

Minutes of the Regular Meeting  
of the Board of Directors  
TENAJA COMMUNITY SERVICES DISTRICT  
32325 S Pasadena Street  
Wildomar, CA 92595  
March 3, 2022

**A. Organizational:**

**1: Call to Order:** The meeting of the Board of Directors of the Tenaja Community Services District was called to order by Director Becker at 6:40 p.m. at Wildomar Senior Center, 32325 S Pasadena St, Wildomar, CA 92595.

**2: Pledge of Allegiance:** Director Becker led the Pledge of Allegiance.

**3: Roll Call:**

Directors Present: Natale, Becker, Hoboy-Tenore, Millington and McDaniel (by zoom)  
Directors Absent: None  
Staff Present: Traci Russell, General Manager, Avalon Management

**4: Minutes:**

**ACTION:** On a motion by Dir. Becker and seconded by Dir. Hoboy-Tenore, the minutes of the Regular meeting of February 3, 2022, were approved, as submitted.  
Ayes: Natale, Becker, Hoboy-Tenore, Millington and McDaniel

**B. Special Presentation:** None

**C: Public Forum:** Susan Frommer provided a report.

**D. Consent Calendar:**

**1. Approval of Warrants**

- a. General Fund – (January -\$7,333.49)  
Permit Fund – (None)
- b. AD 2004-1 Fund – (None)
- c. Special Zones of Benefit - (None)

**2. Receive and File Financial Line-Item Statement for Budget for January 2022.**

- a. General Fund
- b. Road Maintenance Fund

**3. Receive and File – Cash Accounts –**

**ACTION:** On a motion by Dir. Becker, and seconded by Dir. Hoboy-Tenore, the consent calendar was approved, in its entirety. Motion carried: Ayes: Natale, Becker, Hoboy-Tenore, Millington and McDaniel

E. **Public Hearings:** - None

F. **Ordinances and Resolutions:** -

**Ordinance No. 22-03-03-01 Resolution of the Board Changing the meeting location:**

Due to office closure at 24837 Jefferson Avenue, Suite #207, Murrieta, the Board selected a new meeting location at a cost of \$175 a month. The new meeting address is Wildomar Senior Center, 32325 S Pasadena St, Wildomar, CA 92595.

**ACTION:** On a motion by Dir. Becker, and seconded by Dir. Natale, Ordinance 22-03-03-01, was approved. Motion carried: Ayes: Natale, Becker, Hoboy-Tenore, Millington and McDaniel.

G. **Administrative Items:**

1. **Updates from February 2022:** The updates for the month and various activities were presented to the Board. The Board reviewed the invoice from Tigre Equipment Company approved by the road committee as an emergency, to clean the damage and repair the shoulder due to damage during the last storm at a cost of \$14,492.

H. **General Manager's Report** - Included in the updates.

I. **Committee Reports**

1. **Road Committee:** None
2. **ACC Report** - None

J. **Board Comments** – None

K. **Adjournment** – The meeting was adjourned at 7:37 pm.

Respectfully submitted,

Traci Russell, District Secretary

**ADDITIONAL NOTES TO FINANCIALS**  
**JANUARY 2022 (FYE: 6/30/22)**

**TENAJA COMMUNITY SERVICES DISTRICT**

1. **Bank of America Checking:** Total Disbursements for 1/31/22: **\$2,381.69**. (LAIF requires an authorization form to be signed by the board authorizing Avalon to transfer funds from LAIF to the Bank of America Checking account. Once the form is signed and sent to LAIF, we will be able to transfer funds into the Bank of America Checking account. The form has been sent to the manager to have signed at the board meeting.)
2. **Bank of America Checking** cash balance as of 1/31/22: **\$2,083.85**.
3. **Encroachment Permits:** Balance as of 1/31/22: **\$9,800.00**.
4. **LAIF General Fund:** Total Disbursements for 1/31/22: **\$0.00**.
5. **LAIF General Fund** cash balance as of 1/31/22: **\$371,463.55**.
6. **AD2004 LAIF** cash balance as of 1/31/22: **\$56,002.28**.
7. **Zone 4 LAIF** cash balance as of 1/31/22: **\$138,283.12**.
8. **Zone 8 LAIF** cash balance total as of 1/31/22: **\$144,424.17**.
9. **Zone 2/3 LAIF** cash balance as of 1/31/22: **\$489,593.03**.
10. There were no deposits made this month.
11. If you have any questions, please contact Lori in the Accounting Office at 800-342-7213. If you have questions relating to a particular bill paid or not paid please contact the accounts payable dept. at the same number, ext. 110.

