



**OCCIDENTAL COMMUNITY SERVICES DISTRICT**  
P.O. Box 244 • Occidental, CA 95465 • 707.874.3800  
Board President • Ray Lunardi • [www.occidentalcسد.org](http://www.occidentalcسد.org)



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

September 10, 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 (3) minutes.*
- III. **CONSENT CALENDAR**
  - a. Approval of Minutes
    - i. August 13, 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*)
  - b. FY 24/25 Final Budget (*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@occidentalcسد.org](mailto:admin@occidentalcسد.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, August 19, 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, Tom Gonnella, Chris Martin, Richard Eichenholz, and Gino Gaffney.
2. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – None.
3. **CONSENT OF CALENDAR**
  - a. Minutes of July 09, 2024 – Motion to approve by Tom Gonnella and seconded by Richard Eichenholz.
4. **FIRE**
  - a. Chief's Report – June calls were 41 and for July calls were 29. The BBQ went well. OCSO Fire achieved BLS status. The Water tender cab and chassis arrived but it was wrong, we should have the new one by December 2024.
  - b. Correspondence – none.
5. **WATER**
  - a. Correspondence – water loss for July is -3.18%.
6. **COMMUNITY SERVICES**
  - a. Correspondence – None.
  - b. RFP Approval – Motion to approve by Gino Gaffney and seconded by Richard Eichenholz.
  - c. Ad Hoc Committee for Grant Project – Motion to approve Gino Gaffney and Tom Gonnella to be on the ad hoc by Richard Eichenholz and seconded by Gino Gaffney.
7. **ADJOURNMENT** – Motion to approve by Chris Martin and motion passed unanimously at 6:19PM.

### MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

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Tiffany Herring, Clerk of the Board

**Occidental - Fire  
FY 24/25 Final Budget**

	<b>Budget</b>
<b>Income</b>	
<b>40000 · Tax Revenue</b>	
40002 · Prop Tax - CY Secured	350,000.00
40003 · Direct Charges - CY	375,000.00
40012 · SB2557 Prop Tax Admin	-3,700.00
40101 · Prop Taxes - CY Unsecured	10,200.00
40111 · Supplemental Prop Taxes - CY	8,300.00
40202 · Direct Charges - Prior Year	10,300.00
40211 · Prop Taxes - PY Unsecured	217.00
42291 · State Homeowners Prop Tax Relf	1,800.00
42293 · State - Other In-Lieu Tax	7.00
42295 · Measure H Tax Revenue	483,000.00
<b>Total 40000 · Tax Revenue</b>	<b>1,235,124.00</b>
<b>44000 · Revenue - Use of Money &amp; Prop</b>	
44002 · Interest on Pooled Cash	2,500.00
<b>Total 44000 · Revenue - Use of Money &amp; Prop</b>	<b>2,500.00</b>
<b>46000 · Strike Team/Upstaffing Income</b>	<b>1.00</b>
<b>Total Income</b>	<b>1,237,625.00</b>
<b>Expense</b>	
<b>50000 · Salaries and Employee Benefits</b>	
50702 · Permanent Positions	200,000.00
50703 · Stipend Pay	150,000.00
50705 · Volunteer Pay	25,000.00
50710 · Strike Team/Upstaffing	1.00
50715 · FICA - Retirement	10,000.00
50720 · Medicare	25,000.00
50725 · Health Insurance	30,000.00
50730 · Unemployment	5,000.00
50808 · Worker's Comp	35,000.00
<b>Total 50000 · Salaries and Employee Benefits</b>	<b>480,001.00</b>
<b>51000 · Services and Supplies</b>	
51042 · Insurance - Premiums	25,000.00
51061 · Maintenance - Equipment	50,000.00
51071 · Maintenance - Bldg & Improve	15,000.00
51202 · Election Services	2,500.00
51206 · Audit Services	4,500.00
51207 · Administrative Services	10,800.00
51211 · Legal Services	500.00
51221 · Office Expense	2,500.00
51225 · Training Services	5,000.00

