

Minutes of the Regular Meeting
of the Board of Directors
TENAJA COMMUNITY SERVICES DISTRICT
24837 Jefferson Ave. #207
Murrieta, CA 92562
February 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 6:34 p.m. at 24837 Jefferson Ave. #207 Murrieta, CA 92562.

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

3: **Roll Call:**

Directors Present: Natale, Becker and Hoboy-Tenore
Directors Absent: Millington and McDaniel
Staff Present: Traci Russell, General Manager, Avalon Management

4: **Minutes:**

ACTION: On a motion by Dir. Becker and seconded by Dir. Natale, the minutes of the Regular meeting of December 2, 2021, were approved, as submitted. Ayes: Becker, Natale, and Hoboy-Tenore.

B. Special Presentation: None

C. Public Forum: Susan Frommer provided a report.

D. Consent Calendar:

1. **Approval of Warrants**

a. **General Fund – (November -\$7,405.65 and December- \$9,999.48)**

Permit Fund – (None)

b. **AD 2004-1 Fund – (None)**

c. **Special Zones of Benefit - (Zone 8-December- \$1,930 and Zone 2/3-December- \$575)**

2. **Receive and File Financial Line-Item Statement for Budget for November and December 2021.**

a. **General Fund**

b. **Road Maintenance Fund**

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

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

E. **Public Hearings:** - None

F. **Ordinances and Resolutions:** - None

G. **Administrative Items:**

1. **Updates from January 2022:** The updates for the month and various activities were presented to the Board. No action taken.
2. **LAFCO Report:** The Board reviewed the LAFCO Report: No action taken.
3. **Approval of the Audit for Fiscal Year June 30, 2021:** The draft audit was presented to the Board. The Board did not submit a management Discussion this year as recommended by the Auditor.

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

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 7:11pm.

Respectfully submitted,

Traci Russell, District Secretary

ADDITIONAL NOTES TO FINANCIALS
NOVEMBER 2021 (FYE: 6/30/22)

TENAJA COMMUNITY SERVICES DISTRICT

1. **Bank of America Checking:** Total Disbursements for 11/30/21: **\$7,405.65.**
2. **Bank of America Checking** cash balance as of 11/30/21: **\$16,921.82.**
3. **Encroachment Permits:** Balance as of 11/30/21: **\$9,800.00.**
4. **LAIF General Fund:** Total Disbursements for 11/30/21: **\$0.00.**
5. **LAIF General Fund** cash balance as of 11/30/21: **\$371,249.82.**
6. **AD2004 LAIF** cash balance as of 11/30/21: **\$55,970.06.**
7. **Zone 4 LAIF** cash balance as of 11/30/21: **\$138,203.56.**
8. **Zone 8 LAIF** cash balance total as of 11/30/21: **\$144,341.07.**
9. **Zone 2/3 LAIF** cash balance as of 11/30/21: **\$489,311.34.**
10. There was a deposit made this month for \$16,585.08 from the County of Riverside.
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 11/1/2021 - 11/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
General Fund Revenue							
4000 - Assessments on Tax Roll	16,585.08	12,048.08	4,537.00	16,585.08	60,240.40	(43,655.32)	144,576.96
4001 - CPI	-	313.25	(313.25)	-	1,566.25	(1,566.25)	3,759.00
4002 - Direct Billing for Assessments	-	541.67	(541.67)	-	2,708.35	(2,708.35)	6,500.04
4150 - LAIF Interest Income	-	208.33	(208.33)	719.03	1,041.65	(322.62)	2,499.96
4160 - Admin. Fees from Zone 2/3	-	416.67	(416.67)	-	2,083.35	(2,083.35)	5,000.04
4161 - Admin. Fees from Zone 4	-	25.00	(25.00)	-	125.00	(125.00)	300.00
4162 - Admin. Fees from Zone 8	-	41.67	(41.67)	-	208.35	(208.35)	500.04
4163 - Permit Income to General Fund	-	333.33	(333.33)	-	1,666.65	(1,666.65)	3,999.96
4165 - Revenue to G.F. Reserve	-	(2,088.58)	2,088.58	-	(10,442.90)	10,442.90	(25,062.96)
Total General Fund Revenue	16,585.08	11,839.42	4,745.66	17,304.11	59,197.10	(41,892.99)	142,073.04
Road Maintenance Revenue							
4200 - Assessments on Tax Roll	-	5,442.75	(5,442.75)	-	27,213.75	(27,213.75)	65,313.00
4201 - CPI Increase	-	141.67	(141.67)	-	708.35	(708.35)	1,700.04
4202 - Direct Billing for Assessments	-	191.67	(191.67)	-	958.35	(958.35)	2,300.04
4205 - Paid Into Road Reserve	-	(701.08)	701.08	-	(3,505.40)	3,505.40	(8,412.96)
4230 - Interest Income	-	24.99	(24.99)	33.51	124.95	(91.44)	299.88
Total Road Maintenance Revenue	-	5,100.00	(5,100.00)	33.51	25,500.00	(25,466.49)	61,200.00
Total Income	16,585.08	16,939.42	(354.34)	17,337.62	84,697.10	(67,359.48)	203,273.04
Operating Expense							
Administrative Expenses							
5000 - Management Contract	5,000.00	-	(5,000.00)	15,000.00	-	(15,000.00)	-
5010 - Rent	1,946.00	1,946.00	-	7,784.00	9,730.00	1,946.00	23,352.00
5080 - Telephone	288.53	291.67	3.14	1,214.93	1,458.35	243.42	3,500.04
5091 - Travel Mileage	-	125.00	125.00	348.20	625.00	276.80	1,500.00
5105 - Office Supplies	98.61	208.33	109.72	474.46	1,041.65	567.19	2,499.96
5120 - Postage	-	125.00	125.00	320.99	625.00	304.01	1,500.00
5125 - AC Maint. & Repairs	-	41.67	41.67	-	208.35	208.35	500.04
5130 - Janitorial	-	115.00	115.00	230.00	575.00	345.00	1,380.00
5140 - Utilities/Elec	72.51	166.67	94.16	668.89	833.35	164.46	2,000.04
5155 - Copier Rental	-	100.00	100.00	414.89	500.00	85.11	1,200.00
5190 - Computer Software	-	41.67	41.67	-	208.35	208.35	500.04
5200 - Website	-	8.33	8.33	-	41.65	41.65	99.96
Total Administrative Expenses	7,405.65	3,169.34	(4,236.31)	26,456.36	15,846.70	(10,609.66)	38,032.08
Personnel							

