



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 REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 20, 2016 @ 6:00 pm

CLOSED SESSION @ 4:00pm

- 1) Personnel: Government Code §54957

CLOSED SESSION @ 5:00 PM

- 2) Public Employee Performance Evaluation: Chief of Police/ Asst. General Manager Govt. Code §54957

OPEN SESSION @ 6:00pm

Call to Order

This meeting is held in accordance with the Brown Act. Individuals may address the Board on any matter listed on this agenda, excluding CLOSED SESSION. Members of the audience desiring to address the Board must approach the podium and request recognition from the Board President. Presentation by the audience is limited to three minutes per agenda item.

Roll Call:

Directors present:

Directors absent:

Flag Salute

- 1) **Reserved for President's Comments and Addendum.**
- 2) **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.
- 3) **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.
- 4) RACE Communications presentation by Raul Alcaez
- 5) Administrative Citations- Discussion of proposed program permitting the SSCSD/PD to Issue administrative citations to residents of applicable Kern County Municipal Codes.
- 6) Narrative and review of the SSCSD 2015-16 Budget review and discussion
- 7) Employee Handbook – Board discussion of the revised SSCSD Employee Handbook
- 8) Approval of the August 16, 2016 Regular Board Meeting Minutes and the August 22, 2016 Special Board Meeting Minutes.
- 9) Approval of Checks ????? through ????? in the amount of \$???,???.?? and approval of the CalPERS Retirement Payments. Payables incomplete due to lack of staffing. All will be processed for approval at October 18, 2016 Regular Board Meeting.
- 10) Financial Report-See attached.
- 11) Police 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, Lori Rodgers, 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: September 16, 2016

12) General Manager's Report

13) Motion to Adjourn

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, Lori Rodgers, 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: September 16, 2016



STALLION SPRINGS

COMMUNITY SERVICES DISTRICT

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

AGENDA SUPPORTING INFORMATION

Agenda #4

Subject: Presentation by RACE Communications

Submitted by: Lori Rodgers

Meeting Date: September 20, 2016

Background: RACE Communications has installed fiber optic services at the CSD and PD building. Services include internet, television, and phone services. Raul Alcaraz from RACE will update the Board and provide a demonstration of services.

Recommendation: No board action required.



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

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

AGENDA SUPPORTING INFORMATION

Agenda #5

Subject: Administrative Citations

Submitted by: Asst. General Manager/Chief of Police Michael J. Grant

Meeting Date: September 20, 2016

Background: During the August 2016 SSCSD regular board meeting, by direction from the SSCSD Board of Directors I conducted research on a proposed administrative citation program. This program would permit the SSCSD/SSPD to issue administrative citations to residents that were in violation of applicable Kern County Municipal Codes (hereafter referred to as KCMC). Below are the findings:

