



# Agenda

Special and Regular Meetings of the Board of Directors  
Kensington Police Protection and  
Community Service District

**Thursday, August 12, 2021**  
Via Teleconference

[www.kppcsd.org/2021-08-12-kppcsd-board-meeting](http://www.kppcsd.org/2021-08-12-kppcsd-board-meeting)

**The page at the URL above will have instructions on how to join the  
online meetings.**

*In response to the County and State "shelter in place" orders, the Governor issued an order expanding his prior waiver of normal Brown Act requirements. Executive Order N-29-20, issued March 17, 2020, authorizes all-electronic meetings without a physical location for agency officials or members of the public. The published agenda must advise the public of the means by which it may participate in the meeting and of a procedure by which disabled persons may submit requests for accommodation or modification. The order does not suspend notice requirements.*

*Executive Order N-29-20 is effective while state and/or local public health officials have imposed or recommended social distancing measure. The District must prioritize public health and containing the spread of the Covid-19 virus, which precludes holding physical public meetings. The District will comply with the usual Brown Act requirements to the extent compatible with the directives and recommendations of state and local health officials.*

## **Special Closed Session Meeting – 5:30 p.m.**

### **Call to Order**

### **Roll Call**

### **Special Meeting Agenda Items Public Comments**

*Members of the public may request to speak on any of these items for up to three minutes when the Board President calls for public comment. Please raise your hand via Zoom. When you are called by the Board President you will be unmuted and you can address the Board. Please state your name clearly for the audio recording. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 917 Arlington Ave., Kensington, CA 94707 or [llewis@kppcsd.org](mailto:llewis@kppcsd.org).*

1. **Interim General Manager** (Government Code § 54957(b))  
Update on Interim General Manager Search and Appointment.
2. **Conference with Real Property Negotiators** (Government Code § 54956.8)  
Consider matters related to properties: 217 Arlington Avenue and 303 Arlington Avenue;  
Agency negotiator: General Manager Marti Brown; Under negotiation: price, terms of  
payment, space available.

## **Adjournment to Closed Session**

### **Special Meeting – 6:00 p.m.**

#### **1. 10-Year Financial Forecasting Model Presentation**

Recommended action: Receive and discuss presentation by Financial Consultant Andy Heath, and provide further direction.

Contact: Marti Brown, General Manager, [mbrown@kppcsd.org](mailto:mbrown@kppcsd.org)

### **Regular Meeting - 7:00 p.m.**

## **Call to Order**

## **Roll Call**

## **Public & Consent Calendar Comments**

*All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Board Member or General Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the District Board of Directors concerning Consent Calendar items or on matters not already on the agenda are invited to make oral comments of up to three minutes. Please raise your hand via Zoom. When you are called on by the District President, you will be unmuted, and you can address the Board of Directors, please state your name clearly for the audio recording. You are requested to address your comments to the President and Board of Directors, and not to staff and/or the audience. By state law, the Board is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Board, please mail or email it to the Clerk of the Board at 917 Arlington Ave., Kensington, CA 94707 or [llewis@kppcsd.org](mailto:llewis@kppcsd.org).*

## **Swearing In**

Conduct Swearing in of Lieutenant Brad Harms

Contact: Mike Gancasz, Police Chief, [MikeG@kppcsd.org](mailto:MikeG@kppcsd.org)

### **Consent Calendar**

1. **Special Meeting of June 29, Regular Minutes of July 8, 2021, and Special Meeting of August 5**  
Recommended Action: Approve meeting minutes.  
Contact: Lynelle Lewis, District Clerk, [llewis@kppcsd.org](mailto:llewis@kppcsd.org)
2. **June 2021 Financial Reports**  
Recommended Action: Receive and accept financial reports.  
Contact: Katherine Korsak, Finance Director, [kkorsak@kppcsd.org](mailto:kkorsak@kppcsd.org)
3. **Senior Accountant Job Classification & Salary Schedule**  
Recommended Action: Approve Resolution 2021-15 adopting the attached Senior Accountant Job Classification and Salary Schedule.  
Contact: Marti Brown, General Manager, [mbrown@kppcsd.org](mailto:mbrown@kppcsd.org)
4. **Finance Director Job Classification & Salary Schedule**  
Recommended Action: Approve Resolution 2021-16 adopting the attached Finance Director Job Classification and Salary Schedule.  
Contact: Marti Brown, General Manager, [mbrown@kppcsd.org](mailto:mbrown@kppcsd.org)
5. **Establish CalPERS 457 Retirement Plan**  
Recommended Action: Approve Resolution 2021-14 directing staff to establish a CalPERS 457 Plan for District Employees.  
Contact: Katherine Korsak, Finance Director, [kkorsak@kppcsd.org](mailto:kkorsak@kppcsd.org)

### **Discussion and Action**

6. **New Interim General Manager Contract**  
Recommended Action: Approve contract to hire and appoint Interim General Manager effective August 16.  
Contact: Ann Danforth, General Counsel
7. **Amend Bay View Refuse Agreement – Organic Waste Recycling (SB 1383)**  
Recommended Action: Staff recommends appointing the Interim General Manager the lead negotiator to start negotiations and amend the existing contract with Bay View Refuse to include organic waste recycling per State Senate Bill 1383.  
Contact: Marti Brown, General Manager, [mbrown@kppcsd.org](mailto:mbrown@kppcsd.org)
8. **Board Director Attendance at CSDA's Special District Leadership Academy.**  
Recommended Action: Approve budget authority of the not-to-exceed amount of \$7500 for Board Directors to attend the CSDA's Special District Leadership Academy.  
Contact: Sylvia Hacaj, Board President, [shacaj@kppcsd.org](mailto:shacaj@kppcsd.org)

#### 9. **Mask and Covid Vaccination Rules**

Recommended Action: Discuss and potentially approve adopting mask and COVID vaccination rules for all KPPCSD and KPD employees.

Contact: Chris Deppe, Board Director and Rachelle Sherris-Watt, Board Director, [cdeppe@kppcsd.org](mailto:cdeppe@kppcsd.org) and [rsherriswatt@kppcsd.org](mailto:rsherriswatt@kppcsd.org)

### **Director Comments & Reports**

#### 10. **Director Comments**

#### 11. **General Manager Comments**

### **Adjournment**

The next regular meeting will be held on September 9, 2021.

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### **General Information**

- All proceedings of the Open Session will be audio and video recorded if possible.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to Kensington Police Protection & Community Service District, 217 Arlington Ave, Kensington, CA 94707.
- To be added to the Board Agenda Mailing List, complete and submit the form at <https://www.kppcsd.org/agenda-mailing-list> or by notifying the Clerk of the Board at [llewis@kppcsd.org](mailto:llewis@kppcsd.org).

### **Posted Agenda**

Public Safety Building – Colusa Food – Arlington Kiosk and at [www.kppcsd.org](http://www.kppcsd.org). Complete agenda packets are available at the Public Safety Building at 217 Arlington Avenue, Kensington, CA 94707.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Service District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the **District offices, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board.

**Kensington Police Protection & Community Services District  
Financial Forecast – FY 2021-22 to FY 2031-32**

**Development of 10-Year Financial Forecast – Purpose / Findings / Key Reserves**

**Purpose of Forecast:** Forecast developed to create a forward-looking, conservative baseline budgetary outlook for the District’s Operating Funds and Unassigned Reserves under a given set of revenue and expenditure growth assumptions. Forecast serves as a benchmark to aid in determining impacts to future changes in assumptions (i.e. labor / capital / debt / programmatic changes).

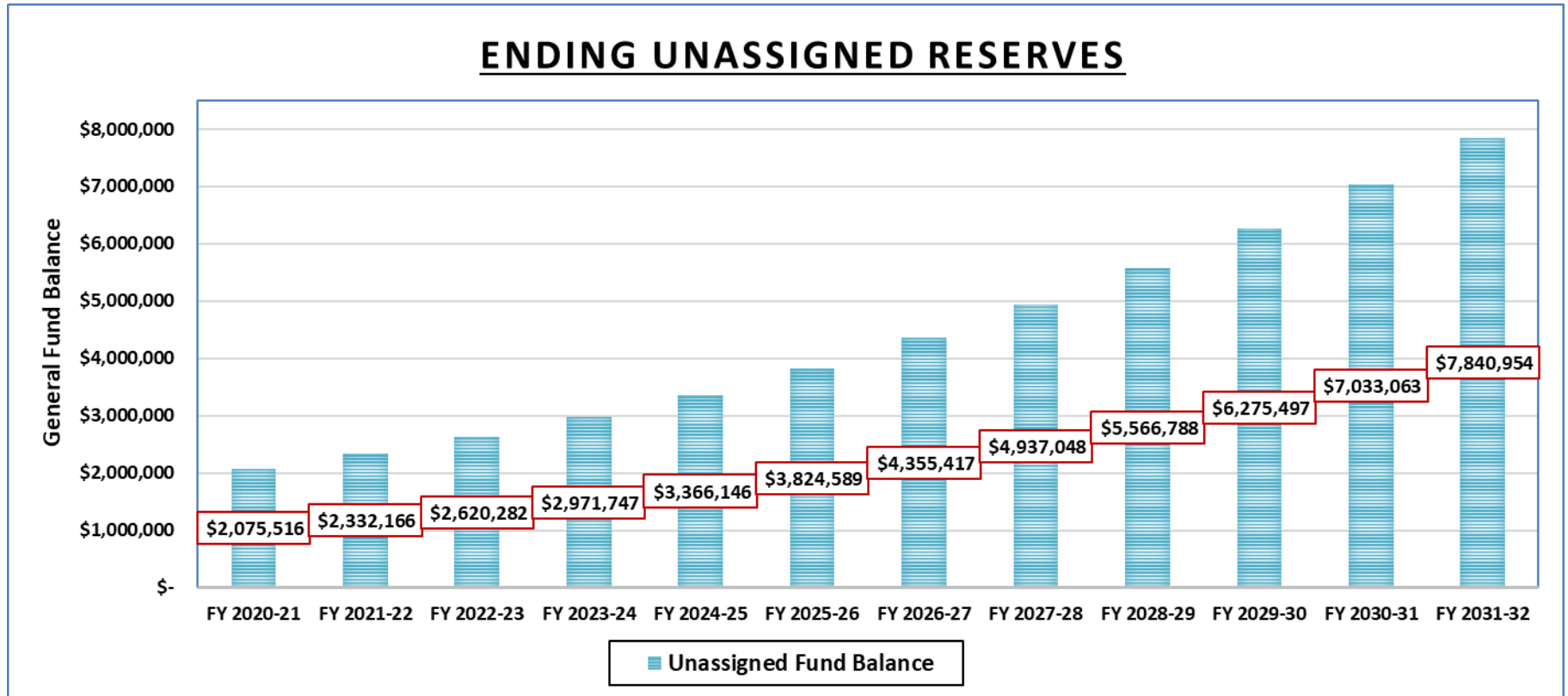
**Key Assumptions:**

- Moderate revenue growth - Secured Property Tax – 3% FY 2022-23; 2.5% FY 2023-24; 2% all other years
- Moderate revenue growth – Special Assessment – 3% FY 2022-23; 2.5% for all other years
- No salary increases are included as none have been negotiated
- Payouts for compensated absences are not forecasted as they are not budgeted
- Modest increases to CPI-based cost drivers (General / Fuel / Utilities / Legal) – 1.5% - 2.0%
- Health Benefit cost increases each year static @ 2.5%; Workers Compensation annual increases static @ 2.0%
- CalPERS costs built in consistent with August 2020 Actuarial Reports
- All positions assumed filled – no vacant positions
- FY 2020-21 Projections based on information provided by staff
- Capital funding only includes amounts budgeted for FY 2021-22 and Community Center Loan Repayment through FY 2028-29
- Vehicle leases forecasted through maturity only (through FY 2026-27) – no new vehicle leases forecasted
- Beginning Unassigned Reserve levels taken from FY 2019-20 Audit

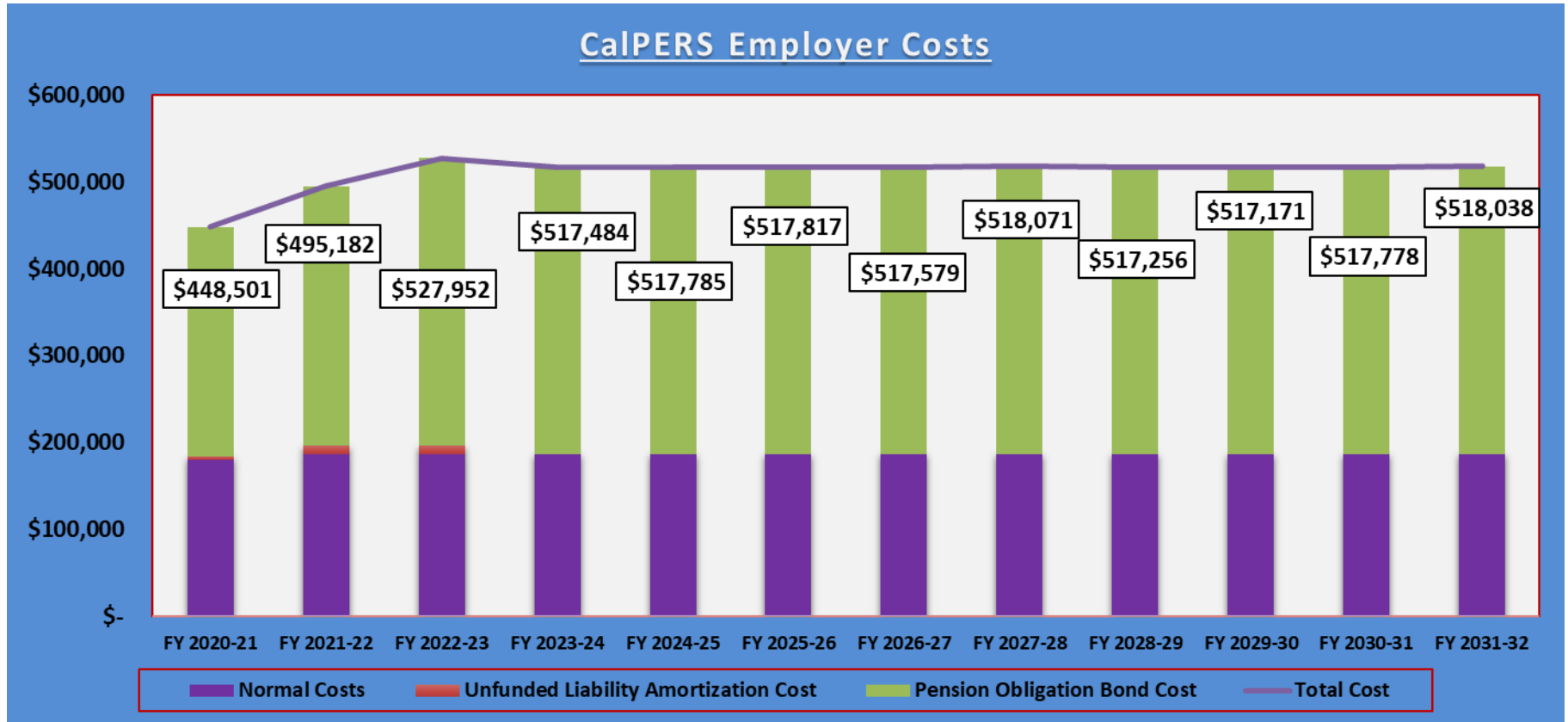
**Base Forecast Results:**

<b>FY 2020-21 to FY 2031-32 General Fund Forecast</b>												
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>2031-32</b>
<b>Revenues</b>	\$ 3,660,681	\$ 4,014,893	\$ 3,761,844	\$ 3,833,002	\$ 3,894,854	\$ 3,958,030	\$ 4,022,560	\$ 4,088,472	\$ 4,155,797	\$ 4,224,564	\$ 4,294,807	\$ 4,366,555
<b>Expenditures</b>	\$ 3,558,421	\$ 3,758,243	\$ 3,473,728	\$ 3,481,538	\$ 3,500,455	\$ 3,499,587	\$ 3,491,732	\$ 3,506,841	\$ 3,526,056	\$ 3,515,855	\$ 3,537,241	\$ 3,558,664
<b>Surplus/(Deficit)</b>	\$102,260	\$256,650	\$288,116	\$351,464	\$394,399	\$458,443	\$530,828	\$581,631	\$629,741	\$708,709	\$757,566	\$807,891
<b>% of Budget</b>	2.9%	6.8%	8.3%	10.1%	11.3%	13.1%	15.2%	16.6%	17.9%	20.2%	21.4%	22.7%