**Occidental - Fire  
FY 24/25 Final Budget**

	<b>Budget</b>
51235 · Dispatch Services	6,500.00
51249 · Other Professional Services	6,500.00
51803 · Other Contract Services	8,400.00
51902 · Communications/Radios	15,000.00
51916 · County Service Charges	500.00
52021 · Clothing/Uniforms/Personnel	15,000.00
52031 · Food	1,000.00
52041 · Household Supplies Expense	5,000.00
52043 · Safety Supplies/Equipment	15,000.00
52061 · Fuel/Gas/Oil	20,000.00
52081 · Medical/Laboratory Supplies	12,000.00
52091 · Memberships/Certifications	8,000.00
52141 · Minor Equipment/Small Tools	20,000.00
52191 · Utilities Expense	35,000.00
<b>Total 51000 · Services and Supplies</b>	<b>283,700.00</b>
55000 · Appropriation for Contingencies	
55011 · Appropriation for Contingencies	
<b>Total 55000 · Appropriation for Contingencies</b>	<b>473,924.00</b>
<b>Total Expense</b>	<b>1,237,625.00</b>
<b>Net Income</b>	<b>0.00</b>

**Occidental - Water  
FY 24/25 Final Budget**

**Budget**

<b>Income</b>	
45313 · Sale - Water	
45000 · Charges for Services	\$115,000.00
Total 45313 · Sale - Water	\$115,000.00
<b>Total Income</b>	
<b>Expense</b>	
51000 · Services and Supplies	
51042 · Insurance - Premiums	\$5,000.00
51077 · Maint - Infrastructure	\$6,000.00
51206 · Audit Services	\$3,000.00
51207 · Administrative Services	\$7,200.00
51211 · Legal Services	\$5,000.00
51244 · Permits/License/Fees	\$4,000.00
51803 · Other Contract Services	\$50,000.00
51916 · County Service Charges	\$2,500.00
52091 · Memberships/Certifications	\$2,500.00
52101 · Other Supplies	\$500.00
52111 · Office Supplies	\$500.00
52117 · Mail and Postage Supplies	\$500.00
52191 · Utilities Expense	\$15,000.00
Total 51000 · Services and Supplies	\$101,700.00
55000 · Appropriation for Contingencies	
55011 · Appropriation for Contingencies	\$13,300.00
Total 55000 · Appropriation for Contingencies	\$13,300.00
60400 · Bank Service Charges	\$0.00
Total Expense	\$115,000.00
<b>Net Income</b>	<b>\$0.00</b>

**Occidental - Community  
FY 24/25 Final Budget**

	<b>Budget</b>
<b>Income</b>	
<b>40000 · Tax Revenue</b>	
40002 · Prop Tax - CY Secured	\$39,400.00
40012 · SB2557 Prop Tax Admin	-\$395.00
40101 · Prop Taxes CY Unsecured	\$0.00
40111 · Supplemental Prop Taxes - CY	\$1,152.00
40201 · Prop Taxes PY Secured	\$0.00
40211 · Prop Taxes PY Unsecured	\$0.00
40221 · Supplemental Prop Taxes PY	\$0.00
42111 · State - Other In-Lieu Tax	\$1.00
42291 · State Homeowners Prop Tax Relf	\$85.00
40000 · Tax Revenue - Other	\$0.00
<b>Total 40000 · Tax Revenue</b>	<b>\$40,243.00</b>
<b>44000 · Revenue - Use of Money &amp; Prop</b>	
44002 · Interest on Pooled Cash	\$5.00
<b>Total 44000 · Revenue - Use of Money &amp; Prop</b>	<b>\$5.00</b>
<b>Total Income</b>	<b>\$40,248.00</b>
<b>Expense</b>	
<b>51000 · Services and Supplies</b>	
51031 · Waste Disposal Services	\$6,000.00
51202 · Election Services	\$500.00
51206 · Audit Services	\$3,000.00
51207 · Administrative Services	\$6,000.00
51226 · Consulting Services	\$1,000.00
51249 · Other Professional Services	\$1,000.00
51916 · County Service Charges	\$1,000.00
52071 · Materials and Supplies Expense	\$1,000.00
52091 · Memberships/Certifications	\$500.00
52111 · Office Expense	\$1,000.00
52117 · Mail and Postage Supplies	\$250.00
52193 · Utilities - Electric	\$5,000.00
<b>Total 51000 · Services and Supplies</b>	<b>\$26,250.00</b>
55011 · Appropriation for Contingencies	
<b>Total 55000 · Appropriations for Contingencie</b>	<b>\$13,998.00</b>
<b>Total Expense</b>	<b>\$40,248.00</b>
<b>Net Income</b>	<b>\$0.00</b>