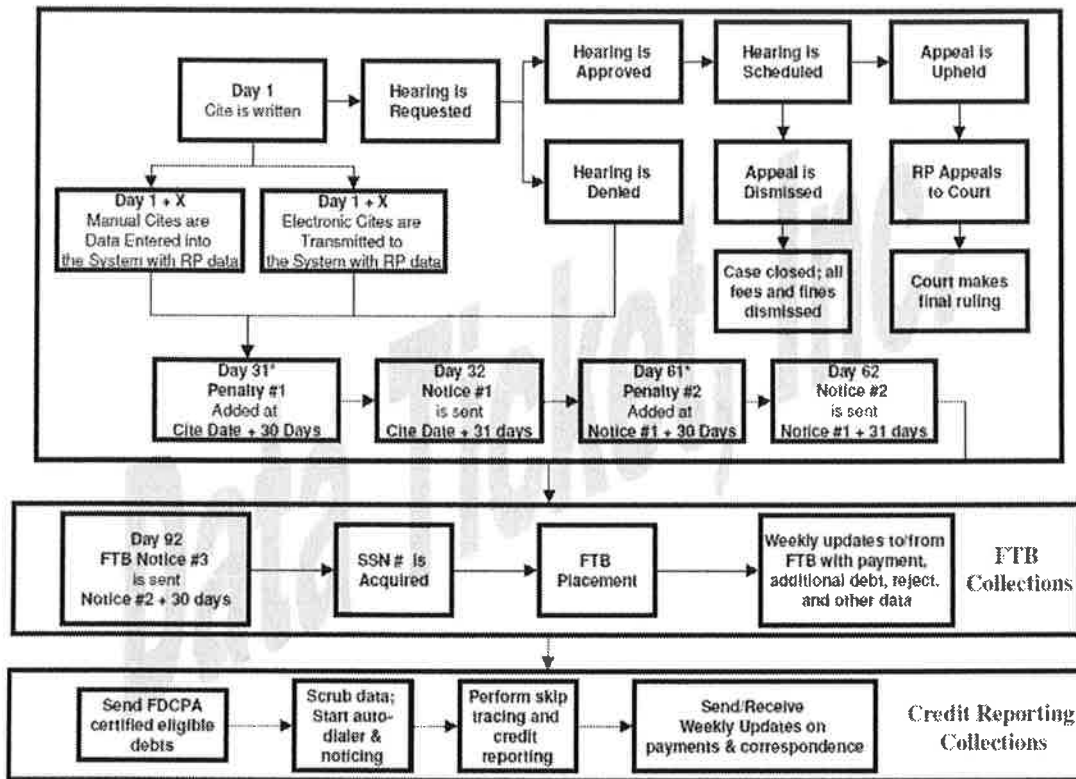
ISSUING A CITATION

The SSCSD's and communities' would benefit from the following procedure when investigating violations of KCMC violations:

1. Investigate allegations or observations of KCMC violations
 - a. Photograph/video/interview/document violations
2. Contact the violator and partner with them to mitigate the violation and, issue a preliminary written warning.
 - a. Allow for 30 days to rectify the violation
3. If violation continues, issue an administrative citation
4. To have parity with the County of Kern administrative citation program, the proposed bail/charge fees are as follows:
 - a. 1st citation = \$250
 - b. 2nd citation = \$500
 - c. 3rd citation = \$1,000

When an administrative citation is issued it should be due and payable within 30 days of the date issued. The fines are cumulative and citations may be issued every 30 days the violation exists.

PROCESS EXPLANATION GRAPH



HOW CONTRACTED COMPANY HANDLES PROCESS

The process for handling issued administrative citations are as follows:

- A copy of the citation is sent to The Company for collection on a daily/weekly basis within 7 days of issuance.
- Citations received from the Agency are keyed or entered electronically into The Company citation management database.
- The Violator has (per agency) days to pay or contest (appeal) the citation from the date of issue.
- If paid, payment will be entered on the Company system and deposited in Agency's bank account.
- Upon receipt of the citation for process, if no payment is made within the specified time (by Agency), the Company will mail a first notice of delinquency for payment.
- After (per Agency) days from the date of the first notice, if the citation remains unpaid, the Company will mail a second notice of delinquency for the total amount due (including any added penalties).
- After (per Agency) days from the date of the second notice, if the citation is unpaid, the Company will mail a final notice demanding payment.

This notice will indicate the future actions that will be taken to collect the fine including submitting the violator's name to the Franchise Tax Board for collection through the Interagency Intercept Program, and that additional processing costs may be added to the fine.

- After 30 calendar days from the date of the final notice, if the fine is still unpaid, the Company will place the citation on the Interagency Intercept Program list for submission at the appropriate time.
- The Company will then access social security numbers to attach to citations that are eligible for the program.
- All citations attached to the same social security number will be grouped together for submission, with a total amount due showing.
- Citations will be placed in the Program during the Company's normal file transfer to the Franchise Tax Board.
- When the Company places a citation with the Interagency Intercept Program the amount of the fines plus any additional charges will be included on the total amount due by the violator and may be paid in full or in part depending on the amounts available for dispersal.

PROCESS OF HEARING REQUESTS

- If violator wishes to contest the administrative citation, a toll free number will have been provided on the citation and upon calling the number the violator will be instructed to put their appeal in writing on a form supplied by The Company (or Agency) and post the entire amount of the bail.
- If an appeal is not directed to the Company but received by the Agency, the Agency will forward the appeal to the Company. A review will be scheduled and conducted and the decision will be sent to the citizen.
- When the appeal and bail are received within the time frame allowed, the violator will be scheduled for a hearing. This information will be transmitted to the Agency via fax and email. The violator will be notified that the appeal has been approved to go forward and will be notified of the time, date and place of the hearing.
- If the appeal is not received within the allowable time frame allowed and/or if the entire bail is not posted both the Agency and the violator will be notified that the appeal request has been denied.
- All supporting documentation will be requested by The Company from the Agency (including officer's notes and pictures) for the actual hearing.
- Following the hearing, the citizen will receive written confirmation of the decision of the Hearing Officer sent by certified mail with 10 days of the conclusion of the hearing. The Agency will be notified of the same via fax.
- If the citation is upheld, the information will include further instructions to the violator, including the time frame for a court appeal if the violator desires to continue to contest.
- If the citation is dismissed, the Agency and the violator will be notified and a refund will be generated for the posted bail.
- If there is no further appeal within the time frame allowed, the Agency will be notified of the outcome and the case closed.
- If the violator appeals to the court he is subject to pay the \$25.00 court-filing fee.
- The Company will notify the Agency and all supporting information for the case will be forwarded to the Agency for the court appearance.

- The court decision will be copied to The Company and any refund or correspondence required will be handled. If the court dismisses the citation, the Agency will be responsible for refunding the \$25.00 court-filing fee.
- The system will be updated with the appropriate information and the case closed.
- If there is no response to the notice of delinquency from the violator, the Agency will be notified for a decision on further action. Options include closing the citation unpaid, the Agency filing in small claims court against the violator or notification of the Interagency Intercept Program to attach any state tax returns or lottery winnings that would be paid to the citizen during the year.