*Impact on Unassigned Reserves:*



*CalPERS Future Costs:*



**Kensington Police Protection & Community Services District**

**Financial Forecast – FY 2021-22 to FY 2031-32**

**August 12, 2021**

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***Key Observations:***

- Aggregate cost to provide 1% of additional salary to all labor groups in FY 2022-23 = \$16,891
  - Police Chief = \$2,226
  - KPOA - \$10,526
  - General Manager = \$1,534
  - Unrepresented - \$2,605
  
- Capital costs only include those budgeted for FY 2021-22 and Community Center Debt Costs. To the extent any building improvement or additional apparatus are required, these will need to be funded from stated surpluses and/or reserves.
  
- CalPERS Unfunded Liability costs need to be watched given unpredictability in CalPERS policy impacts on District - CalPERS costs remain relatively under control – funded status at ~ 100%
  
- The OPEB Trust funds \$50,000 towards Retiree Health Costs in FY 2021-22. No contributions to or withdrawals from the OPEB Trust are considered in years after FY 2021-22.
  
- Increases in the Lighting & Landscape District Special Assessment above the CPI amount indicated (closer to full cost recovery) would likely result in a commensurate increase in surplus available each year



**Kensington Police Protection and Community Services District  
 Base Forecast and Scenarios**

----- Forecasted Surplus / Deficit-----

	Base Model	Base Model - Updated Positions	Base Model - Updated Lease Schedule	Base Model - Updated Positions & Lease Schedule
FY 2021-22	\$ 256,650	\$ 83,459	\$ 256,650	\$ 83,459
FY 2022-23	288,116	122,171	261,668	95,723
FY 2023-24	351,464	192,910	325,574	167,019
FY 2024-25	394,399	243,383	360,674	209,658
FY 2025-26	458,443	315,116	409,692	266,365
FY 2026-27	530,828	395,344	482,660	347,176
FY 2027-28	581,631	454,148	534,054	406,571
FY 2028-29	629,741	510,418	581,012	461,689
FY 2029-30	708,709	597,709	660,590	549,590
FY 2030-31	757,566	655,056	708,277	605,767
FY 2031-32	807,891	714,040	759,230	665,380

**Scenarios Base Model:**

Accounts for FY 2021-22 Adopted Budget under given set of assumptions for all forecasted years.

**Base Model - Updated Lease Schedule:**

Accounts for FY 2021-22 Adopted Budget, including updated lease schedule with recent proposal received.

**Base Model - Updated Positions / Lease Schedule:**

Accounts for all of the above

**Base Model - Updated Positions:**

Accounts for FY 2021-22 Adopted Budget, including updated salary/benefits for:

- General Manager (to \$185,000 / \$18,500 Deferred Comp Contribution / \$600 Phone Allowance);
- Office Manager / Clerk of Board (full time @ \$90,000);
- Accountant (full time @ \$90,000)
- Addition of Support Services Manager (full time @ \$90,000 / \$600 Phone Allowance / \$9,348 Health Benefits)

Kensington Police Protection & Community Services District  
 Financial Forecast – FY 2021-22 to FY 2031-32  
 August 12, 2021  
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**MODEL RESULTS WITH UPDATED LEASE SCHEDULE:**

FY 2020-21 to FY 2031-32 General Fund Forecast												
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Revenues	\$ 3,660,681	\$ 4,014,893	\$ 3,761,844	\$ 3,833,002	\$ 3,894,854	\$ 3,958,030	\$ 4,022,560	\$ 4,088,472	\$ 4,155,797	\$ 4,224,564	\$ 4,294,807	\$ 4,366,555
Expenditures	\$ 3,558,421	\$ 3,758,243	\$ 3,500,176	\$ 3,507,429	\$ 3,534,180	\$ 3,548,338	\$ 3,539,900	\$ 3,554,418	\$ 3,574,784	\$ 3,563,974	\$ 3,586,529	\$ 3,607,325
Surplus/(Deficit)	\$102,260	\$256,650	\$261,668	\$325,574	\$360,674	\$409,692	\$482,660	\$534,054	\$581,012	\$660,590	\$708,277	\$759,230
% of Budget	2.9%	6.8%	7.5%	9.3%	10.2%	11.5%	13.6%	15.0%	16.3%	18.5%	19.7%	21.0%

**MODEL RESULTS WITH UPDATED POSITIONS:**

FY 2020-21 to FY 2031-32 General Fund Forecast												
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Revenues	\$ 3,660,681	\$ 4,014,893	\$ 3,761,844	\$ 3,833,002	\$ 3,894,854	\$ 3,958,030	\$ 4,022,560	\$ 4,088,472	\$ 4,155,797	\$ 4,224,564	\$ 4,294,807	\$ 4,366,555
Expenditures	\$ 3,558,421	\$ 3,931,434	\$ 3,639,673	\$ 3,640,093	\$ 3,651,471	\$ 3,642,914	\$ 3,627,215	\$ 3,634,324	\$ 3,645,379	\$ 3,626,855	\$ 3,639,751	\$ 3,652,515
Surplus/(Deficit)	\$102,260	\$83,459	\$122,171	\$192,910	\$243,383	\$315,116	\$395,344	\$454,148	\$510,418	\$597,709	\$655,056	\$714,040
% of Budget	2.9%	2.1%	3.4%	5.3%	6.7%	8.7%	10.9%	12.5%	14.0%	16.5%	18.0%	19.5%

**MODEL RESULTS WITH UPDATED LEASE AND POSITIONS:**

FY 2020-21 to FY 2031-32 General Fund Forecast												
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Revenues	\$ 3,660,681	\$ 4,014,893	\$ 3,761,844	\$ 3,833,002	\$ 3,894,854	\$ 3,958,030	\$ 4,022,560	\$ 4,088,472	\$ 4,155,797	\$ 4,224,564	\$ 4,294,807	\$ 4,366,555
Expenditures	\$ 3,558,421	\$ 3,931,434	\$ 3,666,121	\$ 3,665,983	\$ 3,685,196	\$ 3,691,665	\$ 3,675,384	\$ 3,681,901	\$ 3,694,107	\$ 3,674,974	\$ 3,689,039	\$ 3,701,175
Surplus/(Deficit)	\$102,260	\$83,459	\$95,723	\$167,019	\$209,658	\$266,365	\$347,176	\$406,571	\$461,689	\$549,590	\$605,767	\$665,380
% of Budget	2.9%	2.1%	2.6%	4.6%	5.7%	7.2%	9.4%	11.0%	12.5%	15.0%	16.4%	18.0%

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**BOARD OF DIRECTORS MEETING MINUTES**

**Thursday, June 29, 2021**

**Via Teleconference**

**Special Meeting**

**Call to Order** [TS 5:34]

President Sylvia Hacaj called to order the Special Meeting of the Board of Directors at 7:01 p.m.

**Roll Call** [TS 5:44]

Director Chris Deppe, Vice-President Eileen Nottoli, 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.

[TS 6:03] President Hacaj announced that due to technical problems with Zoom, the Closed Session meeting would be continued following the adjournment of the meeting.

**Public Hearing**

**1. Appropriations Limit for Fiscal Year 2021-22.** [TS 8:05]

Finance and Business Manager Katherine Korsak presented the recommended action to approve and adopt a resolution affirming the establishment of the appropriations limit for FY 2021-22.

- Motion by President Hacaj, seconded by Director Deppe, to adopt Resolution No. 2021-09 affirming the establishment of the appropriations limit for Fiscal Year 2021-22 pursuant to the attachments in the amount of \$5,048,492, carried unanimously carried (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

Resolution No. 2021-09 – A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Affirming the Establishment of the Appropriations Limit for Fiscal Year 2021-22.

**2. FY 2021-22 Budget** [TS 14:12]

General Manager Marti Brown introduced the recommended action to approve the proposed FY 2021-22 Budget. She highlighted the budget assumptions and changes since the June 10<sup>th</sup> budget workshop based on Board direction, budgetary corrections, and community input. Chief Gancasz

highlighted the proposed Police Department (PD) structure and the Lieutenant position. Next, Ms. Brown presented the proposed allocation for the relocation from the Public Safety Building (PSB) along with proposed staffing changes.

The Board commented on the budget and asked questions of staff related to hiring of officers, reporting responsibility of the Lieutenant position, cost of the proposed versus current administrative staff, repair costs for Building E, Proposition 68 projects, overtime costs, and deferred maintenance.

The following persons addressed the Board: 1) A. Stevens Delk commented on the Bayview franchise fund, unassigned reserves, and trash can costs; 2) Jim Watt commented on assumptions in the budget related to relocating the PD from the PSB, the police salary schedule, overtime costs, and pension costs; 3) David Spath commented on the low core number of officers and on implementing food waste collection; and 4) Julie Stein, Director KFPD, commented on needed funding for relocation from the PSB and its impact on reserves.

- Motion by President Hacaj, seconded by Director Deppe, to adopt the budget as presented with an amendment to reduce the overtime line to \$120,000 from \$200,000, carried unanimously (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

### **Discussion and Action**

#### **3. Board Vacancy Application Process & Potential Appointment [\[TS 1:42:51\]](#)**

General Manager Marti Brown reported that during the open application period, the District received one application from Michael Logan for the Board Director vacancy.

- The following person presented public comment: 1) A. Stevens Delk thanked Mr. Logan for coming forward.
- Motion by President Hacaj, seconded by Director Deppe, to accept the application and appoint Mike Logan to fill the term of Cyrus Modavi through the end of the term in 2022, carried unanimously (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

Board members welcomed Mike Logan to the Board who will be sworn in on July 8. Mr. Logan thanked the Board for their confidence in him.

**4. Updated Master Fee Schedule for all KPPCSD Rental Facilities** [[TS 1:50:50](#)]

General Manager Marti Brown presented the recommended action and rationale for the proposed Master Fee Schedule. There was Board discussion about the cost effectiveness of renting the main hall for less than four hours. General Manager Brown proposed returning to the Board with an exception policy.

- The following person presented public comment: 1) Mabry Benson commented on the need for policies to address use by community groups and reservation guidelines.
- Motion by President Hacaj, seconded by Director Deppe, to adopt the Fee Schedule as presented with the expectation that clarification of all policies will be brought to the Board in August, carried unanimously (4-0) by the following roll call vote: (AYES) Directors Deppe, Nottoli, Sherris-Watt, and President Hacaj.

**Special Closed Session** [[TS 2:08:28](#)]

President Hacaj announced that the Board would be meeting in closed session to discuss one item related to conference with real property negotiators (Government Code § 54956.8).

There was no public comment.

**Adjournment** [[TS 2:09:21](#)]

President Hacaj adjourned the meeting to Special Meeting at 9:05 p.m.

SUBMITTED BY:

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 12, 2021

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Marti Brown, General Manager

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Sylvia Hacaj, President of the Board

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 29<sup>th</sup> 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.**

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.

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.



**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:

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Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 12, 2021

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Marti Brown, General Manager

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Sylvia Hacaj, President of the Board

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**BOARD OF DIRECTORS MEETING MINUTES**

**Thursday, August 5, 2021**

**Via Teleconference**

**Special Meeting**

**Call to Order** [[TS 8:22](#)]

President Sylvia Hacaj called to order the open session of the Special Meeting of the Board of Directors at 7:01 p.m.

**Roll Call** [[TS 8:39](#)]

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

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

**Public Comment** [[TS 9:10](#)]

None.

**1. General Manager Recruitment.** [[TS 9:37](#)]

General Manager Marti Brown introduced CPS HR Consulting Lead Recruiter Pam Darby who presented recommendations for the Board to consider on the recruitment of the permanent General Manager in order to attract more qualified candidates. Director Nottoli requested comparable salaries from 8-10 districts and communities. She also asked about CalPERS coverage and General Counsel Danforth pointed out that KPPCSD's contract with CalPERS contract is limited to public safety employees. CPS HR Consulting will provide the comparable salaries and compensation packets for the Board's review.

**Adjourn To Closed Session** [[TS 27:15](#)]

President Hacaj adjourned the Special Meeting at 5:23 p.m.

The Board adjourned to the 5:30 Closed Session Meeting via teleconference: 1) to interview and discuss candidates for the position of Interim District General Manager; and 2) for a conference with real property negotiators related to properties: 217 Arlington Avenue and 303 Arlington Avenue.

**Adjournment** [[TS 27:45](#)]

President Hacaj adjourned the Special Meeting at 5:23 p.m.

**Announcement From Closed Session**

President Hacaj reported the Board adjourned the Special Closed Session Meeting at 9:59 p.m. Director Deppe was absent from this meeting. There was no information to report.

SUBMITTED BY:

\_\_\_\_\_  
Lynelle M. Lewis, District Clerk of the Board

APPROVED: August 12, 2021

\_\_\_\_\_  
Marti Brown, General Manager

\_\_\_\_\_  
Sylvia Hacaj, President of the Board

## KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

### Board of Directors Meeting

August 12, 2021

#### Item 2

##### Summary of Recommendation

Receive financial reports for the month of June 2021

\*\*\*These numbers are based on a “soft close” of the year and may change as we receive updated statements from Contra Costa County.

##### Attachments:

June 2021 Financial Reports include:

1. Summary Balance Sheet as of June 30, 2021
2. Budget to Actual Snapshot July 2020 through June 2021  
Please take note of the new footnotes on this report. The past reports had the percentage of budget column comparing to YTD numbers, going forward this column will compare to the annual budget to see how close departments are to their annual budget numbers. The footnotes will remain as a reminder of what these numbers are comprised of.  
  
