



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, JULY 18, 2017

OPEN SESSION @6:00 pm

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) **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.
- 3) **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.

- 4) Approval of the June 20, 2017 Regular Board Meeting Minutes.
- 5) Due to the end of Fiscal Year and current outstanding invoices, the June Financial Reports will be available at the August 15, 2017 Regular Board Meeting.
- 6) Approval to adjust the Title 3 salary scale for all employees for the 2% COLA increase.
- 7) Approval to adjust the Police Chief job description and associated wage scale pay range.
- 8) Approval to adjust the General Manager job description and associated wage scale pay range.
- 9) Police Report
- 10) General Manager's Report
- 11) 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, Jon Curry, 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 July 14, 2017

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

TUESDAY, JUNE 20, 2017

DRAFT

CLOSED SESSION

- 1) PERSONNEL: Government Code §54957.6 General Manager- No action taken.

OPEN SESSION

Call to Order: Chair Gordon
Flag Salute: Director Young
Roll Call: Present: Directors Lamkin, McLaughlin, Wellman,
Young, and Chair Gordon
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) PUBLIC HEARING FOR FINDING, DETERMINING, AND DECLARATION OF ANTICIPATED DISTRICT REVENUES AND EXPENSES FOR THE FISCAL YEAR 2017/2018. Chair Gordon declared the Public Hearing Open. There were no verbal and no written comments. The Public Hearing was closed.
- 5) BOARD APPROVAL OF RESOLUTION NO. 2017-11, FINDING DETERMINING AND DECLARING ANTICIPATED DISTRICT REVENUES AND EXPENSES FOR FISCAL YEAR 2017/2018 AND ESTABLISHING ASSESSMENTS THERTO. Yo-"I move that we approve Resolution No. 2017-11." Yo;We. All Ayes. Chair Gordon- "Motion is CARRIED."
- 6) PUBLIC HEARING FOR PROP. 218 PROPOSED WATER RATE INCREASE. Chair Gordon declared the Public Hearing Open. There were several verbal and 289 written protests/comments. The Public Hearing was closed.

- 7) BOARD APPROVAL OF RESOLUTION NO. 2017-12, CERTIFYING THE RESULTS OF THE PROPOSITION 218, WATER RATE INCREASE. Mc-"I move we approve Resolution No. 2017-12 a Resolution certifying the results of the Proposition 218, water rate increase." Mc;La. All Ayes. Chair Gordon- "Motion is CARRIED."
- 8) PUBLIC HEARING FOR ROAD ASSESSMENT CHARGES FOR FISCAL YEAR 2017/2018. Chair Gordon declared the Public Hearing Open. There were two verbal and no written comments. The Public Hearing was closed.
- 9) BOARD APPROVAL OF RESOLUTION NO. 2017-13, A RESOLUTION ESTABLISHING ROAD ASSESSMENT CHARGES FOR FISCAL YEAR 2017/2018. La-"I make a motion to approve Resolution No. 2017-13." La;We. All Ayes. Chair Gordon- "Motion is CARRIED."
- 10) PUBLIC HEARING FOR WATER STANDBY/AVAILABILITY CHARGES FOR FISCAL YEAR 2017/2018. Chair Gordon declared the Public Hearing Open. There were no verbal and no written comments. The Public Hearing was closed.
- 11) BOARD APPROVAL OF RESOLUTION NO. 2017-14, A RESOLUTION ESTABLISHING WATER STANDBY/AVAILABILITY CHARGES FOR FISCAL YEAR 2017/2018. Yo-"I make a motion to approve Resolution No. 2017-14." Yo;We. All Ayes. Chair Gordon- "Motion is CARRIED."
- 12) PUBLIC HEARING FOR SEWER STANDBY/AVAILABILITY CHARGES FOR FISCAL YEAR 2017/2018. Chair Gordon declared the Public Hearing Open. There were no verbal and no written comments. The Public Hearing was closed.
- 13) BOARD APPROVAL OF RESOLUTION NO. 2017-15, A RESOLUTION ESTABLISHING SEWER STANDBY/AVAILABILITY CHARGES FOR FISCAL YEAR 2017/2018. We-"I make a motion to approve Resolution No. 2017-15." We;Yo. All Ayes. Chair Gordon- "Motion is CARRIED."
- 14) PUBLIC HEARING FOR SPECIAL TAX FOR POLICE PROTECTION SERVICES FOR FISCAL YEAR 2017/2018. Chair Gordon declared the Public Hearing Open. There were no verbal and no written comments. The Public Hearing was closed.
- 15) BOARD APPROVAL OF RESOLUTION NO. 2017-16, ESTABLISHING A SPECIAL TAX FOR POLICE PROTECTION SERVICES FOR FISCAL YEAR. La-"I make a motion to approve Resolution No. 2017-16." La;We. All Ayes. Chair Gordon- "Motion is CARRIED."
- 16) PUBLIC HEARING IN REGARD TO COLLECTING CHARGES AND PENALTIES FOR WATER, SEWER AND SOLID WASTE CHARGES THAT ARE DELINQUENT FOR THE PROPERTIES LISTED IN EXHIBIT A AND DIRECTION FROM THE BOARD OF DIRECTORS IN REGARD TO PLACING CHARGES ON THE 2017/2018 KERN COUNTY PROPERTY TAX ROLL. Chair Gordon declared the Public Hearing Open. There were no verbal and no written comments. The Public Hearing was closed.

