



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**

January 9, 2024 • 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. November 14, 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*)
 - i. CAP Update
- b. Preliminary Audit FY 22/23 (*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) 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, November 14, 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, Tom Gonnella, Chris Martin, and Gino Gaffney.
2. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – Fire Safe Sonoma is hosting a seminar about GMRS radios on November 19th from noon to 2pm.
3. **CONSENT OF CALENDAR**
 - a. Minutes of October 10, 2023 – Motion to approve by Tom Gonnella and seconded by Gino Gaffney.
4. **FIRE**
 - a. Chief's Report – 38 calls for the month of October. The rescue is not back yet, we are waiting for an update.
 - b. Correspondence – nothing to report.
 - c. Call Pay Increase – Motion to approve the new per call pay effective 1/2024 by Chris Martin and seconded by Gino Gaffney.
 - d. Resolution OCD2023-04 Fire Sales Tax Measure – Motion to approve by Gino Gaffney and seconded by Chris Martin.
5. **WATER**
 - a. Correspondence – Systems are operating well. OCSD water loss is good, overall, it is 4.5-5% loss. XIO costs went down about \$38/month.
 - b. OCSD/CM/Alliance Committee – two members will need to be picked to be on the joint committee to overlook the invoices.
6. **COMMUNITY SERVICES**
 - a. Correspondence – None.
 - b. CAP Final Update – the committee came to the meeting to give us an update on what they have been accomplishing. There will be a community meeting with Lynda Hopkins at Salmon Creek School on November 15th. They have formed a volunteer committee for trash pickup around town.
7. **ADJOURNMENT** – Motion to approve by Chris Martin and motion passed unanimously at 6:51PM.

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

Tiffanie Herring, Clerk of the Board

OCC Report - December 2023

1. Over 50 local residents attended the Town Hall meeting with Supervisor Lynda Hopkins on Nov. 15th at Salmon Creek School. Supervisor Hopkins and County representatives from Regional Parks and Public Works responded to the final CAP report and action plans with their support. OCC leadership will be meeting monthly with District 5 staff to report on activities and progress being made by the three sub-groups that were formed during the CAP Process.
2. The 38th Annual Holiday Crafts Faire was held last weekend with hundreds of local residents and visitors in attendance. Almost \$10,000 was raised at the Faire this year through the raffle, bake sale, kitchen, donations and vendor fees. All of the funds raised will be used to support projects in the community.
3. The Annual Tree lighting and Santa Sighting took place on December 9th with many local families in attendance. Thanks for the support from Fire Department for this event.
4. Over \$6,000 was raised through a GoFundMe campaign to support the design work for the "town square" project. PRAXIS architects have been engaged to prepare the design that will be submitted to the County for further review and funding in 2024.

Much more to come in 2024. Happy Holidays to all!

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1, 2023 through January 4, 2024

