



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

October 08, 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. September 10, 2024, Regular Meeting

IV. FIRE

- a. Chief's Report
- b. Personal Appearance Standards Policy (*Action Item*)
- c. Correspondence (*Discussion Item*)

V. WATER

- a. Correspondence (*Discussion Item*)
- b. Water Issues – 3 Min (*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@occidentalcsd.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, September 10, 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 6:07PM. 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 August 13, 2024 – Motion to approve by Richard Eichenholz and seconded by Tom Gonnella.
4. **FIRE**
 - a. Chief's Report – 41 calls for August. Order new AEDs to replace old ones.
 - b. Correspondence – none.
5. **WATER**
 - a. Correspondence – water loss for August is 1.54%%.
6. **COMMUNITY SERVICES**
 - a. Correspondence – None.
 - b. FY 24/25 Final Budget – Motion to approve by Chris Martin and seconded by Gino Gaffney.
7. **ADJOURNMENT** – Motion to approve by Chris Martin and motion passed unanimously at 6:17PM.

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

Tiffanie Herring, Clerk of the Board

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

	TOTAL				
	Sep 24	Jul 1 - Oct 6, 24	Budget	\$ Over Budget	% of Budget
Income					
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%
Total 40000 · Tax Revenue	0.00	0.00	1,235,124.00	-1,235,124.00	0.0%
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	0.00	5,303.19	2,500.00	2,803.19	212.13%
Total 44000 · Revenue - Use of Money & Prop	0.00	5,303.19	2,500.00	2,803.19	212.13%
45000 · Misc. Revenue					
45003 · Grant Income	0.00	90,000.00	0.00	90,000.00	100.0%
45000 · Misc. Revenue - Other	25,125.13	25,220.26	0.00	25,220.26	100.0%
Total 45000 · Misc. Revenue	25,125.13	115,220.26	0.00	115,220.26	100.0%
46000 · Strike Team/Upstaffing Income	0.00	48,887.76	1.00	48,886.76	4,888,776.0%
Total Income	25,125.13	169,411.21	1,237,625.00	-1,068,213.79	13.69%
Expense					
50000 · Salaries and Employee Benefits					
50702 · Permanent Positions	4,882.50	17,839.53	200,000.00	-182,160.47	8.92%
50703 · Stipend Pay	5,479.00	21,909.30	150,000.00	-128,090.70	14.61%
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	659.58	3,621.41	10,000.00	-6,378.59	36.21%
50720 · Medicare	154.26	846.95	25,000.00	-24,153.05	3.39%
50725 · Health Insurance	276.92	969.22	30,000.00	-29,030.78	3.23%
50730 · Unemployment	46.29	535.87	5,000.00	-4,464.13	10.72%
50808 · Worker's Comp	0.00	24,219.00	35,000.00	-10,781.00	69.2%
Total 50000 · Salaries and Employee Benefits	11,498.55	87,633.14	480,001.00	-392,367.86	18.26%
51000 · Services and Supplies					
51042 · Insurance - Premiums	0.00	26,147.00	25,000.00	1,147.00	104.59%
51061 · Maintenance - Equipment	571.94	8,833.22	50,000.00	-41,166.78	17.67%
51071 · Maintenance - Bldg & Improve	0.00	291.54	15,000.00	-14,708.46	1.94%
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	8,000.00	10,800.00	-2,800.00	74.07%
51211 · Legal Services	0.00	0.00	500.00	-500.00	0.0%
51221 · Office Expense	0.00	225.88	2,500.00	-2,274.12	9.04%
51225 · Training Services	978.50	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	335.20	3,646.45	6,500.00	-2,853.55	56.1%
51803 · Other Contract Services	1,500.00	1,500.00	8,400.00	-6,900.00	17.86%