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

	TOTAL				
	Aug 24	Jul 1 - Sep 7, 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	0.00	0.00	350,000.00	-350,000.00	0.0%
40003 · Direct Charges - CY	0.00	0.00	375,000.00	-375,000.00	0.0%
40012 · SB2557 Prop Tax Admin	0.00	0.00	-3,700.00	3,700.00	0.0%
40101 · Prop Taxes - CY Unsecured	0.00	0.00	10,200.00	-10,200.00	0.0%
40111 · Supplemental Prop Taxes - CY	0.00	0.00	8,300.00	-8,300.00	0.0%
40202 · Direct Charges - Prior Year	0.00	0.00	10,300.00	-10,300.00	0.0%
40211 · Prop Taxes - PY Unsecured	0.00	0.00	217.00	-217.00	0.0%
42291 · State Homeowners Prop Tax Relf	0.00	0.00	1,800.00	-1,800.00	0.0%
42293 · State - Other In-Lieu Tax	0.00	0.00	7.00	-7.00	0.0%
42295 · Measure H Tax Revenue	0.00	0.00	483,000.00	-483,000.00	0.0%
<b>Total 40000 · Tax Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>1,235,124.00</b>	<b>-1,235,124.00</b>	<b>0.0%</b>
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	0.00	2,649.75	2,500.00	149.75	105.99%
<b>Total 44000 · Revenue - Use of Money &amp; Prop</b>	<b>0.00</b>	<b>2,649.75</b>	<b>2,500.00</b>	<b>149.75</b>	<b>105.99%</b>
45000 · Misc. Revenue					
45002 · Donations	382.03	382.03	0.00	382.03	100.0%
45003 · Grant Income	0.00	90,000.00	0.00	90,000.00	100.0%
45000 · Misc. Revenue - Other	95.13	95.13	0.00	95.13	100.0%
<b>Total 45000 · Misc. Revenue</b>	<b>477.16</b>	<b>90,477.16</b>	<b>0.00</b>	<b>90,477.16</b>	<b>100.0%</b>
46000 · Strike Team/Upstaffing Income	0.00	10,462.94	1.00	10,461.94	1,046,294.0%
<b>Total Income</b>	<b>477.16</b>	<b>103,589.85</b>	<b>1,237,625.00</b>	<b>-1,134,035.15</b>	<b>8.37%</b>
<b>Expense</b>					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	7,873.03	12,957.03	200,000.00	-187,042.97	6.48%
50703 · Stipend Pay	8,990.30	16,430.30	150,000.00	-133,569.70	10.95%
50705 · Volunteer Pay	0.00	0.00	25,000.00	-25,000.00	0.0%
50710 · Strike Team/Upstaffing	0.00	17,691.86	1.00	17,690.86	1,769,186.0%
50715 · FICA - Retirement	1,071.28	2,961.83	10,000.00	-7,038.17	29.62%
50720 · Medicare	250.55	692.69	25,000.00	-24,307.31	2.77%
50725 · Health Insurance	415.38	692.30	30,000.00	-29,307.70	2.31%
50730 · Unemployment	92.70	489.58	5,000.00	-4,510.42	9.79%
50808 · Worker's Comp	0.00	24,219.00	35,000.00	-10,781.00	69.2%
<b>Total 50000 · Salaries and Employee Benefits</b>	<b>18,693.24</b>	<b>76,134.59</b>	<b>480,001.00</b>	<b>-403,866.41</b>	<b>15.86%</b>
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	26,147.00	25,000.00	1,147.00	104.59%
51061 · Maintenance - Equipment	265.38	8,292.14	50,000.00	-41,707.86	16.58%
51071 · Maintenance - Bldg & Improve	0.00	19.51	15,000.00	-14,980.49	0.13%
51202 · Election Services	0.00	0.00	2,500.00	-2,500.00	0.0%
51206 · Audit Services	0.00	0.00	4,500.00	-4,500.00	0.0%
51207 · Administrative Services	2,000.00	6,000.00	10,800.00	-4,800.00	55.56%
51211 · Legal Services	0.00	0.00	500.00	-500.00	0.0%
51221 · Office Expense	225.88	225.88	2,500.00	-2,274.12	9.04%
51225 · Training Services	0.00	978.50	5,000.00	-4,021.50	19.57%
51235 · Dispatch Services	0.00	0.00	6,500.00	-6,500.00	0.0%
51249 · Other Professional Services	423.45	3,210.35	6,500.00	-3,289.65	49.39%