HEARING OFFICER INFORMATION

The Hearing Officer will be an impartial official with previous experience in holding hearings and training on Municipal Code Enforcement and who has been trained according to the requirements for administrative hearings as mandated by the California legislature and has additional training from the adjudication manual. The Hearing Officer will not be compensated on a commission basis and there will be no connection between decisions and compensation for the job. Hearing Officers will be subject to review by the Agency at the Agency's expense.

The only responsibilities to be borne by the Agency are the provision of space for the in-person hearings to be held on a bi-monthly basis, the referral of the original citations and any requested supporting documentation for hearings, and the occasional appearance at a court hearing. The Company will provide forms, notices, correspondence, scheduling, documentation, database updates, tracking, reporting, banking, a toll-free number for violator questions, web site access, the Hearing Officer and all software and hardware required to handle the job efficiently and effectively. We are confident that the Agency will enjoy the benefits of this unique service.

APPLICABLE KCMC VIOLATIONS

Code:	Description:
KCMC 7.08.380(a)	Habitual barking or howling dog
KCMC 7.08.150	Dog running at large (leash law)
KCMC 7.08.110(i)	Failure to maintain enclosure
KCMC 8.28.080	Unlawful and unauthorized dumping (including dumpster)
KCMC 8.28.080(2),	Illegal Dumping
KCMC 8.28.50(1)	Salvaging Prohibited (Dumpster diving):
KCMC 8.44.050	Keeping premises free from creating a public nuisance
KCMC 8.46.120	Weed abatement
KCMC 9.36.020	Nuisance parties
KCMC 10.28.040	Abandoned, wrecked vehicle on private property
KCMC Sect. 3309, Chapt. 17.32, Title 17	Fireworks in Wildland-Urban Interface Fire Area
KCMC 9.20.010	Discharging BB or other projectile device in grossly negligent manner
KCMC 9.20.030	Discharging BB or other projectile device in Public park
KCMC 8.36.030	Noise control- construction sites, amplified sound etc.
KCMC 17.44.060	Living in temporary structures &/or travel trailers, campers etc.
KCMC 19.08.220	Occupied travel trailers/motorhomes on private property
KCMC 19.12.130	Yard or garage sales violations
KCMC 5.04.260	Posting of business licenses
KCMC 5.04.140	Business license contents
KCMC 5.04.010	Required business license
KCMC 5.76.020	Door to door sales

COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R) ENFORCEMENT

As a law enforcement agency, we are prohibited from enforcing CC&R's. However, the KCMC violations that most likely contribute to negative quality of life issues can be selected for enforcement purposes. The proposed resolution can be drafted in such a way that as new KCMC violations are created, they can be incorporated into the administrative citation program as well.

CALIFORNIA PENAL CODE SECTIONS

Certain California Penal Code sections can be incorporated into the administrative citation program, giving the issuing officer a wider range of enforcement options to mitigate quality of life violations.

SAMPLE CITATION (front)

DATE	TIME	A.M. P.M.	CASE #
<input type="checkbox"/> Business Owner		<input type="checkbox"/> Property Owner	
<input type="checkbox"/> Tenant		<input type="checkbox"/> Other	
NAME (First, Middle, Last)			
RESIDENCE OR MAILING ADDRESS			
CITY	STATE	ZIP Code	
LOCATION OF VIOLATION(S)			
DRIVER'S LICENSE	STATE	CLASS	DATE OF BIRTH
VEHICLE LICENSE OR VIN#		STATE	REG. MO./YR.
VEHICLE YEAR	MAKE	MODEL	BODY STYLE
COLOR			
MUNICIPAL CODE VIOLATION FINE:			
		1ST	2ND
		\$250	\$500
			3RD
			\$1000
1. 5.10.020	Noise level violation - school		
2. 10.02.170	Noise level violation - hospital		
3. 11/04.020	Curfew Violation		
4. 11.04.060	Noise level violation - church		
5. 11.70.030	Noise level violation – industrial zone		
6. 2501.16.1	Noise level violation – residential zone		
7. 8504	Public Nuisance		
8. 1204.2.2	Loud Noise		
	Administrative Fee		
TOTAL CITATION PENALTY DUE:			

COMPLIANCE ORDER

You must take the following required action(s) to correct the violation(s) _____.

_____.

You are ordered to correct or otherwise remedy the listed violation(s) by _____.

