



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

September 12, 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

II. PUBLIC COMMENT ON ITEMS NOT AGENDIZED

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. August 8, 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. Resume Traditional Brown Act Rules (*Action Item*)
- c. FY 23/24 Final Budget (*Action Item*)
- d. St Philips Emergency Boxes Report (*Discussion Item – 3 Min*)
- e. CAP Update (*Discussion Item – 3 Min*)

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, August 08, 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 6:01PM. 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 July 11, 2023 – Motion to approve by Tom Gonnella and seconded by Gino Gaffney.
4. **FIRE**
 - a. Chief's Report – 33 calls for the month of July. The end of chipping season has started, there were about 45 addresses chipped. You can still sign up for next year. 18 new sets of structure gear were purchased due to the out-of-date gear.
 - b. Correspondence – nothing to report.
5. **WATER**
 - a. Correspondence – Water loss is at -2.3% for July. The board received 3 letters of communication from Bill Wadsworth for review.
6. **COMMUNITY SERVICES**
 - a. Correspondence – members from the Community Action Planning committee attended and presented what the committee does and the things they would like to accomplish.
7. **ADJOURNMENT** – Motion to approve by Chris Martin and motion passed unanimously at 6:45PM

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

Tiffanie Herring, Clerk of the Board

Occidental - Fire
FY 23/24 Final Budget

23-24 Final Budget

Income

40000 · Tax Revenue

40002 · Prop Tax - CY Secured	350,000.00
40003 · Direct Charges - CY	375,000.00
40012 · SB2557 Prop Tax Admin	-3,700.00
40101 · Prop Taxes - CY Unsecured	10,200.00
40105 · CollectCost Del CY Unsecured	0.00
40111 · Supplemental Prop Taxes - CY	8,300.00
40201 · Prop Taxes - PY Secured	0.00
40202 · Direct Charges - Prior Year	10,300.00
40211 · Prop Taxes - PY Unsecured	217.00
42291 · State Homeowners Prop Tax Relf	1,800.00
42293 · State - Other In-Lieu Tax	7.00

Total 40000 · Tax Revenue	752,124.00
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44000 · Revenue - Use of Money & Prop

44002 · Interest on Pooled Cash	2,500.00
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Total 44000 · Revenue - Use of Money & Prop	2,500.00
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45000 · Misc. Revenue	500.00
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Total Income	755,124.00
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Expense

50000 · Salaries and Employee Benefits

50702 · Permanent Positions	200,000.00
50703 · Stipend Pay	
50705 · Volunteer Pay	20,000.00
50710 · Strike Team/Upstaffing	1.00
50715 · FICA - Retirement	20,000.00
50720 · Medicare	10,000.00
50725 · Health Insurance	15,000.00
50730 · Unemployment	5,000.00
50808 · Worker's Comp	25,000.00

Total 50000 · Salaries and Employee Benefits	295,001.00
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51000 · Services and Supplies

51042 · Insurance - Premiums	20,000.00
51061 · Maintenance - Equipment	50,000.00
51071 · Maintenance - Bldg & Improve	15,000.00
51202 · Election Services	2,500.00
51206 · Audit Services	4,500.00
51207 · Administrative Services	10,800.00
51211 · Legal Services	500.00
51221 · Office Expense	2,500.00
51225 · Training Services	5,000.00
51235 · Dispatch Services	6,500.00
51249 · Other Professional Services	6,500.00

Occidental - Fire
FY 23/24 Final Budget

	23-24 Final Budget
51803 · Other Contract Services	8,400.00
51902 · Communications/Radios	15,000.00
51916 · County Service Charges	12,500.00
52021 · Clothing/Uniforms/Personnel	10,000.00
52031 · Food	1,000.00
52041 · Household Supplies Expense	5,000.00
52043 · Safety Supplies/Equipment	10,000.00
52061 · Fuel/Gas/Oil	20,000.00
52081 · Medical/Laboratory Supplies	12,000.00
52091 · Memberships/Certifications	6,000.00
52141 · Minor Equipment/Small Tools	20,000.00
52191 · Utilities Expense	35,000.00
Total 51000 · Services and Supplies	278,700.00
55000 · Appropriation for Contingencies	
55011 · Appropriation for Contingencies	181,423.00
Total 55000 · Appropriation for Contingencies	181,423.00
60400 · Bank Service Charges	0.00
Total Expense	755,124.00
Net Income	0.00

