



**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)



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

February 13, 2024 • 6:00pm 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**

**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. January 09, 2024, 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*)

**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.*



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## **BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, January 09, 2024, 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, Chris Martin, and Gino Gaffney.
2. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – None
3. **CONSENT OF CALENDAR**
  - a. Minutes of November 14, 2023 – Motion to approve by Chris Martin and seconded by Richard Eichenholz.
4. **FIRE**
  - a. Chief's Report – 442 calls for 2023. Should see a lot more presence of Medic Ambulance since SCFD was awarded the contract, we have been included in the EOA. A lot of the apparatus we have is more than 20 years old, we should start looking into replacing some.
  - b. Correspondence – none.
5. **WATER**
  - a. Correspondence – Systems are operating well. Overall water loss for 2023 was 4.31%.
6. **COMMUNITY SERVICES**
  - a. Correspondence – None.
    - i. A CAP update was provided in the board packet, there were no questions regarding the letter.
  - b. Preliminary Audit FY 22/23 – Motion to approve with one edit by Gino Gaffney and seconded by Chris Martin.
7. **ADJOURNMENT** – Motion to approve by Chris Martin and motion passed unanimously at 6:31PM.

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

Respectfully submitted,

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Tiffanie Herring, Clerk of the Board

**Occidental - Fire**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2023 through February 11, 2024

	TOTAL				
	Jan 24	Jul 1, '23 - Feb 11, 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	0.00	187,484.67	350,000.00	-162,515.33	53.57%
40003 · Direct Charges - CY	0.00	215,288.22	375,000.00	-159,711.78	57.41%
40012 · SB2557 Prop Tax Admin	0.00	0.00	-3,700.00	3,700.00	0.0%
40101 · Prop Taxes - CY Unsecured	0.00	10,636.95	10,200.00	436.95	104.28%
40111 · Supplemental Prop Taxes - CY	0.00	2,876.47	8,300.00	-5,423.53	34.66%
40202 · Direct Charges - Prior Year	0.00	2,929.20	10,300.00	-7,370.80	28.44%
40211 · Prop Taxes - PY Unsecured	0.00	0.00	217.00	-217.00	0.0%
42291 · State Homeowners Prop Tax Relf	0.00	234.50	1,800.00	-1,565.50	13.03%
42293 · State - Other In-Lieu Tax	0.00	6.31	7.00	-0.69	90.14%
Total 40000 · Tax Revenue	0.00	419,456.32	752,124.00	-332,667.68	55.77%
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	0.00	2,440.88	2,500.00	-59.12	97.64%
Total 44000 · Revenue - Use of Money & Prop	0.00	2,440.88	2,500.00	-59.12	97.64%
45000 · Misc. Revenue					
45002 · Donations	650.00	6,300.00	0.00	6,300.00	100.0%
45000 · Misc. Revenue - Other	0.00	212.37	500.00	-287.63	42.47%
Total 45000 · Misc. Revenue	650.00	6,512.37	500.00	6,012.37	1,302.47%
46000 · Strike Team/Upstaffing Income	0.00	9,135.16	0.00	9,135.16	100.0%
Total Income	650.00	437,544.73	755,124.00	-317,579.27	57.94%
<b>Expense</b>					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	2,170.00	34,043.68	200,000.00	-165,956.32	17.02%
50703 · Stipend Pay	6,325.00	48,681.54	0.00	48,681.54	100.0%
50705 · Volunteer Pay	0.00	18,473.90	20,000.00	-1,526.10	92.37%
50710 · Strike Team/Upstaffing	0.00	0.00	1.00	-1.00	0.0%
50715 · FICA - Retirement	535.27	6,292.68	20,000.00	-13,707.32	31.46%
50720 · Medicare	125.20	1,471.74	10,000.00	-8,528.26	14.72%
50725 · Health Insurance	138.46	1,650.93	15,000.00	-13,349.07	11.01%
50730 · Unemployment	319.44	1,410.67	5,000.00	-3,589.33	28.21%
50808 · Worker's Comp	0.00	22,353.00	25,000.00	-2,647.00	89.41%
Total 50000 · Salaries and Employee Benefits	9,613.37	134,378.14	295,001.00	-160,622.86	45.55%
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	22,066.00	20,000.00	2,066.00	110.33%
51061 · Maintenance - Equipment	11,370.71	31,402.29	50,000.00	-18,597.71	62.81%
51071 · Maintenance - Bldg & Improve	56.88	11,575.32	15,000.00	-3,424.68	77.17%
51202 · Election Services	0.00	0.00	2,500.00	-2,500.00	0.0%
51206 · Audit Services	0.00	2,975.00	4,500.00	-1,525.00	66.11%
51207 · Administrative Services	2,000.00	2,800.00	10,800.00	-8,000.00	25.93%
51211 · Legal Services	320.00	320.00	500.00	-180.00	64.0%
51221 · Office Expense	0.00	420.68	2,500.00	-2,079.32	16.83%
51225 · Training Services	0.00	961.52	5,000.00	-4,038.48	19.23%
51235 · Dispatch Services	1,541.63	5,241.54	6,500.00	-1,258.46	80.64%
51249 · Other Professional Services	516.25	4,361.95	6,500.00	-2,138.05	67.11%
51803 · Other Contract Services	0.00	3,501.00	8,400.00	-4,899.00	41.68%
51902 · Communications/Radios	480.12	2,502.50	15,000.00	-12,497.50	16.68%