Avalon Management Group

# Tenaja Community Services District

## Statement of Revenues and Expenses 1/1/2022 - 1/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>General Fund Revenue</b>							
4000 - Assessments on Tax Roll	-	12,048.08	(12,048.08)	16,585.08	84,336.56	(67,751.48)	144,576.96
4001 - CPI	-	313.25	(313.25)	-	2,192.75	(2,192.75)	3,759.00
4002 - Direct Billing for Assessments	-	541.67	(541.67)	-	3,791.69	(3,791.69)	6,500.04
4150 - LAIF Interest Income	658.08	208.33	449.75	1,377.11	1,458.31	(81.20)	2,499.96
4160 - Admin. Fees from Zone 2/3	-	416.67	(416.67)	-	2,916.69	(2,916.69)	5,000.04
4161 - Admin. Fees from Zone 4	-	25.00	(25.00)	-	175.00	(175.00)	300.00
4162 - Admin. Fees from Zone 8	-	41.67	(41.67)	-	291.69	(291.69)	500.04
4163 - Permit Income to General Fund	-	333.33	(333.33)	-	2,333.31	(2,333.31)	3,999.96
4165 - Revenue to G.F. Reserve	-	(2,088.58)	2,088.58	-	(14,620.06)	14,620.06	(25,062.96)
<b>Total General Fund Revenue</b>	<b>658.08</b>	<b>11,839.42</b>	<b>(11,181.34)</b>	<b>17,962.19</b>	<b>82,875.94</b>	<b>(64,913.75)</b>	<b>142,073.04</b>
<b>Road Maintenance Revenue</b>							
4200 - Assessments on Tax Roll	-	5,442.75	(5,442.75)	-	38,099.25	(38,099.25)	65,313.00
4201 - CPI Increase	-	141.67	(141.67)	-	991.69	(991.69)	1,700.04
4202 - Direct Billing for Assessments	-	191.67	(191.67)	-	1,341.69	(1,341.69)	2,300.04
4205 - Paid Into Road Reserve	-	(701.08)	701.08	-	(4,907.56)	4,907.56	(8,412.96)
4230 - Interest Income	32.22	24.99	7.23	65.73	174.93	(109.20)	299.88
<b>Total Road Maintenance Revenue</b>	<b>32.22</b>	<b>5,100.00</b>	<b>(5,067.78)</b>	<b>65.73</b>	<b>35,700.00</b>	<b>(35,634.27)</b>	<b>61,200.00</b>
<b>Total Income</b>	<b>690.30</b>	<b>16,939.42</b>	<b>(16,249.12)</b>	<b>18,027.92</b>	<b>118,575.94</b>	<b>(100,548.02)</b>	<b>203,273.04</b>
<b>Operating Expense</b>							
<b>Administrative Expenses</b>							
5000 - Management Contract	5,000.00	-	(5,000.00)	25,000.00	-	(25,000.00)	-
5010 - Rent	1,946.00	1,946.00	-	13,622.00	13,622.00	-	23,352.00
5080 - Telephone	288.53	291.67	3.14	1,791.99	2,041.69	249.70	3,500.04
5091 - Travel Mileage	-	125.00	125.00	348.20	875.00	526.80	1,500.00
5105 - Office Supplies	66.36	208.33	141.97	648.98	1,458.31	809.33	2,499.96
5120 - Postage	-	125.00	125.00	320.99	875.00	554.01	1,500.00
5125 - AC Maint. & Repairs	-	41.67	41.67	-	291.69	291.69	500.04
5130 - Janitorial	-	115.00	115.00	230.00	805.00	575.00	1,380.00
5140 - Utilities/Elec	-	166.67	166.67	798.40	1,166.69	368.29	2,000.04
5155 - Copier Rental	-	100.00	100.00	599.77	700.00	100.23	1,200.00
5190 - Computer Software	-	41.67	41.67	-	291.69	291.69	500.04
5200 - Website	-	8.33	8.33	-	58.31	58.31	99.96
<b>Total Administrative Expenses</b>	<b>7,300.89</b>	<b>3,169.34</b>	<b>(4,131.55)</b>	<b>43,360.33</b>	<b>22,185.38</b>	<b>(21,174.95)</b>	<b>38,032.08</b>
<b>Personnel</b>							
5020 - Gen. Mgr Salary	-	3,583.33	3,583.33	9,484.80	25,083.31	15,598.51	42,999.96
5025 - Administrative Salary	-	583.33	583.33	851.50	4,083.31	3,231.81	6,999.96
5040 - Payroll Taxes	-	333.33	333.33	1,193.77	2,333.31	1,139.54	3,999.96
5050 - Workers Comp	-	83.33	83.33	-	583.31	583.31	999.96