TOTAL

	Nov 23	Dec 23	Jul 1, '23 - Jan 4, '24	Budget	\$ Over Budget	% of Budget
Income						
40000 · Tax Revenue						
40002 · Prop Tax - CY Secured	0.00	187,484.67	187,484.67	350,000.00	-162,515.33	53.57%
40003 · Direct Charges - CY	0.00	215,288.22	215,288.22	375,000.00	-159,711.78	57.41%
40012 · SB2557 Prop Tax Admin	0.00	0.00	0.00	-3,700.00	3,700.00	0.0%
40101 · Prop Taxes - CY Unsecured	0.00	10,636.95	10,636.95	10,200.00	436.95	104.28%
40111 · Supplemental Prop Taxes - CY	0.00	2,876.47	2,876.47	8,300.00	-5,423.53	34.66%
40202 · Direct Charges - Prior Year	0.00	2,929.20	2,929.20	10,300.00	-7,370.80	28.44%
40211 · Prop Taxes - PY Unsecured	0.00	0.00	0.00	217.00	-217.00	0.0%
42291 · State Homeowners Prop Tax Relf	0.00	234.50	234.50	1,800.00	-1,565.50	13.03%
42293 · State - Other In-Lieu Tax	0.00	6.31	6.31	7.00	-0.69	90.14%
Total 40000 · Tax Revenue	0.00	419,456.32	419,456.32	752,124.00	-332,667.68	55.77%
44000 · Revenue - Use of Money & Prop						
44002 · Interest on Pooled Cash	179.96	71.77	1,093.07	2,500.00	-1,406.93	43.72%
Total 44000 · Revenue - Use of Money & Prop	179.96	71.77	1,093.07	2,500.00	-1,406.93	43.72%
45000 · Misc. Revenue						
45002 · Donations	0.00	0.00	5,000.00	0.00	5,000.00	100.0%
45000 · Misc. Revenue - Other	0.00	75.83	212.37	500.00	-287.63	42.47%
Total 45000 · Misc. Revenue	0.00	75.83	5,212.37	500.00	4,712.37	1,042.47%
46000 · Strike Team/Upstaffing Income	0.00	0.00	9,135.16	0.00	9,135.16	100.0%
Total Income	179.96	419,603.92	434,896.92	755,124.00	-320,227.08	57.59%
Expense						
50000 · Salaries and Employee Benefits						
50702 · Permanent Positions	2,211.59	0.00	29,470.14	200,000.00	-170,529.86	14.74%
50703 · Stipend Pay	6,861.00	6,296.39	38,381.54	0.00	38,381.54	100.0%
50705 · Volunteer Pay	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
50710 · Strike Team/Upstaffing	0.00	0.00	0.00	1.00	-1.00	0.0%
50715 · FICA - Retirement	579.02	306.28	4,207.91	20,000.00	-15,792.09	21.04%
50720 · Medicare	135.40	71.66	984.14	10,000.00	-9,015.86	9.84%
50725 · Health Insurance	266.33	0.00	1,374.01	15,000.00	-13,625.99	9.16%
50730 · Unemployment	3.78	1.80	166.52	5,000.00	-4,833.48	3.33%
50808 · Worker's Comp	0.00	0.00	22,353.00	25,000.00	-2,647.00	89.41%
Total 50000 · Salaries and Employee Benefits	10,057.12	6,676.13	96,937.26	295,001.00	-198,063.74	32.86%
51000 · Services and Supplies						
51042 · Insurance - Premiums	0.00	0.00	22,066.00	20,000.00	2,066.00	110.33%
51061 · Maintenance - Equipment	15.11	26.02	20,031.58	50,000.00	-29,968.42	40.06%
51071 · Maintenance - Bldg & Improve	306.96	228.47	11,518.44	15,000.00	-3,481.56	76.79%
51202 · Election Services	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
51206 · Audit Services	0.00	0.00	2,975.00	4,500.00	-1,525.00	66.11%
51207 · Administrative Services	2,000.00	2,000.00	-1,200.00	10,800.00	-12,000.00	-11.11%
51211 · Legal Services	0.00	0.00	0.00	500.00	-500.00	0.0%
51221 · Office Expense	102.59	0.00	420.68	2,500.00	-2,079.32	16.83%
51225 · Training Services	0.00	961.52	961.52	5,000.00	-4,038.48	19.23%
51235 · Dispatch Services	0.00	0.00	3,699.91	6,500.00	-2,800.09	56.92%
51249 · Other Professional Services	322.70	429.30	3,709.15	6,500.00	-2,790.85	57.06%
51803 · Other Contract Services	1,000.00	500.00	2,501.00	8,400.00	-5,899.00	29.77%
51902 · Communications/Radios	490.32	240.06	2,262.44	15,000.00	-12,737.56	15.08%
51916 · County Service Charges	0.00	0.00	480.00	12,500.00	-12,020.00	3.84%
52021 · Clothing/Uniforms/Personnel	9.75	0.00	63,431.18	10,000.00	53,431.18	634.31%

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1, 2023 through January 4, 2024

TOTAL

	Nov 23	Dec 23	Jul 1, '23 - Jan 4, '24	Budget	\$ Over Budget	% of Budget
52031 · Food	0.00	0.00	91.74	1,000.00	-908.26	9.17%
52041 · Household Supplies Expense	49.46	523.42	1,254.55	5,000.00	-3,745.45	25.09%
52043 · Safety Supplies/Equipment	3,834.22	1,941.02	11,268.32	10,000.00	1,268.32	112.68%
52061 · Fuel/Gas/Oil	0.00	1,038.08	5,213.45	20,000.00	-14,786.55	26.07%
52081 · Medical/Laboratory Supplies	576.21	500.74	3,505.17	12,000.00	-8,494.83	29.21%
52091 · Memberships/Certifications	606.00	39.99	5,351.99	6,000.00	-648.01	89.2%
52141 · Minor Equipment/Small Tools	0.00	5.41	1,354.26	20,000.00	-18,645.74	6.77%
52191 · Utilities Expense	1,683.80	10.85	10,325.30	35,000.00	-24,674.70	29.5%
Total 51000 · Services and Supplies	10,997.12	8,444.88	171,221.68	278,700.00	-107,478.32	61.44%
55000 · Appropriation for Contingencies	0.00	0.00	0.00	181,423.00	-181,423.00	0.0%
60400 · Bank Service Charges	0.00	0.00	35.00	0.00	35.00	100.0%
Total Expense	21,054.24	15,121.01	268,193.94	755,124.00	-486,930.06	35.52%
Net Income	-20,874.28	404,482.91	166,702.98	0.00	166,702.98	100.0%

Occidental - Water
Profit & Loss Budget vs. Actual
 July 1, 2023 through January 4, 2024