- 17) BOARD APPROVAL OF RESOLUTION NO. 2017-17, A RESOLUTION APPROVING FINANCIAL OFFICER'S REPORT IN REGARD TO THE PLACEMENT OF CHARGES AND PENALTIES ON THE 2017/2018 KERN COUNTY TAX ROLL IN ACCORDANCE WITH GOVERNMENT CODE SECTION 6115 (B). Yo-"I move we approve Resolution No. 2017-17." Yo;Mc. All Ayes. Chair Gordon- "Motion is CARRIED."
- 18) PUBLIC HEARING IN REGARD TO THE COLLECTION OF INACTIVE WATER CHARGES TO BE PLACED ON THE 2017/2018 KERN COUNTY PROPERTY TAX ROLL. Chair Gordon declared the Public Hearing Open. There were no verbal and no written comments. The Public Hearing was closed.
- 19) BOARD APPROVAL OF RESOLUTION NO. 2017-18, A RESOLUTION APPROVING THE PLACEMENT OF WATER FLAT CHARGES FOR INACTIVE ACCOUNTS ON THE 2017/2018 KERN COUNTY TAX ROLL IN ACCORDANCE WITH GOVERNMENT CODE SECTION 6115 (B). La-"I move we approve Resolution No. 2017-18." La;We. All Ayes. Chair Gordon- "Motion is CARRIED."
- 20) PUBLIC HEARING IN REGARD TO THE COLLECTION OF INACTIVE SEWER CHARGES TO BE PLACED ON THE 2017/2018 KERN COUNTY PROPERTY TAX ROLL. Chair Gordon declared the Public Hearing Open. There were no verbal and no written comments. The Public Hearing was closed.
- 21) BOARD APPROVAL OF RESOLUTION NO. 2017-19, A RESOLUTION APPROVING THE PLACEMENT OF SEWER FLAT CHARGES FOR INACTIVE ACCOUNTS ON THE 2017/2018 KERN COUNTY TAX ROLL IN ACCORDANCE WITH GOVERNMENT CODE SECTION 6115 (B). We-"I move we approve Resolution No. 2017-19." We;Yo. All Ayes. Chair Gordon- "Motion is CARRIED."
- 22) BOARD APPROVAL OF RESOLUTION NO. 2017-20, A RESOLUTION TO TRANSFER FUNDS UNAPPROPRIATED AS OF JUNE 30, 2017 TO VARIOUS CONTINGENCY/CAPITAL RESERVE ACCOUNT AND TO ESTABLISH THE APPROPRIATION LIMIT FOR FISCAL YEAR 2017/2018. Yo-"I make a motion to approve Resolution No. 2017-20." Yo;We. All Ayes. Chair Gordon- "Motion is CARRIED."
- 23) AWARD OF CONTRACT FOR ENHANCED WEED ABATEMENT ON UNIMPROVED PROPERTY. La-"I make a motion to approve the contract for the Enhanced Weed Abatement Program on Unimproved Property." La;Yo. All Ayes. Chair Gordon- "Motion is CARRIED."
- 24) APPROVAL OF MAY 16, 2017 REGULAR BOARD MEETING MINUTES. Yo-"I move that we approve the minutes." Yo;Mc. All Ayes. Chair Gordon- "Motion is CARRIED."
- 25) APPROVAL OF CHECKS IN THE AMOUNT OF \$118,973.86 AND APPROVAL OF THE CALPERS RETIREMENT PAYMENTS. Yo-"I move that we approve the checks and the CalPers payments." Yo;La. Chair Gordon- "Motion is CARRIED."

26) FINANCIAL REPORT. "Financial Report RECEIVED AND FILED."

DRAFT

27) POLICE REPORT. "Police Report RECEIVED AND FILED."

28) GENERAL MANAGER'S REPORT. "Manager's Report RECEIVED AND FILED."

29) MOTION TO ADJOURN. La-"I move we adjourn this meeting."

Signed:

Ed Gordon, President
Board of Directors

Attest:

Vanessa Stevens, Board Secretary
Stallion Springs C.S.D

STALLION SPRINGS
COMMUNITY
SERVICES DISTRICT

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

TO: Board of Directors

FROM: Jenni Morris, Financial Officer

SUBJECT: June 2017 Financials and Accounts Payables

Due to this month being the last month of the fiscal year, we need to enter all expenses into the proper fiscal year. Due to outstanding invoices that belong to June, we are leaving the books open for now, and are unable to have reports ready for the July 18th Board meeting.

We will submit June and July's payables at next months meeting. If you have any questions, please do not hesitate to contact me.



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:** Approval to adjust Title 3 salary scale for all employees for the 2% COLA increase.
- Submitted by:** Jon Curry, General Manager
- Meeting Date:** July 18, 2017
- Background:** At the February 2017 Board of Directors meeting the Board approved a 2% COLA increase for all employees. This was budgeted into the FY 17/18 budget for all departments.
- Recommendation:** Approval to adjust the Title 3 salary ranges to reflect the Board approved 2% COLA increase for all employees.

