



**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)**



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

**March 12, 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. February 13, 2024, Regular Meeting

**IV. FIRE**

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

**V. WATER**

- a. Correspondence (*Discussion Item*)
  - i. Leak Adjustment (*Discussion Item – 3min*)

**VI. COMMUNITY SERVICES**

- a. Correspondence (*Discussion Item*)
  - i. Park Design and Landscaping (*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](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.***



## **BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, February 13, 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, Tom Gonnella, and Gino Gaffney.
2. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – Bill Wadsworth suggested we let people in the meeting sooner than 6pm on Zoom.
3. **CONSENT OF CALENDAR**
  - a. Minutes of January 09, 2024 – Motion to approve by Gino Gaffney and seconded by Richard Eichenholz.
4. **FIRE**
  - a. Chief's Report – 27 calls for January. Should see a spike in calls for February from the storm. Would like to get some grants for projects around the community. The Chief will report back with some steps to achieve this.
  - b. Correspondence – none.
5. **WATER**
  - a. Correspondence – None.
6. **COMMUNITY SERVICES**
  - a. Correspondence – Just a community thank you for getting garbage cans.
7. **ADJOURNMENT** – Motion to approve by Chris Martin and motion passed unanimously at 6:21PM.

### **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 March 6, 2024

	TOTAL				
	Feb 24	Jul 1, '23 - Mar 6, 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	4,895.61	2,500.00	2,395.61	195.82%
Total 44000 · Revenue - Use of Money & Prop	0.00	4,895.61	2,500.00	2,395.61	195.82%
45000 · Misc. Revenue					
45002 · Donations	750.00	6,400.00	0.00	6,400.00	100.0%
45000 · Misc. Revenue - Other	0.00	212.37	500.00	-287.63	42.47%
Total 45000 · Misc. Revenue	750.00	6,612.37	500.00	6,112.37	1,322.47%
46000 · Strike Team/Upstaffing Income	0.00	9,135.16	0.00	9,135.16	100.0%
Total Income	750.00	440,099.46	755,124.00	-315,024.54	58.28%
<b>Expense</b>					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	5,026.68	39,359.95	200,000.00	-160,640.05	19.68%
50703 · Stipend Pay	7,295.00	56,160.76	0.00	56,160.76	100.0%
50705 · Volunteer Pay	18,474.46	18,474.46	20,000.00	-1,525.54	92.37%
50710 · Strike Team/Upstaffing	4,077.00	4,077.00	1.00	4,076.00	407,700.0%
50715 · FICA - Retirement	1,917.69	7,347.06	20,000.00	-12,652.94	36.74%
50720 · Medicare	448.51	1,718.31	10,000.00	-8,281.69	17.18%
50725 · Health Insurance	276.92	1,927.85	15,000.00	-13,072.15	12.85%
50730 · Unemployment	1,074.96	1,800.73	5,000.00	-3,199.27	36.02%
50808 · Worker's Comp	0.00	22,353.00	25,000.00	-2,647.00	89.41%
Total 50000 · Salaries and Employee Benefits	38,591.22	153,219.12	295,001.00	-141,781.88	51.94%
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	22,066.00	20,000.00	2,066.00	110.33%
51061 · Maintenance - Equipment	5,170.08	36,572.37	50,000.00	-13,427.63	73.15%
51071 · Maintenance - Bldg & Improve	170.00	11,745.32	15,000.00	-3,254.68	78.3%
51202 · Election Services	0.00	0.00	2,500.00	-2,500.00	0.0%
51206 · Audit Services	975.00	3,950.00	4,500.00	-550.00	87.78%
51207 · Administrative Services	2,000.00	4,800.00	10,800.00	-6,000.00	44.44%
51211 · Legal Services	0.00	320.00	500.00	-180.00	64.0%
51221 · Office Expense	232.84	1,184.71	2,500.00	-1,315.29	47.39%
51225 · Training Services	0.00	961.52	5,000.00	-4,038.48	19.23%
51235 · Dispatch Services	0.00	5,241.54	6,500.00	-1,258.46	80.64%
51249 · Other Professional Services	365.05	4,690.25	6,500.00	-1,809.75	72.16%
51803 · Other Contract Services	0.00	4,001.00	8,400.00	-4,399.00	47.63%
51902 · Communications/Radios	7,239.17	9,741.67	15,000.00	-5,258.33	64.94%



