



# AGENDA

**Please turn off all cell phones while meeting is in progress.**

STALLION SPRINGS COMMUNITY SERVICES DISTRICT  
27800 STALLION SPRINGS DRIVE, TEHACHAPI, CA 93561

BOARD OF DIRECTORS SPECIAL BOARD MEETING  
MONDAY, OCTOBER 10, 2022 @ 9:00 AM

## OPEN SESSION:

1. **Flag Salute:**
2. **Call to Order:**
3. **Roll Call:**

Directors present:

Directors absent:

4. **Reserved for President's Comments and Addendum.**
5. **PUBLIC PRESENTATIONS** – This portion of the meeting is reserved for persons desiring to address the Board on any matter not on this agenda and over which this Board has jurisdiction. "Please be advised however, the Brown Act prohibits action on items that are not listed on the Agenda, or properly added to the Agenda under the provisions of the Brown Act. The Board may set such items for consideration at some future Board meeting." Speakers are limited to three (3) minutes. PLEASE STEP TO THE PODIUM TO MAKE YOUR PRESENTATION. STATE YOUR NAME AND ADDRESS FOR THE RECORD, before making your presentation. Thank you.
6. **BOARD MEMBER ITEMS** – This portion of the meeting is reserved for Directors to present to the Board and to the public, information,

announcements and items that have come to their attention. No formal action will be taken. A Board member may request that an item be placed, for consideration, at a future Board meeting.

7. Approval to enter into an agreement with California Consulting, a full-service grant writing firm.
8. Approval to cancel the October 18, 2022, Regular Board Meeting.
9. Approval of the September 20, 2022, Regular Board Meeting Minutes.
10. General Manager's Report.

**ADA compliance statement:** In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the General Manager, Vanessa Stevens, at 661-822-3268. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. **Posted** October 7, 2022.



# STALLION SPRINGS COMMUNITY SERVICES DISTRICT

27800 STALLION SPRINGS DRIVE, TEHACHAPI, CA 93561  
(661) 822-3268, FAX (661) 822-1878, [sscsd@stallionspringscsd.com](mailto:sscsd@stallionspringscsd.com)

## AGENDA SUPPORTING INFORMATION

Agenda #7

**Subject:** Approval to enter into an agreement with California Consulting, a full-service grant writing firm.

**Submitted by:** Vanessa Stevens, General Manager

**Meeting Date:** October 10, 2022

**Background:** The challenges of a small district with a tight budget are becoming more evident as the years go by. We strongly feel it's time for a grant writing firm to take advantage of all the funding opportunities that we can. There are many grants available for our community in all departments. Most importantly, our current focus will be water infrastructure grant funds.

David and I had an informative Zoom meeting with Mr. Dan Rodriguez with California Consulting. His knowledge in available grants and with Special Districts gives us the confidence this agreement will pay off and prove to be a huge benefit for our district. California Consulting is a well-known full-service grant writing firm established in 2004. They have included options per grant and on a monthly retainer. (See attached) The monthly retainer at a flat rate will suit our District best, this agreement can be cancelled at anytime with 30 day written notice.

**Recommendation:** Approve the agreement with California Consulting and allow the General Manager to provide necessary information to the firm as needed.



## A Proposal for Stallion Springs Community Service District

### *History*

Founded in 2004, California Consulting has an excellent reputation for hard work and a commitment to success for our clients. California Consulting is the largest grant writing firm in California. With offices in Southern California, Northern California and Central California, we have almost 90 clients statewide. We have 44 members of our team from Chico in the North, to San Diego in the South. California Consulting has developed an expertise in representing public agencies, and non-profit organizations. We have secured over \$1.6 billion for our clients since inception. The California Consulting team boasts approximately 28 grant writers. Through years of experience our grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. California Consulting grant writers have written over 1300 competitive grant applications that have been funded. Our aggressive, hard-working, and results-oriented style has translated into success for our clients. Our professional grant writers are diligent and stay current on every Federal and State grant available on a myriad of different topics and public policy areas. Whether it is recreation, education, parks money, or public safety our grants team knows where to locate grant funds and how to successfully write the applications.