TITLE 3 EXHIBIT A
(Employee Compensation Schedule)

Effective: JULY, 2017

A 2.25% COLA APPLIED TO PREVIOUS SCHEDULE OF August 1, 2014

PERIOD:	HOURLY	BI-MONTHLY	MONTHLY	HOURLY	BI-MONTHLY	MONTHLY	HOURLY	BI-MONTHLY	MONTHLY	HOURLY	BI-MONTHLY	MONTHLY	HOURLY	BI-MONTHLY	MONTHLY
RANGE/STEP:	A	A	A	B	B	B	C	C	C	D	D	D	E	E	E
10	8.72	697.22	1,510.65	9.12	729.75	1,581.13	9.56	764.78	1,657.02	10.01	800.64	1,734.72	10.49	839.00	1,817.84
11	9.12	729.75	1,581.13	9.56	764.78	1,657.02	10.01	800.64	1,734.72	10.49	839.00	1,817.84	10.99	879.04	1,904.58
12	9.56	764.78	1,657.02	10.01	800.64	1,734.72	10.49	839.00	1,817.84	10.99	879.04	1,904.58	11.51	920.74	1,994.93
13	10.01	800.64	1,734.72	10.49	839.00	1,817.84	10.99	879.04	1,904.58	11.51	920.74	1,994.93	12.06	964.94	2,090.70
14	10.49	839.00	1,817.84	10.99	879.04	1,904.58	11.51	920.74	1,994.93	12.06	964.94	2,090.70	12.64	1,010.81	2,190.08
15	10.99	879.04	1,904.58	11.51	920.74	1,994.93	12.06	964.94	2,090.70	12.64	1,010.81	2,190.08	13.27	1,061.68	2,300.31
16	11.51	920.74	1,994.93	12.06	964.94	2,090.70	12.64	1,010.81	2,190.08	13.27	1,061.68	2,300.31	13.88	1,110.05	2,405.12
17	12.06	964.94	2,090.70	12.64	1,010.81	2,190.08	13.27	1,061.68	2,300.31	13.88	1,110.05	2,405.12	14.54	1,163.43	2,520.77
18	12.64	1,010.81	2,190.08	13.27	1,061.68	2,300.31	13.88	1,110.05	2,405.12	14.54	1,163.43	2,520.77	15.24	1,219.31	2,641.83
19	13.27	1,061.68	2,300.31	13.88	1,110.05	2,405.12	14.54	1,163.43	2,520.77	15.24	1,219.31	2,641.83	16.00	1,280.19	2,773.75
20	13.88	1,110.05	2,405.12	14.54	1,163.43	2,520.77	15.24	1,219.31	2,641.83	16.00	1,280.19	2,773.75	16.77	1,341.91	2,907.46
21	14.54	1,163.43	2,520.77	15.24	1,219.31	2,641.83	16.00	1,280.19	2,773.75	16.77	1,341.91	2,907.46	17.59	1,406.96	3,048.41
22	15.24	1,219.31	2,641.83	16.00	1,280.19	2,773.75	16.77	1,341.91	2,907.46	17.59	1,406.96	3,048.41	18.46	1,477.01	3,200.20
23	16.00	1,280.19	2,773.75	16.77	1,341.91	2,907.46	17.59	1,406.96	3,048.41	18.46	1,477.01	3,200.20	19.33	1,546.24	3,350.18
24	16.77	1,341.91	2,907.46	17.59	1,406.96	3,048.41	18.46	1,477.01	3,200.20	19.33	1,546.24	3,350.18	20.28	1,622.13	3,514.62
25	17.59	1,406.96	3,048.41	18.46	1,477.01	3,200.20	19.33	1,546.24	3,350.18	20.28	1,622.13	3,514.62	21.27	1,701.36	3,686.28
26	18.46	1,477.01	3,200.20	19.33	1,546.24	3,350.18	20.28	1,622.13	3,514.62	21.27	1,701.36	3,686.28	22.32	1,785.59	3,868.79
27	19.33	1,546.24	3,350.18	20.28	1,622.13	3,514.62	21.27	1,701.36	3,686.28	22.32	1,785.59	3,868.79	23.40	1,872.33	4,056.72
28	20.28	1,622.13	3,514.62	21.27	1,701.36	3,686.28	22.32	1,785.59	3,868.79	23.40	1,872.33	4,056.72	24.54	1,963.24	4,253.68
29	21.27	1,701.36	3,686.28	22.32	1,785.59	3,868.79	23.40	1,872.33	4,056.72	24.54	1,963.24	4,253.68	25.75	2,059.98	4,463.29
30	22.32	1,785.59	3,868.79	23.40	1,872.33	4,056.72	24.54	1,963.24	4,253.68	25.75	2,059.98	4,463.29	27.02	2,161.73	4,683.74
31	23.40	1,872.33	4,056.72	24.54	1,963.24	4,253.68	25.75	2,059.98	4,463.29	27.02	2,161.73	4,683.74	28.32	2,265.98	4,909.62
32	24.54	1,963.24	4,253.68	25.75	2,059.98	4,463.29	27.02	2,161.73	4,683.74	28.32	2,265.98	4,909.62	29.74	2,379.40	5,155.37
33	25.75	2,059.98	4,463.29	27.02	2,161.73	4,683.74	28.32	2,265.98	4,909.62	29.74	2,379.40	5,155.37	31.19	2,495.33	5,406.54
34	27.02	2,161.73	4,683.74	28.32	2,265.98	4,909.62	29.74	2,379.40	5,155.37	31.19	2,495.33	5,406.54	32.73	2,618.76	5,673.98
35	28.32	2,265.98	4,909.62	29.74	2,379.40	5,155.37	31.19	2,495.33	5,406.54	32.73	2,618.76	5,673.98	34.34	2,747.20	5,952.26
36	29.74	2,379.40	5,155.37	31.19	2,495.33	5,406.54	32.73	2,618.76	5,673.98	34.34	2,747.20	5,952.26	36.03	2,882.30	6,244.99
37	31.19	2,495.33	5,406.54	32.73	2,618.76	5,673.98	34.34	2,747.20	5,952.26	36.03	2,882.30	6,244.99	37.82	3,025.75	6,555.80
38	32.73	2,618.76	5,673.98	34.34	2,747.20	5,952.26	36.03	2,882.30	6,244.99	37.82	3,025.75	6,555.80	39.67	3,173.37	6,875.64
39	34.34	2,747.20	5,952.26	36.03	2,882.30	6,244.99	37.82	3,025.75	6,555.80	39.67	3,173.37	6,875.64	41.64	3,331.00	7,217.16
40	36.03	2,882.30	6,244.99	37.82	3,025.75	6,555.80	39.67	3,173.37	6,875.64	41.64	3,331.00	7,217.16	43.69	3,495.29	7,573.14
41	37.82	3,025.75	6,555.80	39.67	3,173.37	6,875.64	41.64	3,331.00	7,217.16	43.69	3,495.29	7,573.14	45.86	3,668.77	7,948.99
42	39.67	3,173.37	6,875.64	41.64	3,331.00	7,217.16	43.69	3,495.29	7,573.14	45.86	3,668.77	7,948.99	48.13	3,850.58	8,342.92
43	41.64	3,331.00	7,217.16	43.69	3,495.29	7,573.14	45.86	3,668.77	7,948.99	48.13	3,850.58	8,342.92	50.51	4,040.73	8,754.92
44	43.69	3,495.29	7,573.14	45.86	3,668.77	7,948.99	48.13	3,850.58	8,342.92	50.51	4,040.73	8,754.92	53.02	4,241.72	9,190.40
45	45.86	3,668.77	7,948.99	48.13	3,850.58	8,342.92	50.51	4,040.73	8,754.92	53.02	4,241.72	9,190.40	55.65	4,451.89	9,645.77
46	48.13	3,850.58	8,342.92	50.51	4,040.73	8,754.92	53.02	4,241.72	9,190.40	55.65	4,451.89	9,645.77	58.40	4,672.07	10,122.81
47	50.51	4,040.73	8,754.92	53.02	4,241.72	9,190.40	55.65	4,451.89	9,645.77	58.40	4,672.07	10,122.81	61.28	4,902.25	10,621.55
48	53.02	4,241.72	9,190.40	55.65	4,451.89	9,645.77	58.40	4,672.07	10,122.81	61.28	4,902.25	10,621.55	64.32	5,145.78	11,149.19
49	55.65	4,451.89	9,645.77	58.40	4,672.07	10,122.81	61.28	4,902.25	10,621.55	64.32	5,145.78	11,149.19	67.52	5,401.82	11,703.94
50	58.40	4,672.07	10,122.81	61.28	4,902.25	10,621.55	64.32	5,145.78	11,149.19	67.52	5,401.82	11,703.94	70.87	5,669.53	12,283.99
51	61.28	4,902.25	10,621.55	64.32	5,145.78	11,149.19	67.52	5,401.82	11,703.94	70.87	5,669.53	12,283.99	74.38	5,950.59	12,892.95
52	64.32	5,145.78	11,149.19	67.52	5,401.82	11,703.94	70.87	5,669.53	12,283.99	74.38	5,950.59	12,892.95	78.11	6,249.16	13,539.85
53	67.52	5,401.82	11,703.94	70.87	5,669.53	12,283.99	74.38	5,950.59	12,892.95	78.11	6,249.16	13,539.85	81.98	6,558.58	14,210.25
54	70.87	5,669.53	12,283.99	74.38	5,950.59	12,892.95	78.11	6,249.16	13,539.85	81.98	6,558.58	14,210.25	86.06	6,884.67	14,916.79
55	74.38	5,950.59	12,892.95	78.11	6,249.16	13,539.85	81.98	6,558.58	14,210.25	86.06	6,884.67	14,916.79	90.33	7,226.61	15,657.66
56	78.15	6,251.66	13,545.27	81.98	6,558.58	14,210.25	86.06	6,884.67	14,916.79	90.33	7,226.61	15,657.66	94.79	7,583.56	16,431.05
57	81.98	6,558.58	14,210.25	86.06	6,884.67	14,916.79	90.33	7,226.61	15,657.66	94.79	7,583.56	16,431.05	99.51	7,960.53	17,247.82
58	86.06	6,884.67	14,916.79	90.33	7,226.61	15,657.66	94.79	7,583.56	16,431.05	99.51	7,960.53	17,247.82	104.49	8,359.18	18,111.56