Additional Altered Budget to Actual Snapshot July 2020 through June 2021 that takes out the community center expense of \$171,301.91 and the park bond expense of \$340,029.70.
3. Income & Expense Report – Detailed July 2020 through June 2021

##### Submitted by:



Katherine Korsak

Finance Director

# Kensington Police Protection & Community Services District Summary Balance Sheet

As of June 30, 2021

	Jun 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	2,124,279.55
Accounts Receivable	(5,473.02)
Other Current Assets	146,074.01
	2,264,880.54
Total Current Assets	2,264,880.54
Fixed Assets	5,404,780.39
Other Assets	5,636,782.31
	13,306,443.24
<b>TOTAL ASSETS</b>	<b>13,306,443.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	8,097.45
Other Current Liabilities	30.07
	8,127.52
Total Current Liabilities	8,127.52
Long Term Liabilities	11,919,369.13
	11,927,496.65
Total Liabilities	11,927,496.65
Equity	1,378,946.59
	13,306,443.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,306,443.24</b>

\*\*\*Numbers are based on a "soft close" and may change slightly once final statements are received from Contra Costa County. The negative \$5473.02 has to do with an advance on supplemental property taxes account from Contra Costa County and will be adjusted before the books are closed for the fiscal year 2020-2021.

**Kensington Police Protection & Community Services District**  
**Budget to Actual Snapshot**  
 July 2020 through June 2021

	Jul '20 - Jun 21	YTD Budget	Annual Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue	3,447,155.62	3,405,057.00	3,405,057.00	42,098.62	101.24%
405 · Restricted Lost/Found/Misc	2,486.04				
420 · Park/Rec Activities Revenue	59,176.06	56,500.00	56,500.00	2,676.06	104.74%
440 · District Activities Revenue	63,018.68	67,000.00	67,000.00	(3,981.32)	94.06%
Total Income	3,571,836.40	3,528,557.00	3,528,557.00	43,279.40	101.23%
Gross Profit	3,571,836.40	3,528,557.00	3,528,557.00	43,279.40	101.23%
Expense					
500 · Police Sal & Ben	2,250,748.36	2,214,567.00	2,214,567.00	36,181.36	101.63%
550 · Other Police Expenses	378,825.16	432,509.00	432,509.00	(53,683.84)	87.59%
600 · Park/Rec Sal & Ben	7,900.00	9,639.00	9,639.00	(1,739.00)	81.96%
635 · Park/Recreation Expenses	115,475.49	148,379.00	148,379.00	(32,903.51)	77.83%
800 · District Expenses	600,683.76	614,433.00	614,433.00	(13,749.24)	97.76%
950 · Capital Outlay	220,311.25	45,117.00	45,117.00	175,194.25	488.31%
Total Expense	3,573,944.02	3,464,644.00	3,464,644.00	109,300.02	103.16%
Net Ordinary Income	(2,107.62)	63,913.00	63,913.00	(66,020.62)	(3.3%)
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses	340,029.70	0.00	0.00	340,029.70	100.0%
Total Other Expense	340,029.70	0.00	0.00	340,029.70	100.0%
Net Other Income	(340,029.70)	0.00	0.00	(340,029.70)	100.0%
Net Income	(342,137.32)	63,913.00	63,913.00	(406,050.32)	(535.32%)

*\*The dollar amount in the \$ Over Budget Column displays a value for the dollars over/under budget through June 2021 compared to the budget numbers through June 2021.*

*\*\*The % of Budget (Annual) column displays the comparison of actuals through June 2021 to the total annual budget.*

## Kensington Police Protection & Community Services District

### Budget to Actual Snapshot

July 2020 through June 2021

Altered - Please refer to footnotes

	Jul '20 - Jun 21	YTD Budget	Annual Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue	3,447,155.62	3,405,057.00	3,405,057.00	42,098.62	101.24%
405 · Restricted Lost/Found/Misc	2,486.04				
420 · Park/Rec Activities Revenue	59,176.06	56,500.00	56,500.00	2,676.06	104.74%
440 · District Activities Revenue	63,018.68	67,000.00	67,000.00	(3,981.32)	94.06%
Total Income	3,571,836.40	3,528,557.00	3,528,557.00	43,279.40	101.23%
Gross Profit	3,571,836.40	3,528,557.00	3,528,557.00	43,279.40	101.23%
Expense					
500 · Police Sal & Ben	2,250,748.36	2,214,567.00	2,214,567.00	36,181.36	101.63%
550 · Other Police Expenses	378,825.16	432,509.00	432,509.00	(53,683.84)	87.59%
600 · Park/Rec Sal & Ben	7,900.00	9,639.00	9,639.00	(1,739.00)	81.96%
635 · Park/Recreation Expenses	115,475.49	148,379.00	148,379.00	(32,903.51)	77.83%
800 · District Expenses	600,683.76	614,433.00	614,433.00	(13,749.24)	97.76%
950 · Capital Outlay	* 49,009.34	45,117.00	45,117.00	3,892.34	108.63%
Total Expense	3,402,642.11	3,464,644.00	3,464,644.00	(62,001.89)	98.21%
Net Ordinary Income	169,194.29	63,913.00	63,913.00	105,281.29	(264.73%)
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses	** 0.00	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.00	0.0%
Net Income	169,194.29	63,913.00	63,913.00	0.00	264.73%

*\*This shows the net income if we take out the community center remodel from the budget as (income account 950) \$171,301.91 was paid in 2020-21 but not budgeted for to close out the community center project. We have also not received the WW Grant in the amount of \$158,000. We have budgeted to receive the \$158,000 in the 2021-22 fiscal year.*

*\*\* Also removed from this equation is the park bond expense which was closed in 2020-21.*

Kensington Police Protection & Community Services District  
**Income & Expense Report - Detailed**  
 July 2020 through June 2021

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	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
400 · Police Activities Revenue	
401 · Levy Tax	2,023,873.10
402 · Special Tax-Police	685,710.00
404 · Measure G Supplemental Tax Rev	598,395.70
410 · Police Fees/Service Charges	995.00
414 · POST Reimbursement	12,082.06
415 · Grants-Police	119,092.90
416 · Interest-Police	2,620.19
417 · Police Asset Sale	209.37
418 · Misc Police Income	4,157.30
400 · Police Activities Revenue - Other	20.00
	3,447,155.62
Total 400 · Police Activities Revenue	3,447,155.62
405 · Restricted Lost/Found/Misc	2,486.04
420 · Park/Rec Activities Revenue	
424 · Special Tax-L&L	41,529.06
427 · Community Center Revenue	1,450.00
438 · Tennis Court Revenue	797.00
439 · Contributions for Community Ctr	15,400.00
	59,176.06
Total 420 · Park/Rec Activities Revenue	59,176.06
440 · District Activities Revenue	
448a · Franchise Fees Gross	103,809.30
448b · less Franchise Fees Paid Out	(44,489.68)
456 · Interest-District	3,198.73
458 · Misc District Revenue	500.33
	63,018.68
Total 440 · District Activities Revenue	63,018.68
Total Income	3,571,836.40
Gross Profit	3,571,836.40
Expense	
500 · Police Sal & Ben	
502 · Salary - Officers	1,123,015.71
504 · Vacation Pay	13,887.16
506 · Overtime	78,000.04
508 · Salary - Non-Sworn	39,575.59
516 · Uniform Allowance	14,306.93
518 · Safety Equipment	2,057.43
521-A · Medical/Vision/Dental-Active	147,037.55
521-R · Medical/Vision/Dental-Retired	180,107.42
521-T · Medical/Vision/Dental-Trust	151,304.00



Kensington Police Protection & Community Services District  
**Income & Expense Report - Detailed**  
 July 2020 through June 2021

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	Jul '20 - Jun 21
522 · Insurance - Police	4,406.24
523 · SocialSecurity/Medicare-Police	18,011.69
524 · Social Security - District	103.93
527 · PERS - District Portion	180,190.53
528 · PERS - Officers Portion	4,835.21
529 · Pension Obln Bond Payment	263,789.42
530 · Workers Comp	30,119.51
	2,250,748.36
<b>Total 500 · Police Sal &amp; Ben</b>	
<b>550 · Other Police Expenses</b>	
552 · Expendable Police Supplies	10,394.37
553 · Range/Ammunition Supplies	1,660.39
554 · Traffic Safety	6,433.45
560 · Crossing Guard	2,941.05
561 · Vehicle Fuel	15,540.07
562 · Vehicle Operation	19,761.76
563 · Vehicle Lease	21,478.39
564 · Communications	149,136.00
566 · Radio Maintenance	(4,057.32)
567 · Alarm	931.56
568 · Prisoner/Case Exp./Booking	3,667.13
570 · Training	23,301.23
571 · Records	641.02
572 · Hiring	8,380.73
574 · Reserve Officers	517.11
576 · Misc. Dues, Meals & Travel	2,294.00
580 · Utilities - Police	7,899.70
581 · Bldg Repairs/Maint.	1,450.58
582 · Expendable Office Supplies	2,624.27
586 · Machine Maintenance	17.39
587 · IT Contract	19,570.01
588 · Telephone	30,847.11
590 · Janitorial	4,356.71
591 · General Liability Insurance	29,021.19
592 · Publications	3,121.00
594 · Community Policing	2,341.24
595 · Legal/Consulting - Police	5,008.71
596 · CAL I.D.	6,268.00
599 · Police Taxes Measure G Admin	3,015.00
550 · Other Police Expenses - Other	263.31
	378,825.16
<b>Total 550 · Other Police Expenses</b>	

Kensington Police Protection & Community Services District  
**Income & Expense Report - Detailed**  
 July 2020 through June 2021

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	Jul '20 - Jun 21
600 · Park/Rec Sal & Ben	
602 · Custodian	7,900.00
	7,900.00
Total 600 · Park/Rec Sal & Ben	7,900.00
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	889.44
642 · Utilities-Community Center	5,881.83
643 · Janitorial Supplies	513.58
644 · Landscaping	5,517.50
645 · General Liab./Workers Comp	6,431.71
646 · Community Center Repairs	1,230.00
648 · Community Center Equip Maint	7.99
649 · Interest Expense	8,701.37
640 · Community Center Expenses - Ot...	329.36
	29,502.78
Total 640 · Community Center Expenses	29,502.78
650 · Park	
651 · General Maintenance	10,750.00
652 · Repairs	3,419.00
653 · Landscaping	22,927.50
656 · Utilities	10,731.94
657 · General Liab/Workers Comp	6,431.71
658 · Levy Administration	2,243.55
659 · Misc	139.01
	56,642.71
Total 650 · Park	56,642.71
660 · Annex Expenses	
667 · Annex Landscaping	2,975.00
669 · Misc Projects	2,000.00
	4,975.00
Total 660 · Annex Expenses	4,975.00
672 · Kensington Park O&M	2,050.00
674 · Tennis Courts (new title)	21,500.00
635 · Park/Recreation Expenses - Other	805.00
	115,475.49
Total 635 · Park/Recreation Expenses	115,475.49

Kensington Police Protection & Community Services District  
**Income & Expense Report - Detailed**  
 July 2020 through June 2021

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	Jul '20 - Jun 21
800 · District Expenses	
808 · Payroll Taxes	247,454.23
809 · Benefits	19,413.86
810 · IT Contract	15,442.94
815 · Admin Communications	6,361.83
816 · Office Supplies	1,399.49
817 · Postage	493.38
818 · Mileage	111.44
819 · Dues/Subscriptions	7,396.94
820 · Copier Contract	4,379.01
825 · Board Continuing Ed/Conferences	3,075.86
826 · Board Meetings	(937.05)
830 · Legal (District/Personnel)	51,326.28
835 · Consulting	41,350.29
840 · Accounting	88,350.00
850 · Insurance	24,309.17
851 · Workers Comp	9,402.12
860 · Election	4,990.83
861 · LAFCO	1,728.55
865 · Police Bldg. Lease	36,602.75
870 · County Expenditures	22,695.52
890 · Waste/Recycle	2,869.33
891 · COVID	5,918.37
898 · Misc. Expenses	6,549.62
899 · Depreciation Expense	(1.00)
	600,683.76
 Total 800 · District Expenses	 600,683.76
 950 · Capital Outlay	
963 · Patrol Car Accessories	212.74
965 · Personal Police Equipment-Asset	10,090.02
966 · Police Traffic Equipment	0.00
968 · Office Furn/Eq	1,225.33
969 · Computer Equipment	6,964.63
975 · Community Center Loan Repayment	30,516.62
985 · Comm. Ctr Renovation (Cap Fund)	171,301.91
	220,311.25
 Total 950 · Capital Outlay	 220,311.25
 Total Expense	3,573,944.02
 Net Ordinary Income	 (2,107.62)

Kensington Police Protection & Community Services District  
Income & Expense Report - Detailed  
July 2020 through June 2021

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	Jul '20 - Jun 21
Other Income/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	8,625.46
715 · Bond Interest Income	(448.37)
720 · Bond Principal	150,662.12
730 · Bond Interest	96,990.99
731 · POB Interest	84,199.50
	<hr/>
Total 700 · Bond Issue Expenses	340,029.70
	<hr/>
Total Other Expense	340,029.70
	<hr/>
Net Other Income	(340,029.70)
	<hr/>
Net Income	(342,137.32)
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Date: August 12, 2021  
To: Board of Directors  
From: Marti Brown, General Manager  
Katherine Korsak, Finance Director  
Subject: Senior Accountant Job Classification and Salary Schedule

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**Recommendation:**

Approve Resolution adopting the attached Senior Accountant job classification and salary schedule.

**Rationale for Recommendation:**

While there is currently a budgeted full-time Senior Accountant position (occupied by a part-time employee), there is no Board approved job classification for this position (e.g., job description). While the Senior Accountant position is currently part-time and remote, the new budgeted position would be full-time, benefitted and work in the District's new forthcoming offices.

**Background:**

In the past, the District contracted with an outside independent contractor for accounting and finance functions. The sole contractor was absent of supervision. As a result, there was no segregation of financial duties and a lack of internal controls – all functions that are strongly encouraged by the Government Finance Officers Association and promoted as best practices.

The Finance Director directly supervises both the current part-time position and the future full-time position. With two Finance Department positions overseeing District accounting and finances, internal controls and segregation of duties can be achieved.

**Discussion and Analysis:**

Accounting is an essential function in any organization. The Senior Accountant maintains general accounting, accounts payable, accounts receivable, credit card payments, payroll, managing and monitoring grants, and frequently assists with human resource related duties. The Senior Accountant may also manage special Police Department projects and assist with all finance, accounting and human resource related activities.