Issuing Enforcement Officer

Date of Service

Signature

Type of Service

- Personal
- Mail

SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION

SAMPLE CITATION (back)

IMPORTANT – READ CAREFULLY

Administrative Citation

The City of Stallion Springs Municipal Code Section XXXXXXX provides for the issuance of administrative citations for Municipal Code Violations. There are three levels of fines that can be issued for a violation. The fines, as indicated on the front of the citation are \$250 for the First Citation, \$500 for the Second Citation and \$1000 for the Third and subsequent Citations. These fines are cumulative and citations may be issued each day the violation exists. A warning (if issued) does not incur a fine and therefore is not appealable.

Payment

Payment must be made in full within XX calendar days of the issuance of the citation. Payment may be in the form of a cashier's check, money order or personal check. Do not send cash. Check should be made out to **The City of Stallion Springs**. Please indicate the citation number on your check. Payment may also be made on-line by credit/debit card at www.CitationProcessingCenter.com or by calling 1 (800) 969-6158. Use the attached pre-addressed envelope or mail payment to the following address:

City of Stallion Springs
C/O Citation Processing Center
P.O. Box 7275
Newport Beach, CA 92658-7275

Consequences of Failure to Pay the Fine

If payment is not received within XX calendar days of the issuance of the citation, an additional late fee of XXXXXXX will be added to the amount and must be received within 60 calendar days of the date of issuance of the citation. An additional late fee of XXXXX will be added after XX days.

Right of Appeal

Any recipient of an administrative citation may contest the violation(s) by filing an appeal. The total amount of the fine, along with the completed appeal form, must be received within XX **calendar days** of the issuance of the citation. File your written request to appeal this citation, include the total amount of the fine and mail to the same above address. **Please include your reasons for the appeal.** The failure to pay the total amount of the fine or complete and attach the appeal letter shall render the appeal incomplete. The violator shall then be responsible for the total amount of the fine. You will be notified upon the acceptance of your appeal and of your hearing date.

Consequences of Failure to Pay the Penalty Amount and Correct Violations

The failure of any person to pay the penalty assessed by the Administrative Citation within the time specified on the citation or on the invoice from the Revenue Collector may result in Notification to the State Franchise Tax Board, or The City pursuing any legal remedies to collect civil penalties. Payment of the citation does not relieve the responsibility to correct the violation(s).

If You Need Further Clarification – about payment or appeal of this citation, please call 1 (800) 969-6158.

If You Need Further Information About How To Comply – with the City of Stallion Springs Municipal Code Violations, please contact the City XXXXXXX Department.

Recommendation: I recommend that the SSCSD Board of Directors review the information provided and approve or disapprove the drafting of a resolution regarding the proposed SSCSD/SSPD administrative citation program. I can provide draft resolutions to be used as examples.



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

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

AGENDA SUPPORTING INFORMATION

Agenda #6

Subject: Budget narrative and review of Fiscal year 2015-16

Submitted by: Lori Rodgers- General Manager

Meeting Date: September 20, 2016

Background: Annual review of District revenues and expenditures for the 2015-16 Fiscal Year.

In developing the Fiscal year 2015-2016 Budget for the Stallion Springs Community Services District, staff reviewed historical revenues and expenditures; assessed all department line items and sought to establish a budget based on current trends and District needs. The budget narrative for fiscal year 2015-16 is attached.

Recommendation: Board review of budget narrative and direct staff to address any budget issues or concerns. No action required.

BUDGET NARRATIVE FOR FISCAL YEAR 2015-2016

Submitted by General Manager Lori Rodgers

Over view: The annual budget is a financial plan and legal requirement for the Stallion Springs Community Services District. This plan gives district staff and the Board of Directors a guideline for expenditures and revenues for the fiscal year. Budgets may be amended during the fiscal year to reflect unexpected circumstances that may occur, such as: unanticipated expenses or emergency situations.

The budget is reviewed monthly by CSD staff and Board members to monitor the financial position of the District and how it compares to the anticipated revenues and expenses of the District.

When developing the 2016-17 budget for the Stallion springs Community Services District, past revenues and expenditures were reviewed; all Department line items, current trends, and District needs were considered by staff.

Budget Item Worksheets were utilized to estimate and note any specific needs or expectations. The worksheets provide a historical documentation and/or explanation of expenditures and revenues. Revenues are budgeted conservatively and realistic regarding expenditures.

Overall, for the 2015-16 fiscal year, total revenues were \$2,572,183.98, 9.8% over budget and total expenses were \$2,042,632.38, 8.5% under budget. The remaining funds of \$529,551.16 were transferred to respective General Fund and Capital Improvement Funds as year End Transfers.

Revenues:

Total District Revenues = \$2,572,183.98 and 9.8% over budgeted revenues.

Tax Revenues: 5.7% over budget due to:

Current property tax revenue = \$633,450.68 over budget 3.8%, increased construction & land values

Unsecured Property tax revenue= \$66,504.41 over budget 25.5%,

Road Assessment Revenue= \$333,877.62 and 3% over budgeted income

Water Revenue= \$713,002.33 and 1.4% below budgeted income

Domestic water sales = loss of \$53,784.53 due to mandatory conservation regulations

Water capacity fees= \$65,700.00 and 200% over budget due to new construction and increased capacity fees.

