



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**

May 14, 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 (3) minutes.

III. CONSENT CALENDAR

- a. Approval of Minutes
 - i. April 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) 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, April 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, Tom Gonnella, and Gino Gaffney.
2. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – None.
3. **CONSENT OF CALENDAR**
 - a. Minutes of March 12, 2024 – Motion to approve by Gino Gaffney and seconded by Tom Gonnella.
4. **FIRE**
 - a. Chief's Report – 31 calls for March. The grant was submitted for the fuels management projects.
 - b. Correspondence – none.
5. **WATER**
 - a. Correspondence – None.
 - i. Leak Adjustment – Motion to approve the one-time credit by Richard Eichenholz and seconded by Gino Gaffney.
 - ii. Future Leak Procedure – Motion to approve using the proposed formula for future leak adjustment by Gino Gaffney and seconded by Richard Eichenholz.
6. **COMMUNITY SERVICES**
 - a. Correspondence – none.
 - i. Service Water Fountain and Public Restroom – there was discussion on who would be responsible for this item. The board agreed to give their blessing for this concept. Motion to approve supporting the concept by Tom Gonnella and seconded by Gino Gaffney.
7. **ADJOURNMENT** – Motion to approve by Gino Gaffney and motion passed unanimously at 6:38PM.

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

Tiffanie Herring, Clerk of the Board

Occidental - Fire
Profit & Loss Budget vs. Actual
 July 1, 2023 through May 7, 2024

	TOTAL				
	Apr 24	Jul 1, '23 - May 7, 24	Budget	\$ Over Budget	% of Budget
Income					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	150,691.49	338,176.16	350,000.00	-11,823.84	96.62%
40003 · Direct Charges - CY	143,331.50	358,619.72	375,000.00	-16,380.28	95.63%
40012 · SB2557 Prop Tax Admin	-3,635.00	-3,635.00	-3,700.00	65.00	98.24%
40101 · Prop Taxes - CY Unsecured	0.00	10,636.95	10,200.00	436.95	104.28%
40111 · Supplemental Prop Taxes - CY	1,567.34	4,443.81	8,300.00	-3,856.19	53.54%
40201 · Prop Taxes - PY Secured	-143.60	-143.60	0.00	-143.60	100.0%
40202 · Direct Charges - Prior Year	924.80	3,854.00	10,300.00	-6,446.00	37.42%
40211 · Prop Taxes - PY Unsecured	0.00	0.00	217.00	-217.00	0.0%
40221 · Supplemental Prop Taxes - PY	-14.55	-14.55	0.00	-14.55	100.0%
42291 · State Homeowners Prop Tax Relf	547.15	781.65	1,800.00	-1,018.35	43.43%
42293 · State - Other In-Lieu Tax	0.00	6.31	7.00	-0.69	90.14%
Total 40000 · Tax Revenue	293,269.13	712,725.45	752,124.00	-39,398.55	94.76%
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	173.78	9,830.24	2,500.00	7,330.24	393.21%
Total 44000 · Revenue - Use of Money & Prop	173.78	9,830.24	2,500.00	7,330.24	393.21%
45000 · Misc. Revenue					
45002 · Donations	0.00	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	0.00	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	293,442.91	738,803.22	755,124.00	-16,320.78	97.84%
Expense					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	4,424.07	48,744.02	200,000.00	-151,255.98	24.37%
50703 · Stipend Pay	7,930.46	71,169.81	0.00	71,169.81	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	701.41	8,957.84	20,000.00	-11,042.16	44.79%
50720 · Medicare	164.02	2,095.01	10,000.00	-7,904.99	20.95%
50725 · Health Insurance	276.92	2,481.69	15,000.00	-12,518.31	16.55%
50730 · Unemployment	107.65	2,068.51	5,000.00	-2,931.49	41.37%
50808 · Worker's Comp	0.00	22,353.00	25,000.00	-2,647.00	89.41%
Total 50000 · Salaries and Employee Benefits	13,604.53	180,421.34	295,001.00	-114,579.66	61.16%
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	22,066.00	20,000.00	2,066.00	110.33%
51061 · Maintenance - Equipment	10.84	48,219.36	50,000.00	-1,780.64	96.44%
51071 · Maintenance - Bldg & Improve	101.43	15,156.46	15,000.00	156.46	101.04%
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	8,800.00	10,800.00	-2,000.00	81.48%
51211 · Legal Services	0.00	320.00	500.00	-180.00	64.0%
51221 · Office Expense	0.00	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	323.05	5,329.95	6,500.00	-1,170.05	82.0%

Occidental - Fire
Profit & Loss Budget vs. Actual
July 1, 2023 through May 7, 2024

