

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
TENAJA COMMUNITY SERVICES DISTRICT
32395-B Clinton Keith Road
Wildomar, CA 92595
November 3, 2011

A-1 CALL TO ORDER:

The meeting of the Board of Directors of the Tenaja Community Services District was called to order at 7:02 p.m., at 32395-B Clinton Keith Rd., Foyer, Wildomar, California.

A-2 PLEDGE OF ALLEGIANCE:

Pres. Tomlinson led the pledge of allegiance.

A-3 ROLL CALL:

Directors Present: Linsley, Pierce, Tomlinson, and Inman
Directors Absent: Earnhart
Staff Present: Arlene Miller, General Manager

A-4 MINUTES:

On a motion by Dir. Inman and second by Dir. Linsley, the minutes of the Regular Meeting of October 6, 2011 approved as submitted. Motion carried 3 to 0. (Dir. Pierce abstained)

B. SPECIAL PRESENTATION:

None

C. CONSENT CALENDAR:

1. **Approval of Warrants**
 - a. **General Fund: (\$12,703.38)**
 - b. **Tenaja Road Maintenance Fund - (\$1,190.00)**
Permit Fund - (none)
 - c. **Special Zones of Benefit -(none)**
2. **Receive and file Financial Line Item Statement for Budget**
 - a. **General Fund**
 - b. **Road Maintenance Fund**
3. **Receive and File - Cash Accounts - All Funds**

On a motion by Dir. Inman and second by Dir. Linsley, the Consent Calendar was unanimously approved.

D. PUBLIC HEARINGS:

None

The Board unanimously agreed to move the public forum since there was only one audience member present.

J. PUBLIC FORUM

Ms. Candy Nelson presented a letter from her husband, Len Nelson, concerning the Right of ways and the District's involvement. The Board discussed in detail the purpose of the research and why the District became involved with this project.

Ms. Nelson continued to challenge the definition of the right of way as they are listed on the Tenaja Web site. During the meeting Staff checked the the web site and asked Ms. Nelson which page she was referring to. After several attempts, Ms. Nelson couldn't locate the exact excerpt and offered to email the District the page in question.

E. ORDINANCES AND RESOLUTIONS:

1. **Ordinance No. 4 Revisions**

This item is continued.

F. ADMINISTRATIVE ITEMS:

1. **Update on Collection of Tax-Exempt Parcels from Albert A Webb Assoc.**

Staff reported that she has not received any additional information concerning the subject matter.

The Board discussed using the legal services of Steve Miles to review the collections of the unpaid assessments and present a budget, time line, and recommendations to the Board for the estimated cost and probability of receiving the funds.

President Tomlinson was authorized to discussed this matter with Mr. Miles and have him contact Paul Thompson at Albert A. Webb Assoc. for details on the assessment that were recorded on the parcels.

2. **KWC Engineering Information**

President Tomlinson reported that the information packet was very close to being submitted to the County of Riverside. Mr. Miles has been working with KWC Engineering about writing the letter of submittal.

After discussion about the two items, Collection of Tax Exempt parcels and Submittal Letter to the County, the Board agreed to have Pres. Tomlinson to discuss each matter with Mr. Miles and

authorize one hour of legal time total to both matters. Pres. Tomlinson will also discuss gaining a reduced hourly rate for future special projects.

Staff was instructed to follow up with an email to Mr. Miles explaining the Boards requests to hire him for services for these special projects.

3. Holiday Schedule

Staff presented a holiday schedule and time information. The Board unanimously agreed to continue all regular meetings as scheduled which is the first Thursday of each month.

G. GENERAL MANAGERS REPORT:

The "main" computer that held all accounting, emails, spreadsheets and other important data quit working and the hard drive started smoking. Staff believes there was a short in the computer. In order to continue with the daily operations, Staff has ordered a new computer; however, software will need to be updated. The District has most documents backed up, using carbonite and a portable hard drive; however, programs that were being used have become obsolete and some of the data that was backed up cannot be used.

The office assistant, Ms. Tanya Saltis, has announced that she is pregnant.

H. COMMITTEE REPORT:

1. Communications - Ms. Miller

None

2. Roads Committee - Inman, Hoboy, Pierce, Baca and Haden

In addition to the written report submitted, the Board discussed the storage bin theft. Several emails have been sent concerning the theft and anyone with information is encouraged to contact law enforcement.

Pres. Tomlinson offered to contact All American Asphalt to invite them to the Road Committee to review and recommend rebuilding the main road system.

Dir. Linsley stated that he believed that the property owners who do park in the right of way need to apply for encroachment permits and acknowledge their responsibility for any damage to the road caused by the parking. Dir. Linsley's main concern is the damage to roadway edges.

Dir. Pierce commented that he has been in contact with the Captain of the Sheriff Department and the Highway Patrol and they expressed willingness to talk to the entire community about patrols, roads and jurisdiction matters. This would aid the public on who to contact. The Board supported the open forum and Dir. Pierce offered to arrange the meeting sometime in 2012 at the fire station.

3. ACC report

None

I. BOARD COMMENTS:

None

K. CLOSED SESSION

None

ADJOURNMENT:

Regular Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Arlene Miller
District Secretary