Water connection fees= \$4,513.20 and 28.9% over budget due to new construction and increased connection fees.

Sewer Revenue= \$427,455.13 and 3.9% over budget

Sewer service charges= \$252,937.85 and 5.4% over budget

Sewer availability current charges= \$8,617.20 and 2.6% over budget

Miscellaneous Revenue= \$265,497.08 and 21.7% over budget

Interest from capital improvement= \$11,116.47 and 158.5% over budget

Penalties= \$14,724.38 and 9.1% over budget

Park Program Revenue \$17,308.02 and 44.2% over budget

Police Revenue – \$1.03 and 100% of budget

Mailbox Revenue- \$40.41 and 100% of budget

Tax Lien DLQ Revenue- \$1343.65 and 100% of budget

PD/Admin Bldg. - Revenue \$121,263.35 and 100% budget

Last year for PD/Admin Bldg. revenue paid off loan

Inactive Flat Charges/Water&Sewer- \$2,572,183.98 and 9.8% over budget

EXPENSES:

Total Expenses- \$2,042,632.38 and 8.5% under budget

Personnel expenses- \$1,223,925.27 and 7.4% under budget.

Expenses were down due to open position of Chief Waste Water Operator and Lead Water Operator. An additional Water Operator position was filled during 2015 and Chief Waster Water Operator position was held by part time employee and outside services. One full time Additional Full time Maintenance position was vacated in 2015.

Parks & Rec. Coordinator position was funded thru VOLT.

Non-payroll employee expenses were 48.6% over budget due to P&R Co-ord. position was on VOLT payroll.

CalPERS CSD expenses were 8.5% over budget due to payments due for new employee during probationary periods.

General & Administrative- \$107,805.43 and 30.3% under budget

Maintenance and Repair expenses were 82.9% under budget.

Training, travel and Certs expenses were 42.3% under budget due to scholarships for expenses.

Utilities Expense-

Total Expenses- \$119,960.14 and 11.1% under budget

Electric was 19% under budget due to employee consideration, new low energy parking lot lights.

Natural gas expense was 26.6% under budget due to low cost and warmer weather (pool).

Propane expenses were 15.3% over budget.

Telephone expenses were 44.5% over budget. More employee cell phones.

Rolling Stock & Equipment

Total expenses- \$44,456.07 and 30.9% under budget

Fuel costs were 27.6% under budget due to decline in fuel costs.

Supplies

Total expense- \$166,733 and 19.3% under budget

Water meter purchases 42.4% under budget

Road patch costs were 45.1% under budget

Janitorial supplies were 8.4% over budget

Supplies and Materials were 6.5% over budget

Outside Services

Total expense- \$303,671.74 and under budget 8.1%

Legal expenses were 36.9% under budget

Engineering expenses were 15.1% under budget

Audit expenses were 23.9% under budget

Election expenses were 35.9% over budget

Radio/repeater/Cellphone expenses were 39.2% over budget

Rent/Lease equipment expenses were 126.5% over budget

Due to rentals for WWTP

Employee physicals expenses were 76.7% over budget

Due to employee turn around and new employees

Service fees for payroll expenses were 31.4% under budget

Due to more part time employees on VOLT

Parks& Recreation

Total Expenses- \$22,259.18 and 14.1% over budget

Program and Event expenses were 88% over budget but offset by revenues.

Total expense- \$53,730.74 and 100% of budget

Capital Expenses

Total Capital Expense- \$33,568.47 and 37.6% under budget



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

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

AGENDA SUPPORTING INFORMATION

Agenda #7

Subject: Employee Handbook Revision

Submitted by: Lori Rodgers, General Manager

Meeting Date: September 20, 2016

Background: The Stallion Springs Community Services Handbook is a policy manual that defines District policies for all its employees and has not been review or revised since 2003. Employees are given a copy of the handbook upon employment with the District. This employee Handbook has been updated and revised by Jerry Pearson of Young/Wooldridge and Associates.

Recommendation: The Board establish an Ad Hoc Committee to review the revised employee handbook and report to the Board any findings at the October 18, 2016 Regular Board meeting.

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

TUESDAY, AUGUST 22, 2016 @ 3:00 PM

DRAFT

Call to Order: Chair Lamkin
Flag Salute: Director Young
Roll Call: Present: Directors Gordon, McLaughlin, Wellman,
Young, and Chair Lamkin
Absent: None

Note: Go, La, Mc, We and Yo are abbreviations for Directors Gordon, Lamkin, McLaughlin, Wellman and Young respectively. For example: Go;Yo denotes Director Gordon made the motion and Director Young 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.

