



**OCCIDENTAL COMMUNITY SERVICES DISTRICT**  
P.O. Box 244 • Occidental, CA 95465 • 707.874.3800  
Board President • Ray Lunardi • [www.occidentalcsl.org](http://www.occidentalcsl.org)



## **NOTICE & AGENDA OF THE Board of Directors Regular Meeting**

July 11, 2023 • 7:00pm Meeting

THIS MEETING WILL BE HELD IN PERSON WITH THE OPTION OF ZOOM  
PLEASE EMAIL [ADMIN@OCCIDENTALCSD.ORG](mailto:ADMIN@OCCIDENTALCSD.ORG) FOR A LINK TO JOIN

**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

**II. PUBLIC COMMENT**

*During this time, the public may speak to the Board on any item not on the agenda of interest to the public within the subject matter jurisdiction of the Board. Pursuant to the Brown Act, the Board is not allowed to consider issues or take action on any item not listed on the agenda during this period. For action items listed on the agenda, the public will have an opportunity to comment prior to the Board's vote on such action items. Public comment is limited to three minutes.*

**III. CONSENT CALENDAR**

- a. Approval of Minutes
  - i. June 13, 2023, Regular Meeting

**IV. FIRE**

- a. Chief's Report
- b. Correspondence (*Discussion Item*)

**V. WATER**

- a. Correspondence (*Discussion Item*)

**VI. COMMUNITY SERVICES**

- a. Correspondence (*Discussion Item*)
- b. Regular Board Meeting time change to 6pm (*Action Item*)

**VII. BOARD COMMENT**

**VIII. ADJOURNMENT**

*To request that an item be placed on the agenda within the subject matter of the jurisdiction of the Board, mail to PO Box 244, Occidental, CA 95465 or email the Board Clerk, Tiffanie Herring ([admin@occidentalcsl.org](mailto:admin@occidentalcsl.org)) so that the request is received 10 days before the meeting which is usually held the second Tuesday of each month.*



## **BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, June 13, 2023, 7:00 p.m.

Occidental Fire Dept – 3800 Bohemian Hwy, Occidental

1. **CALL TO ORDER** – The regular meeting of the Board of Directors of the Occidental Community Services District was called to order by President Ray Lunardi at 7:00PM. Roll Call of Directors: Ray Lunardi, Richard Eichenholz, Tom Gonnella, and Gino Gaffney.
2. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – a member of the community council joined the meeting as part of a subgroup and inquired about how to get funding for the community. Ray suggested coming back with some ideas for the board.
3. **CONSENT OF CALENDAR**
  - a. Minutes of May 9, 2023 – Motion to approve by Richard Eichenholz and seconded by Gino Gaffney.
4. **FIRE**
  - a. Chief's Report – 27 calls for the month of May. The chipper program is going well, will continue until the end of June and maybe into July depending on the weather. Ron and Ray will be attending a pre-construction meeting next week for the water tender.
  - b. Correspondence – nothing to report.
  - c. FY 23/24 Preliminary Budget for Fire, Water and Community – motion to approve by Tom Gonnella and seconded by Richard Eichenholz.
  - d. Resolution 23/24-01 Appropriations Limit – Motion to approve by Richard Eichenholz and seconded by Gino Gaffney.
5. **WATER**
  - a. Correspondence – Water loss is at 0.12% for May.
6. **COMMUNITY SERVICES**
  - a. Correspondence – the toilet has been repaired and the graffiti painted over.
  - b. 2023 General Election for Board of Directors – motion to approve the consolidated election by Gino Gaffney and seconded by Tom Gonnella.
7. **ADJOURNMENT** – Motion to approve by Gino Gaffney and motion passed unanimously at 7:44PM

### **MINUTES READ, APPROVED & ACCEPTED**

Respectfully submitted,

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Tiffanie Herring, Clerk of the Board



