



Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: General Manager's Report for August 4, 2024, Through September 6, 2024

The following items were addressed by the IGM:

- A newsletter was produced and provided to Bay View Refuse to be placed in their quarterly billing mailing. It is hoped that this will become a regular practice to update the community on things of importance in Kensington and with the Kensington Police Protection Community Services District.
- Completed the agreement with the City of El Cerrito regarding the licensing agreement. This provides the District with the knowledge that the modular building being used on the City property will be able to remain there for the next three to five years if needed.
- Confirmed after numerous phone calls and e-mails that the District is no longer tied in with the Contra Costa Treasurers office regarding District funds. The Tax Collector's Office for Contra Costa will continue to collect and distribute the District's revenue that are derived from property tax and assessments.
- An initial discussion with the POA President and Treasurer regarding the need to extend the Memorandum of Understanding between the KPPCSD and The Kensington Police Officers Association. The current Memorandum expires June 2025.
- An initial discussion with Bay View Refuse regarding the need to review and possibly extend the contract between KPPCSD and Bay View Refuse.
- Numerous discussions with two architects in attempting to address an estimated cost for a new building on 59 Arlington and an estimated cost to place the modular on 59 Arlington.
- I have asked the actuarial company that does the health retirement benefit analysis to do a more comprehensive study of the District. A review of the records they were using showed many changes had occurred and it would be in the District's best interests to have an accurate

calculation of the liability the District incurs each year for retirement health benefits as opposed to the equity we have in our account.

- Various conversations with Ridgeline as we continue the process of determining a final fiscal analysis for both agencies and for a combined agency.
- Touched base with the General Manager for KFPD a few times as we updated each other on our respective operations.
- Various questions and answers with legal on encroachment issues.
- Follow up on the status of the Hazard Mitigation Plan with the County (still waiting) and a lunch meeting with MJ Robb and Jason and the Chief as we talked about potential grants becoming available.
- Investigated the possibility of setting up a Flexible Spending Account for the Police Officers in Kensington as requested by the Police Officers Association.
- Follow up with CPS in producing an updated contract regarding the search for a General Manager.

Exhibit(s)