- 1) RESERVED FOR PRESIDENT'S COMMENTS AND ADDENDUM.
- 2) PUBLIC PRESENTATIONS. No action taken.
- 3) BOARD MEMBER ITEMS. No action taken.
- 4) REVIEW AND BOARD ACTION REGARDING THE WILL SERVE LETTER FOR THE PROPOSED LODGE AT HORSE THIEF. Mc-"I make a motion to issue a new conditional will serve letter based on the different process & timing of payments as presented in ASI #4." Mc;Yo. All Ayes. Chair Lamkin- "Motion is CARRIED."
- 5) REVIEW AND BOARD APPROVAL FOR ADDITIONAL AUDITING SERVICES TO BE PROVIDED BY BARTEL ASSOCIATES LLC FOR THE GASB 68 REPORTING REQUIREMENTS. Yo-"I move we approve the district's financial reporting costs from Bartel Associates LLC for the GASB 68 at a cost not to exceed \$3,000 from GL 01 5673." Yo;We. All Ayes. Chair Lamkin- "Motion is CARRIED."
- 6) MOTION TO ADJOURN. Yo- "I move that we adjourn this meeting." Yo;Go.

Signed:

Attest:

Clydell Lamkin, President
Board of Directors

Lori Rodgers, General Manager
Stallion Springs C.S.D

STALLION SPRINGS COMMUNITY SERVICES DISTRICT
MINUTES

FOR THE BOARD OF DIRECTORS REGULAR MEETING

TUESDAY, AUGUST 16, 2016 @ 6:00 PM

DRAFT

CLOSED SESSION 5:00 PM

- 1) LICENSE/PERMIT DETERMINATION, 1 APPLICANT
(B) WITH RESPECT TO EVERY ITEM OF BUSINESS TO BE
DISCUSSED IN CLOSED SESSION PURSUANT TO SECTION 54956.8.
Nothing to report.

OPEN SESSION 6:00 PM

Call to Order:		Chair Lamkin
Flag Salute:		Director Young
Roll Call:	Present:	Directors Gordon, McLaughlin, Wellman, Young, and Chair Lamkin
	Absent:	None

Note: Go, La, Mc, We and Yo are abbreviations for Directors Gordon, Lamkin, McLaughlin, Wellman and Young respectively. For example: Go;Yo denotes Director Gordon made the motion and Director Young 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.

- 1) RESERVED FOR PRESIDENT'S COMMENTS AND ADDENDUM.
- 2) PUBLIC PRESENTATIONS. No action taken.
- 3) BOARD MEMBER ITEMS. No action taken.
- 4) RACE COMMUNICATIONS UPDATE-PRESENTATION BY RAUL ALCARAZ/RACE TEAM MEMBER. Conflict in schedule. Reschedule for September.
- 5) REVIEW AND POSSIBLE ACTION REGARDING WILL SERVE LETTER FOR WATER AND SEWER SERVICES REGARDING THE LODGE AT HORSETHIEF PROJECT. Lawyer unable to attend. Reschedule for September.
- 6) APPROVAL OF \$17,000 FOR TASK #2016-02 FROM PROVOST AND PRITCHARD FOR CONSULTING SERVICES REGARDING AERATOR REPLACEMENT AT THE

WASTE WATER TREATMENT PLANT. Yo-“I move that we approve \$17,000 for the consultation regarding the purchase of new aerators for the waste water treatment plant from GL #05-8019 due October 1, 2016.” Yo;Mc. All Ayes. Chair Lamkin- “Motion is CARRIED.”

- 7) APPROVAL OF RESOLUTION 2016-19 RECOGNITION OF CHIEF MICHAEL GRANT ON GRADUATING FROM COMMAND COLLEGE. Yo-“I move we approve Resolution No. 2016-19.” Yo;We. All Ayes. Chair Lamkin- “Motion is CARRIED.”
- 8) APPROVAL OF THE TRANSFER OF DISTRICT FUNDS TO FUND THE CONTINUED OPERATIONS AND CAPITAL EXPENDITURES OF THE STALLION SPRINGS COMMUNITY SERVICES DISTRICT. Go-“I make a motion to approve the transfer of these funds.” Go;Yo. All Ayes. Chair Lamkin- “Motion is CARRIED.”
- 9) APPROVAL OF THE JULY 19, 2016 REGULAR BOARD MEETING MINUTES, THE JULY 28, 2016 SPECIAL BOARD MEETING MINUTES AND THE AUGUST 2, 2016 SPECIAL BOARD MEETING MINUTES. Mc- “I move that we approve the minutes.” Mc;Go. All Ayes. Chair Lamkin- “Motion is CARRIED.”
- 10) APPROVAL OF CHECKS #5412 THROUGH #5488 IN THE AMOUNT OF \$163,974.11 AND APPROVAL OF THE CALPERS RETIREMENT PAYMENTS. Yo-“I move that we approve the checks and the CalPERS Retirement Payments.” Yo;We. All Ayes. Chair Lamkin- “Motion is CARRIED.”
- 11) FINANCIAL REPORT. “Financial Report RECEIVED AND FILED.”
- 12) POLICE REPORT. “Police Report RECEIVED AND FILED.”
- 13) GENERAL MANAGER'S REPORT. “Manager’s Report RECEIVED AND FILED.”
- 14) MOTION TO ADJOURN. Yo- “I move that we adjourn this meeting.” Yo;Go.