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

	TOTAL				
	Sep 24	Jul 1 - Oct 6, 24	Budget	\$ Over Budget	% of Budget
51902 · Communications/Radios	440.11	1,955.17	15,000.00	-13,044.83	13.03%
51916 · County Service Charges	0.00	286.40	500.00	-213.60	57.28%
52021 · Clothing/Uniforms/Personnel	0.00	1,542.05	15,000.00	-13,457.95	10.28%
52031 · Food	0.00	0.00	1,000.00	-1,000.00	0.0%
52041 · Household Supplies Expense	19.51	276.94	5,000.00	-4,723.06	5.54%
52043 · Safety Supplies/Equipment	0.00	466.80	15,000.00	-14,533.20	3.11%
52061 · Fuel/Gas/Oil	0.00	2,752.57	20,000.00	-17,247.43	13.76%
52081 · Medical/Laboratory Supplies	908.70	5,305.10	12,000.00	-6,694.90	44.21%
52091 · Memberships/Certifications	307.20	1,016.85	8,000.00	-6,983.15	12.71%
52141 · Minor Equipment/Small Tools	0.00	42.27	20,000.00	-19,957.73	0.21%
52191 · Utilities Expense	946.03	3,389.13	35,000.00	-31,610.87	9.68%
Total 51000 · Services and Supplies	8,007.19	66,655.87	283,700.00	-217,044.13	23.5%
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	473,924.00	-473,924.00	0.0%
Total 55000 · Appropriation for Contingencies	0.00	0.00	473,924.00	-473,924.00	0.0%
Total Expense	19,505.74	154,289.01	1,237,625.00	-1,083,335.99	12.47%
Net Income	5,619.39	15,122.20	0.00	15,122.20	100.0%

Occidental - Water

Profit & Loss Budget vs. Actual

July 1 through October 6, 2024

	TOTAL				
	Sep 24	Jul 1 - Oct 6, 24	Budget	\$ Over Budget	% of Budget
Income					
45313 · Sale - Water					
45000 · Charges for Services	11,176.35	30,121.55	115,000.00	-84,878.45	26.19%
Total 45313 · Sale - Water	11,176.35	30,121.55	115,000.00	-84,878.45	26.19%
Total Income	11,176.35	30,121.55	115,000.00	-84,878.45	26.19%
Expense					
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	-52.94	349.56	4,000.00	-3,650.44	8.74%
51249 · Other Professional Services	300.00	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	2,058.29	4,714.77	15,000.00	-10,285.23	31.43%
Total 51000 · Services and Supplies	6,296.32	18,477.68	101,700.00	-83,222.32	18.17%
55000 · Appropriation for Contingencies					
55011 · Appropriation for Contingencies	0.00	0.00	13,300.00	-13,300.00	0.0%
Total 55000 · Appropriation for Contingencies	0.00	0.00	13,300.00	-13,300.00	0.0%
Total Expense	6,296.32	18,477.68	115,000.00	-96,522.32	16.07%
Net Income	4,880.03	11,643.87	0.00	11,643.87	100.0%

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

	TOTAL				
	Sep 24	Jul 1 - Oct 6, 24	Budget	\$ Over Budget	% of Budget
Income					
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%
Total 40000 · Tax Revenue	0.00	0.00	40,243.00	-40,243.00	0.0%
44000 · Revenue - Use of Money & Prop					
44002 · Interest on Pooled Cash	0.00	0.00	5.00	-5.00	0.0%
Total 44000 · Revenue - Use of Money & Prop	0.00	0.00	5.00	-5.00	0.0%
45000 · Grant Income	89,500.00	89,500.00	0.00	89,500.00	100.0%
Total Income	89,500.00	89,500.00	40,248.00	49,252.00	222.37%
Expense					
51000 · Services and Supplies					
51031 · Waste Disposal Services	408.60	1,463.50	6,000.00	-4,536.50	24.39%
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	293.68	1,219.85	5,000.00	-3,780.15	24.4%
Total 51000 · Services and Supplies	702.28	2,683.35	26,250.00	-23,566.65	10.22%
55000 · Appropriations for Contingencie					
55011 · Appropriation for Contingencies	0.00	0.00	13,998.00	-13,998.00	0.0%
Total 55000 · Appropriations for Contingencie	0.00	0.00	13,998.00	-13,998.00	0.0%
Total Expense	702.28	2,683.35	40,248.00	-37,564.65	6.67%
Net Income	88,797.72	86,816.65	0.00	86,816.65	100.0%