### *Grant Funding Services*

California Consulting is a full service grant writing firm. We are experts in the fields of grant research and identification. We prepare comprehensive and concise grant application packages. We submit grants in a timely fashion and follow through after the grant has been submitted to determine the status of the grant. We also conduct post award compliance and administration. California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we pursue to fit our client's needs.

1. **Needs Assessment (Meetings with Department Heads to review priorities and funding needs):**  
We learn about the client at the outset of the contract by conducting an in-depth Needs Assessment. Each client is assigned a lead Project Manager. The Project Manager communicates regularly with the client and on an ongoing basis. This relationship building is the key to keeping the grants pursued on target with the client's overall goals.  
*Sample questions asked during the Needs Assessment:*
  - a) List and describe any program initiatives or priority projects.
  - b) What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
  - c) List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
  - d) List past grants that your agency has received.
  - e) List past grant applications you would like to revise and submit again.

2. **Facilitation of Department Decision Making Processes:** Our Project Managers are experts on grant identification. With years of experience, your Project Manager will be able to assist your Staff in deciding which grants make the most sense to meet the funding needs identified.
3. **Grant Research and Identification:** Our Project Manager's conduct thorough research on an ongoing basis. We track current and upcoming grants in order to let our client's know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released. California Consulting will provide you with a Grant Activity Report monthly detailing the grants available, grants in progress and grants submitted. You will also be provided with available grant opportunities on an ongoing basis.
4. **Client Commitment:** When identifying grants that meet your needs and funding priorities, your Project Manager will advise you of the estimated time commitment required from your staff.
5. **Grant Preparation Process:** When your staff and California Consulting agree to pursue a grant, we will develop a checklist and schedule. The checklist and schedule will include what things you will be responsible for and when we will need them submitted. We need your staff involved in the grant preparation process to provide required information we don't have access to. The Project Manager will provide you with grant portions along the way to review for content accuracy. The more engaged you are able to be in this process, the higher quality the application will be. California Consulting retains copies of all grants we've submitted. If the application was successful, we use it as a guide for future grants.

Below is a list of general tasks for our grant process:

- a. Create a task timeline with due dates
  - b. Ensure the proposed project meets the grant agency's requirements
  - c. Review similar successful grant applications and apply where possible
  - d. Collect information on the project
  - e. Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
  - f. Obtain letters of support when necessary
  - g. Draft proposals and send to staff for review
  - h. Incorporate staff edits in final drafts
  - i. Submit completed application timely
  - j. Monitor funding agency until grant awards are announced.
6. **Quality Assurance:** California Consulting takes pride in our impeccable grant applications. We are successful in this area due to our thorough quality assurance measures. Our Grant Managers conduct group meetings with all Project Managers regularly. In addition, our Grant Managers meet individually with each Project Manager to review each client. These meetings thoroughly discuss each client's needs, what grants are being worked on and what additional grants may be a good fit. We ensure the best quality product before the grant application is submitted.
  7. **Facilitation of Partnership Meetings:** Our Project Managers will arrange and schedule meetings with key personnel to review all grants prior to submission to ensure application accuracy.
  8. **Timely Submission:** We create a precise timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline, but we create other deadlines in order to obtain the information needed for a quality submission. We believe if everyone is on the same page and is aware of what needs to be done, we can limit scrambling at the last minute.
  9. **Funding Agency Monitoring:** California Consulting will monitor the Funding Agency until grant awards are announced.
  10. **Grant Administration:** Some grants require post award compliance, reporting and administration. California Consulting will prepare required agency reports and submit them by the required due date. We propose that to the extent legally allowed, the Client hire California

Consulting as grant administrators when dollars are available from within the grant (at no additional cost to you). When grant dollars from the grant are not available for administration, reporting and evaluation purposes we will provide these services to the Client for a monthly fee, or a one-time fee based on the Client's preference. If the Client chooses the monthly retainer option, grant administration services are included.

11. **Monthly Progress Reporting:** California Consulting will prepare a monthly report reflecting grants in progress, grants submitted and grants awarded. This will provide you and your Board with a clear report on our work.

### **References**

California Consulting references include key leaders from around the State. All of our current clients are references. California Consulting currently has contracts with over 40 cities across California, almost 40 School Districts, Non-Profits and others. A full client list can be obtained at [www.californiaconsulting.org](http://www.californiaconsulting.org).