**Occidental - Fire**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

	TOTAL				
	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	0.00	337,739.37	315,123.00	22,616.37	107.18%
40003 · Direct Charges - CY	0.00	374,332.62	389,152.00	-14,819.38	96.19%
40012 · SB2557 Prop Tax Admin	0.00	-3,625.47	-3,200.00	-425.47	113.3%
40101 · Prop Taxes - CY Unsecured	0.00	10,241.98	8,805.00	1,436.98	116.32%
40105 · CollectCost Del CY Unsecured	0.00	0.00	-136.00	136.00	0.0%
40111 · Supplemental Prop Taxes - CY	0.00	8,277.18	6,807.00	1,470.18	121.6%
40201 · Prop Taxes - PY Secured	0.00	-24.95			
40202 · Direct Charges - Prior Year	0.00	10,299.03	3,700.00	6,599.03	278.35%
40211 · Prop Taxes - PY Unsecured	0.00	217.00	0.00	217.00	100.0%
42291 · State Homeowners Prop Tax Relf	0.00	1,704.36	1,408.00	296.36	121.05%
42293 · State - Other In-Lieu Tax	0.00	6.34	0.00	6.34	100.0%
Total 40000 · Tax Revenue	0.00	739,167.46	721,659.00	17,508.46	102.43%
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	0.00	2,776.85	5,600.00	-2,823.15	49.59%
Total 44000 · Revenue - Use of Money & Prop	0.00	2,776.85	5,600.00	-2,823.15	49.59%
45000 · Misc. Revenue	10,738.07	20,895.88	0.00	20,895.88	100.0%
46000 · Strike Team/Upstaffing Income	0.00	2,386.25			
Total Income	10,738.07	765,226.44	727,259.00	37,967.44	105.22%
<b>Expense</b>					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	12,539.02	155,110.99	0.00	155,110.99	100.0%
50705 · Volunteer Pay	0.00	16,627.76	0.00	16,627.76	100.0%
50710 · Strike Team/Upstaffing	0.00	21,238.03	0.00	21,238.03	100.0%
50715 · FICA - Retirement	771.56	11,863.53	0.00	11,863.53	100.0%
50720 · Medicare	180.46	5,013.64	0.00	5,013.64	100.0%
50725 · Health Insurance	276.92	1,246.14	0.00	1,246.14	100.0%
50730 · Unemployment	9.30	1,998.09	0.00	1,998.09	100.0%
50808 · Worker's Comp	0.00	37,710.00	40,000.00	-2,290.00	94.28%
50000 · Salaries and Employee Benefits - Other	0.00	0.00	310,000.00	-310,000.00	0.0%
Total 50000 · Salaries and Employee Benefits	13,777.26	250,808.18	350,000.00	-99,191.82	71.66%
51000 · Services and Supplies					
51042 · Insurance - Premiums	22,066.00	41,008.00	16,000.00	25,008.00	256.3%
51061 · Maintenance - Equipment	2,441.48	52,429.30	50,000.00	2,429.30	104.86%
51071 · Maintenance - Bldg & Improve	1,097.86	22,060.61	15,000.00	7,060.61	147.07%
51202 · Election Services	0.00	0.00	4,000.00	-4,000.00	0.0%
51206 · Audit Services	0.00	14,427.50	4,050.00	10,377.50	356.24%
51207 · Administrative Services	675.00	8,100.00	8,100.00	0.00	100.0%
51211 · Legal Services	0.00	0.00	500.00	-500.00	0.0%
51221 · Office Expense	0.00	124.70	10,000.00	-9,875.30	1.25%
51225 · Training Services	4,765.00	9,285.91	4,000.00	5,285.91	232.15%
51235 · Dispatch Services	0.00	6,332.01	6,000.00	332.01	105.53%
51249 · Other Professional Services	322.70	6,470.30	5,000.00	1,470.30	129.41%
51803 · Other Contract Services	0.00	6,500.00	8,400.00	-1,900.00	77.38%
51902 · Communications/Radios	234.35	10,722.21	15,000.00	-4,277.79	71.48%
51916 · County Service Charges	12,037.00	12,517.00	2,500.00	10,017.00	500.68%
52021 · Clothing/Uniforms/Personnel	0.00	14,237.40	10,000.00	4,237.40	142.37%
52031 · Food	0.00	807.41	1,000.00	-192.59	80.74%

**Occidental - Fire**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

	TOTAL				
	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
52041 · Household Supplies Expense	209.83	3,760.33	2,000.00	1,760.33	188.02%
52043 · Safety Supplies/Equipment	0.00	1,624.73	15,000.00	-13,375.27	10.83%
52061 · Fuel/Gas/Oil	1,924.38	12,215.74	20,000.00	-7,784.26	61.08%
52081 · Medical/Laboratory Supplies	333.67	5,529.73	12,000.00	-6,470.27	46.08%
52091 · Memberships/Certifications	306.00	6,534.60	2,000.00	4,534.60	326.73%
52141 · Minor Equipment/Small Tools	0.00	16,625.97	20,000.00	-3,374.03	83.13%
52191 · Utilities Expense	1,549.76	34,201.82	25,000.00	9,201.82	136.81%
Total 51000 · Services and Supplies	47,963.03	285,515.27	255,550.00	29,965.27	111.73%
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	121,709.00	-121,709.00	0.0%
Total 55000 · Appropriation for Contingencies	0.00	0.00	121,709.00	-121,709.00	0.0%
60400 · Bank Service Charges	0.00	25.00			
Total Expense	61,740.29	536,348.45	727,259.00	-190,910.55	73.75%
Net Income	-51,002.22	228,877.99	0.00	228,877.99	100.0%

