



OCCIDENTAL COMMUNITY SERVICES DISTRICT
P.O. Box 244 • Occidental, CA 95465 • 707.874.3800
Board President • Ray Lunardi • www.occidentalcsl.org



NOTICE & AGENDA OF THE Board of Directors Regular Meeting

August 8, 2023 • 6:00pm Meeting

THIS MEETING WILL BE HELD IN PERSON WITH THE OPTION OF ZOOM
PLEASE EMAIL 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. July 11, 2023, Regular Meeting

IV. FIRE

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

V. WATER

- a. Correspondence (*Discussion Item*)
 - i. Letters from Bill Wadsworth

VI. COMMUNITY SERVICES

- a. Correspondence (*Discussion 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) 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, July 11, 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, Chris Martin, and Gino Gaffney.
2. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – None.
3. **CONSENT OF CALENDAR**
 - a. Minutes of June 13, 2023 – Motion to approve by Chris Martin and seconded by Tom Gonnella.
4. **FIRE**
 - a. Chief's Report – 30 calls for the month of June. The chipper program is going well, will continue into July depending on the weather. Ron and Ray attended a pre-construction meeting for the water tender, and we should receive an updated price soon. The Chief will be meeting with ISO next week.
 - b. Correspondence – nothing to report.
5. **WATER**
 - a. Correspondence – Water loss is at 6.92% for June. Scadus Systems sent us a new module and it has been working well up until recently.
6. **COMMUNITY SERVICES**
 - a. Correspondence – a new toilet was delivered.
 - b. Regular Board Meeting time – motion to approve changing the meeting time to 6pm by Tom Gonnella and seconded by Chris Martin.
7. **ADJOURNMENT** – Motion to approve by Gino Gaffney and motion passed unanimously at 7:17PM

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

Tiffanie Herring, Clerk of the Board

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

	TOTAL			
	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
40000 · Tax Revenue				
40002 · Prop Tax - CY Secured	353,537.68	315,123.00	38,414.68	112.19%
40003 · Direct Charges - CY	393,320.12	389,152.00	4,168.12	101.07%
40012 · SB2557 Prop Tax Admin	-3,625.47	-3,200.00	-425.47	113.3%
40101 · Prop Taxes - CY Unsecured	10,659.93	8,805.00	1,854.93	121.07%
40105 · CollectCost Del CY Unsecured	0.00	-136.00	136.00	0.0%
40111 · Supplemental Prop Taxes - CY	12,369.92	6,807.00	5,562.92	181.72%
40201 · Prop Taxes - PY Secured	-44.21			
40202 · Direct Charges - Prior Year	11,503.03	3,700.00	7,803.03	310.89%
40211 · Prop Taxes - PY Unsecured	431.01	0.00	431.01	100.0%
40221 · Supplemental Prop Taxes - PY	-12.86			
42291 · State Homeowners Prop Tax Relf	2,496.05	1,408.00	1,088.05	177.28%
42293 · State - Other In-Lieu Tax	6.34	0.00	6.34	100.0%
44003 · Other Interest Earnings	437.61			
Total 40000 · Tax Revenue	781,079.15	721,659.00	59,420.15	108.23%
44000 · Revenue - Use of Money & Prop				
44002 · Interest on Pooled Cash	3,293.53	5,600.00	-2,306.47	58.81%
Total 44000 · Revenue - Use of Money & Prop	3,293.53	5,600.00	-2,306.47	58.81%
45000 · Misc. Revenue	20,895.88	0.00	20,895.88	100.0%
46000 · Strike Team/Upstaffing Income	2,386.25			
Total Income	807,654.81	727,259.00	80,395.81	111.06%
Expense				
50000 · Salaries and Employee Benefits				
50702 · Permanent Positions	155,110.99	0.00	155,110.99	100.0%
50705 · Volunteer Pay	16,627.76	0.00	16,627.76	100.0%
50710 · Strike Team/Upstaffing	21,238.03	0.00	21,238.03	100.0%
50715 · FICA - Retirement	11,863.53	0.00	11,863.53	100.0%
50720 · Medicare	5,013.64	0.00	5,013.64	100.0%
50725 · Health Insurance	1,246.14	0.00	1,246.14	100.0%
50730 · Unemployment	1,998.09	0.00	1,998.09	100.0%
50808 · Worker's Comp	37,710.00	40,000.00	-2,290.00	94.28%
50000 · Salaries and Employee Benefits - Other	0.00	310,000.00	-310,000.00	0.0%
Total 50000 · Salaries and Employee Benefits	250,808.18	350,000.00	-99,191.82	71.66%
51000 · Services and Supplies				
51042 · Insurance - Premiums	41,008.00	16,000.00	25,008.00	256.3%
51061 · Maintenance - Equipment	52,690.81	50,000.00	2,690.81	105.38%
51071 · Maintenance - Bldg & Improve	22,124.59	15,000.00	7,124.59	147.5%
51202 · Election Services	0.00	4,000.00	-4,000.00	0.0%
51206 · Audit Services	14,427.50	4,050.00	10,377.50	356.24%
51207 · Administrative Services	8,100.00	8,100.00	0.00	100.0%
51211 · Legal Services	0.00	500.00	-500.00	0.0%
51221 · Office Expense	124.70	10,000.00	-9,875.30	1.25%
51225 · Training Services	9,285.91	4,000.00	5,285.91	232.15%
51235 · Dispatch Services	6,332.01	6,000.00	332.01	105.53%
51249 · Other Professional Services	6,470.30	5,000.00	1,470.30	129.41%
51803 · Other Contract Services	6,500.00	8,400.00	-1,900.00	77.38%
51902 · Communications/Radios	10,722.21	15,000.00	-4,277.79	71.48%
51916 · County Service Charges	12,517.00	2,500.00	10,017.00	500.68%