Tenaja Community Services District

Statement of Revenues and Expenses 11/1/2021 - 11/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5020 - Gen. Mgr Salary	-	3,583.33	3,583.33	9,484.80	17,916.65	8,431.85	42,999.96
5025 - Administrative Salary	-	583.33	583.33	851.50	2,916.65	2,065.15	6,999.96
5040 - Payroll Taxes	-	333.33	333.33	1,097.37	1,666.65	569.28	3,999.96
5050 - Workers Comp	-	83.33	83.33	-	416.65	416.65	999.96
5055 - Health Ins./Employee Benefit	-	1,041.67	1,041.67	3,086.40	5,208.35	2,121.95	12,500.04
5400 - Outside Services ADP Charge	-	141.67	141.67	396.76	708.35	311.59	1,700.04
Total Personnel	-	5,766.66	5,766.66	14,916.83	28,833.30	13,916.47	69,199.92
Outside Services							
5065 - Legal	(700.00)	700.00	1,400.00	7,100.00	3,500.00	(3,600.00)	8,400.00
5066 - Special Legal Counsel	-	416.67	416.67	-	2,083.35	2,083.35	5,000.04
5070 - Financial Audit	-	778.42	778.42	3,000.00	3,892.10	892.10	9,341.04
5095 - Legal Advertising	-	41.67	41.67	-	208.35	208.35	500.04
5111 - Printing/Blueprinting	-	8.33	8.33	63.23	41.65	(21.58)	99.96
5210 - Co. of Riverside	-	375.00	375.00	4,716.37	1,875.00	(2,841.37)	4,500.00
Total Outside Services	(700.00)	2,320.09	3,020.09	14,879.60	11,600.45	(3,279.15)	27,841.08
Other							
5180 - Liability Insurance	-	300.00	300.00	3,657.86	1,500.00	(2,157.86)	3,600.00
5220 - Dues/Subscription	-	58.33	58.33	703.00	291.65	(411.35)	699.96
5300 - Election Costs	-	16.67	16.67	-	83.35	83.35	200.04
5810 - Contingency	-	208.33	208.33	266.66	1,041.65	774.99	2,499.96
Total Other	-	583.33	583.33	4,627.52	2,916.65	(1,710.87)	6,999.96
Road Repair Expenses							
6000 - Weed Spraying	-	475.00	475.00	5,650.00	2,375.00	(3,275.00)	5,700.00
6001 - Culvert Cleanout	-	416.67	416.67	-	2,083.35	2,083.35	5,000.04
6002 - Sign Replacement	-	333.33	333.33	1,645.11	1,666.65	21.54	3,999.96
6003 - Pavement Patches	-	1,250.00	1,250.00	-	6,250.00	6,250.00	15,000.00
6004 - Tree Trimming	-	83.33	83.33	-	416.65	416.65	999.96
6005 - Shoulder Maint. (Grading/Add Base)	-	416.67	416.67	-	2,083.35	2,083.35	5,000.04
6006 - Striping - every 4 years	-	833.33	833.33	-	4,166.65	4,166.65	9,999.96
6007 - General Inspections	-	416.67	416.67	-	2,083.35	2,083.35	5,000.04
6008 - Contingency	-	833.33	833.33	342.89	4,166.65	3,823.76	9,999.96
6009 - County Service Charge	-	41.67	41.67	-	208.35	208.35	500.04
Total Road Repair Expenses	-	5,100.00	5,100.00	7,638.00	25,500.00	17,862.00	61,200.00
Zone Expenses							
7002 - Zone 4 - Road/Gen Maint	-	-	-	1,455.00	-	(1,455.00)	-