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: Approval to adjust the Police Chief job description and associated wage scale pay range.

Submitted by: Jon Curry, General Manager

Meeting Date: July 18, 2017

Background: The salary for the position of Police Chief currently falls outside of the pay scale range (Title 3, range 44). The suggestion from Staff is to move the Police Chief salary range from Title 3 range 44 to Title 3 range 46. By making this adjustment the approved salary from the May 2017 Board of Directors meeting falls within the Title 3 A-E salary range. This includes both the agreed upon salary from the May 2017 Board of Directors meeting and the 2% COLA adjustment that was approved for all Staff at the February 2017 Board of Directors meeting.

Recommendation: Approval of Staff recommendation to move the Police Chief salary range to Title 3, Range 46 A-E.

Stallion Springs Community Services District Job Description



Job Title:	Police Chief	REPORTS TO:	General Manager
Hours of Work:	8:00 am – 4:30 pm On-Call Requirements	Schedule:	Monday thru Friday
Location:	District Office/Field Work	Travel Required:	As needed
Level/Salary Range:	Ranges: 46 A-E \$100,115 to \$121,473	Position Type:	Full time/Salary
HR Contact:	General Manager	Date posted:	
Applicant(s):		Posting Expires:	

Applications Accepted By:	
PHONE OR E-MAIL:	MAIL: STALLION SPRINGS COMMUNITY SERVICES DISTRICT 27800 STALLION SPRINGS DRIVE TEHACHAPI, CA 93561

Job Description

DEFINITION/SUMMARY:

REPORTS DIRECTLY TO THE GENERAL MANAGER.