	TOTAL					
	Nov 23	Dec 23	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Income						
45313 · Sale - Water						
45000 · Charges for Services	9,141.87	9,902.45	62,555.57	115,000.00	-52,444.43	54.4%
Total 45313 · Sale - Water	9,141.87	9,902.45	62,555.57	115,000.00	-52,444.43	54.4%
Total Income	9,141.87	9,902.45	62,555.57	115,000.00	-52,444.43	54.4%
Expense						
51000 · Services and Supplies						
51042 · Insurance - Premiums	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
51077 · Maint - Infrastructure	2,865.83	0.00	3,297.08	6,000.00	-2,702.92	54.95%
51206 · Audit Services	0.00	0.00	3,000.00	3,000.00	0.00	100.0%
51207 · Administrative Services	0.00	0.00	7,200.00	7,200.00	0.00	100.0%
51211 · Legal Services	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
51244 · Permits/License/Fees	0.00	606.11	12,275.95	4,000.00	8,275.95	306.9%
51803 · Other Contract Services	5,184.81	3,924.81	23,362.27	50,000.00	-26,637.73	46.73%
51916 · County Service Charges	0.00	7,231.05	7,231.05	4,400.00	2,831.05	164.34%
52091 · Memberships/Certifications	0.00	0.00	300.00	2,000.00	-1,700.00	15.0%
52101 · Other Supplies	0.00	0.00	0.00	500.00	-500.00	0.0%
52111 · Office Supplies	0.00	0.00	0.00	500.00	-500.00	0.0%
52117 · Mail and Postage Supplies	0.00	0.00	0.00	500.00	-500.00	0.0%
52191 · Utilities Expense	1,118.32	1,189.07	11,084.29	15,000.00	-3,915.71	73.9%
Total 51000 · Services and Supplies	9,168.96	12,951.04	67,750.64	103,100.00	-35,349.36	65.71%
55000 · Appropriation for Contingencies						
55011 · Appropriation for Contingencies	0.00	0.00	0.00	11,900.00	-11,900.00	0.0%
Total 55000 · Appropriation for Contingencies	0.00	0.00	0.00	11,900.00	-11,900.00	0.0%
60400 · Bank Service Charges	0.00	1.60	2.80	0.00	2.80	100.0%
Total Expense	9,168.96	12,952.64	67,753.44	115,000.00	-47,246.56	58.92%
Net Income	-27.09	-3,050.19	-5,197.87	0.00	-5,197.87	100.0%

Occidental - Community
Profit & Loss Budget vs. Actual
July 1, 2023 through January 4, 2024

	TOTAL					
	Nov 23	Dec 23	Jul 1, '23 - Jan 4, 24	Budget	\$ Over Budget	% of Budget
Income						
40000 · Tax Revenue						
40002 · Prop Tax - CY Secured	0.00	20,156.77	20,156.77	39,400.00	-19,243.23	51.16%
40012 · SB2557 Prop Tax Admin	0.00	0.00	0.00	-395.00	395.00	0.0%
40101 · Prop Taxes CY Unsecured	0.00	1,130.33	1,130.33	0.00	1,130.33	100.0%
40111 · Supplemental Prop Taxes - CY	0.00	306.46	306.46	1,152.00	-845.54	26.6%
42111 · State - Other In-Lieu Tax	0.00	0.67	0.67	1.00	-0.33	67.0%
42291 · State Homeowners Prop Tax Relf	0.00	24.92	24.92	85.00	-60.08	29.32%
Total 40000 · Tax Revenue	0.00	21,619.15	21,619.15	40,243.00	-18,623.85	53.72%
44000 · Revenue - Use of Money & Prop						
44002 · Interest on Pooled Cash	0.00	3.49	3.49	0.00	3.49	100.0%
Total 44000 · Revenue - Use of Money & Prop	0.00	3.49	3.49	0.00	3.49	100.0%
Total Income	0.00	21,622.64	21,622.64	40,243.00	-18,620.36	53.73%
Expense						
51000 · Services and Supplies						
51031 · Waste Disposal Services	237.70	237.70	1,663.90	6,000.00	-4,336.10	27.73%
51202 · Election Services	0.00	0.00	0.00	500.00	-500.00	0.0%
51206 · Audit Services	0.00	0.00	3,000.00	3,000.00	0.00	100.0%
51207 · Administrative Services	0.00	0.00	6,000.00	6,000.00	0.00	100.0%
51226 · Consulting Services	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
51249 · Other Professional Services	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
51916 · County Service Charges	0.00	0.00	0.00	2,300.00	-2,300.00	0.0%
52071 · Materials and Supplies Expense	6.17	0.00	234.26	1,000.00	-765.74	23.43%
52091 · Memberships/Certifications	0.00	0.00	0.00	500.00	-500.00	0.0%
52111 · Office Expense	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
52117 · Mail and Postage Supplies	0.00	0.00	0.00	250.00	-250.00	0.0%
52193 · Utilities - Electric	0.00	295.99	1,953.76	5,000.00	-3,046.24	39.08%
Total 51000 · Services and Supplies	243.87	533.69	12,851.92	27,550.00	-14,698.08	46.65%
55000 · Appropriations for Contingencie						
55011 · Appropriation for Contingencies	0.00	0.00	0.00	12,693.00	-12,693.00	0.0%
Total 55000 · Appropriations for Contingencie	0.00	0.00	0.00	12,693.00	-12,693.00	0.0%
Total Expense	243.87	533.69	12,851.92	40,243.00	-27,391.08	31.94%
Net Income	-243.87	21,088.95	8,770.72	0.00	8,770.72	100.0%