Occidental - Water
FY 23/24 Final Budget

	FY 23-24 Final Budget
Income	
45313 · Sale - Water	
45000 · Charges for Services	115,000.00
Total Income	115,000.00
Expense	
51000 · Services and Supplies	
51042 · Insurance - Premiums	5,000.00
51077 · Maint - Infrastructure	6,000.00
51202 · Election Services	0.00
51206 · Audit Services	3,000.00
51207 · Administrative Services	7,200.00
51211 · Legal Services	5,000.00
51244 · Permits/License/Fees	4,000.00
51249 · Other Professional Services	0.00
51301 · Publications and Legal Notices	0.00
51801 · Other Services	0.00
51803 · Other Contract Services	50,000.00
51916 · County Service Charges	4,400.00
52091 · Memberships/Certifications	2,000.00
52101 · Other Supplies	500.00
52111 · Office Supplies	500.00
52117 · Mail and Postage Supplies	500.00
52191 · Utilities Expense	15,000.00
Total 51000 · Services and Supplies	103,100.00
55000 · Appropriation for Contingencies	
55011 · Appropriation for Contingencies	
Total 55000 · Appropriation for Contingencies	11,900.00
60400 · Bank Service Charges	0.00
Total Expense	115,000.00
Net Income	0.00

Occidental - Community
FY 23/24 Final Budget

	FY 23-24 Final Budget
Income	
40000 · Tax Revenue	
40002 · Prop Tax - CY Secured	39,400.00
40012 · SB2557 Prop Tax Admin	-395.00
40111 · Supplemental Prop Taxes - CY	1,152.00
42111 · State - Other In-Lieu Tax	1.00
42291 · State Homeowners Prop Tax Relf	85.00
Total 40000 · Tax Revenue	40,243.00
44000 · Revenue - Use of Money & Prop	
44002 · Interest on Pooled Cash	
46050 · Cancelled/Stale Dated Warrants	0.00
Total 44000 · Revenue - Use of Money & Prop	0.00
Total Income	40,243.00
Expense	
51000 · Services and Supplies	
51031 · Waste Disposal Services	6,000.00
51202 · Election Services	500.00
51206 · Audit Services	3,000.00
51207 · Administrative Services	6,000.00
51226 · Consulting Services	1,000.00
51249 · Other Professional Services	1,000.00
51916 · County Service Charges	2,300.00
52071 · Materials and Supplies Expense	1,000.00
52091 · Memberships/Certifications	500.00
52111 · Office Expense	1,000.00
52117 · Mail and Postage Supplies	250.00
52193 · Utilities - Electric	5,000.00
Total 51000 · Services and Supplies	27,550.00
55000 · Appropriations for Contingencie	
55011 · Appropriation for Contingencies	
Total 55000 · Appropriations for Contingencie	12,693.00
Total Expense	40,243.00
Net Income	0.00

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1 through September 8, 2023

	TOTAL				
	Aug 23	Jul 1 - Sep 8, 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	283.45	2,500.00	-2,216.55	11.34%
Total 44000 · Revenue - Use of Money & Prop	0.00	283.45	2,500.00	-2,216.55	11.34%
45000 · Misc. Revenue					
45002 · Donations	3,000.00	3,000.00	0.00	3,000.00	100.0%
45000 · Misc. Revenue - Other	0.00	0.00	500.00	-500.00	0.0%
Total 45000 · Misc. Revenue	3,000.00	3,000.00	500.00	2,500.00	600.0%
Total Income	3,000.00	3,283.45	755,124.00	-751,840.55	0.44%
Expense					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	4,983.25	17,183.55	200,000.00	-182,816.45	8.59%
50703 · Stipend Pay	4,854.15	9,268.15	0.00	9,268.15	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	686.73	1,674.34	20,000.00	-18,325.66	8.37%
50720 · Medicare	160.65	391.59	10,000.00	-9,608.41	3.92%
50725 · Health Insurance	276.92	553.84	15,000.00	-14,446.16	3.69%
50730 · Unemployment	38.26	79.04	5,000.00	-4,920.96	1.58%
50808 · Worker's Comp	22,353.00	22,353.00	25,000.00	-2,647.00	89.41%
Total 50000 · Salaries and Employee Benefits	33,352.96	51,503.51	295,001.00	-243,497.49	17.46%
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	22,066.00	20,000.00	2,066.00	110.33%
51061 · Maintenance - Equipment	7,299.36	10,382.61	50,000.00	-39,617.39	20.77%
51071 · Maintenance - Bldg & Improve	348.09	3,723.11	15,000.00	-11,276.89	24.82%
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	2,500.00	6,000.00	10,800.00	-4,800.00	55.56%
51211 · Legal Services	0.00	0.00	500.00	-500.00	0.0%
51221 · Office Expense	7.75	186.99	2,500.00	-2,313.01	7.48%
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	335.60	1,907.15	6,500.00	-4,592.85	29.34%
51803 · Other Contract Services	0.00	0.00	8,400.00	-8,400.00	0.0%
51902 · Communications/Radios	468.72	703.07	15,000.00	-14,296.93	4.69%
51916 · County Service Charges	0.00	480.00	12,500.00	-12,020.00	3.84%
52021 · Clothing/Uniforms/Personnel	62,338.05	62,458.03	10,000.00	52,458.03	624.58%
52031 · Food	0.00	91.74	1,000.00	-908.26	9.17%

