



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**

October 10, 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. September 12, 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. 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, September 12, 2023, 6:00 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 6:00PM. 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 August 08, 2023 – Motion to approve by Gino Gaffney and seconded by Chris Martin.
4. **FIRE**
 - a. Chief's Report – 32 calls for the month of August. Thursday night there will be chainsaw training at Monterey Pines. The sales tax measure is underway and will be on the March 2024 ballot.
 - b. Correspondence – nothing to report.
5. **WATER**
 - a. Correspondence – Water loss is at -14.14% for August and not sure why it's so negative. There may be some true up involved over the next month.
6. **COMMUNITY SERVICES**
 - a. Correspondence – A document from the CAP committee was distributed at the meeting.
 - b. Resume Traditional Brown Act Rules – there was confusion the last few meetings, so we discussed a possibility of resuming traditional rules. It was determined at this time we will continue to follow AB 2449.
 - c. FY 23/24 Final Budget – Motion to approve by Chris Martin and seconded by Richard Eichenholz.
 - d. St Philips Emergency Boxes – The committee came to report they are revamping the contents in the emergency boxes as some are very old.
 - e. CAP Update – the committee came to the meeting to give us an update on what they have been accomplishing. There will be an open house on October 11th followed by a community meeting with Lynda Hopkins at Salmon Creek School on November 15th.
7. **ADJOURNMENT** – Motion to approve by Chris Martin and motion passed unanimously at 6:33PM

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

Tiffanie Herring, Clerk of the Board



Community Action Planning (CAP) OCSD Update - October 10, 2023

The final CAP meeting of the year was held on October 4th, 2023. 10 of the 12 regular members were present at the meeting.

Workgroup Reports

1. The Community Center Revitalization Group - This sub-committee continues to gather information from a variety of sources on Community Center revitalization. Several members toured other community center facilities in Sonoma County. They also met with PRAXIS architects to learn more about successful community facilities projects in West County. The group continues to review preliminary results of the OCC survey to gauge community interest in future activities.
2. Downtown Group - This sub-committee is focused on development of the "green space" at the corner of Bohemian Highway and Occidental Road. They have engaged PRAXIS architects to develop a design and started a GoFundMe page that has raised almost \$5,000 so far to support the design process.
3. Communication/Governance Group - This group has taken the lead on the Community Survey (@200 responses so far) and the Open House planned for October 11th. Members are also working on a proposal to revamp the OCC website. Melinda Hershon has volunteered to represent Occidental on the 5th District Infrastructure Planning Committee.

CAP is hosting an Open House at the Community Center on October 11th, 5- 8 pm. The goal of this event is to solicit further input and interest in supporting identified community improvement projects. Representatives of the three CAP sub-committees will be present to share progress on their work, gather additional input and engage community members in their ongoing work. OCSD is invited to host a table at this event to share information on OCSD's important role in overseeing fire, water and other community services in the community.

The Open House will be followed by a Town Hall Meeting with Lynda Hopkins at Salmon Creek School on Wednesday, November 15th, 5:30-7:30. At this meeting, information will be shared on the year-long CAP process, results of the Community Survey, and status of projects in the three areas of focus. Supervisor Hopkins and other county government representatives will share information on the ways they can help the Occidental community to achieve its improvement goals.

Submitted by: Mary Szecsey, OCC Treasurer

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1 through October 7, 2023

| | TOTAL | | | | |
|--|-----------|-------------------|------------|----------------|-------------|
| | Sep 23 | Jul 1 - Oct 7, 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 | 475.49 | 2,500.00 | -2,024.51 | 19.02% |
| Total 44000 · Revenue - Use of Money & Prop | 0.00 | 475.49 | 2,500.00 | -2,024.51 | 19.02% |
| 45000 · Misc. Revenue | | | | | |
| 45002 · Donations | 2,000.00 | 5,000.00 | 0.00 | 5,000.00 | 100.0% |
| 45000 · Misc. Revenue - Other | 136.54 | 136.54 | 500.00 | -363.46 | 27.31% |
| Total 45000 · Misc. Revenue | 2,136.54 | 5,136.54 | 500.00 | 4,636.54 | 1,027.31% |
| 46000 · Strike Team/Upstaffing Income | 9,135.16 | 9,135.16 | 0.00 | 9,135.16 | 100.0% |
| Total Income | 11,271.70 | 14,747.19 | 755,124.00 | -740,376.81 | 1.95% |
| Expense | | | | | |
| 50000 · Salaries and Employee Benefits | | | | | |
| 50702 · Permanent Positions | 7,533.00 | 22,298.55 | 200,000.00 | -177,701.45 | 11.15% |
| 50703 · Stipend Pay | 9,060.00 | 17,018.15 | 0.00 | 17,018.15 | 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 | 1,054.52 | 2,489.14 | 20,000.00 | -17,510.86 | 12.45% |
| 50720 · Medicare | 246.62 | 582.16 | 10,000.00 | -9,417.84 | 5.82% |
| 50725 · Health Insurance | 415.38 | 830.76 | 15,000.00 | -14,169.24 | 5.54% |
| 50730 · Unemployment | 37.80 | 104.24 | 5,000.00 | -4,895.76 | 2.09% |
| 50808 · Worker's Comp | 0.00 | 22,353.00 | 25,000.00 | -2,647.00 | 89.41% |
| Total 50000 · Salaries and Employee Benefits | 18,347.32 | 65,676.00 | 295,001.00 | -229,325.00 | 22.26% |
| 51000 · Services and Supplies | | | | | |
| 51042 · Insurance - Premiums | 0.00 | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| 51061 · Maintenance - Equipment | 3,394.22 | 12,592.52 | 50,000.00 | -37,407.48 | 25.19% |
| 51071 · Maintenance - Bldg & Improve | 0.00 | 2,846.15 | 15,000.00 | -12,153.85 | 18.97% |
| 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 | 2,000.00 | 8,000.00 | 10,800.00 | -2,800.00 | 74.07% |
| 51211 · Legal Services | 0.00 | 0.00 | 500.00 | -500.00 | 0.0% |
| 51221 · Office Expense | 0.00 | 318.09 | 2,500.00 | -2,181.91 | 12.72% |
| 51225 · Training Services | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 51235 · Dispatch Services | 0.00 | 3,699.91 | 6,500.00 | -2,800.09 | 56.92% |
| 51249 · Other Professional Services | 402.90 | 2,627.05 | 6,500.00 | -3,872.95 | 40.42% |
| 51803 · Other Contract Services | 1,000.00 | 1,001.00 | 8,400.00 | -7,399.00 | 11.92% |
| 51902 · Communications/Radios | 234.36 | 703.08 | 15,000.00 | -14,296.92 | 4.69% |
| 51916 · County Service Charges | 0.00 | 480.00 | 12,500.00 | -12,020.00 | 3.84% |
| 52021 · Clothing/Uniforms/Personnel | 642.12 | 63,068.95 | 10,000.00 | 53,068.95 | 630.69% |