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

TOTAL

	Aug 24	Jul 1 - Sep 7, 24	Budget	\$ Over Budget	% of Budget
51803 · Other Contract Services	0.00	1,500.00	8,400.00	-6,900.00	17.86%
51902 · Communications/Radios	580.63	1,515.06	15,000.00	-13,484.94	10.1%
51916 · County Service Charges	0.00	286.40	500.00	-213.60	57.28%
52021 · Clothing/Uniforms/Personnel	0.00	0.00	15,000.00	-15,000.00	0.0%
52031 · Food	0.00	0.00	1,000.00	-1,000.00	0.0%
52041 · Household Supplies Expense	207.89	241.49	5,000.00	-4,758.51	4.83%
52043 · Safety Supplies/Equipment	6.77	355.20	15,000.00	-14,644.80	2.37%
52061 · Fuel/Gas/Oil	0.00	2,752.57	20,000.00	-17,247.43	13.76%
52081 · Medical/Laboratory Supplies	49.11	6,055.52	12,000.00	-5,944.48	50.46%
52091 · Memberships/Certifications	307.20	662.40	8,000.00	-7,337.60	8.28%
52141 · Minor Equipment/Small Tools	42.27	42.27	20,000.00	-19,957.73	0.21%
52191 · Utilities Expense	829.38	2,541.67	35,000.00	-32,458.33	7.26%
<b>Total 51000 · Services and Supplies</b>	<b>4,937.96</b>	<b>60,825.96</b>	<b>283,700.00</b>	<b>-222,874.04</b>	<b>21.44%</b>
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	473,924.00	-473,924.00	0.0%
<b>Total 55000 · Appropriation for Contingencies</b>	<b>0.00</b>	<b>0.00</b>	<b>473,924.00</b>	<b>-473,924.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>23,631.20</b>	<b>136,960.55</b>	<b>1,237,625.00</b>	<b>-1,100,664.45</b>	<b>11.07%</b>
<b>Net Income</b>	<b>-23,154.04</b>	<b>-33,370.70</b>	<b>0.00</b>	<b>-33,370.70</b>	<b>100.0%</b>