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1 through September 8, 2023

	TOTAL				
	Aug 23	Jul 1 - Sep 8, 23	Budget	\$ Over Budget	% of Budget
52041 · Household Supplies Expense	23.45	74.41	5,000.00	-4,925.59	1.49%
52043 · Safety Supplies/Equipment	892.68	2,215.95	10,000.00	-7,784.05	22.16%
52061 · Fuel/Gas/Oil	0.00	1,924.38	20,000.00	-18,075.62	9.62%
52081 · Medical/Laboratory Supplies	537.13	1,098.08	12,000.00	-10,901.92	9.15%
52091 · Memberships/Certifications	306.00	612.00	6,000.00	-5,388.00	10.2%
52141 · Minor Equipment/Small Tools	664.06	916.97	20,000.00	-19,083.03	4.59%
52191 · Utilities Expense	3,473.25	5,873.70	35,000.00	-29,126.30	16.78%
Total 51000 · Services and Supplies	81,352.42	122,872.47	278,700.00	-155,827.53	44.09%
55000 · Appropriation for Contingencies	0.00	0.00	181,423.00	-181,423.00	0.0%
60400 · Bank Service Charges	35.00	35.00	0.00	35.00	100.0%
Total Expense	114,740.38	174,410.98	755,124.00	-580,713.02	23.1%
Net Income	-111,740.38	-171,127.53	0.00	-171,127.53	100.0%

Occidental - Water
Profit & Loss Budget vs. Actual
July 1 through September 8, 2023

	TOTAL				
	Aug 23	Jul 1 - Sep 8, 23	Budget	\$ Over Budget	% of Budget
Income					
45313 · Sale - Water					
45000 · Charges for Services	11,158.26	20,544.01	115,000.00	-94,455.99	17.86%
Total 45313 · Sale - Water	11,158.26	20,544.01	115,000.00	-94,455.99	17.86%
Total Income	11,158.26	20,544.01	115,000.00	-94,455.99	17.86%
Expense					
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	0.00	5,000.00	-5,000.00	0.0%
51077 · Maint - Infrastructure	431.25	431.25	6,000.00	-5,568.75	7.19%
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	3,847.50	5,137.50	4,000.00	1,137.50	128.44%
51803 · Other Contract Services	3,924.81	10,327.84	50,000.00	-39,672.16	20.66%
51916 · County Service Charges	0.00	0.00	4,400.00	-4,400.00	0.0%
52091 · Memberships/Certifications	300.00	300.00	2,000.00	-1,700.00	15.0%
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	1,638.30	5,830.69	15,000.00	-9,169.31	38.87%
Total 51000 · Services and Supplies	10,141.86	22,027.28	103,100.00	-81,072.72	21.37%
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	10,141.86	22,027.28	115,000.00	-92,972.72	19.15%
Net Income	1,016.40	-1,483.27	0.00	-1,483.27	100.0%

Occidental - Community
Profit & Loss Budget vs. Actual
July 1 through September 8, 2023

	TOTAL				
	Aug 23	Jul 1 - Sep 8, 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	237.70	475.40	6,000.00	-5,524.60	7.92%
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	261.74	525.38	5,000.00	-4,474.62	10.51%
Total 51000 · Services and Supplies	499.44	1,000.78	27,550.00	-26,549.22	3.63%
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	499.44	1,000.78	40,243.00	-39,242.22	2.49%
Net Income	-499.44	-1,000.78	0.00	-1,000.78	100.0%