ADDITIONAL NOTES TO FINANCIALS
DECEMBER 2021 (FYE: 6/30/22)

TENAJA COMMUNITY SERVICES DISTRICT

1. **Bank of America Checking:** Total Disbursements for 12/31/21: **\$12,504.48.**
2. **Bank of America Checking** cash balance as of 12/31/21: **\$4,417.34.**
3. **Encroachment Permits:** Balance as of 12/31/21: **\$9,800.00.**
4. **LAIF General Fund:** Total Disbursements for 12/31/21: **\$0.00.**
5. **LAIF General Fund** cash balance as of 12/31/21: **\$371,249.82.**
6. **AD2004 LAIF** cash balance as of 12/31/21: **\$55,970.06.**
7. **Zone 4 LAIF** cash balance as of 12/31/21: **\$138,203.56.**
8. **Zone 8 LAIF** cash balance total as of 12/31/21: **\$144,341.07.**
9. **Zone 2/3 LAIF** cash balance as of 12/31/21: **\$489,311.34.**
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 12/1/2021 - 12/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
General Fund Revenue							
4000 - Assessments on Tax Roll	-	12,048.08	(12,048.08)	16,585.08	72,288.48	(55,703.40)	144,576.96
4001 - CPI	-	313.25	(313.25)	-	1,879.50	(1,879.50)	3,759.00
4002 - Direct Billing for Assessments	-	541.67	(541.67)	-	3,250.02	(3,250.02)	6,500.04
4150 - LAIF Interest Income	-	208.33	(208.33)	719.03	1,249.98	(530.95)	2,499.96
4160 - Admin. Fees from Zone 2/3	-	416.67	(416.67)	-	2,500.02	(2,500.02)	5,000.04
4161 - Admin. Fees from Zone 4	-	25.00	(25.00)	-	150.00	(150.00)	300.00
4162 - Admin. Fees from Zone 8	-	41.67	(41.67)	-	250.02	(250.02)	500.04
4163 - Permit Income to General Fund	-	333.33	(333.33)	-	1,999.98	(1,999.98)	3,999.96
4165 - Revenue to G.F. Reserve	-	(2,088.58)	2,088.58	-	(12,531.48)	12,531.48	(25,062.96)
Total General Fund Revenue	-	11,839.42	(11,839.42)	17,304.11	71,036.52	(53,732.41)	142,073.04
Road Maintenance Revenue							
4200 - Assessments on Tax Roll	-	5,442.75	(5,442.75)	-	32,656.50	(32,656.50)	65,313.00
4201 - CPI Increase	-	141.67	(141.67)	-	850.02	(850.02)	1,700.04
4202 - Direct Billing for Assessments	-	191.67	(191.67)	-	1,150.02	(1,150.02)	2,300.04
4205 - Paid Into Road Reserve	-	(701.08)	701.08	-	(4,206.48)	4,206.48	(8,412.96)
4230 - Interest Income	-	24.99	(24.99)	33.51	149.94	(116.43)	299.88
Total Road Maintenance Revenue	-	5,100.00	(5,100.00)	33.51	30,600.00	(30,566.49)	61,200.00
Total Income	-	16,939.42	(16,939.42)	17,337.62	101,636.52	(84,298.90)	203,273.04
Operating Expense							
Administrative Expenses							
5000 - Management Contract	5,000.00	-	(5,000.00)	20,000.00	-	(20,000.00)	-
5010 - Rent	3,892.00	1,946.00	(1,946.00)	11,676.00	11,676.00	-	23,352.00
5080 - Telephone	288.53	291.67	3.14	1,503.46	1,750.02	246.56	3,500.04
5091 - Travel Mileage	-	125.00	125.00	348.20	750.00	401.80	1,500.00
5105 - Office Supplies	108.16	208.33	100.17	582.62	1,249.98	667.36	2,499.96
5120 - Postage	-	125.00	125.00	320.99	750.00	429.01	1,500.00
5125 - AC Maint. & Repairs	-	41.67	41.67	-	250.02	250.02	500.04
5130 - Janitorial	-	115.00	115.00	230.00	690.00	460.00	1,380.00
5140 - Utilities/Elec	129.51	166.67	37.16	798.40	1,000.02	201.62	2,000.04
5155 - Copier Rental	184.88	100.00	(84.88)	599.77	600.00	.23	1,200.00
5190 - Computer Software	-	41.67	41.67	-	250.02	250.02	500.04
5200 - Website	-	8.33	8.33	-	49.98	49.98	99.96
Total Administrative Expenses	9,603.08	3,169.34	(6,433.74)	36,059.44	19,016.04	(17,043.40)	38,032.08
Personnel							
5020 - Gen. Mgr Salary	-	3,583.33	3,583.33	9,484.80	21,499.98	12,015.18	42,999.96
5025 - Administrative Salary	-	583.33	583.33	851.50	3,499.98	2,648.48	6,999.96
5040 - Payroll Taxes	96.40	333.33	236.93	1,193.77	1,999.98	806.21	3,999.96
5050 - Workers Comp	-	83.33	83.33	-	499.98	499.98	999.96

