



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

April 09, 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. March 12, 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. Service Water Fountain and Public Restroom (*Discussion Item, possible Action 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, March 12, 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 February 13, 2024 – Motion to approve by Gino Gaffney and seconded by Chris Martin.
4. **FIRE**
 - a. Chief's Report – 70 calls for February, most were from the storm. The WOW group raised money for us to get a chest freezer. They donated \$1000, the department plans to purchase a freezer and meat to stock it.
 - b. Correspondence – none.
 - c. Administer Grant – Motion to approve by Gino Gaffney and seconded by Chris Martin.
 - d. Pay \$3000 for the CEQA exemption application – Motion to approve by Gino Gaffney and seconded by Chris Martin.
5. **WATER**
 - a. Correspondence – None.
 - i. Leak Adjustment – this will be tabled until the next meeting.
6. **COMMUNITY SERVICES**
 - a. Correspondence – none.
 - i. Park Design and Landscaping – there was a presentation of the plans to design and landscape the town. Hopefully next meeting we will have an agenda item that requires an action.
7. **ADJOURNMENT** – Motion to approve by Richard Eichenholz and motion passed unanimously at 6:46PM.

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

Tiffanie Herring, Clerk of the Board

Occidental - Fire Profit & Loss Budget vs. Actual

	TOTAL				
	Mar 24	Jul 1, '23 - Apr 2, 24	Budget	\$ Over Budget	% of Budget
Income					
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	7,195.07	2,500.00	4,695.07	287.8%
Total 44000 · Revenue - Use of Money & Prop	0.00	7,195.07	2,500.00	4,695.07	287.8%
45000 · Misc. Revenue					
45002 · Donations	500.00	6,900.00	0.00	6,900.00	100.0%
45000 · Misc. Revenue - Other	0.00	212.37	500.00	-287.63	42.47%
Total 45000 · Misc. Revenue	500.00	7,112.37	500.00	6,612.37	1,422.47%
46000 · Strike Team/Upstaffing Income	0.00	9,135.16	0.00	9,135.16	100.0%
Total Income	500.00	442,898.92	755,124.00	-312,225.08	58.65%
Expense					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	7,653.13	44,319.95	200,000.00	-155,680.05	22.16%
50703 · Stipend Pay	11,203.58	63,205.12	0.00	63,205.12	100.0%
50705 · Volunteer Pay	0.00	18,474.46	20,000.00	-1,525.54	92.37%
50710 · Strike Team/Upstaffing	0.00	4,077.00	1.00	4,076.00	407,700.0%
50715 · FICA - Retirement	1,456.50	8,117.37	20,000.00	-11,882.63	40.59%
50720 · Medicare	340.62	1,898.47	10,000.00	-8,101.53	18.99%
50725 · Health Insurance	415.38	2,204.77	15,000.00	-12,795.23	14.7%
50730 · Unemployment	362.14	1,923.06	5,000.00	-3,076.94	38.46%
50808 · Worker's Comp	0.00	22,353.00	25,000.00	-2,647.00	89.41%
Total 50000 · Salaries and Employee Benefits	21,431.35	166,573.20	295,001.00	-128,427.80	56.47%
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	22,066.00	20,000.00	2,066.00	110.33%
51061 · Maintenance - Equipment	7,133.07	44,705.44	50,000.00	-5,294.56	89.41%
51071 · Maintenance - Bldg & Improve	17.34	12,729.87	15,000.00	-2,270.13	84.87%
51202 · Election Services	0.00	0.00	2,500.00	-2,500.00	0.0%
51206 · Audit Services	0.00	3,950.00	4,500.00	-550.00	87.78%
51207 · Administrative Services	2,000.00	6,800.00	10,800.00	-4,000.00	62.96%
51211 · Legal Services	0.00	320.00	500.00	-180.00	64.0%
51221 · Office Expense	76.91	1,514.30	2,500.00	-985.70	60.57%
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	2,416.45	7,006.90	6,500.00	506.90	107.8%
51803 · Other Contract Services	1,500.00	4,501.00	8,400.00	-3,899.00	53.58%
51902 · Communications/Radios	440.11	10,181.78	15,000.00	-4,818.22	67.88%

Occidental - Fire Profit & Loss Budget vs. Actual

	TOTAL				
	Mar 24	Jul 1, '23 - Apr 2, 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	63,984.74	10,000.00	53,984.74	639.85%
52031 · Food	0.00	403.61	1,000.00	-596.39	40.36%
52041 · Household Supplies Expense	396.41	2,053.87	5,000.00	-2,946.13	41.08%
52043 · Safety Supplies/Equipment	3,762.76	15,685.29	10,000.00	5,685.29	156.85%
52061 · Fuel/Gas/Oil	163.86	7,912.19	20,000.00	-12,087.81	39.56%
52081 · Medical/Laboratory Supplies	274.33	4,643.53	12,000.00	-7,356.47	38.7%
52091 · Memberships/Certifications	405.99	6,775.98	6,000.00	775.98	112.93%
52141 · Minor Equipment/Small Tools	5,420.97	7,128.97	20,000.00	-12,871.03	35.65%
52191 · Utilities Expense	3,040.43	16,760.05	35,000.00	-18,239.95	47.89%
Total 51000 · Services and Supplies	27,048.63	245,806.58	278,700.00	-32,893.42	88.2%
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	48,479.98	412,414.78	755,124.00	-342,709.22	54.62%
Net Income	-47,979.98	30,484.14	0.00	30,484.14	100.0%

Occidental - Water

Profit & Loss Budget vs. Actual

	TOTAL				
	Mar 24	Jul 1, '23 - Apr 2, 24	Budget	\$ Over Budget	% of Budget
Income					
45313 · Sale - Water					
45000 · Charges for Services	6,519.33	84,145.40	115,000.00	-30,854.60	73.17%
Total 45313 · Sale - Water	6,519.33	84,145.40	115,000.00	-30,854.60	73.17%
Total Income	6,519.33	84,145.40	115,000.00	-30,854.60	73.17%
Expense					
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	4,091.00	5,000.00	-909.00	81.82%
51077 · Maint - Infrastructure	0.00	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	3,941.78	35,187.61	50,000.00	-14,812.39	70.38%
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	1,098.09	14,107.90	15,000.00	-892.10	94.05%
Total 51000 · Services and Supplies	5,039.87	88,536.69	103,100.00	-14,563.31	85.88%
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	0.00	4.80	0.00	4.80	100.0%
Total Expense	5,039.87	88,541.49	115,000.00	-26,458.51	76.99%
Net Income	1,479.46	-4,396.09	0.00	-4,396.09	100.0%

Occidental - Community Profit & Loss Budget vs. Actual

	TOTAL				
	Mar 24	Jul 1, '23 - Apr 2, 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	99.46	2,946.24	6,000.00	-3,053.76	49.1%
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	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	352.89	3,002.76	5,000.00	-1,997.24	60.06%
Total 51000 · Services and Supplies	452.35	15,208.18	27,550.00	-12,341.82	55.2%
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	452.35	15,208.18	40,243.00	-25,034.82	37.79%
Net Income	-452.35	6,414.46	0.00	6,414.46	100.0%