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

TOTAL				
	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
52021 · Clothing/Uniforms/Personnel	14,237.40	10,000.00	4,237.40	142.37%
52031 · Food	807.41	1,000.00	-192.59	80.74%
52041 · Household Supplies Expense	4,103.59	2,000.00	2,103.59	205.18%
52043 · Safety Supplies/Equipment	1,624.73	15,000.00	-13,375.27	10.83%
52061 · Fuel/Gas/Oil	12,215.74	20,000.00	-7,784.26	61.08%
52081 · Medical/Laboratory Supplies	5,757.01	12,000.00	-6,242.99	47.98%
52091 · Memberships/Certifications	6,534.60	2,000.00	4,534.60	326.73%
52141 · Minor Equipment/Small Tools	16,721.03	20,000.00	-3,278.97	83.61%
52191 · Utilities Expense	34,549.36	25,000.00	9,549.36	138.2%
Total 51000 · Services and Supplies	286,853.90	255,550.00	31,303.90	112.25%
55000 · Appropriation for Contingencies				
55011 · Appropriation for Contingencies	0.00	121,709.00	-121,709.00	0.0%
Total 55000 · Appropriation for Contingencies	0.00	121,709.00	-121,709.00	0.0%
60400 · Bank Service Charges	25.00			
Total Expense	537,687.08	727,259.00	-189,571.92	73.93%
Net Income	269,967.73	0.00	269,967.73	100.0%