Tenaja Community Services District

Statement of Revenues and Expenses 12/1/2021 - 12/31/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5055 - Health Ins./Employee Benefit	-	1,041.67	1,041.67	3,086.40	6,250.02	3,163.62	12,500.04
5400 - Outside Services ADP Charge	-	141.67	141.67	396.76	850.02	453.26	1,700.04
Total Personnel	96.40	5,766.66	5,670.26	15,013.23	34,599.96	19,586.73	69,199.92
Outside Services							
5065 - Legal	-	700.00	700.00	7,100.00	4,200.00	(2,900.00)	8,400.00
5066 - Special Legal Counsel	-	416.67	416.67	-	2,500.02	2,500.02	5,000.04
5070 - Financial Audit	-	778.42	778.42	3,000.00	4,670.52	1,670.52	9,341.04
5095 - Legal Advertising	-	41.67	41.67	-	250.02	250.02	500.04
5111 - Printing/Blueprinting	-	8.33	8.33	63.23	49.98	(13.25)	99.96
5210 - Co. of Riverside	-	375.00	375.00	4,716.37	2,250.00	(2,466.37)	4,500.00
Total Outside Services	-	2,320.09	2,320.09	14,879.60	13,920.54	(959.06)	27,841.08
Other							
5180 - Liability Insurance	-	300.00	300.00	3,657.86	1,800.00	(1,857.86)	3,600.00
5220 - Dues/Subscription	-	58.33	58.33	703.00	349.98	(353.02)	699.96
5300 - Election Costs	-	16.67	16.67	-	100.02	100.02	200.04
5810 - Contingency	-	208.33	208.33	266.66	1,249.98	983.32	2,499.96
Total Other	-	583.33	583.33	4,627.52	3,499.98	(1,127.54)	6,999.96
Road Repair Expenses							
6000 - Weed Spraying	-	475.00	475.00	5,650.00	2,850.00	(2,800.00)	5,700.00
6001 - Culvert Cleanout	-	416.67	416.67	-	2,500.02	2,500.02	5,000.04
6002 - Sign Replacement	300.00	333.33	33.33	1,945.11	1,999.98	54.87	3,999.96
6003 - Pavement Patches	-	1,250.00	1,250.00	-	7,500.00	7,500.00	15,000.00
6004 - Tree Trimming	-	83.33	83.33	-	499.98	499.98	999.96
6005 - Shoulder Maint. (Grading/Add Base)	-	416.67	416.67	-	2,500.02	2,500.02	5,000.04
6006 - Striping - every 4 years	-	833.33	833.33	-	4,999.98	4,999.98	9,999.96
6007 - General Inspections	-	416.67	416.67	-	2,500.02	2,500.02	5,000.04
6008 - Contingency	-	833.33	833.33	342.89	4,999.98	4,657.09	9,999.96
6009 - County Service Charge	-	41.67	41.67	-	250.02	250.02	500.04
Total Road Repair Expenses	300.00	5,100.00	4,800.00	7,938.00	30,600.00	22,662.00	61,200.00
Zone Expenses							
7002 - Zone 4 - Road/Gen Maint	-	-	-	1,455.00	-	(1,455.00)	-
7005 - Zone 8 - Road/Gen Maint	1,930.00	-	(1,930.00)	3,005.00	-	(3,005.00)	-
7008 - Zone 2/3 - Road/Gen Maint	575.00	-	(575.00)	3,875.00	-	(3,875.00)	-
Total Zone Expenses	2,505.00	-	(2,505.00)	8,335.00	-	(8,335.00)	-
Total Expense	12,504.48	16,939.42	4,434.94	86,852.79	101,636.52	14,783.73	203,273.04
Operating Net Total	(12,504.48)	-	(12,504.48)	(69,515.17)	-	(69,515.17)	-
Net Total	(12,504.48)	-	(12,504.48)	(69,515.17)	-	(69,515.17)	-