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1 through October 7, 2023

| | TOTAL | | | | |
|---|------------|-------------------|------------|----------------|-------------|
| | Sep 23 | Jul 1 - Oct 7, 23 | Budget | \$ Over Budget | % of Budget |
| 52031 · Food | 0.00 | 91.74 | 1,000.00 | -908.26 | 9.17% |
| 52041 · Household Supplies Expense | 360.79 | 469.88 | 5,000.00 | -4,530.12 | 9.4% |
| 52043 · Safety Supplies/Equipment | 0.00 | 2,215.95 | 10,000.00 | -7,784.05 | 22.16% |
| 52061 · Fuel/Gas/Oil | 2,250.99 | 2,250.99 | 20,000.00 | -17,749.01 | 11.26% |
| 52081 · Medical/Laboratory Supplies | 109.16 | 1,691.50 | 12,000.00 | -10,308.50 | 14.1% |
| 52091 · Memberships/Certifications | 306.00 | 1,918.00 | 6,000.00 | -4,082.00 | 31.97% |
| 52141 · Minor Equipment/Small Tools | 0.00 | 821.91 | 20,000.00 | -19,178.09 | 4.11% |
| 52191 · Utilities Expense | 1,413.28 | 5,963.74 | 35,000.00 | -29,036.26 | 17.04% |
| Total 51000 · Services and Supplies | 12,113.82 | 110,760.46 | 278,700.00 | -167,939.54 | 39.74% |
| 55000 · Appropriation for Contingencies | 0.00 | 0.00 | 181,423.00 | -181,423.00 | 0.0% |
| 60400 · Bank Service Charges | 0.00 | 35.00 | 0.00 | 35.00 | 100.0% |
| Total Expense | 30,461.14 | 176,471.46 | 755,124.00 | -578,652.54 | 23.37% |
| Net Income | -19,189.44 | -161,724.27 | 0.00 | -161,724.27 | 100.0% |

Occidental - Water
Profit & Loss Budget vs. Actual
July 1 through October 7, 2023

| | | TOTAL | | | | |
|---|--|-----------|-------------------|------------|----------------|-------------|
| | | Sep 23 | Jul 1 - Oct 7, 23 | Budget | \$ Over Budget | % of Budget |
| Income | | | | | | |
| 45313 · Sale - Water | | | | | | |
| 45000 · Charges for Services | | 10,937.56 | 31,481.57 | 115,000.00 | -83,518.43 | 27.38% |
| Total 45313 · Sale - Water | | 10,937.56 | 31,481.57 | 115,000.00 | -83,518.43 | 27.38% |
| Total Income | | 10,937.56 | 31,481.57 | 115,000.00 | -83,518.43 | 27.38% |
| 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 | 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 | | 2,677.50 | 7,815.00 | 4,000.00 | 3,815.00 | 195.38% |
| 51803 · Other Contract Services | | 2,478.22 | 14,252.65 | 50,000.00 | -35,747.35 | 28.51% |
| 51916 · County Service Charges | | 0.00 | 0.00 | 4,400.00 | -4,400.00 | 0.0% |
| 52091 · Memberships/Certifications | | 0.00 | 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 | | 3,345.91 | 8,145.83 | 15,000.00 | -6,854.17 | 54.31% |
| Total 51000 · Services and Supplies | | 8,501.63 | 30,944.73 | 103,100.00 | -72,155.27 | 30.01% |
| 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 | | 8,501.63 | 30,944.73 | 115,000.00 | -84,055.27 | 26.91% |
| Net Income | | 2,435.93 | 536.84 | 0.00 | 536.84 | 100.0% |

Occidental - Community
Profit & Loss Budget vs. Actual
July 1 through October 7, 2023

| | | | TOTAL | | | | |
|---|---------|-----------|-----------|-------------------|--------|----------------|-------------|
| | | | Sep 23 | Jul 1 - Oct 7, 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 | 713.10 | 6,000.00 | -5,286.90 | 11.89% | | |
| 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 | 228.09 | 228.09 | 1,000.00 | -771.91 | 22.81% | | |
| 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 | 292.31 | 817.69 | 5,000.00 | -4,182.31 | 16.35% | | |
| Total 51000 · Services and Supplies | 758.10 | 1,758.88 | 27,550.00 | -25,791.12 | 6.38% | | |
| 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 | 758.10 | 1,758.88 | 40,243.00 | -38,484.12 | 4.37% | | |
| Net Income | -758.10 | -1,758.88 | 0.00 | -1,758.88 | 100.0% | | |