**Occidental - Water**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

		TOTAL				
		Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income						
45313 · Sale - Water						
45000 · Charges for Services		10,561.21	108,171.13	125,000.00	-16,828.87	86.54%
Total 45313 · Sale - Water		10,561.21	108,171.13	125,000.00	-16,828.87	86.54%
Total Income		10,561.21	108,171.13	125,000.00	-16,828.87	86.54%
Expense						
51000 · Services and Supplies						
51042 · Insurance - Premiums		0.00	4,065.00	5,000.00	-935.00	81.3%
51077 · Maint - Infrastructure		0.00	4,580.74	2,000.00	2,580.74	229.04%
51202 · Election Services		0.00	0.00	4,000.00	-4,000.00	0.0%
51206 · Accounting/Auditing Services		0.00	8,516.25	2,700.00	5,816.25	315.42%
51207 · Administrative Services		450.00	5,850.00	5,400.00	450.00	108.33%
51211 · Legal Services		0.00	0.00	5,000.00	-5,000.00	0.0%
51244 · Permits/License/Fees		1,917.50	4,988.14	8,000.00	-3,011.86	62.35%
51249 · Other Professional Services		0.00	0.00	5,000.00	-5,000.00	0.0%
51301 · Publications and Legal Notices		0.00	0.00	500.00	-500.00	0.0%
51801 · Other Services		0.00	0.00	10,500.00	-10,500.00	0.0%
51803 · Other Contract Services		3,836.52	48,445.10	40,000.00	8,445.10	121.11%
51916 · County Service Charges		4,337.00	4,337.00	2,020.00	2,317.00	214.7%
52091 · Memberships/Certifications		0.00	1,620.00	2,000.00	-380.00	81.0%
52101 · Other Supplies		0.00	0.00	500.00	-500.00	0.0%
52111 · Office Supplies		0.00	0.00	2,500.00	-2,500.00	0.0%
52117 · Mail and Postage Supplies		0.00	0.00	500.00	-500.00	0.0%
52191 · Utilities Expense		826.40	11,227.57	8,000.00	3,227.57	140.35%
Total 51000 · Services and Supplies		11,367.42	93,629.80	103,620.00	-9,990.20	90.36%
55000 · Appropriation for Contingencies						
55011 · Appropriation for Contingencies		0.00	0.00	21,380.00	-21,380.00	0.0%
Total 55000 · Appropriation for Contingencies		0.00	0.00	21,380.00	-21,380.00	0.0%
60400 · Bank Service Charges		1.20	23.20			
Total Expense		11,368.62	93,653.00	125,000.00	-31,347.00	74.92%
Net Income		-807.41	14,518.13	0.00	14,518.13	100.0%



**Occidental - Community**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

		TOTAL				
		Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income						
40000 · Tax Revenue						
40002 · Prop Tax - CY Secured	0.00	37,502.11	32,702.00	4,800.11	114.68%	
40012 · SB2557 Prop Tax Admin	0.00	-395.08	-412.61	17.53	95.75%	
40111 · Supplemental Prop Taxes - CY	0.00	808.25	682.00	126.25	118.51%	
42111 · State - Other In-Lieu Tax	0.00	0.68				
42291 · State Homeowners Prop Tax Relf	0.00	168.95	144.00	24.95	117.33%	
Total 40000 · Tax Revenue	0.00	38,084.91	33,115.39	4,969.52	115.01%	
44000 · Revenue - Use of Money & Prop						
44002 · Interest on Pooled Cash	0.00	26.67	350.00	-323.33	7.62%	
46050 · Cancelled/Stale Dated Warrants	0.00	100.00				
Total 44000 · Revenue - Use of Money & Prop	0.00	126.67	350.00	-223.33	36.19%	
Total Income	0.00	38,211.58	33,465.39	4,746.19	114.18%	
Expense						
51000 · Services and Supplies						
51031 · Waste Disposal Services	437.70	5,771.48	2,400.00	3,371.48	240.48%	
51202 · Election Services	0.00	0.00	1,000.00	-1,000.00	0.0%	
51206 · Audit Services	0.00	1,892.50	2,250.00	-357.50	84.11%	
51207 · Administrative Services	0.00	4,500.00	4,500.00	0.00	100.0%	
51226 · Consulting Services	0.00	0.00	1,000.00	-1,000.00	0.0%	
51249 · Other Professional Services	0.00	0.00	5,000.00	-5,000.00	0.0%	
51916 · County Service Charges	2,290.00	2,290.00	100.00	2,190.00	2,290.0%	
52071 · Materials and Supplies Expense	0.00	5,664.99	800.00	4,864.99	708.12%	
52091 · Memberships/Certifications	0.00	360.00	500.00	-140.00	72.0%	
52111 · Office Expense	0.00	0.00	1,000.00	-1,000.00	0.0%	
52117 · Mail and Postage Supplies	0.00	0.00	250.00	-250.00	0.0%	
52193 · Utilities - Electric	253.61	3,485.47	5,000.00	-1,514.53	69.71%	
Total 51000 · Services and Supplies	2,981.31	23,964.44	23,800.00	164.44	100.69%	
55000 · Appropriations for Contingencie						
55011 · Appropriation for Contingencies	0.00	0.00	9,665.39	-9,665.39	0.0%	
Total 55000 · Appropriations for Contingencie	0.00	0.00	9,665.39	-9,665.39	0.0%	
Total Expense	2,981.31	23,964.44	33,465.39	-9,500.95	71.61%	
Net Income	-2,981.31	14,247.14	0.00	14,247.14	100.0%	