- FORMULATES DEPARTMENTAL POLICIES AND REGULATIONS; INTERPRETS ESTABLISHED POLICIES AND CONDUCTS AND DIRECTS ALL WORK WITHIN THE POLICE FRAMEWORK.
- WITH THE ASSISTANCE OF SUPERVISORY PERSONNEL, FORMULATES POLICIES WHICH INVOLVE ALL SEGMENTS OF THE COMMUNITY IN CRIME PREVENTION AND COMMUNITY RELATIONS.
- REVIEWS AND APPROVES ASSIGNMENT, TRANSFER AND PERSONNEL TRANSACTIONS RELATED TO ALL DEPARTMENT PERSONNEL.
- RESPONSIBLE FOR EMPLOYEE SAFETY AND MINIMIZING RISK AND LIABILITY EXPOSURE FOR THE DEPARTMENT.
- DIRECTS THE PREPARATION OF THE DEPARTMENTAL OPERATING BUDGET AND EXPENDITURE OF DEPARTMENTAL APPROPRIATIONS.
- INITIATES OR CONTROLS AND ASSIGNS CONFIDENTIAL AND SELECTIVE INVESTIGATIONS AND COMPLAINTS.
- COOPERATES WITH AREA AND NATIONAL ENFORCEMENT AGENCIES IN THE COOPERATIVE DETECTION OF CRIME, APPREHENSION OF VIOLATORS, AND CONDUCT OF COOPERATIVE TRAINING, PROMOTIONAL AND INFORMATIONAL PROGRAMS.
- ENFORCES MOTOR VEHICLE REGULATIONS; ISSUES TRAFFIC CITATIONS.
- AT ACCIDENT SCENES ADMINISTERS FIRST AID, CONDUCTS INVESTIGATIONS, GATHERS EVIDENCE, OBTAINS WITNESSES AND MAKES ARRESTS.
- RESPONSIBLE FOR FOLLOW-UP AND REPORTS ON ALL CALLS OR INVESTIGATIONS.

- RESPONSIBLE FOR THE COLLECTION AND PRESERVATION OF ANY EVIDENCE.
- TESTIFIES IN CIVIL AND CRIMINAL COURTS.
- PARTICIPATES IN ROUTINE CRIME PREVENTION TASKS SUCH AS PUBLIC AWARENESS PROGRAMS AND PARK, SCHOOL AND NEIGHBORHOOD SECURITY CHECKS.
- FURTHERS GOOD COMMUNITY RELATIONS BY ATTENDING COMMUNITY EVENTS AS A REPRESENTATIVE OF THE POLICE DEPARTMENT.
- ATTENDS BOARD MEETINGS AT THE REQUEST OF THE GENERAL MANAGER.
- OTHER DUTIES AS ASSIGNED BY THE GENERAL MANAGER.

REQUIRED QUALIFICATIONS:

- ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORY
- EVIDENCE OF SUCCESSFUL PERFORMANCE WILL BE EFFICIENT DELIVERY OF POLICE SERVICES TO ALL SEGMENTS OF THE COMMUNITY AND A COMPETENT MOTIVATED WORK FORCE.
- EDUCATION AND/OR EXPERIENCE: MUST POSSESS COMPREHENSIVE KNOWLEDGE OF THE PRINCIPLES AND PRACTICES OF MODERN POLICE SCIENCE; APPROVED PRINCIPLES, PRACTICES AND PROCEDURES IN POLICE ADMINISTRATION, CRIME PREVENTION AND COMMUNITY RELATIONS; AND HAVE STRONG PERSONNEL AND MANAGEMENT SKILLS.
- LANGUAGE SKILLS: ABILITY TO COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING, ABILITY TO HANDLE SENSITIVE PUBLIC SPEAKING ENGAGEMENTS. ABILITY TO ESTABLISH AND MAINTAIN COOPERATIVE AND EFFECTIVE WORKING RELATIONSHIPS WITH GOVERNMENT OFFICIALS, EMPLOYEES, SUBORDINATES, AND THE PUBLIC.
- MATHEMATICAL SKILLS: BASIC ADDITION AND SUBTRACTION AND THE ABILITY TO WORK WITH FIGURES, CAN CALCULATE AMOUNTS SUCH AS DISCOUNTS, INTERESTS, PROPORTIONS, AND PERCENTAGES.
- REASONING ABILITY: MUST BE ABLE TO EXERCISE GOOD JUDGEMENT WHEN DEALING WITH THE BOARD OF DIRECTORS AND THE PUBLIC. MUST HAVE THE ABILITY TO ANALYZE COMPLEX POLICE PROBLEMS AND TO ADOPT EFFECTIVE COURSES OF ACTION.
- CERTIFICATES, LICENSES, REGISTRATION: POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE AND BASIC P.O.S.T. MANAGEMENT CERTIFICATE.