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

	TOTAL				
	Aug 24	Jul 1 - Sep 7, 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
45313 · Sale - Water					
45000 · Charges for Services	9,021.69	18,563.17	115,000.00	-96,436.83	16.14%
<b>Total 45313 · Sale - Water</b>	<b>9,021.69</b>	<b>18,563.17</b>	<b>115,000.00</b>	<b>-96,436.83</b>	<b>16.14%</b>
<b>Total Income</b>	<b>9,021.69</b>	<b>18,563.17</b>	<b>115,000.00</b>	<b>-96,436.83</b>	<b>16.14%</b>
<b>Expense</b>					
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	0.00	5,000.00	-5,000.00	0.0%
51077 · Maint - Infrastructure	0.00	1,140.44	6,000.00	-4,859.56	19.01%
51206 · Audit Services	0.00	0.00	3,000.00	-3,000.00	0.0%
51207 · Administrative Services	0.00	0.00	7,200.00	-7,200.00	0.0%
51211 · Legal Services	0.00	0.00	5,000.00	-5,000.00	0.0%
51244 · Permits/License/Fees	0.00	460.00	4,000.00	-3,540.00	11.5%
51249 · Other Professional Services	0.00	300.00	0.00	300.00	100.0%
51803 · Other Contract Services	3,990.97	11,972.91	50,000.00	-38,027.09	23.95%
51916 · County Service Charges	0.00	0.00	2,500.00	-2,500.00	0.0%
52091 · Memberships/Certifications	0.00	0.00	2,500.00	-2,500.00	0.0%
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	1,110.37	3,117.33	15,000.00	-11,882.67	20.78%
<b>Total 51000 · Services and Supplies</b>	<b>5,101.34</b>	<b>16,990.68</b>	<b>101,700.00</b>	<b>-84,709.32</b>	<b>16.71%</b>
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	13,300.00	-13,300.00	0.0%
<b>Total 55000 · Appropriation for Contingencies</b>	<b>0.00</b>	<b>0.00</b>	<b>13,300.00</b>	<b>-13,300.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>5,101.34</b>	<b>16,990.68</b>	<b>115,000.00</b>	<b>-98,009.32</b>	<b>14.78%</b>
<b>Net Income</b>	<b>3,920.35</b>	<b>1,572.49</b>	<b>0.00</b>	<b>1,572.49</b>	<b>100.0%</b>

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

	TOTAL				
	Aug 24	Jul 1 - Sep 7, 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
40000 · Tax Revenue					
40002 · Prop Tax - CY Secured	0.00	0.00	39,400.00	-39,400.00	0.0%
40012 · SB2557 Prop Tax Admin	0.00	0.00	-395.00	395.00	0.0%
40111 · Supplemental Prop Taxes - CY	0.00	0.00	1,152.00	-1,152.00	0.0%
42111 · State - Other In-Lieu Tax	0.00	0.00	1.00	-1.00	0.0%
42291 · State Homeowners Prop Tax Relf	0.00	0.00	85.00	-85.00	0.0%
<b>Total 40000 · Tax Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>40,243.00</b>	<b>-40,243.00</b>	<b>0.0%</b>
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	0.00	0.00	5.00	-5.00	0.0%
<b>Total 44000 · Revenue - Use of Money &amp; Prop</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>-5.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>40,248.00</b>	<b>-40,248.00</b>	<b>0.0%</b>
<b>Expense</b>					
51000 · Services and Supplies					
51031 · Waste Disposal Services	408.60	1,225.80	6,000.00	-4,774.20	20.43%
51202 · Election Services	0.00	0.00	500.00	-500.00	0.0%
51206 · Audit Services	0.00	0.00	3,000.00	-3,000.00	0.0%
51207 · Administrative Services	0.00	0.00	6,000.00	-6,000.00	0.0%
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	1,000.00	-1,000.00	0.0%
52071 · Materials and Supplies Expense	0.00	0.00	1,000.00	-1,000.00	0.0%
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	0.00	897.16	5,000.00	-4,102.84	17.94%
<b>Total 51000 · Services and Supplies</b>	<b>408.60</b>	<b>2,122.96</b>	<b>26,250.00</b>	<b>-24,127.04</b>	<b>8.09%</b>
55000 · Appropriations for Contingencie					
55011 · Appropriation for Contingencies	0.00	0.00	13,998.00	-13,998.00	0.0%
<b>Total 55000 · Appropriations for Contingencie</b>	<b>0.00</b>	<b>0.00</b>	<b>13,998.00</b>	<b>-13,998.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>408.60</b>	<b>2,122.96</b>	<b>40,248.00</b>	<b>-38,125.04</b>	<b>5.28%</b>
<b>Net Income</b>	<b>-408.60</b>	<b>-2,122.96</b>	<b>0.00</b>	<b>-2,122.96</b>	<b>100.0%</b>