### **Pricing**

California Consulting offers two different pricing options for Grant Writing services.

#### Pricing Option 1: Monthly Retainer

California Consulting's monthly retainer services include all grant research, grant identification, grant writing, and post award administration as needed. Items 1 – 11 under Grant Writing is included in the Monthly Retainer Services. Below is a more detailed scope of work:

Task	Included in Price
Meet with Client Staff to ascertain needs and goals	√
Conduct background research as requested by Client	√
Provide advice on best grants for Client to pursue based on project and grant requirements and guidelines	√
Attend meetings in person or by teleconference as necessary	√
Develop schedule for grants chosen by Client	√
Preparing and writing all grant applications chosen by Client	√
Develop evaluation strategies in accordance with funding agency's instructions	√
Adhere to decisions made by Client relating to grants	√
Write all sections of grant applications and proposals	√
Draft and finalize grant language with direction of Client	√
Ensure timelines for grant submittal are met	√
Monthly reports to include grants in progress, grants submitted, and grants awarded	√
Regular communication via email and/or phone regarding upcoming grant opportunities	√
Grant administration and post award compliance as needed	√

We propose a flat monthly rate of **\$4,250.00**, plus reimbursement of out of pocket expenses for services explained above.

Pricing Option 2: Per Grant

We propose an agreement for a Per Grant basis, plus reimbursement of out of pocket expenses. Items 1 – 11 under Grant Writing are not included in the Per Grant Services. The following is a breakdown of cost per grant:

<b>Grant Amount Request</b>	<b>Cost</b>
Up to \$10,000	\$1,500
\$10,001 - \$50,000	\$4,000
\$50,001 - \$100,000	\$5,500
\$100,001 - \$250,000	\$7,500
*Over \$250,000	\$9,000 - \$12,000

*\*Cost will be determined based on complexity of grant preparation for grant requests exceeding \$250,000*

Grant research, grant identification, and grant administration can be provided at an hourly rate of \$125.00. For research completed at an hourly rate, client may specify a “not to exceed” amount.

**vstevens@stallionspringscsd.com**

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**From:** Dan Rodriguez <dan@californiaconsulting.org>  
**Sent:** Tuesday, October 4, 2022 2:41 PM  
**To:** vstevens@stallionspringscsd.com  
**Subject:** Re: Stallion Springs Community Service District - Monthly Retainer/Per Grant Proposal

My apologies, I thought I responded.

Monthly retainer is based on entity and the fact that the district is very similar to a full service city but without a fire department.

Does this answer your question?

Thanks, Dan

On Tue, Oct 4, 2022 at 2:25 PM <[vstevens@stallionspringscsd.com](mailto:vstevens@stallionspringscsd.com)> wrote:

Hi Dan. Just following up on my last email. I would like to get Board approval so we can move forward I just had those few questions for you. Please let me know this week if possible. Looking forward to working with you!

**From:** Dan Rodriguez <[dan@californiaconsulting.org](mailto:dan@californiaconsulting.org)>  
**Sent:** Monday, September 26, 2022 5:49 PM  
**To:** David <[daranda300@gmail.com](mailto:daranda300@gmail.com)>; [vstevens@stallionspringscsd.com](mailto:vstevens@stallionspringscsd.com)  
**Cc:** Houry Samuelian <[houry@californiaconsulting.org](mailto:houry@californiaconsulting.org)>; Steve Samuelian <[steve@californiaconsulting.org](mailto:steve@californiaconsulting.org)>  
**Subject:** Re: Stallion Springs Community Service District - Monthly Retainer/Per Grant Proposal

Good Afternoon Davida and Vanessa,

I have attached the monthly retainer and per grant agreement.

We look forward to working with you and your team.

Best, Dan

On Mon, Sep 26, 2022 at 1:33 PM Steve Samuelian <[steve@californiaconsulting.org](mailto:steve@californiaconsulting.org)> wrote:



Hi David and Vanessa,

Great conversation today.

Dan will send a proposal for both options: per grant and monthly retainer.

1. Dept. of Water Resources-----small community drought relief program.

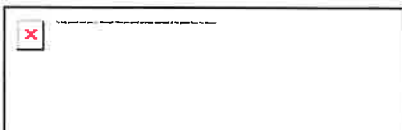
No applications will be accepted past Dec. 2023. Top priority to submit ASAP.