	TOTAL				
	Apr 24	Jul 1, '23 - May 7, 24	Budget	\$ Over Budget	% of Budget
51803 · Other Contract Services	500.00	6,501.00	8,400.00	-1,899.00	77.39%
51902 · Communications/Radios	432.00	11,053.89	15,000.00	-3,946.11	73.69%
51916 · County Service Charges	0.00	480.00	12,500.00	-12,020.00	3.84%
52021 · Clothing/Uniforms/Personnel	359.67	64,344.41	10,000.00	54,344.41	643.44%
52031 · Food	0.00	403.61	1,000.00	-596.39	40.36%
52041 · Household Supplies Expense	113.59	2,167.46	5,000.00	-2,832.54	43.35%
52043 · Safety Supplies/Equipment	322.19	16,007.48	10,000.00	6,007.48	160.08%
52061 · Fuel/Gas/Oil	0.00	8,530.27	20,000.00	-11,469.73	42.65%
52081 · Medical/Laboratory Supplies	0.00	4,643.53	12,000.00	-7,356.47	38.7%
52091 · Memberships/Certifications	-1,673.66	5,102.32	6,000.00	-897.68	85.04%
52141 · Minor Equipment/Small Tools	69.13	7,523.10	20,000.00	-12,476.90	37.62%
52191 · Utilities Expense	725.25	18,779.08	35,000.00	-16,220.92	53.66%
Total 51000 · Services and Supplies	3,283.49	257,095.28	278,700.00	-21,604.72	92.25%
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	181,423.00	-181,423.00	0.0%
Total 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	16,888.02	437,551.62	755,124.00	-317,572.38	57.94%
Net Income	276,554.89	301,251.60	0.00	301,251.60	100.0%

Occidental - Water
Profit & Loss Budget vs. Actual
July 1, 2023 through May 7, 2024

	TOTAL				
	Apr 24	Jul 1, '23 - May 7, 24	Budget	\$ Over Budget	% of Budget
Income					
45313 · Sale - Water					
45000 · Charges for Services	10,657.61	94,803.01	115,000.00	-20,196.99	82.44%
Total 45313 · Sale - Water	10,657.61	94,803.01	115,000.00	-20,196.99	82.44%
Total Income	10,657.61	94,803.01	115,000.00	-20,196.99	82.44%
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%
51249 · Other Professional Services	0.00	550.00	0.00	550.00	100.0%
51803 · Other Contract Services	3,941.78	43,071.17	50,000.00	-6,928.83	86.14%
51916 · County Service Charges	0.00	7,231.05	4,400.00	2,831.05	164.34%
52091 · Memberships/Certifications	1,620.00	1,920.00	2,000.00	-80.00	96.0%
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	439.46	15,018.38	15,000.00	18.38	100.12%
Total 51000 · Services and Supplies	6,001.24	99,500.73	103,100.00	-3,599.27	96.51%
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	6,001.24	99,505.53	115,000.00	-15,494.47	86.53%
Net Income	4,656.37	-4,702.52	0.00	-4,702.52	100.0%

Occidental - Community
Profit & Loss Budget vs. Actual
 July 1, 2023 through May 7, 2024

	TOTAL				
	Apr 24	Jul 1, '23 - May 7, 24	Budget	\$ Over Budget	% of Budget
Income					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	16,240.33	36,397.10	39,400.00	-3,002.90	92.38%
40012 · SB2557 Prop Tax Admin	-387.00	-387.00	-395.00	8.00	97.98%
40101 · Prop Taxes CY Unsecured	0.00	1,130.33	0.00	1,130.33	100.0%
40111 · Supplemental Prop Taxes - CY	166.90	473.36	1,152.00	-678.64	41.09%
40201 · Prop Taxes PY Secured	-15.31	-15.31	0.00	-15.31	100.0%
40221 · Supplemental Prop Taxes PY	-1.56	-1.56	0.00	-1.56	100.0%
42111 · State - Other In-Lieu Tax	0.00	0.67	1.00	-0.33	67.0%
42291 · State Homeowners Prop Tax Relf	58.15	83.07	85.00	-1.93	97.73%
Total 40000 · Tax Revenue	16,061.51	37,680.66	40,243.00	-2,562.34	93.63%
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	10.58	14.07	0.00	14.07	100.0%
Total 44000 · Revenue - Use of Money & Prop	10.58	14.07	0.00	14.07	100.0%
Total Income	16,072.09	37,694.73	40,243.00	-2,548.27	93.67%
Expense					
51000 · Services and Supplies					
51031 · Waste Disposal Services	403.47	3,349.71	6,000.00	-2,650.29	55.83%
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	360.00	360.00	500.00	-140.00	72.0%
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	0.00	3,270.46	5,000.00	-1,729.54	65.41%
Total 51000 · Services and Supplies	763.47	16,239.35	27,550.00	-11,310.65	58.95%
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	763.47	16,239.35	40,243.00	-24,003.65	40.35%
Net Income	15,308.62	21,455.38	0.00	21,455.38	100.0%