PHYSICAL DEMANDS:

- REQUIRED TO USE HANDS TO FIND, HANDLE, OR FEEL OBJECTS, TOOLS OR CONTROLS.
- OCCASIONALLY REQUIRED TO SIT FOR EXTENDED PERIODS OF TIME, REACH WITH HANDS AND ARMS AND COORDINATE THE MOVEMENT OF MORE THAN ONE LIMB SIMULTANEOUSLY WHILE MAKING HIGHLY CONTROLLED MUSCULAR MOVEMENTS.
- OCCASIONALLY REQUIRED TO WALK OR STAND FOR AN EXTENDED PERIOD OF TIME.
- MUST BE ABLE TO HEAR AND SPEAK.
- MUST OCCASIONALLY LIFT AND/OR MOVE UP TO 50 POUNDS. SPECIFIC VISION ABILITIES REQUIRED BY THIS JOB INCLUDE CLOSE VISION, PERIPHERAL VISION, DEPTH PERCEPTION, AND THE ABILITY TO ADJUST FOCUS.
- MUST POSSESS THE ABILITY TO DEVELOP SKILL IN THE USE OF FIREARMS; AND REACT QUICKLY AND CALMLY IN EMERGENCIES.

Stallion Springs Community Services District Job Description



- **MUST MAINTAIN GOOD PHYSICAL CONDITION AND SKILL IN FIREARMS.**
- **ABILITY TO PERFORM FIRST-AID, AND MAINTAIN FIRST AID CERTIFICATION.**

ENVIRONMENTAL DEMANDS:

- **OUTSIDE: MAY BE REQUIRED TO WORK OUTSIDE IN A VARIETY OF WEATHER CONDITIONS RANGING FROM SNOW TO +100° FOR AN EXTENDED PERIOD OF TIME.**
- **INSIDE: MAY WORK INDOORS IN TEMPERATURE-CONTROLLED ENVIRONMENT AT VARIOUS TIMES.**
- **FUMES/GASES: EXPOSURE TO VARIOUS COLOGNES/PERFUMES, FUMES FROM PRINTING CARTRIDGES AND DUST FROM STORED SUPPLIES. OCCASIONALLY EXPOSED TO FUMES OR AIRBORNE PARTICLES.**
- **NOISE/VIBRATION: MODERATE OR LOUD, DEPENDING UPON THE DUTIES ASSIGNED FOR THAT PARTICULAR DAY.**

SOCIAL SKILLS:

- **ABILITY TO RELATE COOPERATIVELY WITH MEMBERS OF THE PUBLIC, AND DISTRICT PERSONNEL.**

COMMUNICATION SKILLS:

- **ABILITY TO QUICKLY ORGANIZE AND COMMUNICATE THOUGHTS ORALLY AND WRITTEN. ABILITY TO UNDERSTAND COMMUNICATIONS FROM OTHERS.**

Reviewed By:		Date:	
Approved By:		Date:	



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 #8

- Subject:** Approval to adjust the General Manager job description and associated wage scale pay range.
- Submitted by:** Jon Curry, General Manager
- Meeting Date:** July 18, 2017
- Background:** At the June 20, 2017 Board of Directors Closed Session meeting, the Board evaluated the General Manager. Based on the evaluation, the Board approved a salary increase. The current Title 3, range 45 scale does not accommodate this increase. To fall within an appropriate salary range, the General Manager salary range will need to be moved to Title 3, range 46. This will accommodate both the initial salary increase and the 2%COLA that was approved at the February 2017 Board of Directors meeting.
- Recommendation:** Approval of Staff recommendation to move the General Manager salary range to Title 3, Range 46 A-E.

Stallion Springs
Community Services District
Job Description



SUBJECT TO CHANGE PER THE BOARD OF DIRECTORS

Job Title:	General Manager	REPORTS TO:	Board of Directors
Hours of Work:	8:00 am – 4:30 pm On-Call Requirements	Schedule:	Monday thru Friday
Location:	District Office	Travel Required:	As needed
	Ranges: 46 A-E \$100,115 to \$121,473	Position Type:	Full time/Salary
HR Contact:		Date posted:	
Applicant(s):		Posting Expires:	

Applications Accepted By:

PHONE OR E-MAIL:

MAIL:

Stallion Springs Community Services District
27800 Stallion Springs Drive
Tehachapi, CA 93561

Job Description

DEFINITION/SUMMARY:

THE GENERAL MANAGER IS THE EXECUTIVE OFFICER OF THE DISTRICT AND FOR THE BOARD OF DIRECTORS. THE INDIVIDUAL WILL ADMINISTER THE DISTRICT AND HAS EXCLUSIVE MANAGEMENT AND CONTROL OF THE OPERATIONS AND WORKS OF THE DISTRICT, SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS, AND PROVIDES DAY-TO-DAY LEADERSHIP FOR THE DISTRICT.

- **ATTENDS ALL MEETINGS OF THE DISTRICT BOARD, AND SUCH OTHER MEETINGS AS THE BOARD SPECIFIES FROM TIME TO TIME.**
- **EMPLOYS SUCH ASSISTANTS AND OTHER EMPLOYEES AS IS DEEMED NECESSARY FOR THE PROPER ADMINISTRATION OF THE DISTRICT AND THE PROPER OPERATION OF THE WORKS OF THE DISTRICT.**
- **SHALL DELEGATE AUTHORITY AT HIS/HER DISCRETION AND HAS AUTHORITY OVER AND DIRECTS ALL EMPLOYEES INCLUDING TERMINATING FOR CAUSE OR LACK OF WORTHWHILE WORK. HAVING A PERSONAL MANAGEMENT GOAL TO PROVIDE A MOTIVATING WORK CLIMATE FOR DISTRICT EMPLOYEES.**
- **MAINTAINS A CORDIAL RELATIONSHIP WITH ALL PERSONS ENTITLED TO THE SERVICES OF THE DISTRICT, AND ATTEMPTS TO RESOLVE ALL PUBLIC AND EMPLOYEE COMPLAINTS. SHOULD ENCOURAGE CITIZEN PARTICIPATION IN THE AFFAIRS OF THE DISTRICT.**
- **SEEKS TO CARRY INTO EFFECT THE EXPRESSED POLICIES OF THE BOARD OF DIRECTORS, INCLUDING PLANNING THE SHORT, MEDIUM, AND LONG-TERM WORK PROGRAM FOR THE DISTRICT, FACILITATING CONSTRUCTIVE AND HARMONIOUS BOARD RELATIONS. SHALL TRANSLATE THE GOALS AND OBJECTIVES OF THE BOARD TO THE COMMUNITY.**