Based on the approved budget, the Senior Accountant salary schedule would be as follows:

<b>Bargaining Unit</b>	<b>Step-1</b>	<b>Step-2</b>	<b>Step-3</b>	<b>Step-4</b>	<b>Step-5</b>
<b>Unrepresented</b>	<b>Annually</b>	<b>Annually</b>	<b>Annually</b>	<b>Annually</b>	<b>Annually</b>
Accountant	\$ 83,200.00	\$ 85,696.00	\$ 88,266.88	\$ 90,914.89	\$ 93,642.33

**Fiscal Impact:**

There is no fiscal impact as the full-time budgeted Senior Accountant position was already approved by the Board of Directors during the budget process on June 29, 2021.

**Attachment:**

1. Senior Accountant Job Classification
2. Resolution No. 2021-15

## CLASSIFICATION SPECIFICATION

Kensington Police Protection  
& Community Services District

Date: August 2021

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CLASS TITLE: **Senior Accountant**

FLSA STATUS: Exempt, Full-Time

REPORTS TO: Finance Director

HIRING STATUS: At Will

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### **JOB SUMMARY**

Under the direction and supervision of the Finance Director, the Senior Accountant performs accounting clerical duties including processing and maintaining general accounting, accounts payable, accounts receivable, payroll, grants management, assisting the Finance Director with Human Resources related duties.

This is the advanced, working-lead class in the job series. Incumbents are responsible for assisting the Finance Director to formulate and develop department goals and objectives, and directing day-to-day activities and functions of the Finance Department. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class involves accountability and decision-making responsibilities.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Accountant is a full time position. If filled as a part-time position, other finance consultants will be required to complete additional Finance Department functions and assignments. The position reports directly to the Finance Director.

### **EXAMPLES OF WORK**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.*

- Assist with digital maintenance of accounting files and records.
- Assist with follow-up on delinquent accounts receivable.
- Assist with compilation of accounting reports and statements.
- Code distribution of disbursements/receipts by fund and account numbers.
- Input cash receipts and payables data.
- Reconcile and balance bank statements (e.g., statements from Contra Costa County).
- Scan, index and file records as required.
- Assist with the processing and recording of payables including computation of discounts on accounts payables, verify extensions, multiplication and additions accordingly.
- Process internal and external documentation for payment after proper approval.
- Coordinate with Contra Costa County and learn their processes and procedures for the accounting cycle.
- Verify accuracy and process weekly accounts payable through an integrated accounting system.
- Process and file year-end 1099s.

- Prepare compliance reports with outside agencies (e.g., SCO reporting, grant reporting).
- Prepare deposits of all the monies relating to solid wastes.
- Organize, consolidate and maintain confidential payroll reports, files and employee records.
- Adjust payroll accruals for incentive awards program, sick and vacation leave.
- Process bi-weekly payroll checks and required withholding reports (e.g., EFT files to CCC, deferred compensation reports, federal and state income taxes, CalPERS).
- Review and update bi-weekly payroll changes.
- Maintain and process all confidential payroll records.
- Prepare and file payroll W-2s.
- Perform account analyses and general ledger reconciliation.
- Prepare investment analyses and make cash flow recommendations.
- Prepare all investment wires for transmission to CCC.
- Assist in compiling annual financial reports, supporting schedules and working papers.
- Assist in the development of the annual budget.
- Assist departments in quarterly budget review.
- Assist in the compilation of accounting and financial documents for the annual audit.
- Assist with preparation of monthly investment journals and reports.
- Manage grant reporting and monitor implementation.
- Perform account analysis and general ledger reconciliations.
- Provide assistance to accounts payable, accounts receivable and payroll as needed.
- Prepare outgoing wires for debt service payments and payroll deductions.
- Perform HR duties related to payroll deductions, signing employees up for benefits, benefits for employees leaving the District.
- Prepare monthly journal entries.
- Perform other duties as assigned by the Finance Director.

## **QUALIFICATION REQUIREMENTS**

The Senior Accountant must have formal education in accounting and finance such as an AA degree in Accounting or other applicable course work. BA is preferred. The Senior Accountant must have a working knowledge of accounting processes and procedures. Must also be able to accurately input financial data and work as part of a team.

## **KNOWLEDGE, SKILLS, ABILITIES (position requirements at entry)**

- Knowledge of:
  - Principles and practices of accounting, finance, Fund Accounting, budgeting, and public administration; preferred government or public sector accounting;
  - Government Accounting Standards Board pronouncements, and technical interpretations;
  - Pertinent federal, state, and local laws, codes, and regulations;
  - Automated financial accounting and reporting systems;
  - Methods and techniques of time and project management;
  - California Public Employees Retirement System;
  - Office management techniques and practices;
  - Human Resource policies and procedures;



- Office equipment such as copiers, phone systems and computer programs, including: Word, Excel, Outlook, Quickbooks and Adobe.
- Skill in:
  - Accounting software,
  - Microsoft Office Suite, and
  - Working in a remote or partially remote environment.
- Ability to:
  - Adhere to prescribed work schedule to conduct job responsibilities;
  - Work varied hours or extended work hours in order to meet project deadlines;
  - Write reports and prepare written correspondence in a clear and concise manner for the public to view;
  - Present oral reports and respond to questions concerning such reports;
  - Ensure excellent customer service and working relationships with the public, co-workers, Directors and outside agencies;
  - Ability to sit and operate computer equipment for extended periods of time;
  - Be proactive under pressure, and manage situations professionally;
  - Adapt to changes in processes and procedures;
  - Work independently and as part of a team;
  - Effectively communicate in a tactful and courteous manner with officials, the public, and employees;
  - Understand and apply laws, rules, and regulations to specific accounting and financial transactions;
  - Analyze and interpret financial data and accounting records;
  - Establish and maintain effective working relationships with those contacted in the course of work;
  - Assist with developing and achieving goals, objectives, and administering work plans;
  - Effectively communicate verbally and in writing; and
  - Assist with and implement budgeting processes and procedures.
- Language Skills:
  - Use correct English spelling and grammar.
- Reasoning Skills:
  - Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans.
  - Manage multiple projects simultaneously and ensure that objectives and timelines are met.
  - Understand mathematical concepts and perform necessary computations.

## **PHYSICAL DEMANDS**

Work at a computer for extended periods of time. Work extended hours to complete deadlines.

**WORK ENVIRONMENT**

While the District is located at the Public Safety Building, work remotely in a home office. Once District is relocated, work in office full-time. Also, must be able to complete a minimum of two trips per month to Contra Costa County Offices.

**RESOLUTION NO. 2021-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT APPROVING THE SENIOR ACCOUNTANT CLASSIFICATION AND SALARY SCHEDULE**

The Board of Directors of the Kensington Police Protection and Community Services District ("Board of Directors") resolves as follows:

**WHEREAS**, the District adopted the Fiscal Year 2021-22 budget on June 29, 2021, which included establishing a full-time Senior Accountant position;

**WHEREAS**, prior to approving the budget, the District budget included a party-time Senior Accountant position; however, a job classification for the position had never been established and adopted by the Board of Directors;

**WHEREAS**, the following 5-step monthly salary schedule was established and adopted by the Board of Directors during the 2020 budget process:  
Step 1 (\$83,200.00), Step 2 (\$85,696.00), Step 3 (\$88,266.88), Step 4 (\$90,914.89) and Step 5 (\$93,642.33); and

**WHEREAS**, this is a full-time, unrepresented position with no CalPERS benefits.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

The Board of Directors hereby approves and adopts the Senior Accountant Job Classification Specification attached to this resolution and incorporated by reference effective as of August 12, 2021.

PASSED AND ADOPTED by the Kensington Police Protection and Community Services District on Thursday, the 12<sup>th</sup> day of August 2021, by the following vote to with:

AYES:

NOES:

ABSENT:

ABSTAINED:

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Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 12<sup>th</sup> day of August, 2021.

---

Lynelle M. Lewis  
District Clerk of the Board

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Marti Brown  
General Manager

## CLASSIFICATION SPECIFICATION

Kensington Police Protection  
& Community Services District

Date: August 2021

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CLASS TITLE: **Senior Accountant**

FLSA STATUS: Exempt, Full-Time

REPORTS TO: Finance Director

HIRING STATUS: At Will

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### **JOB SUMMARY**

Under the direction and supervision of the Finance Director, the Senior Accountant performs accounting clerical duties including processing and maintaining general accounting, accounts payable, accounts receivable, payroll, grants management, assisting the Finance Director with Human Resources related duties.

This is the advanced, working-lead class in the job series. Incumbents are responsible for assisting the Finance Director to formulate and develop department goals and objectives, and directing day-to-day activities and functions of the Finance Department. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class involves accountability and decision-making responsibilities.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Accountant is a full time position. If filled as a part-time position, other finance consultants will be required to complete additional Finance Department functions and assignments. The position reports directly to the Finance Director.

### **EXAMPLES OF WORK**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.*

- Assist with digital maintenance of accounting files and records.
- Assist with follow-up on delinquent accounts receivable.
- Assist with compilation of accounting reports and statements.
- Code distribution of disbursements/receipts by fund and account numbers.
- Input cash receipts and payables data.
- Reconcile and balance bank statements (e.g., statements from Contra Costa County).
- Scan, index and file records as required.
- Assist with the processing and recording of payables including computation of discounts on accounts payables, verify extensions, multiplication and additions accordingly.
- Process internal and external documentation for payment after proper approval.
- Coordinate with Contra Costa County and learn their processes and procedures for the accounting cycle.
- Verify accuracy and process weekly accounts payable through an integrated accounting system.
- Process and file year-end 1099s.
- Prepare compliance reports with outside agencies (e.g., SCO reporting, grant reporting).
- Prepare deposits of all the monies relating to solid wastes.
- Organize, consolidate and maintain confidential payroll reports, files and employee records.

- Adjust payroll accruals for incentive awards program, sick and vacation leave.
- Process bi-weekly payroll checks and required withholding reports (e.g., EFT files to CCC, deferred compensation reports, federal and state income taxes, CalPERS).
- Review and update bi-weekly payroll changes.
- Maintain and process all confidential payroll records.
- Prepare and file payroll W-2s.
- Perform account analyses and general ledger reconciliation.
- Prepare investment analyses and make cash flow recommendations.
- Prepare all investment wires for transmission to CCC.
- Assist in compiling annual financial reports, supporting schedules and working papers.
- Assist in the development of the annual budget.
- Assist departments in quarterly budget review.
- Assist in the compilation of accounting and financial documents for the annual audit.
- Assist with preparation of monthly investment journals and reports.
- Manage grant reporting and monitor implementation.
- Perform account analysis and general ledger reconciliations.
- Provide assistance to accounts payable, accounts receivable and payroll as needed.
- Prepare outgoing wires for debt service payments and payroll deductions.
- Perform HR duties related to payroll deductions, signing employees up for benefits, benefits for employees leaving the District.
- Prepare monthly journal entries.
- Perform other duties as assigned by the Finance Director.

## **QUALIFICATION REQUIREMENTS**

The Senior Accountant must have formal education in accounting and finance such as an AA degree in Accounting or other applicable course work. BA is preferred. The Senior Accountant must have a working knowledge of accounting processes and procedures. Must also be able to accurately input financial data and work as part of a team.

## **KNOWLEDGE, SKILLS, ABILITIES (position requirements at entry)**

- Knowledge of:
  - Principles and practices of accounting, finance, Fund Accounting, budgeting, and public administration; preferred government or public sector accounting;
  - Government Accounting Standards Board pronouncements, and technical interpretations;
  - Pertinent federal, state, and local laws, codes, and regulations;
  - Automated financial accounting and reporting systems;
  - Methods and techniques of time and project management;
  - California Public Employees Retirement System;
  - Office management techniques and practices;
  - Human Resource policies and procedures;
  - Office equipment such as copiers, phone systems and computer programs, including: Word, Excel, Outlook, Quickbooks and Adobe.
- Skill in:
  - Accounting software,

- Microsoft Office Suite, and
  - Working in a remote or partially remote environment.
- Ability to:
    - Adhere to prescribed work schedule to conduct job responsibilities;
    - Work varied hours or extended work hours in order to meet project deadlines;
    - Write reports and prepare written correspondence in a clear and concise manner for the public to view;
    - Present oral reports and respond to questions concerning such reports;
    - Ensure excellent customer service and working relationships with the public, co-workers, Directors and outside agencies;
    - Ability to sit and operate computer equipment for extended periods of time;
    - Be proactive under pressure, and manage situations professionally;
    - Adapt to changes in processes and procedures;
    - Work independently and as part of a team;
    - Effectively communicate in a tactful and courteous manner with officials, the public, and employees;
    - Understand and apply laws, rules, and regulations to specific accounting and financial transactions;
    - Analyze and interpret financial data and accounting records;
    - Establish and maintain effective working relationships with those contacted in the course of work;
    - Assist with developing and achieving goals, objectives, and administering work plans;
    - Effectively communicate verbally and in writing; and
    - Assist with and implement budgeting processes and procedures.
- Language Skills:
    - Use correct English spelling and grammar.
- Reasoning Skills:
    - Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans.
    - Manage multiple projects simultaneously and ensure that objectives and timelines are met.
    - Understand mathematical concepts and perform necessary computations.

## **PHYSICAL DEMANDS**

Work at a computer for extended periods of time. Work extended hours to complete deadlines.

**WORK ENVIRONMENT**

While the District is located at the Public Safety Building, work remotely in a home office. Once District is relocated, work in office full-time. Also, must be able to complete a minimum of two trips per month to Contra Costa County Offices.



Date: August 12, 2021  
 To: Board of Directors  
 From: Marti Brown, General Manager  
 Katherine Korsak, Finance Director  
 Subject: Finance Director Job Classification and Salary Schedule

**Recommendation:**

Approve Resolution No. 2021-16 adopting the attached Finance Director job classification and salary schedule.

**Rationale for Recommendation:**

While historically there has been a budgeted part-time Budget and Finance Manager, there is no Board approved job classification for the position (e.g., job description). In addition, the current part-time position acts more as a department head than a mid-level manager and business related duties should be under the direction of the General Manager. As a result, staff recommended and the Board of Directors approved during the June 2021 budget process changing the title from Budget and Finance Manager to Finance Director.

**Background:**

The Finance Director is responsible for managing the financial health of the organization including the maintenance of governmental standards and sound legal financial practices. Under the direction of the General Manager, duties may include financial planning, forecasting and monitoring of all the financial systems in the organization in order to determine how to best manage assets and liabilities, oversee risk management, manage human resource related functions, create and review financial documents to ensure tax-compliance and collaboration with other departments, and achieve the Board of Director's monetary goals.

**Discussion and Analysis:**

The Finance Director job classification focuses on managing District finances, risk management (e.g., insurance) and human resource-related functions. As previously established and Board approved in the June 2020 budget cycle, the Finance Director position 5-step salary schedule is as follows:

Bargaining Unit	Step-1	Step-2	Step-3	Step-4	Step-5
Unrepresented Management	Hourly	Hourly	Hourly	Hourly	Hourly
Finance Director	\$ 62.00	\$ 63.86	\$ 65.78	\$ 67.75	\$ 69.78



While the current Finance Director position is part-time (e.g., averaging 20-25 hours per week), the job classification clearly illustrates that the position has many high-level responsibilities and numerous tasks that frequently exceed the budgeted time, especially during the budget, mid-year budget and audit processes and cycles. As a result, there are times during the year that the position requires closer to full-time hours. In addition, part-time Finance Department positions frequently result in requiring additional outside, independent finance consultants to support the Department and District's work. In addition, Finance Department staffing hours and needs are also increased and impacted as more District projects are initiated with time-sensitive deadlines.