2. Zoom with State Water Resources Control Board to discuss drinking water issue facing the District.

Thanks again!

Steve Samuelian  
CEO  
California Consulting, Inc.  
214 Main Street, Suite 102  
El Segundo, CA. 90245  
phone 323-728-9002

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[www.californiaconsulting.org](http://www.californiaconsulting.org)





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## **AGENDA SUPPORTING INFORMATION**

Agenda #8

Subject: Approval to cancel the October 18, 2022, Regular Board Meeting.

Submitted by: Vanessa Stevens, General Manager

Meeting Date: October 10, 2022

Background: Due to this Special Meeting I am requesting that the Regular Board Meeting set for October 18, 2022, be cancelled. We will reconvene November 15, 2022, for our Regular Board Meeting at 6 pm.

Recommendation: Approve the cancellation of the October 18, 2022, Regular board Meeting.

**MEETING WAS HELD VIA ZOOM AND IN PERSON DUE TO THE COVID-19 RESTRICTIONS**

**STALLION SPRINGS COMMUNITY SERVICES DISTRICT  
MINUTES  
FOR THE BOARD OF DIRECTORS REGULAR MEETING**

TUESDAY, SEPTEMBER 20, 2022 @ 6:00 PM

- 1) Flag Salute: Chair Sasnett
- 2) Call to Order: Chair Sasnett
- 3) Roll Call: Present: Chair Sasnett, Directors Leslie, Wellman, Dewell, Record  
Absent: None.

Note: De, We, Re, Le and Sa are abbreviations for Directors Dewell, Wellman, Record, Leslie and Sasnett respectively. For example: De; We denotes Director Dewell made the motion and Director Wellman seconded it. Each item relates to the agenda item by the same number. Immediately following each item of these minutes is a description, printed in capital letters of the action taken on that item by the Board of Directors.

- 4) RESERVED FOR PRESIDENT'S COMMENTS AND ADDENDUM. Chair Sasnett thanked Ed Gordon for an article about Stallion Springs that was in the Loop newspaper and encouraged all to take a look at it.
- 5) PUBLIC PRESENTATIONS. Joanie Clark spoke to the Board about the participation of Neighborhood Watch and CERT in the Oktoberfest event this year.
- 6) BOARD MEMBER ITEMS. Director Record gave credit and thanks to the District employees for their work during the time the well was down.
- 7) DISCUSSION BY CORNFLAKE PROPERTIES, LLC., THE OWNERS OF THE GOLF COURSE PROPERTY. The owner updated the Board on the status of restoring the Golf Course. He answered questions from the Board and residents present.
- 8) PRESENTATION AND DISCUSSION BY THE STALLION SPRINGS COMMUNITY EMERGENCY RESPONSE TEAM (C.E.R.T.) REGARDING OPERATIONS AND FACILITIES. Larry Heasley spoke to the Board regarding what CERT is accomplishing in the community. There was also discussion about what is needed to complete the improvements on the CERT building. The Board suggested that the team's project plan be put in writing and presented to the Board and the District so that they can help with what needs to be accomplished.
- 9) POLICE REPORT. Chief Crowell reviewed the police report. Sasnett- "Police Report RECEIVED AND FILED."
- 10) BOARD APPROVAL OF THE POLICY MANUAL FOR THE STALLION SPRINGS POLICE DEPARTMENT AND APPROVAL OF THE ADDITION OF POLICY NO. 706. Chief Crowell explained what the addition of the policy means for the Stallion Springs Police Department. He addressed questions from the Board and noted a correction that will be made in section 706.6.

Re- "I will make a motion for agenda item No. 10, approval of the policy manual for the Stallion Springs Police Department and approval of the adoption of Policy No. 706, with the following amendment to change the words from "the City Council" to "Board of Directors" under section 706.6." Re;Le. Roll Call, all ayes.