**Occidental - Fire**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2023 through February 11, 2024

	TOTAL				
	Jan 24	Jul 1, '23 - Feb 11, 24	Budget	\$ Over Budget	% of Budget
51916 · County Service Charges	0.00	480.00	12,500.00	-12,020.00	3.84%
52021 · Clothing/Uniforms/Personnel	0.00	63,431.18	10,000.00	53,431.18	634.31%
52031 · Food	0.00	91.74	1,000.00	-908.26	9.17%
52041 · Household Supplies Expense	21.68	1,276.23	5,000.00	-3,723.77	25.53%
52043 · Safety Supplies/Equipment	227.85	11,496.17	10,000.00	1,496.17	114.96%
52061 · Fuel/Gas/Oil	0.00	5,213.45	20,000.00	-14,786.55	26.07%
52081 · Medical/Laboratory Supplies	327.97	3,833.14	12,000.00	-8,166.86	31.94%
52091 · Memberships/Certifications	0.00	5,351.99	6,000.00	-648.01	89.2%
52141 · Minor Equipment/Small Tools	86.01	1,440.27	20,000.00	-18,559.73	7.2%
52191 · Utilities Expense	-788.56	9,351.16	35,000.00	-25,648.84	26.72%
Total 51000 · Services and Supplies	16,160.54	190,093.13	278,700.00	-88,606.87	68.21%
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	25,773.91	324,506.27	755,124.00	-430,617.73	42.97%
Net Income	-25,123.91	113,038.46	0.00	113,038.46	100.0%

**Occidental - Water**  
**Profit & Loss Budget vs. Actual**  
July 1, 2023 through February 11, 2024

	TOTAL				
	Jan 24	Jul 1, '23 - Feb 11, 24	Budget	\$ Over Budget	% of Budget
Income					
45313 · Sale - Water					
45000 · Charges for Services	8,371.91	70,927.48	115,000.00	-44,072.52	61.68%
Total 45313 · Sale - Water	8,371.91	70,927.48	115,000.00	-44,072.52	61.68%
Total Income	8,371.91	70,927.48	115,000.00	-44,072.52	61.68%
Expense					
51000 · Services and Supplies					
51042 · Insurance - Premiums	4,091.00	4,091.00	5,000.00	-909.00	81.82%
51077 · Maint - Infrastructure	0.00	3,297.08	6,000.00	-2,702.92	54.95%
51206 · Audit Services	0.00	3,000.00	3,000.00	0.00	100.0%
51207 · Administrative Services	0.00	7,200.00	7,200.00	0.00	100.0%
51211 · Legal Services	0.00	0.00	5,000.00	-5,000.00	0.0%
51244 · Permits/License/Fees	1,599.84	12,660.95	4,000.00	8,660.95	316.52%
51803 · Other Contract Services	3,859.74	27,222.01	50,000.00	-22,777.99	54.44%
51916 · County Service Charges	0.00	7,231.05	4,400.00	2,831.05	164.34%
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	1,313.95	12,187.10	15,000.00	-2,812.90	81.25%
Total 51000 · Services and Supplies	10,864.53	77,189.19	103,100.00	-25,910.81	74.87%
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%
60400 · Bank Service Charges	2.00	4.80	0.00	4.80	100.0%
Total Expense	10,866.53	77,193.99	115,000.00	-37,806.01	67.13%
Net Income	-2,494.62	-6,266.51	0.00	-6,266.51	100.0%

**Occidental - Community**  
**Profit & Loss Budget vs. Actual**  
July 1, 2023 through February 11, 2024

	TOTAL				
	Jan 24	Jul 1, '23 - Feb 11, 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	0.00	20,156.77	39,400.00	-19,243.23	51.16%
40012 · SB2557 Prop Tax Admin	0.00	0.00	-395.00	395.00	0.0%
40101 · Prop Taxes CY Unsecured	0.00	1,130.33	0.00	1,130.33	100.0%
40111 · Supplemental Prop Taxes - CY	0.00	306.46	1,152.00	-845.54	26.6%
42111 · State - Other In-Lieu Tax	0.00	0.67	1.00	-0.33	67.0%
42291 · State Homeowners Prop Tax Relf	0.00	24.92	85.00	-60.08	29.32%
Total 40000 · Tax Revenue	0.00	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	0.00	3.49	100.0%
Total 44000 · Revenue - Use of Money & Prop	0.00	3.49	0.00	3.49	100.0%
Total Income	0.00	21,622.64	40,243.00	-18,620.36	53.73%
<b>Expense</b>					
51000 · Services and Supplies					
51031 · Waste Disposal Services	475.40	2,139.30	6,000.00	-3,860.70	35.66%
51202 · Election Services	0.00	0.00	500.00	-500.00	0.0%
51206 · Audit Services	0.00	3,000.00	3,000.00	0.00	100.0%
51207 · Administrative Services	0.00	6,000.00	6,000.00	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	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	234.26	1,000.00	-765.74	23.43%
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	676.00	2,301.00	5,000.00	-2,699.00	46.02%
Total 51000 · Services and Supplies	1,151.40	13,674.56	27,550.00	-13,875.44	49.64%
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	1,151.40	13,674.56	40,243.00	-26,568.44	33.98%
Net Income	-1,151.40	7,948.08	0.00	7,948.08	100.0%