**Fiscal Impact:**

There is no fiscal impact by approving the attached job classification and salary schedule for the Finance Director position.

**Attachment:**

1. Finance Director Job Classification
2. Resolution No. 2021-16

## CLASSIFICATION SPECIFICATION

Kensington Police Protection  
& Community Services District

Date: August 2021

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CLASS TITLE:	Finance Director	FLSA STATUS:	Exempt
REPORTS TO:	General Manager	HIRING STATUS:	At Will

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### **JOB SUMMARY**

Under the direction and supervision of the General Manager, the Finance Director performs a variety of administrative and financial functions in support of the District. The position oversees the accounting, budget, tax, and audit functions of the organization, as well as financial and system controls and standards.

The Finance Director is responsible for accounts receivable, accounts payable, payroll, and debt service, as well as other statistical, accounting, and record-keeping assignments. The Finance Director prepares timely financial and statistical reports for management and/or Board use as directed by the General Manager. Budget preparation and financial oversight is a primary responsibility of this position and frequently includes confidential matters. The Finance Director manages the District's budget process including preparation, consolidation, and distribution of budgets and related reports; development and administration of budgetary policy and procedures; review and analysis of operation results; and provides recommendations to the General Manager. Under the direction of the General Manager, the Finance Director may also be directed to develop and review long-range financial planning goals. The Finance Director is also responsible for the supervision and job performance of accounting personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Finance Director position is a part time management position (e.g., 20-30 hours per week). It is distinguished from other administrative positions by the fiduciary responsibilities of the District and support provided to the General Manager and, as directed, the Board and other District staff.

### **EXAMPLES OF WORK**

The duties and responsibilities include, but are not limited to the following:

- Performs and manages all of the District's accounting activities and systems including fiscal year, quarterly and monthly-end close, reporting and overview, reconciliations, and fixed asset control;
- Oversees accounts receivable, accounts payable, payroll processing and oversight, debt services, as well as other statistical, accounting, and recordkeeping assignments;
- Manages annual independent audits of the District;
- Prepares, submits, and presents comprehensive monthly, quarterly, and annual financial reports and budget status reports;
- Establishes uniform accounting policies and procedures for the District;
- Under the direction of the GM, prepares the District's Annual FY Budget and capital improvement plans;
- Under the direction of the GM, prepares the District's five-year financial plan;

- Consults with employees regarding a variety of issues including the status of financial accounts and transactions;
- Prepares and enters all journal entries;
- Supervises and directs Finance Department staff; and
- Under the direction of the General Manager, perform finance related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

The Finance Director must be able to review and interpret accounting and finance documents to ensure accuracy of information and conformance with policies, procedures, and guidelines; rely on strong financial accountability and budgetary decision-making skills; demonstrate proactive leadership and communicate skills to the General Manager and other staff; develop strong interpersonal relationships with all District staff, as well as, with the District's internal and external customers; and work collaboratively with the General Manager and other staff.

### **EMPLOYMENT STANDARDS (position requirements at entry)**

Must be 18 years of age; BA or BS Degree in Accounting, Finance or Public Administration from an accredited college or university; Master's Degree or CPA Preferred. Other combinations of education and/or experience may be considered.

### **KNOWLEDGE, SKILLS, ABILITIES (position requirements at entry)**

- Knowledge of:
  - Principles and practices of governmental accounting, finance, Fund Accounting, budgeting, public administration, and public policy development;
  - Government Accounting Standards Board pronouncements, and technical interpretations;
  - Pertinent federal, state, and local laws, codes, and regulations;
  - Automated financial accounting and reporting systems;
  - Methods and techniques of time and project management;
  - California Public Employees Retirement System;
  - Sound financial management;
  - Budgeting processes and procedures;
  - Office management techniques and practices;
  - Human Resource policies and procedures; and
  - Office equipment such as copiers, phone systems and computer programs such as: Word, Excel, Outlook, Quickbooks and Adobe.
  
- Skill in:
  - Accounting software,
  - Microsoft Office Suite, and
  - Working in a remote or partially remote environment.
  
- Ability to:
  - Adhere to prescribed work schedule to conduct job responsibilities.
  - Work varied hours or extended work hours in order to meet project deadlines.

- Write reports and prepare written correspondence in a clear and concise manner for the public to view.
  - Present oral reports and respond to questions concerning such reports.
  - Ensure excellent customer service and working relationships with the public, co-workers, Directors and outside agencies.
  - Ability to sit and operate computer equipment for extended periods of time.
  - Be proactive under pressure, and manage situations professionally.
  - Adapt to changes in processes and procedures.
  - Work independently and as part of a team.
  - Effectively communicate in a tactful and courteous manner with officials, the public, and employees.
  - Understand and apply laws, rules, and regulations to specific accounting and financial transactions.
  - Analyze and interpret financial data and accounting records.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Under the direction of the General Manager, develop and achieve goals, objectives, and administer work plans.
  - Effectively communicate verbally and in writing.
- Language Skills:
    - Use correct English spelling and grammar.
  - Reasoning Skills:
    - Read, analyze, and interpret general business correspondence, documents, technical journals, and government regulations.
    - Manage multiple projects simultaneously and ensure that objectives and timelines are met.
    - Understand mathematical concepts and perform necessary computations.

## **PHYSICAL DEMANDS**

Work at a computer for extended periods of time. Work extended hours to complete deadlines.

## **WORK ENVIRONMENT**

Remote home office or public safety building with essential public safety workers. Also will require a minimum of bi-monthly trips to Contra Costa County's Offices.

**RESOLUTION NO. 2021-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT APPROVING THE FINANCE DIRECTOR CLASSIFICATION AND SALARY SCHEDULE**

The Board of Directors of the Kensington Police Protection and Community Services District ("Board of Directors") resolves as follows:

**WHEREAS**, the District adopted the Fiscal Year 2021-22 budget on June 29, 2021, which included establishing the Finance Director job classification and salary schedule;

**WHEREAS**, the Finance Director position will replace the Business & Finance Manager position;

**WHEREAS**, the following 5-step monthly salary schedule was established and adopted by the Board during the 2020 budget process: Step 1 (\$62/hour), Step 2 (\$63.86/hour), Step 3 (\$65.78), Step 4 (\$67.75) and Step 5 (\$69.78); and

**WHEREAS**, this is a part time, hourly, unrepresented management position without benefits.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

The Board of Directors hereby approves and adopts the Finance Director Job Classification Specification attached to this resolution and incorporated by reference effective as of August 12, 2021.

PASSED AND ADOPTED by the Kensington Police Protection and Community Services District on Thursday, the 12<sup>th</sup> day of August 2021, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

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Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 12<sup>th</sup> day of August, 2021.

---

Lynelle M. Lewis  
District Clerk of the Board

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Marti Brown  
General Manager

## CLASSIFICATION SPECIFICATION

Kensington Police Protection  
& Community Service District

Date: August 2021

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CLASS TITLE:	Finance Director	FLSA STATUS:	Exempt
REPORTS TO:	General Manager	HIRING STATUS:	At Will

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### **JOB SUMMARY**

Under the direction and supervision of the General Manager, the Finance Director performs a variety of administrative and financial functions in support of the District. The position oversees the accounting, budget, tax, and audit functions of the organization, as well as risk management, human resources, and financial and system controls and standards.

The Finance Director is responsible for accounts receivable, accounts payable, payroll, and debt service, as well as other statistical, accounting, and record-keeping assignments. The Finance Director prepares timely financial and statistical reports for management and/or Board use as directed by the General Manager. Budget preparation and financial oversight is a primary responsibility of this position and frequently includes confidential matters. The Finance Director manages the District's budget process including preparation, consolidation, and distribution of budgets and related reports; development and administration of budgetary policy and procedures; review and analysis of operation results; and provides recommendations to the General Manager. Under the direction of the General Manager, the Finance Director may also be directed to develop and review long-range financial planning goals. The Finance Director is also responsible for the supervision and job performance of accounting personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Finance Director position is a part time management position (e.g., 20-30 hours per week). It is distinguished from other administrative positions by the fiduciary responsibilities of the District and support provided to the General Manager and, as directed, the Board and other District staff.

### **EXAMPLES OF WORK**

The duties and responsibilities include, but are not limited to the following:

- Performs and manages all of the District's accounting activities and systems including fiscal year, quarterly and monthly-end close, reporting and overview, reconciliations, and fixed asset control;
- Oversees accounts receivable, accounts payable, payroll processing and oversight, debt services, as well as other statistical, accounting, and recordkeeping assignments;
- Manages annual independent audits of the District;
- Prepares, submits, and presents comprehensive monthly, quarterly, and annual financial reports and budget status reports;
- Establishes uniform accounting policies and procedures for the District;
- Under the direction of the GM, prepares the District's Annual FY Budget and capital improvement plans;
- Under the direction of the GM, prepares the District's five-year financial plan;
- Consults with employees regarding a variety of issues including the status of financial accounts and transactions;

- Prepares and enters all journal entries;
- Oversee, monitor and report the District's risk management (e.g., SDRMA compliance);
- Oversee and respond to all human resource related functions (e.g., worker's compensation, payroll);
- Supervises and directs Finance Department staff; and
- Under the direction of the General Manager, perform finance related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

The Finance Director must be able to review and interpret accounting and finance documents to ensure accuracy of information and conformance with policies, procedures, and guidelines; rely on strong financial accountability and budgetary decision-making skills; demonstrate proactive leadership and communicate skills to the General Manager and other staff; develop strong interpersonal relationships with all District staff, as well as, with the District's internal and external customers; and work collaboratively with the General Manager and other staff.

## **EMPLOYMENT STANDARDS (position requirements at entry)**

Must be 18 years of age; BA or BS Degree in Accounting, Finance or Public Administration from an accredited college or university; Master's Degree or CPA Preferred. Other combinations of education and/or experience may be considered.

## **KNOWLEDGE, SKILLS, ABILITIES (position requirements at entry)**

- Knowledge of:
  - Principles and practices of governmental accounting, finance, Fund Accounting, budgeting, public administration, and public policy development;
  - Government Accounting Standards Board pronouncements, and technical interpretations;
  - Pertinent federal, state, and local laws, codes, and regulations;
  - Automated financial accounting and reporting systems;
  - Methods and techniques of time and project management;
  - California Public Employees Retirement System;
  - Sound financial management;
  - Budgeting processes and procedures;
  - Office management techniques and practices;
  - Human Resource policies and procedures; and
  - Office equipment such as copiers, phone systems and computer programs such as: Word, Excel, Outlook, Quickbooks and Adobe.
  
- Skill in:
  - Accounting software,
  - Microsoft Office Suite, and
  - Working in a remote or partially remote environment.
  
- Ability to:
  - Adhere to prescribed work schedule to conduct job responsibilities.
  - Work varied hours or extended work hours in order to meet project deadlines.
  - Write reports and prepare written correspondence in a clear and concise manner for the public to view.
  - Present oral reports and respond to questions concerning such reports.

- Ensure excellent customer service and working relationships with the public, co-workers, Directors and outside agencies.
  - Ability to sit and operate computer equipment for extended periods of time.
  - Be proactive under pressure, and manage situations professionally.
  - Adapt to changes in processes and procedures.
  - Work independently and as part of a team.
  - Effectively communicate in a tactful and courteous manner with officials, the public, and employees.
  - Understand and apply laws, rules, and regulations to specific accounting and financial transactions.
  - Analyze and interpret financial data and accounting records.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Under the direction of the General Manager, develop and achieve goals, objectives, and administer work plans.
  - Effectively communicate verbally and in writing.
- Language Skills:
    - Use correct English spelling and grammar.
  - Reasoning Skills:
    - Read, analyze, and interpret general business correspondence, documents, technical journals, and government regulations.
    - Manage multiple projects simultaneously and ensure that objectives and timelines are met.
    - Understand mathematical concepts and perform necessary computations.

### **PHYSICAL DEMANDS**

Work at a computer for extended periods of time. Work extended hours to complete deadlines.

### **WORK ENVIRONMENT**

Remote home office or public safety building with essential public safety workers. Also will require a minimum of bi-monthly trips to Contra Costa County's Offices.





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Date: August 12, 2021  
To: Board of Directors  
From: Katherine Korsak, Finance Director  
Subject: CalPERS 457 Plan

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**Recommendation:**

Approve a Resolution adopting the attached CalPERS 457 Plan for District employees.

**Rationale for Recommendation:**

The CalPERS 457 Plan would allow District employees to contribute pre-tax dollars into this retirement Plan. It would also allow employees to borrow from the Plan and establish a 457 Roth option. This Plan is particularly efficient and useful for CalPERS employees (e.g., sworn employees) who may wish to manage their overall retirement portfolio with one agency (e.g., CalPERS) and have already established CalPERS 457 Plans from prior employment with other CalPERS agencies.

**Background:**

The district currently has a 457b plan with Nationwide Financial. This plan is offered to all District employees and has no minimum level of contribution. While staff recommends continuing to maintain the Nationwide 457 Plan, it is also recommended that the District add the CalPERS 457 Plan as an additional option for District employees to contribute to their retirement or borrow from it.

**Discussion and Analysis:**

By adding the CalPERS 457 Plan to the District's available benefits, employees who have established CalPERS 457 Plans from prior employment with other CalPERS agencies will be able to continue contributing to their pre-existing Plan. In addition, new hires will also have the same option.

There are Federal contribution limits that have been set by the Internal Revenue Service. For instance, the current aggregate limit in 2021 for a 457 plan contribution is \$19,500. Employees over the age of 50 may contribute an additional \$6,500 of "catch up" monies allowing them to contribute a total maximum of \$26,000. These contribution limits may change annually; and employees of the district may only contribute up to the maximum limit for all combined plans.

The CalPERS plan offers other participant provisions, including the ability to borrow from the participant's account and to establish a Roth Plan (e.g., participant may choose to contribute post tax dollars). The combined aggregate of all participating plans must comply with Federal contribution limits.

**Fiscal Impact:**

There is no fiscal impact to the district. However, this may assist with employee retention, because some District employees already have established CalPERS 457 Plans. It will also be an additional benefit to new hires that the District did not previously offer.

**Attachment:**

1. Resolution No. 2021-14 : A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Services District Approving Adoption of CalPERS 457 Plan.
2. Employer Adoption Agreement from CalPERS
3. CalPERS 457 Performance Report as of June 30, 2021.