# Tenaja Community Services District

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	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
5055 - Health Ins./Employee Benefit	-	1,041.67	1,041.67	3,086.40	7,291.69	4,205.29	12,500.04
5400 - Outside Services ADP Charge	32.60	141.67	109.07	429.36	991.69	562.33	1,700.04
<b>Total Personnel</b>	<b>32.60</b>	<b>5,766.66</b>	<b>5,734.06</b>	<b>15,045.83</b>	<b>40,366.62</b>	<b>25,320.79</b>	<b>69,199.92</b>
<b>Outside Services</b>							
5065 - Legal	-	700.00	700.00	7,100.00	4,900.00	(2,200.00)	8,400.00
5066 - Special Legal Counsel	-	416.67	416.67	-	2,916.69	2,916.69	5,000.04
5070 - Financial Audit	-	778.42	778.42	3,000.00	5,448.94	2,448.94	9,341.04
5095 - Legal Advertising	-	41.67	41.67	-	291.69	291.69	500.04
5111 - Printing/Blueprinting	-	8.33	8.33	63.23	58.31	(4.92)	99.96
5210 - Co. of Riverside	-	375.00	375.00	4,716.37	2,625.00	(2,091.37)	4,500.00
<b>Total Outside Services</b>	<b>-</b>	<b>2,320.09</b>	<b>2,320.09</b>	<b>14,879.60</b>	<b>16,240.63</b>	<b>1,361.03</b>	<b>27,841.08</b>
<b>Other</b>							
5180 - Liability Insurance	-	300.00	300.00	3,657.86	2,100.00	(1,557.86)	3,600.00
5220 - Dues/Subscription	-	58.33	58.33	703.00	408.31	(294.69)	699.96
5300 - Election Costs	-	16.67	16.67	-	116.69	116.69	200.04
5810 - Contingency	-	208.33	208.33	266.66	1,458.31	1,191.65	2,499.96
<b>Total Other</b>	<b>-</b>	<b>583.33</b>	<b>583.33</b>	<b>4,627.52</b>	<b>4,083.31</b>	<b>(544.21)</b>	<b>6,999.96</b>
<b>Road Repair Expenses</b>							
6000 - Weed Spraying	-	475.00	475.00	5,650.00	3,325.00	(2,325.00)	5,700.00
6001 - Culvert Cleanout	-	416.67	416.67	-	2,916.69	2,916.69	5,000.04
6002 - Sign Replacement	-	333.33	333.33	1,945.11	2,333.31	388.20	3,999.96
6003 - Pavement Patches	-	1,250.00	1,250.00	-	8,750.00	8,750.00	15,000.00
6004 - Tree Trimming	-	83.33	83.33	-	583.31	583.31	999.96
6005 - Shoulder Maint. (Grading/Add Base)	-	416.67	416.67	-	2,916.69	2,916.69	5,000.04
6006 - Striping - every 4 years	-	833.33	833.33	-	5,833.31	5,833.31	9,999.96
6007 - General Inspections	-	416.67	416.67	-	2,916.69	2,916.69	5,000.04
6008 - Contingency	-	833.33	833.33	342.89	5,833.31	5,490.42	9,999.96
6009 - County Service Charge	-	41.67	41.67	-	291.69	291.69	500.04
<b>Total Road Repair Expenses</b>	<b>-</b>	<b>5,100.00</b>	<b>5,100.00</b>	<b>7,938.00</b>	<b>35,700.00</b>	<b>27,762.00</b>	<b>61,200.00</b>
<b>Zone Expenses</b>							
7002 - Zone 4 - Road/Gen Maint	-	-	-	1,455.00	-	(1,455.00)	-
7005 - Zone 8 - Road/Gen Maint	-	-	-	3,005.00	-	(3,005.00)	-
7008 - Zone 2/3 - Road/Gen Maint	-	-	-	3,875.00	-	(3,875.00)	-
<b>Total Zone Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,335.00</b>	<b>-</b>	<b>(8,335.00)</b>	<b>-</b>
<b>Total Expense</b>	<b>7,333.49</b>	<b>16,939.42</b>	<b>9,605.93</b>	<b>94,186.28</b>	<b>118,575.94</b>	<b>24,389.66</b>	<b>203,273.04</b>
<b>Operating Net Total</b>	<b>(6,643.19)</b>	<b>-</b>	<b>(6,643.19)</b>	<b>(76,158.36)</b>	<b>-</b>	<b>(76,158.36)</b>	<b>-</b>
<b>Net Total</b>	<b>(6,643.19)</b>	<b>-</b>	<b>(6,643.19)</b>	<b>(76,158.36)</b>	<b>-</b>	<b>(76,158.36)</b>	<b>-</b>