**Occidental - Fire**  
**Profit & Loss Budget vs. Actual**  
July 1, 2023 through March 6, 2024

	TOTAL				
	Feb 24	Jul 1, '23 - Mar 6, 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	312.76	63,984.74	10,000.00	53,984.74	639.85%
52031 · Food	124.85	326.10	1,000.00	-673.90	32.61%
52041 · Household Supplies Expense	131.76	1,657.46	5,000.00	-3,342.54	33.15%
52043 · Safety Supplies/Equipment	0.00	11,922.53	10,000.00	1,922.53	119.23%
52061 · Fuel/Gas/Oil	2,534.88	7,748.33	20,000.00	-12,251.67	38.74%
52081 · Medical/Laboratory Supplies	536.06	4,369.20	12,000.00	-7,630.80	36.41%
52091 · Memberships/Certifications	706.00	6,369.99	6,000.00	369.99	106.17%
52141 · Minor Equipment/Small Tools	159.28	1,599.55	20,000.00	-18,400.45	8.0%
52191 · Utilities Expense	3,978.86	13,291.22	35,000.00	-21,708.78	37.98%
Total 51000 · Services and Supplies	24,636.59	217,023.50	278,700.00	-61,676.50	77.87%
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	63,227.81	370,277.62	755,124.00	-384,846.38	49.04%
Net Income	-62,477.81	69,821.84	0.00	69,821.84	100.0%

**Occidental - Water**  
**Profit & Loss Budget vs. Actual**  
July 1, 2023 through March 6, 2024

	TOTAL				
	Feb 24	Jul 1, '23 - Mar 6, 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
45313 · Sale - Water					
45000 · Charges for Services	6,698.59	77,626.07	115,000.00	-37,373.93	67.5%
<b>Total 45313 · Sale - Water</b>	<b>6,698.59</b>	<b>77,626.07</b>	<b>115,000.00</b>	<b>-37,373.93</b>	<b>67.5%</b>
<b>Total Income</b>	<b>6,698.59</b>	<b>77,626.07</b>	<b>115,000.00</b>	<b>-37,373.93</b>	<b>67.5%</b>
<b>Expense</b>					
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	4,091.00	5,000.00	-909.00	81.82%
51077 · Maint - Infrastructure	1,461.10	4,758.18	6,000.00	-1,241.82	79.3%
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	0.00	12,660.95	4,000.00	8,660.95	316.52%
51803 · Other Contract Services	4,023.82	31,245.83	50,000.00	-18,754.17	62.49%
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	822.71	13,009.81	15,000.00	-1,990.19	86.73%
<b>Total 51000 · Services and Supplies</b>	<b>6,307.63</b>	<b>83,496.82</b>	<b>103,100.00</b>	<b>-19,603.18</b>	<b>80.99%</b>
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	11,900.00	-11,900.00	0.0%
<b>Total 55000 · Appropriation for Contingencies</b>	<b>0.00</b>	<b>0.00</b>	<b>11,900.00</b>	<b>-11,900.00</b>	<b>0.0%</b>
60400 · Bank Service Charges	0.00	4.80	0.00	4.80	100.0%
<b>Total Expense</b>	<b>6,307.63</b>	<b>83,501.62</b>	<b>115,000.00</b>	<b>-31,498.38</b>	<b>72.61%</b>
<b>Net Income</b>	<b>390.96</b>	<b>-5,875.55</b>	<b>0.00</b>	<b>-5,875.55</b>	<b>100.0%</b>

**Occidental - Community**  
**Profit & Loss Budget vs. Actual**  
July 1, 2023 through March 6, 2024

		TOTAL				
		Feb 24	Jul 1, '23 - Mar 6, 24	Budget	\$ Over Budget	% of Budget
Income						
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%	
Expense						
51000 · Services and Supplies						
51031 · Waste Disposal Services	469.78	2,609.08	6,000.00	-3,390.92	43.49%	
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	24.92	259.18	1,000.00	-740.82	25.92%	
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	348.87	2,649.87	5,000.00	-2,350.13	53.0%	
Total 51000 · Services and Supplies	843.57	14,518.13	27,550.00	-13,031.87	52.7%	
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	843.57	14,518.13	40,243.00	-25,724.87	36.08%	
Net Income	-843.57	7,104.51	0.00	7,104.51	100.0%	