- R3 Consulting KPPCSD Implementation Record
- Monthly Parks Report

From: Alexander Soulard <asoulard@r3cgi.com>

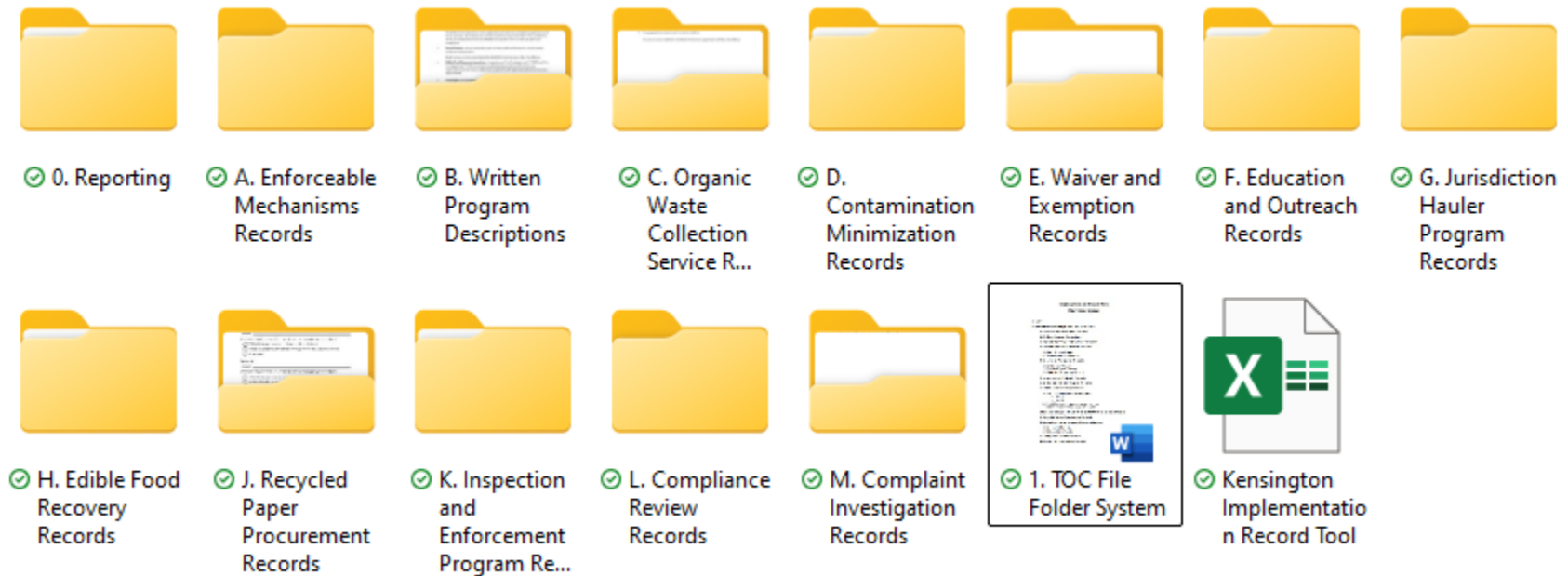
Sent: Friday, September 6, 2024 3:47 PM

To: David Aranda <DAranda@kppcsd.org>; Greg Christie <gchristie@baycitiesrefuse.com>; Kim Christie <kchristie@baycitiesrefuse.com>; Katelyn Scholz <kscholz@r3cgi.com>

Subject: Kensington Rough Draft Implementation Record

Hello David,

Below is the image of all the folders for the storage of the Implementation Record. The draft spreadsheet and corresponding TOC are also attached. We will work on getting access to a shared location soon. Have a nice weekend!



Implementation Record Tool

File Folder System

1. TOC

2. Kensington PPCSD Implementation Record

A. Enforceable Mechanisms Records

B. Written Program Descriptions

C. Organic Waste Collection Service Records

D. Contamination Minimization Records

1. Route Review Records
2. Waste Evaluation Records

E. Waiver and Exemption Records

1. De Minimis Waivers
2. Physical Space Waivers
3. Collection Frequency Waivers

F. Education and Outreach Records

G. Jurisdiction Hauler Program Records

H. Edible Food Recovery Records

1. Commercial Edible Food Generators
 - Tier 1
 - Tier 2
2. Food Recovery Organizations and Services
3. Other Edible Food Recovery Documents

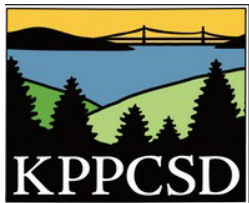
J. Recycled Paper Procurement Records

K. Inspection and Enforcement Program Records

1. Inspection Records
2. Enforcement Records

L. Compliance Review Records

M. Complaint Investigation Records



Kensington Police Protection & Community Services District

Date: September 12, 2024

To: Board of Directors

From: Rosa Ruiz

Subject: Parks Report

I will be out of the office from Monday, September 16 to Monday, September 23 enjoying a long-overdue vacation back home to Central America, Nicaragua. I should be back in the office by Tuesday, September 24. I will occasionally view emails to ensure there isn't any emergency that may need attention, and I will communicate with Fernando or David, depending on the matter.

Community Center:

1. There was one cancellation for the community center and one for a picnic, but on the bright side, reservations for the picnic and center are still going successfully for September.
2. UBS served the entire floor in the center, and it looked immaculate and shiny. As for Smart Window Cleaning, they serviced the rec building inside and outside of all windows, as well as the center. Along with this service, they were able to power wash the concrete walkway to the center.

Park:

1. Bay View will pick up Bulky items for the week of clean up on Wednesday, September 18th. Jenny (KCC) will tag team with KPPCSD and get rid of a couple of things that are no longer in good condition or broken. All bulky items will be placed on the side of the annex building, just like last year's successful pick.
2. The Annual Movie Night, sponsored by the KCC, will occur on Saturday, September 21st. The gathering for the movie usually takes place between the annex building and the rec building. Due to the respect of the community and the event, I will not be accepting any bookings for the center on this date to avoid any issues with parking or any other unnecessary problems that may arise.