- **SHALL PREPARE AND MANAGE THE DISTRICT BUDGET, CONDUCTING STUDIES, MAKING ORAL AND WRITTEN PRESENTATION.**

REQUIRED QUALIFICATIONS:

- **SHALL HAVE FIVE OR MORE YEARS' EXPERIENCE IN AN INCREASINGLY RESPONSIBLE PUBLIC AGENCY MANAGEMENT POSITION.**
 - **MUST POSSESS A VALID CALIFORNIA DRIVER'S LICENSE.**
 - **THE ABILITY TO EFFICIENTLY PREPARE ANNUAL BUDGETS AND LONG-TERM REVENUE/OUTLAY PLANS.**
 - **THE ABILITY TO EFFECTIVELY COMMUNICATE, BOTH WRITTEN AND VERBAL, WITH THE CONSTITUENTS AND OTHER AGENCY PERSONNEL THE ABILITY TO MEET AND SERVE THE PUBLIC COURTEOUSLY AND EFFICIENTLY.**
 - **THE ABILITY TO WORK WITH THE GOVERNING BODY OF THE DISTRICT**
- THE ABOVE ARE ALL REQUIREMENTS ESSENTIAL TO THIS JOB FUNCTION.**

DESIRABLE QUALIFICATIONS:

- **POSSESSION OF A BACHELOR'S DEGREE IN PUBLIC ADMINISTRATION OR RELATED FIELD.**
- **POSSESSION OF A SPECIAL DISTRICTS ADMINISTRATION CERTIFICATE.**

ENVIRONMENTAL DEMANDS:

- **OUTSIDE: SELDOM WORKS OUTSIDE IN A VARIETY OF WEATHER CONDITIONS RANGING FROM SNOW TO +100°**
- **INSIDE: ALMOST ALWAYS WORKS INDOORS IN TEMPERATURE-CONTROLLED ENVIRONMENT.**
- **FUMES/GASES: EXPOSURE TO VARIOUS COLOGNES/PERFUMES, FUMES FROM PRINTING CARTRIDGES AND DUST FROM STORED SUPPLIES.**
- **NOISE/VIBRATION: OFFICE MACHINES.**

MENTAL REQUIREMENTS:

- **READING: READ LETTERS, REPORTS, MEMOS, MESSAGES, COMPLEX FINANCIAL DOCUMENTS, AND OPERATING MANUALS FOR OFFICE EQUIPMENT.**
- **WRITING: WRITES REPORTS, LETTERS, MEMOS, MESSAGES; FILLS OUT FORMS AND DOCUMENTS.**
- **MATH: ABILITY TO PERFORM SEMI-COMPLEX MATH AND ACCOUNTING CALCULATIONS. ABILITY TO APPLY CONCEPTS SUCH AS FRACTIONS AND PERCENTAGES TO PRACTICAL SITUATIONS.**
- **ATTENTION TO DETAIL: HIGH LEVEL CONCENTRATION AND ATTENTION TO DETAIL FOR EXTENDED PERIODS OF TIME REQUIRED PRODUCING REPORTS, CORRESPONDENCE, AND DOCUMENTS.**
- **REPETITION: ROUTINE DAILY WORK PRACTICES, INCLUDING KEYBOARDING AND OPERATION OF OTHER OFFICE MACHINES, FILING, ETC.**
- **JUDGMENT: ABILITY TO WORK INDEPENDENTLY, PRIORITIZE WORK AND MAKE DECISIONS REGARDING CORRECT APPLICATION AND IMPLEMENTATION OF WORK PROCEDURES. ABILITY TO DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS, AND DRAW VALID CONCLUSIONS. ABILITY TO WORK FACE-TO-FACE WITH OTHERS AND FORMULATE APPROPRIATE INSTRUCTIONS TO ACHIEVE DESIRED GOALS.**

SOCIAL SKILLS:

- **ABILITY TO RELATE COOPERATIVELY WITH MEMBERS OF THE PUBLIC, AND DISTRICT PERSONNEL.**

**Stallion Springs
Community Services District
Job Description**



SUBJECT TO CHANGE PER THE BOARD OF DIRECTORS

COMMUNICATION SKILLS:

- **ABILITY TO QUICKLY ORGANIZE AND COMMUNICATE THOUGHTS ORALLY AND WRITTEN. ABILITY TO UNDERSTAND COMMUNICATIONS FROM OTHERS.**

Reviewed By:		Date:	
Approved By:		Date:	



POLICE REPORT

Monthly Statistical Report



Month Covered: June, 2017
Prepared By: Chief of Police Michael J. Grant, SSPD

Monthly Statistics:

Stallion Spring Police:	
Arrests:	3
Citations Issued:	7
Reports:	69
Calls for Service:	124
On Call, Call Outs:	5
Want & Warrant Checks:	7
Officer Initiated Investigations:	144
Field Interviews:	15
Medical Assist:	3
Stallion Springs Police Volunteers (CSU):	
Vacation House Checks:	97
Infrastructure Checks:	1