Signed:

Clydell Lamkin, President
Board of Directors

Attest:

Lori Rodgers, General Manager
Stallion Springs C.S.D



EST.1970

STALLION SPRINGS COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING TUESDAY, SEPT 20, 2016

FINANCIAL INFORMATION

Due to the lack of a full time Administrative Assistant the Accounts Payable have not yet been completed for the month of August. Until the completion I can't provide the Board with the monthly and yearly Profit and Loss Financial Statements.

I'm unable to provide the staff with Budget vs Actuals until we have an approved Budget for FY 16-17. I also can't provide the Board with the Totals from the Budget vs Actuals for Board Packet until this has been completed.

Jenni Morris
Financial Officer



POLICE REPORT

Monthly Statistical Report



Month Covered: August, 2016
Prepared By: Chief of Police Michael J. Grant, SSPD

Monthly Statistics:

Stallion Spring Police:	
Arrests:	1
Citations Issued:	1
Reports:	68
Calls for Service:	43
On Call, Call Outs:	4
Want & Warrant Checks:	21
Officer Initiated Investigations:	91
Field Interviews:	2
Impounds:	1
Medical Assist:	2
Stallion Springs Police Volunteers (CSU):	
Vacation House Checks:	90
Infrastructure Checks:	25
School Bus Stop Checks:	5

- An SSPD officer was called out while off-duty for a missing male juvenile. The officer searched the area and located the juvenile while performing a traffic stop on a suspicious vehicle in Stallion Springs. The officer returned the juvenile safely to his parents.
- An SSPD officer was called out while off-duty for a call of suspicious persons in the area of Crofun Street in Stallion Springs. The officer located the subjects and discovered that they were playing on the "Pokémon" app. The officers advised the subjects and notified the reporting persons.
- A Stallion Springs resident reported an alleged trespassing was committed by their neighbor on Cavalcade Street. The officer responded and determined that the incident was a civil dispute.
- A Stallion Springs resident reported an alleged trespassing was committed by their neighbor on Piebald Street. The officer responded and determined that the incident was a civil dispute.
- SSPD received a complaint of a loose pig causing damage on Buckpasser Drive in Stallion Springs. An SSPD officer contacted Kern County Animal Services who captured the pig.
- SSPD has submitted an invoice to a realty company handling the Buckpasser Drive location in the amount of approximately \$6,500.00. SSPD has been notified that the amount will be paid to the SSPD upon final sale of the property.

- An SSPD officer responded to a call of a neighbor dispute on St. Andrews Drive. The officer kept the peace and advised both parties.
- SSPD received numerous complaints and observations regarding field workers poor driving and parking habits. Sgt. Crowell contacted the various field worker supervisors and advised them of the ongoing issues and the importance of addressing these issues with the field workers.
- SSPD performed a residential burglary investigation on Greenhorn Drive.
- SSPD Officer completed his child annoying/molestation investigation. A \$1,000,000.00 warrant has been issued for the arrest of the subject.
- An SSPD officer responded to a call of possible juveniles firing a pellet gun in a residential section of Stallion Springs. The officer responded, contacted the juveniles and counseled them on safe pellet gun and firearms practices.
- SSPD provided a tour of the SSPD station for a student's home school project.
- An SSP officer responded to a medical aid call in Stallion Springs for a pregnant female who lost consciousness. The officer rendered aid until medical aid arrived on scene.
- SSPD warned a subject regarding Kern County Municipal Code violations for the items he placed on his property in public view on Spyglass Drive. The subject complied and removed the items within the time allotted.
- SSPD Officer James Best Jr. received the following department commendation:

"During the month of August, 2016, Stallion Springs Police Officer James Best II was called to a residential peace disturbance in the township of Stallion Springs. The disturbance was caused by a male juvenile, who in a fit of uncontrollable rage, destroyed property in the home by punching a hole in the wall. Officer Best, using his calm demeanor and negotiating skills, was able to calm the juvenile down and detain him without incident. Officer Best then took the time to counsel the juvenile about his anger control issues and provided him alternative methods to deal with his anger in the future.

Not stopping there, Officer Best made many follow-up visits to the juvenile's home to check his welfare and to monitor his progress in making better decisions. Officer Best instructed the juvenile on how to fix the damage he caused in the home, showing him how to patch the hole correctly, and sand and paint the finished patch. Throughout these contacts, the juveniles mother expressed to Officer Best her sincere thanks for handling the situation so professionally, but most importantly so empathetically. She stated that she believed Officer Best was truly concerned for the welfare of her child.