**RESOLUTION NO. 2021-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON POLICE PROTECTION AND COMMUNITY  
SERVICES DISTRICT APPROVING ADOPTION OF CALPERS 457  
PLAN**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the “District” and the “Board of Directors”) does find as follows:

*WHEREAS*, the District; desires to establish an additional deferred compensation plan for the benefit of its employees; and

*WHEREAS*, the Board of Directors; of the California Public Employees’ Retirement System (“CalPERS”) has established the CalPERS 457 Plan (the “CalPERS 457 Plan”) which may be adopted by a governmental employer the employees of which are public employees; and

*WHEREAS*, the District believes that the CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

*WHEREAS*, the Board has appointed Voya Financial® (the Plan Record-keeper) to perform recordkeeping and administrative service under the CalPERS 457 Plan and to act as the Board’s agent in all matters relating to the administration of the CalPERS 457 Plan;

**NOW, THEREFORE, THE BOARD OF DIRECTORS DOES RESOLVE AS FOLLOWS:**

The District adopts the CalPERS 457 Plan for the benefit of its employees and authorizes and directs, the General Manager to execute the attached adoption agreement on behalf of the District and to provide CalPERS or any successor agent duly appointed by the Board with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file in the District office at 217 Arlington Ave., Kensington, CA 94707.

**PASSED AND ADOPTED** by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on Thursday, the 12th day of August, 2021, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Sylvia Hacaj  
President, Board of Directors

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 12<sup>th</sup> day of August, 2021.

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Lynelle M. Lewis  
District Clerk of the Board

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General Manger

# Employer Adoption Agreement

The employer identified below (the “Employer”) adopts the CalPERS 457 Plan (the “CalPERS 457 Plan” or the “Plan”) for the benefit of its employees and agrees to be bound by and subject to the terms of the Plan, as it may be amended from time to time.

The Employer further agrees and represents as follows:

1. The Employer is a political subdivision of the State of California and is eligible to adopt the Plan.
2. The Employer has duly adopted a resolution (copy attached) or taken such other official action as required for its lawful adoption and implementation of the Plan and has authorized the undersigned to execute this Agreement on its behalf.
3. The Employer has received and has had the opportunity to review the following documents and information:
  - The Plan document;
  - A description of the optional provisions of the Plan;
  - A description of the investment options available to Plan participants and historical performance data for those investment options;
  - A complete description of fees and expenses that will or may be charged to Plan participants including, but not limited to, investment fees and administrative expenses; and
  - The Enrollment Kit for eligible employees, which includes forms and information for employees to participate in the Plan.

## Contributions

4. The Employer understands that its employees will have the opportunity to defer their own compensation by designating an amount or percentage to be withheld from each paycheck and contributed to the Plan on the employee’s behalf.
5. The Employer understands that the Plan must be made available to all employees and agrees to offer all employees the opportunity to participate in the Plan.
6. The Employer understands that the Plan cannot be made available to individuals who are not the Employer’s common law employees and agrees not to offer such individuals the opportunity to participate in the Plan.
7. The Employer understands that each employee’s deferrals under the Plan and any other eligible deferred compensation plan maintained by the Employer are subject to certain limits imposed by the Plan and the federal tax code. The Employer agrees to limit employees’ deferrals under all plans maintained by the Employer to amounts that do not exceed applicable limitations.
8. The Employer agrees to deduct deferral amounts from employees’ salaries and wages in accordance with the employees’ elections, to remit all amounts deducted to the Plan as soon as reasonably practicable after such amounts are withheld, and to accurately report the amounts remitted.
9. The Employer understands and agrees that all amounts deferred under the Plan shall be 100% vested and shall be deposited in the Public Employees’ Deferred Compensation Fund (the “Fund”), a trust established to hold such amounts, for the exclusive benefit of participants and their beneficiaries. The Employer shall have no right to Fund assets or to sell, redeem, or otherwise liquidate Fund assets, except as provided Plan section 10.6.

Investments

10. The Employer understands and agrees that employees who defer compensation under the Plan will have the right to direct the investment of their individual Plan accounts by choosing among the investment options selected by the CalPERS Board of Administration (the "Board") and offered under the Plan. The Employer further understands and agrees that any employee who does not provide timely directions for investing his or her account will be deemed to have selected the Plan's default investment. The Plan's default investment is currently the CalPERS Target Retirement Fund designated for an employee, based on his or her expected retirement date. The Employer understands and agrees that the Board, in its sole discretion, may add, eliminate, or consolidate investment options offered under the Plan, including the Plan's default investment option.
11. The Employer further understands and agrees that certain fees are charged to Plan participants for investment and administration expenses, and that such fees will be offset against investment returns or deducted from participants' Plan accounts periodically.

Administration

12. The Employer understands and agrees that, except as specifically set forth in the Plan, the administration of the Plan and Fund is subject to the exclusive control of the Board and that the Board has the authority to retain third parties to provide investment services, record keeping, accounting, or other services for the Plan.
13. The Employer agrees to assist and cooperate in providing Plan information to employees and to follow administrative procedures established by the Board or its designee(s) from time to time.
14. The Employer has completed the attached New Employer Data Sheet, which is incorporated by reference. The Employer hereby certifies that all information provided in connection with its adoption of the Plan is true and accurate.
15. The Employer understands and agrees that the Board has retained the power and authority to amend the Plan from time to time, subject to limitations set forth in the California Government Code and the Plan. The Employer may not amend the Plan.
16. The Employer understands and agrees that its participation in the Plan may be terminated by the Employer or by the Board upon sixty (60) days advance written notice. Upon termination, all amounts held for participants will continue to be held in the Fund for the exclusive benefit of participants and their beneficiaries, except for distributions or transfers permitted under the Plan terms.

Name of Employer: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by CalPERS (or an agent duly appointed by the Board) on behalf of the Board of Administration of the California Public Employees' Retirement System

Name of Employer: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# CalPERS 457 Plan

June 30, 2021

This document includes important information to help you compare the investment options under your retirement plan. If you want additional information about your investment options, you can go to <https://calpers.voya.com>.

A free paper copy of the information available on the website can be obtained by contacting:

Voya Financial  
Attn: CalPERS 457 Plan  
P.O. Box 55772  
Boston, MA 02205-5772  
(800) 260-0659

## **Document Summary**

This document has two parts. Part I consists of performance information for the plan investment options. This part shows you how well the investments have performed in the past. Part I also shows the total annual operating expenses of each investment option.

Part II provides additional information concerning Plan administrative fees that may be charged to your individual account.

# CalPERS 457 PLAN

## Part I. Performance Information For Periods Ended June 30, 2021

<https://calpers.voya.com>

Table 1 focuses on the performance of investment options that do not have a fixed or stated rate of return. Table 1 shows how these options have performed over time and allows you to compare them with an appropriate benchmark for the same time periods<sup>1</sup>. Past performance does not guarantee how the investment option will perform in the future. Your investment in these options could lose money. Information about an investment option's principal risks is available on the website listed above.

Table 1 also shows the Total Annual Operating Expenses of each investment option. Total Annual Operating Expenses are expenses that reduce the rate of return of the investment option<sup>2</sup>. The cumulative effect of fees and expenses can substantially reduce the growth of your retirement savings. Visit the U.S. Department of Labor's website for an example showing the long-term fees and expenses at <http://www.dol.gov/ebsa>. Fees and expenses are only one of many factors to consider when you decide to invest in an option. You may also want to think about whether an investment in a particular option, along with your other investments, will help you achieve your financial goals.

Table 1 - Variable Net Return Investments								
Name of Fund / Name of Benchmark	Performance		Annualized Performance				Total Annual Operating Expenses <sup>3</sup>	
	3 Month	1 Year	5 Years	10 Years	Since Inception	Inception Date	As a %	Per \$1000
<b>Equity Funds</b>								
State Street Russell All Cap Index Fund - Class I	8.18	43.83	17.46	-	14.47	10/07/13	0.31%	\$3.10
<i>Russell 3000 Index</i>	8.24	44.16	17.89	-	14.87			
State Street Global All Cap Equity ex-US Index Fund - Class I	5.60	36.56	10.89	-	6.17	10/07/13	0.32%	\$3.20
<i>MSCI ACWI ex-USA IMI Index (net)</i>	5.60	37.18	11.20	-	6.38			
<b>Fixed Income</b>								
State Street US ShortTerm Gov't/Credit Bond Index Fund - Class I	-0.04	0.08	1.43	-	1.16	10/07/13	0.32%	\$3.20
<i>Bloomberg Barclays US 1-3 yr Gov't/Credit Bond Index</i>	0.04	0.44	1.88	-	1.63			
State Street US Bond Fund Index - Class I	1.77	-0.66	2.69	-	3.16	10/07/13	0.31%	\$3.10
<i>Bloomberg Barclays US Aggregate Bond Index</i>	1.83	-0.33	3.03	-	3.47			
<b>Real Assets</b>								
State Street Real Asset Fund - Class A	6.74	30.51	5.88	-	3.14	10/08/13	0.44%	\$4.40
<i>State Street Custom Benchmark<sup>4</sup></i>	6.86	31.16	6.22	-	3.51			
<b>Cash (Cash Equivalents)</b>								
State Street STIF	-0.05	-0.14	0.98	-	0.68	09/02/14	0.33%	\$3.30
<i>BofA ML 3-month US T-Bill</i>	0.00	0.09	1.17	-	0.89			
<b>Target Retirement Date Funds<sup>5</sup></b>								
CalPERS Target Income Fund	3.52	12.22	5.99	4.80	5.96	12/01/08	0.32%	\$3.20
<i>SIP Income Policy Benchmark<sup>6</sup></i>	3.57	12.59	6.22	5.11	6.49			
CalPERS Target Retirement 2015	3.62	13.19	6.06	5.11	7.05	12/01/08	0.32%	\$3.20
<i>SIP 2015 Policy Benchmark<sup>6</sup></i>	3.67	13.57	6.28	5.51	7.59			
CalPERS Target Retirement 2020	4.28	18.09	7.08	5.75	7.82	12/01/08	0.32%	\$3.20
<i>SIP 2020 Policy Benchmark<sup>6</sup></i>	4.33	18.48	7.31	6.16	8.34			
CalPERS Target Retirement 2025	4.92	23.09	8.62	6.60	8.76	12/01/08	0.32%	\$3.20
<i>SIP 2025 Policy Benchmark<sup>6</sup></i>	4.97	23.51	8.85	7.04	9.26			
CalPERS Target Retirement 2030	5.58	28.26	9.73	7.33	9.67	12/01/08	0.32%	\$3.20
<i>SIP 2030 Policy Benchmark<sup>6</sup></i>	5.63	28.69	10.04	7.81	10.17			
CalPERS Target Retirement 2035	6.26	33.67	11.02	8.05	10.46	12/01/08	0.32%	\$3.20
<i>SIP 2035 Policy Benchmark<sup>6</sup></i>	6.29	34.12	11.32	8.55	11.02			
CalPERS Target Retirement 2040	6.79	37.98	12.22	8.69	11.04	12/01/08	0.32%	\$3.20
<i>SIP 2040 Policy Benchmark<sup>6</sup></i>	6.82	38.44	12.56	9.21	11.57			
CalPERS Target Retirement 2045	6.79	37.98	12.83	8.98	11.23	12/01/08	0.32%	\$3.20
<i>SIP 2045 Policy Benchmark<sup>6</sup></i>	6.82	38.44	13.18	9.49	11.80			
CalPERS Target Retirement 2050	6.79	37.98	12.83	8.98	11.31	12/01/08	0.32%	\$3.20
<i>SIP 2050 Policy Benchmark<sup>6</sup></i>	6.82	38.44	13.18	9.49	11.80			
CalPERS Target Retirement 2055	6.79	37.98	12.83	-	9.13	10/07/13	0.32%	\$3.20
<i>SIP 2055 Policy Benchmark<sup>6</sup></i>	6.82	38.44	13.18	-	9.48			
CalPERS Target Retirement 2060	6.79	37.98	-	-	17.29	11/01/18	0.32%	\$3.20
<i>SIP 2060 Policy Benchmark<sup>6</sup></i>	6.82	38.44	-	-	17.58			
<b>Broad-Based Benchmarks<sup>7</sup></b>								
<i>Russell 3000 Index</i>	8.24	44.16	17.89	14.70	-	-	-	-
<i>MSCI ACWI ex-USA IMI Index (net)</i>	5.60	37.18	11.20	5.65	-	-	-	-
<i>Bloomberg Barclays US Aggregate Bond Index</i>	1.83	-0.33	3.03	3.39	-	-	-	-



## Part II. Explanation of CalPERS 457 Plan Expenses June 30, 2021

<https://calpers.voya.com>

Table 2 provides information concerning Plan administrative fees and expenses that may be charged to your individual account if you take advantage of certain features of the Plan. In addition to the fees and expenses described in Table 2 below, some of the Plan's administrative expenses are paid from the Total Annual Operating Expenses of the Plan's investment options.

Table 2 - Fees and Expenses				
Individual Expenses <sup>8</sup>				
Service	Fee Amount	Frequency	Who do you pay this fee to?	Description
Loan Origination Fee	\$50	Per loan application	Voya	The charge covers the processing of your loan and applies each time you request a loan from your retirement account. This fee is deducted from your Plan account.
Maintenance Fee (For loans taken on or after April 1, 2020)	\$35 (\$8.75 assessed quarterly)	Annual	Voya	The charge covers the maintenance costs of your loan and applies on a quarterly basis. This fee is deducted from your Plan account.
Self-Managed Account (SMA) Maintenance Fee	\$50	Annual fee deducted monthly on a pro-rata basis	Voya	Schwab Personal Choice Retirement Account is available to you if your Employer has elected it as an option. This fee is deducted pro rata on a monthly basis from your core fund investments <sup>9</sup> in your CalPERS 457 account. For more information about SMAs, including a complete list of fees charged by Schwab for different types of investment transactions, please contact Schwab at (888) 393-PCRA (7272). Fees may also be incurred as a result of actual brokerage account trades. Before purchasing or selling any investment through the SMA, you should contact Schwab at (888) 393-PCRA (7272) to inquire about any fees, including any undisclosed fees, associated with the purchase or sale of such investment.
Self-Managed Account (SMA) Plan Administrative Fee	0.29% (\$2.90 per \$1,000)	Annual fee deducted monthly on a pro-rata basis	Voya	The SMA Plan Administrative fee pays for recordkeeping costs for assets in your SMA account. This fee is deducted pro rata on a monthly basis from your core fund investments in your CalPERS 457 account. The SMA Plan Administrative Fee is subject to change based on total Plan assets.