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1 through August 4, 2023

	TOTAL				
	Jul 23	Jul 1 - Aug 4, 23	Budget	\$ Over Budget	% of Budget
Income					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	0.00	0.00	350,000.00	-350,000.00	0.0%
40003 · Direct Charges - CY	0.00	0.00	375,000.00	-375,000.00	0.0%
40012 · SB2557 Prop Tax Admin	0.00	0.00	-3,700.00	3,700.00	0.0%
40101 · Prop Taxes - CY Unsecured	0.00	0.00	10,200.00	-10,200.00	0.0%
40111 · Supplemental Prop Taxes - CY	0.00	0.00	8,300.00	-8,300.00	0.0%
40202 · Direct Charges - Prior Year	0.00	0.00	10,300.00	-10,300.00	0.0%
40211 · Prop Taxes - PY Unsecured	0.00	0.00	217.00	-217.00	0.0%
42291 · State Homeowners Prop Tax Relf	0.00	0.00	1,800.00	-1,800.00	0.0%
42293 · State - Other In-Lieu Tax	0.00	0.00	7.00	-7.00	0.0%
Total 40000 · Tax Revenue	0.00	0.00	752,124.00	-752,124.00	0.0%
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	0.00	0.00	2,500.00	-2,500.00	0.0%
Total 44000 · Revenue - Use of Money & Prop	0.00	0.00	2,500.00	-2,500.00	0.0%
45000 · Misc. Revenue	0.00	0.00	500.00	-500.00	0.0%
Total Income	0.00	0.00	755,124.00	-755,124.00	0.0%
Expense					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	9,782.30	12,262.30	200,000.00	-187,737.70	6.13%
50703 · Stipend Pay	3,104.00	5,793.18	0.00	5,793.18	100.0%
50705 · Volunteer Pay	0.00	0.00	20,000.00	-20,000.00	0.0%
50710 · Strike Team/Upstaffing	0.00	0.00	1.00	-1.00	0.0%
50715 · FICA - Retirement	747.89	1,136.61	20,000.00	-18,863.39	5.68%
50720 · Medicare	174.89	265.80	10,000.00	-9,734.20	2.66%
50725 · Health Insurance	138.46	276.92	15,000.00	-14,723.08	1.85%
50730 · Unemployment	28.18	36.28	5,000.00	-4,963.72	0.73%
50808 · Worker's Comp	22,353.00	22,353.00	25,000.00	-2,647.00	89.41%
Total 50000 · Salaries and Employee Benefits	36,328.72	42,124.09	295,001.00	-252,876.91	14.28%
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	0.00	20,000.00	-20,000.00	0.0%
51061 · Maintenance - Equipment	7.93	7.93	50,000.00	-49,992.07	0.02%
51071 · Maintenance - Bldg & Improve	322.35	322.35	15,000.00	-14,677.65	2.15%
51202 · Election Services	0.00	0.00	2,500.00	-2,500.00	0.0%
51206 · Audit Services	0.00	0.00	4,500.00	-4,500.00	0.0%
51207 · Administrative Services	1,500.00	4,000.00	10,800.00	-6,800.00	37.04%
51211 · Legal Services	0.00	0.00	500.00	-500.00	0.0%
51221 · Office Expense	0.00	0.00	2,500.00	-2,500.00	0.0%
51225 · Training Services	0.00	0.00	5,000.00	-5,000.00	0.0%
51235 · Dispatch Services	2,158.28	2,158.28	6,500.00	-4,341.72	33.2%
51249 · Other Professional Services	1,465.60	1,711.00	6,500.00	-4,789.00	26.32%
51803 · Other Contract Services	0.00	0.00	8,400.00	-8,400.00	0.0%
51902 · Communications/Radios	234.36	234.36	15,000.00	-14,765.64	1.56%
51916 · County Service Charges	480.00	480.00	12,500.00	-12,020.00	3.84%
52021 · Clothing/Uniforms/Personnel	62,338.05	62,338.05	10,000.00	52,338.05	623.38%
52031 · Food	0.00	0.00	1,000.00	-1,000.00	0.0%
52041 · Household Supplies Expense	50.96	50.96	5,000.00	-4,949.04	1.02%
52043 · Safety Supplies/Equipment	0.00	0.00	10,000.00	-10,000.00	0.0%
52061 · Fuel/Gas/Oil	0.00	0.00	20,000.00	-20,000.00	0.0%

Occidental - Fire
Profit & Loss Budget vs. Actual
 July 1 through August 4, 2023

		TOTAL			
	Jul 23	Jul 1 - Aug 4, 23	Budget	\$ Over Budget	% of Budget
52081 · Medical/Laboratory Supplies	22.97	22.97	12,000.00	-11,977.03	0.19%
52091 · Memberships/Certifications	306.00	306.00	6,000.00	-5,694.00	5.1%
52141 · Minor Equipment/Small Tools	605.78	605.78	20,000.00	-19,394.22	3.03%
52191 · Utilities Expense	1,706.76	1,706.76	35,000.00	-33,293.24	4.88%
Total 51000 · Services and Supplies	71,199.04	73,944.44	278,700.00	-204,755.56	26.53%
55000 · Appropriation for Contingencies	0.00	0.00	181,423.00	-181,423.00	0.0%
Total Expense	107,527.76	116,068.53	755,124.00	-639,055.47	15.37%
Net Income	-107,527.76	-116,068.53	0.00	-116,068.53	100.0%