- SSPD responded to a suspicious subject call on Elkhorn Place in Stallion Springs. The unknown subject made a verbal threat towards a resident. The reporting persons was unable to describe the subject but stated he was operating a Ford Ranger with a white camper shell which fled eastbound on Comanche Pt Rd. The officer searched the area with negative results
- An SSPD officer located a male juvenile found walking the streets in Stallion Springs in violation of the Curfew Ordinance. The juvenile stated he was having personal issues and was then transported back home by the officer. The officer provided counseling to the juvenile and warned him and his parent regarding the curfew violation
- An SSPD officer received a call of a confused and disoriented elderly female wondering in Stallion Springs. The officer located the female and was able to determine her residence location. The officer transported her back to the residence and was able to contact a responsible party
- The SSPD filed a Child Protective Services request in Stallion Springs for a resident involved in narcotics activity who had periodic custody of a child

- An SSPD officer responded to a suspicious circumstance call in Stallion Springs. An elderly female was found by neighbors intoxicated, without shoes, and had defecated on her clothing. The officer located the elderly at her residence and observed her in severely altered state and appeared to have been exposed to the elements for approximately two days. Living conditions in home very poor. The officer directed Hall's Ambulance to transport the subject to Tehachapi hospital. The officer determined that the subject was gravely disabled and placed a mental evaluation hold on her. Her family was not available to care for her at the time
- While on patrol, an SSPD officer observed juveniles in violation of the curfew ordinance on Stallion Springs Drive. The officer then located additional juvenile subjects located at playground area. All eight juveniles' parents were contacted and were picked up by their guardians without incident. The subjects and parents were warned about curfew violations
- SSPD, SS CERT, and SS CSU provided traffic control during the Cummings Valley Elementary School 5K run annual event
- An SSPD officer stood by to keep the peace during a child exchange request for service call in Stallion Springs
- An SSPD officer responded to a family disturbance in Stallion Springs. The officer separated the parties involved, kept the peace and provided counseling. The family was warned regarding disturbing the peace
- Chief M. Grant provided the following training to SSPD officers:
 - Redondo Beach PD Officer Safety bulletin on IED
 - LASD Special Bulletin: Officer Safety Update 2, potential threats against LE's
 - Patrol Tip, Back Door Article by Chief M. Grant: Remaining Fair and Impartial
 - LE Advisory: Subjects Filming Outside LE Agencies
 - Target Solutions Online Training: Police pursuits, including reasons for the pursuits, techniques of pursuit, and termination of pursuit.
 - Viewing and debrief of Arizona residential shootout
 - Back Door Article: Officer safety regarding latex gloves
 - POST online training: Cyber Exploitation
 - Back Door Article: PoliceOne article and Chief M. Grant's tip: "... Proper Use of Cover"
- Sergeant G. Crowell provided SSPD a training bulleting on new or amended California laws 2017 and a training bulletin on the new KCSO booking system
- Sergeant G. Crowell completed POST online training: Tactical Communication
- Chief M. Grant attended the Museum of Tolerance, Tools for Tolerance for Command Staff Training Program. This training is POST reimbursable

General Manager's Report for June 21, 2017 – July 18,2017

Submitted By: Jon Curry

The past month has been very busy and productive with the Staff tackling many projects and tasks in both the day-to-day areas and preparing for upcoming events and activities. Below is a list of some of those.

- Power and control issues were worked at some of the tank/well sites
- Pool chemistry issues were solved at the Community Pool
- Attended the GM Leadership Summit June 24-27
- Performed visual surveys of the 2015 PASER Study to identify, rank and package upcoming road projects
- Soliciting quotations for asphalt hot patching unit
- Met with Horse Thief Country Club owner
- Met with Barry Leslie (trails Committee) and Staff to discuss trail maintenance and creating an adopt – a – trail program.

Some other points of interest:

- Public Works performed 9 leak repairs
- Admin. Staff has been hopping with year-end financials, issuing pool passes and day-to-day operations
- Met with Waste Management representatives regarding their services for solid waste collection
- James Pack passed his Grade III Wastewater Exam and is now being moved to the Chief Plant Operator role
- Pot hole patching at various locations throughout Stallion Springs
- Met with Field and Admin Staff to discuss current projects and areas of improvement
- Officer Best received an Officer of the Year Award from The Kern Law Enforcement Foundation for the swift water rescue he performed last February.

Respectfully submitted,

Jon Curry
General Manager



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

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

WATER REPORT STALLION SPRINGS C.S.D. June 2017

WATER DEPARTMENT

Amount of water produced June 2017:

Well Production:

CV Well #1	976,509	7%
CV Well #2	5,827,369	43%
Y-23	4,127,000	30%
Leisure	1,837,731	14%
P-17	829,532	6%
Bold Venture N.	0	0%
Buckpasser	0	0%
Benz	0	0%
Bornt	0	0%

*Note**4,864,298 Gallons from CV Well #1 was not utilized for potable water in June 2017**

Total June 2017 Production:	13,598,141	100%
-----------------------------	------------	------

Water History of Production:

May 2017	12,337,730
June 2016	15,955,437
June 2015	19,260,932
June 2014	19,216,239
June 2013	18,873,070
June 2012	18,397,868
June 2011	16,434,310
June 2010	17,123,000
June 2009	16,899,385
June 2008	20,410,907
June 2007	20,349,912

TRANSFER STATION – JUNE 2017

Roll-offs

24 x 50 cu yd. bins
= 1,200 cu yards

Total Cost:

\$5,075.94