept the lowest bid, but not based on the bid-alts. This process was specifically broken down so that someone does not come in and lowball us on the price of the renovations needed and then charge us exorbitant amounts for the bid-alts.

President Sherris-Watt made a motion to approve the documents granting our General Manager to make minor project changes as required to obtain a building permits and non-substantive changes in the contract documents.

Director Hacaj seconded the motion.

The motion passed 5-0.

President Sherris-Watt made a motion to approve the bid documents granting our General Manager to make minor project changes, as required to obtain a building permits, and non-substantive changes in the contract documents.

Director Hacaj seconded the motion.

The motion passed 5-0.

President Sherris-Watt made a motion to authorize the General Manager publish the notice inviting bids and begin the public bidding process.

Director Hacaj seconded the motion.

The motion passed 5-0.

The Board will review and consider approving the authority for the General Manager to implement work in Kensington Park for the removal of hemlock and the abatement of blackberries and poison oak.

Vice President Nottoli: there's a large section of poison oak that starts around the Annex Building and it goes up to the road that is by the school. There's also wild hemlock that's around the area too. In addition, there's a separate section of non-native blackberries. We contacted the companies, one is City Grazing which uses goats and the other is Oakland Hills Clearing.

The goats - in order to have the goats munch away the poison oaks we need to remove the hemlock. Because of the poison oak it makes sense to have Oakland Hills Clearing clear both the hemlock and the poison oak.

The problem is that seeds from the wild hemlock and the roots from the poison oak will continue to sprout up again. This means that once this process has started, we're going to have a continual effort until finally the roots give up and there's no more seeds for the wild hemlock. The same is true for the non-native blackberry.

My recommendation is to have Oakland Hills brush clearing clear out both the poison oak and a non-native blackberry. The Oakland Hills estimate for brush clearing is \$6,400 and for the blackberry, it was an additional \$400 - \$600 to clear that as well.

Right now, a \$89,000 surplus is projected in the budget.

Vice President Nottoli made a motion to authorize the General Manager to book, review, and execute the contract with Oakland Hills for brush clearing for both poison oak as well as a non-native blackberry.

President Sherris-Watt seconded the motion.

The motion passed 5-0.

The Board will review and discuss yearly payments to CalPERS. The Board will consider approving the authorization for a larger payment based on a 15-year amortization schedule, rather than the current 30-year schedule.

President Sherris-Watt: This item came from the finance committee. The finance committee reviewed alternatives for payments on our OPEB liability and they made a recommendation. The vote was four to two to request that the Board approve the payment of 354,893 for the fiscal year, 2018, 2019. You can see the schedule here. It is recommended that we consider as a Board changing from a 30-year payment schedule to a 15-year. We are not entering into any sort of contract to do this, but the finance committee did recommend that we make the more aggressive payment in the coming fiscal year.

We're looking at this for June of 2019.

General Manager: This is a good plan put forward by Jim Watt. It could save us as much as \$1.2 million which is significant if it's maintained for the entire 15-year period. Now, the downside it's, just so we're aware is that it takes away some funds currently and we are using funds already for example, for the grazing and the landscaping that we didn't technically budget for, but there are funds available to use that. In addition, we're going out to bid for the Community Center. It takes away some flexibility considering into this. So, there is an immediate downside but on the long-term gain.

Director Welsh likened it to how much do you want to have in your bank account versus how much do you want to pay out in the mortgages. Exactly that kind of thing. There's also the public safety building moving in the not too distant future which will be a heavy lift for both districts.

Part of the reason why I'm feeling a little bit aggressive about making the pay-off is, not wanting to sound like a broken record, but I do think that the two districts should be cooperating more on community expenses like even these community centers seismic retrofit.

Director Hacaj said we found out as part of the plan check process that, the fire marshal is recommending a particular type of fire alarm, a hard-wired fire alarm system for the building that includes smoke and heat sensors and is hardwired to the fire department. I made the request for that funding to them and they will be considering an item up that would be authorizing them for up to \$35,000 to contribute to that.

President Sherris-Watt made motion to approve a CalPERS payment of \$354,893 for fiscal year 19-20.

Director Welsh seconded the motion.

The motion passed 5-0.

The Board will discuss the adoption of a reserve policy.

President Sherris-Watt: The final item of the evening is actually mostly informational. It is a reserve policy. We'll clean up the reserve policy formally when we look at the P&P manual but you'll see the draft reserve policy as put forward by the CSDA.

Speaker 3: Of course, the reserve policy is a critical element of future planning and it also sets aside funds available when you need them. You could get funds to spend and it breaks it down into a couple of different areas, For Kensington, particular review of vehicle fleet reserve. So, you set a percentage of funds, and then you have a policy in terms of how long you keep the vehicles and these are listed and then when you need to replace them, you already have a budget for them you don't have to be scrambling around looking for money. That's probably the largest expenditure, the largest benefit in terms of a reserve for fleet. The other one is technology. There's a lot of technology in town and that the district utilizes and we should plan for the obsolescence and replacements of technology. Computers break, computers actually are getting less expensive, but even the recording system here in the building has had a number of problems. Mr. Bergen has been really unbelievable in coming here and finding wires and coordinating the work.

Then finally, you need a rainy-day fund. These are very good policies, very good ideas for all agencies.

President Sherris-Watt made motion to adjourn the meeting.

Director Deppe seconded the motion.

The motion passed 5-0.