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

		TOTAL			
		Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income					
45313 · Sale - Water					
45000 · Charges for Services		108,171.13	125,000.00	-16,828.87	86.54%
Total 45313 · Sale - Water		108,171.13	125,000.00	-16,828.87	86.54%
Total Income		108,171.13	125,000.00	-16,828.87	86.54%
Expense					
51000 · Services and Supplies					
51042 · Insurance - Premiums		4,065.00	5,000.00	-935.00	81.3%
51077 · Maint - Infrastructure		4,580.74	2,000.00	2,580.74	229.04%
51202 · Election Services		0.00	4,000.00	-4,000.00	0.0%
51206 · Accounting/Auditing Services		8,516.25	2,700.00	5,816.25	315.42%
51207 · Administrative Services		5,400.00	5,400.00	0.00	100.0%
51211 · Legal Services		0.00	5,000.00	-5,000.00	0.0%
51244 · Permits/License/Fees		4,988.14	8,000.00	-3,011.86	62.35%
51249 · Other Professional Services		0.00	5,000.00	-5,000.00	0.0%
51301 · Publications and Legal Notices		0.00	500.00	-500.00	0.0%
51801 · Other Services		0.00	10,500.00	-10,500.00	0.0%
51803 · Other Contract Services		48,445.10	40,000.00	8,445.10	121.11%
51916 · County Service Charges		4,337.00	2,020.00	2,317.00	214.7%
52091 · Memberships/Certifications		1,620.00	2,000.00	-380.00	81.0%
52101 · Other Supplies		0.00	500.00	-500.00	0.0%
52111 · Office Supplies		0.00	2,500.00	-2,500.00	0.0%
52117 · Mail and Postage Supplies		0.00	500.00	-500.00	0.0%
52191 · Utilities Expense		11,227.57	8,000.00	3,227.57	140.35%
Total 51000 · Services and Supplies		93,179.80	103,620.00	-10,440.20	89.93%
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies		0.00	21,380.00	-21,380.00	0.0%
Total 55000 · Appropriation for Contingencies		0.00	21,380.00	-21,380.00	0.0%
60400 · Bank Service Charges		23.20			
Total Expense		93,203.00	125,000.00	-31,797.00	74.56%
Net Income		14,968.13	0.00	14,968.13	100.0%

Occidental - Water
Profit & Loss Budget vs. Actual
July 1 through August 4, 2023

	TOTAL				
	Jul 23	Jul 1 - Aug 4, 23	Budget	\$ Over Budget	% of Budget
Income					
45313 · Sale - Water					
45000 · Charges for Services	9,385.75	9,385.75	115,000.00	-105,614.25	8.16%
Total 45313 · Sale - Water	9,385.75	9,385.75	115,000.00	-105,614.25	8.16%
Total Income	9,385.75	9,385.75	115,000.00	-105,614.25	8.16%
Expense					
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	0.00	5,000.00	-5,000.00	0.0%
51077 · Maint - Infrastructure	0.00	0.00	6,000.00	-6,000.00	0.0%
51206 · Accounting/Auditing Services	0.00	0.00	3,000.00	-3,000.00	0.0%
51207 · Administrative Services	0.00	0.00	7,200.00	-7,200.00	0.0%
51211 · Legal Services	0.00	0.00	5,000.00	-5,000.00	0.0%
51244 · Permits/License/Fees	1,290.00	1,290.00	4,000.00	-2,710.00	32.25%
51803 · Other Contract Services	3,924.81	7,849.62	50,000.00	-42,150.38	15.7%
51916 · County Service Charges	0.00	0.00	4,400.00	-4,400.00	0.0%
52091 · Memberships/Certifications	0.00	0.00	2,000.00	-2,000.00	0.0%
52101 · Other Supplies	0.00	0.00	500.00	-500.00	0.0%
52111 · Office Supplies	0.00	0.00	500.00	-500.00	0.0%
52117 · Mail and Postage Supplies	0.00	0.00	500.00	-500.00	0.0%
52191 · Utilities Expense	1,282.72	1,282.72	15,000.00	-13,717.28	8.55%
Total 51000 · Services and Supplies	6,497.53	10,422.34	103,100.00	-92,677.66	10.11%
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	11,900.00	-11,900.00	0.0%
Total 55000 · Appropriation for Contingencies	0.00	0.00	11,900.00	-11,900.00	0.0%
Total Expense	6,497.53	10,422.34	115,000.00	-104,577.66	9.06%
Net Income	2,888.22	-1,036.59	0.00	-1,036.59	100.0%