In learning of his interactions throughout the handling of his contacts with the juvenile and his family, I was not surprised to find Officer Best's approach to this call. I have observed on numerous occasions, that Officer Best is consistently an advocate for bettering people's lives, for providing heartfelt and sound advice to juveniles, and for mentoring young adults to become better and more productive citizens.

Officer James Best II is to be highly commended for his patience, sensitivity, professionalism and empathy in the handling of this and many calls involving our young citizens. He is a credit to the Stallion Springs Police Department."

- SSPD officers completed in-house Sexual Harassment and Workplace Violence training.
- SSPD Officer James Best Jr. completed his California POST mandated Perishable Skills Training at the Fresno Police Department Academy (POST reimbursable course).

GENERAL MANAGER'S REPORT

August 2016

Submitted by Lori Rodgers/General Manager

- Conditional Will Serve Letter issued to Oak Tree Affiliates for water and sewer services for new construction of the The Lodge at Horse Thief. Oak Tree Affiliates has applied to Kern County Planning for a Conditional Use Permit.
- Administrative Secretary, Becky Sipes' will be leaving the District. Becky will stay on part time to assist in training the new Office Administrative Secretary, Judith Quijada. Judith will begin on September 19th, 2016.
- CC&R violation letter follow ups- to 30150 Piebald Ct., 17760 Churchill, and 28730 Delaware.
- Kern County Environmental Health contacted the district in regards a well drilled a 20 acre parcel at the end of Cedar Canyon Drive. Kern Co. Environ. Health issued a permit for the well before they had received an approval letter from SSCSD. Working with Kern County Environmental Health and Kern County Assessor's office to confirm is parcel is within District boundaries. Reviewed District Ordinances and CC&Rs then met with Mr. Kent Turner to discuss the issuance of an approval letter for an additional well.
- Water line rupture on Wapiti Ct. 8/14/16 - Approx. water loss is 79,000 gallons and notified Tehachapi Cummings County Water District. Field staff worked from 11am until 10pm on Sunday 8/14/16. Boil water notices were sent to residents in that area. Water samples were taken and lab results came back negative. Safe water notices were sent out to residents.
- M&I Water judgement- attended the M&I stakeholder meeting with the Ag group. SSCSD and BVSCSD are willing to accept the .3 water allotment for single family residences. Properties that are partially in and out of the basin will be allocated depending on water usage that occurs on the portion with in the basin. The Ag Group has requested that Water Master (TCCWD) to reduce the water allocation to 2990 AFY in annual increments for the next 3 to 5 years, the current proposal is one reduction to 2990 AFY starting in 2017. Upon Ernest's recommendation, the SSCSD would support the incremental reductions over 3 to 5 years.
- Contacted the Kern County Assessor's office about the legal ownership of CSD properties. The parcel that the CSD/PD building and Community Center are located has listed Kern County as owner. KC Assessor's office has changed the legal ownership to Stallion Springs CSD.
- Obtained three cost estimates for pool repairs. Contractors agreed that the pool did not need re-plastering. Cost estimates were for repairing the waterline tiles, acid washing the inside of the pool, replacing the coupling around the pool deck, repairing small cracks on the pool steps and repairing one hand rail.
- Road striping estimates are being obtained by Ian Parks/Rhuettgers&Schuler, Civil Engineers. Road striping for all District Roads is scheduled to begin in October.
- Filed staff is preparing for valve repairs on both Plant#1 and Plant#2 at the Waste Water Treatment Facility. Aerator project is in the engineering phase with Provost and Pritchard.

TRANSFER STATION

Roll-offs

28 x 50 cu yd. bins
= 1,400 cu yards/175.96 tons

Total Cost:

\$8,282.30

WATER DEPARTMENT

Amount of water produced August 2016:

Well Production:

CV Well #1	14,586,703	77%
CV Well #2	1,996,711	10%
Y-23	772,744	4%
Leisure	1,653,100	9%
P-17	0	0%
Bold Venture N.	0	0%
Buckpasser	0	0%
Benz	0	0%
Bornt	0	0%

Note**515,461 gallons from CV Well #1 was not utilized for potable water in July 2016**

Total July 2016 Production: 19,009,258 100%

Water History of Production:

July 2016	19,281,900
August 2015	16,481,436
August 2014	18,221,194
August 2013	22,208,561
August 2012	21,101,618
August 2011	20,167,510
August 2010	21,931,232
August 2009	22,306,526
August 2008	22,219,848
August 2007	22,217,732
August 2006	22,166,000

WASTEWATER

Wastewater Treatment Plant Effluent Flows

August 2016	2,108,000	Gallons
August 2015	1,574,000	Gallons
August 2014	1,857,000	Gallons
August 2013	1,831,000	Gallons

ART COM

Fences-1
New Homes-2
Paint-1
Shed-1