### Footnotes for Table 1 and Table 2:

- <sup>1</sup> Fund returns shown are net of investment management and administrative expenses and fees unless otherwise noted. Benchmark performance returns do not reflect any management fees, transaction costs or expenses. Benchmarks are unmanaged. You cannot invest directly in a benchmark.
- <sup>2</sup> Historical annual operating expenses are not available. Reported annual operating expenses are estimated based on SSGA investment management, Voya recordkeeping, and SSGA capped operating expenses.
- <sup>3</sup> Total annual operating expenses are comprised of investment management and administrative expenses and fees incurred by the funds.
- <sup>4</sup> State Street Real Asset Fund has a custom benchmark comprised of 25% Bloomberg Roll Select Commodity Index, 25% S&P® Global Large MidCap Commodity and Resources Index, 10% Dow Jones U.S. Select REIT Index, 20% Bloomberg Barclays U.S. Government Inflation-Linked 1-10 Year Bond Index, and 20% S&P Global Infrastructure Index.
- <sup>5</sup> If the ending market value (EMV) falls to zero in any one month, the inception date resets to the next month with an EMV. Performance is then calculated from the new inception date.
- <sup>6</sup> The benchmark for each Target Retirement Date Fund is a composite of asset class benchmarks that are weighted according to each Fund's policy target weights. The asset class benchmarks are Russell 3000 Index, MSCI ACWI ex-USA IMI Index (net), Bloomberg Barclays US Aggregate Bond Index, the SSGA customized benchmark for Real Assets (see footnote 4), and BofA ML 3-month US T-Bill.
- <sup>7</sup> Broad-based benchmarks grouped here provide comparative performance standards for domestic equity, international equity and fixed income.
- <sup>8</sup> The CalPERS Board of Administration periodically reviews the plan administrative fees and adjusts fees to reflect expenses incurred by the Plan. Participant fees are charged to reimburse CalPERS for actual administrative fees of the Plan.
- <sup>9</sup> Core fund investments are listed in Table 1 above the Target Retirement Date funds. Core funds include: State Street Russell All Cap Index Fund (Class I), State Street Global All Cap Equity ex-US Index Fund (Class I), State Street US Short Term Government/Credit Bond Index Fund (Class I), State Street US Bond Fund Index (Class I), State Street Real Asset Fund (Class A), and State Street Short Term Investment Fund ("STIF").



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Date: August 12, 2021

To: Board of Directors

From: Marti Brown, General Manager

Subject: **PROPOSED EMPLOYMENT OF RICHARD BENSON TO PROVIDE SERVICES AS INTERIM GENERAL MANAGER FOR KPPCSD; AND NEW URGENCY AGENDA ITEM (IF ADDITION APPROVED BY BOARD): APPOINTMENT OF GENERAL COUNSEL ANN DANFORTH AS ACTING GENERAL MANAGER FROM AUGUST 13, 2021 – AUGUST 23, 2021**

---

**Recommendation:**

1. Consider appointing Richard Benson as the Interim General Manager for the Kensington Police Protection and Community Services District.
2. Consider appointing General Counsel Ann Danforth as Acting General Manager until Mr. Benson's start date of August 23, 2021.

**Rationale for Recommendation:**

On July 15, 2021, General Manager Brown tendered her 30-day resignation. Her last day will be Friday, August 13, 2021. Since recruitment of a permanent replacement will likely take at least four to six months, staff strongly encourages the Board to appoint Mr. Benson as Interim General Manager and Ann Danforth, General Counsel, as Acting General Manager from August 14 to August 22, 2021.

**Background:**

In an effort to recruit an Interim General Manager, a job announcement was posted in July with an application deadline of Tuesday, August 3. At a special meeting on August 5, 2021, the Board of Directors interviewed five candidates in closed session. After checking references, the Board has offered the position to Richard Benson conditional on passing a background check.

Since Mr. Benson is not available to start in the Interim General Manager position until August 23, staff also recommends appointing Ann Danforth, General Counsel, as the Acting General Manager from August 14 to August 22.

**Discussion and Analysis:****Proposed Terms – Interim General Manager**

While the proposed appointment does not require a written contract, the Board of Directors must approve the terms of Mr. Benson's employment. The proposed terms are as follows:

- Salary: \$105/per hour – no other benefits, no severance clause;
- Term: 8/23/21 – 2/25/22;
- Start date: 8/23/21;
- On-site: 2 times per month for no less than two days;
- Time-off: Employee has three-week vacation planned in November – already purchased; and
- The employment is "at-will" and may be terminated by the Board with or without cause.

**Proposed Appointment – Acting General Manager**

Mr. Benson cannot begin his service with the District until August 23, 2021, ten days after GM Brown's departure. The District will need a Acting General Manager during this period, to handle emergencies and routine matters. General Counsel Ann Danforth has agreed to accept this role for this limited period.

**Purpose of Urgency Agenda Item**

The agenda posted on Monday, August 9, 2021 and did not list the proposed appointment. Matters not agendized at least 72 hours before the agenda is posted cannot be considered by the Board unless the following has occurred:

1. The proposed matter did not come to the District's attention until after the agenda was posted.
2. Prior to adding the matter to the agenda, the Board finds by 2/3 vote that there is a need for immediate action that cannot reasonably wait for the next scheduled meeting.

Staff did not learn of the gap in coverage until Wednesday, August 11, 2021. Two days after staff posted the agenda. Should the Board not act tonight, the District will not have a General Manager, as required by law, for ten days. On these facts, the Board could make the required finding and add the matter to the agenda.

**Fiscal Impact:**

The adopted FY 2021-22 budget includes the cost of retaining the Interim General Manager and will accommodate the temporary and acting appointment of Ms. Danforth as necessary.



Date: August 12, 2021  
To: Board of Directors  
From: Marti Brown, General Manager  
Subject: Amend Bay View Refuse Collection Agreement to include Organic Waste Recycling

---

**Recommendation:**

Staff recommends appointing the Interim General Manager the lead negotiator to start negotiations and amend the existing contract with Bay View Refuse to include organic waste recycling per State Senate Bill 1383.

**Rationale for Recommendation:**

State Senate Bill 1383 requires public agencies to implement organic waste recycling by January 1, 2022. Currently, the District and its service provider, Bay View Refuse, do not offer this service. Hence, an amendment to the existing agreement is necessary as soon as possible in order to comply with State law.

**Background:**

In September 2016, the Governor set methane emissions reduction targets for California ([SB 1383 Lara, Chapter 395, Statutes of 2016](#)) in a statewide effort to reduce emissions of short-lived climate pollutants (SLCP). SB 1383 requires the following:

- Reduce organic waste disposal 50% by 2020 and 75% by 2025.
- Rescue at least 20% of currently disposed surplus food by 2025 so that it may be humanly consumed.

In order to satisfy the State's organic waste reduction targets, mandatory recycling takes effect on January 1, 2022.

**Discussion and Analysis:**

The District has been discussing Senate Bill 1383 and its implications to the District's current waste collection contract with Bay View Refuse for the past several years. Research and analysis by Vice-President Nottoli was completed and shared with the Board of Directors in the fall of 2019. However, since then, no action has been taken to amend the collection agreement with Bay View Refuse. In

addition, there has been ongoing discussion in and interest with Kensington residents to implement State regulations and start organic waste recycling. With the State deadline less than five months away, the District needs to work quickly to amend the waste collection agreement and, at a minimum, outline a schedule with target dates for implementing SB 1383 and submit the plan to the State.

**Fiscal Impact:**

There is no fiscal impact by appointing the Interim General Manager as the lead negotiator to start negotiations with Bay View Refuse.

# ACHIEVING DISTRICT GOALS... TOGETHER.

*Two Options – Attend the Conference or sign up for virtual modules*

*CONFERENCE: September 26 – 29, 2021 – South Lake Tahoe - First Time and Returning Attendee Tracks!*



CSDA's 2021  
**Special District  
Leadership Academy** Conference

*A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees*





# BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy in two and a half days.

This conference content is based on groundbreaking, curriculum-based continuing education in CSDA's Special District Leadership Academy (SDLA), recognizing the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the mechanism by which local control remains local. Special districts, and by extension special district boards, are the voices of the community.

The truth is that every elected or appointed public official needs to be guided by knowledge of governance; governance is what boards do. It's what they bring to the table.

Two options for your convenience. **Conference or virtual!**

  
**Early bird discount!**



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.

 Printed on recycled paper.



first timer

## FIRST-TIME ATTENDEE

Attend for the first-time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction / Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

return for more

## RETURNING ATTENDEE

Already completed the Academy? Take a deep dive into common opportunities and challenges facing special districts. Returning attendee sessions include:

- They're Goin' Rogue: How to Deal With Disruptive Board Members
- What Your General Manager Wishes You Knew
- Communicating Successfully Across Communication Styles
- 2020 Legal and Legislative Update
- Special District Stories and Lessons Learned from the Trenches
- And more!



September 26–29, 2021  
Lake Tahoe Resort Hotel  
4130 Lake Tahoe Blvd.  
South Lake Tahoe, CA 96150



**EARLY BIRD DISCOUNT**  
*The early bird discount requires registration on or before Friday, August 27, 2021.*

### HOTEL ROOM RESERVATIONS

Room reservations are available at the Lake Tahoe Resort Hotel at the rate of \$139 (king standard) or \$159 (two queen) plus tax by calling 530-544-5400 and asking for the CSDA rate or online at [www.tahoeresorthotel.com](http://www.tahoeresorthotel.com), group code (under more options): CSDA. The room reservation cut-off is September 3, 2021; however, space is limited and may sell out before this date.

*Cancellations must be in writing and received by CSDA no later than September 10, 2021 at 5:00 p.m.*

*All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 10, 2021.*

*Substitutions are acceptable and must be done in writing no later than September 17, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



### SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference. Incentive points reduce SDRMA members' annual contribution amount.

# Attend the Academy...Virtually!

Another great option for board members!

The cost to attend each module is:

- \$175 CSDA Member
- \$260 Non-member

Register for all four modules to complete the Special District Leadership Academy!

## Module 1 - Governance Foundations

March 24 and 25, 2021 [1:00 – 4:00 p.m. each day]

## Module 2 - Fulfilling Your Districts' Mission

April 12 and 13, 2021 [9:00 a.m. – 12:00 p.m. each day]

## Module 3 - Board's Role in Finance and Fiscal Accountability

May 12 and 13, 2021 [9:00 a.m. – 12:00 p.m. each day]

## Module 4 - Board's Role in Human Resources

May 26 and 27, 2021 [9:00 a.m. – 12:00 p.m. each day]

SDLA



you'll  
Learn

**GOVERNANCE IS TAKING THE WISHES, NEEDS, AND DESIRES OF THE COMMUNITY AND TRANSFORMING THEM INTO POLICIES THAT GOVERN THE DISTRICT.**

**WORKING AS A TEAM: THE ROLES OF THE BOARD AND STAFF IN YOUR DISTRICT.**

**ATTRIBUTES AND CHARACTERISTICS OF HIGHLY EFFECTIVE BOARDS.**

**HOW CULTURE, NORMS, VALUES, AND OPERATING STYLES INFLUENCE THE DISTRICT.**

**SPECIFIC JOBS THAT THE BOARD MUST PERFORM.**

**HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP TO SHAPE HOW EFFECTIVE BOARDS OPERATE.**

**THE IMPORTANCE OF MOVING FROM "I" TO "WE" AS THE GOVERNANCE TEAM.**

**THE BOARD'S ROLE IN SETTING DIRECTION FOR THE DISTRICT.**

**THE BOARD'S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY.**

**AND MUCH MORE!**



**FIRST-TIME ATTENDEE -  
SCHEDULE OF EVENTS**



**Sunday**

5:30 – 7:00 p.m.

**REGISTRATION AND NETWORKING RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

**Monday**

8:30 a.m. – 12:30 p.m. - *(Break from 10:00 - 10:30 a.m.)*

**BUILDING A FOUNDATION FOR GOOD GOVERNANCE**

*David Aranda, CSDM*

*\* This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this informational session, the instructor will lay the groundwork for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building



“The training offered new insight and confirmed learned practices. The (bonus) byproduct of this training were the dedicated people I met, who, just like me, were there to learn more about becoming a better, more productive, effective member of their special district.”

– Nancy Mora, Board Member, Groveland Community Services District

**MONDAY CONTINUED**

12:30 – 1:30 p.m.

**LUNCH PROVIDED** (All Attendees)

1:45 – 4:30 p.m. - (Break from 3:00 - 3:30 p.m.)

**FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE**

*Brent Ives, BHI Management Consulting*

*\*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

5:30 – 7:00 p.m.

**SIP AND SAVOR EVENING RECEPTION**



*Sponsored by the Special District Risk Management Authority (SDRMA)*  
Join us for a lively evening of networking and refreshments.

**Tuesday**

8:30 a.m. – 12:00 p.m. - (Break from 10:00 - 10:30 a.m.)

**DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS**

*Liebert Cassidy Whitmore*

*\*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (All Attendees)

**TUESDAY CONTINUED**

1:15 – 4:00 p.m. - (Break from 2:45 - 3:00 p.m.)

**GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH**

*Martin Rauch, Rauch Communication Consultants, Inc.*

*\*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

**OPEN EVENING**

**Wednesday**

8:30 a.m. – 12:00 p.m. - (Break from 10:00 - 10:15 a.m.)

**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?**

*David Becker, CPA, James Marta & Company LLP*  
*Certified Public Accountants*

*\*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions
- How to link the finance process to the district mission and goals
- Budget process, budget assessment, and communicating budget information to the public
- How to develop and analyze capital improvement plans and reserve guidelines

12:00 p.m.

**GRADUATION CERTIFICATE DISTRIBUTION**

First-time attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



## Check out these great new sessions for returning attendees!

### RETURNING ATTENDEE - SCHEDULE OF EVENTS



#### Sunday

5:30 – 7:00 p.m.

**REGISTRATION AND NETWORKING RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

#### Monday

8:30 – 10:00 a.m.

**THEY'RE GOIN' ROGUE: HOW TO DEAL WITH DISRUPTIVE BOARD MEMBERS**

*Sean D. De Burgh, Cole Huber, LLP*

Occasionally districts will encounter the rogue board member who disrupts meetings with inappropriate or irrelevant comments, micromanages staff, or disregards long-standing legal principles applicable to special districts. This session will address what can be done to rein in such behavior in a lawful way that assures minimal disruption to the district and effective board governance.

10:00 – 10:30 a.m.

**BREAK (All Attendees)**

10:30 a.m. – 12:30 p.m.

**IS THERE A "RIGHT" AMOUNT OF PUBLIC ENGAGEMENT?**

*Davenport Institute, Pepperdine School of Public Policy*

Sometimes districts can end up in a bit of a Goldilocks situation when it comes to engaging the public. Too little engagement leaves residents confused or suspicious. Too much engagement leads to burnout and frustration when it becomes one more demand

on busy schedules. This workshop draws on peer learning as well as the Davenport Institute's experience working with all shapes and sizes of local agencies (from big cities to tiny districts). Together, participants will develop a framework to help guide internal discussions about whether a particular issue requires reaching beyond the board meeting.

12:30 – 1:30 p.m.

**LUNCH PROVIDED (All Attendees)**

1:45 – 3:00 p.m.