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

	TOTAL			
	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Income				
40000 · Tax Revenue				
40002 · Prop Tax - CY Secured	39,185.29	32,702.00	6,483.29	119.83%
40012 · SB2557 Prop Tax Admin	-395.08	-412.61	17.53	95.75%
40101 · Prop Taxes CY Unsecured	44.53			
40111 · Supplemental Prop Taxes - CY	1,235.73	682.00	553.73	181.19%
40201 · Prop Taxes PY Secured	-1.97			
40211 · Prop Taxes PY Unsecured	21.96			
40221 · Supplemental Prop Taxes PY	-1.32			
42111 · State - Other In-Lieu Tax	0.68			
42291 · State Homeowners Prop Tax Relf	253.28	144.00	109.28	175.89%
Total 40000 · Tax Revenue	40,343.10	33,115.39	7,227.71	121.83%
44000 · Revenue - Use of Money & Prop				
44002 · Interest on Pooled Cash	39.21	350.00	-310.79	11.2%
44003 · Other Interest Earnings	47.69			
46050 · Cancelled/Stale Dated Warrants	100.00			
Total 44000 · Revenue - Use of Money & Prop	186.90	350.00	-163.10	53.4%
Total Income	40,530.00	33,465.39	7,064.61	121.11%
Expense				
51000 · Services and Supplies				
51031 · Waste Disposal Services	5,771.48	2,400.00	3,371.48	240.48%
51202 · Election Services	0.00	1,000.00	-1,000.00	0.0%
51206 · Audit Services	1,892.50	2,250.00	-357.50	84.11%
51207 · Administrative Services	4,500.00	4,500.00	0.00	100.0%
51226 · Consulting Services	0.00	1,000.00	-1,000.00	0.0%
51249 · Other Professional Services	0.00	5,000.00	-5,000.00	0.0%
51916 · County Service Charges	2,290.00	100.00	2,190.00	2,290.0%
52071 · Materials and Supplies Expense	5,664.99	800.00	4,864.99	708.12%
52091 · Memberships/Certifications	360.00	500.00	-140.00	72.0%
52111 · Office Expense	0.00	1,000.00	-1,000.00	0.0%
52117 · Mail and Postage Supplies	0.00	250.00	-250.00	0.0%
52193 · Utilities - Electric	3,485.47	5,000.00	-1,514.53	69.71%
Total 51000 · Services and Supplies	23,964.44	23,800.00	164.44	100.69%
55000 · Appropriations for Contingencie				
55011 · Appropriation for Contingencies	0.00	9,665.39	-9,665.39	0.0%
Total 55000 · Appropriations for Contingencie	0.00	9,665.39	-9,665.39	0.0%
Total Expense	23,964.44	33,465.39	-9,500.95	71.61%
Net Income	16,565.56	0.00	16,565.56	100.0%

Occidental - Community
Profit & Loss Budget vs. Actual
July 1 through August 4, 2023

		TOTAL				
		Jul 23	Jul 1 - Aug 4, 23	Budget	\$ Over Budget	% of Budget
Income						
40000 · Tax Revenue						
40002 · Prop Tax - CY Secured	0.00	0.00	39,400.00	-39,400.00	0.0%	
40012 · SB2557 Prop Tax Admin	0.00	0.00	-395.00	395.00	0.0%	
40111 · Supplemental Prop Taxes - CY	0.00	0.00	1,152.00	-1,152.00	0.0%	
42111 · State - Other In-Lieu Tax	0.00	0.00	1.00	-1.00	0.0%	
42291 · State Homeowners Prop Tax Relf	0.00	0.00	85.00	-85.00	0.0%	
Total 40000 · Tax Revenue	0.00	0.00	40,243.00	-40,243.00	0.0%	
Total Income	0.00	0.00	40,243.00	-40,243.00	0.0%	
Expense						
51000 · Services and Supplies						
51031 · Waste Disposal Services	437.70	437.70	6,000.00	-5,562.30	7.3%	
51202 · Election Services	0.00	0.00	500.00	-500.00	0.0%	
51206 · Audit Services	0.00	0.00	3,000.00	-3,000.00	0.0%	
51207 · Administrative Services	0.00	0.00	6,000.00	-6,000.00	0.0%	
51226 · Consulting Services	0.00	0.00	1,000.00	-1,000.00	0.0%	
51249 · Other Professional Services	0.00	0.00	1,000.00	-1,000.00	0.0%	
51916 · County Service Charges	0.00	0.00	2,300.00	-2,300.00	0.0%	
52071 · Materials and Supplies Expense	0.00	0.00	1,000.00	-1,000.00	0.0%	
52091 · Memberships/Certifications	0.00	0.00	500.00	-500.00	0.0%	
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	263.64	263.64	5,000.00	-4,736.36	5.27%	
Total 51000 · Services and Supplies	701.34	701.34	27,550.00	-26,848.66	2.55%	
55000 · Appropriations for Contingencie						
55011 · Appropriation for Contingencies	0.00	0.00	12,693.00	-12,693.00	0.0%	
Total 55000 · Appropriations for Contingencie	0.00	0.00	12,693.00	-12,693.00	0.0%	
Total Expense	701.34	701.34	40,243.00	-39,541.66	1.74%	
Net Income	-701.34	-701.34	0.00	-701.34	100.0%	