- 11) APPROVAL TO VOID ORDINANCE NO. 142. The General Manger noted that the change in fees for door tags that was discussed in the last board meeting should be with done with a Resolution, not an ordinance, therefore she requested to void ordinance No. 42. Sa;Re. Roll call, all ayes.
- 12) APPROVAL OF RESOLUTION NO. 2022-17, A RESOLUTION OF THE STALLION SPRINGS COMMUNITY SERVICES DISTRICT ADOPTING AN INCREASE IN THE DISTRICT'S DOOR HANGER FEES FOR DELINQUENT WATER ACCOUNTS. Sa- "I make a motion for approval of Resolution No. 2022-17, a Resolution of the Stallion Springs Community Services District adopting an increase in the District's door hanger fees for Delinquent water accounts." Sa;We. Roll call, all ayes.
- 13) OVERVIEW PRESENTATION FOR FISCAL YEAR 2021 (JULY 2020-JUNE 2021) BUDGET VERSES ACTUAL. There was a verbal discussion about the Budget. There was a suggestion about raising the price of the yearly weed abatement in the park's department and an increase for the roads department. Sa- "RECEIVED AND FILED."
- 14) APPROVAL OF THE AUGUST 16, 2022, REGULAR BOARD MEETING MINUTES. We- "I make a motion for approval of the August 16<sup>th</sup>, 2022, regular Board meeting minutes." We;Re. Roll call, all ayes.
- 15) APPROVAL OF CHECKS FOR AUGUST 2022 AND THE CALPERS RETIREMENT PAYMENTS. Sa- "I make a motion to approve the checks for August 2022 and the CalPERS Retirement payments." Sa;We. Roll call, all ayes.
- 16) FINANCIAL REPORTS. Chair Sasnett- "Financial report RECEIVED AND FILED."
- 17) GENERAL MANAGER'S REPORT. The general manager reviewed her report along with the Public Works report. Chair Sasnett- "Staff reports RECEIVED AND FILED."

Signed:

Attest:

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Teresa Sasnett, President  
Board of Directors

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Vanessa Stevens, Secretary  
Board of Directors

## GENERAL MANAGER'S REPORT FOR Sept 2022:

- BB&K law has given us a new general counsel Ann Siprelle, she reached out to me this week and wanted to share her bio with the Board. (see attached) She has worked with David through SDRMA and proves to have great knowledge of our District needs.
- Oktoberfest was a huge success!! Thank you to all who worked, attended, volunteered, sponsored, and promoted our annual fundraiser.
- Met with engineer and several residents regarding erosion from the last storm.
- Spoke with Kern County Roads to push for fog line on Commanche/Banducci
- Tree trimming service will be out October 10<sup>th</sup> to take care of some large trees that are a concern in the district.
- Spoke at the Tehachapi Association of Realtors meeting briefly regarding easements, CC&R's, and land use concerns.
- Mailbox repairs are complete looking for volunteers to maintain mail sites see current newsletter for more info.



# Ann Siprelle

PARTNER

☎ (916) 551-2834

✉ ANN.SIPRELLE@BBKLAW.COM

📍 SACRAMENTO, CA

Ann Siprelle has practiced municipal and public agency law for more than 30 years, and represents cities, special districts and joint powers agencies. She is a partner in the Municipal Law and Special Districts practice groups of Best Best & Krieger LLP's Sacramento office.

Ann is city attorney for two cities in California—Williams and Gustine—and general counsel for several special districts and joint powers agencies in Northern California. She advises public agency clients on general governance matters such as the Brown Act, public contracting, parliamentary procedure, fee-setting, personnel issues, election laws, public records, land use planning, CEQA, public notice and hearing guidelines, and conflicts of interest. She has lectured on the Brown Act, elected officials' liabilities and immunities, the Political Reform Act, the Public Records Act, Proposition 218, employee/independent contractor issues and legal ethics (AB 1234).

She is admitted in the U.S. District Court for the Eastern District of California.

Ann grew up in northern Virginia (Washington, D.C. suburbs), but currently lives in Land Park, Sacramento.

## Memberships

- California Lawyers Association Public Law and Environmental Law sections
- Central Valley City Attorneys' Association

## SERVICES

California Environmental Quality Act (CEQA)

California Public Records Act

Election Law

Environmental Law & Natural Resources

Environmental Litigation

Fees, Taxes & Assessments

General & Special Counsel

Government Policy & Public Integrity

Municipal Law

Public Agency Labor & Employment

Public Infrastructure

Special Districts

Transportation

## EDUCATION

College of William and Mary, J.D.

University of Virginia, B.A., English literature

## ADMISSIONS

California