**OUTSIDE OVERSIGHT: THE POWERS AND FUNCTIONS OF CIVIL GRAND JURIES AND LAFcos**

*Gary B. Bell, Colantuono Highsmith & Whatley, PC*

Every county has a civil grand jury and a local agency formation commission (LAFCo). Both of these agencies issue reports and analyses of special district operations that shape public perception and sometimes lead to a change of organization. Taught by an attorney with extensive experience with LAFcos and civil grand jury proceedings, this session will provide participants with an understanding of the powers and functions of civil grand juries and LAFcos — including their limitations — to prepare special district leaders to effectively interact with these agencies including what must be done, what may be done, and how to do it.

3:00 – 3:30 p.m.

**BREAK (All Attendees)**

3:30 – 4:30 p.m.

**WHAT YOUR GM WISHES YOU KNEW**

*Panel Discussion with experienced General Managers*

Communication is critical between a special district board and general manager. Join us for a lively panel discussion with experienced special district general managers to hear about best practices in their districts and ways you can better support your district general manager in their role and vice versa – so that you can both better fulfill the districts mission.

5:30 – 7:00 p.m.

**SIP AND SAVOR EVENING RECEPTION**



*Sponsored by the Special District Risk Management Authority (SDRMA)*  
Join us for an entertaining evening of networking and refreshments.



“Once again the SDLA Conference was great...very well organized, informative and educational. This was my second conference, and I look forward to more in the future.”

– Diana Towne, Board Member, Rincon del Diablo Municipal Water District

## ● Tuesday

8:30 – 10:00 a.m.

### COMMUNICATING SUCCESSFULLY ACROSS COMMUNICATION STYLES

*CPS HR Consulting*

Teams benefit from understanding, welcoming, and learning to work with a diversity of communication styles. First, we must each seek to understand and analyze our own communication style to best craft our communication with others. Secondly, to improve collaboration and build ideas and knowledge with others, we must also respect and gain insight into the communication styles of our colleagues and peers. This presentation will help you learn to recognize the various communication styles, leverage your own communication strengths, adjust your communication style when needed, and better understand team members with different communication styles from your own.

10:00 – 10:30 a.m.

**BREAK** (All Attendees)

10:30 a.m. – 12:00 p.m.

### 2021 LEGAL AND LEGISLATIVE UPDATE

*Nicholaus Norvell, Best Best & Krieger, LLP*

An update on new laws affecting special districts this year and what’s currently brewing in the California Legislature.

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (All Attendees)

1:15 – 2:45 p.m.

### BOARD MEMBER DO’S AND DON’TS: COMPENSATION AND CONFLICTS OF INTEREST

*Meyers Nave*

The California Government Code, through principle or special acts, generally provides special districts with the authority to compensate board members. Conflicts-of-interest laws were created with the principle that personal or private financial considerations of government officials should not in any way affect the decision-making process. This session addresses the numerous complex and continually evolving California laws board members and special district executives (general managers, chief executive officers, executive directors) must adhere to, along with guidance to help foresee potential conflicts of interest that could arise in the day-

to-day activities. Understand and learn the limits on board member compensation, health care, expense reimbursements, and other potential perks that special district leadership may be offered, including limits and when gifts and meals must be reported to the California Fair Political Practices Commission.

2:45 – 3:00 p.m.

**BREAK** (All Attendees)

3:00 – 4:00 p.m.

### FRAUD DETECTION & PREVENTION FOR SPECIAL DISTRICTS

*David Becker, CPA, James Marta & Company LLP, Certified Public Accountants*

Financial fraud is a reality for many special districts and districts need to develop not only good internal control procedures, but also a culture that says “NO” to fraud and irregularities. This session covers how to assess risk in your organization and develop policies and procedures that will mitigate risk and help prevent fraud. We will also provide resources to help you start exploring your organization through this lens and assessing risk.

4:00 p.m.

**CONFERENCE ENDS FOR RETURNING ATTENDEES**

**Whether you’re new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!**



BOARD MEMBERS AND TRUSTEES

# SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

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Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.





DISTRICT OF DISTINCTION ACCREDITATION

# TAKE YOUR DISTRICT TO THE NEXT LEVEL USING BEST PRACTICES.



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The **District of Distinction Accreditation** highlights the prudent practices utilized to effectively administer and govern a special district.

In a time when proper fiscal management and responsibility in public agencies is paramount, it has become increasingly important to demonstration districts' sound fiscal management, transparency, and governance policies/practices in place today.



# 2021 Registration Form

## Special District Leadership Academy Conference

(Use one form per registrant)

### Three Ways to Register

- **Register online** by visiting the SDLA Conference website at [sdla.csda.net](http://sdla.csda.net).
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at [cassandras@csda.net](mailto:cassandras@csda.net) or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee		
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City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
<b>OPTION 1: SDLA CONFERENCE - SEPTEMBER 26-29, 2021 - SOUTH LAKE TAHOE</b>		
<input type="checkbox"/> Special District Leadership Academy	<b>EARLY BIRD: AUG 27</b>	<input type="checkbox"/> \$600 - CSDA Member <input type="checkbox"/> \$900 - Non-member
<input type="checkbox"/> \$650 - CSDA Member	<input type="checkbox"/> \$975 - Non-member	
<b>SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!</b>		
<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT</b> <input type="checkbox"/> \$400 - CSDA Member <input type="checkbox"/> \$600 - Non-member	<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT</b> <input type="checkbox"/> \$450 - CSDA Member <input type="checkbox"/> \$675 - Non-member	
<b>VIRTUAL OPTION: SDLA MODULES 1-4</b>		
Module 1: Governance Foundations	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	Mar 24 and 25, 2021
Module 2 - Fulfilling Your Districts' Mission	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	Apr 12 and 13, 2021
Module 3 - Board's Role in Finance and Fiscal Accountability	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	May 12 and 13, 2021
Module 4 - Board's Role in Human Resources	<input type="checkbox"/> \$175 - CSDA Member <input type="checkbox"/> \$260 - Non-member	May 26 and 27, 2021
<b>Payment</b>		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:	Acct. Number:	
Expiration Date:	Authorized Signature:	
<b>Special needs</b>		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

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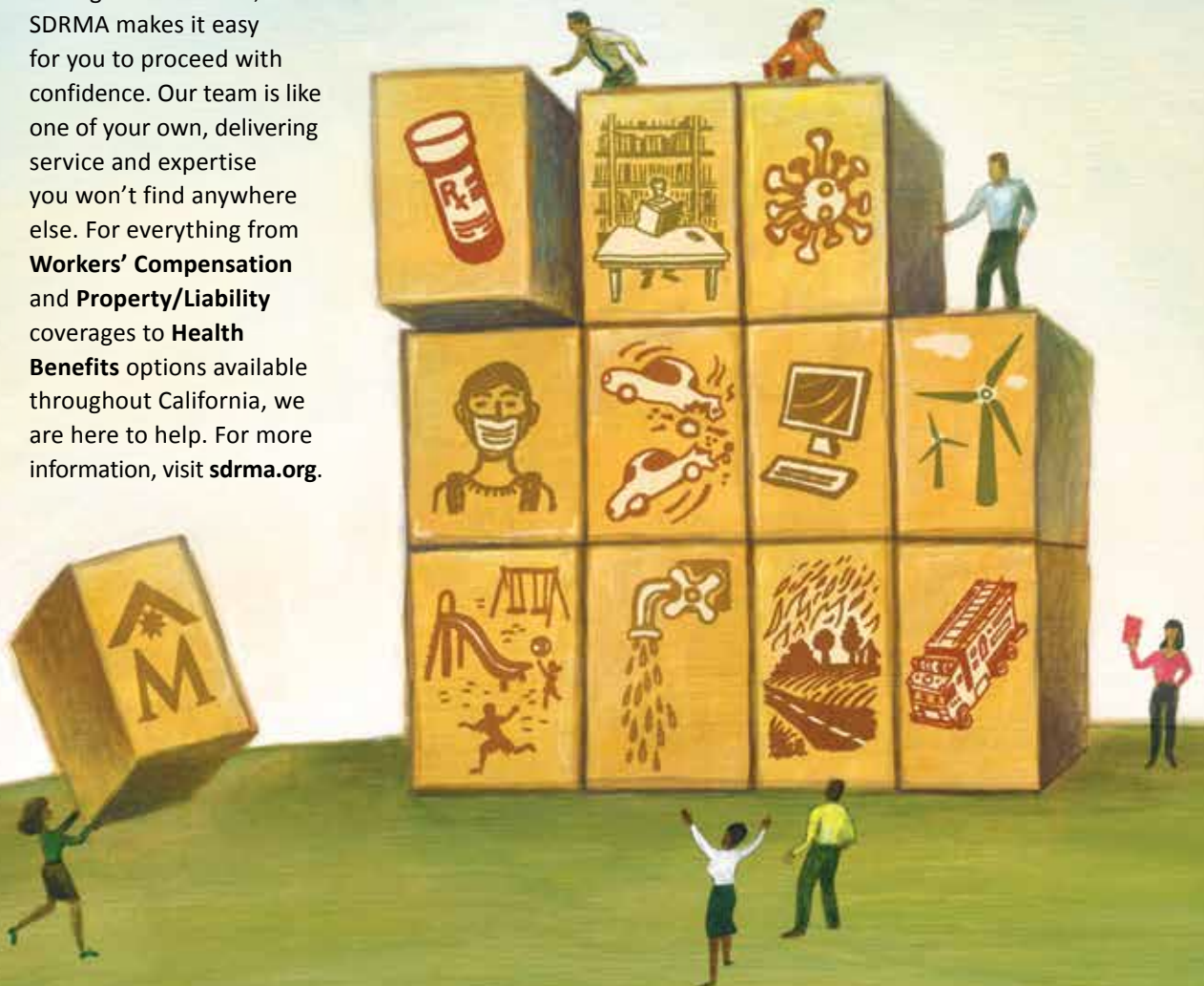
**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

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*– P. Dorey, Director, Vista Irrigation District*



Date: August 12, 2021  
To: Board of Directors  
From: Directors Christopher Deppe and Rachelle Sherris-Watt  
Subject: Adopt Mask and COVID Vaccination rules for KPPCSD and KPD employees.

---

**Recommendation:**

Discuss and potentially approve adopting mask and COVID vaccination rules for all KPPCSD and KPD employees.

**Rationale for Recommendation:**

COVID-19 is still a serious problem in the bay area, in California, and in the US, and the Delta variant has made it even more critical that the KPPCSD and KPD do everything possible to protect their employees and the citizens of Kensington.

**Proposal:**

For the purpose of this proposal Employees mean KPPCSD employees, KPD employees including all police officers and personnel, and contractors who are not 100% remote.

The mask requirements below may be waived if the individual meets one of these exceptions. However, that person may be assigned to work in a position that does not require interaction with the public and/or other staff.

**Exemptions to masks requirements**

The following **individuals** are exempt from wearing masks at all times:

- Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

The following rules are to take immediate effect:

1. All Employees shall be required to fully vaccinated against COVID-19 within 2 months without exception. The sole exceptions to this requirement are persons who have experienced the following:

- Persons who have experienced severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine
- Persons who have experienced immediate allergic reaction of any severity to a previous dose or known (diagnosed) allergy to a component of the vaccine
- Persons who are unable to vaccinate due to a sincerely held religious practice or belief

The exhibit to this report lists the ingredients of the three vaccines that the FDA has approved for emergency use.

2. Any Employee who is not fully vaccinated must wear a proper mask at all times while working/on duty. A proper mask is defined as:

- Be made with at least 2 layers of breathable material
- Fully cover the nose and mouth and secure under the chin
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops and allow the wearer to remain hands-free

3. All Employees and all visitors (including board members) must wear a proper mask at all times inside any KPPCSD/KPD facility.

4. The KPPCSD and the KPD will within one week release to the public the current percentage of employees currently vaccinated against COVID-19.

### **Compensation**

All Employees will be compensated for up to 4 hours of their time spent on vaccination appointments.

### **Board Members**

All KPPCSD board members are strongly encouraged to abide by the above rules (Rule #3 must be followed by everyone.) No compensation will be given to board members for vaccination appointments.

### **Fiscal Impact:**

Exact impact unknown due to not knowing the current vaccination status. A worst case scenario would be 4 hours of paid time for each Employee.

Exhibits: List of Ingredients of the Covid 19 Vaccines (source: [https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2F covid-19%2Finfo-by-product%2Fclinical-considerations.html](https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2F covid-19%2Finfo-by-product%2Fclinical-considerations.html))

The following is a list of ingredients for the Pfizer, Moderna and Johnson & Johnson COVID-19 vaccines reported in the prescribing information for each vaccine.\*

Description	Pfizer (mRNA)	Moderna (mRNA)	Johnson & Johnson (viral vector)
<b>Active ingredient</b>	Nucleoside-modified mRNA encoding the viral spike (S) glycoprotein of SARS-CoV-2	Nucleoside-modified mRNA encoding the viral spike (S) glycoprotein of SARS-CoV-2	Recombinant, replication-incompetent Ad26 vector, encoding a stabilized variant of the SARS-CoV-2 Spike (S) protein
<b>Inactive ingredients</b>	2[(polyethylene glycol (PEG))-2000]-N,N-ditetradecylacetamide	PEG2000-DMG: 1,2-dimyristoyl-rac-glycerol, methoxypolyethylene glycol	Polysorbate-80
	1,2-distearoyl-sn-glycero-3-phosphocholine	1,2-distearoyl-sn-glycero-3-phosphocholine	2-hydroxypropyl-β-cyclodextrin
	Cholesterol	Cholesterol	Citric acid monohydrate
	(4-hydroxybutyl)azanediylbis(hexane-6,1-diyl)bis(2-hexyldecanoate)	SM-102: heptadecan-9-yl 8-((2-hydroxyethyl) (6-oxo-6-(undecyloxy) hexyl) amino) octanoate	Trisodium citrate dihydrate
	Sodium chloride	Tromethamine	Sodium chloride
	Monobasic potassium phosphate	Tromethamine hydrochloride	Ethanol
	Potassium chloride	Acetic acid	
	Dibasic sodium phosphate dihydrate	Sodium acetate	
Sucrose	Sucrose		

\* None of the vaccines contain eggs, gelatin, latex, or preservatives. All COVID-19 vaccines are **free from metals** such as iron, nickel, cobalt, lithium, rare earth alloys or any manufactured products such as microelectronics, electrodes, carbon nanotubes, or nanowire semiconductors.

Note: Both the Pfizer-BioNTech and Moderna COVID-19 vaccines contain polyethylene glycol (PEG). PEG is a primary ingredient in osmotic laxatives and oral bowel preparations for colonoscopy procedures, an inactive ingredient or excipient in many medications, and is used in a process called “pegylation” to improve the therapeutic activity of some medications (including certain chemotherapeutics). Additionally, cross-reactive hypersensitivity between PEG and polysorbates (included as an excipient in some vaccines and other therapeutic agents) can occur. Information on active or inactive ingredients for vaccines and medications can be found in the package insert. [CDC's vaccine excipient summary pdf icon](#) and the National Institutes of Health [DailyMed database external icon](#) can also be used as a resource.